

Administrative Official and Public Works Department Monthly Report for May 9, 2017 Town Council Meeting

(Covers period from 040717 through 050417)

Administrative Official:

- There were 62 building and sign permits and 37 Certificates of Zoning Compliance/Occupancy issued during March and April 2017.
- To date, we have issued 975 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 as follows:
 - Have processed \$164,000 for period 16-2, which was due February 15, 2017 and covers rental period from July 1, 2016 thru December 31, 2016.
 - Received and processed \$1,000.00 for period 17-1, which is due August 15, 2017 and covers the rental period from January 1, 2017 thru June 30, 2017.
- The department continues to:
 - ✓ Make phone calls to management companies & property owners regarding GRRT.
 - ✓ Emailing property owners whose GRRT is past due
 - ✓ Make phone calls to contractors, insurance companies & outside agencies for DE Business Licenses, professional license & insurance certificates.
 - ✓ Sent 9 violation letters for to property owners who did not have the required rental license and failed to pay the GRRT.
 - ✓ Check websites for homeowners advertising their properties for rent to ensure they have the required rental license.
 - ✓ Complete periodic ride arounds throughout Town to ensure that Real Estate agents are licensed.
 - ✓ Updating professional licenses & insurance in Z.
 - ✓ Run reports to match all monies paid for all licenses & GRRT in Z & Edmunds.
 - ✓ Process BL, RL & GRRT and pass these on to the Town clerk & account clerk for additional processing.
 - ✓ Assume the duties of the Receptionist when she is absent which includes answering phones, taking messages, accepting permit & license applications, accepting tax payments & taking park & Town Hall reservations
- 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. Verbal violation warnings were provided to contractors in violation of the Code for failure to have the proper Building Permit(s) and/or Business License(s). Followed up to ensure compliance.
- Property maintenance violation notices were forwarded to property owners who were not in compliance with the property maintenance requirements of the Code. Spring is now in full swing, and we have started mailing Grass Violation Letters. We have mailed approximately 90 violations, and we have achieved compliance for all but three (3) properties thus far. The Town had to have our subcontractor cut those properties and the property owners will be billed accordingly.

- The Board of Adjustment met on Thursday April 20, 2017 at 6PM and heard the following application:
 - ✓ **V-343:** Submitted by the property owners, Chris and Marie Dispoto, seeking a variance from Article V, §140-32 of the Land Use and Development Chapter (L.U.D.C.) of the Code which restricts the height of a detached accessory structure to 14' from grade.
This variance sought to allow the applicant to construct a detached accessory structure (garage) that will exceed the maximum permissible height on a lot zoned R-1, located at 7 LONGVIEW DRIVE (PIDN: 103.151 / SUSSEX CTM#: 134-12.00-311.05). *Approved 5-0*
- The Board of Adjustment is scheduled to meet at 6 P.M. on Tuesday, May 23rd at 6PM to hear the following application:
 - ✓ **V-342:** An application submitted by the property owners , Chris Dominic and Barbara Calkins, seeking a variance from Article V, §140-32, §140-28, §140-33, Article VI, §140-35 and Article XVI, § 140-100-D (12) (b) [4] of Land Use and Development (L.U.D.) and Article II, § 187-10-A of the Streets and Sidewalks Chapters of the Town Code. §140-32, requires attached accessory structures to maintain the same setback as the principal structure as defined in §140-28 and detached accessory structures to maintain setbacks of ten (10) feet from the rear lot line, the same as the principal structure from a side lot line, five (5) feet from any other structure with a maximum height of fourteen (14) feet. Article V, §140-28 requires the principal structure and attached accessory structures to maintain setbacks from property lines as follows: twenty five (25) feet front and side lot line abutting a street, thirty (30) feet rear, fifteen (15) feet sides while §140-33 permits uncovered steps to project four (4) feet and HVAC units three (3) feet into required setbacks while §140-35 allows patios, at grade, to project to within ten (10) feet of the side and rear lot lines. Article XVI, § 140-100-D (12) (b) [4] and Article II, § 187-10-A each require that the width of a driveway, through the Town Right of Way (ROW), be a maximum of twenty (20) feet.

The variance requested seeks to allow the applicant to renovate a front porch and replace front steps that encroach into the required front yard setback, erect a sitting wall on a paver patio at grade that will be within the 15 ' side yard setback, replace a deck and outside shower that will encroach into the required 30' rear yard setback, maintain two (2) HVAC platforms that exceed the permissible three foot projection into the required 30' rear yard setback and construct a driveway that will exceed the maximum permissible 20' width through the ROW on property zoned R-1 at 6 Hudson Avenue (PIDN: 108.000 / SUSSEX CTM#: 134-12.00-303.00).
- The Planning and Zoning Commission did not meet in April.
- The Planning and Zoning Commission is scheduled to meet at 7 P.M. on Tuesday, May 23rd to review the following applications:
 - ✓ **P-306:** Ordinance to Amend the Official Zoning Map of the Town of Ocean View by Redesignating Enumerated Parcels in Accordance with the 2015 Comprehensive Land Use Plan.

- ✓ **P-307:** Ordinance to Amend Ocean View Code Chapter 140, Article IV, §140-24, Article VI, Additional Use and Dimensional Regulations and Article XXI, §140-152 to allow Woodworking Shop as a permissible use with the granting of a Special Exception in GB-1 and GB-2 Commercial Districts.
- ✓ **P-308:** Ordinance to Amend Ocean View Code Chapter 140, Article IV, §140-24, Article VI, Additional Use and Dimensional Regulations and Article XXI, §140-152 to allow Wildlife Learning Center as a permissible use with the granting of a Special Exception in GB-1 and GB-2 Commercial Districts.
- **April 6th:** Attended the 2017 Edmunds & Associates Regional User Conference in Dover in order to learn more about our MCSJ Software and to network with fellow users in our area.
- **April 12th:**
 - ✓ Conference call with representatives from K. Hovnanian Homes, Windansea, Davis Bowen & Friedel, Morris & Ritchie Associates, and Kercher Engineering to discuss flood zone requirements and as-built driveway slopes in Ocean View Beach Club.
 - ✓ Met with property owners and a Biologist from US Fish and Wildlife Service to discuss creating open space area on a parcel of land in that area.
- **May 4th:** Meeting with representatives from Kercher Engineering and Evergreene Homes to discuss inspections and billing for the various Evergreene subdivisions.
- Met with various property owners, developers, and contractors throughout the month to discuss land use questions and to address permitting requirements for each.
- Met with business owners from SR26 to discuss sign placement, variance applications and site plan modifications.

Public Works:

- Projects:
 - ✓ The Ocean View FY2017 Street Rehabilitation Project # 2017-03 is scheduled to begin on Tuesday, May 2nd and continue through Friday, May 12th with the majority of the work taking place in the Hunters Run and Savannah's Landing communities. The contractor, Asphalt Paving Systems, will begin Crack Sealing on Tuesday, May 2nd thru Friday, May 5th, throughout the areas inclusive in the project. On Tuesday, May 9th micro surfacing of the streets will begin following the schedule provided. The project dates are tentative as weather related issue could cause delays. The full schedule is available on the Town's website.
 - ✓ T2 - Pedestrian Pathway Projects:
 - Phase III along Central Ave: Is ongoing.
- **April 10th:** Met with Charlie Walker of Liberty Playgrounds & Byler Builders to discuss the expansion to the proposed tot lot at John West Park.
- **April 10th:** Met with Matt Messina of Sussex Conservation District to review erosion along the east side of a property on Powell Ln. where property abuts a ditch that is not a Tax Ditch. Lack of access may prove problematic for machinery to provide relief.
- **April 28th:** Arbor Day as proclaimed by the Ocean View Town Council saw the Mayor and Town Manager plant a Kousa Dogwood tree donated by the Urban and Community Forestry Program of DE. The tree was planted by the outside the Melson Municipal building at a location prepared by public works personnel.

- **May 1st:** Met with Eastern Shore Fence & Patio to discuss completion of fence and gate installation at the proposed tot lot for John West Park. Also discussed new fencing around expanded parking area adjacent to park.
- The Ocean View FY2017 Street Rehabilitation Project # 2017-03: initiated in mid-April with the patching of areas within the project and the extension of the parking area on Oakwood Avenue. Phase II started on Tuesday, May 2nd with crack sealing throughout the limits of the project and will continue through Friday, May 12th, weather permitting. The majority of the work will take place in the Hunters Run and Savannah's Landing communities. The contractor, Asphalt Paving Systems, will be Crack Sealing roadways on Tuesday, May 2nd thru Friday, 5th. On Tuesday, May 9th micro surfacing of the streets will begin following the schedule provided. The project dates are tentative as weather related issue could cause delays.
- **May 4th:** Brasure's Pest Control sprayed the perimeter of Town buildings at 201 Central Ave. and 32 West Ave.
- Beacon Electric completed installation of two new overhead LED lights in the Town park bathrooms and moved motion sensors to ceiling. Added a motion sensor in a second floor office at 201 Central and added a 220 line for a compressor at the Public Works building.
- DelDOT replaced the street sign at Ocean Mist Dr. that was misspelled when originally installed.
- The new Tot Lot at the John West Park is almost completed. The rubber safety flooring was poured during the week of April 24th and the fence company is to complete their installation shortly.
- A new ADA compliant pathway was added from the passive park / gazebo walkway which will provide easier access to the playground area.
- The parking area just outside of the park on Oakwood Avenue was extended to allow for twenty foot parking spaces. Four (4) ADA compliant parking spaces with access aisles along with a new ADA ramp for direct access to the park from the parking area have also been added. Additional parking is available directly across the street at the 6 Oakwood parking lot that was completed last year.
- In addition to their normal duties, the DPW personnel completed the following tasks:
 - ✓ Spread playground mulch throughout the recreational area at John West Park and also laid mulch on flower beds and trees throughout the remainder of the West Park campus and Melson Municipal building at 201 Central Avenue.
 - ✓ Prepped for Arbor Day planting.
 - ✓ Installed new compressor at DPW building.
 - ✓ Met with Master Jack to discuss overhead door maintenance and remote control access.
 - ✓ Assisted Condon Locksmith with the changing of all cylinder locks on the doors of the DPW building.
- **Central Avenue, which was closed on March 16th due to a road failure caused by broken storm drain pipe, reopened to traffic on May 5th. Hallelujah!!**