

Town of Milton

115 Federal St
Milton, DE 19968



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January 27, 2014

To: Mayor & Council

From: Robin Davis (RD)

Ref: Monthly Report

Attached you will find the reports submitted by the Project Coordinator & Code Enforcement Officer for January 2014. These reports summarize the majority of the activities and projects handled by the Planning & Code Department.

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

Town Council Report
Code Department January 2014

Building Permits Issued	# of Permits	Est. Const. Cost	Permit Fee	Note
Single family home	3	\$465,378.00	\$9,305.76	
Single family interior renovations				
Single family exterior renovations	4	\$86,175.00	\$861.75	
Single family misc.	3	\$0.00	\$1,950.00	Bldg Sewer permits for new homes
Commercial				
Commercial interior renovations				
Commercial exterior renovations	2	\$2,000.00	\$30.00	
Commercial misc.				
Demolition				
Multi family home				
Multi family interior renovations				
Multi family exterior renovations				
Multi family misc.				
Other				
Total Permits Issued	12	\$553,553.00	\$12,147.51	
Total Certificate of Occupancy Issued	10			

	Business	Rental	Total
Licenses Issued	319	201	520
License Fees Received	\$36,475.00	\$30,150.00	\$66,625.00

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

Planning & Zoning	Status
Meeting Cancelled	
Library closed due to snow	

Historic Preservation Commission	Status
James & Diane Hake	Approved

Meeting Cancelled	
No agenda items	

**Project Coordinator
Monthly Report
January 2014**

12/30/13 – 01/03/14

- Code and approve misc. bills
- Prepare monthly report for Town Council
- 604 Union Street
 - o Meeting with Don Webster and Walt Mitchell
 - Discuss potential rezoning of parcel
 - Code requirements & timeline
- Consolidation of lots – 314 & 316 Mill Street
 - o Prepare memo and documents for Town Council packets
- Prepare misc. invoices
 - o Engineering/Technical Services and Extra Building Inspections
- Heritage Creek Clubhouse – Site Plan Review
 - o Prepare public notice for posting in newspaper
 - o Calls/emails to and from Ben Gordy
 - Pool fencing required by Planning & Zoning Commission
 - o Meet with Carlton Savage (Pennonni)
 - Review comments for revised plans
 - Discuss reporting procedures
- Deliver Town Council meeting packet to Town Solicitor
- Attend Town Council meeting – Propane Tank Field Appeal
- Heritage Creek Subdivision – Phase 6
 - o Prepare public notice for posting in newspaper
 - o Prepare notification letter and required mailing list
 - o Review plans for compliance with code
 - o Meet with Carlton Savage (Pennonni)
 - Discuss preliminary comments for submitted plans
- Town Hall closed - snow
- Holiday
- Assist public works with snow removal

01/06/13 – 01/10/13

- Code and approve misc. bills
- Prepare timesheets
- Historic Preservation Commission
 - o Prepare and post agenda
 - o Prepare and deliver packets to members
- Attend Town Council meeting
- I.P.A. Training Course – Planning 101

- Follow up emails to Town Council and Planning & Zoning
 - Registration deadline reminder
 - Meet with Town Clerk to discuss list of attendance and registration
- Heritage Creek Subdivision – Phase 6
 - Finalize required mailing list
 - Sent notification letter and mailing list to engineer for applicant
 - Follow up call to discuss project
 - Review written comments from Town Engineer
- 404 Yew St
 - Review and stamp survey for recordation – property being sold
- Attend Advantech training at Milton Library
- Meet with Mike Trotta (Code Enforcement Officer)
 - Discuss proposed code changes and requested meeting attendance
- Planning & Zoning Commission
 - Prepare and post agenda
 - Email agenda item information to members
- Meet with Councilman Cote
 - Discussion on alleys in Cannery Village
 - Review notes on Phase 2A & 2B plans
- Heritage Creek Community Center – Site Plan Review
 - Call to engineer for applicant to discuss project review status
 - Discuss follow up comments from Town Engineer
 - Status of outside agency approvals
 - Planning & Zoning request for second public hearing
- Updated Fee Schedule
 - Review fee schedule prepared by Town Clerk
 - Forward questions to Town Clerk
- Weather & Emergency Events Policy - Town of Georgetown
 - Review and comments as requested by Town Clerk
- Site Plan Entrance – The Orchards
 - Discuss email received by Town Clerk from Tidewater
 - Unmarked 8” water main in location of proposed sewer manhole
- 314 & 316 Mill Street
 - Consolidation of Lots – approved by Council (1/6/14)
 - Stamp surveys for recordation
- 211 Broadkill Road – Supplemental Parking Lot
 - Conduct nighttime site visit to check most recent lighting adjustment
 - Received additional complaint from neighbor (glare)
 - Latest adjustment did not correct issue
 - Discuss possible remedy with Code Enforcement Officer
 - Add shield at top and sides of housing
- Sewer Impact Fee Reimbursement
 - Review new construction building permits (10/01/13-12/31/13)
 - Prepare and sent spreadsheet to Tidewater Utilities for review
- Meet with Code Enforcement Officer to discuss projects

01/13/14 – 01/18/14

- Code and approve misc. bills
- Meet with Mike Trotta (Code Enforcement Officer)
 - o Discuss items in emails from Mayor
 - Dr. Howard's property, Backyard restaurant lighting, realtor business, vacant building on Mulberry St, camper and shed by theater, Cannery Village alleys
- Meet with Ed Kost – Cannery Village resident
 - o Review recorded subdivision plat
 - Discuss ownership of property
- Planning & Zoning Commission
 - o Prepare and post agenda
 - o Prepare packets and deliver to members and Town Solicitor
- Attend Historic Preservation Commission meeting
- Attend LDMBOA annual election/business meeting
- Historic Preservation Commission
 - o Post approved minutes on website
 - o 316 Mill St
 - Prepare approval letter and owner and folder
 - o 205 Mill St
 - Prepare final documents for folder and close out
 - o 407 Chestnut St
 - Prepare final documents for folder and close out
- Water Utility Accounts
 - o Discuss with Greg Wingo (Water Dept. Supervisor)
 - Excessive quarterly usage
 - 414 Conwell St
 - No usage readings for property
 - Water meter removed/missing
 - Review code for possible penalties
 - 103 Genoa Lane
 - Negative quarterly readings
 - Unable to contact owner
 - Review code for termination allowance
- Meeting with Mayor Jones and Kristy Rogers
 - o Discuss upcoming Comprehensive Plan review/update meeting and state requirements, surrounding lands in growth area, possible code changes, existing projects update
- Milton Medical Office Park – 611 Federal St
 - o Call from Councilwoman Patterson
 - Discuss construction of proposed building
- Call from Linda Edelen (Cannery Village resident)
 - o Discuss future dedication of alleys in development
- Town of Georgetown Weather and Emergency Events Policy
 - o Review and comment as requested by Town Clerk

- First Quarter Budget Review
 - o Review reports for upcoming Council meeting

01/20/14 – 01/24/14

- Holiday
- Prepare timesheets
- Code and approve misc. bills
- Board of Adjustment
 - o Prepare and post agenda
 - o Notify library staff and public works of meeting cancellation
- Call from Joe Moore (Loblolly)
 - o Questions about impact fees and property tax assessments
- Meet with Mr. Welu at Town Hall (walk-in)
 - o Sale of properties and lot sizes in Merriweather development, discuss reasoning for not locating permanent propane tank field for Cannery Village at temporary site as discussed at last Council meeting, lot configuration for non-conforming lots
- Delaware Wetlands Conference
 - o Contact Maggie Pletta for seating availability
- Planning & Zoning Commission
 - o Email cancellation of 01/21 & 01/22 meetings due to library closure
 - o Call to Town Solicitor to discuss rescheduling requirements
- Town Hall closed - snow
- Assist public works with snow removal
- Conference call with Dogfish Head Craft Brewery and Town Solicitor
 - o Discuss possible changes to wastewater facility site plan
 - o Code requirements and time line of project and review process
 - o Review existing plans for project
- Call from Keith Irvin
 - o Discuss requirements for opening new business
 - o Looking at several locations
 - o Permitted and special permitted use
- Call from Zac Crouch (Davis, Bowen & Freidel)
 - o Set up meeting with Mayor, Town Clerk and Project Coordinator
 - o Discuss proposed projects
 - Mulberry St rezone and subdivision
 - Historical Society renovations
- 105 & 107 Union St
 - o Historic Preservation Review application
 - Review submitted documentation for compliance
- Town of Georgetown Weather and Emergency Events Policy
 - o Meet with town Clerk to discuss comments

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 JAN. 2014

<u>DATE</u>	<u>ADDRESS</u>	<u>VIOLATION</u>	<u>ACTION TAKEN</u>	<u>FINAL DISPOSITION</u>	<u>DONE</u>
12/31/2013	137 West Shore	boat trailer in street	talked w/owner	trailer has been removed	Y
1/2/2014	405 Boxwood	debris in front yard	left door hanger	debris has been removed	Y
1/3/2014	404 Yew	debris in back yard	left door hanger	debris has been removed	Y
1/6/2014	612 Federal	front porch debris	left door hanger	debris has been removed	Y
1/10/2014	128 S. Spinnaker	trash can left out	left door hanger	can has been removed	Y
1/10/2014	405 Rudder	trash can left out	left door hanger	can has been removed	Y
1/10/2014	407 Rudder	trash can left out	left door hanger	can has been removed	Y
1/16/2014	404 Yew	pile of leaves in street	left door hanger	leaves have been removed	Y

C.E. MONTHLY REPORT – JAN. 2014

**PERMIT TO 137 West Shore Dr.
112 West Shore Dr.
141 West Shore Dr.
107 Union St.
112 West Shore Dr.
132 West Shore Dr.
101 Oysterman Dr.
211 Heritage Blvd.
109 Union**

Closed out 10 old permits

Cert letter to 535 Union St.

1/16/14 – LDMBOA meeting

Dryzone update: the contractor could not remove items from the lot the week of 1/19/14 due to the inclement weather. He is scheduled to return the week of 1/26/14. A violation letter was sent to the property the week of 1/19/14.