

Town of Milton
115 Federal St
Milton, DE 19968



www.milton.delaware.gov
Phone: 302-684-4110
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28, 2019

To: Mayor and Town Council

From: John R. Collier

Re: Monthly Report, Project Coordinator

The following activities occurred during the period covering 10/29/19 – 11/24/19

- Received notification from the Office of State Planning and the Governor's office of the certification of the Town of Milton's Comprehensive Plan. 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. Workshops are being held and will continue to be held on the 1st Tuesday of each month until further notice. The newly drafted Mixed Use Zoning designation code has been forwarded to engineering for comment. The Commission is currently applying their efforts to the creation of a new zoning Designation Limited Light Industrial.
- 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 review and draft of new language of Chapter 188 Subdivision of Land. Completion of draft is at 80%. Met with Town Staff and representatives from Pennoni to review progress of this task and others supporting Code chapters associated with Chapter 188 Subdivision of Land. The documents have completed Engineering review and are now receiving legal review. The documents will be further reviewed 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 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. Current revisions have been submitted to Pennoni Associates and comments have been issued to the applicant. Awaiting response from applicant. Preliminary Subdivision approval was granted by Planning and Zoning on August 20, 2019. Awaiting submission of outside agency approvals.
- Awaiting preliminary site plan re-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. The applicants have formally withdrawn application.
- 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. Planning and Zoning issued preliminary approval with conditions. Awaiting delivery of and request for review preceding final approval.
- Submitted to Pennoni Associates for preliminary review on 5/23/19 Phase 7, Heritage Creek. Preliminary review by Pennoni Associates has been completed and comments have been issued. Response has been received from applicant.

Phases are to be scheduled for review and recommendation to Mayor and Town Council

- Submitted to Pennoni Associates for preliminary review on 7/3/19 Phase 8 of Heritage Creek. Preliminary review by Pennoni Associates has been completed and comments have been issued. Response has been received from applicant. Phases are to be scheduled for review and recommendation to Mayor and Town Council.
- Submitted to Pennoni Associates for preliminary review on 7/3/19 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.
- Attended scoping meeting for the Clifton property. The purpose of meeting was to establish potential entrances for the proposed project for the site. This parcel lies partially within Town Limits. The Developers are actively working with the Town on potential annexation of the remainder of the parcel.
- Attended RASCL (Resilient and Sustainable Communities League) Conference.
- Met with the Mayor, Town Staff and a representative from DeIDOT regarding traffic issue with the corporate limits of Milton.
- Participated on the committee conducting interviews for the Project Coordinator position.



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Memorandum

November 24, 2019

TO: Commissioners, Historic Preservation Commission

FROM: John R. Collier, Project Coordinator

RE: Administrative approvals granted

There were two administrative approvals granted during the month of October 2019.

**317 Mill St 317 Mill Street, LLC Flash Chimney
208 Federal St Scott Richardson deck at rear of garage (not visible from Right of Way)**

Address	Applicant	Assessment	Description	Admin	Decision	Permit Status
112 Union Street	Dutch Bros LLC	235-20.07-67.00	Concrete ADA Ramp, 36" door south side	12/11/2018	yes	permit extended until 7/20
417 Federal Street	Pepper	235-20.07-34.00	Addition	11-Jul-17	yes	permit extended until 10/20
301 Chestnut Street	D.J. & B. W. Hughes	235-20.07-109.00	Brick Steps/ Exterior Siding	10/10/2017	yes	
104 Mill Street	Smith	235-20.07-93.00	porch repair(masonry)in kind	admin6/15/18	yes	
131 Union Street	Nickerson	235-14.19-180.00	foundation and exterior renovations	11/13/2018	yes	Permit extended until 11/20
202 Chestnut Street	Dement/ Welu	235-20.07-92.00	Remove side Door replace with window to match existing		yes	
424 Chestnut Street	Hayden	235-20.07-31.00	Relocated door to rear and erect landing with porch roof	5/14/2019	yes	
102 Federal Street	Cantina Ultima	235-20.07-71.00	replace roof	Admin 2/13/19	yes	complete
115 Federal Street	Town of Milton	235-20.07-88.00	new signage	Admin 4/11/19	yes	complete
106 Broad Street	Kanakos	235-14.19-75.01	Refurbish treads on Brick Steps	Admin 4/29/19	yes	complete
115 Broad Street	Booros	235-14.19-92.00	Replace Porch Railing spindles in kind	Admin 4/29/19	yes	complete
419 Chestnut Street	Jones	235-20.07-137.00	Repair porch trim in kind	Admin 4/29/19	yes	
111 Federal Street	Hurwitz/Lucier	235-20.07-85.00	addition	6/11/2019	yes	
428 Chestnut Street	Babich	235-20.11-46.00	porch decking, roof, siding	6/11/2019	yes	complete
			gutters downspouts	7/9/2019	yes	complete
114-116 Union Street	Milton Theatre/CPT	235-14.19-110 & 111.00	Perimeter fencing	Admin 8/5/19	yes	complete
113 Union Street	John Lynch	235-14.19-184.00	signage	Admin 9/9/19	yes	complete
322 Union Street	K. Fabbri	235-14.19-69.00	replace porch columns in kind	Admin 9/9/19	yes	complete
325 Union Street	W. Gruzanski	235-14.19-161.00	Accessory Structure	9/10/2019	yes	complete
109 Broad Street	Welu	235-14.19-95.00	siding, front entry door, windows side and rear	9/10/2019	yes	
111 Broad Street	Mills	235-14.19-94.00	roof materials, gutters and downspouts		yes	
			return to discuss porch	9/10/2019	yes	
308 Federal Street	Hawthorne	235-20.07-55.00	Replace barn siding in kind	Admin 10/22/2019	yes	
316 Mill Street	Hake	235-20.08-49.00	Replace Shutters in kind	Admin 10/22/2019	yes	complete
317 Mill Street	317 Mill Stret LLC	235-20.08-36.00	flash chimney	Admin 11/12/19	yes	complete
208 Federal Street	Scott Richardson	235-20.07-60.00	deck behind garage	Admin 11/18/19	yes	