


Town of Milton  
115 Federal St  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)  
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July 31, 2019

To: Mayor and Town Council

From: John R. Collier 

Re: Monthly Report, Project Coordinator

The following activities occurred during the period covering 06/27/19 – 07/31/19

- Received notification from the Office of State Planning and the Governor's office of the certification of the Town of Milton's Comprehensive Plan. A representative from the Office of State Planning appeared at the July 22 Special Meeting of the Mayor and Town Council to review the process forward from certification. 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. Workshop are being held and will continue to be held on the 1<sup>st</sup> Tuesday of each month until further notice. The Commission is currently applying their efforts to the development of the proposed Mixed Use Zoning Designation.
- 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.

- Submitted to Pennoni Associates for preliminary review on 7/3/19 Phase 8 and Phase 9 of Heritage Creek. Review is in progress and am awaiting comments.
- To date there have been no complaints filed by tenants under Chapter 164 Rental Properties.