

Town of Milton

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December 29, 2014

To: Mayor and Council

From: John R. Collier 

RE: Monthly Report, Project Coordinator

The following activities occurred during the period covering 11/26/14 – 12/29/14:

Board of Adjustment

No agenda items meeting cancelled

Planning and Zoning Comprehensive Plan

12/16/2014 meeting – Workshop to review, discuss, and prepare draft of Town of Milton's Comprehensive plan update.

12/09/2014 Regular Meeting - 3 Applications presented

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

Commission approved application as presented.

Hillary Reid for the request for sign approval for the commercial property located at 105 Federal Street, Parcel # 235-20.07-84.00 (Saltwood Associates, Owner)

Commission approved application as presented.

The Milton Historical Society for the request to place a 12 foot x 18 foot accessory structure located at 210 Union Street, Parcel # 235-14.19-99.00

Commission approved application as presented.

All applicants were sent Letters of Approval 12/10/2014

Charter and Ordinance Ad Hoc Review Committee

Committee met on 12/18/2014. Review of minor proposed changes in Chapter 1-28 was conducted along with input from Town Solicitor. Semi-final draft of Chapters 1-28 to be prepared for final consideration before forwarding to Counsel for review before submittal to Mayor and Council. Portions of Chapter 29 were discussed. More consideration will be given to Chapters 29-35 at next scheduled Committee meeting.

Town Council Meetings

12/01/14 Regular Meeting

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

Measure adopted

Presented Policy/Procedure and Request Form for Charitable Collections during Parade Events for first reading.

12/15/14 Regular Meeting

Presented Policy/Procedure and Request Form for Charitable Collections during Parade Events with recommended change for second reading.

Other Activities

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. Presented to and adopted by Council on 12/1/2014.

Demolition Contract advertised, Pre-bid meeting held on 12/16/2014. Bids received on 12/22/2014. Announcement of award pending signing of Contract documents.

Policy/Application allowing for charitable organizations to make collections at Parade Events presented to Council on 12/1/14. Requested revisions and research completed. Document presented and adopted by Council on 12/15/2014.

Semi-final Draft Chapter 164 Rental Licenses submitted to Town solicitor 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, notices of violation, compiled agendas and assembled informational packages for various Commissions and Boards. Meet with clients regarding application process, reviewed applications as needed.

Reviewed proposed draft of Home Occupation Ordinance (Chapter 220 § 220-51). Returned to Town Solicitor with additional comments and questions

Letter addressing 77 individual business license holders listed by the Delaware Division of Revenue within the Town boundaries not possessing a Town Business License sent out on 12/11/2014. 54% response received through 12/29/14.

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

Initiated contact with DNREC Delaware Coastal Programs, Coastal Management Assistance Grants Administrator regarding potential application by Town for grant. Development of proposal is in progress.

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

Post pertinent documents to Town's Website as required.

