

# Town of Milton

115 Federal St  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)

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June 30, 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 June 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 June 2014

Building Permits Issued	# of Permits	Est. Const. Cost	Permit Fee	Note
Single family home	8	\$1,113,640.00	\$22,272.80	
Single family interior renovations				
Single family exterior renovations	14	\$52,304.00	\$632.07	
Single family misc.	8	\$0.00	\$5,200.00	Bldg Sewer permits for new homes
Commercial				
Commercial interior renovations				
Commercial exterior renovations				
Commercial misc.	1	\$550.00	\$30.00	
Demolition	1	\$0.00	\$50.00	Sign
Multifamily home				
Multifamily interior renovations				
Multifamily exterior renovations				
Multifamily misc.				
Other	2	\$578,000.00	\$11,280.00	
Total Permits Issued	34	\$1,744,494.00	\$39,464.87	School classroom/Casa San Francisco
Total Certificate of Occupancy Issued	13			

	Business	Rental	Total
Licenses Issued	14	3	17
License Fees Received	\$1,500.00	\$450.00	\$1,950.00

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
Allen & Allison Sangree	Renovations to rear of home - 315 Union St
Historic Preservation Commission	Comprehensive Plan Review/Update
Historic Preservation Commission	Discussion Only
Historic Preservation Commission	Review of Section 220-21 of Zoning Ordinance
	Discussion Only

Board of Adjustment	Status
	Meeting Cancelled
	No agenda items

**Project Coordinator  
Monthly Report  
June 2014**

**05/26/14 – 05/30/14**

- Code and approve misc. bills
- Prepare monthly report for Town Council
- Prepare timesheets
- 113 Oysterman Drive
  - o Review and stamp property settlement survey
- Shipbuilders Village Subdivision
  - o Call from Bill Wagamon
    - Zoning, permitted/conditional uses, processes
- Center for Historic Architecture & Design
  - o Attend annual presentation of graduate research projects in New Castle
- Comprehensive Plan Review/Update
  - o Emails/calls to and from P&Z members/Hal Godwin regarding agenda items, meeting dates and requested documents
  - o Research data and prepare documents for meetings
  - o Meet with library staff regarding rooms reservations for additional meetings
  - o Call to Bill Wright (Milton Fire Dept.) regarding availability of fire hall for meetings
- Historic Preservation Commission
  - o Prepare and post agenda
- Holly Lake Villas
  - o Review email from Town Solicitor regarding annexation agreement
  - o Review and respond to email from Town Solicitor regarding “annexation impact fees” noted on agreement
- Heritage Creek Subdivision
  - o Email from Ben Gordy regarding placement of electric transformers and possible relocation of sidewalks
  - o Forwarded email to Town Engineer for review and comments
- 118 Magnolia Street
  - o Respond to emails from Julia Morris (Brown’s Real Estate Services)
    - Zoning classification needed for appraisal
- Planning & Zoning Commission
  - o Prepare and post agenda
  - o Deliver packets to members
- 2014-2015 Budget
  - o Prepare figures and supporting documents for proposed budget
- Heritage Creek Phase 3A

- Email from Town Engineer regarding driveway widths and sidewalk tapers

**06/02/14 – 06/06/14**

- Code and approve misc. bills
- 315 Union Street
  - Follow calls to owner regarding H.P.C. application
- 506 Union Street
  - Voice message from Eric Howard
    - Conditional Use Approval restrictions
  - Returned call - unavailable
- Historic Preservation Commission
  - Prepare memo for members and copy documents for agenda items
    - 2010 Comprehensive Plan
  - Deliver packets to members
- Meeting with Mary Hansen – DELJIS
  - Security Site inspection
  - Discuss location of computers to be used for installation of DELJIS software
- Comprehensive Plan Review/Update
  - Follow up emails/calls to and from P&Z members/Hal Godwin regarding agendas, meeting dates and preparing documents
- Call from Norman Cohen
  - Questions regarding H.P.C. questions for newly purchased property
  - Discussion pertaining to recently completed work on home at 306 Union Street
- 111 Bay Avenue
  - Call from Michael Filicko regarding possible H.P.C. application and submission requirements
- 2014-2015 Budget
  - Finalize documents for proposed budget
- Proposed Ordinance Amendments
  - Water Conservation and Sidewalk
  - Review and prepare comments as requested by Town Clerk
- Heritage Creek Water Main Loop
  - Questions from Greg Wingo pertaining to property owners granting easement, updated submission to DELDOT, alternative location for equipment set up

**06/09/14 – 06/13/14**

- Code and approve misc. bills
- Prepare timesheets
- 506 Union Street
  - Follow up call from Eric Howard regarding conditional use restrictions

- Emails minutes from P&Z meeting pertaining to discussion/approval of conditional use and note section on approved plans
  - Call from Lisa Howard regarding conditional use restrictions
    - Discuss conditions of approval for conditional use
    - Copy note section of approved plan for pick up
- Planning & Zoning Commission
  - Prepare and post agenda
  - Deliver packets to members
- Attend Planning & Zoning Commission meeting
- Attend Historic Preservation Commission meeting
- 106 Union Street
  - Call from Bill Cohen (realtor)
    - Historic District questions
- Comprehensive Plan Review/Update
  - Emails/calls to and from P&Z/Hal Godwin regarding agendas, meeting dates, and other related items
  - Review email information from Hal Godwin
    - DELDOT presentation and TIS/TID documents
- 2014-2015 Budget
  - Meeting with Kristy Rogers and Councilman Cote to discuss proposed budget for department
- DELJIS Certification
  - Attend training in Dover
- Comprehensive Plan meeting
  - Meeting with Pennoni (Tom Osbourne, Mark Davidson, Carlton Savage), Hal Godwin, Mayor Jones, Don Mazzeo and Kristy Rogers to discuss process/procedure to review/update
- 400 Mulberry Street
  - Respond to email from Brian Bassett regarding temporary classroom behind H.O.B. school
- Parade/Public Assembly Application – Irish Eyes 5K run
  - Review submitted documents and prepare permit as requested by Town Clerk
- Incorporation date of Town
  - Review email from Elizabeth Dobis regarding different incorporation date noted on website and State documents – forwarded from Mayor Jones
  - Research and provide follow up email
- Prepare access cards to Town Hall from new cleaning company

**06/16/14 – 06/20/14**

- Code and approve misc. bills
- Board of Adjustment
  - Prepare and post agenda
  - Notify library staff and public works of meeting cancellation

- Heritage Creek Bond Reduction – Phase 3A
  - o Review comment letter from Town Engineer
  - o Call from Town Engineer to discuss concerns
- Attend Planning & Zoning Commission meeting
- Comprehensive Plan Review/Update
  - o Follow up emails/calls to and from P&Z members/Hal Godwin regarding agendas, meeting dates and preparing documents
- Proposed Ordinance Amendments
  - o Water Conservation and Sidewalk
  - o Finalize comments and forward to Town Clerk
- Heritage Creek Subdivision
  - o Review response email from Town Engineer regarding placement of electric transformers and possible relocation of sidewalks
  - o Send email response to Ben Gordy
- Planning & Zoning Commission
  - o Prepare and post agenda
- Call from Preston Schell
  - o Requesting meeting to discuss items in Heritage Creek
    - Research open dates for meetings and follow up
- Wagamons West Shores
  - o Call from Robin Davis (realtor)
  - o Questions about 50 feet buffer zone along Wagamons Pond
- 106 Union Street
  - o Call from Adam Lynx
    - Building code and H.P.C. questions
- 111 Bay Avenue
  - o Review submitted H.P.C. application and supporting documents
- 106 Heritage Blvd.
  - o Review letter from Mr. Gozzard and email from Mayor Jones regarding fence issues within the development
  - o Meet with Code Enforcement Officer to discuss
  - o Follow up email to Mayor Jones
- Attend Town Council meeting
- Email from Mayor Jones
  - o Questions regarding feasibility of vendors in the park during concerts
  - o Research codes/ordinances pertaining to business and peddlers licenses
  - o Follow up response email

**06/23/14 – 06/27/14**

- Code and approved misc. bills
- Prepare timesheets
- Comprehensive Plan Review/Update
  - o Emails/calls to and from P&Z members/Hal Godwin regarding agenda items, preparing documents and set up for meeting
- 206 Chestnut Street

- Review submitted H.P.C. application and supporting documents
- Call from Mike Kelly
  - General questions regarding H.P.C. submission dates, requirements
- 106 Union Street
  - Call from Bill Collins
    - Discuss zoning classification of property and different uses allowed versus commercial zoning
  - Call from Rich Sulkovsky
    - Questions pertaining to H.P.C. process and review requirements
- 614 Bennett Street
  - Call from Truitt Jefferson
    - Questions regarding possible rezoning of property or submission of conditional use application
    - Will schedule a meeting next week
- 106 Heritage Blvd
  - Meet with Code Enforcement Officer and Town Clerk to discuss follow up letter and corrective actions
  - Prepare and mail response letter to Mr. & Mrs. Gozzard
- Attend LDMBOA event
- Meeting with Lisa Sumstine (Milton Chamber of Commerce)
  - Discuss requirements for possible upcoming event and the addition of vendors at Concerts in the Park
- Attend Planning & Zoning Commission meeting

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 – JUN. 2014**

**PERMITS ISSUED TO: 208 W. SHORE DRIVE  
16 DUORY CIRCLE  
311 ACRE LN.  
305 MARINERS CIRCLE  
123 WEST SHORE DR.  
448 OCEAN COURT  
450 OCEAN COURT  
117 FEDERAL STREET  
313 WALNUT ST.  
319 S. SPINNAKER LN.  
307 MARINERS CIRCLE  
400 MULBERRY ST.  
108 SAILOR LANE  
11 DUORY CIRCLE  
113 WILLOW ST.  
108 BROADKILL RD.  
127 BROAD ST.  
211 WEST SHORE DR.  
303 MARINERS CIRCLE  
143 WEST SHORE DR.  
407 CHESTNUT ST.  
426 OCEAN COURT  
117 ISLE LANE  
307 ATLANTIC AVE.  
128 MORIS AVE.  
109 SASSAFRAS LN.**

**CLOSED OUT 13 OLD PERMITS**

**GRASS CERT LETTERS SENT TO 6 PROPERTIES  
TRASH CERT LETTER SENT TO 1 PROPERTY**

**SPOKE WITH OWNER OF 118 MAGNOLIA ABOUT FLOODPLAIN  
REGULATIONS & THE PERMIT PROCESS**

**ANSWERED REALTORS QUESTIONS ABOUT BUILDING SETBACKS  
& CHANGING PROPERTY FROM COMMERCIAL TO RESIDENTIAL  
FOR POSSIBLE BUYER OF 106 UNION**

**RESEARCH FOR DNREC CONCERNING RIPARIAN BUFFER ZONES  
IN THE TOWN**

**C.E. MONTHLY REPORT – JUN. 2014**

**SPOKE WITH REALTOR ABOUT FLOODPLAIN REGULATIONS  
CONCERNING 316 FRONT STREET**

**RESEARCH FOR REALTOR ABOUT SETBACKS ON 3 PROPERTIES  
IN TOWN**

**C.E. VIOLATIONS JUNE 2014**

<u>DATE</u>	<u>ADDRESS</u>	<u>VIOLATION</u>	<u>ACTION TAKEN</u>	<u>FINAL DISPOSITION</u>	<u>DONE</u>
5/27/2014	101 Nellie LN.	tall grass	left door hanger, sent certified letter	grass has been cut	Y
5/27/2014	202 S. Spinnaker	tall grass	called owner	grass has been cut	Y
5/27/2014	332 Bay Ct.	tall grass	talked w/tenant	grass has been cut	Y
5/27/2014	323 Brick Ln.	tall grass	left door hanger	grass has been cut	Y
5/27/2014	803 S. Spinnaker	tall grass	given to contractor	grass has been cut	Y
5/28/2014	110 Morgan	tall grass	given to contractor	grass has been cut	Y
5/28/2014	111 Federal	tall grass	sent certified letter	grass has been cut	Y
5/28/2014	114 Union (lot)	tall grass	left message, sent certified letter	grass has been cut	Y
5/29/2014	408 S. Spinnakaer	tall grass	left door hanger	grass has been cut	Y
5/29/2014	416 Sussex	tall grass	left door hanger	grass has been cut	Y
5/29/2014	441 S. Spinnaker	tall grass	left message	grass has been cut	Y
5/31/2014	421 S. Spinnaker	trash cans left out	left door hanger	can has been removed	Y
5/31/2014	424 S. Spinnaker	trash cans left out	left door hanger	can has been removed	Y
5/31/2014	308 Federal	tall grass	sent certified letter	grass has been cut	Y
5/31/2014	403 Cedar	debris in yard	talked w/tenant	debris has been removed	Y
5/31/2014	202 Federal	trash cans left out	left door hanger	can has been removed	Y
5/31/2014	405 Atlantic Ave.	debris in yard	left door hanger	items have been removed	Y
6/1/2014	122 W. shore	tall grass	called realtor	grass has been cut	Y
6/1/2014	116 Bay Ave.	tall grass	given to contractor	grass has been cut	Y
6/1/2014	201 Federal	tall grass	given to contractor	grass has been cut	Y
6/5/2014	418 Boxwood	tall grass	left door hanger	grass has been cut	Y
6/9/2014	408 Rudder	tall grass	left door hanger	grass has been cut	Y
6/16/2014	107 Genoa	tall grass	given to contractor	grass has been cut	Y
6/16/2014	110 S. Spinnaker	tall grass	left door hanger	grass has been cut	Y
6/16/2014	413 Pine	sofa in street	left door hanger	sofa has been removed	Y
6/17/2014	202 S. Spinnaker	trash on porch	called owner	trash has been removed	Y
6/18/2014	441 Rudder	trash in yard	left door hanger, sent certified letter	weeds have been cut	Y
6/19/2014	416 Mainsail	weeds in backyard lot	talked w/owner	grass has been cut	Y
6/21/2014	415 Boxwood	tall grass	talked w/owner	can has been removed	Y
6/21/2014	116 Betts	trash cans left out	left door hanger	can has been removed	Y
6/21/2014	102 Betts	trash cans left out	left door hanger	can has been removed	Y
6/21/2014	208 Mulberry	trash bags, trash in yard	called owner	trash has been removed	Y
6/23/2014	116 Bay Ave.	tall grass	given to contractor	grass has been cut	Y

**C.E. VIOLATIONS JUNE 2014**

6/23/2014	111 Broad	tall grass	left door hanger; sent certified letter	grass has been cut	y
6/25/2014	519 Federal	tall grass	left door hanger		
6/27/2014	111 Orchard	trash cans left out	talked w/owner		
6/27/2014	526 Union	tall grass	given to contractor	can has been removed	Y
6/27/2014	201 Federal	tall grass	given to contractor		