

Town of Milton

115 Federal St
Milton, DE 19968



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July 29, 2013

To: Mayor & Council

From: Robin Davis 

Ref: Monthly Report

Attached you will find the reports submitted by the Project Coordinator & Code Enforcement Officer for July 2013. This cover sheet is a supplement to these reports to be used to highlight some of the activities handled by the Planning & Code Enforcement Departments.

Certified Local Government Grant (follow up)

The corrected letter of agreement document has been received and reviewed by the town. The document has been signed by the Town Manager and returned to the State of Delaware Division of Historical and Cultural Affairs Office. I am scheduled to meet with representatives from the Center for Historic Architecture and Design on August 6th to discuss the details of this project. At this time, work on the first phase of the project is estimated to begin around September 2013 and be completed mid-summer of 2014. A report from The Center of Historic Architecture and Design for the work completed should be available in the fall of 2014.

Please feel free to contact me if there are any questions or comments.

Town Council Report
Code Department July 2013

Building Permits Issued	# of Permits	Est. Const. Cost	Permit Fee	Note
Single family home	2	\$309,739.00	\$6,194.78	
Single family interior renovations	1	\$16,000.00	\$160.00	
Single family exterior renovations	5	\$26,624.00	\$766.34	
Single family misc.	2	\$0.00	\$1,300.00	Bldg Sewer permits for new homes
Commercial				
Commercial interior renovations				
Commercial exterior renovations				
Commercial misc.				
Demolition				
Multi family home				
Multi family interior renovations				
Multi family exterior renovations				
Multi family misc.				
Total Permits Issued	10	\$352,363.00	\$8,421.12	

	Business	Rental	Total
Licenses Issued	11	8	19
License Fees Received	\$1,300.00	\$1,200.00	\$2,500.00

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

Planning & Zoning	Status
Truitt Jefferson	Approved

Historic Preservation Commission	Status
Sussex County Council	Approved

Board of Adjustment	Status
	Discussion only

Project Coordinator Monthly Report July 2013

06/24/13 – 06/28/13

- FEMA training in Emmitsburg Maryland
 - o Managing Floodplain Development through NFIP

07/01/13 – 07/05/13

- Code and approve misc bills
- Deliver Town Council packet to Town Solicitor
- 121 Union St (Historic Preservation Commission application)
 - o Review submitted documentation for compliance
- Meet with Code Enforcement officer to discuss ongoing projects
 - o Business/Rental License comparison
 - o Review of possible update to 2012 ICC building codes
 - Currently using 2006 ICC codes
- Town Council Meeting
 - o Prepare documents for public
 - o Attend meeting
- FY2014 Proposed Budget
 - o Prepare additional comments/documents for Finance Committee
 - o Make corrections to original documents as requested by Finance Comm.
- Utility Accounts & Meter Readings
 - o Discuss processes with Water Dept. Supervisor
 - o Make copies of procedures for uploading information in accounts
- Meet with Jill Porter – 312 Federal St (walk-in)
 - o Questions pertaining to subdivision of parcel
 - Setback, lot size and building questions
- Attend Finance Committee meeting
 - o Review of FY2104 draft budget
- Town Council Minutes
 - o Correct as needed and prepare for posting on the website
- Prepare approval letter for Heritage Creek Phase 3
 - o Requested by Ben Gordy for financing purposes
- Historic Preservation Commission
 - o Prepare and post agenda
 - o Prepare and deliver packets to members
- Comprehensive Plan Review/Update
 - o Review letter from Office of State Planning with Town Manager

- 2015/2020 state requirements
- Call from Ami Rae
 - Bank property on Route 16
 - 201 Broadkill Road
 - Follow up on status of outside agency approvals
- Holiday

07/08/13 – 07/12/13

- Code and approve misc bills
- Prepare timesheets
- Tidewater Sewer Impact Fee Reimbursement (April – June)
 - Prepare spreadsheet showing new construction bldg permit
 - Email to Tidewater for review
 - Prepare and sent out quarterly invoice
- Printing of zoning map – requested by Mayor
 - Contact Jim Sumstine for availability and prices
- FY2104 Proposed Budget
 - Finalized comments and changes requested by Finance Committee
- 201 Broadkill Road
 - Call from Ami on status of outside agency approvals
 - Meet with Ami – dropped off plans and supporting documents
 - Review submitted documents and plans for compliance
 - Call to Town Engineer
 - Discuss final drawings for compliance
 - Call to Chuck Adams
 - Discuss easement requirement and information needed
- Planning & Zoning Agenda
 - Prepare and post agenda
 - Deliver packets to members and Town Solicitor
- Dryzone
 - Set up meeting with owner, Town Solicitor, Code Officer
- Dogfish Warehouse
 - Meet with Mike
 - Preparing for final inspection
- Attend Finance Committee meeting
 - Review of FY2014 draft budget
- Attend Historic Preservation Commission meeting
- Review preliminary FIRM maps
- Wagamons West Shore site visit
 - Driveway cuts & ADA compliance
- 316 Front St
 - Call from potential buyer

- Property located in Floodplain area
 - Discuss requirements of floodplain ordinance
 - Reviewed floodplain maps (FIRM)
 - Base flood evaluation for property

07/15/13 – 07/19/13

- Code and approve misc bills
- 316 Front St
 - Meeting with potential owner (walk-in)
 - Follow up discussion on floodplain requirements
 - Discuss possible building configurations
- Call and meeting with Jack Bushey
 - Review deed information for properties owned by Fire Department
 - Prepare map with addresses and parcel numbers
- Attend Planning & Zoning Commission meeting
- Historic Preservation Commission minutes
 - Correct as needed and prepare for posting on the website
- Attend LDMBOA meeting in Laurel
- Cannery Village Propane Tank Field
 - Call from engineer for applicant
 - Follow up on off site drainage/road issues
 - Discuss status of revised drawings
- 211 Broadkill Road – Site Plan Review (Parking Lot)
 - Easement/Lease Agreement for parking lot access
 - Follow up calls to Ami & Chuck Adams – status of paperwork
 - Review submitted paperwork
 - Incorrect information on document
 - Call to Ami
 - Review revised document
- Orchard Street Extended
 - Compile information requested by Town Manager
 - Map of street
 - Meet to discuss documents and history
- 109 Sassafras Lane
 - Call from potential buyer
 - Impact fee, development and floodplain information
 - Request to review approved plat for subdivision
- Call from U.S. Department of Commerce
 - State & Local Government Construction Project Report
 - Requested info. – Shipbuilders Community Ctr. Rehabilitation
- Historic Preservation Commission Applications
 - 102 Union St
 - Prepare follow up documents for file and close out
 - 121 Union St

- Prepare and mailing approval letter
- 512 Federal St – Milton Elementary School
 - Call from Pat Ryan (French & Ryan, Inc)
 - Proposed temp. classrooms (accessory bldg)
 - Discuss setbacks and code requirements
- Heritage Creek Subdivision – Phase 4
 - Review revised comments from engineer for applicant
 - Discuss with Town Engineer

07/22/13 – 07/26/13

- Prepare timesheets
- Code and approve misc bills
- Dogfish Building Permits
 - Warehouse and Malt Grain Addition
 - Follow up with Code Officer
 - Final building inspections
 - Final outside agency approvals
- FY2014 Draft Budget
 - Meet with Town Manager
 - Discuss need for additional supporting documents
- Tax Appeals – Heritage Creek
 - Discuss properties in Phased 2B with Kristy
- Prepare copies of Comprehensive Plan for Council members
- Attend Board of Adjustment meeting
- FOIA Request – Brenda Burns
 - Information on special use application for 201 Broadkill Road
 - Wording of public notices
 - Code notification requirements for restaurants on commercial properties
 - Adjacent property owner questions
 - Meeting at Town Hall to review documents
- Call from Sussex County 911 Addressing
 - New address and street name for Dogfish warehouse
 - Follow up on status of town wide addresses
- Utility Account Discrepancy
 - Discuss corrective solution with Kristy
- Call from Center for Historical and Architectural Design – Mike
 - Set up meeting to discuss upcoming project
 - Historic District resources update
- Meet with Mr. Radke – 105 Broad St
 - Discuss building project and if H.P.C. approval is needed
- Planning & Zoning/Board of Adjustment Minutes
 - Correct as needed and prepare for posting on the website
- Dogfish Warehouse
 - Visit site – prepare punch list for upcoming final site approval
 - Review status of ongoing projects

- Discuss possible future projects/renovations
- Water Utility Security Fence Grant Application
 - Research information needed by Town Manager for application
 - Environmental & Historic Protection Review
 - Call Town Engineer for facility construction dates
- Prepare copies of draft Town Council minutes for packets
- Call from Councilman Collier
 - Information pertaining to Canning House Row – Cannery Village
 - Call to Town Engineer for details
- Rezoning & general code requirement call
 - Possible buyer of in town lot
 - Building, fee, development, county vs. town comparison questions
- Prepare misc invoices
 - Engineering/technical services billed to applicant/owner
- 512 Federal Street – Milton Elementary School
 - Temp. classroom proposal
 - Meet at site to discuss location & code requirements
 - Call to Town Solicitor
 - Possible setback issues, BOA application

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 JUNE 2013

<u>DATE</u>	<u>ADDRESS</u>	<u>VIOLATION</u>	<u>ACTION TAKEN</u>	<u>FINAL DISPOSITION</u>	<u>DONE</u>
6/24/2013	414-418 Fulham	tall grass	talked w/owner sent certified letter	grass has been cut	Y
6/24/2013	113 Willow	tall grass	left door hanger sent cert letter	grass has been cut	Y
6/26/2013	434 Ocean Ct.	tall grass	left door hanger	grass has been cut	Y
6/26/2013	116 Collins	tall grass	talked w/tenant	grass has been cut	Y
6/26/2013	111 Ellison	tall grass	given to contractor	grass has been cut	Y
6/26/2013	13 Duory	tall grass	given to contractor	grass has been cut	Y
6/26/2013	430 S. Spinnaker	tall grass	given to contractor	grass has been cut	Y
6/26/2013	206 Front	tall grass	given to contractor	grass has been cut	Y
6/27/2013	113 Orchard	mattress in yard, broken window	talked w/tenant & owner	mattress gone, window fixed	Y
7/3/2013	401 Broadkill	tall grass	sent certified letter	grass has been cut	Y
7/3/2013	803 S. Spinnaker	tall grass	given to contractor	grass has been cut	Y
7/3/2013	610 Union	tall grass	given to contractor	grass has been cut	Y
7/3/2013	106 Union	weeds, ivy	given to contractor	weeds & ivy have been cut	Y
7/6/2013	110 Mermaid	tall grass	left door hanger sent cert letter	grass has been cut	Y
7/6/2013	417 Federal	tall grass	left door hanger	grass has been cut	Y
7/6/2013	105 Front	tall grass	left door hanger	grass has been cut	Y
7/6/2013	106 Poplar	tall grass	left door hanger	grass has been cut	Y
7/6/2013	107 Mermaid	tall grass	left door hanger sent cert letter	grass has been cut	Y
7/8/2013	202 S. Spinnaker	tall grass	called owner	grass has been cut	Y
7/9/2013	120 Federal	tall grass	left door hanger	grass has been cut	Y
7/9/2013	201 Federal	tall grass	left door hanger	grass has been cut	Y
7/9/2013	436 S. Spinnaker	tall grass	left door hanger	grass has been cut	Y
7/11/2013	418 Boxwood	tree limbs in yard	talked w/owner	limbs have been removed	Y
7/11/2013	117 Collins	tall grass	given to contractor	grass has been cut	Y
7/11/2013	13 Duory	tall grass	given to contractor	grass has been cut	Y
7/11/2013	121 Tilney	tall grass	given to contractor	grass has been cut	Y
7/15/2013	105 Nellie	tall grass	left door hanger	grass has been cut	Y
7/16/2013	501 Union	fridge in yard	left door hanger	fridge has been removed	Y
7/16/2013	403 Union	tall grass	left door hanger	grass has been cut	Y
7/16/2013	414 Union	tall grass	talked w/owner	grass has been cut	Y
7/17/2013	206 Front	tall grass	talked w/owner	grass has been cut	Y
7/17/2013	430 S. Spinnaker	tall grass	given to contractor	grass has been cut	Y
7/17/2013	111 Broad	tall grass	given to contractor	grass has been cut	Y

C.E. VIOLATIONS JUNE 2013

7/18/2013	406 Sussex	tall grass	called owner	grass has been cut	Y
7/18/2013	526 Union	tall grass	called owner	grass has been cut	Y
7/22/2013	116 Genoa	tall grass	left door hanger	grass has been cut	Y
7/22/2013	322 Reed	bushes blocking stop sign	talked w/owner	bushes have been cut	Y
7/22/2013	403 Mainsail	tall grass	left door hanger	grass has been cut	Y
7/22/2013	131 Union	stagnant water in canoe	left door hanger	water has been removed	Y
7/24/2013	616 Chestnut	tall grass	talked w/contractor	grass has been cut	Y
7/26/2013	102 Sassatras	tall grass	talked w/owner, sent certified letter		

C.E. MONTHLY REPORT – JULY 2013

Grass cert to : 202 S. Spinnakaer
414-418 Fulham Dr.
114 Union
502 Union
113 Willow
434 Ocean Ct.
401 Broadkill
107 Mermaid
110 Mermaid
102 Sassafras

Permit issued to: 104 Isle Ln.
304 Chestnut
344 Bay Ct.
306 Union
301 Union
209 Arch
356 Bay Ct.
312 Gristmill Dr.

Meeting with Robin & Seth at
Dryzone

LDMBOA meeting in Laurel