

# **Administrative Official and Public Works Department Monthly Report for June 13, 2017 Town Council Meeting**

*(Covers period from 050417 through 060817)*

## **Administrative Official:**

- There were 54 building and sign permits and 34 Certificates of Zoning Compliance/Occupancy issued during May 2017.
- To date, we have issued 1,033 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:
    - \$165,000 for period 16-2, which was due February 15, 2017 and covers rental period from July 1, 2016 thru December 31, 2016.
    - \$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 **5** 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 construction site visits throughout Town 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. We have mailed approximately 120 violations. The Town had to have our subcontractor cut properties and the property owners will be billed accordingly.
- 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.

- The Board of Adjustment met on Tuesday, May 23<sup>rd</sup> and heard 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).

***Approved 4-0.***

- The Board of Adjustment is scheduled to meet on Thursday, June 15<sup>th</sup> at 6 PM to hear the following applications:
  - ✓ **V-344:** An application submitted by Lynn Rickards with the approval of the property owner, Rt. 26 Office, LLC, seeking a variance from Article IX § 140-59 Off-Street Parking which requires that a one-way drive aisle, for 60-degree angled parking, be a minimum of 18 feet.
 

This variance seeks to allow the applicant to place a freezer and refrigerator at the rear of the building that would reduce the one-way drive aisle to less than the required 18 feet on a parcel zoned GB-1 at 68 Atlantic Avenue (PIDN: 064.000 / Sussex CTM# 134-12.00-531.00).
  - ✓ **V-345:** A request for a variance from Article II, § 187-11- A & B of the Streets and Sidewalks chapter of the Town Code submitted by Evergreene homes with the approval of the property owners Raze Properties, LLC and Sigurd E. Berzins.
 

Article II, § 187-11- A & B require that Curbs shall be installed along both sides of the street and that all curbing shall be DeIDOT PCC Type 1 vertical face with eight-inch reveal. Construction of curbing shall be in

accordance with DelDOT Standard Specifications 2001, or latest addendum in the Mixed Use Planned Community of Tidalwalk.

This variance seeks to allow the applicant to construct curbing other than that which is required by Code on property located at Muddy Neck & Double Bridges Roads (PIDN: 410.000 / Sussex CTM# 134-17.00-30.03 & 30.04).

- The Planning and Zoning Commission met on Tuesday, May 23<sup>rd</sup> 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. *Recommended Approval of Ordinance as written (4-0).*
  - ✓ **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. *Recommended Approval of Ordinance as written (4-0).*
  - ✓ **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. *Recommended Approval of Ordinance as written (4-0).*
- The Planning and Zoning Commission is scheduled to meet at 7PM on Thursday, June 15<sup>th</sup> to review the following applications and requests:
  - ✓ **P-296: Revision of a Previously Approved Site Plan** at 68 Atlantic Avenue (PIDN: 064.000 / Sussex CTM# 134-12.00-531.00). As stated previously in this report, a variance application (V-344) is to be heard by the Board of Adjustment on June 15<sup>th</sup> at 6PM. Should the applicant be successful in obtaining the variance it would create a modification to the previously approved site plan that requires approval from the Planning and Zoning Commission. The applicant will appear before the Commission seeking this approval.
  - ✓ **P-282: Revision of a Previously Approved Site Plan** for the Mixed Use Planned Community (MXPC) – Tidalwalk at Muddy Neck & Double Bridges Roads (PIDN: 410.000 / Sussex CTM# 134-17.00-30.03 & 30.04). As indicated previously in this report, a variance application (V-345) is to be heard by the Board of Adjustment on June 15<sup>th</sup> at 6PM. Should the applicant be successful in obtaining the variance it would create a modification to the previously approved site plan that requires approval from the Planning and Zoning Commission. The applicant will appear before the Commission seeking this approval.
- **May 8<sup>th</sup>:** Met with Ryan Homes representatives at Silverwoods to discuss setback issues related to attached accessory structures and mechanicals.
- **May 8<sup>th</sup>:** Met with DNREC & representatives from Lord Baltimore Elementary about a proposed emergency exit from the school via Lake Village Circle in The Preserve at Ocean View subdivision.
- **May 9<sup>th</sup>:** Met with Mary Murphy, property manager with Legum & Norman, at Ocean View Beach Club to discuss guidelines for beach shuttle pick up and drop off signs within the community.

- **May 16<sup>th</sup>:** Meeting with representatives from Kercher Engineering and Ryan Homes as well as Robert Thornton, developer, and Jessica Watson of Sussex Conservation District to discuss stormwater management issues at the Silverwoods subdivision.
- **May 16<sup>th</sup>:** Conference call with a representative from Edmunds & Associates, a software company based in New Jersey, to discuss the set up and implementation of the Permitting & Code Enforcement module of our Edmunds software suite.
- **May 26<sup>th</sup>:** Met with Steve Collazuol to discuss P-285 Final Land Development Site Plan for Blue Heron Landing.
- **June 1<sup>st</sup>:** met with contractors representing the Ocean View Historical Society to discuss the demolition of the garage on the Town property located at 39 Central Avenue that is to occur later this month. We also reviewed the construction of a new building that is proposed for this location. A review of the proposed building will be scheduled for review and approval before the Planning and Zoning Commission in the coming months before construction can begin.
- **June 6<sup>th</sup>:** The Town Manager and I met with the owner of Futurtech, Mike Nardo, who provided technology services for the Town to discuss a number of alternatives relating to our computer system. This is to be addressed further in the Town Manager's report.

### **Public Works:**

- Projects:
  - ✓ The Ocean View FY2017 Street Rehabilitation Project # 2017-03 has been completed. We are in the process of scheduling a walk through to prepare a final punch list to be addressed by the contractor Asphalt Paving Systems.
  - ✓ T2 - Pedestrian Pathway Projects:
    - Phase III along Central Ave: Has been completed and I am awaiting a meeting with DelDOT and the contractor to review the project and provide a punch list.
  - ✓ We have begun advertising for FY2017 Project #2017-04 Alterations to 2<sup>nd</sup> Floor of Wallace A. Melson Municipal Building. Plans for these alterations have been reviewed and approved by the Fire Marshal's Office (FMO). Copies of the contract documents were made available on Monday, June 5<sup>th</sup> and a mandatory pre-bid meeting is scheduled for Thursday, June 22<sup>nd</sup> at 2:00 pm. Sealed bids are to be submitted to the Town no later than 2:00pm on Wednesday, July 5<sup>th</sup>. At which time they will be opened. The Town engineer will review the plans and make a recommendation to award the bid. The Town Solicitor will review the bid recommended provide an opinion to Town Council regarding the awarding of the bid. It is our intention to have these reports to Council for review and approval at their July 11<sup>th</sup> meeting.
- **2016 Consumer Confidence Report (CCR)** - The CCR or water quality report is published in the June 9<sup>th</sup> edition of the Coastal Point, placed on the Town bulletin boards, available on the Town website and at the Town offices which meets Federal regulations and requirements set by the Office of Drinking Water (ODW). A copy of this report has also been provided to staff and Council for their use and or delivery to those who might request the report. Certification of Delivery of the CCR has been prepared by the Town Administrative Official (TAO) and will be forwarded to the ODW and Public Advocate as required.
- **May 22<sup>nd</sup>:** Webinar on Public Surplus auctions
- **May 31<sup>st</sup>:** Spoke with representatives from Resort Quest and Bear Trap Dunes about pipe and inlet overflow on Willow Oak Avenue and the Public Works personnel removed leaves in the inlets that were causing the backup. Will monitor the situation.

- **May 31<sup>st</sup>:** Met with Bill Caldwell and other representatives from the Ocean View Presbyterian Church to discuss paving of their parking lot.
- **June 2<sup>nd</sup>:** Meeting with Russ Archut, his engineer & DeIDOT to discuss drainage issues associated with the development of the property and SR26 construction. The Town is working with these individuals to determine the best way to address drainage issues that have arisen since the completion of the SR26 project.
- The new Tot Lot at John West Park has been completed. The Town has received many compliments and thanks from park visitors.
- Job interviews have been completed for a new DPW staff member. A decision on the chosen candidate will be forthcoming.
- Parking lots at John West Park on West and Oakwood Avenues were resurfaced during the micro surfacing project. The lots were recently striped to delineate the parking spaces and new parking bumpers have been installed. We are awaiting a fence along the parking area at the Oakwood lot before opening that to the public.
- Public Works personnel have been busy ensuring that areas throughout Town are being maintained, beautifying the Town facilities and preparing for the upcoming concert series at the park, the first of which is to occur on June 9<sup>th</sup>.