


*Town of Milton*  
*115 Federal St*  
*Milton, DE 19968*



*www.milton.delaware.gov*  
*Phone: 302-684-4110*  
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February 24, 2020

To: Mayor and Town Council

From: John R. Collier 

Re: Monthly Report, Project Coordinator

The following activities occurred during the period covering 1/28/2020 – 2/24/2020

- 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 has been reviewed by both legal and engineering and await final approval by the Commission before forwarding to Mayor and Town Council. Marine Resources District Code has been completely vetted and is on the March Council Agenda for scheduling of the Public Hearing. 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.

- Review has been completed by Engineering and Legal. Final draft of new language of Chapter 188 Subdivision of Land. Completion of final draft is at 100%. The documents will be further reviewed in upcoming Planning and Zoning workshops. Once vetting is complete the document along with an advisory opinion will be forwarded to Mayor and Town Council.
- 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 Plat has been reviewed by Planning and Zoning Commission and are to be forwarded to Mayor and Town Council for their final approval. Phase has been scheduled for Public Hearing and preliminary site review on 2/18/2020. Preliminary approval for the site plans was issued on 2/18/2020.
- Submitted to Pennoni Associates for preliminary review on 7/3/19 Phase 8A & 8B of Heritage Creek. Preliminary review by Pennoni Associates has been completed and comments have been issued. Subdivision Plat has been reviewed by Planning and Zoning Commission and are to be forwarded to Mayor and Town Council for their final approval. Phase has been scheduled for Public Hearing and preliminary site review on 2/18/2020. Preliminary approval for the site plans was issued 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 TIS (traffic impact study) meeting at DeIDOT for Phoenix Holdings, LLC (Mulberry Street rezoning).

- Met with Anne Brown, newly appointed co-director of the Milton Chamber of Commerce to review Town processes for event applications and approvals.
- Met with principals of Milton Attainable Housing to discuss potential fees during development of the property once annexation has been completed.
- Met with D. Morris Office of State Planning Coordination regarding application and process for map amendments to the Comprehensive Plan.
- Met with P. Lawson of Atlantic Screen to discuss potential use of parcel located within Town Limits for storage of materials.

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**Memorandum**

**February 24, 2020**

**TO: Commissioners, Historic Preservation Commission**

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

**RE: Administrative approvals granted**

**There were 2 administrative approvals granted during the month of February 2020.**

**410 Federal Street    J. Donald & Judith B. Fisher    Repair Cedar Shake Roof with  
Same**

**214 Union Street    Milton Historical Society    Conditioned crawlspace**

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	Brick Steps/ Exterior Siding	11-Jul-17	Yes	permit extended until 7/20
301 Chestnut Street	D.J. & B. W. Hughes	235-20.07-109.00	porch repair(masonry)in kind	foundation and exterior renovations	10/10/2017	Yes	permit extended until10/20
104 Mill Street	Smith	235-20.07-93.00	Remove side Door	replace with window to match existing	admin/6/15/18	Yes	permit extended until 11/20
131 Union Street	Nickerson	235-14.19-180.00	Relocated door to rear and erect landing with porch roof	replace roof	5/14/2019	Yes	
202 Chestnut Street	Demery/Welsh	235-20.07-92.00	new signage	Refurbish treads on Brick Steps	Admin 2/13/19	Yes	complete
424 Chestnut Street	Hayden	235-20.07-31.00	Replace Porch Railing	spindles in kind	Admin 4/11/19	Yes	complete
102 Federal Street	Carina Ulbrma	235-20.07-71.00	Repair porch trim in kind	addition	Admin 4/29/19	Yes	complete
115 Federal Street	Town of Milton	235-20.07-88.00	porch decking, roof, siding	gutters downspouts	Admin 4/29/19	Yes	complete
106 Broad Street	Karakos	235-14.19-75.01	Perimeter fencing	signage	Admin 8/5/19	Yes	complete
115 Broad Street	Booros	235-14.19-92.00	replace porch columns in kind	Accessory Structure	Admin 9/9/19	Yes	complete
419 Chestnut Street	Jones	235-20.07-137.00	siding, front entry door, windows side and rear	roof materials, gutters and downspouts	Admin 9/9/19	Yes	complete
111 Federal Street	Hurwitz/Lucier	235-20.07-85.00	return to discuss porch	Replace barn siding in kind	9/10/2019	Yes	
428 Chestnut Street	Babich	235-20.11-46.00	Replace Shutters in kind	flash chimney	Admin 10/22/2019	Yes	complete
114-116 Union Street	Milton Theatre/CPT	235-14.19-110 & 111.00	deck behind garage	addition to rear of structure	Admin 10/22/2019	Yes	complete
113 Union Street	John Lynch	235-14.19-184.00	Repair outbuilding steps	Storm Windows	Admin 11/12/19	Yes	
322 Union Street	K. Fabbrri	235-14.19-69.00	Repair rear Porch Roof	Signage	Admin 12/6/19	Yes	
325 Union Street	W. Gruczynski	235-14.19-161.00	Replace wood columns in kind	repair Cedar Shake roof with same	Admin 12/16/19	Yes	
109 Broad Street	Welsh	235-14.19-95.00	conditioned crawl space		Admin 12/22/2020	Yes	
111 Broad Street	Mills	235-14.19-94.00			Admin 2/17/2020	Yes	
308 Federal Street	Hawthorne	235-20.07-55.00			Admin 2/20/2020	Yes	
316 Mill Street	Hake	235-20.08-49.00					
317 Mill Street	317 Mill Street LLC	235-20.08-36.00					
208 Federal Street	Scott Richardson	235-20.07-60.00					
207 Federal Street	Jolynn Echam	235-20.07-99.00					
317 Mill Street	317 Mill Street LLC	235-20.08-36.00					
302 Mulberry Street	EDW. & Margaret Duckworth	235-14.19-21.00					
113 Union Street	Big Link LLC/ John Lynch	235-14.19-184.00					
310 Union Street	Ursula Beaver	235-14.19-73.01					
112 Federal Street	Dutch Bros LLC	235-20.07-67.00					
410 Federal Street	J. Donald & Judith A. Fisher	235-20.07-9.00					
214 Union Street	Milton Historical Society	235-14.19-98.00					