

Town of Milton

115 Federal St
Milton, DE 19968



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July 27, 2015

To: Mayor and Council

From: John R. Collier

RE: Monthly Report, Project Coordinator

The following activities occurred during the period covering 6/30/15 – 07/30/15:

Board of Adjustment

No agenda items, meeting cancelled

Planning and Zoning Commission

07/21/15- Regular Meeting

Review of a task order from Pennoni Associates for Planning Assistance relating to the completion of the Comprehensive.

07/30/15 – Workshop

Growth Area- Cancelled for lack of quorum

Historic Preservation Commission

07/14/15 Regular Meeting - 1 Application presented.

The application from Nancy Murphy for the request for approval to install 23 Solar Panels on the roof of the single family dwelling located at 202 Federal Street further identified by Sussex County Map and Tax Parcel ID # 235-20.07-65.00.

Commission approved application as presented.

Town Council Meetings

07/06/15 Town Council Meeting

Presented for comment and/or action from Mayor and Council:

Request from Ellen Passman for a conditional use as a Bed and Breakfast, at the property located at 305 Federal Street also identified as tax map and parcel 235-20.07-103.00

07/20/15 Town Council Public Hearing

Ordinance 2015-005 to amend Town Code Chapter 148-6 and 148-13 "Noise", and Chapter 85-4 "Building Construction" and Chapter 220-26 "Zoning" pertaining to generators.

Ordinance 2015-006 to amend Town Code Chapter 220 "Zoning", regarding a buffer from certain bodies of water.

Ordinance 2015-007 to amend Town Code Chapter 220 "Zoning" Section 46 "Fences and Walls".

07/20/15 Town Council Meeting

Comment, and recommend changes to Ordinances 2015-005, 2015-006, and 2015-007.

Present request for street closure from MVFC Ladies Auxiliary

Other Activities

Completed multiple research requests for members of the Planning and Zoning Commission. Topics including but not limited to components of the Comprehensive Plan.

Draft 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.

Continued review of Chapter 188 Subdivision of Land.

Telephone conversation with C. Savage of Pennoni Associates to discuss Coastal Management Grant and fulfilling required components and status of Subdivision Ordinance. Meeting to review progress scheduled with C. Savage for 8/5/15.

Attended LDMBOA meeting in Lewes, received training in proper completion of flood elevation certificates.

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

Post pertinent documents to Town's Website as required.