

Town of Milton

115 Federal St

Milton, DE 19968



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March 31, 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 March 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 March 2014

Building Permits Issued	# of Permits	Est. Const. Cost	Permit Fee	Note
Single family home	3	\$448,322.00	\$8,966.44	
Single family interior renovations	3	\$27,500.00	\$535.00	
Single family exterior renovations	6	\$47,950.00	\$786.80	
Single family misc.	3	\$0.00	\$1,950.00	Bldg Sewer permits for new homes
Commercial				
Commercial interior renovations	3	\$15,700.00	\$650.00	
Commercial exterior renovations	2	\$4,655.00	\$71.50	
Commercial misc.				
Demolition	1	\$0.00	\$50.00	
Multi family home				
Multi family interior renovations				
Multi family exterior renovations				
Multi family misc.				
Other	1	\$19,500.00	\$195.00	St. Johns Church - Shingles
Total Permits Issued	22	\$579,627.00	\$13,204.74	
Total Certificate of Occupancy Issued	18			

	Business	Rental	Total
Licenses Issued	25	16	41
License Fees Received	\$2,665.00	\$2,400.00	\$5,065.00

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

Planning & Zoning		Status
Fernmoor Homes at Heritage Creek	Preliminary/Final Site Plan Review - Community Center	Approved
Fernmoor Homes at Heritage Creek	Preliminary Subdivision Review - Phase 6	Approved
Dogfish Properties, LLC	Modification of Approved Site Plans - 6 Cannery Village Center	Approved

Historic Preservation Commission		Status
Bill & Tammy Jones	Removal/Replacement of fence - 108 Broad St	Approved
Myrl & Josephine Powell	Construction of addition - 304 Chestnut St	Approved

Board of Adjustment		
	Meeting Cancelled	
	No agenda items	

**Project Coordinator
Monthly Report
March 2014**

02/24/14 – 02/28/14

- Code and approve misc. bills
- Prepare monthly report for Town Council
- Attend Comprehensive Plan review meeting
 - o Town Council/Planning & Zoning Commission
 - o Preliminary discussion pertaining to required review of plan
- Rental License – 608 Union St
 - o Meet with Code Enforcement Officer
 - Review code requirements
- Heritage Creek Community Center – Site Plan Review
 - o Prepare public notice for posting in newspaper
- Heritage Creek Subdivision – Phase 6
 - o Prepare public notice for posting in newspaper
- Modification to Site Plans – Dogfish
 - o Changes to approved wastewater building & containment pond for process storage tank
 - Prepare public notice for posting in newspaper
 - Meet with Project Manager, Element Design and Pennoni to discuss proposed modifications
 - Review with Town Solicitor to discuss process
- Office of State Planning Coordination request
 - o Final documentation for annexation of properties
 - James & Nancy White, Holly Lake, Raley Property and Bernard & Doris White
 - o Review application folders and copy documents
- Comprehensive Plan Pre-PLUS application
 - o Complete documents necessary for submission to Office of State Planning
 - o Call to Dorothy Morris – Office of State Planning
 - Submission requirement questions
- 113 Union St Unit B
 - o Review application for Historic Preservation Commission
- Attend Planning & Zoning Commission Meeting
 - o Advisory reports for proposed ordinance amendments
- Backyard Restaurant lighting issues
 - o Follow up meeting with Code Enforcement Officer

03/03/14 – 03/07/14

- Snow day (03/03) – Town Hall closed

- Assist Public Works with snow removal
- Code and approve misc. bills
- Prepare timesheets
- Complete Office of State Planning Development Trends Questionnaire
 - o Used to track building permits issued, development applications and zoning changes during reporting period July 2013 – December 2013
- Comprehensive Plan Pre-PLUS Application
 - o Follow up email to Dorothy Morris – Office of State Planning
 - Receipt of application confirmation
 - Meeting date and time
- Historic Preservation Commission
 - o Prepare and post agenda
 - o Prepare and deliver packets to members
- Heritage Creek Subdivision – Phase 6
 - o Prepare notification letter for public hearing
 - o Prepare certified mailings and take to post office for mailing
- Modification to Site Plans – Dogfish
 - o Prepare public notification letter and mailing list
 - o Email to engineer for applicant, follow up with call
 - o Review and comment on additional documents
- Meeting with representatives from Economic Development Committee
 - o Town Clerk and Code Enforcement Officer also in attendance
 - o Review and comment on business process document submitted by EDC
- Call from Barbara Ferguson – 107 Heritage Blvd.
 - o Heritage Creek Subdivision questions
 - Lot sizes, condominium units, shared ownership
- Emails to/from Town Clerk
 - o Planning & Zoning Advisory Reports
- Meet with Mike Trotta (Code Enforcement Officer)
 - o Discuss status of projects
 - Backyard restaurant, open building permits, rental license – 608 Union St
- Parade/Public Assembly Permit – St. Patrick’s Day Parade
 - o Prepare permit as requested by Town Clerk
 - o Review submitted documents
 - o Calls/emails to applicant for additional supporting documentation
- 615 Mulberry St – walk in
 - o Rezoning questions from potential buyer
- Parade/Public Assembly Permit – Luck Leprechaun 5K Run
 - o Prepare permit as requested by Town Clerk
 - o Review submitted documents
 - o Calls to applicant for additional supporting documents

03/10/14 – 03/14/14

- Code and approve misc. bills

- Emails to/from Town Clerk
 - o Processing summons for code violations, DELJIS certification and access to system, swearing in of Code Enforcement Officer
 - o Contact J.P. Court for swearing in of Code Enforcement Officer
 - o Assist Code Enforcement Officer with preparing code sections for uploading in DELJIS system
- Attend Historic Preservation Commission meeting
- Planning & Zoning Commission
 - o Prepare and post agenda
 - o Prepare packets and deliver to members
- 311 Walnut St
 - o Meet with Greg Wingo to discuss plans noting location of water/sewer lines
- Modification to Site Plans – Dogfish
 - o Email correspondence with attorney, engineer and project manager for applicant
 - Review and discuss additional submitted documents
 - o Review written comments from Town Engineer
 - Follow up call to discuss
- Historic Preservation Commission
 - o 118 Broad St
 - Prepare approval letter for owner and folder
 - o 304 Chestnut St
 - Prepare approval letter for owner and folder
- Meet with Greg Wingo
 - o Orchard St Ext.
 - Discuss ownership of property
 - Locate and review plans and deeds for property
 - o Front St Ext
 - Discuss ownership of property
 - Review plans showing configuration and length of roadway
- Heritage Creek – Community Center Site Plan Review
 - o Review written comments from Town Engineer
 - Follow up call to discuss
 - o Forward comments to engineer for applicant, call to discuss
- Master List for in town businesses
 - o Review second revision to list updated by Code Enforcement Officer
 - o Discuss with Code Enforcement Officer
- Appointment at J.P. Court #3
 - o Swearing in of code Enforcement Officer
- Backyard Restaurant lighting issue
 - o Follow up with Code Enforcement Officer to discuss issuance of code violation summons

03/17/14 – 03/21/14

- Code and approve misc. bills
- Prepare timesheets
- Prepare zoning classification letter for Alcoholic Beverage Control Commission
 - o 102 Federal Street
- Board of Adjustment
 - o Prepare and post agenda
 - o Notify library staff and public works of meeting cancellation
- Delaware State Housing Authority
 - o Review and prepare respond to questionnaire – annual report
- Proposed Ordinance Amendment
 - o Chapter 188 & 220 pertaining to subdivisions and LPD
 - o Review and prepare comments as requested by Town Clerk
- Master List for in town businesses
 - o Email updated list to Mayor Jones
- Attend training seminar in Ocean City, Maryland
 - o Simpson Strong-Tie Company
- Attend LDMBOA meeting in Fenwick Island
- Planning & Zoning Commission
 - o Prepare and email list of possible candidates for upcoming open position to Mayor
- Business Process Document prepared by EDC
 - o Review and prepare comments for upcoming follow up meeting
- Attend Planning & Zoning Commission meeting
- 102 Federal St
 - o Meeting with owners, tenant, Council representatives and town staff to discuss upcoming plans for vacant building
 - o Held follow up meeting with owners and tenant to further discuss necessary H.P.C. submission
- Comprehensive Plan Organizational Meeting
 - o Emails to/from Hal Godwin
 - Possible meeting dates
- Heritage Creek – Community Center Site Plan Review
 - o Follow up call/email to engineer for applicant
 - Discuss decision and requirements approved by Planning & Zoning commission at 3/18/14 meeting
 - o Review and comment on revised/updated drawings submitted by engineer for applicant

03/24/14 – 03/28/14

- Code and approve misc. bills
- Assist Public Works with snow removal
- Follow up meeting with representatives from Economic Development Committee
 - o Town Clerk and Code Enforcement Officer also in attendance

- Finalize review and comment on changes to business process document prepared by EDC
- 608 Union St – Rental License Appeal
 - Prepare notice for newspaper as required by code
 - Assist Code Enforcement Officer is preparing notification letter for appellant
- Attend Comprehensive Plan Pre-PLUS meeting in Dover
 - Discuss with Hal Godwin and Kristy Rogers in Town Hall
- Comprehensive Plan Organizational Meeting
 - Email to Planning & Zoning Commission members
 - Possible dates for upcoming meeting
- Heritage Creek – Community Center Site Plan
 - Finalize review of submitted plans
 - Compare to PDF version submitted during previous week
 - Date stamp approved plans
 - Notify engineer for applicant – plans ready for pick up
- Modification of Site Plans – Dogfish
 - Date stamp approved plans
 - Notify engineer and project manager – plans ready for pick up
- 102 Federal St
 - Review documents submitted with H.P.C. application
 - Follow calls/emails with owner to discuss submission documents
- I.P.A. Training Seminar – Planning 103
 - Email flyer and invitation to Town Council and Planning & Zoning Commission member as requested by Town Clerk
 - Follow up email to answer questions

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 – MAR. 2014

PERMITS ISSUED TO: 310 Brick Ln.
207 Carey St.
145 West Shore Dr.
211 Arch St.
309 Federal St.
102 Federal St.
116 Magnolia St.
401 Village Ctr. Blvd.
118 Broad St.
128 Broad St.
216 Heritage Blvd.
110 Union St.
1000 Atlantic Ave.
304 Chestnut St.
209 Arch St.
106 Walnut St.

March 5th = meeting with Economic Development Committee
March 18th = attended Coastal & Flood construction workshop
in Ocean City, Md.
March 20th = attended LDMBOA meeting in Fenwick Island
March 27th = meeting with Economic Development Committee

Closed out 18 permits

C.E. VIOLATIONS MAR 2014

<u>DATE</u>	<u>ADDRESS</u>	<u>VIOLATION</u>	<u>ACTION TAKEN</u>	<u>FINAL DISPOSITION</u>	<u>DONE</u>
2/27/2014	109 Mermaid	trash can left out	left door hanger	cans have been removed	Y
2/27/2014	114 Mermaid	trash can left out	talked w/tenant	cans have been removed	Y
2/27/2014	328 Union	trash can left out	left door hanger	cans have been removed	Y
3/7/2014	441 Rudder Ln.	trash on porch	talked w/tenant	trash has been removed	Y
3/14/2014	11 Duony	appliances in yard	left door hanger	items have been removed	Y
3/15/2014	112 Walnut	back yard debris	left door hanger	items have been removed	Y
3/25/2014	418 Pine	back yard debris	left door hanger	items have been removed	Y
3/28/2014	407 Union	trash can left out	left door hanger	items have been removed	Y
3/28/2014	325 Union	trash can left out	left door hanger	cans have been removed	Y
3/28/2014	328 Union	trash can left out	left door hanger		