

Town of Milton

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November 26, 2014

To: Mayor and Council

From: John R. Collier 

RE: Monthly Report, Project Coordinator

The following activities occurred during the period covering 10/27/14 – 11/26/14:

Board of Adjustment

10/28/14 meeting – 1 application presented

Request for variance to allow for 3 foot encroachment into sideline setback. 209 West Shore Drive.
Parcel ID #2-35-20.00-481.00.

Application heard and granted

Letter of approval sent to applicant and members of the Board written and sent 10/29/2014.

Planning and Zoning Comprehensive Plan

11/01/2014 meeting – Workshop to review, discuss, and prepare draft of Town of Milton's Comprehensive plan update.

11/05/2014 Public Hearing – Review and update of Town of Milton's Comprehensive Plan, Review of Town's Community Facilities

11/10/2014 Public Hearing - Review and update of Town of Milton's Comprehensive Plan, discussion of Town's Water and Electricity providers

11/20/2014 Public Hearing - Review and update of Town of Milton's Comprehensive Plan, discussion of waterfront area along Front Street.

Planning and Zoning Commission

11/18/2014 Regular Meeting

Application from Fernmoor Homes requesting final subdivision review/approval Phase 6 of Heritage Creek Parcel # 2-35-20.00-56.00

Application presented and approved to be forwarded to Mayor and Council for consideration at 12/1/2014 meeting

Historic Preservation Commission

11/12/2014 Regular Meeting - 3 Applications presented

Ken and Lynn Brittingham for the request to repair foundation and crumbling stucco, replace broken brick and continue stonework on foundation, repair back chimney and replace existing windows of the house located at 301 Union Street, Parcel # 235-14.19-169.00

Applicant withdrew requests regarding foundation and chimney. Commission approved the windows as presented

Teresa Turns for the request to remove old deteriorated roofing and replace with new metal roofing system of the house located at 312 Chestnut Street Parcel # 235-20.07-51.00

Commission approved application as presented.

Patrick and Amy Conroy for the request for sign approval for the commercial property located at 113 Union Street, Suite F Parcel # 235-14.19-184.00 (Richard Reed, Owner)

Commission approved application as presented.

All applicants were sent Letters of Approval 11/13/2014

Town Council Meeting – 11/3/2014 Regular Meeting

Presented Code Enforcement Officers' recommendation regarding 105 Milton-Ellendale Highway for demolition

Presented FEMA required review and update of Town Code Chapter 125, Entitled "Floodplain Management" for first reading.

Other Activities

Research 2 individual FOIA requests regarding new construction at 127 Broad Street (Casa San Francisco)

Forward Chapter 125 Flood Plain Damage Reduction Ordinance to DNREC consultant for review and comment. Received favorable comments regarding content and compliance with new FEMA regulations. To be presented to Council in future for 2nd reading and possible adoption.

Demolition Specifications and advertisement text written and forwarded to Town Administrator for consideration.

Policy/Application allowing for charitable organizations to make collections at Parade Events drafted for presentation and possible adoption by Council 12/1/14

First Draft Chapter 164 Rental Licenses submitted to Town Administrator for review and comment.

Completed multiple research requests for members of the Planning and Zoning Commission. Topics included housing, utilities, transportation and other components of the Comprehensive Plan.

Drafted letters of approval, compiled agendas and assembled informational packages for various Commissions and Boards. Meet with clients regarding application process, reviewed applications as needed.

Began proposed drafts of Home Occupation Ordinance (Chapter 220-51) Anticipate draft submittal to Town Administrator by 12/9

Submitted draft letter to Town Administrator addressing business license holders listed by the Delaware Division of Revenue within the Town boundaries not possessing a Town Business License. List of recipients in progress and anticipate completion by 12/1/2014.

Discussions with Town Engineer regarding proposed changes to Chapter 188 Subdivision of Land and Chapter 220-20 Large Parcel Development.

Answer various inquiries of Commission and Board members, Town Council, Staff and clients.

Post pertinent documents to Town's Website as required.

