

Town of Milton

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September 8, 2015

To: Mayor and Council

From: John R. Collier 

RE: Monthly Report, Project Coordinator

The following activities occurred during the period covering 7/31/15 – 09/01/15:

Board of Adjustment

No agenda items, meeting cancelled

Planning and Zoning Commission

08/10/15- Workshop

Continued review of the growth area for the Comprehensive Plan

08/18/15 – Workshop

Continued review of the growth area for the Comprehensive Plan including redefining lines and identifying potential considerations for future land use

Historic Preservation Commission

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

The application from Riess Livandais for the request for approval of existing handrail and installation of additional railing and gate on front porch of the dwelling located at 311 Union Street further identified by Sussex County Map and Tax Parcel ID # 235-14.19-167.00.

Commission approved application as presented. Discussion of Phase II of the Historic District re-assessment. Discussion of proposed revisions to Code with regards to preservation and standards.

Town Council Meetings

08/03/15 Town Council Meeting

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

Amendments to Town Code Chapter 136 regarding Carbon Monoxide Detectors

08/17/15 Town Council Public Hearing and Meeting

Public Hearing regarding proposed budget and fee schedule for FY 16

08/25/15 Town Council Meeting

Discussion of Revenues projections and expenditures for FY 16 budget

09/01/15 Town Council Meeting

Presentation of projected expenditures and revenues for Code Department

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.

Met with D. Swallow of DNREC, G. Cardwell and C. Savage of Pennoni Associates, Mrs. Rogers Town of Milton to discuss Coastal Management Grant progress and fulfilling required components.

Continued preparing documents and scanning said documents as part of effort to digitize Code and Planning records.

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

Post pertinent documents to Town's Website as required.