

Town of Milton

115 Federal St
Milton, DE 19968




www.milton.delaware.gov

Phone: 302-684-4110

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January 27, 2020

To: Mayor and Town Council

From: John R. Collier 

Re: Monthly Report, Project Coordinator

The following activities occurred during the period covering 1/1/20 – 1/27/20

- The Planning and Zoning Commission continues to work on new section of Code in response to the certification of the Town of Milton's 2018 Comprehensive Plan. They continue to conduct a monthly workshop to complete the task. New Code regarding Mixed Use designation and Marine Resources district have been reviewed by both Legal and Engineering and await final approval by the Commission before forwarding to Mayor and Town Council. Limited Light Industrial is being formulated by Planning and Zoning
- 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. 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. Subdivision Plats have been forwarded to Mayor and Town Council for their approval. Phase has been scheduled for Public Hearing and preliminary site review on 2/18/2020.
- 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. Subdivision Plats have been forwarded to Mayor and Town Council for their approval. Phase has been scheduled for Public Hearing and preliminary site review on 2/18/2020.
- 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 PLUS (Preliminary Land Users Service) Review for Phoenix Holdings and the Property located ON Mulberry Street south of Willow Street.
- Attended University of Delaware's Institute for Public Administration Advanced Land Use Law Seminar.

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Memorandum

January 31, 2020

TO: Commissioners, Historic Preservation Commission

FROM: John R. Collier, Project Coordinator

RE: Administrative approvals granted

There was one administrative approvals granted during the month of January 2020.

**112 Federal Street Dutch Bros. LLC
scroll work trim**

Replace porch columns in kind, Repair

- Welcomed Thomas Quass, New Project Coordinator on January 13, 2020

Address	Applicant	Amount	Description	Admin	Start Date	Status	Permit Expiry
112 Federal Street	Dutch Bros LLC	235-20.07-67.00	Concrete ADA Ramp, 36" door south side	Repair Chimney	12/11/2018	Yes	permit extended until 12/2020
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		10/10/2017	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			Yes	
102 Federal Street	Cantina Ultrima	235-20.07-71.00	replace roof	Admin 2/13/19	5/14/2019	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	complete
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	
114-116 Union Street	Milton Theatre/CPT	235-14.19-110 & 111.00	gutters downspouts		7/9/2019	Yes	
113 Union Street	John Lynch	235-14.19-184.00	Perimeter fencing		Admin 8/5/19	Yes	complete
322 Union Street	K. Fabbri	235-14.19-69.00	signage		Admin 9/9/19	Yes	complete
325 Union Street	W. Gruczenski	235-14.19-161.00	replace porch columns in kind		Admin 9/9/19	Yes	complete
109 Broad Street	Welu	235-14.19-95.00	Accessory Structure		Admin 9/9/19	Yes	complete
111 Broad Street	Mills	235-14.19-94.00	siding, front entry door, windows side and rear		9/10/2019	Yes	complete
308 Federal Street	Hawthorne		roof materials, gutters and downspouts		9/10/2019		
316 Mill Street	Hake	235-20.07-55.00	return to discuss porch		9/10/2019		
317 Mill Street	317 Mill Street LLC	235-20.08-49.00	Replace barn siding in kind	Admin 10/22/2019		Yes	
208 Federal Street	Scott Richardson	235-20.08-36.00	Replace Shutters in kind	Admin 10/22/2019		Yes	
207 Federal Street	Jolynn Esham	235-20.07-60.00	flash chimney	Admin 11/12/19		Yes	complete
317 Mill Street	317 Mill Street LLC	235-20.07-99.00	deck behind garage	Admin 11/18/19		Yes	complete
302 Mulberry Street	EDW. & Margaret Duckworth	235-20.08-36.00	addition to rear of structure		11/12/2019		
113 Union Street Suite E	Big Link LLC/ John Lynch	235-14.19-21.00	Repair outbuilding steps	Admin 12/6/19		Yes	
310 Union Street	Ursula Beaver	235-14.19-184.00	Storm Windows		12/10/2019	Yes	
112 Federal Street	Dutch Bros. LLC	235-14.19-73.01	Signage		Admin 12/16/19	Yes	
		235-20.07-67.00	repair rear Porch Roof	Admin 12/30/19		Yes	
			Replace wood columns in kind repair scroll work	Admin 1/22/2020		Yes	

