

Town of Milton

115 Federal St
Milton, DE 19968



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November 25, 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 November 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 Center for Historic Architecture and Design is still working on processing the photographs taken during the site visits and continuing to prepare all new sets of CRS forms. As stated in my earlier reports, this is the more time consuming part of the project. Michael Emmons, lead contact for the project, still feels they are on track to provide a report in the fall of 2014.

Business/rental License Renewals

Business/Rental licenses issued for this year are set to expire on December 31st. License renewal application forms were prepared by Krystle Clark, Accounting Clerk, and have been mailed to existing license holders.

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

Town Council Report
Code Department November 2013

Building Permits Issued	# of Permits	Est. Const. Cost	Permit Fee	Note
Single family home	3	\$270,938.00	\$5,418.76	
Single family interior renovations	1	\$5,000.00	\$50.00	
Single family exterior renovations	7	\$32,700.00	\$348.00	
Single family misc.	3	\$0.00	\$1,950.00	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.	2	\$75,681.00	\$756.81	
Other	16	\$384,319.00	\$8,523.57	
Total Permits Issued				

	Business	Rental	Total
Licenses Issued	5	1	6
License Fees Received	\$500.00	\$150.00	\$650.00

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

Planning & Zoning	Status
Femmoor Homes at Heritage Creek	Recommended approval
Ordinance to amend Section 220 - parking/ special uses	Forward amendments to Council
Policy/Procedure Discussion	

Historic Preservation Commission	Status
Barry & Stephanie Boright	Renovations to detached garage - 205 Mill St Approved
Joseph Scudlark	Removal and reconstruction of front porch - 407 Chestnut St Approved

Board of Adjustment	Status
	Meeting Cancelled
	No agenda items

**Project Coordinator
Monthly Report
November 2013**

10/28/13 – 11/01/13

- Code and approve misc. bills
- Proposed Ordinance Amendment – Home Occupations
 - o Continued obtaining information requested by Town Council
 - Calls to business owners listed on spreadsheet
 - Contact other municipalities regarding regulations
- Heritage Creek Bond Reduction Request – Phase 2B
 - o Follow up with Town Engineer – comment letter
 - Review document
 - Discuss with Dustan
 - Email to Fernmoor Homes
 - Copy for Council packets
- Engineering Proposals
 - o Review submitted documents
 - o Prepare questions for companies being interviewed
- Town Council Agenda
 - o Finalize monthly report
 - o Prepare cover sheet for item #14C – ordinance amendment
- Meet with Code Enforcement Officer
 - o Accessory building/guest house
 - Review codes and definitions
- Heritage Creek Subdivision
 - o Call from appraisal company (Maria)
 - Status of approvals for phasing applications
- Deliver Town Council packet to Town Solicitor
- Parcel of land between river and M&T Bank
 - o Prepare response letter
 - Decision on ownership of parcel
 - o Correct property information in Edmunds
 - o Prepare memo for Town Assessor
 - o Additional review of documents
 - Possible easement issue
- Heritage Creek Phase 5
 - o Call from Town Engineer
 - Additional street signage
 - Final comments for record plat & construction drawings
- Key Ventures
 - o Review and reply to emails from Mayor and Town Solicitor
 - Annexation agreement and requirements

- Research files to locate
- Prepare misc. invoices
 - o Engineering/Technical Services & building inspections – extra trips

11/04/13 – 11/08/13

- Code and approve misc. bills
- Attend Complete Communities Summit in Dover
- Attend Town Council meeting
- Meet with James Hake (walk in)
 - o 314 & 316 Mill Street
 - Possible consolidation of parcels
 - Discuss on process and submission requirements
- Proposed Ordinance Amendment – Home Occupations
 - o Calls to additional municipalities
 - Discuss code requirements
- Call from Greg Cox
 - o Questions about property in growth area
 - Annexation process and timeline
 - Investment level 2 designation
- Heritage Creek Phase 5
 - o Final approval submission to Planning & Zoning
 - o Calls to and from engineer for applicant
- Historic Preservation Commission
 - o Prepare and post agenda
 - o Deliver packets to members
- Attend meeting between Town and Chestnut Properties
 - o Discuss punch list items for Cannery Village
 - o Discuss street lights in Preserve on the Broadkill Phase 2
- 204 Sassafras Lane
 - o Call from Paul Beck (Owner)
 - o Placement of proposed home on property
 - o Discuss possible variance application submission
 - Requirements, fees, timeline
- 211 Broadkill Road – Supplemental Parking Lot
 - o Review status of project with Code Enforcement Officer
 - o Site visit to perform inspection of completed work
 - o Discuss discrepancies with tenants and family member
 - o Follow up meeting with Code Enforcement Officer
 - Inspection report to be submitted to tenant
- Historic Preservation Commission
 - o Make corrections to approved minutes as needed and prepare for posting
 - o 308 Chestnut St
 - Prepare final documents for folder and close out application
 - o 311 Chestnut St

- Prepare final documents for folder and close out application
- 113 Union St Unit A
 - Prepare final documents for folder and close out application
- 407 Chestnut St
 - Prepare approval letter for owner and application folder
 - Notify Code Officer of approval
- 113 Union St Unit A
 - Prepare approval letter for owner and application folder
 - Notify Code Officer of approval

11/11/13 – 11/15/13

- Holiday
- Code and approve misc. bills
- Prepare timesheets
- Attend workshop in Lewes
 - Flood Management & Coastal Resilience
- Heritage Creek Phase 5
 - Review Town Engineer final comment letter
 - Locate and review conservation easement
 - Email signage documents to engineer for applicant
- Planning & Zoning Commission
 - Prepare and post agenda
 - Prepare and deliver packets to members and Town Solicitor
- 206 Chestnut St
 - Call from possible buyer
 - Discuss H.P.C. requirements
- Attend Delaware Center for Transportation Infrastructure Forum in Newark
- Attend I.P.A. training seminar in dover
 - Municipal Regulations and Taking Issues
- 305 Mill Street
 - Review and stamp survey for recordation by new owner
 - Visit site
- Heritage Creek Site Plan – Clubhouse
 - Emails to Ben Gordy
 - Possible changes to submitted plan
- Town Engineering Proposals
 - Follow up meeting at Town Hall with members of interview committee
 - Discuss recommendation with Committee members
- Attend Historic Preservation Commission meeting
- 211 Broadkill Road – Supplemental Parking Lot
 - Review emails between Mayor and Town Solicitor
 - Review town codes for response to questions
 - Discuss status of project with Code Enforcement Officer

11/18/13 – 11/22/13

- Code and approve misc. bills
- 211 Broadkill Road – Supplemental Parking Lot
 - o Meet with Truitt Jefferson (walk in)
 - Discuss status of project
 - Outside agency approvals & final inspections
 - o Follow up discussion with Code enforcement Officer
 - Review completion of site plan items
- 314/316 Mill Street
 - o Call from builder – Michael Kelly
 - o Discuss proposed work at property
 - H.P.C. requirements
 - o Discuss consolidation of lots process
- Attend Planning & Zoning Commission meeting
- Heritage Creek Phase 2B
 - o Prepare bond reduction letter
- Heritage Creek Phase 5
 - o Follow up emails to engineer for applicant
 - Outside agency approvals
 - Additional signage and conservation easement
 - Forward final comment letter from Town Engineer
- Proposed Ordinance Amendment – Home Occupations
 - o Obtain business type definition from State of Delaware
 - o Locate contact numbers for businesses listed on report
 - o Follow up discussions with Code Enforcement Officer
- Telephone call from Bayside Builders
 - o Broadkill Beach properties
 - Assist in locating contact number for water company
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- Escrow Accounts – Engineering/Technical Services
 - o Follow up discussion with Town Clerk
- Town Council Agenda
 - o Discuss with Town Clerk
 - Agenda items – wording and notification requirements
 - Prepare documents for agenda items
- Prepare Town Council monthly report
- Casa San Francisco
 - o Meet with Kevin Lucas – project manager
 - Discuss building permit process & fees
 - Discuss status of outside agency approvals

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 NOV. 2013

<u>DATE</u>	<u>ADDRESS</u>	<u>VIOLATION</u>	<u>ACTION TAKEN</u>	<u>FINAL DISPOSITION</u>	<u>DONE</u>
10/29/2013	509 Union	washer in yard	left door hanger	washer has been removed	Y
11/1/2013	106 Maples	trash cans left out	talked w/owner	cans have been removed	Y
11/1/2013	408 Pine	tires in back yard	left door hanger	tires have been removed	Y
11/4/2013	124 N. Spinnaker	furniture in yard	left door hanger	furniture has been removed	Y
11/5/2013	108 West Shore	landscaping stones in street	talked w/owner	stones have been removed	Y
11/6/2013	111 Betts	mattress in backyard	talked w/owner, sent cert letter	mattress has been removed	Y
11/6/2013	115 Betts	trash in yard, untagged vehicle	left door hanger	items have been removed	Y
11/12/2013	604 Union	shed needs to be torn down	talked w/owner	shed has been removed	Y
11/15/2013	327 S. Spinnaker	trash cans left out	left door hanger	cans have been removed	Y
11/15/2013	419 S. Spinnaker	trash cans left out	left door hanger	cans have been removed	Y
11/15/2013	421 S. Spinnaker	trash cans left out	talked w/owner	cans have been removed	Y
11/15/2013	508 S. Spinnaker	trash cans left out	left door hanger	cans have been removed	Y
11/15/2013	111 Federal	trash cans left out	left door hanger	cans have been removed	Y
11/15/2013	117 Federal	trash cans left out	left door hanger	items have been removed	Y
11/15/2013	327 S. Spinnaker	trash in yard, tv on porch	left door hanger	chair has been removed	Y
11/15/2013	106 Mermaid	chair in front yard	talked w/owner		
11/18/2013	327 Behringer	limbs, debris in yard	left door hanger		
11/22/2013	517 Mulberry	shed needs repairs, debris	talked w/owner		
11/22/2013	408 S. Spinnaker	trash cans left out	left door hanger		

C.E. MONTHLY REPORT – NOV. 2013

Permits issued to: 130 Wagamons Blvd.

305 Valley Rd.

512 Federal St.

412 Cedar

104 Bay Ave.

426 Federal

205 Mill St.

412 Cedar

318 Mill

520 Union

111 Federal

307 Valley Rd.

305 Mill St.

Closed out 54 old permits

Cert letter to 111 Betts St.