

# Administrative Official and Public Works Department Monthly Report for February 14, 2017 Town Council Meeting

*(Covers period from 010517 through 020917)*

## Administrative Official:

- There were 17 building and sign permits and 46 Certificates of Zoning Compliance/Occupancy issued during January 2017.
- To date, we have issued 783 business and rental licenses for CYE17 and staff continues to contact individuals who have not yet obtained business and rental licenses for CYE 17.
- Gross Rental Receipt Tax (GRRT):
  - ✓ Staff has processed GRRT for CYE 2016 as follows:
    - \$86,000 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.
    - \$102,000 for period 16-2, which is due February 15, 2017 and covers rental period from July 1, 2016 through December 31, 2016.
- The department continues to:
  - ✓ 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 did not meet in January.
- The Board of Adjustment will meet on February 16, 2017 at 5 P.M. to hear the following applications:
  - ✓ **V-335:** The property owners, Vernon R. & Catherine M. Steffe, seek a variance from Article VII, §140-50-B and Article V, §140-32 of the Land Use and Development Chapter (L.U.D.C.) of the Town Code. Article VII, § 140-50-B allows Town Council to set dimensional regulations within Planned Communities and Article V, §140-32 requires attached accessory structures to maintain the same side yard setback as the principal structure. The minimum side yard setback, as determined by Town Council, for the Residential Planned Community (R.P.C.) of Fairway Village is ten (10) feet, as stated on the Record Plat recorded in the office of the Sussex County Recorder of Deeds on March 25, 2009.

This variance seeks to allow the applicants to maintain an existing trash storage bin that encroaches into the required ten (10) foot side yard setback, on a lot zoned R.P.C., located at 62 Fairway Drive (PIDN: 402.284 / Sussex CTM#: 134-16.00-2043.00).

- ✓ **V-336:** The property owners, Dean A. & Tammy A. Mitchell, request a variance from Article V, §140-28, and Article XVI, §140-100-D(12)(b)[2] & [3] of the Land Use and Development Chapter (L.U.D.C.) and Article II, §187-10-A of the Streets and Sidewalks Chapter of the Town Code. Article V, §140-28, requires a minimum side yard setback of fifteen (15) feet in the R-1 Zoning District and Article XVI, §140-100-D(12)(b)[2] & [3] and Article II, §187-10-A of the Code require that driveways be a minimum of 5' from any adjacent property line.

This variance seeks to allow the applicants to maintain an existing dwelling unit and driveway that encroach into the required setbacks as indicated in the Town Code on a lot zoned R-1, located at 7 Mitchell Avenue (PIDN: 036.510 – CTM#: 134-12.00-1950.00).

- ✓ **V-337:** James C. & Deborah A. Stuart, requesting a variance from Article V, §140-32 of the Land Use and Development Chapter (L.U.D.C.) of the Town Code. Article V, § 140-32 limits detached accessory structures to a maximum height of fourteen (14) feet from grade.

This variance seeks to allow the applicants to construct a detached accessory structure (garage) that will exceed the maximum height allowable by Code, on a lot zoned Residential Planned Community, (R.P.C.), located at 3 Avondale Drive (PIDN: 325.110 / Sussex CTM#: 134-17.00-586.00).

- The Planning and Zoning Commission did not meet in January.
- The Planning and Zoning Commission will meet at 7 P.M. on February 16, 2017 to review the following applications:
  - ✓ **P-261:** Review previously approved Land Development site plan to add an amenity area containing a pool, clubhouse and parking lot, which will be reviewed as Phase III on land zoned Residential Planned Community (RPC) at 7 Luzerne Dr. - PIDN: 413.113 / Sussex CTM#: 134-16.00-43
  - ✓ **P-282:** A review of a Final Land Development Plan, submitted by The Evergreene Companies on behalf of the property owners Raze Properties, LLC and Sigurd Berzins - Trustee, to create a community with fifty (50) single family lots and an area set aside for future commercial development on land zoned MXPC (Mixed Use Planned Community), located at S/RD 361 - Parcel B and SW Corner SRD's 361 and 363 – Parcel C - Muddy Neck and Double Bridges Roads (PIDN: 410.000 / Sussex CTM#: 134-17.00-30.03 and 134-17.00-30.04).
- 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 4 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.
- Met with various business owners throughout the month to discuss tenant fit-outs and general business expansions. Discussed all aspects of the tenant fit-out process including Fire Marshal approvals as well as site plan, business licenses, and sign permit requirements.
- Met with several property owners throughout the month to discuss land use and permitting questions.

- January 6<sup>th</sup>: Met with Ben McCabe of McCabe & Sons to discuss grass cutting for property maintenance violations.
- January 17<sup>th</sup>: Met with representatives from K. Hovnanian Homes, Mike Irons, President of the Delaware Shore Division, and Jen Shomper, Production Coordinator, to discuss permitting and new construction at Ocean View Beach Club. Mr. Irons is the new area president and assumes the role previously held by Brian McManus, who has moved on to other endeavors.
- January 24<sup>th</sup>: Met with Jim Lober of Kercher Engineering to review site work that is in-progress at Silverwoods, Ocean Way Estates, Johnsons Glade, and Tidewaters.
- January 30<sup>th</sup>: Met with the Principal of Lord Baltimore Elementary, Pamela Webb, and the Assistant Principal, Matt Keller, to discuss possibilities for the placement of a new sign at the school.
- January 31<sup>st</sup>: Met with representatives from Custom Mechanical to discuss HVAC permits and the FEMA flood zone requirements for mechanicals.
- February 8<sup>th</sup>: Met with Alex Moor and Bob Frey of Ryan Homes to discuss new construction at Silverwoods.
- Ongoing budget discusses for the department.

### **Public Works:**

- Projects:
  - ✓ A total of four (4) sealed bids were received for the Hunters Run ADA Ramp and Sidewalk Replacement Project #2017-01 on January 5<sup>th</sup>, 2017. Kercher Engineering reviewed the bids to ensure all aspects of the proposals met the bid specifications. Upon determining that the lower bid was in order, the contract was forwarded to the Town Solicitor, a presentation was made to Town Council at the January 10, 2017 Town Council Meeting and the project was awarded to Sam's Construction.
  - ✓ A total of two (2) sealed bids were received for the Y2017 Street Patching and Crack Sealing Project, Project Number 2017-02. Kercher Engineering is currently reviewing the two (2) bid packages and once completed will discuss the options with staff.
  - ✓ The Y2017 Street Rehabilitation Project (Micro, etc.), Project Number 2017-03 is currently advertised for bids. Contract documents were available for purchase at 201 Central Ave. starting on February 3<sup>rd</sup> for \$25.00 and a mandatory pre-bid meeting was held on Thursday, February 9<sup>th</sup> at 10:00am. Asphalt Paving Systems was the lone representative at the pre bid meeting. Sealed bids are due back to the Town at 10am on Thursday, February 16<sup>th</sup>.
  - ✓ On January 12, 2017, I met with representatives from Kercher Engineering to discuss a drainage project for Woodland Avenue Extended. Staff is 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 contact property owners to seek signatures. We hope to receive the cooperation of all those property owners whose signatures are required however, absent a signed easement we will need to move forward with condemnation proceedings. We do plan to seek the assistance of a property owner who previously offered to assist in garnering the necessary easement signatures.

- ✓ T2 - Pedestrian Pathway Projects:
  - Sidewalks for Phase III along Central Ave: The Town in partnership with DelDOT has signed the contract for Phase III sidewalks and the State put the project out to bid. I've been advised by Jeff Niezgodka at DelDOT that bids were opened this past Tuesday, and that they have an apparent low bidder that is below the engineers estimate. They are in the process of having the bid analyzed and a recommendation to award letter executed shortly. He expects work to start in the spring. This project, which is managed by DelDOT for the federal government, will create a sidewalk along Central Avenue that will extend from Woodland Avenue to Atlantic Avenue. It 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.
  - Phase IV, that is proposed to be installed on the West side of both Central and West Avenues from the Town Park to the Assawoman Canal, is still being discussed. Staff is reaching out one last time to the property owners in an attempt to procure the necessary easements, without which the project will be unable to move forward.
- February 1<sup>st</sup>: Willow Construction returned to begin work on the damaged beam at the rear entrance of 201 Central Ave. They have further assessed the water damage and have presented us with a few options to complete the necessary repairs.
- February 8<sup>th</sup>: Met with Charlie Walker to discuss improvements at John West Park.
- Ongoing budget discussions for department.
- In addition to regular daily duties, the DPW personnel also:
  - ✓ Along with Beacon Electric, DPW staff removed Christmas lights on Atlantic & Central Avenues.
  - ✓ Removed graffiti on Woodland Avenue sidewalk.
  - ✓ Patched a pothole at the Reserves Construction entrance on Woodland Avenue Extended.
  - ✓ Installed new stop signs at the north end of Town to meet standards set forth by the Manual on Uniform Traffic Control Devices (MUTCD).
  - ✓ Replaced street signs at Daisey and Woodland Avenues.
  - ✓ Installed larger pedestrian crossing signs on Central Avenue near the Assawoman Canal Trail.
  - ✓ Completed routine vehicle maintenance and registration renewals.
  - ✓ Snow storm – January 7<sup>th</sup> - 9<sup>th</sup>: The National Weather Service recorded over 13" of snow in Ocean View after a weekend Nor'easter. Forecasts were very mixed ahead of the storm, but DPW personnel made all the necessary preparations nonetheless. DPW worked tirelessly throughout the weekend to stay ahead of the storm and to ensure that Town roads were as clear as possible.
  - ✓ Extremely cold temperatures in early January also caused frozen pipes and water leaks at several properties throughout Town. DPW staff assisted in turning the water off at the meter at properties on the Town Water System.
  - ✓ DFIT Safety Meeting on January 17<sup>th</sup>: Jerrad Steele attended a seminar about Personal Protective Equipment.