

Town of Milton
115 Federal St
Milton, DE 19968



www.milton.delaware.gov
Phone: 302-684-4110
Fax: 302-684-8999

October 23, 2015

To: Mayor and Council

From: John R. Collier *je*

RE: Monthly Report, Project Coordinator

The following activities occurred during the period covering 09/29/15 – 10/23/15:

Board of Adjustment

No agenda items, meeting cancelled

Planning and Zoning Commission

10/06/15- Workshop

Discussion of proposed code to create "Limited" Light Industrial District in addition to § 220-19 Light Industrial Use District

Continued review and discussion of other components of the Comprehensive Plan

10/19/15 – Workshop

Discussion of proposed code to create "Limited" Light Industrial District in addition to § 220-19 Light Industrial Use District

Continued review and discussion of other components of the Comprehensive Plan

Historic Preservation Commission

10/13/15 Regular Meeting - no applications presented.

Introduction of newly appointed Commissioner David Dutton

With the absence of any applications for consideration the Commission utilized this meeting as a workshop

Review and Discussion of Chapter 220 § 220-21 Historic Preservation Overlay District

The Commission discussed potential changes to the above referenced section of the Town of Milton Code and the possible development of design guidelines and restoration standards

Town Council Meetings

10/5/15 Town Council Meeting

Attended meeting as required

10/19/15 Town Council Meeting

Attended meeting as required

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. Completion of preliminary map for projected growth area.

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 and draft of new language of Chapter 188 Subdivision of Land.

Continued work on Coastal Management Grant program, review of completed components as well as progress of other required components.

Completed preparing documents and scanning said documents as part of effort to digitize Code and Planning records. Now in process of uploading digitized documents to cloud storage facility

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

Post pertinent documents to Town's Website as required.

Attended Delaware Office of State Planning Coordination Public Workshop regarding Strategies for State Policies and Spending