

## Town of Milton

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Milton, DE 19968



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January 26, 2016

To: Mayor and Council

From: John R. Collier



RE: Monthly Report, Project Coordinator

The following activities occurred during the period covering 12/29/15 – 01/26/16:

### **Board of Adjustment**

12/29/15 - Meeting

Approval of documents and minutes required for Wm. B. Askew variance.

### **Planning and Zoning Commission**

01/05/16- Workshop

A representatives from the Delaware Department of Transportation appeared to present information and respond to questions regarding Transportation Planning and input to the Comprehensive Plan section about transportation.

01/19/16 – Workshop

Review, discussion, and update of proposed Town Center and the River portions of the Town of Milton's Comprehensive Plan was held.

### **Historic Preservation Commission**

01/12/16 - Workshop

Review and Discussion of potential changes to sections of the Town of Milton Code regarding Historic Preservation and the possible development of design guidelines and rehabilitation standards

## **Town Council Meetings**

### **01/04/16 Town Council Meeting**

Attendance as required.

### **01/20/16 – Town Council Meeting**

Presented on the following agenda items:

William B. Askew, is requesting a minor subdivision for the property known as 403 Pine Street also known as Lots 5, 20, 21, and 22 of Section C, Conwell's Addition further identified by Sussex County Tax Map and Parcel # 2-35-14.16-07.00.

An application from Robert G. Blayne and Elizabeth A. Zando for partitioning 210 Chandler Street further identified by Sussex County Tax map and Parcel ID # 235-14.00-131.01

Schedule workshops to continue Town Charter review and proposed amendments

## **Other Activities**

Completed multiple research requests for members of the Planning and Zoning Commission. Made inquiries to various State Agencies regarding an appearance by their representative at workshops proposed by the Planning and Zoning Commission Topics including but not limited to components of the Comprehensive Plan. Completion of preliminary map for projected growth area. Coordinated activities for the Comprehensive Plan process with consultant planner from Pennoni Associates.

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. Completion of draft is at 65%

Continued work on Coastal Management Grant program, review of completed components as well as progress of other required components. Attend meeting with grant officer from the Delaware Coastal Management Office.

To date 01/26/16 no complaints regarding rental properties have been received from tenants.

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