

Administrative Official and Public Works Department Monthly Report for April 14, 2015 Town Council Meeting

(covers period from 030215 through 040915)

Administrative Official:

- There were 35 building and sign permits and 15 Certificates of Zoning Compliance/Occupancy and 5 Temporary Certificates of Zoning Compliance/Occupancy issued during March 2015.
- Processed 824 business and rental licenses thus far for calendar year 2015 through March 2015.
- Processed Gross Rental Receipt Tax (GRRT) from rental income received between July 1st and December 31st that is due February 15, 2015 in the amount of \$146,000.00.
- The Board of Adjustment met on February 19th and heard the following applications:
 - ✓ **V-297:** a variance from Article XXI, § 222-90, § 222-92 and § 222-94 of the Zoning Chapter (previous Code section) of the Town Code submitted by Brian McManus of K Hovnanian Homes, on behalf of the property owner Windansea, LLC. This variance seeks to allow the applicant to erect signage on the parcel that will exceed the number, size and location permitted by § 222-90, § 222-92 and § 222-94 of the Zoning Chapter (previous Code section) of the Town Code on property located at 38399 Muddy Neck Rd. (PIDN: 408.000 / Sussex CTM#: 134-17.00-11.00).
APPROVED 4-0: All requested signage, with the exception of the RE Signs which were withdrawn because they are permissible, was approved w conditions.
 - ✓ **V-298:** a variance from Article VII, § 140-50-B and Article V, § 140-32 of the Land Use and Development Chapter (L.U.D.C.) of the Town Code submitted by the property owners, William & Betty Dawson to allow the applicants to construct or have constructed a 10' x 10' deck and a 10' x 15' screen porch that will encroach into the required 20 foot rear lot line setback on property located at 86 Fairway Drive (PIDN: 402.295 / Sussex CTM#: 134-16.00-2054.00).
APPROVED 4-0: w conditions.
- The Board of Adjustment is not scheduled to meet in April.
- The Planning and Zoning Commission met on March 19th and heard the following application:
 - ✓ **P-56:** a previously Approved Site Plan approved on 081788, submitted by Mr. Phillip Hastings of Builders Supply of Delmarva on behalf of the property owner Mr. Louis J. Travalini, to amend the site plan by creating new parking spaces and adding a paver patio at a property zoned GB-1 (General Business District 1), located at 61 Atlantic Avenue (PIDN: 201.110 / Sussex CTM#: 134-12.00-1226.00). *APPROVED 4-0as an Amended Site Plan w Conditions.*
 - ✓ **P-279:** review of a Preliminary Land Development Site Plan will be held on application P-279 submitted by The Evergreene Companies on behalf of the property owners OK Land Ltd. and Gerard and Mary Hurley, to construct fifteen (15) Townhouses, on property zoned GB-1 (General Business District 1), located at 24, 26 & 28 Atlantic Avenue (PIDN's: 298.000 & 299.00 / Sussex CTM#'s: 134-13.00-37.00, 38.00 & 36.00). *Rescheduled to April 16, 2015 @ 6PM.*
 - ✓ **P-290:** review of a Preliminary Land Development Site Plan will be held on application P-290 submitted by Mr. Keith Smith of Rent Equip on behalf of the property owners Patrick & Pamela Acri, to create a general business on property zoned GB-1 (General Business District 1), located at 9 Town Road (PIDN: 284.050 / Sussex CTM#: 134-13.00-1097.00). *APPROVED 4-0 as a Final Site Plan.*

- ✓ **P-291:** review of a Concept Plan will be held on application P-291 submitted by the property owner CJ Pines, LLC to create a general business that will include structures for a restaurant and office/retail space, on property zoned GB-1 (General Business District 1), located at 83 Atlantic Avenue (PIDN: 093.000 / Sussex CTM#:134-12.00-300.00).

Reviewed and Comments provided by the Commission.

- The Planning and Zoning Commission was scheduled to meet on April 16th at 6PM to review the application P-279 however the application has been deferred until further notice.
- Melanie Breech and Donna Schwartz attended a DFIT Safety Committee meeting in Dover on March 17th where they received materials and training regarding Office & Workplace Ergonomics.
- I attended a DNREC sponsored workshop on March 25th from 9AM to 3:30P at in Lewes, DE to discuss the new Flood Zone Ordinance(s), how to properly interpret and enforcement these new regulations.
- Debbie Karwacki, Jill Schwartz, Melanie Breech and I received training from Shore Scan regarding the transfer of paper files to Cloud based storage. This will help to reduce the paper files maintained at the Town offices as we are currently running out of storage space.
- Met with the Town Solicitor, Josh Mastrangelo of Evergreene Companies and their engineers from Solutions to discuss interpretations of the Town Code and how they affect a project on Muddy Neck Rd. This meeting has prompted a request from the developer, Evergreene Companies, to Town Council, seeking a revision of the MXPC conditions for this development.
- Received a number of documents for the Town Engineer for drainage projects that have been forwarded to the Town Solicitor for completion of additional paperwork. Once completed we will distribute them to property owners for signatures.
- Met onsite with the Town Engineer and a representative of Evergreene Companies to discuss site plan requirements for a project outside of Savannah's Landing.

Public Works:

- Met with Dept. of Corrections and a representative of the Bear Trap Dunes HOA to get a proposal about painting curbs in Bear Trap Dunes to delineate the areas of No Parking requested by the BTD HOA. After further discussion with BTD HOA and the Town Manager it was determined that the painting of curbs will take place only at the intersections to delineate the required 20' distance from crosswalks as stated in the DE State Code. Other areas, where parking is to be prohibited as approved by the Town Manager, will be marked by placing approx. 30 posts and signs that will indicate No Parking. BTD HOA will still maintain the other areas of No Parking that are currently delineated with yellow paint such as areas around fire hydrants and other locations throughout BTD.
- On March 16th I attended a meeting in Bethany Beach regarding a Beaches Area Bicycle Map sponsored by DelDOT. In attendance were Andrea Trabelsi, AICP | Transportation Planner from Whitman, Requardt & Associates, LLP, BBPD Chief of Police Michael Redmon and Kristie Maravalli the Executive Director of the Bethany - Fenwick Chamber of Commerce. The discussion focused on DRAFT maps that had been prepared mapping out bicycle routes south of the Indian River Inlet. New maps are to be compiled based on these discussions and are to be available for the upcoming summer season.
- On March 24th I met onsite at Kent Avenue with a contractor who is to complete a small drainage project in front of properties located at 22 to 28 Kent Avenue. Project is tentatively scheduled to begin April 20th.
- On April 8th I met with a representative from Delmarva Power about installing additional street lights in Town. There will be four new LED streetlights installed in the Foreside Commons community on Daisey Ave. (55, 49 & 46) and Foreside Ct.(8). In addition a HPS street light will be installed at 8 New Castle Ct. These installations come as a result of requests received by the Town Manager and myself from citizens in these communities and after review by the Town with Delmarva Power.
- In addition to their daily duties the Public Works Personnel have also been involved with the following:
 - ✓ Working on removing final items from Shores garage so that the Historical Society can begin their work at the site.
 - ✓ Patched a number of holes on the Woodland extended that came as result of the harsh winter and vehicles driving off of the roadway on the turns.
 - ✓ Edged and weeded flower beds at 201 Central and 32 West Avenue.
 - ✓ Installed 70 yards of playground mulch at John West park around the children's play equipment.
 - ✓ Serviced and stored snow plowing equipment with the hope that it won't be needed again until next winter.
 - ✓ Cleaned ditch in Country Village that runs along Horseshoe Dr.
 - ✓ Attended a Mosquito Seminar sponsored by Clarke Mosquito Company on March 26th for training and recertification of Jerrad Steele.