

Town of Milton

115 Federal St

Milton, DE 19968



www.milton.delaware.gov

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February 24, 2014

To: Mayor & Council

From: Robin Davis 

Ref: Monthly Report

Attached you will find the reports submitted by the Project Coordinator & Code Enforcement Officer for February 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 February 2014

Building Permits Issued	# of Permits	Est. Const. Cost	Permit Fee	Note
Single family home	3	\$314,960.00	\$6,299.20	
Single family interior renovations	2	\$30,500.00	\$535.00	
Single family exterior renovations	3	\$124,875.00	\$2,430.00	
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.				
Other				
Total Permits Issued	11	\$470,335.00	\$11,214.20	
Total Certificate of Occupancy Issued	3			

	Business	Rental	Total
Licenses Issued	26	12	38
License Fees Received	\$2,950.00	\$1,800.00	\$4,750.00

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

Planning & Zoning	Status
	Meeting Cancelled
	Due to lack of quorum

Historic Preservation Commission			Status
Ballybunton, LLC	Replace front windows/molding - 105 & 107 Union St	Approved	

Board of Adjustment		
	Meeting Cancelled	
	No agenda items	

**Project Coordinator
Monthly Report
February 2014**

01/27/14 – 01/31/14

- Code and approve misc. bills
- Prepare monthly report for Town Council
- Cannery Village Propane Tank Field – Appeal
 - o Follow up call to Pret Dyer
 - Discuss status of completion of ponding issues
- Discussion with Councilman Cote
 - o Stover Homes Bankruptcy
 - o Poore's Propane & Chestnut Properties Agreement
- Heritage Creek Community Center – Site Plan Review
 - o Prepare public notice for posting in newspaper
 - o Review adjustment to plan submitted by engineer
 - Discuss with Carlton Savage (Town Engineer)
 - o Call to Mike Kobin (G.M.B.)
 - Discuss rescheduling P&Z meeting, minor adjustments to plans, status of fire marshal approval
- Respond to email from Mayor
 - o Questions about application submission requirements
 - o Review eligibility wording in current zoning ordinance
- Heritage Creek Subdivision – Phase 6
 - o Prepare public notice for posting in newspaper
- Assist public works with snow removal
- Certified Local Government Annual Report
 - o Prepare and mail digital copy to Jesse Zanavich
 - Contains H.P.C. activity for Oct 2012 – Sept 2013
- Property Tax Bills
 - o Assist admin. staff in preparing bills for mailing
- Parcels of land at Willow St and Mulberry St
 - o Review concept plans submitted at between representatives, Mayor and Town Clerk
 - o Meet with Town Clerk to review information
 - o Review code requirements and use options
- Respond to email from Mayor
 - o Parcels of land at Willow St and Mulberry St
 - Code options for proposed project
 - o Set up meeting with Larry DiSabatino
 - Comprehensive Plan review
- Respond to email from Mayor
 - o Update status of Backyard restaurant lighting issue

02/03/14 – 02/07/14

- Code and approve misc. bills
- Prepare timesheets
- Heritage Creek Subdivision – Phase 3B
 - o Email from Ben Gordy
 - Review of construction figures for bond
 - o Follow up with Carlton Savage (Town Engineer)
- Meet with Mike Trotta (Code Enforcement Officer)
 - o Discuss status of projects
 - Dryzone, Backyard restaurant, open building permits
- Historic Preservation Commission
 - o Prepare and post agenda
 - o Prepare and deliver packets to members
- Attend Town Council meeting
- Respond to email from Town Clerk
 - o Review email from Mr. Lester
 - Non-existent code section and lack of response by town
- Follow up respond to email from Mayor
 - o Questions about application submission requirements
 - o Review wording in previous approved zoning ordinance
- Meet with Denny Hughes (walk-in)
 - o Discuss setback requirements for accessory building and application for upcoming H.P.C. meeting
- Meet with Ed Kost
 - o Review subdivision plan for Cannery Village
 - o Requested copies of pages (FOIA request submitted)
- Heritage Creek Subdivision – Phase 6
 - o Prepare notification letter for public hearing
 - o Prepare certified mailings and deliver to post office
- 104 Isle Lane
 - o Contact site visit for final inspection
 - o Close out building permit and prepare c/o
 - o Prepare final documents for assessor
- Historical Society
 - o Meeting with representatives and Kristy Rogers
 - Discuss proposed renovations and review requirements
- Parcels of land at Willow St and Mulberry St
 - o Meeting with representatives and Kristy Rogers
 - Review concept plan for potential site plan
 - Discuss zoning and land use options and requirements
- 108 Sand St
 - o Call from Atlantis Homes
 - Discuss code requirements for possible construction of dwelling unit

- 19 Duory Circle
 - o Call from Sandra Barker – owner
 - Boundary and setback requirements
- 307 Summer Walk Blvd
 - o Review and approve survey – ownership transfer
- Prepare misc. invoices
 - o Extra building inspection trips
- Respond to email from Mayor
 - o Questions pertaining to the propane piping layout in Cannery Village
 - o Follow up calls to Town Solicitor and Town Engineer
- I.P.A. Training Seminar
 - o Email flyer and invitation to Town Council and Planning & Zoning members
- Follow up response to email from Mayor
 - o Additional questions regarding application submission and eligibility requirements

02/10/14 – 02/14/14

- Code and approve misc. bills
- Dogfish Utility Building Expansion
 - o Review proposed revisions to approved plan
 - o Compare to originally approved plans for utility/wastewater expansion and process storage tank submissions
 - o Review codes for modification requirements
- 304 Chestnut St
 - o Call from Paul Camenisch
 - Discuss renovations to home and HPC application requirements
- Master List for in town businesses
 - o Update requested by Mayor Jones
 - o Forward to Code Enforcement Officer
 - o Review and comment on revised list
- Attend training workshop in Dover
 - o Flood venting and National Flood Insurance Program
- 414 Mulberry ST
 - o Call from Larry Settle
 - o Discuss code requirements for possible rezoning of parcel
- Meet with John Reed – walk-in
 - o Shipbuilders Village Clubhouse
 - Discuss use options for building, code requirements
 - o Follow up call pertaining to covenants
- Milton Medical Park – 611 Federal St
 - o Discussion with Greg Wingo (Water Dept. Supervisor)
 - Questions about water service for additional building, installation requirements and fees
 - o Review utility plan for project

- Attend Historic Preservation Commission meeting
- I.P.A. Training Seminar
 - o Forward confirmations to Krystle Clark & Kristy Rogers
- Parcels of land at Willow St and Mulberry St
 - o Call to Steve Bare – Office of State Planning
 - o Discuss projects and PLUS application
 - o Review code requirements pertaining to submission options proposed by applicant
- Planning & Zoning Commission
 - o Prepare and post agenda, sent email notification to members
 - o Review follow up emails from members
 - Need to cancel meeting – lack of quorum
 - o Cancellation of February 18th meeting
 - Notify applicable parties
 - o Follow up with members, applicant, library staff, Town Engineer and Town Solicitor regarding rescheduling of meeting
- Prepare follow up letter for Mr. Lester
 - o Non-existent code section and lack of response concerns
- Historic Preservation Commission
 - o 316 Mill St
 - Prepare final documents for folder and close out application
 - o 105 & 107 Union St
 - Prepare approval letter for owner and folder
- Backyard Restaurant
 - o Respond to email from Mayor regarding lighting issue
 - o Review email from Ami Rae and discuss status with Code Enforcement Officer
 - o Assist Code Enforcement Officer in preparing violation letter

02/17/14 – 02/21/14

- 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
- Cannery Village Propane Tank Field
 - o Respond to email from newspaper – forwarded by Town Clerk
 - o Status and completion date of project
- 304 Chestnut St
 - o Follow up call from Paul Camenisch
 - o HPC submission date requirements
- Heritage Creek Community Center
 - o Respond to email from Mrs. Costanzo – forwarded from Mayor

- Concerns about cancellation of Planning & Zoning meeting in regards to construction time period
 - Relay status and time line of approval process
- 113 Orchard St
 - Call from Mark Robinson (realtor)
 - Discuss code requirements pertaining to subdividing parcel
- Planning & Zoning Commission
 - Prepare and post agenda for additional meeting
 - Prepare and deliver packets to members and Town Solicitor
- 112 Federal St
 - Review information in property file pertaining to property layout & size
 - Review possibilities for parking lot layout and design
- Dogfish Utility Building Expansion
 - Meetings with Town Solicitor and Town Engineer
 - Discuss review process and code requirements
 - Set up follow up meeting with applicant to discuss proposal
- Attend DEMA training seminar in Georgetown
 - Biggert/Waters Flood Insurance Reform Act
- Parcels of land at Willow St and Mulberry St
 - Call to Town Solicitor
 - Discuss eligibility requirements of proposed use
 - Follow up call to Zac Crouch (Davis, Bowen & Friedel)
 - Review code requirements and land use options

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 FEB. 2014

<u>DATE</u>	<u>ADDRESS</u>	<u>VIOLATION</u>	<u>ACTION TAKEN</u>	<u>FINAL DISPOSITION</u>	<u>DONE</u>
1/27/2014	350 Bay Ct.	old chair in yard	talked w/owner	chair has been removed	Y
1/29/2014	605 Atlantic Ave.	back yard debris	talked w/owner	debris has been removed	Y
1/31/2014	436 Ocean Ct.	trash cans left out	left door hanger	can has been removed	Y
1/31/2014	438 Ocean Ct.	trash cans left out	left door hanger	can has been removed	Y
1/31/2014	444 Ocean Ct.	trash cans left out	left door hanger	can has been removed	Y
1/31/2014	606 S. Spinnaker	trash cans left out	left door hanger	can has been removed	Y
2/6/2014	414 S. Spinnaker	trash cans left out	left door hanger	can has been removed	Y
2/6/2014	415 S. Spinnaker	trash cans left out	left door hanger	can has been removed	Y
2/21/2014	106 N. Spinnaker	carpet, debris in yard	left door hanger	can has been removed	Y

C.E. MONTHLY REPORT – FEB. 2014

**PERMITS TO : 316 MILL ST.
125 WAGAMONS
104 MAINSAIL DR.
122 OYSTERMAN DR.
315 UNION
101 MILL POND
116 OYSTERMAN DR.
206 HERITAGE BLVD.**

**ATTENDED SEMINAR ON FLOOD VENTS
BY SMART-VENT CO. 2/11/14**

**CERT LETTER TO BACKYARD RESTAURANT
CONCERNING LIGHTING**