

## **MINUTES OF MARCH 24, 2003**

The special meeting of the Sussex County Board of Adjustment was held Monday evening March 24, 2003, at 7:00 p.m. in the County Council Chambers, County Administrative Office Building, Georgetown, Delaware.

The meeting was called to order at 7:00 p.m. with Chairman Callaway presiding. The Board members present were: Mr. Callaway, Mr. McCabe, Mr. Mills, Mr. Workman and Mr. Hudson, with Mr. Berl – Assistant County Attorney, Mr. Lank, Director, Mr. Oates and Mrs. Heffelfinger – Zoning Inspectors II, Mrs. Norwood – Recording Secretary and Mr. Rickard Zoning Inspector/Educational Advisor.

Motion by Mr. Mills, seconded by Mr. Hudson, and carried unanimously to approve the Agenda. Vote carried 5 – 0.

### **Discussions about the Zoning Ordinance, procedures, and policies.**

Mr. Lawrence Lank and Eddy Parker, Director of Assessment, explained the procedures of the Building Permit process. Mr. Parker stated that his department is responsible for the Assessment section on the permit; that the employees in the permit section are his employees; and that steps are being made to change some of the personnel in the permit section. Mr. Lank states that the responsibility of the Zoning section on the permits falls on the Planning & Zoning Department and that it may be necessary for additional instructions for the personnel in the permit section. Mr. Lank added that each inspector should check the zoning information on their copies when they receive a permit from the Permit Department and verify the accuracy of the information on the permit.

Mr. Rickard explained the entire process a permit has to go through before it reaches the Planning & Zoning Inspector.

Mr. Rickard explained the importance of Flood Zones and that the Board should not approve variances for a flood requirements since the granting of variances could impact the ability of citizens of Sussex County to get subsidized Flood insurance.

Mr. Rickard went over the supplementary regulations in the Ordinance and the setback requirements in mobile home parks. Mr. Lank stated that Swann Keys and Cape Windsor were originally considered as mobile home parks due to the lot sizes and that since they were actually subdivisions the requirements had to be corrected, and that front yard averages were established.

Mr. Rickard advised the Board members how to locate specific items in the ordinance.

Mr. Rickard and Mr. Lank discussed how the front yard on a corner lot is established by the County, and through (double frontage) lots.

Mr. Rickard explained the requirements of billboards, off-premise signs, and went over where in the ordinance the requirements can be found.

Mr. Mills asked what the requirements were for a fence around trash cans. Mr. Lank stated that a building permit should be issued and then the height of the enclosure could be regulated.

Mr. Lank stated that he handles all Home Occupation requests.

Mr. Rickard, Mr. Lank, and the Board discussed where in the ordinance a riding academy and group home would be addressed.

Mr. Rickard explained the setback requirements for open and unenclosed decks.

**Meeting Adjourned 9:30 p.m.**