

**Administrative Official and Public Works Department**  
**Monthly Report for January 10, 2017 Town Council Meeting**

*(Covers period from 120716 through 010517)*

**Administrative Official:**

- There were 33 building and sign permits and 27 Certificates of Zoning Compliance/Occupancy issued during December 2016.
- The Town issued a grand total of 1,172 business and rental licenses in CYE16.
- Required license renewals were due back to us by January 1, 2017. Staff is currently receiving and processing those renewals that have been returned. To date, we have issued 499 business and rental licenses for CYE17.
- Gross Rental Receipt Tax (GRRT):
  - ✓ Staff has processed \$86,000 in GRRT for period 16-1, which covers rental income received during the 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 \$14,000 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 business owners, insurance companies, management companies, and government agencies to gather missing paperwork for license applications.
  - ✓ Courtesy email reminders to owners for Gross Rental Receipt Taxes
  - ✓ Updating professional licenses & insurance information in our records.
  - ✓ Reports run to match all monies paid for all licenses & GRRT in Z. drive & Edmunds
  - ✓ Processed BL, RL & GRRT that were then forwarded to Town & Accounting clerk
  - ✓ Assumes the duties of the Receptionist in their absence.
- The Board of Adjustment met on December 15<sup>th</sup> and heard the following applications:
  - ✓ **V-333:** The property owner, Mr. Chris SULLIVANT, sought 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 sought 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). *Approved 4-1.*

- ✓ **V-334:** The property owners, Robert and Donna VEIGLE, sought a 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 sought 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). *Approved 5-0.*

- The Board of Adjustment is not scheduled to meet in January.
- The Planning and Zoning Commission met on December 15th for the first public hearing of an Ordinance to adopt the 2015 Comprehensive Land Use Plan Amendment. The commission voted unanimously to recommend that Town Council adopt the Ordinance.
- The Planning and Zoning Commission is not scheduled to meet in January.
- The communities known as Tidewaters off of Tyler Drive, Johnson's Glade off of Central Avenue and Silverwoods off of Beaver Dam Road continue infrastructure work and have submitted and/or been issued building permits for construction of dwelling units. 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.
- Staff continues 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.

### **Public Works:**

- Projects:
  - ✓ We received a total of four (4) sealed bids for the Hunters Run ADA Ramp and Sidewalk Replacement Project #2017-01 on January 5<sup>th</sup>, 2017. The Town Manager will provide these bid amounts in her report to Council. Kercher engineering is currently reviewing the bid packages and will make a recommendation regarding the bid award and upon completion the Town Solicitor will review and provide his approval or disapproval of the contract. Once approved by the Solicitor the package will be forwarded to Council to determine whether to award the bid.
  - ✓ We are currently advertising for sealed bids for the Y2017 Street Patching and Crack-Sealing Project, Project Number 2017-02. Contract documents were available for purchase at 201 Central Ave. starting on January 3<sup>rd</sup> for \$25.00 and a mandatory pre-bid meeting was held on January 5<sup>th</sup> at 10:30am. Two (2) contractors attended the pre-bid meeting. Sealed bids are due back to the Town by 10:00am on January 19, 2017.

- ✓ On January 12, 2017, I will meet with representatives from Kercher Engineering to discuss a drainage project for Woodland Avenue Extended. Staff is currently reviewing the easements on file to determine what properties if any have changed ownership so that those easement packets can be updated. Once easement packets are in hand staff will go about the task of seeking signatures from property owners abutting the project. As you are all aware these signatures or condemnation are required to move forward with the project. We plan to seek the assistance of a property owner who previously offered to assist in garnering the necessary easement signatures.
- ✓ T2 - Pedestrian Pathway Project:
  - Sidewalks for Phase III along Central Ave: The Town in partnership with DelDOT has signed the contract for Phase III sidewalks and the State will soon put the project out to bid in anticipation of a spring start date. This project which is managed by DelDOT for the federal government will create sidewalks along Central Avenue that will extend from Woodland Avenue to Atlantic Avenue. This will connect the two previous T2 Pedestrian Pathway projects, along Woodland and West Avenues, with the pedestrian pathway created as part of the SR26 Mainline project.
- On December 14<sup>th</sup>, 2016, I met with architect Jon Fellgraff, designer of the Wallace A. Melson Municipal building, and Willow Construction, the builder, to discuss the damage to the beam at the rear entrance. It was determined that Willow Construction will return in early 2017 to replace and repair the beam at the rear of the building. At that time, Willow Construction will also further inspect the beam at the front of the building to ensure that it is structurally sound. If damage is found, they will then make the necessary repairs.
- In addition to regular daily duties the DPW personnel also:
  - ✓ Continued tree trimming at 32 West Avenue and John West Park.
  - ✓ Completed the installation of Christmas lights on light poles in conjunction with Delmarva Power.
  - ✓ Set up for the Holiday in the Park event on December 10, 2016.
  - ✓ Continued installation of signs throughout Town in an effort to replace damaged street, speed limit, and stop signs. Signs are also being upgraded to meet the current regulations set forth in the Manual on Uniform Traffic Control Devices (MUTCD).
  - ✓ Continued routine vehicle and equipment maintenance including the winterization of equipment.
  - ✓ Cleaned out ditches along Meadow Lane in Country Village.
  - ✓ Attended DFIT Safety Training on December 20, 2016. The training topic was “Personal Protective Equipment (PPE) and Winter Weather”.