

Town Council Report
Code Department March 2013

Building Permits Issued	# of Permits	Est. Const. Cost	Permit Fee	Note
Single family home	3	\$321,227.00	\$6,424.54	
Single family interior renovations	1	\$19,000.00	\$190.00	
Single family exterior renovations	8	\$34,540.00	\$383.37	
Single family misc.				
Commercial				
Commercial interior renovations				
Commercial exterior renovations	2	\$27,000.00	\$270.00	
Commercial misc.	1	\$120,530.00	\$2,410.60	Boiler room addition (Dogfish)
Demolition				
Multi family home				
Multi family interior renovations				
Multi family exterior renovations				
Multi family misc.				
Total Permits Issued	15	\$522,297.00	\$9,678.51	

Business/Rental Licenses Issued	General/Rental
Business/Rental License Fees Received	49
	\$6,600.00

Violation Letters Issued	See
Violations Forwarded to Attorney for review	Attached
Contact with Property Owner for violations	Sheet

Planning & Zoning	Status
Chestnut Properties/Cannery Village	Approved
Ferrmor Homes at Heritage Creek	Approved
Paul Garchinsky	Recommend Denial/Forward to Council
Prel. Site Plan - Propane Tank Field	
Prel. Subdivision Plan - Phase 3 Heritage Creek	
Conditional Use Application - 426 Mainsail Lane	

Historic Preservation Commission	Status
June Aydelotte	Approved
Construct addition to home - 426 Federal St	

Board of Adjustment	Status
Meeting Cancelled	
No agenda items	

**Project Coordinator
Monthly Report
March 2013**

02/25/13 – 03/01/13

- Town Council Meeting Packets
 - o Prepare monthly report
 - o Copy draft minutes for review
- 426 Federal St
 - o Review submitted Historic Preservation Review Application
- Use flex time from 2/26 & 2/28 Town Council Public Hearings
- Engineering Projects Spreadsheet – CABA Associates
 - o Update and add projects per request from Town Manager
- 301 Valley Road – Preserve Phase II
 - o Telephone conversation with potential buyer
 - Utility easement on property
 - Building restrictions, setbacks
- Follow up response to email from Mayor
 - o Potential sale of land to Tidewater and expansion on site
 - Review codes for possible expansion
- Public Assembly/Parade Permit Application
 - o Lucky Leprechaun 5K
 - Prepare permit for review and approval (*)
- Phase 3 Heritage Creek Subdivision Application
 - o Follow up with Town Engineer
 - o Prepare newspaper notifications
 - o Follow up with engineer for applicant
 - Review of application/plans and meeting date
- Cannery Village Propane Tank Field – Preliminary Site Plan Application
 - o Follow up with Town Engineer
 - o Prepare newspaper notifications
 - o Follow up with engineer for applicant
 - Review of application/plans and meeting date
- 526 Union St
 - o Partitioning Plan
 - Follow up with representative for applicant
 - Discuss procedure and meeting date
- 426 Mainsail Lane
 - o Conditional Use Application
 - Finalize certified letter mailing list
 - Discuss requirements with applicants

03/04/13 – 03/08/13

- Code and approve misc bills
- Timesheets
- Historic Preservation Commission
 - o Prepare and post agenda
 - o Prepare and deliver packets to members
- 426 Chestnut St
 - o Review Historic Preservation Review Application
 - No Commission review needed
 - Replacing with same materials
- Town Council Meeting Minutes
 - o Prepare approved minutes for website posting
- Planning & Zoning Commission
 - o Prepare draft agenda
 - o Prepare and deliver packets for members
- Prepare misc invoices
 - o Bldg Insp Fees – Extra Trips
- Merriweather Development (Collins & Coulter)
 - o Meeting with representatives to discuss possible sale of property
 - Bond, responsibility of new owner, status of project
 - o Call to Town Engineer & Town Solicitor
 - o Visit site to check overall condition of site
 - o Research files
- Cannery Village Permanent Propane Tank Location
 - o Prepare public hearing notification letters
 - o Send out certified letters
- Heritage Creek Phase 3
 - o Subdivision application
 - Prepare public hearing notification letters
 - Send out certified letters
- 201 Broadkill Road
 - o Proposed supplemental parking for 211 Broadkill Road
 - o Follow up with representative for applicant (Chuck Adams)
 - Status of corrected plans and DELDOT submission

03/11/13 – 03/15/13

- Code and approve misc bills
- Board of Adjustment
 - o Prepare and post agenda
 - o Notify library of meeting and room cancellation

- Planning & Zoning Commission
 - o Prepare and post agenda
 - o Deliver Town Engineer comments to members
- Meeting with Earle from First State Inspection Agency
 - o Discuss status of construction for Dogfish warehouse
- Heritage Creek Phase 2B Revision
 - o Update parcels/addresses on spreadsheet
 - o Meeting with Dave Hickey
 - o Review corrections/reductions to plot
 - o Tax assessment for parcels to change
- Prepare misc invoices
 - o Engineering/Technical Services for projects
- Review procedures with Kristy
- Heritage Creek Phase 4
 - o Review submitted documentation
 - o Discuss submission with Town Engineer
- Attend I.P.A. class in Dover
 - o Planning 103
- Heritage Creek Development
 - o Proposed dividing part of vacant lot into individual parcel
 - Individual parcels to match phasing plan
 - Discuss with Town Solicitor & Town Engineer

03/18/13 – 03/22/13

- Timesheets
- Code and approve misc bills
- Property Tax Information
 - o Review property cards for two properties with Kristy (tax appeals)
- Attend LDMBOA meeting in Fenwick Island
- Use flex time from 03/18 & 03/19 meetings
- 426 Federal St
 - o Historic Preservation Commission application
 - Prepare approval letter for project
- Utility Account Updates
 - o Discuss with Kristy and Dustan
- Planning & Zoning Commission
 - o Review certified letter notifications for March 19th applications
- Town Council/Committee Minutes
 - o Review and correct draft minutes completed by transcriptionist
 - o Transfer to appropriate location on server
- 526 Union St
 - o Partitioning Plan
 - Contact representative for applicant (Chuck Adams)

- Signed copies ready for recordation
- Discuss final steps in process
- 201 Broadkill Road
 - Proposed supplemental parking for 211 Broadkill Road
 - Checking status of corrected plans and outside agency approvals
- Heritage Creek Subdivision
 - Follow up on possible subdividing of phases into individual parcels
 - Design change from original plan
- 426 Main Sail Lane
 - Conditional Use Application
 - Discuss Planning & Zoning Commission decision
 - Discuss next steps in process

This report does not include normal day to day conversations, emails or meetings with the residents, Committee/Commission members, elected officials, town staff, etc.

C.E. VIOLATIONS MARCH 2013

<u>DATE</u>	<u>ADDRESS</u>	<u>VIOLATION</u>	<u>ACTION TAKEN</u>	<u>DONE</u>
2/26/2013	327 S. Spinnaker	trash blowing from yard	left notice	Y
2/26/2013	116 Collins	pile of carpet in driveway	talked w/owner	Y
2/28/2013	329 S. Spinnaker	blowing trash	left notice	Y
3/11/2013	108 Atl. Ave.	blowing construction debris	left notice	Y
3/11/2013	17 Duory	parking on grass	talked w/owner	Y
3/15/2013	406 Yew	tire, debris in front yard	talked w/owner	Y
3/19/2013	110 Bay	untagged vehicle	left notice	Y
3/19/2013	403 Mainsail	trash cans left out	left notice	Y
3/19/2013	407 Mainsail	trash cans left out	left notice	Y
3/19/2013	409 Rudder	trash cans left out	left notice	Y

C.E. MONTHLY REPORT – MARCH 2013

Met with 1st state inspections at Dogfish

Inspected business at 223 Ellendale Rd.

Cert letter to 106 Union

C of O for 309, 311 Village Ctr. Blvd.

Permits for 709 S. Spinnaker

312 Walnut

424 Mulberry

306 Federal

103 Oysterman

6 Village Center

105 Mill Pond

**5 letters to rental properties
without a rental license**

Permit for 113 Mill Pond

115 Mill Pond

313 Brick Lane

312 Front St.

213 Sassafras Ln.

104 Summer Walk

405 Village Ctr. Blvd.

**Cert letter to 100 Sassafras
concerning safety issues**

Closed out 16 old permits

**Letter to 114 Union concerning
crack in foundation by river**