

Administrative Official and Public Works Department
Monthly Report for July 11, 2017 Town Council Meeting

(Covers period from 060817 through 070617)

Administrative Official:

- There were 56 building and sign permits and 45 Certificates of Zoning Compliance/Occupancy issued during June 2017.
- To date, we have issued 1,069 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 6 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 130 violations so far this year. The Town had to have our subcontractor cut certain properties and the property owners will be billed accordingly.
- We responded recently to complaints regarding “bandit / yard” signs that pop up on weekends advertising homes for sale in new developments in and around Town. Developers and builders were notified by email and phone during the week of June 19th that these types of signs were not permitted and that the Town was increasing enforcement efforts in this area. On Saturday, June 24th despite all our warnings, our Code Compliance person removed approximately 75 of these types of signs. Enforcement efforts will be ongoing.

- 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 Thursday, June 15th 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). *Approved (5-0).*
 - ✓ **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 DelDOT 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). *Approved (5-0).*
- The Board of Adjustment is not scheduled to meet in July or August. The next scheduled meeting of the Board of Adjustment is Thursday, September 21st at 6 P.M.
- The Planning and Zoning Commission met at 3PM on Thursday, June 22nd, to review the following applications:
 - ✓ **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, a variance application (V-344) was heard and approved by the Board of Adjustment on June 15th. The applicant appeared before the Commission and received approval for the modification to a previously approved site plan. *Site plan modification approved (4-0).*
 - ✓ **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) was heard and granted by the Board of Adjustment on June 15th. The Commission heard the applicants request to modify a previously approved site plan and granted the applicants request. The applicant also requested additional time to obtain approval from FEMA as required by the Code for this new community which was also approved by the Commission. *Site plan modification approved (4-0).*

- The Planning & Zoning Commission is not scheduled to meet in July or August. The next scheduled meeting of the Planning & Zoning Commission is Thursday, September 21st at 7 P.M.
- **June 6th:** Our Code Compliance person and I met with the Code & Building Official for the Town of Millville, to discuss his experience with the DELJIS (Delaware's Criminal Justice Information System). The purpose of the meeting was to determine its effectiveness in addressing Code violations. Our enforcement focus would be directed to those individuals or entities that continue to disregard repeated warnings and violation letters noting their disregard of the Town Code. If our department was to train and enroll in the system, we would have the capability to issue citations to those offenders. Applications have been forwarded to the State of Delaware to initiate the program and to participate in a future training session.
- **June 15th:** Met with representatives from Kercher Engineering to discuss Tyler Drive and amendments to the Land Use and Development Code.
- **June 22nd:** A mandatory pre-bid meeting was held for FY2017 Project #2017-04 Alterations to 2nd Floor of Wallace A. Melson Municipal Building at 201 Central Avenue and eight potential bidders were in attendance. On Thursday July 6th at 10AM, three (3) bids were opened and Kercher Engineering, along with the architect, will review the bids for completeness. Once done, a letter of recommendation to award the bid will be provided. The bid along with the recommendation letter will be forwarded to the Town Solicitor for his review and if all is in order, we hope to have a request to award the bid before Council at the meeting on Tuesday the 11th of July.

Public Works:

- Projects:
 - ✓ The Ocean View FY2017 Street Rehabilitation Project # 2017-03 has been completed. We are to meet with the contractor, Asphalt Paving Systems, during the week of July 3rd to discuss a punch list.
 - ✓ T2 - Pedestrian Pathway Projects:
 - Phase III along Central Ave: Has been completed and a meeting to discuss punch list items is tentatively scheduled for July 12th.
- The Town is pleased to announce that we have hired Andrew Wolfe as our new Public Works employee. He is scheduled to begin work on July 17th and we look forward to Andrew joining our team.
- 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. A fence separating the lot adjacent to the park on Oakwood Avenue is tentatively scheduled for installation the week of July 3rd.
- **June 20th:** Conference call with Fairway Cap & Kercher Engineering to discuss the roads in Fairway Village. The developer is to move forward with the inspection of the pipes as agreed and once completed the required curb and gutter replacement is to begin.
- Public Works personnel have been busy ensuring that areas throughout Town are being maintained, beautifying the Town facilities. DPW staff helped set up and breakdown for the Concert in the Park held on Friday, June 30th.
- **Mosquito Control:** DPW initiated mosquito control efforts via truck mounted sprayers beginning the week of June 12th. Spraying will occur once a week between 10:00PM and 4:00AM on either Tuesday, Wednesday, or Thursday weather permitting. All communities within Town limits are included in the weekly spraying. Backpack spraying in communities with heavily wooded areas has also been completed.

- In addition to their regularly scheduled duties Public Works personnel also completed the following:
 - ✓ Town Hall, John West Park and 201 Central Avenue
 - Trimmed shrubs and dead-panned roses
 - Weeded and herbicide flower beds
 - Cleaned fence lines of moss and algae (32 West and Park)
 - ✓ 222 Maintenance Rd.
 - Constructed new dollies for salt spreaders
 - Calibrated mosquito sprayers
 - ✓ Throughout Town:
 - Replaced (4) No Parking signs in Avon Park
 - Monthly relocation of Radar Speed Sign from Daisey Ave. WB to West Ave. SB
 - Larvicide ditches and catch basins throughout Town
 - Cleaned catch basins in Willow Oak in Bear Trap Dunes near pool.
 - Replaced stop sign at SR26 and Royal Farms exit due to safety hazard created when sign was knocked down.