

# Town of Milton

115 Federal St  
Milton, DE 19968



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

Phone: 302-684-4110

Fax: 302-684-8999

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**

03/17/15- Workshop – Continued review of draft sections of Comprehensive Plan

## **Historic Preservation Commission**

03/10/15 Regular Meeting - 2 Applications presented.

The application from Richard and Deborah Sulkovsky for the request for approval for the removal and replacement of the front entrance door at 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

The application from Ken and Lynn Brittingham for the request to cover stone veneer with stucco on foundation at the property located at 301 Union Street and further identified by Sussex County Tax Map and Parcel # 235-14.19-169.00

Commission approved application as presented.

Presentation by the Project Coordinator of a proposal to begin a project to create Design Guidelines and Rehabilitation Standards and supporting Town Code for the implementation of said Guidelines.

03/18/2015 Workshop

A presentation by Mr. Jesse Zavanich, Architectural Historian, Delaware Division of Historical and Cultural Affairs in regards to present Town of Milton Code governing the Historic District and the values of developing Design and Rehabilitation Guidelines for Historic Districts.

**Town Council Meetings**

03/02/2015 Regular Meeting

Presented to Mayor and Council for consideration conducting asbestos inspection.

Presented to Mayor and Council for consideration proceeding with demolition of 117 Collins Street.

03/09/2015 Town Council Workshop

Proposed Charter Revisions

03/16/2015 Regular Meeting

Presented to Mayor and Council for consideration completed Asbestos Inspection and proposal to advertise for demolition of condemned structure at 307 Atlantic Street.

Presented to Mayor and Council for consideration proceeding with demolition of 117 Collins Street.

Presented to Mayor and Council for consideration additional changes (3<sup>rd</sup> reading) to Chapter 164 regarding rental properties. Scheduled for additional consideration to be presented at April 6, 2015 meeting.

03/23/2015 Town Council Workshop

Proposed Charter Revisions

03/26/2015 Town Council Meeting /Workshop

Proposed Charter Revisions

03/30/2015 Town Council Workshop

Proposed Charter Revisions

03/31/2015 Town Council Workshop

Proposed Charter Revisions

## Other Activities

Completed multiple research requests for members of the Planning and Zoning Commission. Topics included housing 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.

Draft revisions to Chapter 85 Building Construction, Chapter 148 Noise, Chapter 164 Rental Properties, and Chapter 220 § 220-26 Projections into required yards

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

Attended Flood Plain Ordinance Workshop sponsored by DNREC

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

Post pertinent documents to Town's Website as required.

