

Town of Milton
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Milton, DE 19968



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1 November 2020

To: Mayor and Town Council

From: Thomas R. Quass

Re: Monthly Report, Project Coordinator

The following activities occurred during the period covering 9/28/2020 - 10/26/2020

- Administratively approved 49 building permits.
- Completed multiple research requests for members of the various Boards and Commissions.
- Answered various inquiries of Commission and Board members, Town Council, Staff and clients.
- Compiled agendas and assembled informational packages for various Commissions and Boards.
- Attended virtual/electronic, and in person meetings of the Planning and Zoning Commission, Historic Preservation Commission, Town Council, Board of Adjustment, and Staff Meetings as required.
- Met with clients regarding application processes, and reviewed applications as needed.
- Attended virtual meeting of the Delaware State Review Board for Historic Preservation to view the presentation of the National Register Nomination of the Amended Milton Historic District. The board approved the nomination. The next step will be a review by the Keeper of the National Register of Historic Places in Washington, D.C. for final approval.
- To date there have been no complaints filed by tenants under Chapter 164 Rental Properties.