

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

(Covers period from 021018 through 030918)

Administrative Official:

- There were 41 building and sign permits and 21 Certificates of Zoning Compliance/Occupancy issued during the month of February 2018.
- Thus far, we have issued 925 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.
 - \$176,000.00 for period 17-2, which was due February 15, 2018 and covers the rental period from July 1, 2017 thru December 31, 2017.
 - \$1,000 for period 18-1, which is due August 15, 2018 and covers the rental period from January 1, 2018 thru June 30, 2018.
- 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 12 violations for working without a Town business license.
- Code Compliance person removed 12 “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.). One of these violations addressed two (2) vehicles with expired tags that are considered abandoned.
- 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 Office Coordinator/Receptionist, Jessica Hommel-Snader, was awarded a scholarship to attend this year’s UDel IPA’s Municipal Clerks Training Program.
- The Board of Adjustment did not meet in February 2018.
- The Board of Adjustment is scheduled to meet on Thursday, March 15, 2018 to hear the following application:

- ✓ **V-362:** Submitted by the property owners Samuel and Kathleen ALTHOFF, requesting a variance from Article V, §140-32 of the Land Use and Development Chapter (L.U.D.C.) of the Town Code. Article V, § 140-32 requires detached accessory structures to maintain a rear lot line setback of ten (10) feet and a side lot line setback of fifteen (15) feet.

This variance seeks to allow the applicants to maintain an existing detached accessory structure (garage) within the required rear and side lot lines setbacks, on a lot zoned R-1, located at 15 Winchester Drive (PIDN: 004.720 / Sussex CTM#: 134-12.00-1790.00).

- The Planning and Zoning Commission did not meet in February 2018.
- The Planning and Zoning Commission is scheduled to meet on Thursday, March 15, 2018 to review the following application:
 - ✓ **P-160:** The applicant, Todd Moyer, Development Coordinator for LC Management is before the Commission with approval of the developer Fairway Cap, LLC, requesting modifications to a previously approved site plan. The developer, Fairway Cap, LLC, seeks approval for proposed or completed changes to the landscaping plan approved as part of site plan approval on December 21, 2006 in the Residential Planned Community (RPC) known as Fairway Village. These changes would or have occurred on various parcels throughout the community.
- **February 12th:** Met with Ron Galey, President of the Savannah's Landing Architectural Review Committee to discuss Town's permitting requirements. The ARC wishes to incorporate the Town's requirements into their review process for issuing HOA approvals for projects within the community.
- **February 12th:** Met with Randy McCreary about commercial lot development.
- **February 13th:** Met with Dennis Schrader and Jeff Clark of Land Tech Land Planning to discuss land development on West Avenue.
- **February 20th:** Met with Mike Oleck, project manager with K. Hovnanian Homes, to discuss the need for a variance for an HVAC unit at a property in Ocean View Beach Club.
- **February 20th:** Met with Cory Wertz of Wertz & Co. to discuss a proposed patio for a property in Ocean View Beach Club.
- **February 21st:** Met with Earl Saylor to discuss improvements at his property in Fairway Village.
- **February 22nd:** Met with property owner Susan Tripodi to discuss tenant fit out requirements for commercial units.
- **February 26th:** Met with Environmental Consultant and Wetlands Specialist Ken Redinger to discuss wetlands delineation of parcels on Hudson Avenue.
- **February 27th:** Met with the Ocean Way Estates HOA, representatives from Ryan Homes, and the Ocean View Police Department to discuss construction congestion on Ogre Drive.
- **March 2nd:** Our Code Compliance Person attended IPA UDel Training "Land Use and Development Administration" (PLN 103).
- **March 5th:** Met with property owners Tom & Gloria Douglas to discuss a proposed dwelling unit on their lot in Bridle Ridge.
- **March 5th:** Met with Anthony Christopher to discuss building permits for Phase 1 of Construction for Mariner's Bethel United Methodist Church. Phase I consists of a playground area, pavilion and bicycle maintenance shop as approved by the Planning and Zoning Commission on November 16, 2017, application P-310.

Public Works:

- A mandatory pre-bid meeting was held on Thursday, February 15, 2018 at 10:00am for **Open Ended Sidewalk Repairs**, Project Number 2018-01. We received three (3) sealed bids for this project on Thursday, March 1, 2018. Kercher Engineering has provided a recommendation to award letter and the project document material has been forwarded to the Solicitor for review and comments.
- The Town accepted and opened three (3) sealed bids for **Wallace A. Melson Municipal Building Re-Roofing**, Project Number 2018-03, on Tuesday, February 27, 2018. EDIS has provided a recommendation to award letter and the project document material has been forwarded to the Solicitor for review and comments.
- **March 6th**: Met with Mel Beiler from Amish Gazebos to discuss repairs to the gazebo at John West Park.
- In addition to their regularly scheduled duties, Public Works personnel also completed the following:
 - ✓ Monitored areas that frequently flooded during rain events to ensure drainage ditches were clear ahead of the Nor'easters that struck our area March 1st through the 3rd and again on March 6th – 7th. Because high winds were forecasted, DPW cut down a rotting tree on Church Avenue to ensure that it didn't fall into the roadway during the storm. Wind gusts of over 50 MPH were recorded during the first event.
 - ✓ Cleared an area on Woodland Extended where flooding occurred on March 7th to provide some outflow to the Banks Bennett Tax Ditch for the storm water runoff.
- **Woodland Park** – SPS inspects drainage pipes and discovers significant amounts of root mass had grown through the walls of the pipes. This material requires removal before additional inspections can proceed. This means that the pipe walls have been breached and the pipes will have to be replaced thus adding additional costs to the Woodland Park drainage project (see photos included with report). Proposed cost increases for drainage projects follows.
- Provided the following updates to Finance for drainage projects that are upcoming and those to be reviewed by Council.
 1. Avon Park – Request from community to complete additional drainage work to supplement drainage project completed previously in this community.
 - ✓ Project costs estimated by KEI: \$52,500.00
 2. Wedgefield – Request from community to regrade swales on both sides of Wedgefield Blvd.
 - ✓ Project costs estimated by KEI: \$137,500.00
 3. Woodland Park – Recent rain events revealed unknown damage to pipes which will add to the original project amount.
 - ✓ Additional project costs estimated by KEI: \$72,000.00
 4. Woods Circle – Request from property owners to alleviate drainage issues at the rear of even numbered properties addressed 6 through 12.
 - ✓ Initial cost for a survey of the area, which I have approved, is \$5,000.00.
 - ✓ Initial estimate for project design by KEI is at approximately \$15,000.00.