

TOWN OF OCEAN VIEW  
DELAWARE

September 5, 2019

TO: Honorable Mayor and Council

FROM: Kenneth L. Cimino, Director of Planning, Zoning & Development

VIA: Carol S. Houck, Town Manager

SUBJECT: Monthly Update for the Dept. of Planning, Zoning & Development as of September 5, 2019

**Constituent Concerns**

Staff responded to a concern from a property owner in the Preserve at Ocean View regarding a sinkhole in the roadway. Initial inspection of the area revealed that the sinkhole appears to be caused by a defect in the existing 15-inch RCP.

We have received two proposals for repairs and will may be making a recommendation later this evening. Fortunately, funds were budgeted in the FY 2020 Budged for miscellaneous pipe repairs.

**Maintenance & Operations**

**Semiannual Street Sweeping**

The semiannual street sweeping contract has been awarded to D&J Sweeping of Laurel, Delaware. Sweeping operations occurred in the Savannah's Landing Community and the communities north of Route 26 to the Assawoman Canal and were completed on July 29, 2019.

**Tree Trimming**

A contract for tree trimming within the right of way along West Avenue was awarded to Herker Property Maintenance. This task assignment cost \$3,873.00 and was completed on July 27, 2019.

**Storm Damage Clean Up**

Overnight thunderstorms on July 22, 2019 produced a significant amount of rain accompanied by high winds which created a significant amount of storm damage in the form of downed trees and uprooted trees throughout Ocean View. Herker Property Maintenance was contacted and responded with manpower and equipment within two hours of the initial request for service on Tuesday July 23<sup>rd</sup>. Trees and debris were cleared from the Town's Roadways and John West Park. Herker returned on July 25<sup>th</sup> and July 26<sup>th</sup> to complete the removal of stumps and large sections of trees that were moved to the side of the parking area at John West Park. Total cost for this cleanup was \$3,970.00. This project was supervised by Mr. Jerrad Steele from our Facilities Maintenance Department with assistance from Planning and Development staff.

### **Sign Replacement**

Maintenance staff has commenced work on replacement of STOP signs in many communities throughout town. In most cases, the existing sign sheeting was faded, or the sign assembly was not up to current DEMUTCD Standards. This work is cyclical in nature and will become a part of our routine system preservation efforts.

### **Pruning and Shaping of Shrubs**

The pruning and shaping of shrubs at John West Park/Town Hall and 201 Central Avenue will be completed after September 15, 2019 by Herker Property Maintenance. This work will be supervised by Mr. Jerrad Steele. The cost of this task assignment is \$646.00

### **Capital Projects**

#### **Woodland Park Drainage Project:**

The Woodland Park Drainage Project has been completed. Change order Number 2 has just been submitted and agreed to. The total contract value is now \$618,900.16.

#### **Woodland Avenue Drainage Project**

The Sussex Conservation has completed their semifinal inspection of the project and has three items that must be addressed before final acceptance. The items include over-seeding one small area where growth was not established to their satisfaction and two areas of rip rap scour protection that have been silted in and will need to be cleaned out. This work will increase the total contract value slightly but we do not currently have an estimated value.

#### **The Cottages/Kelley Estates Drainage Improvements**

Survey of the drainage basin that conveys stormwater from the surrounding area to the drainage system that currently runs to and through the Cottages and Kelley Estates and, ultimately, to Whites Creek is completed. TKG has begun to process the data and explore potential designs. I anticipate having the Concept Design in the Fall of this year.

### **Clean and Video Roadway Drainage Pipes**

A small hole appeared in the roadway at the intersection of Avon Park and Brighton Street in the Avon Park Community. Further investigation by Town staff revealed that the existing Asphalt Coated Corrugated Metal Pipe has begun to deteriorate at this location under the roadway. The roadway pipe system in the Avon Park Community conveys surface water from the Town-owned roadways to storm water management facilities throughout the community. To further investigate the extent of this problem, the Town has contracted with Standard Pipe Services of Bear, Delaware to clean and video inspect all town-owned and maintained roadway pipes in the community for the dollar amount of \$6,456.00.

Fortunately, this money was budgeted in the Capital Improvement Program along with an additional line item for Miscellaneous Pipe repairs as needed.

## Grants

The Office of Planning and Development has submitted the application for a Surface Water Matching Planning Grant with the Delaware Water Infrastructure Advisory Council for our Hudson Avenue Culvert Replacement Project. If our project is selected the Town could receive up to \$50,000.00 towards planning and preliminary engineering. This effort included assistance from Wallace Montgomery and Associates as well as the Kercher Group.

The Office of Planning and Development has approached State Senator Gerald Hocker, 20<sup>th</sup> Legislative District, and State Representative Ronald Gray, 38<sup>th</sup> Legislative District regarding funding assistance for Bicycle and Pedestrian Safety through the Community Transportation Fund.

## Comprehensive Land Use Plan Update

During the month of July 2019, AECOM met with Town staff to review the results of the Comprehensive Plan questionnaire and work towards defining a clear vision that reflected the community's preferences. The vision statement was refined based on feedback and goals were identified that will help accomplish that vision. Vision Statement:

*In striving to become a complete community, Ocean View, Delaware, with the support of an involved citizenry, is attempting to further define its unique character by introducing new transportation options, improving connectivity, supporting mixed and efficient uses of land, honoring our history, promoting healthy and engaging environments and encouraging business diversity and job growth. In short, the future complete Ocean View community will in turn be a place where people want to live as well as work and visit.*

During the month of August 2019, AECOM's planning staff started drafting chapters for the Comprehensive Plan regarding Transportation, Land Use, the Environment, and Community Character. The AECOM planning team outlined a framework for Complete and Healthy Communities that is being applied to all chapters. Chapters are also being updated to reflect state requests and new requirements based on a projected population greater than 2,000. The planning team also downloaded updated GIS data and parcel layers and began updating all of the maps include in the Appendix of the document. During the month of September AECOM will meet with the Town to discuss specific zoning changes that can be incorporated into the Comprehensive Land Use Plan and plans for an October public workshop.

## Permits & Certificates of Occupancy (C.O.'s)

Total building & sign permits issued in August: **48**

Total C.O.'s issued in August: **21**

## Licenses & Gross Rental Receipts Tax (GRRT)

- Total Business & Rental Licenses issued for CY19: **1,184**
- GRRT collected for 19-1 (due August 15, 2019): **\$109,927.00**
- GRRT collected for 19-2 (due February 15, 2019): **\$6,303.00**

**Code Enforcement**

Issued **two (2)** code violation warnings for failure to obtain a business license, building permit, and/or C.O.

Issued **three (3)** property maintenance violations.