

Administrative Official and Public Works Department
Monthly Report for February 13, 2018 Town Council Meeting

(Covers period from 010618 through 020918)

Administrative Official:

- There were 23 building and sign permits and 27 Certificates of Zoning Compliance/Occupancy issued during the month of January 2018.
- Thus far, we have processed and issued 843 business and rental licenses for CYE18.
- Gross Rental Receipt Tax (GRRT):
 - ✓ Staff has processed GRRT as follows:
 - \$94,000.00 for period 17-1, which was due August 15, 2017 and covers rental period from January 1, 2017 thru June 30, 2017.
 - \$105,000.00 for period 17-2, which is due February 15, 2018 and covers the rental period from July 1, 2017 thru December 31, 2017.
 - Staff compiled and mailed a letter to all rental license holders/applicants and property management companies to ensure that everyone was informed of changes to the GRRT late fee as enacted by Town Council on December 12, 2017. The changes affected a change in the penalty for failure or refusal to file and remit GRRT by the applicable deadlines.
- The licensing and Gross Rental Receipt Tax (GRRT) section in this department continues to:
 - ✓ Accept & process business and rental licenses and Gross Rental Receipt Tax (GRRT).
 - ✓ Complete financial work to ensure that all monies received are balanced in the associated software programs.
 - ✓ Scan documents into Shore Scan, a cloud-based document storage service, in an effort to reduce on-site storage of old paperwork.
 - ✓ Send violations to violators, research website for rental properties to ensure that property owners have rental licenses.
 - ✓ Periodically drive throughout Town to check realtor postings at properties to confirm that the agents are properly licensed with the Town as required by the Code.
- Continue to ensure that staff members are cross-trained.
- Staff continues construction site visits throughout Town to ensure that contractors and property owners have the required building permits and/or business licenses. The Code Compliance person issued 1 violation for failure to have a building permit and 3 violations for working without a Town business license. Followed up to ensure compliance.
- Code Compliance person removed 15 “bandit” signs from Town Right-of-Ways. These so-called “bandit” yard signs pop up on weekends advertising homes for sale in new developments in and around Town.
- Violation notices were forwarded to property owners who were not in compliance with the Town Code for failure to obtain a Certificate of Occupancy (C.O.).
- 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, January 18, 2018 to hear the following applications:

- ✓ **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). ***Approved 5-0 w/ conditions that the property owner cannot install a fence and the financial burden for removal and/or replacement of the mechanical unit, for any work required within the easement/setback area, is the responsibility of the property owner.***
- ✓ **V-358:** Submitted by Mr. Anthony Christopher on behalf of the property owner, Mariners Bethel United Methodist Church, seeking a variance from Article V, §140-32 of the Land Use and Development Chapter (L.U.D.C.) of the Code which restricts the height of a detached accessory structure to 14' from grade. The variance seeks to allow the applicant to erect three (3) detached accessory structures (bike maintenance shop, pavilion and a HOPE center), that will exceed the maximum permissible height of a detached accessory structure on property zoned R-1, located at 81 Central Avenue (PIDN: 048.006 / Sussex CTM#: 134-12.00-645.00). ***Approved 4-0 w/ condition that the HOPE center is only applicable if P&Z approves that Phase of the project.***
- ✓ **V-360:** Submitted by the property owners, Mark A. and Karen A. VENTRESCA, seeking a variance from Article V, §140-28 of the Land Use and Development Chapter (L.U.D.C.) of the Town Code which requires principal structures to maintain setbacks of 25 feet from the front lot line and side lot line abutting a street, 15 feet from the side lot line and 30 feet from the rear lot line and that lot coverage not exceed 35%. The applicant seeks to allow the existing structure which projects .6 +/- feet into the side yard setback to remain and that the lot coverage be permitted to exceed the maximum allowable coverage of 35% on property zoned R-1, located at 16 N. Primrose Lane (PIDN: 002.250 / Sussex CTM#: 134-12.00-821.00). ***Approved 4-0 for side yard encroachment. Lot coverage request withdrawn.***
- ✓ **V-361:** Submitted by Mr. Russell Archut on behalf of the property owner CJ Pines, LLC, seeking a variance from Article X, §140-65 of the Land Use and Development Chapter (L.U.D.C.) of the Town Code which provides limits on signage at a multi business site that allows for one (1) Freestanding Sign with a maximum area of 24 square feet per side for one business, a maximum of 4 additional square feet may be added for each additional business with the total size of the sign not exceeding 64 square feet per side area and each business is permitted one (1) ten square foot wall sign.

This variance seeks to allow the applicant to place two (2) Freestanding Signs, one (1) of which will exceed the maximum permissible per side square footage and to place wall signs, on each of the five (5) units at the retail/office building, which will exceed the maximum square footage permissible by Code on property zoned, GB-1 located at 83 Atlantic Avenue (PIDN: 093.000 / CTM# 134-12.00-300.00). ***Approved 4-0 for all w/ condition that Town have use of changeable copy sign during an emergency if necessary.***

- The Board of Adjustment is not scheduled to meet in February 2018.
- The Planning and Zoning Commission met on Thursday, January 18, 2018 to hear the following application:
 - ✓ **P-313:** Submitted by the property owners Jane TRIBBETT, Nancy RHODES and Laura HICKMAN, seeking the subdivision of a single improved lot to create five (5) lots on property zoned R-1, located at 14 Betts Avenue (PIDN: 127.000 / Sussex CTM#: 134-12.00-320.00). ***Concept Plan Review***
 - ✓ **P-145:** Review of a previously approved site plan for a parcel zoned GB-1, located at 86 Atlantic Avenue, (PIDN:089.000 / Sussex CTM#: 134-12.00-435.00). ***Approved revised site plan as presented, with the condition that two (2) ADA-compliant parking spots & a loading zone are required before site plan can be recorded.***
- The Planning and Zoning Commission is not scheduled to meet in February 2018.
- **January 8th:** Met with the owners of 86 Atlantic Ave., the Hoffmans, to discuss parking spaces at the former site of Maryann’s Interiors for the review of P-145 revised site plan).
- **January 12th:** Met with Pamela Webb, Principal of Lord Baltimore Elementary School, Travis Schirmer of DNREC’s Tax Ditch Division, Chief McLaughlin, and Town Manager Dianne Vogel to discuss a proposed emergency exit for Lord Baltimore Elementary school students via The Preserve at Ocean View.
- **January 12th:** Attended the IPA UDel course “Planning Your Community’s Future” (PLN 101) in Dover, Delaware. Code Compliance person was also in attendance for this class.
- **January 21st:** Conference call with Linda Raab regarding the zoning map and the Comprehensive Land Use Plan (CLUP).
- **February 1st:** Met with Patrick Hannon, the C.O.O. of CloudScale365.
- **February 5th:** Met with Tyler Garrett to discuss the possibility of a new business at 102 Central Ave.
- **February 6th:** Met with the property owner of 102 Central Avenue to discuss required parking and tenant fit-out requirements for a new business.
- **February 8th:** To attend an Introduction to the 2020 Decennial Census and 2020 Local Update of Census Addresses (“LUCA”) Operation in Dover, DE. According to the Census Bureau, “LUCA is a voluntary program offered to Local, County, State and Tribal governments once each decade. The LUCA program offers local governments an opportunity to review and update the Census Bureau’s Master Address File (MAF). We will review the methods of participation and cover specific details for each method. The session will also show you how to

get support and assistance for specific questions you may have about the program now and during the operation. This training will provide walkthroughs of the process using fictional data sets. There will also be a walkthrough of the submission process for returning updated materials to the Census Bureau.”

- **February 9th:** Attended the IPA UDel course “Land-Use Law, the Constitution, and Takings” (PLN 102) in Dover, Delaware. Code Compliance person was also in attendance for this class.

Public Works:

- We are currently advertising for sealed bids for **Open Ended Sidewalk Repairs**, Project Number 2018-01. A mandatory pre-bid meeting is scheduled for Thursday, February 15, 2018 at 10:00am. Sealed bids for this project will be accepted until 2 PM on Thursday, February 22, 2018.
- Advertisement is on going for Wallace A. Melson Municipal Building Re-Roofing, Project Number 2018-03. A pre bid meeting will take place on Friday, February 9th at 10 AM in the Melson Building. Bid Opening is scheduled for 2PM on February 27th.
- **January 3rd:** Met with representatives from Kercher Engineering and Fairway Cap, LLC to discuss Fairway Village road work and KEI inspections.
- In addition to their regularly scheduled duties, Public Works personnel also completed the following:
 - ✓ Continue landscape maintenance throughout the Town campuses.
 - ✓ Preparations continue for any potential winter weather. This includes fueling of all equipment and vehicles, mounting of snow plows and salt spreaders on vehicles and ensuring that any additional equipment which may be needed is ready for use.
 - ✓ Preventive maintenance for all equipment is ongoing throughout the winter season as we prepare for the upcoming spring/summer season.