

Town of Milton

115 Federal St
Milton, DE 19968



www.milton.delaware.gov

Phone: 302-684-4110

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August 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)

I met with representatives from the Center for Historic Architecture and Design on August 7th to discuss the details of this project. The funds from this grant will be used to update the existing information for the town's historic resources. The first phase of the project will include no less than 50 properties within the Historic District starting at the north end of Union Street and working south. The fieldwork, which will be conducted over two-three days, is scheduled on September 19th and October 3rd. A third visit, if needed, will occur in October or November. A report from The Center of Historic Architecture and Design for the work completed should be available in the fall of 2014. Letters have been sent out to property owners affected by this upcoming project (see attached).

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

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August 27, 2013

Ref: Town of Milton Historic District Resources Update

Dear Property Owner,

Earlier this year, the Town of Milton received approval for a Certified Local Government grant from Delaware's FY2013 Historic Preservation Fund allocation. The funds received from this grant will be used to update the existing information for the historic resources documented in the National Register of Historic Places Inventory and located within the Town's Historic District.

The first Cultural Resource Survey for Milton was completed by a group of citizens in 1980. This survey was amended in 1982 and submitted by the State Historic Preservation Office as the inventory and nomination for a Milton Historic District, to be placed on the National Register of Historic Places of the United States Department of the Interior. This designation was approved in 1982. There are 198 properties listed on the National Register of Historic Places Inventory Nomination Form and within the Town's Historic District. A review of the data in the inventory indicates there may be some important information that is required to bring the nomination up to the current standards. The data does not indicate whether buildings are contributing or non-contributing, mention all of the contributing outbuildings and the description of certain structures seems to be vague. Historic structures may have been demolished, moved, altered and additional structures added. There are also indications of new important information that was not available when the original survey was conducted.

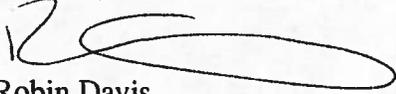
The Town of Milton will receive assistance in this project from the University of Delaware Center for Historic Architecture and Design (CHAD). The first phase of this project will include no less than 50 properties within the Historic District starting at the north end of Union Street and working south. Additional properties will be updated if time and resources permit. This multi-phase project is intended to be carried out over the next two or three years.

The fieldwork, which is scheduled to be completed over two-three days, will be conducted by CHAD staff and graduate research assistants and is to begin at approximately 9:30 a.m. on Thursday, September 19, 2013. A second site visit is tentatively scheduled for Thursday, October 3, 2013. A third visit, on a yet to be determined date in October or November, could be needed to complete this project. Thursday is the only day of the week that site visits will be conducted. The CHAD team, which will consist of six-eight people and normally working in groups of two, will need to access your property in order to photograph and map all structures on the property. These individuals will be carrying University of Delaware identification and will make every effort to answer any questions residents may have.

Once completed, the updated survey will document the historic architecture elements of the buildings in the Town's historic inventory and will serve as a record of Milton's place in the history of Sussex County and the State of Delaware.

This letter is being sent to property owners that will or could be affected by the first phase of this project. The town requests property owners inform their tenant(s) of this upcoming project. Please feel free to contact me at Town Hall if there are any questions or concerns before or during this project.

Sincerely,

A handwritten signature in black ink, appearing to be 'Robin Davis', written over a horizontal line.

Robin Davis
Project Coordinator

Town Council Report
Code Department July 2013

Building Permits Issued	# of Permits	Est. Const. Cost	Permit Fee	Note
Single family home	7	\$698,841.00	\$13,976.82	
Single family interior renovations				
Single family exterior renovations	8	\$52,225.00	\$976.25	
Single family misc.	7	\$0.00	\$4,550.00	Bldg Sewer permits for new homes
Commercial				
Commercial interior renovations	1	\$800.00	\$30.00	
Commercial exterior renovations	1	\$43,000.00	\$430.00	
Commercial misc.				
Demolition				
Multi family home				
Multi family interior renovations				
Multi family exterior renovations				
Multi family misc.	2	\$132,795.00	\$1,327.95	
Other				Fire Dept / Milton Elementary School
Total Permits Issued	26	\$927,661.00	\$21,291.02	

	Business	Rental	Total
Licenses Issued	11	0	11
License Fees Received	\$1,325.00	\$0.00	\$1,325.00

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

Planning & Zoning	Status
Ferrimoor Homes	Recommended Approval

Historic Preservation Commission	Status
	Meeting Cancelled
	No agenda items

Board of Adjustment	Status
Cape Henlopen School District	Approved

**Project Coordinator
Monthly Report
August 2013**

07/29/13 – 08/02/13

- Code and approve misc bills
- Telephone call from Greg Smith (realtor)
 - o General zoning and building questions
 - Rezoning, conditional uses, single lot duplex units
- Deliver Town Council packet to Town Solicitor
- Meeting with Code Enforcement Officer
 - o Discuss ongoing projects
- 306 Union Street
 - o Call from Mr. Cohen (owner)
 - Discus proposed work and H.P.C. submission requirements
- Canning House Row
 - o Follow up emails from Councilman Collier
 - Research information
 - Dedication of street
 - Code pertaining to rental property requirements
- 512 Federal Street – Milton Elementary School
 - o Variance application – accessory building
 - Follow up calls from Pat Ryan
 - Discuss information for submission
- Attend Delaware CRS Users Group meeting in Lewes
- Heritage Creek Phase 4
 - o Calls/emails to Mike Kobin
 - Outside agency approvals
 - Review for compliance

08/05/13 – 08/09/13

- Code and approve misc bills
- Telephone calls from Melissa Collie
 - o Follow to questions asked by Greg Smith (see 07/29/-08/02)
 - Allowable uses – town vs. county
 - Land use application process
- Town Council Minutes
 - o Correct as needed and prepare for posting on website
- Historic Preservation Commission
 - o Prepare and post agenda

- Notify library of meeting cancellation
- Governor's Walk
 - Locate plans for Vice Mayor Booros
 - Alley between 107 and 109 Union St
 - Meet to review and discuss
- Canning House Row
 - Finalize research information as requested by Councilman Collier
 - Prepare copies of documents
 - Dedication of street
 - Code pertaining to rental property requirements
- Certified Local Government Grant
 - Update of historic resources
 - Meet with representatives from CHAD
 - Discuss dates of visits, details of project, owner notifications
- 512 Federal Street – Milton Elementary School
 - Variance application – accessory building
 - Review submitted documents
 - Follow up with Pat Ryan
- Meet with Ed Kost – Cannery Village resident
 - Review original phase 2 plan
 - Discuss assigning parcel numbers and addresses to lots
 - Copy prepared spreadsheet
- Heritage Creek Phase 4
 - Follow up emails to Mike Kobin
 - Submission items for P&Z meeting

08/12/13 – 08/16/13

- Code and approve misc bills
- 306 Union Street
 - Follow up call and meeting with Mr. Cohen (owner)
 - H.P.C. submission
 - Pre-application review of documents
- Meeting with Mr. Welu at Town Hall (walk in)
 - General discussion and questions
 - Dryzone, fence requirements, Route 16 motel,
 - Hazzard Street properties (water/sewer)
- Planning & Zoning Commission
 - Prepare and post agenda
 - Prepare and deliver packets to members
- 117 Collins Street
 - Telephone call from David Lurty (realtor)
 - Subdivision questions and requirements

- 512 Federal Street – Milton Elementary School
 - o Prepare public notice for newspaper
 - o Prepare surrounding property letter and mailing list
 - Email to Pat Ryan for mailing
- Cannery Village Phase 2 Plans
 - o Locate for Dustan
 - Needed for review and copying (punch list)
 - o Discuss approved revision
 - o Make copy of original punch list to subdivision
- Heritage Creek Phase 3
 - o Assign addresses to new approved lots/parcels
 - o Forward spreadsheet to Ben Gordy
- Preserve on the Broadkill Phase 2 – Streetlights
 - o Locate approved plan for Town Manager
- FY2104 Proposed Budget
 - o Review proposed budget
 - o Make 10% reduction as requested by Town Council
- Cannery Village Clubhouse
 - o Email from Erica Grden
 - Date of certificate of occupancy
 - Code used during inspection
 - o Send follow up response

08/19/13 – 08/23/13

- Code and approve misc bills
- Prepare timesheets
- FY2014 Draft Budget
 - o Finalize 10% reduction as requested by Town Council
 - o Meet with Town Manager to discuss reductions
- Private drive for Dogfish warehouse
 - o Prepare addressing letter County 911 Center
- Preserve on the Broadkill Phase II
 - o Installation of streetlights
 - o Call to Mary from Delmarva Power
 - Process and requirements for installation
 - o Follow up with Town Manager
- Board of Adjustment
 - o Prepare and post agenda
 - o Prepare and deliver packets to members
- Attend Planning & Zoning Commission meeting
- Cannery Village Propane Tank Field
 - o Review revised plans submitted by applicant
 - o Contact engineer for applicant
 - Discus submitted documents

- Plans need to be submitted to Town Engineer
- 520 Chestnut Street
 - Call from potential buyer
 - Rezoning, conditional use questions
 - Requirements for proposed uses
 -

08/26/13 – 08/30/13

- Code and approve misc bills
- Certified Local Government Grant
 - Follow up and call and emails to CHAD representatives
 - Site visit dates, information for letter
 - Prepare owner notification letter
 - Contact Nick Roth for possible newspaper notice
- Parade/Public Assembly Permit
 - Wagamons West Shore Civic Association – Block Party
 - Prepare document for approval by Town Manager
 - Copy and distribute to appropriate departments
- Heritage Creek Phase 3
 - Update to property tax information
 - Prepare documents for Tax Assessor
- Prepare misc. invoices
 - Payments for land use applications
 - Engineering/Technical services billed to applicant/owner
- Prepare copies of draft minutes for Town Council packets
- Heritage Creek Phase 4
 - Emails to Mike Kobin
 - Submission documents for Town Council agenda
- Planning & Zoning Commission
 - Make corrections to draft minutes and prepare for posting on website
- Prepare Town Council monthly report
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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. MONTHLY REPORT – AUGUST 2013

Permits for: 600 Federal St.
108 Pond Dr.
116 Front St.
111 Heritage Blvd.
108 Broadkill
301 Coulter
408 Behringer
313 Brick Ln.
112 Arch
114 Arch
116 Arch
319 S. Spinnaker
502 Union
108 Nellie Ln.
106 Mill Pond
106 Wagamons
204 Heritage
110 Broadkill
313 Brick Ln.

Trash cert to: 328 Bay Ct.
327 Behringer

Grass cert to: 123 Wagamons
109 Mermaid
500 Mulberry
109 Bay
201 Federal

Attended FEMA class in Smyrna

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>
7/29/2013	441 S. Spinnaker	tall grass	left door hanger	grass has been cut	Y
7/30/2013	327 Behringer	mattresses in yard	left door hanger	items have been removed	Y
7/30/2013	123 Wagamonns	tall grass	sent certified letter	grass has been cut	Y
8/2/2013	328 Bay Ct.	mattress, furniture in yard	sent certified letter	items have been removed	Y
8/2/2013	201 Federal	dirtypile on sidewalk	talked w/owner	dirtypile has been removed	Y
8/5/2013	500 Bennett	tall grass	talked w/owner	grass has been cut	Y
8/12/2013	23 Duory	tall grass	left door hanger	grass has been cut	Y
8/12/2013	109 Mermaid	tall grass	left door hanger	grass has been cut	Y
8/12/2013	118 W. Shore	tall grass	left door hanger	grass has been cut	Y
8/12/2013	206 Front	tall grass	called owner	grass has been cut	Y
8/12/2013	610 Union	tall grass	given to contractor	grass has been cut	Y
8/12/2013	803 S. Spinnaker	tall grass	given to contractor	grass has been cut	Y
8/12/2013	430 S. Spinnaker	tall grass	given to contractor	grass has been cut	Y
8/13/2013	334 Union	shrubs growing over sidewalk	given to contractor	grass has been cut	Y
8/15/2013	606 S. Spinnaker	tall grass	left door hanger	grass has been cut	Y
8/19/2013	316 Union	limbs blocking street view	talked w/owner	limbs have been removed	Y
8/19/2013	105 Nellie	untagged vehicle	notified police	vehicle has been removed	Y
8/26/2013	111 Tobin	tires in yard	talked w/owner		
8/26/2013	307 Broadkill	mattresses in yard	talked w/owner	mattresses are removed	Y
8/26/2013	201 Federal	tall grass	talked w/owner		
8/26/2013	302 Walnut	tall grass	talked w/owner	grass has been cut	Y
8/27/2013	108 N. Spinnaker	tall grass	left door hanger	grass has been cut	Y
8/27/2013	112 S. Spinnaker	tall grass	left door hanger		
8/27/2013	313 S. Spinnaker	sofa in yard	talked w/tenant		
8/27/2013	604 S. Spinnaker	tire in yard	left door hanger	tire has been removed	Y
8/27/2013	109 Bay	tall grass	left door hanger		
8/29/2013	128 N. Spinnaker	tall grass	left door hanger		
8/30/2013	13 Duory	tall grass	given to contractor		