

Town of Milton

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Milton, DE 19968



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1 January 2021

To: Mayor and Town Council

From: Thomas R. Quass

Re: Monthly Report, Project Coordinator

The following activities occurred during the period covering 12/01/2020 - 12/31/2020

- Administratively approved 16 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, and Staff Meetings as required.
- Attended webinars for FEMA/floodplain building management, and Advanced Land Use Law course.
- Met with clients regarding application processes, and reviewed applications as needed.
- Promulgated revisions for Town code. (Chapter 148 - Noise, and chapter 220-21 - Historic Preservation Overlay District)
- To date there have been no complaints filed by tenants under Chapter 164 Rental Properties.