

**Administrative Official and Public Works Department**  
**Monthly Report for November 14, 2017 Town Council Meeting**

*(Covers period from 100617 through 111017)*

**Administrative Official:**

- There were 54 building and sign permits and 31 Certificates of Zoning Compliance/Occupancy issued during the month of October 2017.
- To date, we have issued 1,164 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:
    - \$91,000.00 for period 17-1, which was due August 15, 2017 and covers rental period from January 1, 2017 thru June 30, 2017.
    - \$4,000.00 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 201 violations thus far this year.
- The Code Compliance person issued 7 violations for failure to have a building permit and 5 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 October 19, 2017 at 6 P.M. to hear the following applications:
  - ✓ **V-351:** submitted by the property owners, William and Linda HINKLEMAN, 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 for the Fairway Village, Residential Planned Community (R.P.C.), is 20 feet as stated in §140-28 of the L.U.D.C. of the Town Code and the maximum allowable projection into the required rear yard setback for uncovered steps is 4 feet as stated in §140-33 of the L.U.D.C.  
This variance sought to allow the applicant to construct a screen porch and deck with steps that will extend into the required 20' rear yard setback on property zoned R.P.C. located 52 Fairway Drive (PIDN: 402.279 / Sussex CTM#: 134-16.00-2038.00) ***Approved (4-1) the Screen Porch & Deck / Steps were denied.***
  - ✓ **V-352:** submitted by the property owners, Gregory and Kathleen BAFFONE, seeking a variance from Article VII, § 140-50-B 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 side yard setback for accessory structures, as defined in Ordinance 214 adopted by Town Council on March 6, 2007 is 3 feet in the Ocean View Beach Club, Residential Planned Community (R.P.C.).  
This variance seeks to allow the applicant to place a mechanical unit within the required side yard setback on property zoned R.P.C. located at 39 Scarborough Ln. (PIDN: 408.177 / Sussex CTM#: 134-17.00-962.00). ***Deferred until November 16, 2017 meeting.***
- The Board of Adjustment is scheduled to meet at 6 P.M. on November 16, 2017 to hear the following applications:
  - ✓ **V-352:** Information as noted above.
  - ✓ **V-353:** Submitted by Darrell LONG, seeking a Special Exception to create a Woodworking Shop on property zoned GB-1, located at 94 Central Avenue (PIDN: 060.001 / Sussex CTM#: 134-12.00-524.01).
  - ✓ **V-354:** submitted by Davis, Bowen & Friedel on behalf of the property owner Windansea, LLC, seeking a variance from Article VII, § 140-50-B 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 R-3 zoning requirements. The required setbacks for accessory structures, as defined in Ordinance 214 adopted by Town Council on March 6, 2007 are, five (5) feet front, three (3) feet sides and ten (10) feet rear in the Ocean View Beach Club, Residential Planned Community.

The applicant has installed patios and a walkway within the community which encroach into the required setbacks on property zoned Residential Planned Community (RPC) located on Old Orchard Avenue (PIDN: 408.350 / Sussex CTM#: 134-17.00-11.00).

- The Planning and Zoning Commission did not meet in October however they are scheduled to meet on November 16, 2017 at 7PM to hear the following applications:
  - ✓ **P-309:** A Preliminary 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 Preliminary Land Development Site Plan, submitted by Mr. Jeff Harmon 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-312:** A Concept Land Development Site Plan submitted by Mr. Ken Christenbury, P.E. of Axiom Engineering, LLC, on behalf of the property owners, Jeffrey & Stephanie WILKINSON, in conjunction with application P-309, to create a five (5) lot subdivision on property zoned (R-1), located at 6 Elliott Avenue, (PIDN: 135.002 / Sussex CTM#: 134-12.00-367.00).
- Met w/ Carol Mueller and Larry Sawyer on 101017 to discuss Land Development requirements for a GB-1 parcel at 72 Atlantic Ave.
- On 101017 I met with Jim Stewart to discuss possible appointment to P&Z Commission and some of the duties and responsibilities associated with the position.
- I met w/ Josh Mueller from Barnhill Preserve on 101217 to discuss his proposal to establish a Wildlife Learning Center in a parcel within the Town. He inquired about the procedures and the chronology of events surrounding the process for approval.
- Greg Neuner a member of the Board of Adjustment and I attended a training class, entitled Board of Adjustment Issues, provided by the Institute for Public Administration at the University of Delaware (IPA UDel) at the Paradee Center in Dover.
- Representatives from KEI and I met with the DNREC Tax Ditch Group to Discuss Woodland Extended Drainage/Road Project and its impact on the Banks Bennett Tax Ditch based on the study completed by KEI at DNREC request with the use of 21st Century Finds. We requested DNREC's assistance with obtaining necessary easements from the property owners along Woodland Avenue so that the Town could move forward with the proposed drainage & road project. DNREC agreed to attend a meeting to be scheduled by the Town at which time they would provide information regarding the effects of the project to the affected property owner as it relates to the Banks Bennett Tax Ditch. The Town is preparing letters for an upcoming meeting whose date is to be determined.
- Met w/ Josh Mastrangelo of Evergreene Homes on 101917 to discuss development of the Tidalwalk community at Double Bridges and Muddy Neck Roads.
- The Town Manager and Finance Director met with me on 101917 to discuss the position questionnaires.
- The Mayor, Town Manager, Solicitor and I met on 101917 with others to discuss the ongoing issues at Fairway Village.

- Greg Durstine, the Code Enforcement person and I met with a representative from Phillips Signs to determine the proper placement of a sign for a business at 98 Central Ave. on 101917.
- The Code Enforcement Person and I met with the property owner and their pool company on 101917 to discuss improvements to the property.
- Onsite visit at 13 Atlantic Avenue on 102017 at 7AM with John Roberts the proprietor of Bethany Auto Parts to discuss signage requirements for his property. Mr. Roberts has applied for a variance that will be on the Board of Adjustment agenda in December.
- Jeff Clark - Land Tech and I met on 102017 to discuss two upcoming reviews that his company have designed.
  - ✓ OVHS site plan that will be reviewed by P&Z as a preliminary plan on November 16<sup>th</sup>.
  - ✓ Darrell Long - Woodworking Shop project to be reviewed by the Board of Adjustment as a request for a Special Exception on November 16<sup>th</sup>.
- Iworq - Mike Smith presented a webinar on work order software on 102317.
- Greg Durstine and I attended a training seminar entitled First Map on 102417 in Georgetown that was provided by IPA UDel. The training was to teach participants to create GIS maps.
- Met w/ Tim Rhodes to discuss development of 129 Central Ave. and the possibility of rezoning on 102517.

**Public Works:**

- Capital Project 2017-04: Renovations of the second floor at 201 Central Avenue which began in the beginning of October are just about completed. We are awaiting Fire Marshal Inspection and installation of a countertop in the kitchen area.
- DPW personnel attended the DFIT Safety meeting in Dover.
- October 26<sup>th</sup> – Delmarva Tele Plus serviced projector at Town.
- Sussex Tree completed the removal of hazardous branches from the trees within the park and are scheduled to remove two diseased trees in December.
- Public Works personnel were busy preparing the park for the Cops and Goblins event however mother nature did not cooperate, and the event had to be cancelled.
- In addition to their regularly scheduled duties Public Works personnel also completed the following:
  - ✓ Completed visibility clearing in Hunters Run and began clearing in the Cottage's
  - ✓ Cleaning and clearing of ROW ditch along S. Horseshoe Dr. has begun and will take approximately two weeks to complete weather permitting.
  - ✓ Cleared branches from tree in ROW on Daisey Avenue that were blocking residents driveway.
  - ✓ Power washed buildings and structures at 32 West Avenue.
  - ✓ Power washed and sealed picnic tables at the park pavilion.
  - ✓ Removed a number of deer carcasses from the ROW areas in Town and also one from a property where OVPD had called for removal.
    - ✓ Continue landscape maintenance throughout the Town campuses.