

Town of Milton

115 Federal St
Milton, DE 19968



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December 31, 2020

To: Mayor and Town Council

From: Robert Wilson, Code Enforcement Officer

Re: Code Department Monthly Report

Attached you will find a report containing the majority of the duties performed by the code enforcement officer for the month of December, 2020. I am able to elaborate on any, and all, of the duties that are present in this report, if necessary.

Please feel free to contact me if there are any questions and/or comments.

C.E. MONTHLY REPORT – DECEMBER 2020

Permits Issued:

907 Atlantic Ave.	Garage Roof Repair
201 Heritage Blvd.	Raise Meter Pit
214 Lantern Ln.	Stairs From Elevated Porch
410 Conwell St.	Addition of 4 Seasons Room
209 Lantern Ln.	Concrete Patio & Walkway
31 Duory Cr.	Shed
418 Boxwood St.	Install Cable TV Service
215 Atlantic St.	Repair Sidewalk/Curbing
200 Lantern Ln.	Fence
210 Arch St.	Fence
106 Union St.	Tenant Fit-Out
301 Broadkill Rd.	Demolition of Bank
325 S. Spinnaker Ln.	Re-Shingle Roof
106 Sailor Ln.	Handicap Ramp
511 Palmer St.	Re-Shingle Roof
304 Chestnut St.	Sidewalk Repair
115 Collins St.	Sewer Service Install
123 W. Shore Dr.	Portable Handicap Ramp
212 Arch St.	Paver Patio & Walkway
202 Federal St.	Extend Fence & Add Gate
109 Union St.	Fence
303 Chestnut St.	Sidewalk Repair
206 Summerwalk Blvd.	Extend Fence & Add Gate
507 Federal St.	Sidewalk Repair

- **Issued 4 Certificates of Occupancy**

Violations:

Junk	2
Work w/o Bus. License	3
Clear Vision	1
Trailers & Camping	1
Work w/o Permit	2

C.E. MONTHLY REPORT -- DECEMBER 2020

<u>Certified Letters Mailed:</u>	Sidewalk Violation Fines	11
	Sidewalk Extensions	8
	No Business License	1
<u>Business Licenses Issued:</u>	General Services	71
	Professional Services	79
	Lodging/Hotel/Motel	3
	Residential Contractor	45
	Commercial Contractor	30
	Kiosk	30
	Merchant Retailer	4
	Residential Rental	104
	Non-Profit	2
	Warehouse	1
	Garage	1
	Eating Est.	7

12/1/20 -- Spoke with a resident regarding town code pertaining to temporary signage.

12/3/20 -- Spoke with resident about accessory structure setbacks and permitting.

12/7/20 -- Spoke with builder regarding new construction fees and application process.

12/7/20 -- Spoke with resident regarding zoning, noise and hours of construction.

12/8/20 -- Spoke with resident pertaining to obtaining a copy of plans for their home.

12/10/20 -- Spoke with contractor about building code for handicap ramp.

12/15/20 -- Spoke with resident about property survey and fence installation.

12/17/20 -- Spoke with resident about sidewalk violation fines and summons notice.

12/17/20 -- Met with business owner to discuss details of sidewalk repair needed.

12/29/20 -- Spoke to resident about a fallen tree resting on fence.