

Town of Milton

115 Federal St

Milton, DE 19968




www.milton.delaware.gov

Phone: 302-684-4110

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December 31, 2019

To: Mayor and Town Council

From: John R. Collier 

Re: Monthly Report, Project Coordinator

The following activities occurred during the period covering 11/25/19 – 12/31/19

- 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. 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 100%. 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.
- 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 FEMA presentation “How to use FEMA’s Flood Risk Products overview and Technical sessions”

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Memorandum

December 30, 2019

TO: Commissioners, Historic Preservation Commission

FROM: John R. Collier, Project Coordinator *JR*

RE: Administrative approvals granted

There were three administrative approvals granted during the month of December 2019.

317 Mill St
materials

113 Union Street Suite E
310 Union Street

317 Mill Street, LLC

Big Link LLC
Ursula Beaver

repair outbuilding steps with like

Signage
Rear Porch roof

Address	Applicant	Amount	Description	Start Date	End Date	Status	Notes
112 Union Street	Dutch Bros LLC	235-20.07-67.00	Concrete ADA Ramp, 36" door south side	12/11/2018		yes	
417 Federal Street	Pepper	235-20.07-34.00	Addition	11-Jul-17		yes	Permit extended until 7/20
301 Chestnut Street	D.J. & B. W. Hughes	235-20.07-109.00	Brick Steps/ Exterior Siding	10/20/2017		yes	Permit extended until 10/20
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	5/11/2019		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	porch decking, roof, siding	6/11/2019		yes	complete
428 Chestnut Street	Babich	235-20.11-46.00	gutters downspouts	6/11/2019		yes	complete
114-116 Union Street	Milton Theatre/CPT	235-14.19-110 & 111.00	Perimeter fencing	7/9/2019		yes	complete
113 Union Street	John Lynch	235-14.19-184.00	signage	Admin 8/5/19		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. Grucznski	235-14.19-161.00	Accessory Structure	Admin 9/9/19		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	9/10/2019		yes	
308 Federal Street	Hawthorne	235-20.07-55.00	return to discuss porch	9/10/2019		yes	
316 Mill Street	Hake	235-20.08-49.00	Replace barn siding in kind	Admin 10/22/2019		yes	complete
317 Mill Street	317 Mill Street LLC	235-20.08-36.00	Replace Shutters in kind	Admin 10/22/2019		yes	complete
208 Federal Street	Scott Richardson	235-20.07-60.00	flash chimney	Admin 11/12/19		yes	
207 Federal Street	Jolynn Esham	235-20.07-99.00	deck behind garage	Admin 11/18/19		yes	
317 Mill Street	317 Mill Street LLC	235-20.08-36.00	addition to rear of structure	11/12/2019		yes	
302 Mulberry Street	EDW. & Margaret Duckworth	235-14.19-21.00	Repair outbuilding steps	Admin 12/16/19		yes	
113 Union Street Suite E	Big Link LLC/John Lynch	235-14.19-184.00	Storm Windows	Admin 12/16/19		yes	
310 Union Street	Ursula Beaver	235-14.19-73.01	Signage	Admin 12/30/19		yes	
			repair rear Porch Roof			yes	