

Administrative Official and Public Works Department
Monthly Report for October 10, 2017 Town Council Meeting

(Covers period from 090717 through 100517)

Administrative Official:

- There were 37 building and sign permits and 26 Certificates of Zoning Compliance/Occupancy issued during the month of September 2017.
- To date, we have issued 1,137 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:
 - \$88,000.00 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 **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 201 violations thus far this year.
- The Code Compliance person issued 2 violations for failure to have a building permit and 2 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 met 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). **Approved (4-0 – Walsh not in attendance).**

- ✓ **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). **Approved (5-0).**

- ✓ **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). **Approved (4-0 – Reddington recused).**

- ✓ **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. **Approved (4-0 – Kerwin recused) w/ conditions.**

- The Planning & Zoning Commission met 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). **Approved (5-0) w/ conditions.**
 - ✓ **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). **No vote required.**
 - ✓ **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). **No vote required.**
 - ✓ **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). **No vote required.**
 - ✓ **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. **Recommended for Approval.**
 - ✓ **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. **Recommended for Approval.**

- September 8, 2017 Dover, De
- September 11th - Meeting with Fairway Cap, LLC representatives, attended by the Mayor, Town Solicitor and the Town Manager at 201 Central Ave.
- September 12th - Town Council Meeting at 32 West Ave.
- September 12th - Met with Megan Smith regarding renting space to a massage therapist at 98 Central Avenue.
- September 13th - Met with Dave long to discuss land development at 40 Atlantic Ave and advised that a land development site plan review by the Planning and Zoning Commission would be required for his proposal.
- September 15th - Conference Call with Del DOT to discuss drainage at intersection of Woodland and SR26.
- September 18th - Met with EDIS to discuss roof replacement options and putting the project out for bid.
- September 21st - Attended ACTIVE SHOOTER/VIOLENT INTRUDER PREPAREDNESS TRAINING at Fenwick Island Town Hall.
- September 21st - Met with Phillips Signs on site at 96 Atlantic to discuss sign placement
- September 22th – The Code Compliance Officer and I met with Norman Amendt to discuss grass violations within the West View community.
- September 22nd - Met w KEI to discuss drainage issues throughout Town.
- October 2nd - renovation work on the second floor at 201 Central begins and the project should be completed by the end of October.
- October 3rd - Met with Michelle Reynolds, owner of Advanced Massage about signage options for her business as well as placement of signs.
- October 4th –
 - ✓ Met with members of the Ocean View Historical Society (OVHS), their development planner Jeff Clark from Land Tech and former mayor Gordon Wood to discuss the OVHS land development being reviewed by the Planning and Zoning Commission under application P-309. The gist of the meeting was to discuss the Sussex Conservation District (SCD) approval of the OVHS land development and Council’s decision that the SCD approval of the project be based on the land within the parameters of the lot leased to OVHS and not the entirety of the Lands of the Town of Ocean View. A letter from Land Tech and overview from myself is provided with this report and is on the meeting agenda.
 - ✓ Met with Jeff Clark of Land Tech and developer Joe Reed regarding the development of a parcel on West Avenue.
 - ✓ Had discussion with Jeff Clark from Land Tech regarding an application for a woodworking shop on Central Avenue. on ness and Joe Reed to discuss land development at parcel on West Ave.
 - ✓ The Code Compliance Officer and I met with met with Maria Fraser on site at the Café on 26 located at 84 Atlantic to discuss proposed improvements as well as signage for her business.
- October 5, 2017 Town Manager and I met with Jim Smith from Delmarva Power (DPL), who provided information about ongoing upgrades to DPL power lines in the Ocean View area. Also discussed the ability to place banners on SR26 utility poles and were advised that DPL had a moratorium on this practice due to an incident with a banner however he indicated he would keep as advised regarding policy updates for banner placement.

Public Works:

- The punch list items for the ADA Ramp project in Hunters Run has been completed.
- September 11th - 2017: DPW Truck with snow plow was delivered.
- September 19th – DPW personnel attended the DFIT Safety meeting in Dover.
- October 4th - All DPW employees attended a day of training in Dover, DE provided by the Delaware Center for Transportation, Delaware T2 Center at the University of Delaware. The training focused on the Delaware Manual on Uniform Traffic Control Devices (MUTCD).
- 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.
- I have had dialogue with the DNREC Tax Ditch Association and we are in the process of scheduling a meeting with DNREC, Kercher Engineering and the residents along Woodland Avenue extended to discuss the drainage and road project in hopes of gaining easement signatures for the project. I will keep Council advised of the project.
- Work has been ongoing within the Fairway Village community, by Christiana Excavating on behalf of the developer Fairway Cap, LLC, to address issues, identified by the Town Engineer, within the Right of Way (ROW) that require repairs before dedication of the roads to the Town can move forward.
- A road bond from Fairway Cap, LLC, is to be provided to the Town to ensure completion of the aforementioned repairs.
- In addition to their regularly scheduled duties Public Works personnel also completed the following:
 - ✓ Trenched and regraded a drainage ditch along Sussex Avenue in the West View community to provide relief from the back up of storm water runoff in that area.
 - ✓ Continue visibility and low clearance trimming throughout Town and spent considerable amount of time in several communities including Hunters Run.
 - ✓ Continue landscape maintenance throughout the Town campuses.