

# Town of Milton

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Milton, DE 19968



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

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February 25, 2015

To: Mayor and Council

From: John R. Collier

RE: Monthly Report, Project Coordinator

The following activities occurred during the period covering 1/23/14 – 2/25/15:

## **Board of Adjustment**

No agenda items meeting cancelled

## **Planning and Zoning Comprehensive Plan**

02/17/15- Meeting cancelled for lack of quorum.

02/24/15- Meeting cancelled for lack of quorum.

## **Historic Preservation Commission**

02/10/15 Regular Meeting - 2 Applications presented.

2 newly appointed members Diane Hake and Richard Miller were introduced and seated with the Commission

The application from Richard and Deborah Sulkovsky for the request for approval for the removal and replacement of the front entrance door, installation of a new rear entrance door, installation of sculpture (signage over front entrance,) placement of an eight (8) foot x ten (10) foot storage building at rear of property and installation of three (3) foot wide concrete walkway to the rear entrance on the property located at 106 Union Street and further identified by Sussex County Tax Map and Parcel # 235-20.07-75.00

Commission approved application as presented for all of the items excluding the placement of the signage over the front entrance. The Commission approved alternative placement of the signage as agreed upon by applicant and consensus of the Commission

The application from Anne Pratt for the request for approval for the demolition of the existing twelve (12) foot x twenty (20) foot storage building and construction of a sixteen (16) foot x twenty-four (24) foot storage building on the property located at 308 Chestnut Street and further identified by Sussex County Tax Map and Parcel # 235-20.07-105.00

Commission approved application as presented.

All applicants were sent Letters of Approval 02/11/15

### **Town Council Meeting**

02/02/2015 Regular Meeting

Presented to Mayor and Council for consideration additional changes to Chapter 164 regarding rental properties. Scheduled for consideration to be presented on 2/19/2015.

Presented to Mayor and Council for consideration DNREC Coastal Management Assistance Program Application and Resolution 2015-001.

02/19/2015 Regular Meeting

Presented to Mayor and Council for consideration additional changes (2<sup>nd</sup> reading) to Chapter 164 regarding rental properties. Scheduled for additional consideration to be presented on second March Meeting.

Presented to Mayor and Council for consideration proposed amendments to the Town Charter

Presented to Mayor and Council for consideration an Ordinance to create a new definition in Town Code Chapter 93, entitled "Business fee Licenses" and Resolution 2015-003 to establish an additional business license category and fee.

### **Other Activities**

Met with Town Solicitor to prepare latest Draft Chapter 164 Rental Properties.

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. Awaiting response

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. 72% response received through 12/31/14. Second letter sent via certified mail on 01/16/2015 to 21 parties. To date a 96% response has been received. This exercise resulted in identifying a number (11) of businesses requiring Town business license as well a previously unidentified class of license and licensee (Kiosk).

Discussions with Town Engineer regarding proposed changes to Chapter 188 Subdivision of Land and Chapter 220-20 Large Parcel Development. Meeting with the Project Coordinator, Public Works Supervisor, and Town Engineer was held on February 9, 2015. Basic issues within Code have been identified and the roles of all parties involved in the process determined.

DNREC Delaware Coastal Programs, Coastal Management Assistance Grant submitted. Received verbal confirmation of award from Susan Love, Program Administrator. Awaiting delivery of pertinent documents from the program before proceeding with proposed project.

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

Post pertinent documents to Town's Website as required.

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