

# Administrative Official and Public Works Department Monthly Report for December 13, 2016 Town Council Meeting

*(Covers period from 110216 through 120616)*

## Administrative Official:

- There were 27 building and sign permits and 20 Certificates of Zoning Compliance/Occupancy issued during October 2016.
- The Town has issued 1,165 business and rental licenses to date for CYE 16.
- Staff processed, prepared and mailed 1355 renewal applications for CYE17 business and rental licenses as follows:
  - ✓ 926 Business Licenses
  - ✓ 317 Rental Licenses
  - ✓ 112 Real Estate Broker and Agent Licenses
- Required renewals are due back by January 1, 2017 and staff is currently receiving and processing those renewals that have been returned to date.
- Gross Rental Receipt Tax (GRRT):
  - ✓ Staff has received \$86,000 for period 16-1, for rental period from January 2016 through June 30, 2016. Payments were due August 15, 2016 and staff is still pursuing delinquent accounts for this period.
  - ✓ Thus far, we have received \$8,000 for period 16-2, which is due February 15, 2017 and covers rental period from July 1, 2016 through December 31, 2016.
- Staff continues to contact individuals who have not yet obtained business and rental licenses for CYE 16 as well as for delinquent GRRT submittals.
  - ✓ phone calls to insurance companies for updated certificate of liability insurance
  - ✓ 2 resolved - courtesy email reminders to owners for Gross Rental Receipt Taxes
  - ✓ 3 violation letters sent for GRRT or no Rental License – 3 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 and license applications, accepting tax payments and taking park and Town Hall reservations
- The Board of Adjustment met on November 17<sup>th</sup> and heard the following applications:
  - ✓ **V-332:** The property owners Bruce and Ellen Dolby sought 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. A variance would 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). *Approved 5-0.*

- The Board of Adjustment is scheduled to meet on December 15<sup>th</sup> to hear the following applications:
  - ✓ **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 and a screen porch at the rear of his existing dwelling unit, that will encroach a maximum of 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).
  - ✓ **V-334:** The property owners, Robert and Donna VEIGLE, seek variance from Article IV, §140-25-C-5 (b) [2] of the Land Use and Development Chapter (L.U.D.C.) of the Town Code which requires that the water's edge of a pool be located so that the distance from the water's edge to the side and rear lot line is not less than the building setback line.
 

This variance seeks to allow the applicant to construct an in ground swimming pool in the rear yard that will encroach 6 feet into the required 30 foot rear yard setback on property zoned R-1, located at 2 Wade Winn Street (PIDN: 142.060 / Sussex CTM#: 134-12.00-2148.00).
- The Planning and Zoning Commission met on November 17<sup>th</sup> and heard 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. *Approved 5-0.*
- The Planning and Zoning Commission is scheduled to meet on December 15<sup>th</sup> for a public hearing of an Ordinance to adopt the 2015 Comprehensive Land Use Plan Amendment.
- 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 is now open for sales. A pump station, required by Sussex County Engineering, will be built as part of Phase II and the amenities center is tentatively scheduled to begin in the spring.
- Comprehensive Land Use Plan (C.L.U.P.):
  - ✓ On 12/05/16 I attended a meeting in the Town of Millville to discuss land use issues concerning enclaves and parcels that are partially in and out of municipalities. In attendance were Ms. Constance Holland, AICP - the Director of the Office of State Planning (OSP), Ms. Dorothy Morris, AICP – OSP, Circuit Rider for Sussex County, Ms. Janelle M. Cornwall – Planning and Zoning Manager for Sussex County, Mr. Kyle Gulbranson – Planner at AECOM, Seth Thompson – Solicitor for the Town of Millville, Ms. Valerie Faden – Town of Millville Councilperson and Ms. Debbie Botchie. We were advised that these are issues that affect many governmental entities throughout the state but it is not something that the State Legislature has addressed. Alternate ways that might be used to attract those property owners to annex were discussed with information provided by OSP and the County.

- Visits to construction sites throughout Town are ongoing to ensure that contractors and property owners have the required building permits and/or business licenses. The Code Compliance person gave 5 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.
- **November 3<sup>rd</sup>**: Met w/ representatives of Ocean View Seafood and Mariner's Bethel Church to discuss and subsequently approve their inquiry regarding the sale of Christmas trees as permitted by the Code.
- **November 17<sup>th</sup>**: Met w/ Hunters Run HOA regarding trees planted in Right-of-Way that created a hazard on the Thornberry Dr. alley. With assistance from Councilperson Maly we opened dialogue with the Homeowners Association and their property management company. Discussions led to the removal of the trees and clearing of the brush that was encroaching into the roadway. Additional conversation with a property owner in that same area resulted in the removal of decorative grasses and a tree that created visibility issues at an intersection within the community.

### **Public Works:**

- Projects:
  - ✓ We are currently advertising for sealed bids for the Hunters Run Ramp and Sidewalk Replacement Project, Project #2017-01. Contract documents will be available for purchase at 201 Central Ave. on December 8<sup>th</sup> for \$50.00 and a mandatory pre-bid meeting will be held on December 15<sup>th</sup>. Sealed bids are due back to the Town by 10:00am on January 5, 2017.
  - ✓ Street Pavement Management:
    - Have been meeting representatives from Kercher Engineering regarding the street pavement management project(s) proposed for the upcoming year. There has been much discussion about the patching required throughout Town and its integration with the Micro Surfacing portion of the pavement management.
  - ✓ 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.
- Road repairs to Woodland Avenue Extended have been completed.
- Scheduled to meet with Jon Fellgraff and Willow Construction on December 14<sup>th</sup> to discuss the damage to the beam at the rear entrance of the Wallace A. Melson Municipal Building. Will also ensure that the beam in the front of the building is structurally sound.
- Kurt Olsen and I met with representatives from Delmarva Power (DPL) regarding the Christmas light displays on SR 26. As a result of this meeting the electrician used by the Town was able to install the necessary electrical equipment needed to have the lights energized on 112816. DPL is to complete the connections on 120616 and we should have Christmas light displays working on SR 26 for the upcoming holidays. Central Avenue Christmas light displays were installed on 112816 and have been engaged since that date.

- In addition to regular daily duties the DPW personnel also:
  - ✓ Prepared Western Plows for upcoming season.
  - ✓ Replaced New Holland Tractor Battery.
  - ✓ Installed interior Christmas décor at 201 Central Avenue & 32 West Avenue.
  - ✓ Will be setting up and breaking down for Holiday in the Park on December 10<sup>th</sup>.