

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

May 24, 2019

To: Mayor and Town Council

From: John R. Collier 

Re: Monthly Report, Project Coordinator

The following activities occurred during the period covering 04/30/19 – 05/24/19

- Received notification from the Office of State Planning and the Governor's office of the certification of the Town of Milton's Comprehensive Plan. Have begun scheduling with the Planning and Zoning Commission additional meetings to address all of the required objectives (modified and new code) to be completed as a result of certification. First workshop held and will be held on the 1<sup>st</sup> Tuesday of each month until further notice.
- Completed multiple research requests for members of the various Boards and Commissions.
- Answer various inquiries of Commission and Board members, Town Council, Staff and clients.
- Post pertinent documents to Town's Website as required.
- Attend Town Council, Historic Preservation Commission, Planning and Zoning Commission, Board of Adjustment and Staff Meetings as required.
- Draft letters of approval, notices of violation, and transcribed minutes for various Boards and Commissions.
- Compiled agendas and assembled informational packages for various Commissions and Boards. Meet with clients regarding application process, reviewed applications as needed.
- Continued Assembling and preparing new comprehensive manuals for members of the Historic Preservation Commission. Said manuals contain newly

enacted Code and multiple historic preservation briefs provided by the U.S. Department of the Interior (90%).

- Continued review and draft of new language of Chapter 188 Subdivision of Land. Completion of draft is at 75%. Met with Town Staff and representatives from Pennoni to define task order for completion of this task and others supporting Code chapters associated with Chapter 188 Subdivision of Land. This task will be addressed in upcoming Planning and Zoning workshops.
- Submitted to Pennoni Associates for review preliminary site plan, Submission #4 for 110 Federal Associates for the parcel located at 110 Federal Street. Comments from that review have been returned to the applicant for consideration. Awaiting applicant's response to the review
- Submitted to Pennoni Associates for preliminary and final Site Plan review, WBOC vestibule on 4/8/19. Received final comments and outside agency approvals. Action scheduled for consideration by Planning and Zoning on 5-21-2019. Preliminary and final site plan approval issued by Planning and Zoning Commission.
- Submitted to Pennoni Associates for preliminary review Cannery Village Phase IV. Received response to Town Engineer's comments Preliminary Site Plan scheduled for 3-19-19 Public Hearing. Request for preliminary approval tabled until such time Mayor and Town Council consider and act upon request for design modification waiver. Received notification from Applicant's engineering firm their wish to withdraw the modification requested and summarily tabled by Mayor and Town Council. They will be resubmitting to Planning and Zoning a standard road cross-section for consideration and preliminary approval.
- Awaiting Final site plan submission for Fullum Field (Sachs – Atlantic St.) Preliminary review was completed and preliminary approval was granted by the Planning and Zoning Commission on 10/16/18. Principals for project have modified preliminary plans and modifications are under review by Pennoni Associates.
- Submitted to Pennoni Associates a revised Master Plan for Heritage Creek. Review has been completed and Plan is to be scheduled for consideration by Mayor and Town Council. Mayor and Town Council issued final approval on 5/6/19.
- Submitted to Pennoni Associates for preliminary review on 4/29/19 Phase 6, Heritage Creek. Pennoni Associates have issued preliminary comments and awaiting response from applicant's engineering firm.
- Submitted to Pennoni Associates for preliminary review on 5/23/19 Phase 7, Heritage Creek. Preliminary review by Pennoni Associates is underway.

- Attended University of Delaware Institute for Public Administration course entitled "Creating a Flood Ready Community"
- To date there have been no complaints filed by tenants under Chapter 164 Rental Properties.

