

Town of Milton

115 Federal St

Milton, DE 19968



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May 27, 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 May 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 May 2014

Building Permits Issued	# of Permits	Est. Const. Cost	Permit Fee	Note
Single family home	6	\$674,870.00	\$13,497.40	
Single family interior renovations				
Single family exterior renovations	5	\$23,705.00	\$236.05	
Single family misc.	6	\$0.00	\$3,900.00	Bldg Sewer permits for new homes
Commercial				
Commercial interior renovations	1	\$13,000.00	\$610.00	
Commercial exterior renovations	1	\$1,810.00	\$30.00	
Commercial misc.				
Demolition	1	\$0.00	\$50.00	
Multi family home				
Multi family interior renovations				
Multi family exterior renovations				
Multi family misc.				
Other	4	\$39,900.00	\$30.00	Town of Milton fences/Endeavor Lodge Shed
Total Permits Issued	24	\$753,285.00	\$18,353.45	
Total Certificate of Occupancy Issued	7			

	Business	Rental	Total
Licenses Issued	5	5	10
License Fees Received	\$500.00	\$750.00	\$1,250.00

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

Planning & Zoning	Status
Planning & Zoning Commission	Comprehensive Plan Review/Update

Historic Preservation Commission	Status
Endeavor Lodge #17	Install Shed - 117 Chestnut Street Approved
Joseph & Krista Scudlark	Replace section of asbestos siding - 407 Chestnut Street Approved
Tom King	Replace front entry door - 302 Union Street Approved
Mary Hudson	Replace 17 windows - 406 Union Street Approved

Board of Adjustment	Status
	Meeting Cancelled
	No agenda items

**Project Coordinator
Monthly Report
May 2014**

04/28/14 – 05/02/14

- Code and approve misc. bills
- Prepare monthly report for Town Council
- Prepare timesheets
- Preliminary Flood Insurance Rate Maps
 - o Follow up call from Mike Powell (DNREC)
 - Set up meeting to view Coastal Survey Maps
- Ordinance Amendment – Antennas, Towers and Satellite Dishes
 - o Referred back to P&Z by Town Council
 - Prepare memo noting decision
 - Copy documents for Town Council packets
- Meeting with Mike Powell (DNREC)
 - o Review preliminary FIRM's and Coastal Study Maps
 - o Discuss discrepancies
- Annexation Fees
 - o Follow up to email from Town Clerk regarding determination of current fees and location of supporting documentation
- 406 Union Street
 - o Follow up with Lynn Ekelund regarding documents pertaining to H.P.C. application and upcoming meeting
- General Code Updates
 - o Make copies of new pages for distribution to Commission and Board members
- Orchard Street Extended
 - o Meet with Councilman Collier
 - Lot consolidation process
- Heritage Creek Phase 6
 - o Follow up call to Town Engineer regarding review of construction drawings
 - Discuss storm water catch basins and street widths
- 535 Union St
 - o Meet with Code Enforcement Officer to discuss potential installation of antenna
 - o Review ordinance and definitions
- Comprehensive Plan Review/Update
 - o Emails to and from P&Z members regarding agenda items, meeting dates and requested documents
- Certified Local Government Grant
 - o Phase 2 of Historic Resources Survey update

- Email to Joan Larrivee regarding status of application

05/05/14 – 05/09/14

- Historic Preservation Commission
 - o Prepare and post agenda
 - o Prepare and deliver packets to members
- Code and approve misc. bills
- Milton Park Center Site Plan Extension Request
 - o Follow up email to Ralph Larson – notification of upcoming meeting
- Comprehensive Plan Review/Update
 - o Emails to and from Hal Godwin and Don Mazzeo
 - Wording for agenda, presentation by Lawrence Lank
 - o Follow up email to Elaine Orbino
 - Availability/location of information on website
 - o Meet with Hal Godwin
 - Discuss items needed for upcoming public hearing
 - Prepare information packets to be distributed at hearing
- 409 Hemlock Street
 - o Questions from Krystle Clark
 - Configuration of parcel, partitioning/subdivision approvals
- Heritage Creek Water Main Loop
 - o Status update from Greg Wingo
 - o Stamp plans to be submitted for DELDOT utility permit
- Attend Town Council meeting
- Cannery Village Subdivision
 - o Call from Councilman Cote
 - Punch list items and subdivision/site plan modification process
- DELJIS
 - o Calls/emails to and from Mary Hansen
 - Certification requirements, training dates, required documents
 - o Meet with Town Clerk to discuss training request letter
- Call from Tom Ford – Land Design, Ocean View
 - o Holly Lake Villas
 - Discuss current site plan approvals, zoning questions, plan modifications, storm water easement

05/12/14 – 05/16/14

- Code and approve misc. bills
- Prepare timesheets
- Comprehensive Plan Review/Update
- Cannery Village Subdivision
 - o Meet with Councilman Cote
 - Follow up discussion pertaining to punch list and process
- Attend Planning & Zoning Commission meeting

- Dr. White's property on Atlantic Avenue
 - o Review email from realtor regarding annexation of parcels
 - o Research files regarding annexation
 - o Send response email to realtor
 - o Call from potential buyer
 - Discuss land use options for parcels
- Planning & Zoning Commission
 - o Prepare and post agenda
- Attend Historic Preservation Commission meeting
- Heritage Creek Water Main Loop
 - o Greg Wingo provided status of project and approvals
- Historic Preservation Commission
 - o Prepare approval letters for owners and folder
 - 117 Chestnut St, 407 Chestnut St, 302 Union St, 406 Union St
- Call from Mary Bret
 - o Possible purchase of parcel in Preserve
 - Impact fees and general questions
- Town Council meeting
 - o Calls/emails to and from Mayor regarding agenda items
 - o Review email from Town Solicitor – wording for agenda items
 - o Speak with Councilman Collier regarding agenda item
 - o Prepare and post agenda
- 118 Magnolia St
 - o Discuss possible renovations with Code Enforcement Officer
 - o Review flood plain ordinance
- Attend LDMBOA meeting in Georgetown
- 306 Union Street
 - o Review and respond to email from Lisa Barros
 - Sale of property, Historic District regulations
- Heritage Creek Bond Reduction – Phases 3A & 2B
 - o Review submitted documents
 - o Meeting with Carlton Savage to discuss request
- Call to Greg Williams – DNREC
 - o Questions and discussion regarding flood plain management/ordinance
- Heritage Creek Invoices
 - o Scan and email invoices to Ben Gordy as requested
- Prepare performance evaluation for Code Enforcement Officer

05/19/14 – 05/23/14

- Code and approve misc. bills
- Parade/Public Assembly Application – Milton Mile
 - o Review submitted documents and prepare permit as requested by Town Clerk
- Board of Adjustment
 - o Prepare and post agenda

- Notify library staff and public works of meeting cancellation
- Conduct performance evaluation – Code Enforcement Officer
- Finalize self-evaluation form as requested by Town Clerk
- I.P.A. training seminars – June 4th & 12th
 - Email invitation to Council/Commission/Board members as requested by Town Clerk
- 118 Magnolia Street
 - Follow up discussion with Code Enforcement Officer after call to owner
- Meeting with Councilman Cote
 - Discuss returned check for building permit and modification requirements for Cannery Village subdivision
- Call from Mayor Jones
 - Discuss possible installation of pavers at Irish Eyes, Governor’s Walk easement on Glen Howard’s property, annexation fee documents, growth area properties (annexation)
- Holly Lake Villas
 - Meeting with Town Solicitor, Mark Dunkle, Tom Draper, Johnny Hopkins
 - Discuss current site plan approval, annexation agreement requirements, zoning, code requirements
- Comprehensive Plan Review/Update
 - Prepare affordable housing document as requested by Commission member
 - Prepare public notice notification and email to newspaper for publication
 - Conduct library to discuss room reservations for additional meeting dates
- Attend Planning & Zoning Commission meeting
- Attend FEMA meeting in Georgetown
 - Discuss preliminary flood maps and dates for update to current flood plain ordinance
- 315 Union St
 - Review submitted documents for H.P.C. review
- 111 Bay Avenue
 - Review letter from owner regarding proposed renovations to garage
 - Follow up call to owner regarding H.P.C. requirements

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 MAY 2014

<u>DATE</u>	<u>ADDRESS</u>	<u>VIOLATION</u>	<u>ACTION TAKEN</u>	<u>FINAL DISPOSITION</u>	<u>DONE</u>
4/28/2014	13 Duony	tall grass	talked w/realtor	grass has been cut	Y
4/28/2014	621 S. Spinnaker	tall grass	left door hanger, sent certified letter	grass has been cut	Y
4/28/2014	319 S. Spinnaker	tall grass	left door hanger	grass has been cut	Y
4/28/2014	316 Bay Ct.	tall grass	left door hanger	grass has been cut	Y
4/28/2014	110 S. Spinnaker	tall grass	left door hanger	grass has been cut	Y
4/30/2014	117 Collins	tall grass	sent certified letter	grass has been cut	Y
5/1/2014	201 Federal	tall grass	sent certified letter	grass has been cut	Y
5/1/2014	403 Union	tall grass	sent certified letter	grass has been cut	Y
5/1/2014	412 Union	tall grass	sent certified letter	grass has been cut	Y
5/1/2014	116 Tilney	tall grass	talked w/owner	grass has been cut	Y
5/2/2014	609 Mulberry	tall grass	left door hanger	grass has been cut	Y
5/2/2014	304 Holland	tall grass	left door hanger	grass has been removed	Y
5/2/2014	110 Orchard	trash cans left out	left door hanger	cans have been removed	Y
5/2/2014	111 Orchard	trash cans left out	left door hanger	cans have been removed	Y
5/2/2014	113 Orchard	trash cans left out	left door hanger	cans have been removed	Y
5/2/2014	118 Orchard	trash cans left out	talked w/tenant	cans have been removed	Y
5/2/2014	318 Behringer	trash cans left out	left door hanger	cans have been removed	Y
5/2/2014	322 Behringer	trash cans left out	talked w/owner	cans have been removed	Y
5/5/2014	208 Mulberry	sofa in backyard	talked w/tenant	cans have been removed	Y
5/5/2014	114 Mermaid	tall grass	talked w/owner	sofa has been removed	Y
5/5/2014	115 N. Spinnaker	tall grass	left door hanger	grass has been cut	Y
5/5/2014	409 S. Spinnaker	tall grass	left door hanger	grass has been cut	Y
5/5/2014	308 S. Spinnaker	tall grass	left door hanger	grass has been cut	Y
5/5/2014	307 Atlantic Ave.	tall grass	left door hanger, sent certified letter	grass has been cut	Y
5/5/2014	105 Nellie Ln.	tall grass	left door hanger	grass has been cut	Y
5/5/2014	441 S. Spinnaker	tall grass	sent certified letter	grass has been cut	Y
5/6/2014	616 Chestnut	tall grass	sent certified letter	grass has been cut	Y
5/6/2014	105 Bay	tall grass	talked w/owner	grass has been cut	Y
5/6/2014	405 Boxwood	tall grass	sent certified letter	grass has been cut	Y
5/6/2014	408 Rudder	tall grass	left door hanger, sent certified letter	grass has been cut	Y
5/6/2014	110 Morgan	tall grass	sent certified letter	grass has been cut	Y
5/7/2014	106 Poplar	tall grass	left door hanger	grass has been cut	Y
5/7/2014	415 Chestnut	tall grass	talked w/owner	grass has been cut	Y

C.E. VIOLATIONS MAY 2014

5/7/2014	417 Chestnut	tall grass						
5/7/2014	109 Nellie	tall grass	left message					
5/7/2014	350 Bay Ct.	tall grass	sent certified letter					
5/7/2014	436 Ocean Ct.	tall grass	left door hanger					
5/7/2014	438 Ocean Ct.	tall grass	talked w/realtor					
5/8/2014	403 Mainsail	tall grass	talked w/tenant, sent certified letter					
5/8/2014	610 Bennett	tall grass	talked w/owner					
5/8/2014	423 Mulberry	tall grass	left door hanger					
5/9/2014	202 Atlantic St.	tall grass	sent certified letter					
5/9/2014	111 Chestnut	tall grass	left door hanger					
5/9/2014	107 Genoa	tall grass	left door hanger, sent certified letter					
5/9/2014	116 Genoa	tall grass	talked w/owner					
5/12/2014	130 N. Spinnaker	tall grass	left door hanger					
5/12/2014	702 S. Spinnaker	tall grass	left door hanger, sent certified letter					
5/12/2014	511 Palmer	tall grass	left door hanger					
5/12/2014	101 Carriage	tall grass	talked w/owner					
5/12/2014	415 Mulberry (lot)	tall grass	sent certified letter					
5/15/2014	11 Duory	tall grass	talked to realtor					
5/15/2014	526 Union	tall grass	sent certified letter					
5/15/2014	201 Broadkill	tall grass	sent certified letter					
5/15/2014	319 Behringer	chair in front yard	left door hanger					
5/16/2014	409 Yew	untagged vehicle, debris	left door hanger					
5/16/2014	111 Ellison	tall grass	left door hanger, sent certified letter					
5/16/2014	707 S. Spinnaker	tall grass	talked w/realtor, sent certified letter					
5/19/2014	504 S. Spinnaker	tall grass	left door hanger					
5/19/2014	328 Bay Court	tall grass	talked w/tenant					
5/19/2014	330 Bay Court	tall grass	left door hanger					
5/21/2014	212 Atlantic St.	tall grass	sent certified letter					
5/21/2014	408 Yew	tall grass	left door hanger					
5/21/2014	422 Ocean Ct.	tall grass	sent certified letter					
5/21/2014	406 Sussex	tall grass	talked w/owner					
5/22/2014	429 Main Sall	tall grass	sent certified letter					
5/22/2014	415 S. Spinnaker	tall grass	left door hanger					
5/22/2014	439 Rudder	tall grass	left door hanger					
5/22/2014	509 Union	debris in back yard	left door hanger					
5/22/2014	106 Union	tall grass	sent certified letter					
5/22/2014	614 Federal	tall grass	sent certified letter					

C.E. VIOLATIONS MAY 2014

5/22/2014 204 Federal

tall grass

sent certified letter

C.E. MONTHLY REPORT – MAY. 2014

**PERMIT ISSUED TO: 319 MULBERRY ST.
300 VALLEY RD.
102 FEDERAL ST.
305 MILL ST.
315 UNION ST.
209 WEST SHORE DR.
403 FEDERAL ST.
400 MULBERRY ST.
113 CHANDLER
306 VILLAGE CTR. BLVD.
308 VILLAGE CTR. BLVD.
302 UNION ST.
201 MILL ST.
200 HERITAGE BLVD.
202 HERITAGE BLVD.
309 VILLAGE CENTER BLVD.
108 MAIN SAIL LANE**

GRASS CERT LETTERS SENT TO 32 PROPERTIES

3/15/14 – ATTENDED LDMBOA MEETING IN GEORGETOWN

CLOSED OUT 7 PERMITS