

TOWN OF OCEAN VIEW
DELAWARE

October 3, 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 October 3, 2019

Capital Projects

Woodland Park Drainage Project

The Woodland Park Drainage Project has been completed and accepted by the Town and the Sussex Conservation District. The final estimate and retainage will be released.

Woodland Avenue Drainage Project

The Woodland Avenue Drainage Project has been completed and accepted by the Town and the Sussex Conservation District. The final estimate and retainage will be released. The final payment for additional work completed at the direction of the Sussex Conservation District was completed for a dollar amount of \$4,000.00. Discussion, consideration and a possible vote will take place later this evening so that this project can be closed out.

The Cottages/Kelley Estates Drainage Improvements

The Kercher Group (TKG) continues to work on the conceptual design for this project. I anticipate having the Concept Design late Fall of this year.

West Avenue Sidewalks

TKG has completed the existing features survey along West Avenue from State Route 26 to Oakwood Avenue. TKG has begun to develop the conceptual plan for the proposed pedestrian improvements.

Maintenance & Operations

Clean and Video Roadway Drainage Pipes

Cleaning and video of the roadway pipe network in Avon Park has been completed. TKG is reviewing and analyzing the data to determine the extent of the pipe failure.

Curb Repair and Replacement

Planning and Development staff is developing a project to replace curb in Bear Trap Dunes that has heaved due to the presence of tree roots. The raised curb may be a trip hazard for pedestrians entering or exiting their vehicles. These raised sections of curb may hinder any snow plowing operations that could take place this winter season. This project is currently scheduled for completion before the end of the year.

Street Patching and Paving

Three sealed bids for this project were received and opened on Wednesday, October 2, 2019. A recommendation to accept the lowest responsive bid will be made later this evening.

Bicycle and Pedestrian Safety Initiatives

Staff has begun developing safety messages for the public outreach campaign. Chief McLaughlin and I will be meeting with Lauren Weaver from the Bethany-Fenwick Chamber of Commerce to discuss a combined effort involving the other local municipalities.

Grants

The Office of Planning and Development has submitted the pre-application to the Delaware Emergency Management Agency (DEMA) for Hazard Mitigation Assistance to reduce the localized flood risk on Hudson Avenue in Kelley Estates.

New Traffic Engineering Services Consultant Contract

The office of Planning, Zoning and Development received five (5) expressions of interest for the Traffic Engineering Services RFP. These proposals will be reviewed and rated, interviews of the top two or three firms will be held on October 29, 2019. The interview panel will consist of myself, the Director of Finance and a Licensed Professional Engineer from DeIDOT.

Comprehensive Land Use Plan Update

Throughout the month of September, AECOM has continued drafting the narrative of the Comprehensive Plan. The Town has supplied multiple pertinent documents such as the Capital Improvement Plan. AECOM has also coordinated with DeIDOT and DNREC to get updated information regarding streets, public land, and regional opinion surveys.

On September 17, 2019, AECOM met with Town staff to review the Town's current zoning code and assess how it can be adapted to help the Town achieve the Comprehensive Plan's vision. Specific recommendations included reassessing the minimum lot size and setback requirements in the GB-1 district; reassessing the need for the GB-2 district; reassessing the permitted use list within the GB-1 district to eliminate uses not consistent with a small-scale business district. The results of the discussion will be reflected in the Community Character and Land Use chapters of the Comprehensive Plan.

AECOM met with the Town again on October 1 to discuss plans for the second public workshop to be conducted as part of the Comprehensive Plan update. The Town of Ocean View will have a booth set up at the Cops & Goblins event on October 26 at John West Park. Several stations will be set up to assess opinions on future transit investments, community character, design considerations, and kids will have the opportunity to design their own perfect city. This will be the final opportunity to submit any comments or suggestions before the draft Plan is completed.

The results of the second public workshop will be tabulated and adapted into the Comprehensive Plan and a draft of the plan will be completed and shared with Town Administration in November 2019.

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

Total building & sign permits issued in September: **41**
Total C.O.'s issued in September: **13**

Licenses & Gross Rental Receipts Tax (GRRT)

- Total Business & Rental Licenses issued for CY19: **1,195**
- GRRT collected for 19-1 (due August 15, 2019): **\$114,605.21**
- GRRT collected for 19-2 (due February 15, 2020): **\$7,833.05**

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.