

Town of Milton

115 Federal St

Milton, DE 19968




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April 28, 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 April 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 April 2014

Building Permits Issued	# of Permits	Est. Const. Cost	Permit Fee	Note
Single family home	2	\$220,150.00	\$4,403.00	
Single family interior renovations	1	\$1,500.00	\$30.00	
Single family exterior renovations	10	\$54,610.00	\$1,236.15	
Single family misc.	2	\$0.00	\$1,300.00	Bldg Sewer permits for new homes
Commercial				
Commercial interior renovations	2	\$75,000.00	\$1,015.00	
Commercial exterior renovations	3	\$12,525.00	\$175.30	
Commercial misc.				
Demolition				
Multi family home				
Multi family interior renovations				
Multi family exterior renovations				
Multi family misc.				
Other				
Total Permits Issued	20	\$363,785.00	\$8,159.45	St. Johns Church - Shingles
Total Certificate of Occupancy Issued	7			

	Business	Rental	Total
Licenses Issued	13	12	25
License Fees Received	\$1,800.00	\$1,300.00	\$3,100.00

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

Planning & Zoning		Status
Planning & Zoning Commission	Set dates for public hearings - Comp. Plan Review/Update	Approved
Planning & Zoning Commission	Ordinance Amendment - Antennas, Towers, Satellite Dishes	Reconfirmed Advisory Report - No Changes
Planning & Zoning Commission	Update on Lighting for Parking Lot - 201 Broadkill Road	Discussion Only

Historic Preservation Commission		Status
Lauren Mund	Installation of Business Sign - 113 Union St	Approved
Stephanie & Barry Boright	Install Business Signs/Vent Hood & Fan - 102 Federal St	Approved

Board of Adjustment		
	Meeting Cancelled	
	No agenda items	

**Project Coordinator
Monthly Report
April 2014**

03/31/14 – 04/04/14

- Code and approve misc. bills
- Prepare monthly report for Town Council
- Prepare timesheets
- Private Wells for Geothermal Systems
 - o Reply to email from Town Solicitor
 - Change in approving authority
- Meeting with Ed Harris
 - o Preserve on the Broadkill Phase II
 - Setback requirements, landscaping and storm water easements,
 - o 614 Union St
 - Rezoning questions
- 102 Federal St
 - o Review additional emailed documents for H.P.C. application
 - o Call to owner – Stephanie Boright to discuss revised proposal
 - o Call to Quillen Signs
 - Discuss sign design for HPC application
- Preliminary Floodplain Insurance Rate Maps
 - o Call to Mike Powell – DNREC
 - Discuss preliminary FIRM's/Coastal Survey Maps comparison
- Assist Code Enforcement Officer in preparing rental license appeal information for Town Council packets
- Town of Milton Front Street Properties
 - o Answer questions from Greg Wingo
 - Layout, property lines, etc.
 - o Research property files for deeds and surveys
- RFP for Paving Project
 - o Discuss with Kristy Rogers and Greg Wingo
 - Required items (wording, posting, wages)
- Downtown Development Districts Program
 - o Call to Dorothy Morris – Office of State Planning
 - o Meet with Town Clerk to discuss attendance at upcoming meetings
 - o Attend program unveiling presentation by Gov. Markell in Dover
- Historic Preservation Commission
 - o Prepare and post agenda
 - o Prepare and deliver packets to members
- Holly Lake – Site Plan Approval
 - o Call to and from Charles Turner (owner)
 - Discuss approval extension granted by Town Council

- Parade/Public Assembly Application – Milton Little League Opening Day Parade
 - o Review submitted documents and prepare permit as requested by Town Clerk
- Attend staff meeting
- Certified Local Government Grant FY2014
 - o Review submission documents received from State of Delaware Historical and Cultural Affairs Office
 - o Emails to and from Center for Historic Architecture and Design
 - Request continued assistance with project
 - Phase 2 of update to historic resources survey
 - Discuss grant allocation figure
- Tidewater Sewer Impact Fee Reimbursement
 - o Prepare quarterly spreadsheet for review by Tidewater
- Prepare misc. invoices
 - o Building inspection fees – extra trips
- DELJIS
 - o Calls/emails to and from Peggy Bell
 - Obtain information regarding secure access to system and availability/requirements for attendance in training course

04/07/14 – 04/11/14

- Preliminary Flood Insurance Rate Maps
 - o Call from Mike Powell (DNREC)
 - Discuss preliminary FIRM's/Coastal Study Map comparisons
- Code and approve misc. bills
- Holly Lake Development – Site Plan Extensions
 - o Follow up email to Town Clerk
 - Provide details on extension agreement approved by Town Council
 - o Follow up call to Mr. Turner
 - Notification of upcoming meeting
 - Discuss items needed for review
 - o Prepare documents for review at Town Council meeting as requested by Town Clerk
- Heritage Creek – Water Main Loop
 - o Discuss with Greg Wingo
 - DELDOT permit and approval
 - Original layout and reasoning for new design
- Private Wells for Geothermal Heating System
 - o Prepare list of addresses approved for wells
- Ordinance Amendment – Antennas, Towers and Satellite Dishes
 - o Item referred back to P&Z by Town Council
 - o Review ordinance from other municipalities which responded to email from Town Clerk
 - Make copies for distribution to P&Z members
- Attend Town Council Meeting

- Commission Agendas & Minutes
 - o Make corrections as needed and post on website
- 2014 Budget – 6 month review
 - o Review statement of revenue/expense report and prepare comments
- Planning & Zoning Commission
 - o Prepare and post agenda
 - o Prepare packets and deliver to members
- Attend Historic Preservation Commission meeting
- Historic Preservation Commission
 - o 113 Union St
 - Prepare approval letter for owner and folder
 - o 102 Federal St
 - Prepare approval letter for owner and folder
- Cannery Village Punch List
 - o Discuss with Greg Wingo
- Meet with Carlton Savage (Town Engineer)
 - o Discuss invoices for services performed
 - Layout and information details
- Prepare misc. invoices
 - o Engineering/Technical services billed back to developer
- Meet with Code Enforcement to discuss ongoing issues

04/14/14 – 04/18/14

- Code and approve misc. bills
- Prepare timesheets
- 2014 Budget – 6 month review
 - o Finalize comments and forward to Town Clerk
 - o Meet with Town Clerk to review budget item issues
- Board of Adjustment
 - o Prepare and post agenda
 - o Notify members, library and Public Works of meeting cancellation
- Cannery Village Punch List Meeting at Town Hall
 - o Review approved plans for phase 2A, 2B & 2C, minutes from Town Council meetings and documents in files
 - Prepare memo pertaining to dedication of lanes and construction of sidewalks
 - o Representatives from Town and Chestnut Properties in attendance
 - Discuss open items and possible resolution to issues
 - o Review email from Town Solicitor
 - Memo pertaining to items discussed at meeting
- Attend Planning & Zoning Commission meeting
- Orchard Street Extended – Agreement of Sale
 - o Reply to email from Town Solicitor
 - Process for consolidation of lots approval and recording of documents

- Comprehensive Plan Review/Update
 - o Check availability of meeting room for public hearings dates proposed by Planning & Zoning Commission
 - May 12th, June 9th, July 12th, August 13th - room reserved
- 201 Mill Street
 - o Review submitted application and documents for Historic Preservation Commission review
- Heritage Creek Phase 6
 - o Email from Mike Kobin (Engineer for applicant)
 - Review approval letters from outside agencies
- Certified Local Government Grant FY2014
 - o Review email attachments received from Rebecca Sheppard (CHAD)
 - Phase 2 update proposal, budget for project and in kind financial assistance, map of survey area
 - o Gather information for submission of grant application
 - o Follow up email to Joan Larrivee (Grant Manager)
- Cannery Village Site Visit
 - o Requested walk through with Greg Wingo to discuss items noted on punch list and possible repair remedies

04/21/14 – 04/25/14

- Code and approve misc. bills
- Comprehensive Plan Review/Update
 - o Emails to and from Hal Godwin regarding public hearing dates and newspaper notification
 - o Prepare legal notice for upcoming public hearing, email to newspaper
- Preliminary Flood Insurance Rate Maps
 - o Follow up call from Mike Powell (DNREC)
 - Preliminary FIRM's/Coastal Survey Maps comparison
- Parade/Public Assembly Permit – St Johns Church (yard sale)
 - o Review submitted documents and prepare permit as requested by Town Clerk
- I.P.A. Training Seminar – Planning 206
 - o Email flyer and invitation to Town Council, Planning & Zoning Commission & Board of Adjustment as requested by Town Clerk
 - o Review follow up response emails from members
- DELJIS
 - o Follow up email to Peggy Bell
 - Status of SSL account for Code Enforcement Officer to access system
 - Review access information provided by Mary Hanson
- Raley Annexation Application (Bay Avenue & Country Road)
 - o Prepare letter as requested by Dorothy Morris (Office of State Planning Coordination)
 - Needed written document stating withdrawal by applicant to file

- 407 Chestnut St
 - o Review submitted application and documents for Historic Preservation Commission review
- Meet with Greg Wingo
 - o Discuss maintenance shop (210 Front St) and surrounding properties
 - Parcel confirmation and size, ownership, consolidation of lots
- Certified Local Government Grant FY2014
 - o Complete grant application and prepare documents required for submission
- 302 Mulberry St
 - o Review email from potential buyers
 - Construction of garage and restoration of property to original historic condition
 - o Review codes and property folder, prepare email responding to 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. VIOLATIONS APR. 2014

<u>DATE</u>	<u>ADDRESS</u>	<u>VIOLATION</u>	<u>ACTION TAKEN</u>	<u>FINAL DISPOSITION</u>	<u>DONE</u>
4/2/2014	502 Palmer	trash debris in yard	talked w/owner	debris has been removed	Y
4/3/2014	130 N. Spinnaker	old carpet in yard	left door hanger	carpet has been removed	Y
4/8/2014	308 Mulberry	debris in yard	left door hanger	debris has been removed	Y
4/1/2014	420 Mainsail	trash can left out	left door hanger	can has been removed	Y
4/1/2014	425 Rudder	trash can left out	left door hanger	can has been removed	Y
4/1/2014	126 N. Spinnaker	trash can left out	left door hanger	can has been removed	Y
4/14/2014	11 Duory	pallets/wood left in yard	talked w/realtor	items have been removed	Y
4/15/2014	121 Tilney (lot)	tall grass	sent certified letter		
4/15/2014	610 Union	tall grass	sent certified letter		
4/15/2014	803 S. Spinnaker	tall grass	sent certified letter		
4/15/2014	430 S. Spinnaker	tall grass	talked w/realtor	grass has been cut	Y
4/15/2014	138 N. Spinnaker	tires in yard	left door hanger	tires have been removed	Y
4/15/2014	608 Bennett	tall grass	talked with owner	grass has been cut	Y
4/15/2014	500 Bennett	tall grass	talked with owner	grass has been cut	Y
4/15/2014	413 Yew	tall grass	talked with owner	grass has been cut	Y
4/15/2014	206 Front	tall grass	sent certified letter	grass has been cut	Y
4/17/2014	109 Mermaid	tall grass	left door hanger	grass has been cut	Y
4/17/2014	111 Genoa	fridge in back yard	talked w/tenant	fridge has veen removed	Y
4/17/2014	517 S. Spinnaker	tall grass	left door hanger	grass has been cut	Y
4/17/2014	436 S. Spinnaker	tall grass	left door hanger	grass has been cut	Y
4/17/2014	408 Yew	tall grass	left door hanger	grass has been cut	Y
4/17/2014	106 Mermaid	tall grass	left door hanger, sent certified letter	grass has been cut	Y
4/17/2014	501 Union	tall grass	left door hanger	grass has been cut	Y
4/21/2014	116 Bay Ave.	tall grass	left door hanger, sent certified letter	debris has been removed	Y
4/21/2014	410 Boxwood	debris in yard	talked w/owner	grass has been cut	Y
4/21/2014	412 Spruce	tall grass	talked w/owner		
4/21/2014	212 Bay (lot)	tall grass	talked w/owner		
4/21/2014	124 Mulberry	sofa in yard	left door hanger, sent certified letter		
4/21/2014	322 Reed	tall grass	talked w/owner	grass has been cut	Y
4/23/2014	340 Bay Ct.	tall grass	left door hanger	grass has been cut	Y
4/23/2014	323 Behringer	tall grass	left door hanger, sent certified letter		
4/23/2014	327 Behringer	tall grass	talked w/owner		
4/23/2014	502 Union	tall grass	talked w/owner	grass has been cut	Y

C.E. VIOLATIONS APR. 2014

4/23/2014	113 Willow	tall grass						
4/23/2014	601 Bennett	tall grass	talked w/owner			grass has been cut		Y
4/24/2014	118 Hazzard	tall grass	left door hanger			grass has been cut		Y
4/24/2014	210 Bay Ave.	tall grass	sent certified letter			grass has been cut		Y
4/24/2014	202 S. Spinnaker	tall grass	sent certified letter					
4/24/2014	325 S. Spinnaker	tall grass	left door hanger, sent certified letter					
4/25/2014	408 Holland	tall grass	left door hanger			grass has been cut		Y
4/26/2014	513 S. Spinnaker	tall grass	left door hanger			grass has been cut		Y
4/26/2014	501 Union	appliance in back yard	talked w/owner					
4/26/2014	104 Mainsail	tall grass	talked w/owner					
4/26/2014	307 Mulberry	tall grass	left door hanger					
4/26/2014	311 Mulberry	tall grass	left door hanger					
4/26/2014	114 Atlantic Ave.	tall grass	talked w/owner					
4/26/2014	612 Bennett	tall grass	left door hanger					
4/26/2014	420 Union	tall grass	left door hanger			grass has been cut		Y

C.E. MONTHLY REPORT – APR. 2014

Permits issued to: 108 Arch St.
316 Mulberry St.
306 Grist Mill Dr.
424 Rudder Ln.
319 S. Spinnaker Ln.
307 Valley Rd.
402 S. Spinnaker Ln.
107 Union St.
614 Mulberry St.
122 Milton-Ellendale Hwy.
201 Ridge Rd.
109 Sassafras Ln.
601 Union St.
428 Mainsail Ln.
102 Federal St.
302 Valley Rd.
134 Eaton Ln.
113 Union St.
112 Bay Ave.

Grass certs to: 121 Tilney St.
610 Union St.
803 S. Spinnaker Ln.
206 Front St.
408 Yew St.
210 Bay Ave.
118 Hazzard

Trash cert to: 124 Mulberry St.