



DEPARTMENT MONTHLY REPORT

Meeting: Milton Town Council - May 03 2021

Staff Contact: Tom Quass, Project Coordinator

Department: Code

Subject: Planning and Code Department Monthly Report

Departmental Highlights:

- Administratively approved 32 building permits.
- Completed multiple research requests for members of the various Boards and Commissions. Developed and presented background information the HPC for possible code revisions regarding administrative review of HPC applications.
- Answered various inquiries of Commission and Board members, Town Council, Staff and clients.
- Compiled agendas and assembled informational packages for various Commissions and Boards.
- HPC - 4 applications approved at the 12 April meeting.
- P&Z - Held public hearing for CNR Properties preliminary site plan to build a warehouse. Approval granted.
Approval of final site plan for the TESI wastewater treatment plant.

Upheld Project Coordinator denial of building permit for Randall Preston's application.

Reviewed comprehensive plan implementation strategies.
- Coordinated meetings for hydraulic and hydrographic study of the Round Pole Branch to document any changes as required by floodplain/FEMA/DNREC.
- Attended virtual/electronic, and in person meetings of the Planning and Zoning Commission, Historic Preservation Commission, Town Council, and Staff Meetings as required.
- Met with clients regarding application processes, and reviewed applications as needed.

- There were no complaints filed by tenants under Chapter 164 Rental Properties.

Project Updates:

Clifton Property (Milton Attainable Housing) preliminary site plans received and reviewed by Town Engineer (Pennoni - Brian Miller). Scheduled for review by the Planning and Zoning Commission on 18 May 2021 at a public hearing.

Attachments:

[Code Enforcement Officer REPORT APRIL 2021](#)

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<u>Permits Issued:</u>		
	702 S. Spinnaker Ln.	Deck
	323 Mulberry St.	Deck
	204 Lantern Ln.	Single Family Dwelling
	228 Lantern Ln.	Single Family Dwelling
	124 Bank Ln.	Paver Patio
	704 Chestnut St.	Pave Driveway
	302 Chestnut St.	Replace Screens on Porch
	203 Lavinia St.	Pool, Pool House & Fence
	206 Mulberry St.	Carriage House Renovation
	415 Hemlock St.	Shed Demolition
	317 Prospect St.	Single Family Dwelling
	102 Mermaid Ln.	Concrete Patio
	217 Mill Pond Ave.	Fence
	417 S. Spinnaker Ln.	Shingle Replacement
	439 Rudder Ln.	Fence
	523 Mulberry St.	Shed & Fence
	127 Morris Ave.	Concrete Patio
	509 Federal St.	Deck
	135 W. Shore Dr.	Pool, Patio & Fence
	105 Federal St.	Fire Damage Renovation
	107 Federal St.	Fire Damage Renovation
	109 Federal St.	Fire Damage Renovation
	310 Union St.	Shingle Replacement
	202 Grist Mill Dr.	Porch Extension
	313 S. Spinnaker Ln.	Rollback Dumpster
	326 Union St.	Shingle Replacement
	322 Mariners Cr.	Paver Patio
	201 Chandler St.	Misc. Renovations
	201 Sassafras Ln.	Fence
	13 Duory Cr.	Solar Panels
	330 Carlton Dr.	Paver Patio
	116 Fulham Dr.	Fence

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- Performed **5** Final Inspections to Close Permits
- Issued **2** Certificates of Occupancy/Compliance
- Performed **3** New Residential Rental Inspection

<u>Violations:</u>	Rental License	1
	Work w/o Bus. License	5
	Grass Height	51
	Nuisances	3
	Temp. Sign in ROW	2
	Work w/o Permit	2
	Vehicle	1

<u>Certified Letters Mailed:</u>	Grass Height	23
	Nuisances	2
	Vehicles	2
	Business Lic.	1

<u>Business Licenses Issued:</u>	General Services	11
	Professional Services	2
	Residential Contractor	8
	Commercial Contractor	1
	Residential Rental	2
	Kiosk	1

4/05/21 – Spoke to a resident about permitting for a fence.

4/12/21 – Spoke to resident about junk/trash violation.

4/12/21 – Spoke to a property owner regarding numbering of property.

4/13/21 – Spoke to a property owner in regards to grass height and Town Code.

4/15/21 – Spoke to a survey company about R-1 setbacks.

4/16/21 – Spoke to a resident regarding a permit for shingle replacement.

4/16/21 – Spoke to a contractor about fence height and Town Code.

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4/20/21 – Spoke to a resident regarding status of a possible property rental at 314 Chestnut Street.

4/20/21 – Spoke to a resident regarding grading concerns ad new construction of neighboring property.

4/20/21 – Spoke to a contractor regarding business licensing.

4/20/21 – Spoke to a property owner regarding house address numbers.

4/20/21 – Spoke to a property owner regarding Town Code and fencing.

4/21/21 – Spoke to a property owner regarding permitting for a concrete driveway.

4/22/21 – Spoke to a property management company in regards to a large pot hole in Food Lion parking lot.