

Administrative Official and Public Works Department
Monthly Report for September 12, 2017 Town Council Meeting

(Covers period from 070717 through 090617)

Administrative Official:

- There were 37 building and sign permits and 26 Certificates of Zoning Compliance/Occupancy issued during the month of July 2017. There were 27 building and sign permits and 53 Certificates of Zoning Compliance/Occupancy issued during the month of August 2017.
- To date, we have issued 1,125 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:
 - \$78,000.00 for period 17-1, which was due August 15, 2017 and covers rental period from January 1, 2017 thru June 30, 2017.
 - \$2,000.00 for period 17-2, which was due February 15, 2018 and covers the rental period from July 1, 2017 thru December 31, 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 **1** 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 189 violations thus far this year.
- The Town continues its enforcement of non-compliant signs commonly known as “bandit / yard” signs that pop up on weekends advertising homes for sale in new developments in and around Town. Despite our previous warnings and removal of signs, our Code Compliance person removed 78 bandit/yard signs on Sunday, September 2nd. Enforcement efforts will be ongoing.

- The Code Compliance person issued 9 violations for failure to have a building permit and 10 violations for working without a Town business license.
- 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 property and business owners from SR26 to discuss sign placement, variance applications and site plan modifications.
- The Board of Adjustment did not meet in July or August.
- The Board of Adjustment is scheduled to meet on Thursday, September 21st to hear the following applications:

- ✓ **V-346:** An application submitted by K Hovnanian Homes of DE, LLC, with the permission of the property owners JoAnn and Jeff TATNALL, seeking a variance from Article II, §187-10-C of the Streets and Sidewalks Chapter of the Town Code which requires that grades on private driveways should not exceed 8%, unless specifically authorized by the Town, and in no case shall the grade exceed 5% for the first 30 feet of driveway as measured from the road cartway.

This variance seeks to allow a driveway, built by the applicant for the property owners, that exceeds the maximum grades permissible by Code to remain as it has been constructed on property zoned Residential Planned Community (RPC), at 50 Bennett Point Lane (PIDN: 408.232 / Sussex CTM#: 134-17.00-975.00).

- ✓ **V-348:** An application submitted by the property owners, Joseph and Wendy PLUSCHT, seeking a variance from Article XVI, § 140-100-D (12) (b) [2] & [4] and Article II, § 187-10-A each of which require driveways to be a minimum of five (5) feet from any adjacent property line and a maximum width of twenty (20) feet through the Town Right of Way (ROW).

This variance seeks to allow an existing driveway to be greater than twenty (20) feet through the Town ROW on property zoned R-1, at 4 Tingle Street (PIDN: 101.000 / SUSSEX CTM#: 134-12.00-307.00).

- ✓ **V-349:** An application submitted by Mr. Tim Metzner of Davis, Bowen & Friedel, Inc., on behalf of the property owner Rosemarie BELL, seeking a variance from Article VII, § 140-50-B and Article V, §140-28 and §140-33 of the Land Use and Development Chapter (L.U.D.C.) of the Town Code. §140-50-B sets some dimensional regulations for Planned Communities, allows Town Council to set other dimensional regulations and indicates that dimensional regulations not defined will comply with those set forth in §140-28 (R-2) for single family parcels. The required rear yard setback per the Bear Trap Dunes (BTD) Residential Planned Community (R.P.C.) conditions set by Town Council is 30 feet, the maximum projection into a required rear yard setback by uncovered steps is four (4) feet as indicated in §140-33 and lot coverage for a single-family parcel in the R.P.C. of Bear Trap Dunes is 45% as stated in §140-28 of the L.U.D.C.

This variance seeks to allow the applicant to exceed the maximum allowable lot coverage and maintain an existing deck with steps, both of which encroach into the required thirty (30) foot rear yard setback on property zoned Residential Planned Community (R.P.C.), at 135 October Glory Avenue (PIDN: 330.670 / Sussex CTM#: 134-16.00-1614.00).

- ✓ **V-350:** An application submitted by Mr. Richard NIPPES of the Ocean View Historical Society with the permission of the property owner, the Town of Ocean View, seeking a variance from Article V, §140-28 and Article VI, §140-35-B(2)(b)(c) of the Land Use and Development Chapter (L.U.D.C.). Article V, §140-28 requires that the maximum lot coverage not exceed 35% and Article VI, §140-35-B(2)(b)(c) requires patios at grade be no closer than ten (10) feet to rear and side property lines.

This variance seeks to allow the applicants to construct improvements that will increase the lot coverage beyond the 35% threshold and patios at grade that will encroach into the required ten (10) foot rear and side setback.

- The Planning and Zoning Commission did not meet in July or August.
- The Planning & Zoning Commission is scheduled to meet on Thursday, September 21st to hear the following applications:
 - ✓ **P-285:** A Final Land Development Site Plan submitted by Steven J. Collazuol on behalf of the property owners Ann Bennett Collazuol & Steven J. Collazuol in conjunction with application P-285, to combine two parcels of land for subdivision into six individual parcels of land, on property zoned R-1 (single family residential), located at 34 Woodland Avenue (PIDN's: 116.000 & 116.001 / Sussex CTM#: 134-12.00-317.00 Parcels A & B).
 - ✓ **P-309:** A Concept Land Development Site Plan submitted by Mr. Richard Nippes of the Ocean View Historical Society with the permission of the Town of Ocean View, in conjunction with application P-309, to enlarge the museum on property zoned O/S (R-1), located at 39 Central Avenue, (PIDN: 239.000 / Sussex CTM#: 134-12.00-609.00).
 - ✓ **P-310:** A Concept Land Development Site Plan, submitted by Mr. Steven Fortunato of Becker Morgan Group, Inc. on behalf of Mariner's Bethel United Methodist Church, in conjunction with application P-310, to construct additional structure(s) on a church property zoned R-1, located at 81 Central Avenue (PIDN: 048.006 / Sussex CTM#: 134-12.00-645.00).
 - ✓ **P-311:** A Concept Land Development Site Plan submitted by Mr. Ronald Gay in conjunction with application P-311, to establish a general business on property zoned GB-1, located at 3 Town Road, (PIDN: 284.080 / Sussex CTM#: 134-13.00-1100.00).
 - ✓ **P-258** Modification to a previously approved site plan. The developer is requesting that the Commission approve placement of three (3) paver patios with sunshades adjacent to three storm water management (SWM) ponds in the Ocean View Beach Club community.
 - ✓ **P- 230** Modification to a previously approved site plan. Carl M. Freeman Companies, is appearing before the Commission this evening requesting to change the use of two properties within the Residential Planned Community (RPC) known as Bear Trap Dunes. The two parcels are located at 21 and 24 Village Green Drive.

- July 27th: A pre-construction meeting was held for FY2017 Project #2017-04 Alterations to 2nd Floor of Wallace A. Melson Municipal Building at 201 Central Avenue with representatives from Kercher Engineering and EDIS in attendance. The project is tentatively scheduled to begin on Monday, September 11th and will take approximately 2 or 3 weeks to complete.
- August 8th: Greg Durstine and I attended training for DELJIS (Delaware's Criminal Justice Information System) in Dover. 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.
- August 14th: Met with the President of the Cottages Homeowners Association, Brian Furio to discuss Code requirements and HOA approvals.
- August 18th: Met with Mayor Curran, Town Manager, & Finance Director to discuss budget for FYE18.
- August 21st: Conference call with Edmunds Association to discuss Building Permit module and entries required in data base to begin training personnel in its use.
- August 24th: Met with Roland & Marianne Hoffman to discuss property at 86 Atlantic Ave.
- August 25th: Met with Bill Uffelman, HOA President of Avon Park to discuss drainage issues on Brighton Street. He has asked that I present his request for Town assistance to Town Council.
- August 28th: Spoke with Dave Long about the requirement of a site plan review for 44 Atlantic Avenue.
- August 30th: Met with Bruce Wolfford to discuss tree removal at his property.
- August 30th: Met with Michelle Reynolds, Advanced Massage to discuss options for school in a unit at 29 Atlantic Avenue.
- September 5th: Met with Savannah's Landing HOA about drainage concerns.
- September 5th: Met with Scott Stohrer regarding DFIT to discuss evaluation of municipal buildings and other safety related issues that can be addressed during monthly DFIT safety meetings.
- September 6th – Inspection of playground equipment conducted by Ms. Deborah Kravatz from Compliance Management International (CMI) on behalf of our DFIT insurance. Have scheduled a safety inspection of our DPW building for September 22nd that will be conducted by Mr. Scott Stohrer from PMA Companies | Old Republic Insurance Group also affiliated with DFIT.

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 which has been addressed with the exception of the street sweeping which is to occur in September.
 - ✓ T2 - Pedestrian Pathway Projects:
 - Phase III along Central Ave: Has been completed and a meeting to discuss punch list items is occurred on July 12th and the punchlist items have been addressed.

- 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 has been installed.
- July 28th: Met onsite at Fairway Village with representatives from Fairway Cap, LC Homes & Kercher Engineering to discuss the roads in Fairway Village. Work has begun.
- August 10th: Met with Chuck Erbe of Blue Sky Management, property manager for Hunters Run, to discuss pothole on Gracelyn Dr. The depression was a water valve cover that was about 1” below grade of road and we are in the process of having a riser fitted to raise the cover to grade.
- 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 Concerts in the Park that will continue through September due to earlier postponements.
- Mosquito Control: DPW continues mosquito control efforts via truck mounted sprayers. 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:
 - ✓ **32 West Ave. & Town Park**
 - Trimmed shrubs and dead-panned roses
 - Weeded and herbicide flower beds
 - Fence installation completed along Oakwood Ave. parking area
 - Repaired damaged ‘pet’ signs
 - ✓ **201 Central Ave.**
 - Weeded and herbicide flower beds
 - Worked broken vanity light lens issue with Penn Lighting
 - Installed new p-trap in Police Dept. Kitchenette
 - Cleared slow drain in Police Station central restroom
 - Replaced and redirected downspout extensions
 - Installed new parking bollard sleeves
 - Installed new toilet paper magazines
 - Installed new “PULL” handle to rear stairway entrance door.
 - Installed (2) 3 x 4 cork boards in Bullpen area office on 2nd floor
 - ✓ **In the Field**
 - Monthly relocation of movable Radar Speed Sign to SB West Ave. at park
 - Cleared culvert pipes in Savannah’s Landing, West View and Sea Oaks
 - Replaced damaged STOP / DO NOT ENTER sign and post at Royal Farms @ Atlantic Ave.
 - Replaced damaged Radar Sign with speed limit sign on Woodland Extended
 - Visibility trimming on town roads.
 - Ongoing sidewalk maintenance on Woodland Ave. clearing debris and aggregate.