

Town of Milton

115 Federal St
Milton, DE 19968



www.milton.delaware.gov

Phone: 302-684-4110

Fax: 302-684-8999

1 February 2021

To: Mayor and Town Council

From: Thomas R. Quass

Re: Monthly Report, Project Coordinator

The following activities occurred during the period covering 01/01/2021 - 01/31/2021

- Administratively approved 87 building permits (62 were for sidewalk repairs).
- 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 webinar course for Planning 101 through Institute for Public Administration.
- Met with clients regarding application processes, and reviewed applications as needed.
- To date there have been no complaints filed by tenants under Chapter 164 Rental Properties.