

Administrative Official and Public Works Department
Monthly Report for November 8, 2016 Town Council Meeting

(Covers period from 100616 through 110216)

Administrative Official:

- There were 32 building and sign permits and 37 Certificates of Zoning Compliance/Occupancy issued during October 2016.
- The Town has issued 1,149 business and rental licenses to date for CYE 16.
- Gross Rental Receipt Tax (GRRT) for period 16-1, due August 15, 2016 for rental period from January 2016 through June 30, 2016 is still being collected and to date we have received \$84,000. We have also begun to receive GRRT for period 16-2, which is due February 15, 2017 and covers rental period from July 1, 2016 through December 31, 2016. Thus far, we have received \$6,000 for 16-2, which brings us to a grand total of \$90,000 collected during FY17.
- Staff continues to contact those individuals who have not yet obtained business and rental licenses for CYE 16 as well as for delinquent GRRT submittals.
 - ✓ 7 phone calls to management companies & owners regarding GRRT
 - ✓ 4 phone calls to insurance companies for updated certificate of liability insurance
 - ✓ 8 resolved - courtesy email reminders to owners for Gross Rental Receipt Taxes
 - ✓ 3 violation letters sent for GRRT or no Rental License – 9 resolved
 - ✓ Follow up on getting DEBL or insurance from contractors after license was processed and didn't receive all paperwork at time of processing
 - ✓ Updating professional licenses & insurance in Z
 - ✓ Run reports to match all monies paid for all licenses & GRRT in Z & Edmunds
 - ✓ Processed BL, RL & GRRT and passed onto clerk & account clerk
 - ✓ Assumes the duties of the Receptionist in their absence. This includes answering phones, taking messages, accepting permit & license applications, accepting tax payments & taking park & Town Hall reservations
- The Board of Adjustment met on October 20th and heard the following application:
 - ✓ **V-331:** The property owners, Kevin and Christina Doughty, sought a variance from Article IV, §140-25-C-3(1)[b] of the Land Use and Development Chapter (L.U.D.C.) of the Town Code which requires Major recreational equipment (Boat and trailer) to be parked or stored within a garage or behind the nearest portion of a building to a street and § 203-1 of the Town Code which restricts the parking of trailers on parcels within the Town.

This variance sought to allow the applicants to park a boat and trailer that do not comply with the requirements set forth in the Town Code on property zoned R-1, at 13 Columbia Avenue (PIDN: 094.940 / Sussex CTM# 134-12.00-2139.00). **Denied 5-0.**
- The Planning and Zoning Commission met on October 20th and heard the following applications:
 - ✓ **P-300:** Review of an amendment to a previously approved site plan submitted by the property owners Smithiesi, LLC to initiate a general business on property located at 98 Central Ave. (PIDN: 059.000 / Sussex CTM# 134-12.00-523.00). **Approved 5-0.**

- ✓ **P-304:** Preliminary Land Development site plan review submitted by the property owners Timothy & Elenita Yeager for a lot combination to combine two parcels of land into one parcel on property zoned R-1, located at 15 & 11 Butler Boulevard (PIDN's 405.012 & 405.016 – Sussex CTM#’s 134-17.00-5.02 & 5.13) **Approved 5-0.**
- ✓ **P-305:** Review of an Ordinance to amend Residential Planned Community (R.P.C) Condition #7 as set by Ordinance 214, for Condominium Parcel “A” at the Ocean View Beach Club (PIDN: 408.310 / Sussex CTM# 134-17.00-977.00). **Recommend approval to Town Council 5-0.**
- The Board of Adjustment is scheduled to meet on November 17th to hear the following applications:
 - ✓ **V-332:** The property owners Bruce and Ellen Dolby are seeking a variance from Article V, §140-32 of the Land Use and Development Chapter (L.U.D.C.) of the Town Code which limits the height of a detached accessory structure to fourteen (14) feet.
This variance seeks to allow the applicants to construct a pole barn that will exceed the maximum height permissible by Code on property zoned R-1, located at 28 Woodland Avenue (PIDN: 118.000 / Sussex CTM# 134-12.00-318.00).
 - ✓ **V-333:** The property owner, Mr. Chris Sullivant, seeks a variance from Article V, §140-28 and §140-32 of the Land Use and Development Chapter (L.U.D.C.) of the Town Code which require principal structures and attached accessory structures to maintain minimum setbacks of 15 feet in the side yard, 30 feet in the rear yard and 25 feet in a side yard abutting a street.
This variance seeks to allow the applicant to construct an addition to the rear of his existing dwelling unit, that will encroach 16.7 feet into the required 30 foot rear yard setback on property zoned R-1, located at 17 S. Horseshoe Dr. (PIDN: 002.340 / Sussex CTM#: 134-12.00-790.00). ***This application has been deferred to the 121516 meeting of the Board.***
- The Planning and Zoning Commission is scheduled to meet on November 17th to hear a request from the developers of the Ocean View Beach Club (OVBC) to amend lot lines for Townhomes so that they can offer a larger model townhome for the sites.
- October 17th: Meeting with Paul Stehlik and the Ocean Way Estates Homeowner’s Association
- After numerous reviews and revisions infrastructure work has begun in the Ocean Way Estates area that was annexed to the Town as part of the Canal Landing Annexation (now the Ocean View Beach Club (OVBC)). Ryan Homes has contracted with the property owner/developer to construct single family homes on the forty three (43) lots within the Town. The Town along with the Town Engineer held a Pre-construction Meeting on October 31st with the developer (Berzins), their site contractor Common Sense Solutions and the builder Ryan Homes/NVR.
- The communities known as Tidewaters off of Tyler Drive and Johnson’s Glade off of Central Avenue continue infrastructure work and have submitted building permits for construction of dwelling units.
- Silverwoods has completed most of the infrastructure in Phase I and is now installing infrastructure in Phase II. A model home has been constructed in Phase I and will soon be available for sales.

- Comprehensive Land Use Plan (C.L.U.P.):
 - ✓ Amendment to the 2010 and 2013 amended C.L.U.P. was forwarded to the Office of State Planning (OSP) and a Preliminary Land Use Service (PLUS) review of the submitted document occurred on October 26th. I along with our planner Linda Raab attended and we both made a presentation to the group of state agency reviewers. We responded to their comments, which were minimal. An official report of the review is forthcoming and will be provided with a Council report when received.
 - ✓ I also had conversation with Ms. Debbie Botchie, the Town Manager of Millville and provided her with a copy of the maps included in the CLUP amendment as part of our inter-governmental cooperation requirement.
 - ✓ On Wednesday, November 2, 2016 our planner Ms. Raab and I met with Ms. Janelle M. Cornwell a manager in the Sussex County Planning and Zoning Office. We provided her with our proposed amendment and discussed the plan so that they too are aware of the Town's intent.
 - ✓ In all of these meetings I raised the issue of enclaves and annexation in an attempt to acquire answers regarding the issues facing the Town. There appears to be no easy solution and OSP does not see any requirement in the near future that would require property owners to seek annexation with a municipality if their property is within that entity's growth area as approved by the State. Sussex County indicated that they will continue their practice of directing people who wish to develop land within the County that lies in the Town's growth area seek, or at least, discuss annexation with the Town. Once again though there is no requirement that this be done.
 - ✓ I am requesting that the ordinance to adopt this amendment be introduced tonight. Once introduced it will be forwarded to the Planning and Zoning Commission for review at their October 20th meeting for them to provide their recommendation regarding adoption to Town Council.
- Visits to construction sites throughout Town ensuring that contractors and property owners have the required building permits and/or business licenses. We gave 24 verbal violation warnings to contractors who were in violation of the Code for failure to obtain Building Permits and/or Business Licenses. Property maintenance violation notices were forwarded to property owners who were not in compliance with the property maintenance requirements of the Code.

Public Works:

- Projects:
 - ✓ Drainage:
 - Country Village PHASE I: has been completed and is operating as expected.
 - ✓ Tyler Drive: Has been completed and is working as designed.
 - ✓ Woodland Avenue Extended Drainage & Road project:
 - Awaiting budget decision regarding this project and I continue to await a decision from the Drainage Program Manager (Tax Ditches) at DNREC Division of Soil & Water Conservation in Georgetown. Additional attempts to contact them for an answer by both myself and Kercher Engineering have been unsuccessful. Will pursue other avenues for approval information.

- ✓ Street Pavement Management:
 - The micro surfacing project that took place this year has been completed and a punch list was provided to the contractor via the Town engineer. The punch list has been addressed.

- ✓ T2 - Pedestrian Pathway Project:
 - Sidewalks for DelDOT Phase III along Central Ave: All easements for DelDOT Phase III have been obtained. In discussion with the program manager Mr. Jeff Niezgoda, I was advised that plans have been completed and the project will soon go out to bid in anticipation of a spring start for installation of a sidewalk on Central Avenue that will extend from Woodland Avenue to Atlantic Avenue.
 - I have reached out to Century Engineering regarding the Town decision to work with them so that they might provide documentation of the actual easements needed for this project. Once obtained we would be able to show them to the property owners to seek their approval for the easement request. If this is unsuccessful then the project could not move forward and the Town will not be required to make any payments to DelDOT for additional work.

- Road repairs to Woodland Avenue Extended are tentatively scheduled to occur over a two day period on November 9th and 10th. Once confirmed, notifications will be sent out and a notice will be placed on the Town website. The work is to be completed by Jerry's Paving, who was the lowest of three bidders. The repairs are being done because of severe distress issues on the roadway that if not addressed could cause the road to fail.
- The Public Works Dept. has installed the three radar speed signs, two of which have been placed on Woodland Avenue between Betts and Hudson Avenues and are to be stationary. The other was placed on Daisey Avenue but will be mobile and moved periodically to other pre-determined locations as requested by OVPD.
- Continue to reach out to Jim Smith (DPL) for approval to replace Christmas lights on utility poles along SR26.
- In addition to regular daily duties the DPW personnel also:
 - ✓ Replaced clogged and leaking vacuum lines on Smart flow mosquito sprayer.
 - ✓ Prepared Western Plows for upcoming season.
 - ✓ Replaced New Holland Tractor Battery.
 - ✓ Attended a Chain Saw Safety and Maintenance training session sponsored by our insurer DFIT on October 26th in Rehoboth.
- October 7th - Sussex Tree removed a decaying/hazardous tree from the Right-of-Way at 96 Woodland Ave.
- October 13th - Sussex Tree removed dead limbs and pruned trees in the John West Park.
- October 30th - Cops & Goblins setup & breakdown.
- November 1st - Generator diagnostics / check.
- Picked up and delivered donated furniture from Bear Trap Dunes to Camp Barnes.