



CITY COUNCIL AGENDA

Monday, November 22, 2021

Per the Declaration of a Public Health Emergency issued by Governor Carney on July 13, 2021 and the virtual meeting provisions as provided in Senate Bill 94, Milford City Council and Committees will be held in a hybrid format, unless otherwise indicated on the agenda. Public Comments are encouraged on the items as noted on the agenda. Virtual attendees may alert the City Clerk that they wish to speak at the appropriate time by submitting their name, address, and agenda item on which they would like to comment via the Zoom Q&A function or by using the Raise Your Hand function during the meeting. All written public comments received prior to the meeting will be read into the record.

This meeting is also available for viewing by the public by accessing the following link:
<https://zoom.us/j/94877121629>

Members of the public may also dial in by phone using the following number:
Call 301 715 8592 Webinar ID: 948 7712 1629

WORKSHOP

5:30 P.M.

Job Classification & Compensation Study

6:15 P.M.

Bicycle Plan
MPO Presentation

COUNCIL MEETING

7:00 P.M.

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Public Hearings ®

Ordinance 2021-23

KD Properties, LLC for a Conditional Use

0.27 +/- acres of land located along the West side of

N. Washington Street between NE Sixth Street and NE Seventh Street

Comprehensive Plan Designation: Low Density Residential

Zoning District: R-2 (Residential District)

Present Use: Vacant

Proposed Use: Single-family Semi-detached

Tax Parcel: MD-16-183.06-03-31.02

Ordinance 2021-24

Application of Atlantic Self Storage Associates, LLC for the Final Minor Subdivision/Lot Line Adjustment of 5.4

+/- acres of land located in an I-1 (Limited Industrial) District,

along the south and west side of E. Masten Circle, addressed as 851 and 861 E. Masten Circle.

Present and Proposed Land Use is Self-Storage & Vacant Land.
Tax Map & Parcel MD-16-183.00-01-07.00 (2.6 acres) and MD-16-183.00-01-08.00 (2.8 acres)

Communication & Correspondence

Unfinished Business

Adoption/Resolution 2021-20/City Bicycle Plan [Ⓟ]
Authorization/Funding/Salary Enhancement
Appointment/Board of Adjustment Vacancy
Appointment/Planning Commission Vacancy

New Business

Ratification/Greater Milford Boys & Girls Club ¹
Adoption/Resolution 2021-21/Elected Officials/Life Insurance Benefits [Ⓟ]
Adoption/Resolution 2021-22/Election Workers/Salaries [Ⓟ]

Ordinance Introduction:

Ordinance 2021-25/Amendment to Chapter 63/Elected Officials/Salaries & Compensation
Ordinance 2021-26/Amendment to Chapter 57/Planning Commission/Salaries & Compensation ²
Ordinance 2021-27/Amendment to Chapter 230/Board of Adjustment/Salaries & Compensation ²

EXECUTIVE SESSION

Motion/Recess into Executive Session

Legal & Negotiations

Pursuant to 29 Del. C. §10004(b)(4) Strategy sessions, including those involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation

Personnel

Pursuant to 29 Del. C. §10004(b)(9) Personnel matters in which the names, competency and abilities of individual employees or students are discussed

Return/Open Session

Potential Vote/Teamsters Local 326
Personnel Item

Adjournment

All items on the Council Meeting Agenda are subject to a potential vote.

**SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE CITY CLERK IN ELECTRONIC FORMAT
NO LATER THAN ONE WEEK PRIOR TO MEETING; NO PAPER DOCUMENTS WILL BE ACCEPTED OR DISTRIBUTED
AFTER PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE.**

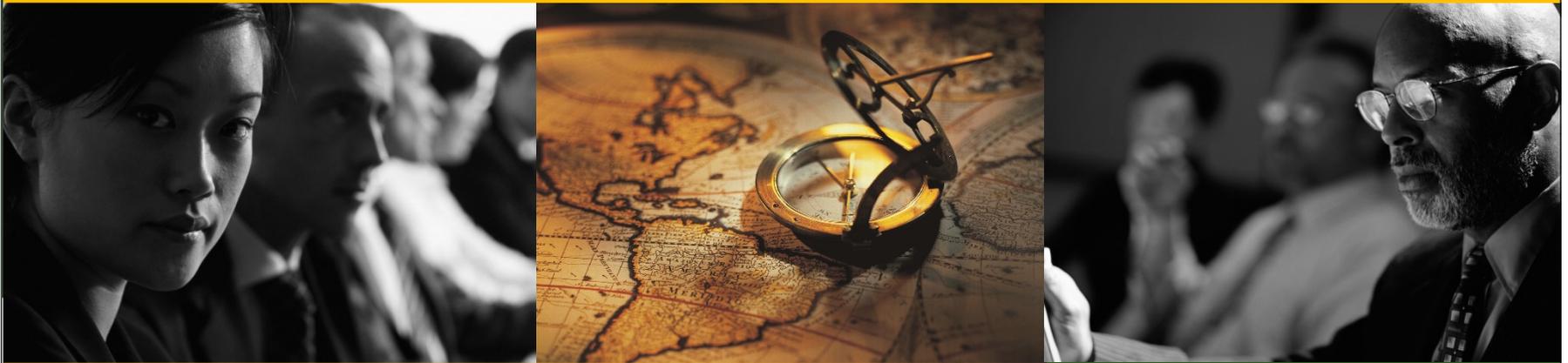
[Ⓟ] Public Comment, up to three minutes per person will be accepted.

080521 101721 110221 111521

¹ 111721 Late Addition/PR Director/Time Sensitive Matter

² 111821 Late Addition/Ord 2021-25 Revised into Ord 2021-25, 26, 27

Job Classification & Compensation Study for the City of Milford, DE



Presentation of Results



Evergreen Solutions, LLC

November 22, 2021

Agenda

- Study Process
- Employee Outreach
- Current Conditions
- Compensation Philosophy
- Classification Review
- Compensation Review
- New Pay Plan



Study Process

Completed Tasks:

- ✓ Conducted employee outreach.
- ✓ Assessed conditions of the current pay system.
- ✓ Reviewed the City's compensation philosophy.
- ✓ Conducted an internal equity analysis by evaluating current job descriptions.
- ✓ Conducted external equity analysis by surveying the market to determine competitive salary ranges.

Study Process

Completed Tasks:

- ✓ Revised pay plan to be competitive with the market.
- ✓ Individually assigned classifications to a pay grade/range.
- ✓ Developed optional methods for implementing the revised plan/pay ranges.

Study Process (Continued)

Remaining Tasks:

- Prepare/Provide Draft and Final Reports.
- Provide training in study methodology to HR.
- Provide revised job descriptions.

Received feedback from employees:

- Employees enjoy the positive work atmosphere at the City, and find serving the local community rewarding.
- Concern about compression between more tenured employees and new hires.
- Job titles may need to be updated to better reflect the duties and responsibilities associated with the positions.

Current Conditions

Reviewed type of pay plan administered:

- Step Plan
 - 17 grades, 31 steps (1.5% step increase)
 - 56% range spreads

Current Conditions (Continued)

Reviewed distribution of employees' salaries within the plan's pay ranges:

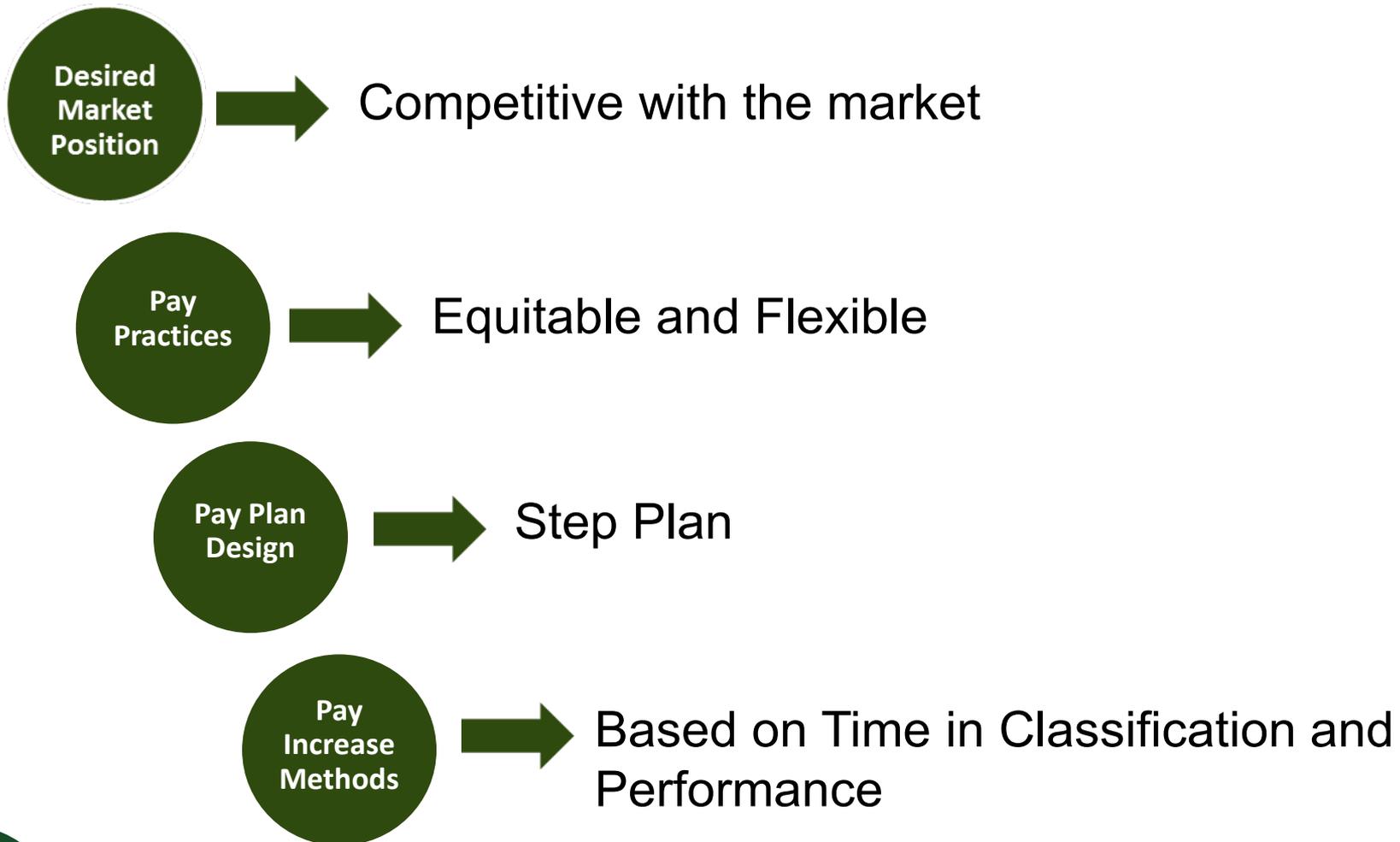
Below the Midpoint	At the Midpoint	Above the Midpoint
57.9%	0.0%	42.1%



Midpoint is typically considered “market” as employees receiving pay at this point should be proficient and satisfactorily performing the duties of their classification.

Compensation Philosophy

Reviewed the City's compensation philosophy:



Classification Review

- Reviewed the current job descriptions;
- Utilizing compensable factor scoring methodology, determined classification hierarchy/**internal equity**;
- Made appropriate changes to classification system.



Compensation Review

*Conducted a salary survey;
collected salary range data
from 19 public-sector peers:*

- for 42 benchmark classifications;
representing cross-section of
organization and pay grades*
- average number of matches for
each classification of 5.3*
- not all peers had matches for all
benchmark classifications*

Market Peers
Berlin, MD
Bridgeville, DE
Caroline County, MD
Chestertown, MD
Dover, DE
Elsmere, DE
Georgetown, MD
Harrington, DE
Kent County
Laurel, DE
Lewes, DE
Millsboro, DE
Newark, DE
Ocean City, MD
Queen Anne's County, MD
Salisbury, MD
Seaford, DE
Selbyville, DE
Smyrna, DE

**Red indicates only actual salary data was
obtained from peer.*

Compensation Review *(Continued)*

Collected salary range data for benchmark classifications (subset of all); conducted **external equity** analysis by comparing the data at the desired market position:

Market Comparison at the Average

Benchmarks	Differential at the Range Minimum	Differential at the Range Midpoint	Differential at the Range Maximum
Overall Average	3.5%	3.2%	6.4%

** Results indicate the average of the differentials to current plan for benchmark classifications.*

Proposed Pay Plan

- ***Contains the following design features:***
 - Step plan
 - 16 grades, 18 steps (3% step progression)
 - Range spreads of 65%
- ***Individually slotted classifications - utilizing both internal and external equity.***



Proposed Pay Plan

Grade	1	2	3	4	5	6	7	8	9
101	\$32,534.53	\$33,510.56	\$34,515.88	\$35,551.36	\$36,617.90	\$37,716.43	\$38,847.93	\$40,013.37	\$41,213.77
102	\$35,787.98	\$36,861.62	\$37,967.47	\$39,106.49	\$40,279.69	\$41,488.08	\$42,732.72	\$44,014.70	\$45,335.14
103	\$39,366.78	\$40,547.78	\$41,764.22	\$43,017.14	\$44,307.66	\$45,636.89	\$47,005.99	\$48,416.17	\$49,868.66
104	\$43,303.46	\$44,602.56	\$45,940.64	\$47,318.86	\$48,738.42	\$50,200.57	\$51,706.59	\$53,257.79	\$54,855.52
105	\$47,633.80	\$49,062.82	\$50,534.70	\$52,050.74	\$53,612.26	\$55,220.63	\$56,877.25	\$58,583.57	\$60,341.08
106	\$52,397.18	\$53,969.10	\$55,588.17	\$57,255.82	\$58,973.49	\$60,742.70	\$62,564.98	\$64,441.93	\$66,375.18
107	\$57,636.90	\$59,366.01	\$61,146.99	\$62,981.40	\$64,870.84	\$66,816.97	\$68,821.47	\$70,886.12	\$73,012.70
108	\$63,400.59	\$65,302.61	\$67,261.69	\$69,279.54	\$71,357.92	\$73,498.66	\$75,703.62	\$77,974.73	\$80,313.97
109	\$69,740.65	\$71,832.87	\$73,987.86	\$76,207.49	\$78,493.72	\$80,848.53	\$83,273.98	\$85,772.20	\$88,345.37
110	\$76,714.72	\$79,016.16	\$81,386.64	\$83,828.24	\$86,343.09	\$88,933.38	\$91,601.38	\$94,349.42	\$97,179.91
111	\$84,386.19	\$86,917.77	\$89,525.31	\$92,211.06	\$94,977.40	\$97,826.72	\$100,761.52	\$103,784.37	\$106,897.90
112	\$92,824.81	\$95,609.55	\$98,477.84	\$101,432.17	\$104,475.14	\$107,609.39	\$110,837.67	\$114,162.80	\$117,587.69
113	\$102,107.29	\$105,170.50	\$108,325.62	\$111,575.39	\$114,922.65	\$118,370.33	\$121,921.44	\$125,579.08	\$129,346.45
114	\$112,318.01	\$115,687.55	\$119,158.18	\$122,732.93	\$126,414.91	\$130,207.36	\$134,113.58	\$138,136.99	\$142,281.10
115	\$123,549.82	\$127,256.31	\$131,074.00	\$135,006.22	\$139,056.41	\$143,228.10	\$147,524.94	\$151,950.69	\$156,509.21
116	\$135,904.80	\$139,981.94	\$144,181.40	\$148,506.84	\$152,962.05	\$157,550.91	\$162,277.44	\$167,145.76	\$172,160.13
Grade	10	11	12	13	14	15	16	17	18
101	\$42,450.18	\$43,723.69	\$45,035.40	\$46,386.46	\$47,778.05	\$49,211.39	\$50,687.73	\$52,208.37	\$53,774.62
102	\$46,695.20	\$48,096.05	\$49,538.94	\$51,025.10	\$52,555.86	\$54,132.53	\$55,756.51	\$57,429.20	\$59,152.08
103	\$51,364.72	\$52,905.66	\$54,492.83	\$56,127.61	\$57,811.44	\$59,545.79	\$61,332.16	\$63,172.12	\$65,067.29
104	\$56,501.19	\$58,196.22	\$59,942.11	\$61,740.37	\$63,592.59	\$65,500.36	\$67,465.37	\$69,489.34	\$71,574.02
105	\$62,151.31	\$64,015.85	\$65,936.32	\$67,914.41	\$69,951.84	\$72,050.40	\$74,211.91	\$76,438.27	\$78,731.42
106	\$68,366.44	\$70,417.43	\$72,529.96	\$74,705.85	\$76,947.03	\$79,255.44	\$81,633.10	\$84,082.10	\$86,604.56
107	\$75,203.08	\$77,459.18	\$79,782.95	\$82,176.44	\$84,641.73	\$87,180.98	\$89,796.41	\$92,490.31	\$95,265.02
108	\$82,723.39	\$85,205.09	\$87,761.25	\$90,394.08	\$93,105.91	\$95,899.08	\$98,776.06	\$101,739.34	\$104,791.52
109	\$90,995.73	\$93,725.60	\$96,537.37	\$99,433.49	\$102,416.50	\$105,488.99	\$108,653.66	\$111,913.27	\$115,270.67
110	\$100,095.30	\$103,098.16	\$106,191.11	\$109,376.84	\$112,658.15	\$116,037.89	\$119,519.03	\$123,104.60	\$126,797.74
111	\$110,104.83	\$113,407.98	\$116,810.22	\$120,314.52	\$123,923.96	\$127,641.68	\$131,470.93	\$135,415.06	\$139,477.51
112	\$121,115.32	\$124,748.78	\$128,491.24	\$132,345.98	\$136,316.36	\$140,405.85	\$144,618.02	\$148,956.56	\$153,425.26
113	\$133,226.85	\$137,223.65	\$141,340.36	\$145,580.57	\$149,947.99	\$154,446.43	\$159,079.82	\$163,852.22	\$168,767.79
114	\$146,549.53	\$150,946.02	\$155,474.40	\$160,138.63	\$164,942.79	\$169,891.07	\$174,987.81	\$180,237.44	\$185,644.56
115	\$161,204.49	\$166,040.62	\$171,021.84	\$176,152.50	\$181,437.07	\$186,880.18	\$192,486.59	\$198,261.19	\$204,209.02
116	\$177,324.94	\$182,644.68	\$188,124.02	\$193,767.74	\$199,580.78	\$205,568.20	\$211,735.25	\$218,087.30	\$224,629.92

Implementation Method

Move Toward Market (Midpoint) 3-Tier

- Calculations are performed to determine the relation of employees' salaries to the **proposed** midpoints; referred to as Compa-Ratio.
- Based on these calculations, AND employees' time in classification salary adjustments are calculated to move salaries closer toward to the new midpoints (also referred to as market points).
- This method utilizes three tiers of years in classification (1-3, 3-7, >7) and targeted Compa-Ratios to calculate placement of salaries.
- Employees' salaries above the proposed midpoints are unaffected.
- Tier increments are designed to give larger adjustments (in percentage terms) to those with salaries furthest from the market point and to those with more years in classification.

This methodology helps move salaries closer to the market point, if they are not already there.



Estimated Annualized Salary Costs

Move Toward Midpoint (Market) 3-Tier:

- Total Annual Adjustments: **\$203,650.45***
- # Employees who would receive adjustments: **63**

** Cost estimates are salary only and do not include the cost of benefits.*



Thank You!

Evergreen Solutions, LLC

2878 Remington Green Circle

Tallahassee, Florida 32308

850.383.0111 phone

850.383.1511 fax

www.ConsultEvergreen.com



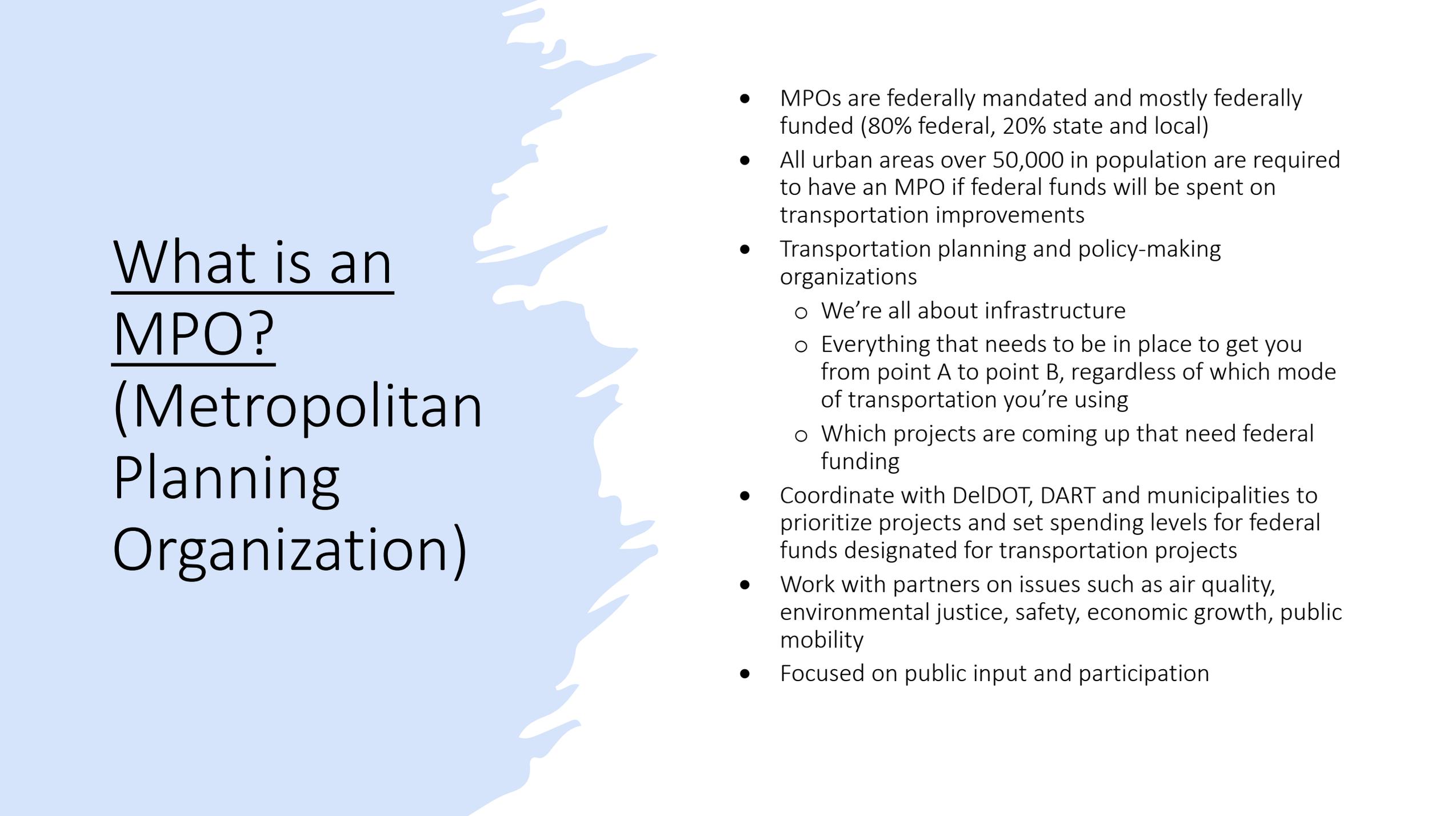
DOVER/KENT COUNTY MPO

METROPOLITAN PLANNING ORGANIZATION



Helen Wiles, Public Outreach Manager

www.doverkentmpo.org



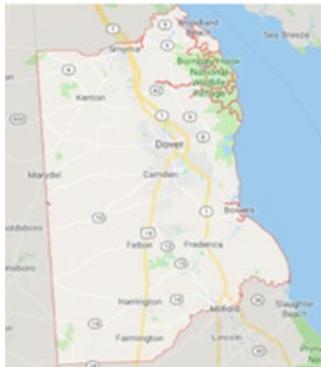
What is an MPO? (Metropolitan Planning Organization)

- MPOs are federally mandated and mostly federally funded (80% federal, 20% state and local)
- All urban areas over 50,000 in population are required to have an MPO if federal funds will be spent on transportation improvements
- Transportation planning and policy-making organizations
 - We're all about infrastructure
 - Everything that needs to be in place to get you from point A to point B, regardless of which mode of transportation you're using
 - Which projects are coming up that need federal funding
- Coordinate with DeIDOT, DART and municipalities to prioritize projects and set spending levels for federal funds designated for transportation projects
- Work with partners on issues such as air quality, environmental justice, safety, economic growth, public mobility
- Focused on public input and participation

Dover / Kent County MPO

Innovation 2045 MTP Project Cost by Type and Term (as of August 13, 2020)				
Project Type	Near Term (2021-2026)	Mid Term (2027-2034)	Long Term (2035-2045)	Aspiration Projects
Roadway	\$65,443,400.00	\$211,396,200.00	\$80,188,000.00	\$2,500,000.00
Study	\$0.00	\$0.00	\$0.00	\$2,200,000.00
Multi-modal	\$42,087,500.00	\$18,962,000.00	\$4,728,000.00	\$2,550,000.00
Bike	\$18,400,000.00	\$23,740,000.00	\$7,092,000.00	\$0.00
Pedestrian	\$15,740,000.00	\$5,678,000.00	\$1,900,000.00	\$0.00
Transit	\$14,921,400.00	\$0.00	\$0.00	\$0.00
Freight	\$2,875,000.00	\$26,525,000.00	\$0.00	\$0.00
Safety projects	\$58,400,000.00	\$0.00	\$0.00	\$0.00
Total	\$217,867,300.00	\$286,301,200.00	\$93,908,000.00	\$7,250,000.00
Total + Aspiration Projects	\$605,326,500.00			

2021 MTP Project Count as of 13 August 2020				
	Near Term 2021-2026	Mid Term 2027-2034	Long Term 2035-2045	Aspiration Project
Roadway	22	27	3	1
Studies	0	0	0	45
Multi-Modal	10	10	2	9
Bicycle	8	11	3	0
Pedestrian	9	4	2	0
Transit	3	0	0	0
Freight	5	5	0	0
Safety	4	0	0	0
Total	61	57	10	55
Combined Total	183			
	There are 12 Roadway projects which continue into another Term (10 Near into Mid and 2 Mid into Long). So, in reality, there is only 171 Projects			

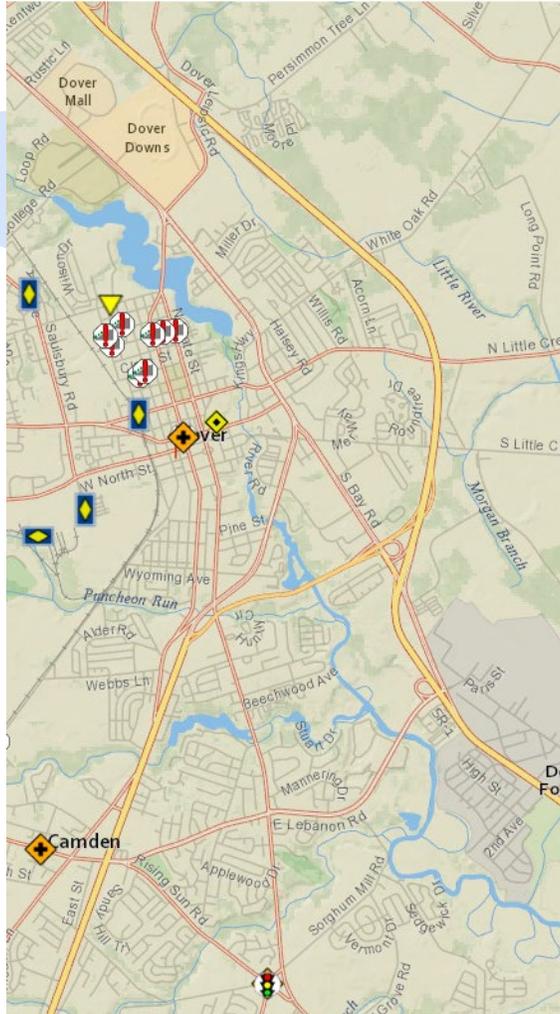


- Dover/Kent County MPO has existed since 1992
- Cover Kent County – 586 square miles, 3 cities and 17 towns
- Long-range plan or MTP (Metropolitan Transportation Plan)
 - What Kent County will need over the next 20 years
 - “Innovation 2045” adopted January 2021 – www.doverkentmpo.org/innovation2045
 - Use the MTP to create a TIP (Transportation Improvement Plan) – goals and priorities for the immediate four years
 - Must match DeIDOT priorities/plan
 - Amended as new projects are studied and recommendations are made

Public Participation Plan

- This document is a roadmap for how we will get your voice heard
- Final is now on the website
- Copies available





MAPITT

An app that lets the public report transportation issues or share ideas, on the spot

Available on Google Play and Apple App Store

Let your voice be heard

See the MAPITT Issue Map [here](#)



Parklet Pilot Project - FHWA STIC Grant

- Dover/Kent County MPO (D/KC MPO) is working to develop and implement a Parklet Pilot Program
 - Introduce the parklet concept to municipal leaders and residents.
 - Create more communal, enjoyable, healthy, and vibrant public spaces, while encouraging re-imagining small portions of the urban landscape from ordinary car-storage spaces into beautiful public space assets for all to enjoy.
 - Designed to provide opportunities for behavior change, traffic calming, and connect to multi-modal facilities.
 - Could offer economic development opportunities.
- D/KC MPO will:
 - Acquire a “mobile parklet” that can be loaned to Kent County municipalities and other partners for used as a pilot, for special events, etc.
 - Solicit feedback from the public via onsite parklet kiosks with a QR Code scan survey. Results will be used to modify programming directed at public behavior change.
 - Create and administer a Parklet Mini Grant program for Kent County municipalities to apply for and receive partial reimbursement for parklet implementation (purchase of equipment, site preparation, signage, etc.). Reimbursement will only be provided if the municipality meets certain transportation use requirements.
 - Develop a Parklet How-to Guide specific to Kent County. Particular attention will be paid to sample local ordinances, liability issues, equipment options and specifications, accessibility, etc.
 - Provide technical assistance to municipalities seeking to adopt a parklet program.



Questions?

Connect with Us -
#doverkentmpo

Thank you!





MILFORD BICYCLE MASTER PLAN



November 2021



The City of Milford Bicycle Master Plan 2021

City of Milford Bicycle Master Plan Final Recommendations Report October 2021

EXECUTIVE SUMMARY

The City of Milford applied for and was awarded a Bicycle Master Plan Grant from the Delaware Department of transportation (DelDOT) to prepare a City-Wide Bicycle Master Plan. The Bicycle Master Plan which builds on previous studies, particularly the 2011 Bicycle Plan, is consistent with the City's Comprehensive Plan, seeks to improve the Bicycle Level of Stress (as defined by DelDOT) for cyclists within the city, reduces gaps in infrastructure, and provides recommendations for a comprehensive bicycle network for the City of Milford.

The Goal of the Milford Bicycle Master Plan is “To provide the people of Milford a dynamic active transportation system composed of trails, roads, and paths that is inclusive, safe, and functional for all levels of recreation and commuting while increasing economic vitality in Milford.” To meet the goals of this study a comprehensive list of improvement options which address gaps in the existing bicycle network, facilitate connectivity, and provides a complete overall bicycle network for the City of Milford has been developed. Existing infrastructure and future planned projects were evaluated including an assessment of origins and destinations, impediments, barriers, and if the future planned projects still meet the goals or should be revised. The network was also assessed to determine where there was a need for new infrastructure and what connections were needed to connect the system holistically to ensure connectivity between locations and routes.

The goals of the study and the subsequent recommendations were developed through an extensive public involvement campaign. A Bicycle Advisory Committee (BAC) assisted the study team throughout the study providing guidance and represented the overall bicycle community. The study team met with the BAC throughout the course of the study. Additionally, three public workshops were held to engage the community. Both the BAC and the community assisted in the identification of issues, including gaps in connectivity and barriers along existing bicycle routes, as well as the development of improvements to address those issues. In addition, online support was provided through Steve Spindler Cartography during the data gathering phase of the study. Maps were made available online to allow the community to pinpoint their issues, concerns, likes/dislikes, and origins/destinations. An online survey was also utilized to gather data.

To improve the opportunity for various funding sources the recommendations were divided into regions; Northern, Southeastern, and Southwestern areas of Milford. In addition, DelDOT entered each recommendation into their Prioritization Program to assist in determining a priority listing of recommendations. The Prioritization Program takes into account connectivity, Bicycle Level of Traffic Stress, as well as origin and destination. Recommendations were evaluated using two separate tracks; Standalone Projects where each recommendation was treated as a separate, stand-alone project and



The City of Milford Bicycle Master Plan 2021

Scenarios, where projects were grouped together to improve connectivity, reduce gaps, or improve the Bicycle Level of Traffic stress on a greater scale. This process provided the ability to prepare the top three priorities for each sub-region of the study.

INTRODUCTION

The City of Milford applied for and was awarded a Bicycle Master Plan Grant from the Delaware Department of transportation (DelDOT) to prepare a City-Wide Bicycle Master Plan. The Master Plan is consistent with and built on recommendations made in Milford's 2011 Bicycle Plan as well as the City's Comprehensive Plan. Specifically, the existing bicycle network was inventoried and in-progress, as well as planned improvements were identified. To facilitate bicycle travel, gaps in bicycle connectivity and major intersections in need of improvements or modification were identified. A database, with corresponding mapping, prioritizing recommended improvements was developed.

A Bicycle Advisory Committee (BAC) was formed to assist with the identification of gaps in Milford's existing bicycle infrastructure and to develop improvement recommendations to address those gaps. In addition, three public workshops were held throughout the study providing the public the opportunity to participate in the process.

PROJECT PURPOSE & GOAL

The purpose of this study is to develop a City-Wide Bicycle Master Plan (BAC) which builds on previous studies, particularly the 2011 Bicycle Plan, is consistent with the City's Comprehensive Plan, improves the Bicycle Level of Stress (as defined by DelDOT) for cyclists within the city, and provides recommendations for a comprehensive bicycle network for the City of Milford.

The goal of the Milford Bicycle Master Plan is to:

"To provide the people of Milford a dynamic active transportation system composed of trails, roads, and paths that is inclusive, safe, and functional for all levels of recreation and commuting while increasing economic vitality in Milford."

BICYCLE ADVISORY COMMITTEE

At the outset of the study, a Bicycle Advisory Committee (BAC) was formed to provide guidance to the study team and to represent the overall bicycle community more efficiently. The BAC was comprised of representatives from the City of Milford and Milford School District, residents, business owners, and local bicycle advocates. The BAC provided valuable insight into issues with the existing bicycle network and provided recommendations for improvements to address those issues.

The study team met with the BAC seven times through throughout the study starting with a Kick-off Meeting on October 2, 2019, and a final BAC meeting on October 5, 2021. In addition to providing



The City of Milford Bicycle Master Plan 2021

information and recommendations, the BAC served as a representative for the public at-large, presenting the public's concerns and recommendations to the study team facilitating community participation.

The complete listing of BAC Meetings is as follows:

- + October 2, 2019: Kick-Off Meeting
- + December 11, 2019: Bike Tour & BAC Meeting 2
- + March 11, 2020: Workshop 1 Summary & Prioritization of Alternatives
- + August 4, 2020: Issues Identification / Recommendations
- + October 15, 2020: Review / Refine Alternatives
- + March 10, 2021: Prioritization of Alternatives
- + October 5, 2021: Review and Approval of Final Plan and Recommendations

PUBLIC WORKSHOPS

Three public workshops were held throughout the course of the study. The workshops afforded the public with the opportunity to provide their input on issues with the existing bicycle network as well as their recommendations to address those issues.

The complete listing of Public Workshops is as follows:

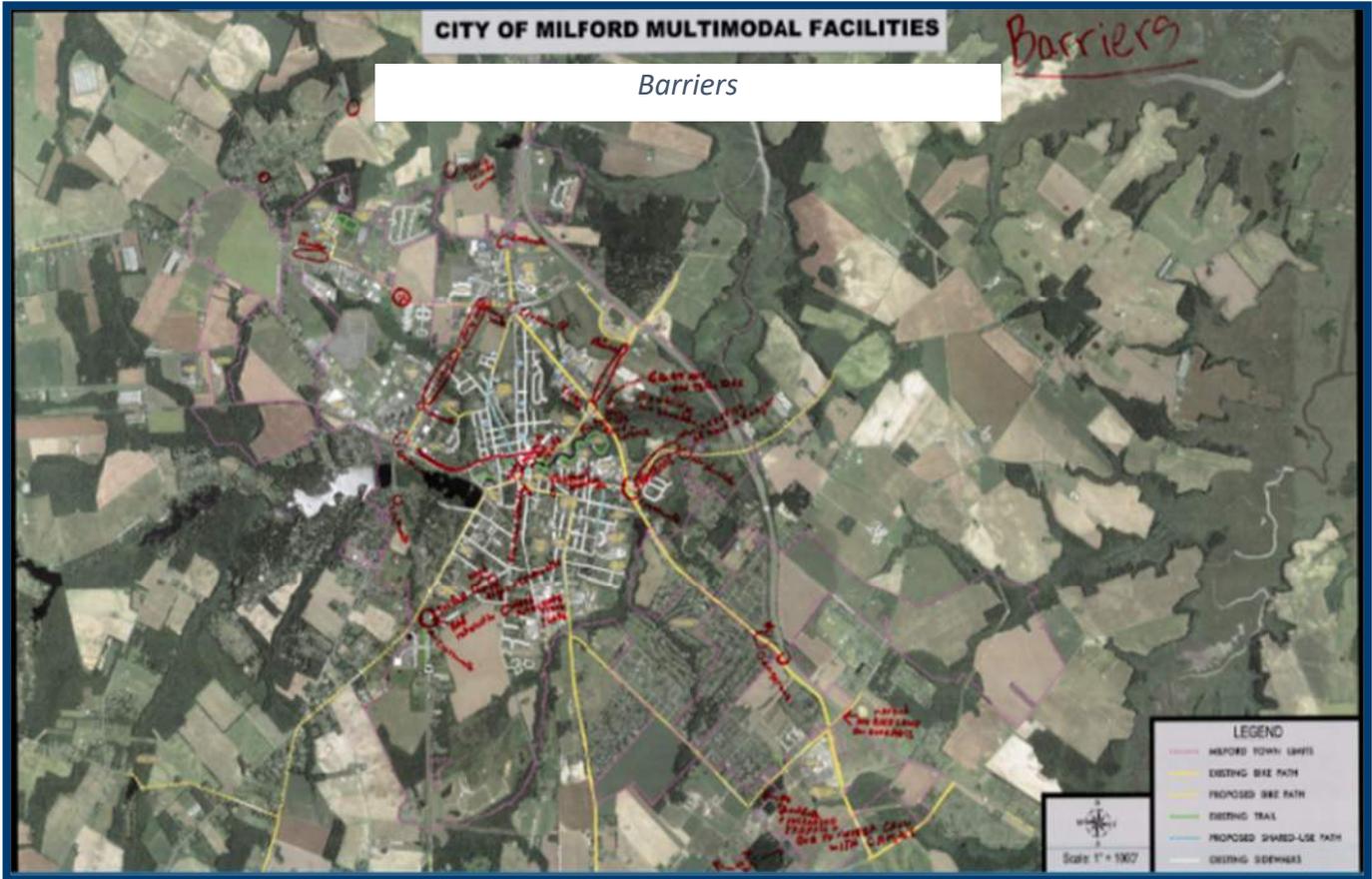
- + February 12, 2020: Existing Facilities Analysis – Large aerials were provided for attendees to Identify Destinations, Desired Routes, and Barriers.
- + September 12, 2020: Draft Recommendations / Alternatives – Based on feedback from Workshop 1 and the first three BAC Meetings, Alternative Recommendations were grouped into three areas, Northern Loop, Southwest Loop, and Southeast Loop.
- + March 11, 2021: Prioritization of Alternatives. DelDOT's Prioritization Process was presented which strives to: Connect People and Destinations; Provide Separation from Traffic; Turn Stressful Routes into More Comfortable Routes.

In addition to the public workshops, online surveys were prepared and utilized for the data gathering phase of the study. Online maps were developed that prompted the community to identify locations where barriers exist, missing infrastructure limits connectivity, origins and destinations are identified, and other concerns were located. A survey was also prepared and launched in conjunction with this mapping to determine what could be improved to support cycling in the City of Milford.

The City of Milford Bicycle Master Plan 2021



The City of Milford Bicycle Master Plan 2021



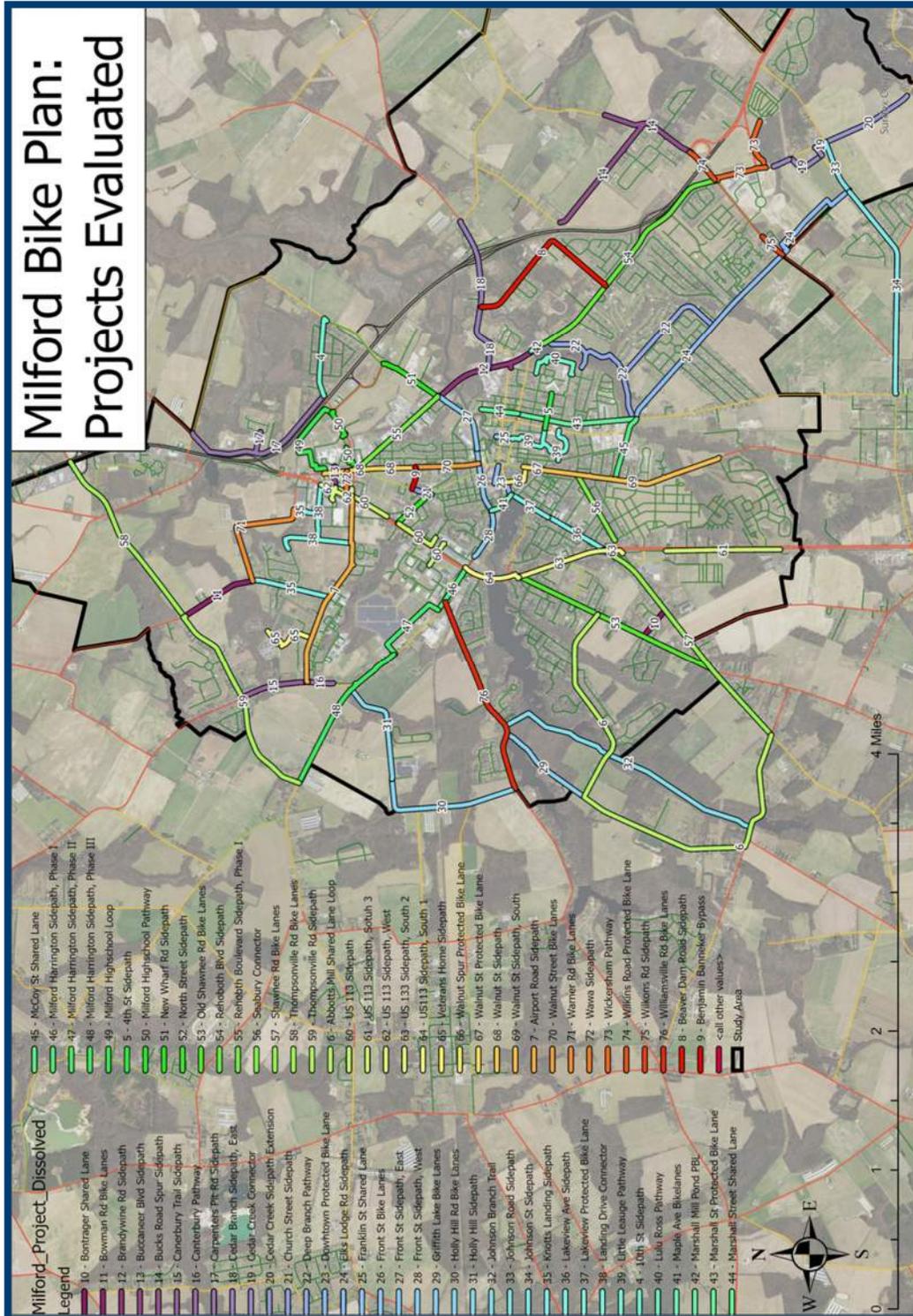
SWOT ANALYSIS

In addition to existing data gathering and community outreach, a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis was completed. The BAC and community were involved in the analysis. A summary of the results was used to help define the Goals of the study by providing a useful framework of determining what existing infrastructure is successful and not as successful.

STRENGTHS	WEAKNESSES
Active, dynamic, large cycling community with a nationally recognized bicycle shop and multiple destinations	Uneducated drivers/cyclists traveling on many narrow streets lacking connectivity or secure crossings
OPPORTUNITIES	THREATS
Ability to include more of the community into cycling throughout the City while providing traffic calming (in some areas) as well as additional modes of transportation to employers, community buildings, and recreational centers	Funding

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RECOMMENDATIONS



The City of Milford Bicycle Master Plan 2021

Through extensive community outreach which included a twelve-mile group bicycle ride throughout the City, several community workshops, online surveys and input from the BAC, a comprehensive City-Wide Bicycle Master Plan was developed. The intent of the Master Plan was to maintain or improve the bicycle level of traffic stress along each recommended route or along each recommended feature.

The Bicycle Master Plan includes the entire City Limits of Milford. The limits of the study are geographically bound between Canterbury Road, Bowman Road, and New Wharf Road to the north,



Milford Harrington Highway, Church Hill Road, and Abbotts Mill Nature Center to the west, US 113 to Georgetown, Elks Lodge Road, and Cedar Neck Road to the south, as well as Cedar Beach Road to the east. Most of the study focus was within the municipal limits of the City of Milford, however regional connections were identified and are included in the recommendations.

The City of Milford is unique in that it lies within both Kent and Sussex County. This provided an opportunity to expand the funding options for the recommendations, and as a result the Master Plan was divided into three sub-sections: Northern, Southwest, and Southeast. Within each section loops were developed to provide a complete logical bicycle network connecting people with places. Efforts were made to ensure improvements from various Loops connect to other Loops to facilitate connectivity. For example, existing facilities south of N. Front Street in the Northern Loop connect to the Southern Loops; and McCoy Street improvements connects the Southeast and Southwest loops. The following graphics are divided into regions and provide a composite of all the recommended improvements.

Recommendations in the Northern Loop include improvements to: N. Front Street, Walnut Street, Rehoboth Avenue, Airport Road, Canterbury Road, Milford Harrington Highway, Big Stone Beach Road, Carpenters Pit Road, Bowman Road, Road 406, Holly Hill Road, and Williamsville Road.

Recommendations in the Southwest Loop include improvements to: Abbotts Mill Road, Griffith Lake Drive, Meadow Brook Lane, Old Shawnee Road, Shawnee Road, US 113, S. Walnut Street and McCoy Street.

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Recommendations to the Southeast Loop include improvements to: S. Walnut Street, Marshall Street, S. Rehoboth Boulevard, Elks Lodge Road, Evans Street, SE Front Street, Cedar Creek Road, Beaver Dam Road, S. Cedar Creek Road, and Wilkins Road.





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REGIONAL ROUTES

To maximize the connectivity from areas within the City of Milford to the outlying areas around the City, regional routes were also recommended as part of this study. Various routes were identified as suggested routes to connect the City of Milford with Harrington, Camden, Frederica, Slaughter Beach, Lewes, Lincoln, and Georgetown. These locations provide access to corporate centers, recreation, and communities that would enable the City of Milford to reach and provide additional points of interest, while working with the larger County Comprehensive Plan to improve bicycle infrastructure.

The following Routes have been identified as Proposed Regional Routes:

Project Name: Milford to Harrington

Project Description: Provide improved shoulders along Route 14 from the western limits of Milford to the City of Harrington.

Project Name: Milford to Frederica

Project Description: Provide improved shoulders or signage for shared lane from the City of Milford, north along Bowman Road to Tub Mill Pond Road to Frederica Road to the Town of Frederica.

Project Name: Milford to Slaughter Beach

Project Description: Provide improved shoulders or signage for shared lanes along Route 36 from SR1 to Slaughter Beach. Then continue south through the Town of Slaughter Beach with a return loop heading west to Argos Corner. Provide crossing to Pine Haven Road and continuing west until Cedar Creek at Route 30.

Project Name: Milford to Lewes

Project Description: Provide improved shoulders or signage for shared lane along Route 30 and Route 5 to Milton south to the Georgetown to Lewes Trail to connect into the City of Lewes.

Project Name: Milford to Lincoln

Project Description: Provide improved shoulders or protected bike lane from the Marshall Street and Elks Lodge Road intersection south to the Lincoln area; could also extend the proposed path along S. Walnut Street to N. Old State Road to Johnson Road for connection to the Lincoln area.

Project Name: Milford to Camden

Project Description: Provide improved shoulders or signage for shared lane along Route 15 from Church Hill Road to Route 13, continuing to follow Route 13 to the Towns of Woodside and Camden.

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TYPE OF INFRASTRUCTURE

The type of recommended improvement was developed to fit the existing setting of where it would be located taking into account, traffic volumes on those roads and available right-of-way. Where there was sufficient right of way, a shared use path, otherwise known as a bikeway that is physically separated from motorized vehicular traffic by an open space or barrier, was suggested. This type of improvement serves the most number of users and experience levels, through a low stress infrastructure option. Bicycle lanes or protected bicycle lanes were suggested for roadways that were wide enough to accommodate them and designate a portion of the roadway for bicycles through pavement markings. This option can work on roadways with or without on-street parking. For roadways that already have shoulders, improvements to the shoulders were recommended to better accommodate bicycles. On a few of the Regional Routes where the traffic volumes are relatively low, a shared lane was suggested as a method of providing connectivity without major infrastructure improvements.

LEGEND

- MILFORD TOWN LIMITS
-  EXISTING BUS STOPS
- PROPOSED BRIDGE
- PROPOSED PROTECTED BIKE LANE
- PROPOSED SHARED LANE
- PROPOSED SHARED USE PATH
- PROPOSED SHARED LANE/ SHOULDER IMPROVEMENTS WHERE POSSIBLE
- PROPOSED BIKE LANE
- EXISTING SHARED USE PATH
-  EXISTING BICYCLE ROUTE PER DELDOT BICYCLE ROUTE MAP

Shared Use Path



Bike Lane



Shared Lane /Shoulder Improvement



Shared Lane



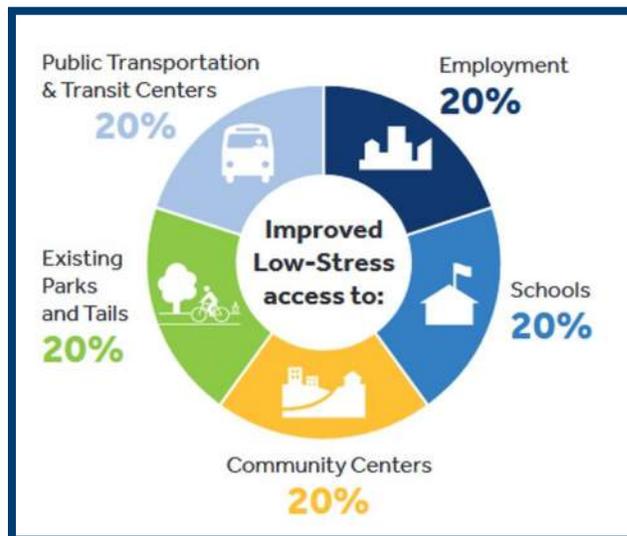
Protected Bike Lane

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PRIORITIZATION

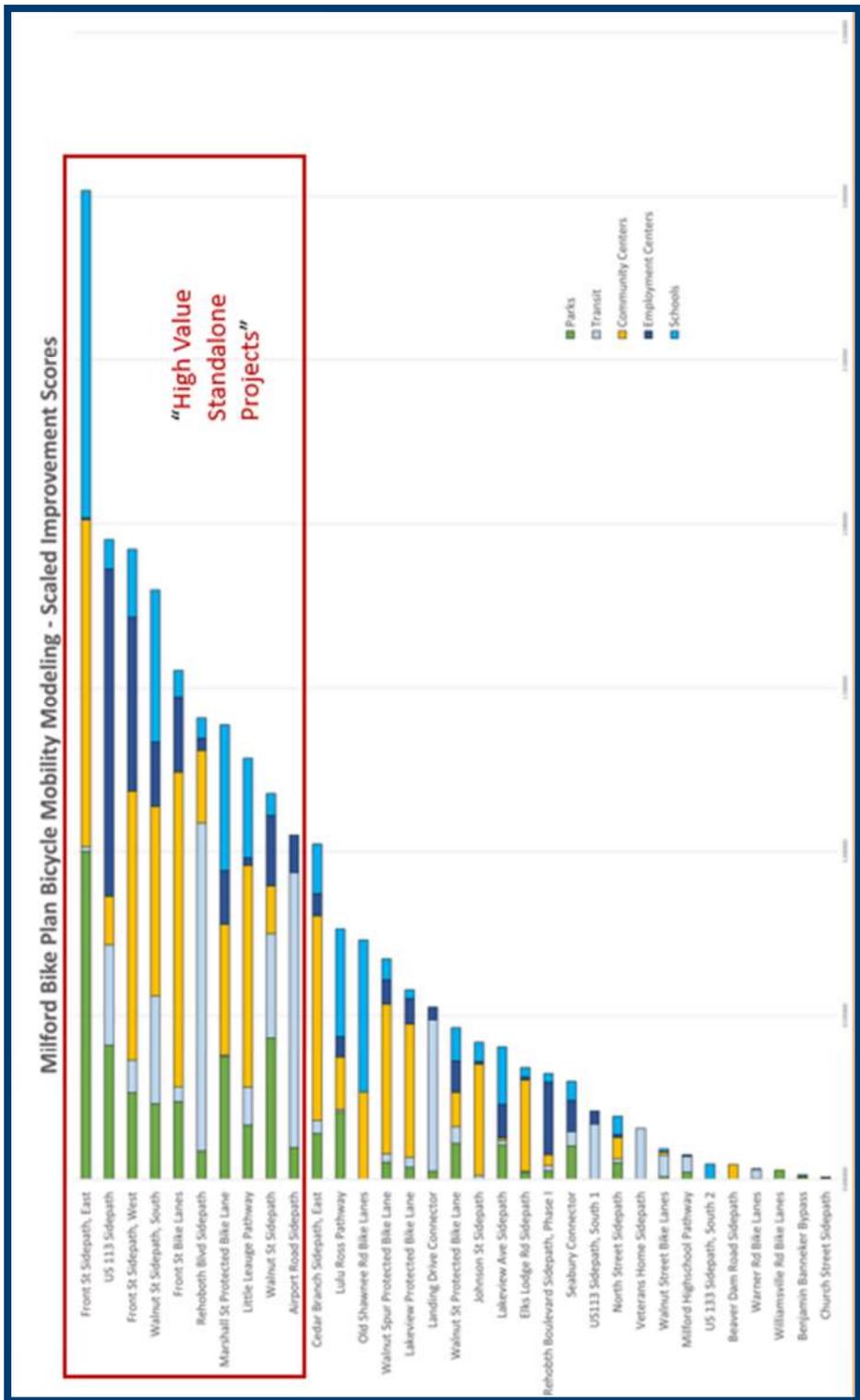
Recommended improvements were prioritized using DelDOT’s Prioritization Process. This process considers many factors including connecting the maximum number of people with local points of interest, creating conditions where cyclists feel safe and comfortable, and improving the level of traffic stress for riders. DelDOT’s Prioritization Process incorporates various groupings of information to weigh connectivity, including origin and destination routing on each Level of Traffic Stress based on route, distance, and detours from the shortest possible route. Measured improvements are then noted between scenarios and the results are scaled and ranked relative to one another. Projects were evaluated as Standalone Projects or Scenarios. Standalone projects consist of a single road or a portion of a road which provides an independent benefit. If the project can be divided into logical parts or phases, each phase is ranked separately. Some of these projects require others to be built before they are useful. Scenarios are a combination of projects. Several scenarios were evaluated in this study.

The figure below illustrates the weighting for each of the 5 destination clusters and is used to determine the value a particular project or group of projects brings by improving the low stress connectivity to each of the destinations.

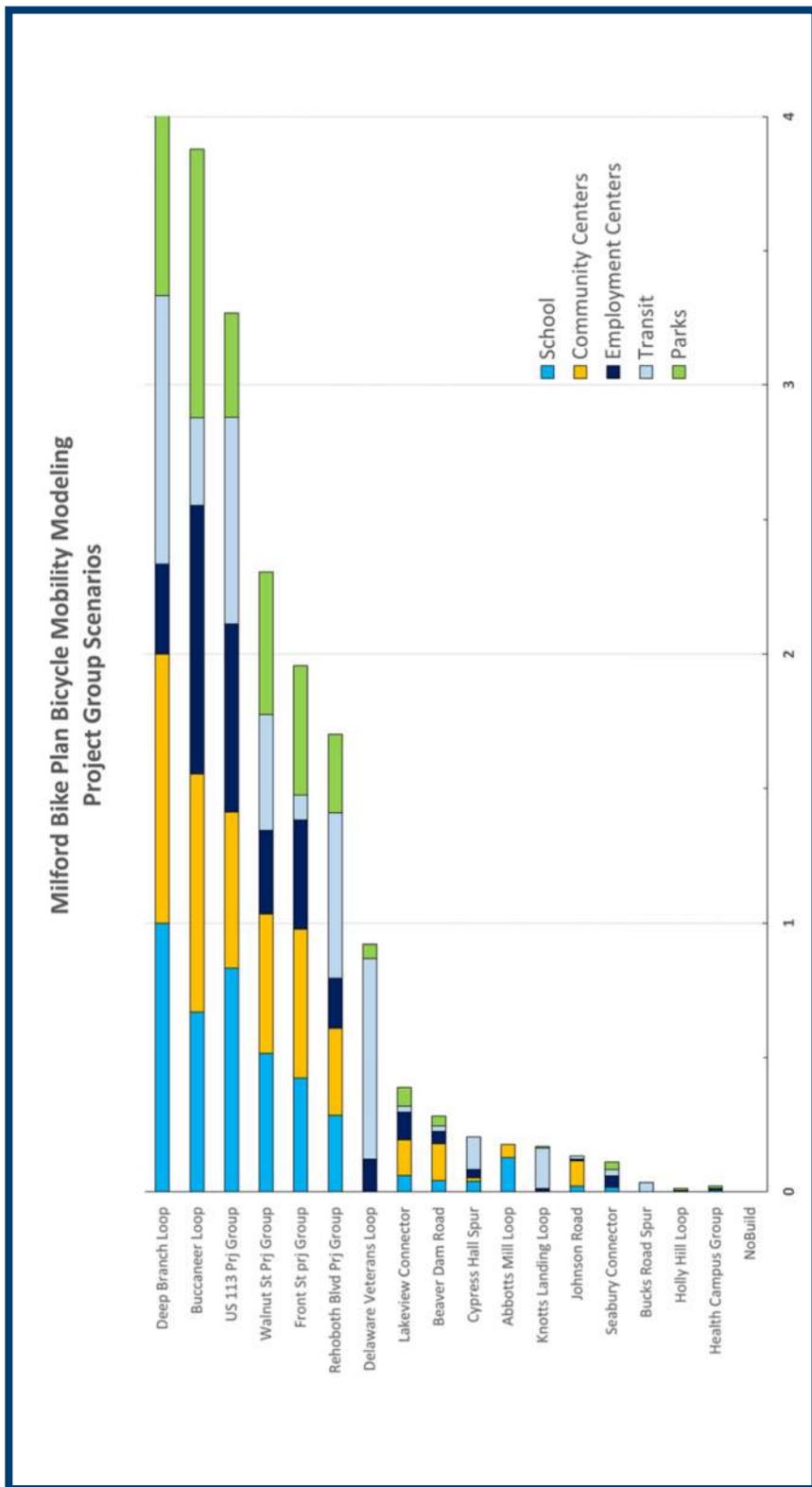


Using these factors, the various improvement recommendations were prioritized. The following graphics illustrate the prioritization of these improvement options based on Standalone Projects and Scenarios.

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Based on DeIDOT's rankings, the following High Value Stand Alone Projects were identified per region (or Loop).

Northern Loop

- + Front Street Side Path, East, Front Street
- + US 113 Side Path
- + Front Street Side Path, West
- + Airport Road, Side Path

Southeast Loop

- + Rehoboth Boulevard Side Path
- + Little League Parkway
- + Marshall Street protected Bike Lane

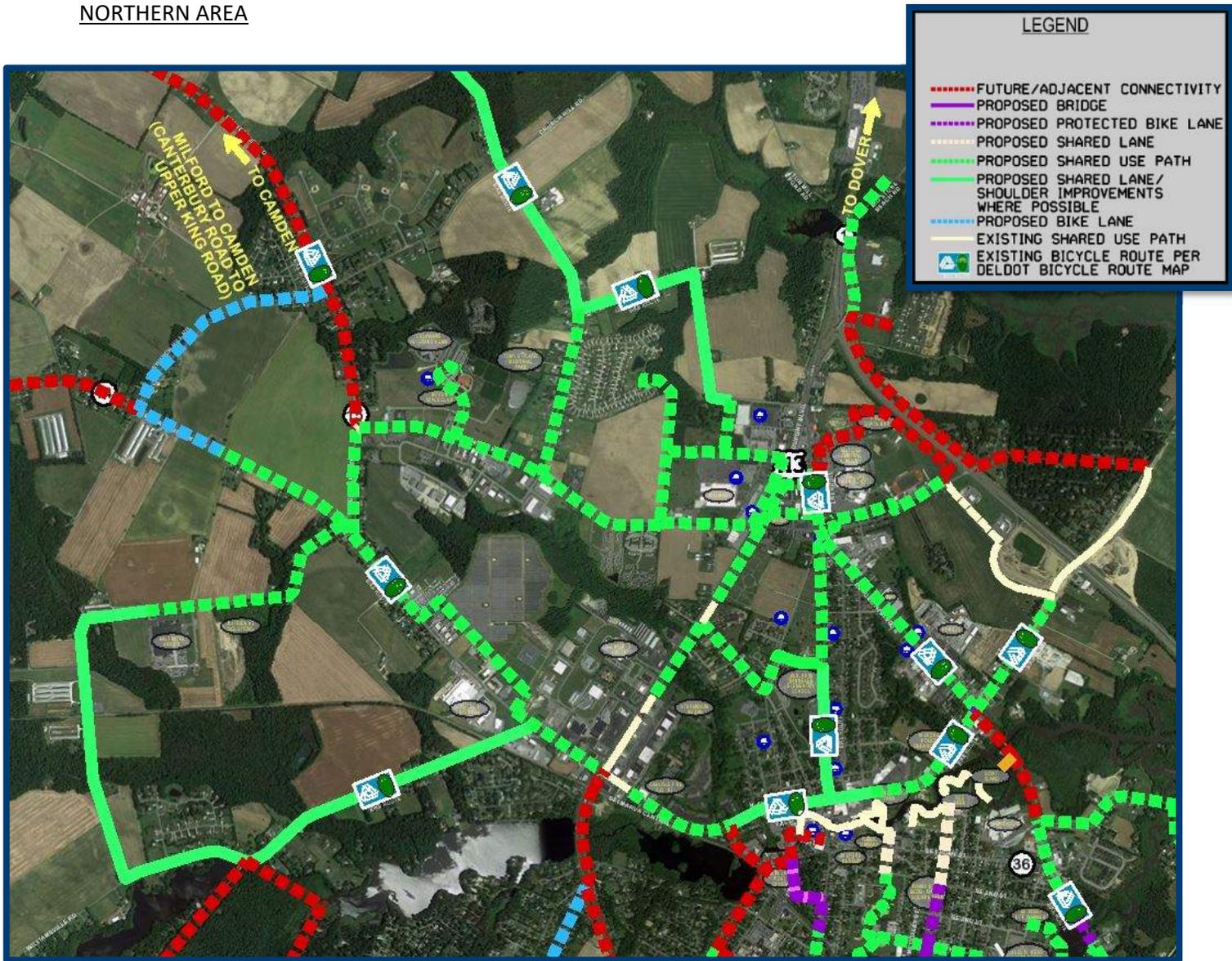
Southwest Loop

- + No projects were identified in this region based on DeIDOT's criteria
- + Walnut Street Side Path, South, Walnut Street Side Path
- + US 113 Side Path

In addition to DeIDOT's rankings, the City of Milford develop a listing of priority projects based on several factors including guidance from the Bicycle Advisory Committee, the identification of destinations, desired routes, barriers, and other community feedback. From this information the City developed a list of priority projects per region. Some of these priorities are consistent with the priorities identified by DeIDOT; however, some vary and are more reflective of the City's needs and vision for a Citywide bicycle network. The City's priorities are as follows:

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NORTHERN AREA



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Ranking: 1

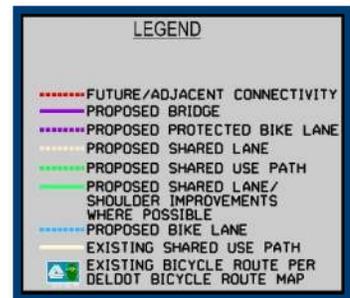
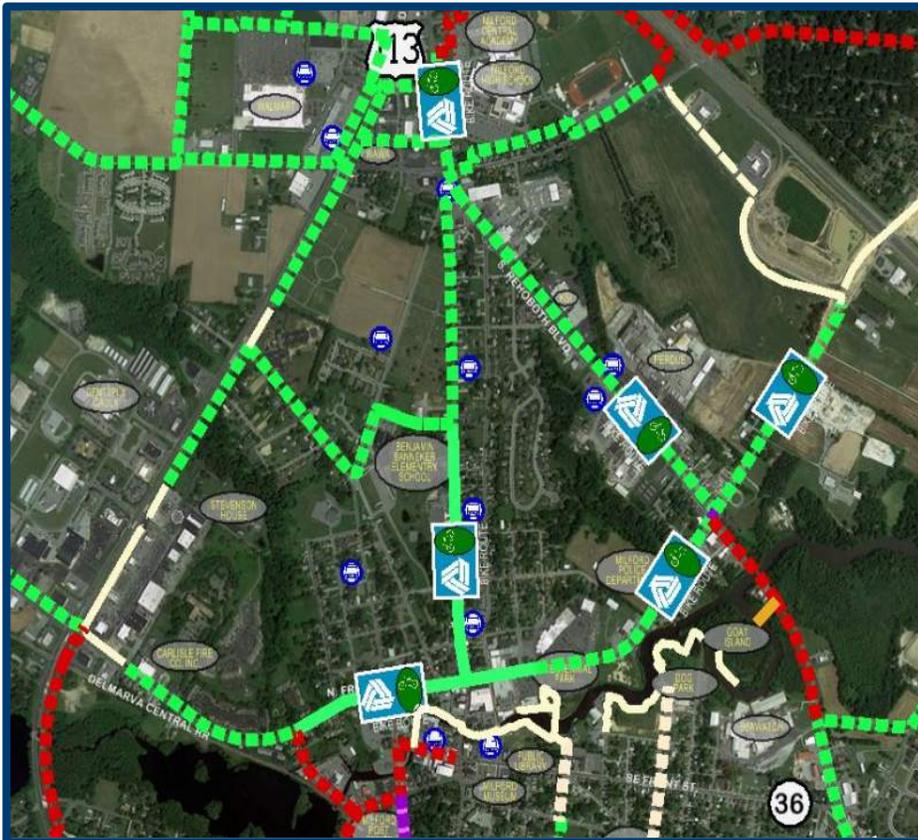
Project Name: Loop A – Buccaneer Loop

Project Description: Beginning downtown, the bicycle loop would head west from Maple Avenue to Route 113 with the construction of a shared use path along the north side of Route 14. The shared use path will continue north along the east side of Route 113 to Airport Road and Buccaneer Boulevard. Multiple shared use connections would be provided heading east to Walnut Street and the Milford School District property. An additional shared use path would be constructed along NE Tenth Street and through the school district property heading east to Silicato Parkway. The shared use path would continue along the

east side of Silicato Parkway until the on/off ramp of Route 1 where the path shifts to the west side of Silicato Parkway. The shared use path would then continue along the north side of Route 14 from Silicato Parkway until the Riverwalk Shopping Center located in downtown Milford completing the overall loop.

Length: 19,000 feet (overall)
5,700 (existing)

Purpose: Utility trips, transportation to work, recreation



Project Name: Benjamin Banneker Bypass

Project Description: A shared use path would be constructed from the Milford High School south down N. Walnut Street to Armory property, then traveling through the Armory property to Banneker Elementary School. The shared use path would then continue along the north side of North Street to the outer proposed loop located along Route 113. Additional connections of the bicycle network would be made from the Milford Armory down Walnut Street to NE/NW Front Street.

Length: 5,300 feet

Purpose: Connection to school property, recreation.

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Project Name: Industrial Bypass

Project Description: A shared use path would be constructed along the east side of N. Rehoboth Boulevard from Route 14 to Airport Road.

Length: 4,200 feet

Purpose: Transportation to work, recreation, connection to school property.

Ranking: 2

Project Name: Loop B – Delaware Veterans Loop

Project Description: Begin at the intersection of Airport Road & US 113, heading west along the north side of Airport Road with a shared use path. The shared use path would cross Airport Road near the

Walmart entrance and continue along the south side of Airport Road to Route 15. A connection would be made across Airport Road connecting with the City Parks & Recreation facility and Boys and Girls Club via shared use path within the Independence Commons business park. The shared use path would continue along the east side of Route 15 from Airport Road to Route 14.



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The shared use path would continue along the north side of Route 14 from Route 15 to Route 113, with some sections taking advantage of an existing electric utility easement.

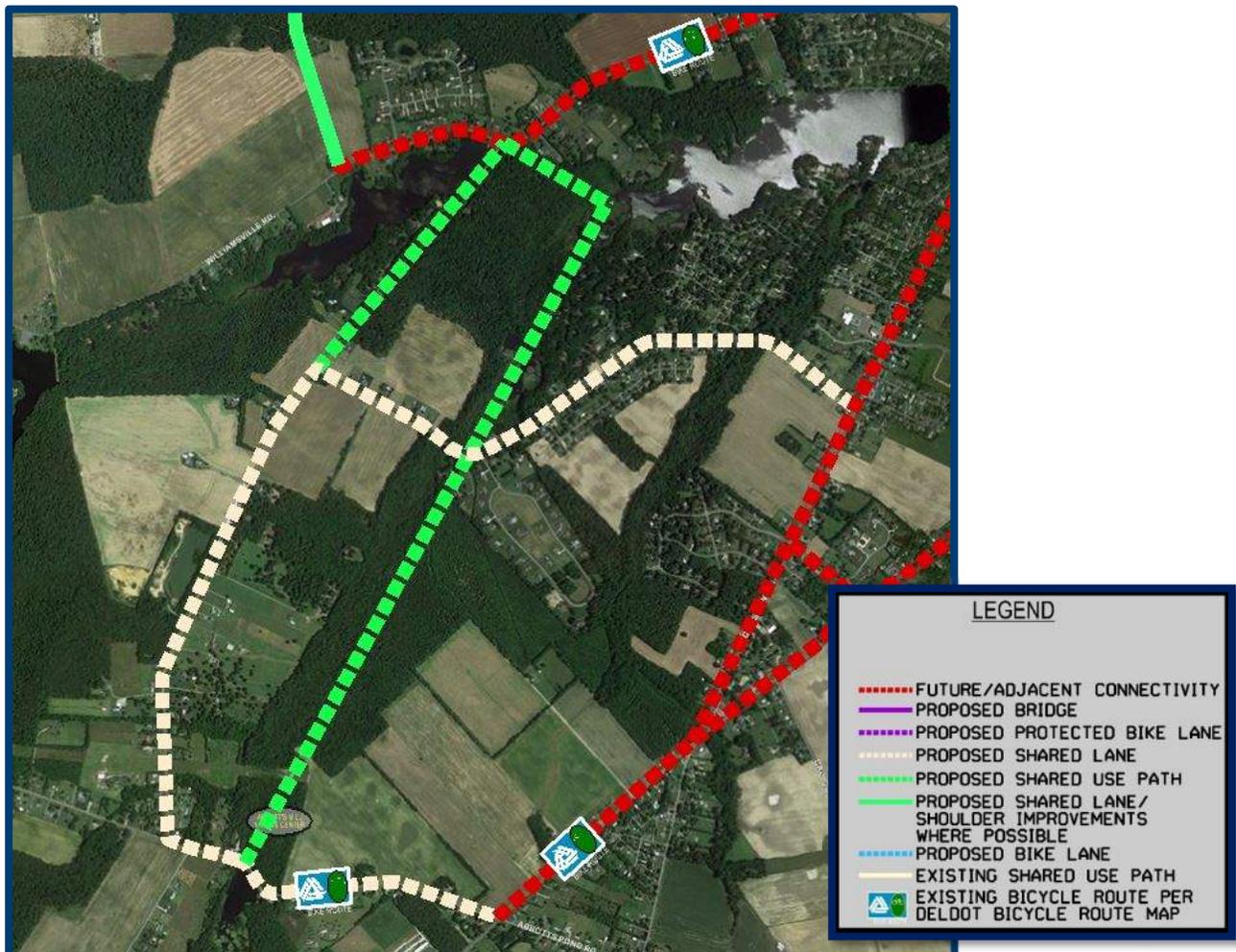
Length: 16,000 feet

Purpose: Utility trips, connecting neighborhoods with the Boys and Girls Club and Milford Parks.

Priority routes identified by both DeIDOT and the City of Milford in the Northrn Loop include the following:

- + US 113
- + Airport Road
- + Walnut Street
- + Front Street Side Path, East
- + Front Street Side Path, West
- + Front Street Path Bike Lanes
- + N. Rehoboth Boulevard

SOUTHWEST AREA



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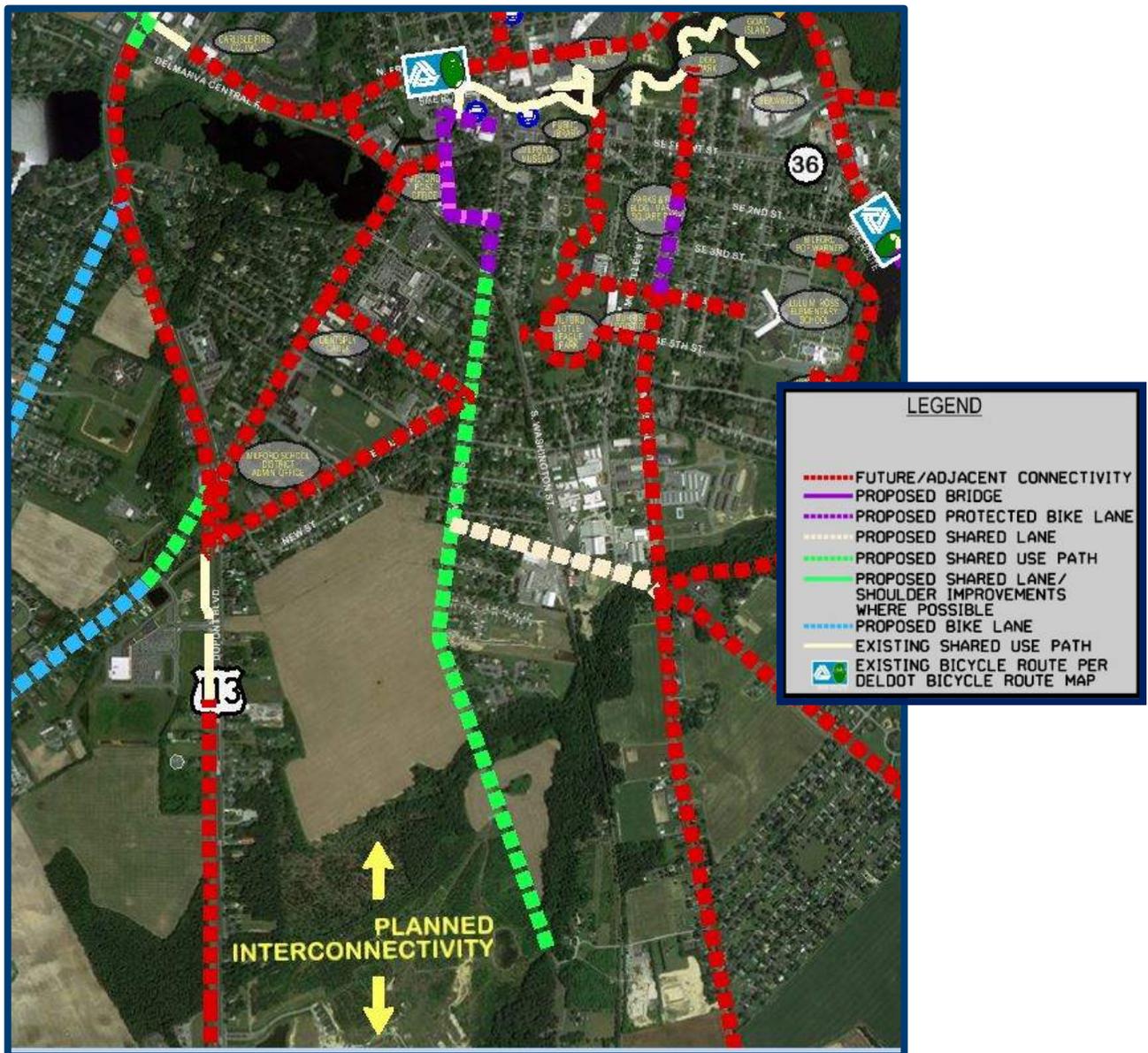
Ranking: 1

Project Name: Segment B – Walnut Spur

Project Description: Beginning in downtown Milford, construct a protected bike lane from Causey Avenue along Maple Avenue or Church Street to S. Walnut Street. Continue with protected path until railroad before changing to shared use path along the west side of S. Walnut Street. Extend south until the Milford Ponds subdivision.

Length: 9,500 feet

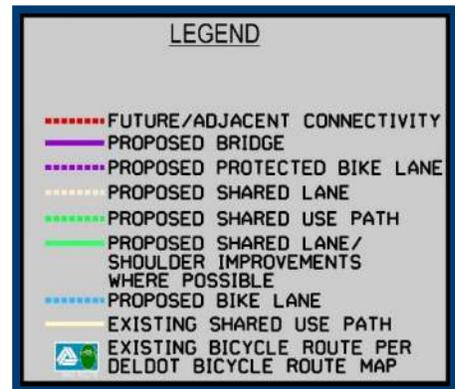
Purpose: Connecting neighborhoods with downtown, schools, parks, recreation.



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Ranking: 2

Project Name: Segment A – Cypress Hall Spur



Project Description: Beginning at the intersection of Route 113 and Route 14, construct a shared use path south along the east side of Route 113 until the Kings Highway traffic signal. Cross over Route 113 and continue south along the west side of Route 113 until the southern limits of the municipal boundary with a shared use path.

Length: 12,800 feet (total spur)
2,150 feet (existing)

Purpose: Utility trips, recreation.

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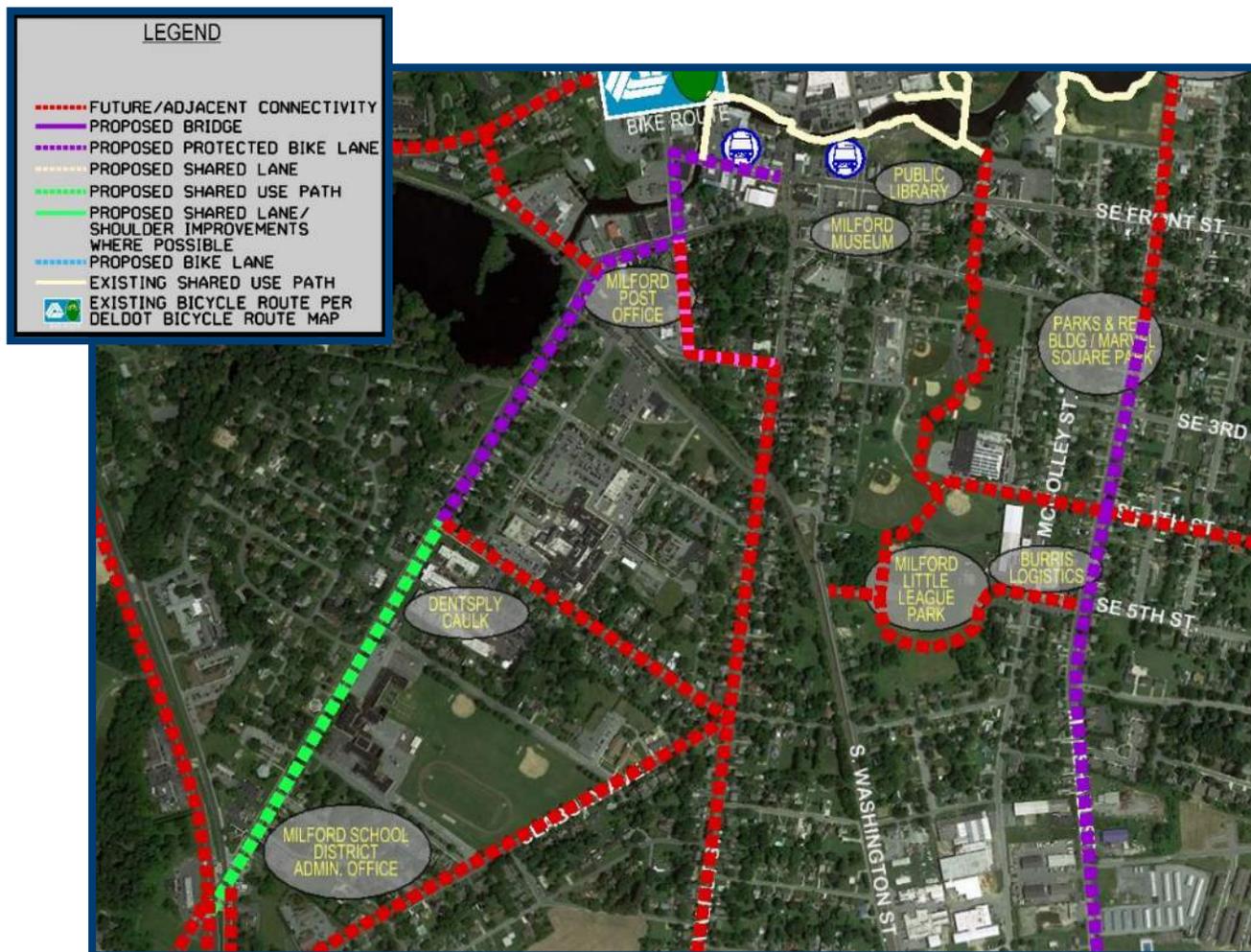
Ranking: 3

Project Name: Segment C – Lakeview Connector

Project Description: Beginning at the intersection of Lakeview Avenue and Route 113, construct a shared use path along the south side of Lakeview Avenue until the right-of-way is restricted. At this point, shift to a protected bike lane for the remainder of Lakeview Avenue/Causeway Avenue before turning north onto Church Street.

Length: 5,600 feet

Purpose: Connecting neighborhoods with downtown, schools, parks, recreation.

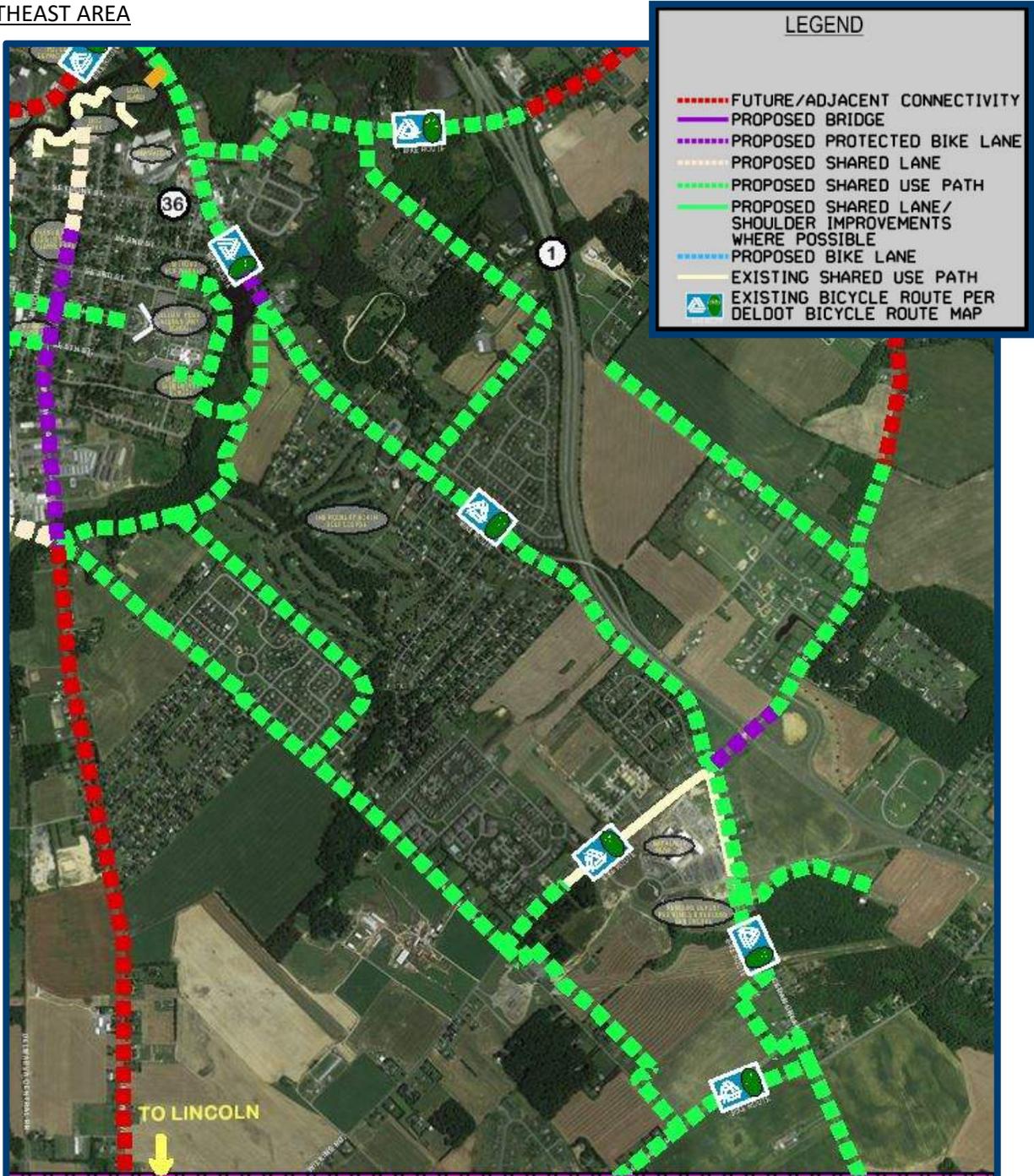


Priority routes identified by both DelDOT and the City of Milford in the South West Loop include the following:

- + Walnut Street South

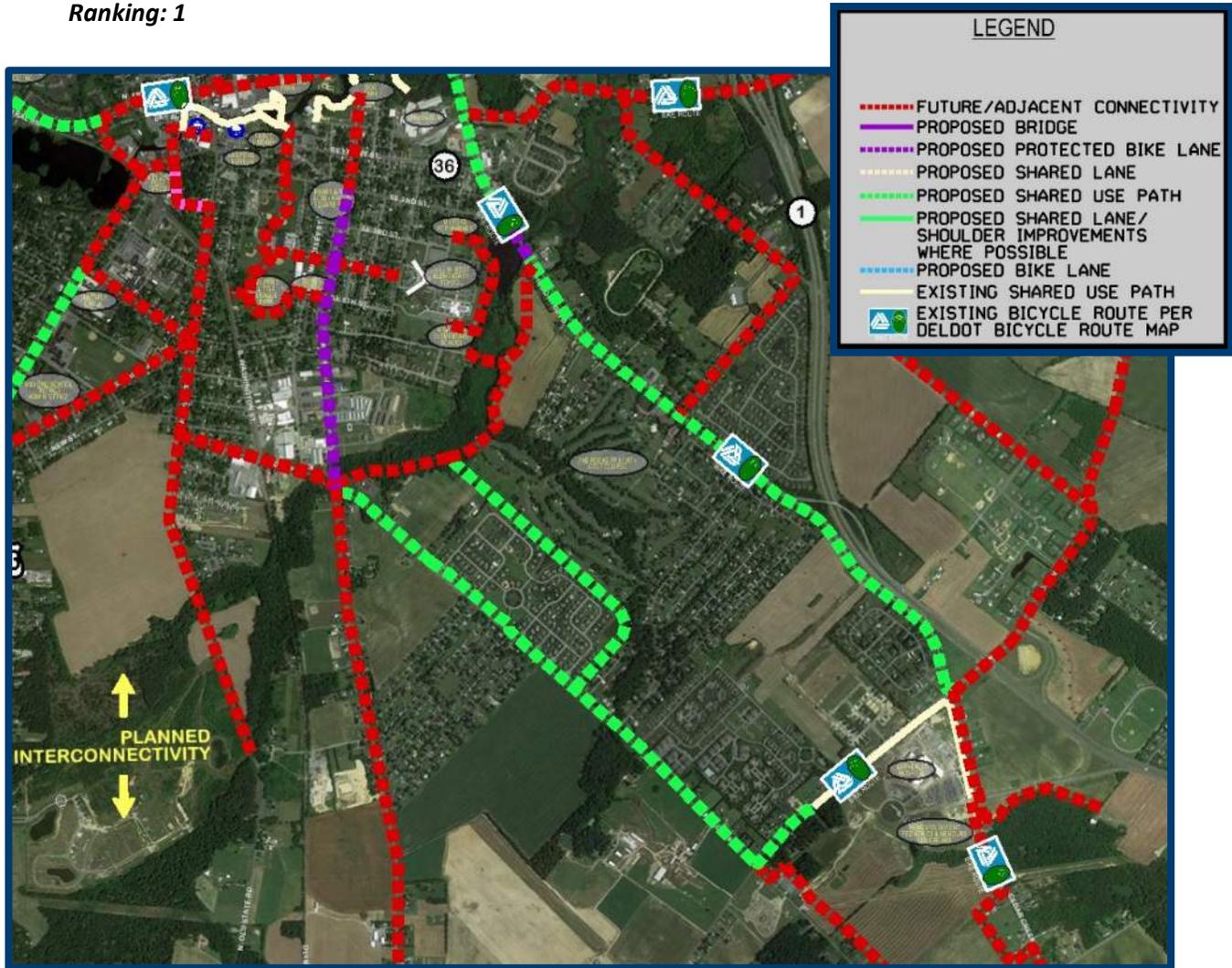
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SOUTHEAST AREA



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Ranking: 1



Project Name: Loop A – Deep Branch Loop

Project Description: Beginning at Marshall Street at the Riverwalk, the bicycle loop will head south as a shared lane until SE Second Street. From SE Second Street to Elks Lodge Road, construct a protected bike lane on both sides of Marshall Street. Continue along Elks Lodge Road from Marshall Street to Wilkins Road with a shared use path along the east side of Elks Lodge Road. Continue along the south side of Wilkins Road heading east with a shared use path. Then head north along the west side of Rehoboth Blvd with a shared use path until Route 14.

Length: 32,000 feet (entire loop)

2,500 feet (existing)

Purpose: Connecting neighborhoods to downtown, schools, parks, recreation. Transportation to work, utility trips.

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Ranking: 2

Project Name: Segment B – Railroad Connector

Project Description: Provide a shared lane or bike lane connector from S. Walnut Street to Marshall Street.

Length: 2,400 feet

Purpose: Interconnection of bicycle network.



LEGEND

- FUTURE/ADJACENT CONNECTIVITY
- PROPOSED BRIDGE
- PROPOSED PROTECTED BIKE LANE
- PROPOSED SHARED LANE
- PROPOSED SHARED USE PATH
- PROPOSED SHARED LANE/ SHOULDER IMPROVEMENTS WHERE POSSIBLE
- PROPOSED BIKE LANE
- EXISTING SHARED USE PATH
- EXISTING BICYCLE ROUTE PER DELDOT BICYCLE ROUTE MAP



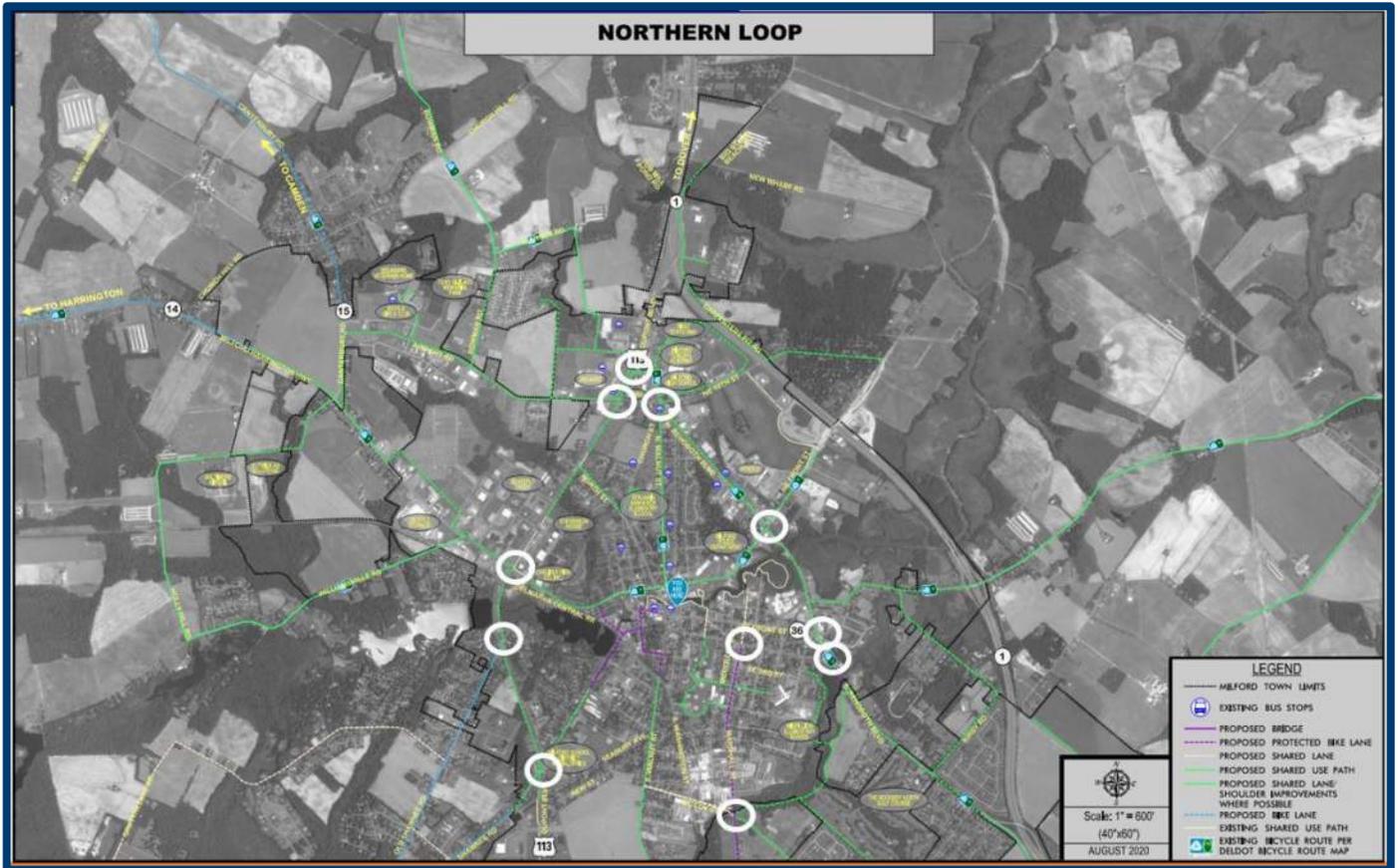
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In addition to planned routes enabling safer, more direct origin/destination routes, the study reviewed intersections that if improved would greatly improve the connectivity and completion of infrastructure gaps. These intersection improvement projects are standalone projects that can be funded through multiple sources but would enhance the overall bicycle network prescribed in this study. The following intersections were identified as requiring minor to major improvements:

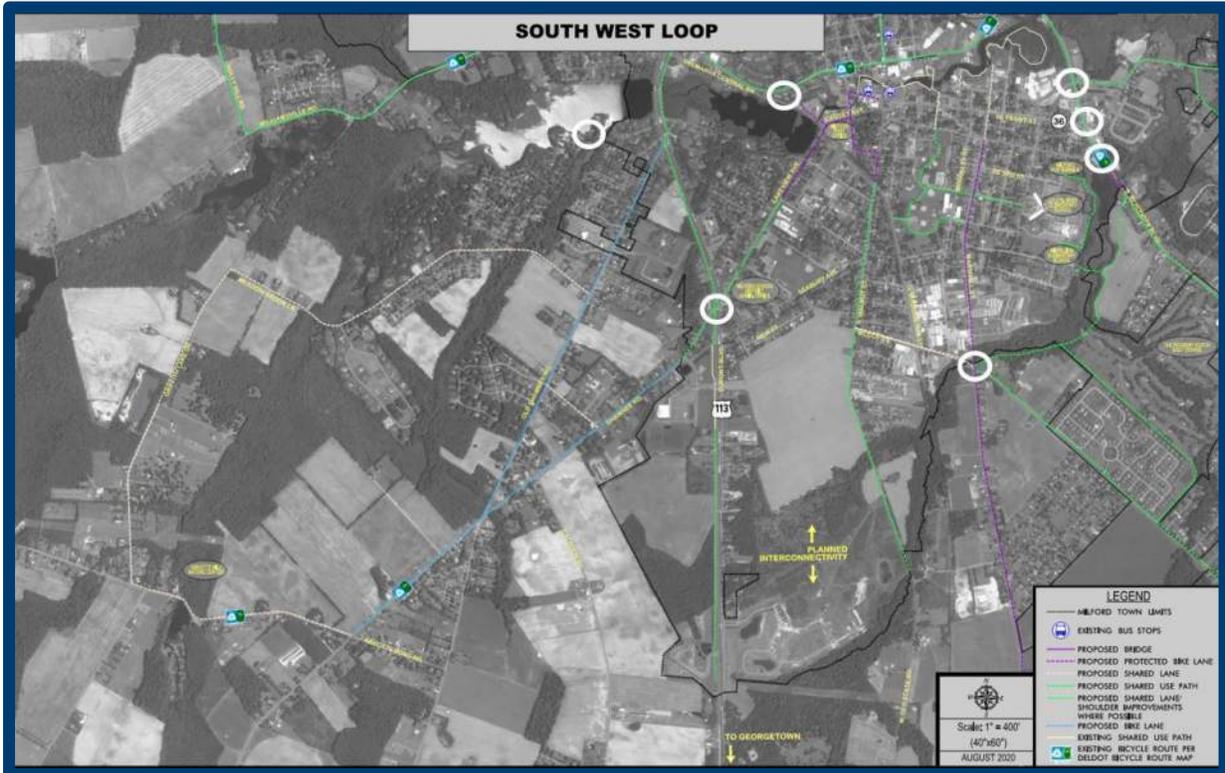
- + SE Second/Marshall Street
- + Marshall Street/Elks Lodge Road
- + Wilkins Road/Elks Lodge Road
- + Elks Lodge Road/Johnson Road
- + Johnson Road/Route 30
- + Route 30/Wellness Way
- + Route 30/Wilkins Road/
- + Route 30/Kirby Road
- + Rehoboth Boulevard/SE Second Street
- + Rehoboth Boulevard/NE Front Street
- + Rehoboth Boulevard/SE Front Street
- + Rehoboth Boulevard/NE Tenth Street/N Walnut Street/N Washington Street
- + Beaverdam Road/Route 36
- + State Route 14/US 113
- + US 113/Airport Road
- + US 113/Buccaneer Boulevard
- + US 113/Kings Highway
- + US 113/Lakeview Avenue

The intersections are noted on the maps below with white circles.

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POLICY RECOMMENDATIONS

To enhance and promote the overall goals of the plans it is important to also make policy recommendations that will work toward improving cycling throughout the city. Policies create uniform criteria for bicycle facilities in order to achieve a consistent city-wide approach to bicycle facilities. With this in mind it is important to provide direction to improve conditions and opportunities for walking and bicycling. The follow policy recommendations are suggested:

1. Add Bike Parking requirements to the zoning code.
2. Require bike trails and walking paths as part of open space amenities.
3. Revise the current Chapter 84 Bicycle, Skateboards and Other Conveyances to be more bike friendly.
4. Require shared use path construction along the frontage of new developments on City maintained streets in accordance with the Master Plan

COST ESTIMATES

Conceptual opinions of construction costs were prepared for the higher priority projects. These cost estimates were based on a unit cost per linear foot of improvement as follows:

Bicycle Improvement Costs	
Improvement Type	Cost/Foot
Shared Use Path	350
Protected Bike Lane	120
Shared Lane	40
Shoulder Improvement	200

The conceptual opinion of costs can be found on the following sheets:

Milford Bike Plan - Opinion of Construction Costs

Loop	Road Segment	From	To	Type	Length (LF)	Cost / Foot	Total Construction cost
Northern Area - Loop A – Buccaneer Loop							
	NE Front Street	Maple Ave	US113	Shared Use Path	1,900	\$350	\$665,000
	US113	NE Front Street	Buccaneer Blvd	Shared Use Path	3,800	\$350	\$1,330,000
	Buccaneer Blvd	US113	Walnut Street	Shared Use Path	570	\$350	\$199,500
	Internal Grid Road	US113	Walnut Street	Shared Use Path	850	\$350	\$297,500
	NE 10th Street	Walnut Street	Silicato Parkway	Shared Use Path	2,500	\$350	\$875,000
	NE Front Street	Silicato Parkway	Shopping Center	Shared Use Path	4,500	\$350	\$1,575,000
	NE Front Street	Shopping Center	Maple Ave	Shared Lane	2,900	\$40	\$116,000
	Total				17,020		\$5,058,000
Northern Area - Loop A – Benjamin Banneker Bypass							
	N Walnut Street	NE 10th Street	Armory	Shared Use Path	2,350	\$350	\$822,500
	North Street, Church Street	N Walnut Street	US113	Shared Use Path	3,100	\$350	\$1,085,000
	N Walnut Street	Armory	NE Front Street	Shared Lane	2,400	\$40	\$96,000
	Total				7,850		\$2,003,500
Northern Area - Loop A – Industrial Bypass							
	N Rehoboth Blvd	NE 10th Street	NE Front Street	Shared Use Path	4,200	\$350	\$1,470,000
	Total				4,200		\$1,470,000
Northern Area - Loop B – Delaware Veterans Loop							
	Airport Road	US113	SR15	Shared Use Path	7,450	\$350	\$2,607,500
	Delaware Veterans Blvd	Airport Road	Boys and Girls	Shared Use Path	1,300	\$350	\$455,000

Loop	Road Segment	From	To	Type	Length (LF)	Cost / Foot	Total Construction cost
	SR15 Canterbury Road	Airport Road	SR14	Shared Use Path	1,750	\$350	\$612,500
	SR14	SR15	US113	Shared Use Path	6,250	\$350	\$2,187,500
	Total				16,750		\$5,862,500
Southwest Area - Segment B – Walnut Spur							
	Church Street	NE Front Street	Maple Ave	Protected Bike Lane	1,600	\$120	\$192,000
	Maple Ave	S Church Street	S Walnut Street	Protected Bike Lane	500	\$120	\$60,000
	S. Walnut Street	Church Street	Railroad	Protected Bike Lane	570	\$120	\$68,400
	S. Walnut Street	Railroad	Milford Ponds	Shared Use Path	2,850	\$350	\$997,500
	Total				5,520		\$1,317,900
Southwest Area - Segment A – Cypress Hall Spur							
	US113	SR14	Seabury Ave	Shared Use Path	6,200	\$350	\$2,170,000
	US113	Seabury Ave	Waste Transfer Station	Shared Use Path	4,300	\$350	\$1,505,000
	Total				10,500		\$3,675,000
Southwest Area - Segment C – Lakeview Connector							
	Lakeview Ave	US113	W. Clarke Ave	Shared Use Path	2,250	\$350	\$787,500
	Lakeview Ave	West Clark Ave	Maple Ave	Protected Bike Lane	1,650	\$120	\$198,000
	Causey Ave	Maple Ave	Church Street	Protected Bike Lane	550	\$120	\$66,000
	Total				4,450		\$1,051,500
Southeast Area - Loop A – Deep Branch Loop							
	Marshall Street	Riverwalk	2nd Street	Shared Lane	500	\$40	\$20,000

Loop	Road Segment	From	To	Type	Length (LF)	Cost / Foot	Total Construction cost
	Marshall Street	2nd Street	Elks Lodge Road	Protected Bike Lane	4,500	\$120	\$540,000
	Elks Lodge Road	Marshall Street	Wilkins Road	Shared Use Path	8,450	\$350	\$2,957,500
	Wilkins Road	Elks Lodge Road	Cedar Creek Road	Shared Use Path	1,250	\$350	\$437,500
	Cedar Creek Road / N Rehoboth Ave	Wilkins Road	NE Front Street	Shared Use Path	13,800	\$350	\$4,830,000
	Total				28,500		\$8,785,000
Southeast Area - Segment B – Railroad Connector							
	McCoy Street	S. Walnut Street	Marshall Street	Shared Lane	2,400	\$40	\$96,000
	Total				2,400		\$96,000
	Grand Total				97,190		\$29,319,400

Milford Bicycle Master Plan

Council Presentation

November 22, 2021

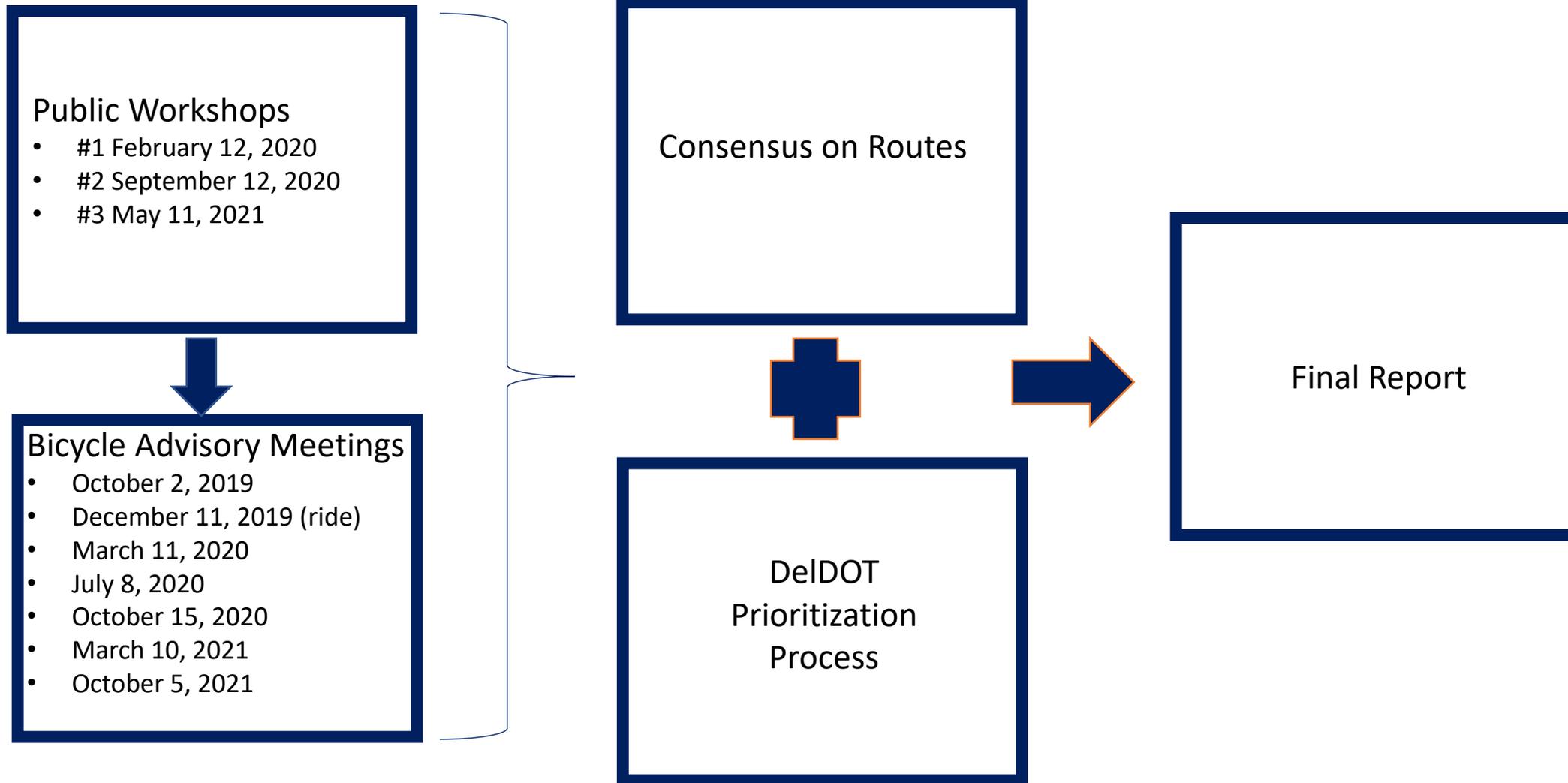


Project Goals

“To provide the people of Milford a dynamic active transportation system composed of trails, roads, and paths that is inclusive, safe, and functional for all levels of recreation and commuting while increasing economic vitality in Milford.”



Status



Facilities Considered

LEGEND

- MILFORD TOWN LIMITS
- EXISTING BUS STOPS
- PROPOSED BRIDGE
- PROPOSED PROTECTED BIKE LANE
- PROPOSED SHARED LANE
- PROPOSED SHARED USE PATH
- PROPOSED SHARED LANE/
SHOULDER IMPROVEMENTS
WHERE POSSIBLE
- PROPOSED BIKE LANE
- EXISTING SHARED USE PATH
- EXISTING BICYCLE ROUTE PER
DELDOT BICYCLE ROUTE MAP



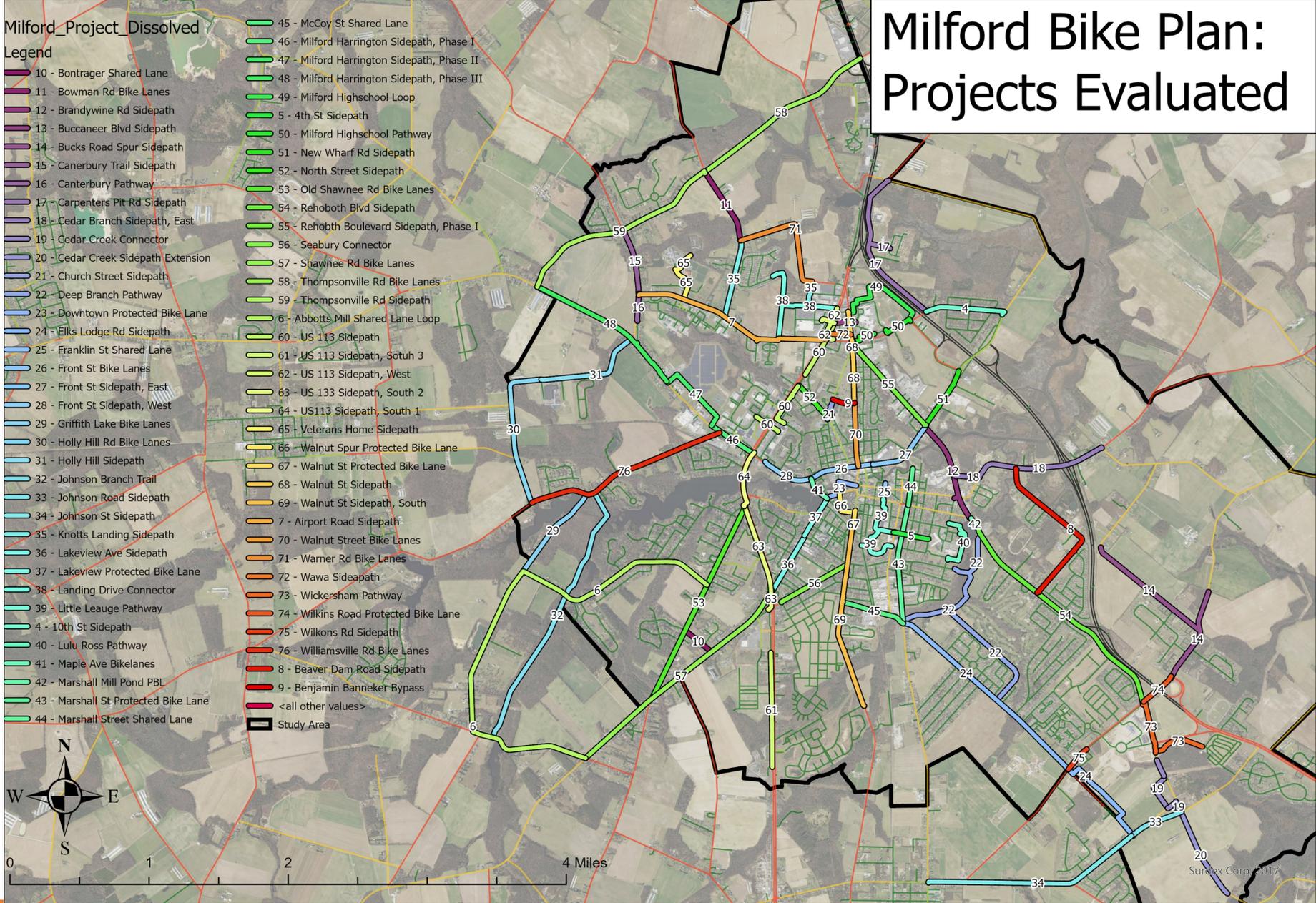
○ INTERSECTION IMPROVEMENTS

Milford Bike Plan: Projects Evaluated

Milford_Project_Dissolved

Legend

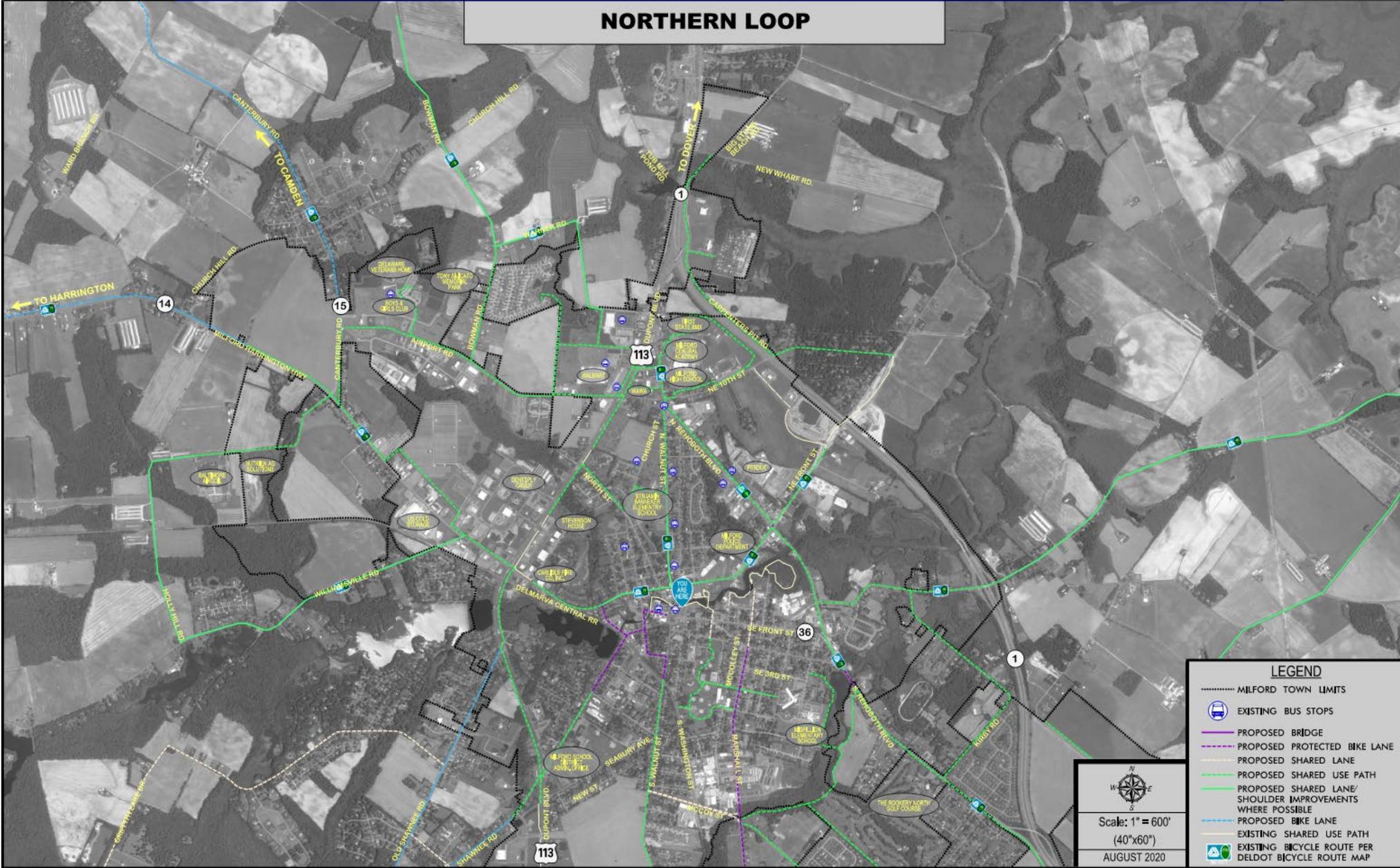
- 10 - Bontrager Shared Lane
- 11 - Bowman Rd Bike Lanes
- 12 - Brandywine Rd Sidepath
- 13 - Buccaneer Blvd Sidepath
- 14 - Bucks Road Spur Sidepath
- 15 - Canterbury Trail Sidepath
- 16 - Canterbury Pathway
- 17 - Carpenters Pit Rd Sidepath
- 18 - Cedar Branch Sidepath, East
- 19 - Cedar Creek Connector
- 20 - Cedar Creek Sidepath Extension
- 21 - Church Street Sidepath
- 22 - Deep Branch Pathway
- 23 - Downtown Protected Bike Lane
- 24 - Elks Lodge Rd Sidepath
- 25 - Franklin St Shared Lane
- 26 - Front St Bike Lanes
- 27 - Front St Sidepath, East
- 28 - Front St Sidepath, West
- 29 - Griffith Lake Bike Lanes
- 30 - Holly Hill Rd Bike Lanes
- 31 - Holly Hill Sidepath
- 32 - Johnson Branch Trail
- 33 - Johnson Road Sidepath
- 34 - Johnson St Sidepath
- 35 - Knotts Landing Sidepath
- 36 - Lakeview Ave Sidepath
- 37 - Lakeview Protected Bike Lane
- 38 - Landing Drive Connector
- 39 - Little Leauge Pathway
- 4 - 10th St Sidepath
- 40 - Lulu Ross Pathway
- 41 - Maple Ave Bikelanes
- 42 - Marshall Mill Pond PBL
- 43 - Marshall St Protected Bike Lane
- 44 - Marshall Street Shared Lane
- 45 - McCoy St Shared Lane
- 46 - Milford Harrington Sidepath, Phase I
- 47 - Milford Harrington Sidepath, Phase II
- 48 - Milford Harrington Sidepath, Phase III
- 49 - Milford Highschool Loop
- 5 - 4th St Sidepath
- 50 - Milford Highschool Pathway
- 51 - New Wharf Rd Sidepath
- 52 - North Street Sidepath
- 53 - Old Shawnee Rd Bike Lanes
- 54 - Rehoboth Blvd Sidepath
- 55 - Rehobth Boulevard Sidepath, Phase I
- 56 - Seabury Connector
- 57 - Shawnee Rd Bike Lanes
- 58 - Thompsonville Rd Bike Lanes
- 59 - Thompsonville Rd Sidepath
- 6 - Abbotts Mill Shared Lane Loop
- 60 - US 113 Sidepath
- 61 - US 113 Sidepath, Sotuh 3
- 62 - US 113 Sidepath, West
- 63 - US 133 Sidepath, South 2
- 64 - US113 Sidepath, South 1
- 65 - Veterans Home Sidepath
- 66 - Walnut Spur Protected Bike Lane
- 67 - Walnut St Protected Bike Lane
- 68 - Walnut St Sidepath
- 69 - Walnut St Sidepath, South
- 7 - Airport Road Sidepath
- 70 - Walnut Street Bike Lanes
- 71 - Warner Rd Bike Lanes
- 72 - Wawa Sidepath
- 73 - Wickersham Pathway
- 74 - Wilkins Road Protected Bike Lane
- 75 - Wilkons Rd Sidepath
- 76 - Williamsville Rd Bike Lanes
- 8 - Beaver Dam Road Sidepath
- 9 - Benjamin Banneker Bypass
- <all other values>
- Study Area



Surstex Corp. 2017



NORTHERN LOOP



SOUTH WEST LOOP



LEGEND

- MILFORD TOWN LIMITS
- EXISTING BUS STOPS
- PROPOSED BRIDGE
- PROPOSED PROTECTED BIKE LANE
- PROPOSED SHARED LANE
- PROPOSED SHARED USE PATH
- PROPOSED SHARED LANE/ SHOULDER IMPROVEMENTS WHERE POSSIBLE
- PROPOSED BIKE LANE
- EXISTING SHARED USE PATH
- EXISTING BICYCLE ROUTE PER DELDOT BICYCLE ROUTE MAP

Scale: 1" = 400'
(40"x60")
AUGUST 2020

SOUTH EAST LOOP



LEGEND

- MILFORD TOWN LIMITS
- EXISTING BUS STOPS
- PROPOSED BRIDGE
- PROPOSED PROTECTED BIKE LANE
- PROPOSED SHARED LANE
- PROPOSED SHARED USE PATH
- PROPOSED SHARED LANE/SHOULDER IMPROVEMENTS WHERE POSSIBLE
- PROPOSED BIKE LANE
- EXISTING SHARED USE PATH
- EXISTING BICYCLE ROUTE PER DELDOT BICYCLE ROUTE MAP

Scale: 1" = 400'
(40"x60")
AUGUST 2020

Projects Evaluated with DeIDOT Bicycle Mobility Tool

- Evaluates existing and proposed bicycle connectivity to
 - Transit
 - Schools
 - Community Centers
 - Employment Centers
 - Parks
- Evaluates improvements to different *Levels of Traffic Stress*
- Allows for direct comparison of the value of projects and evaluates the connection of people to places



Projects evaluated as:

- Projects by themselves
- If the project is phased, each phase is ranked separately
- Some projects REQUIRE others to be built before they are actually useful

Standalone Projects

1

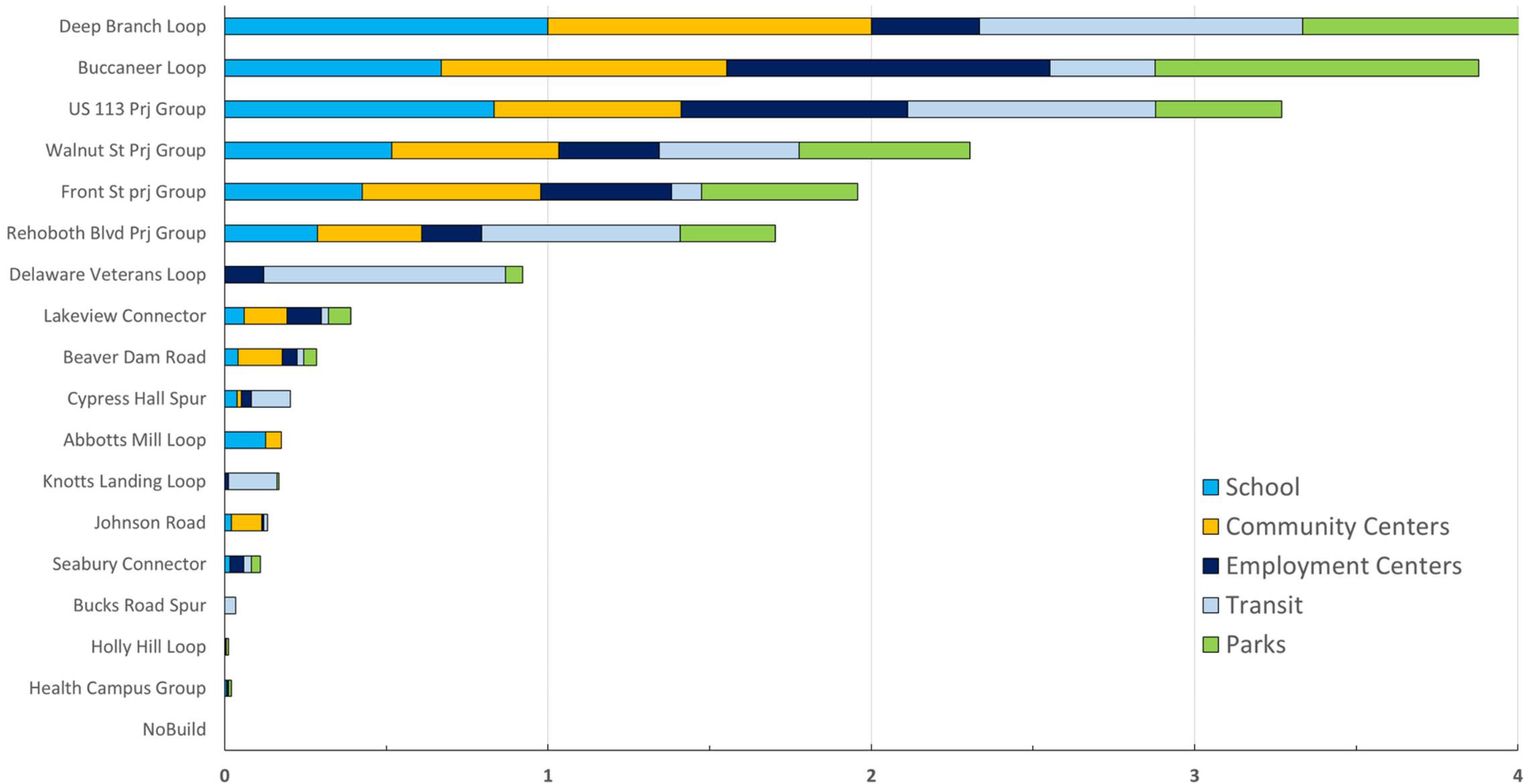
- Combinations of projects
- Several 'Loops' proposed by City of Milford
- Several 'Project Groups', which represent all phases of a phased project

Scenarios

2

Milford Bike Plan Bicycle Mobility Modeling

Project Group Scenarios



Prioritized Routes

Northern Loop

- + Buccaneer Loop
- + Benjamin Banneker Bypass
- + Industrial Bypass
- + Delaware Veterans Loop

Southeast Loop

- + Deep Branch Loop
- + Railroad Connector

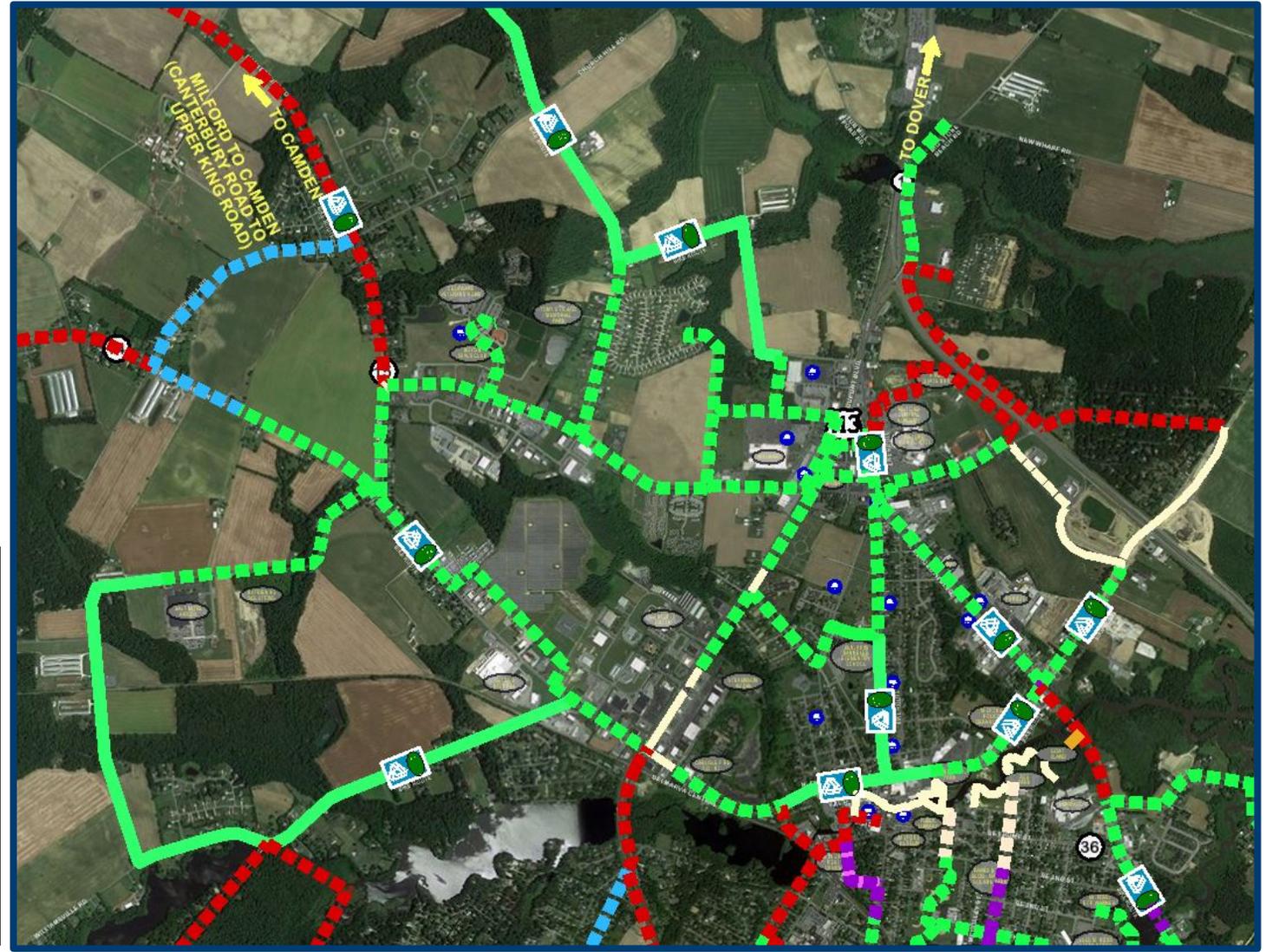
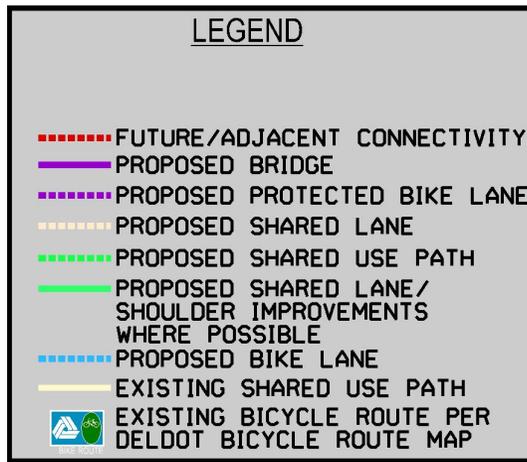
Southwest Loop

- + Walnut Spur
- + Cypress Hall Spur
- + Lakeview Connector

Prioritized Routes

Northern Loop

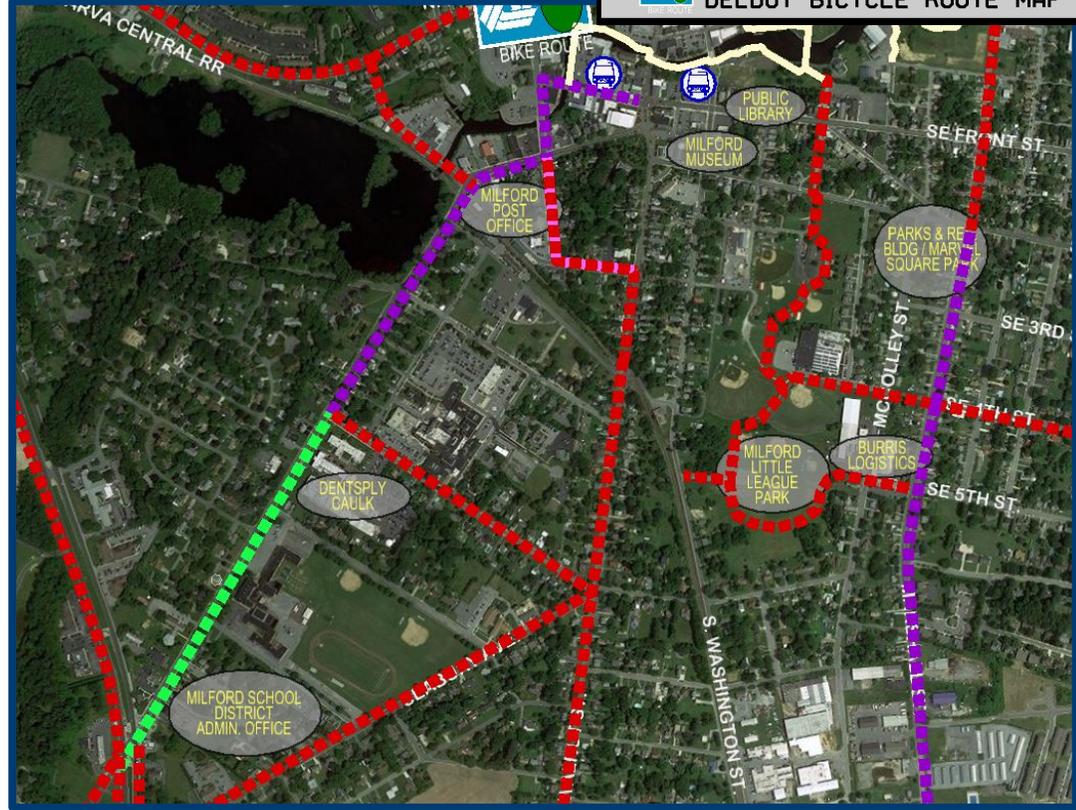
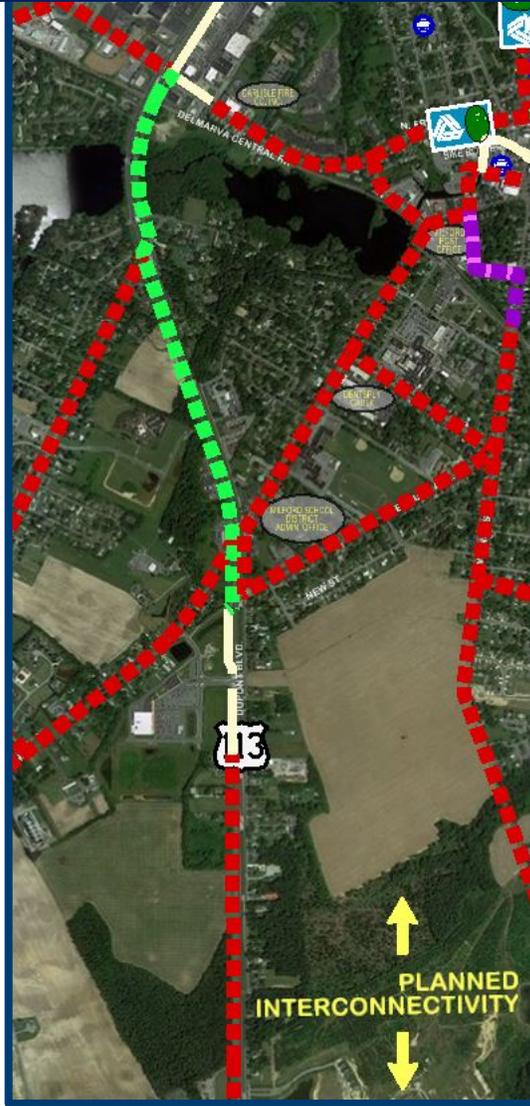
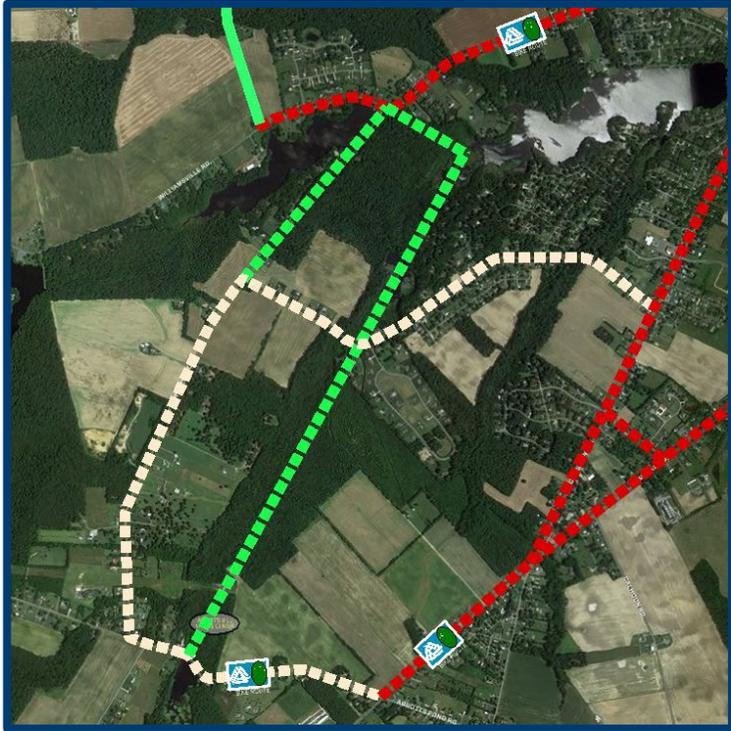
- + Buccaneer Loop
- + Benjamin Banneker Bypass
- + Industrial Bypass
- + Delaware Veterans Loop



Prioritized Routes

Southwest Loop

- + Walnut Spur
- + Cypress Hall Spur
- + Lakeview Connector



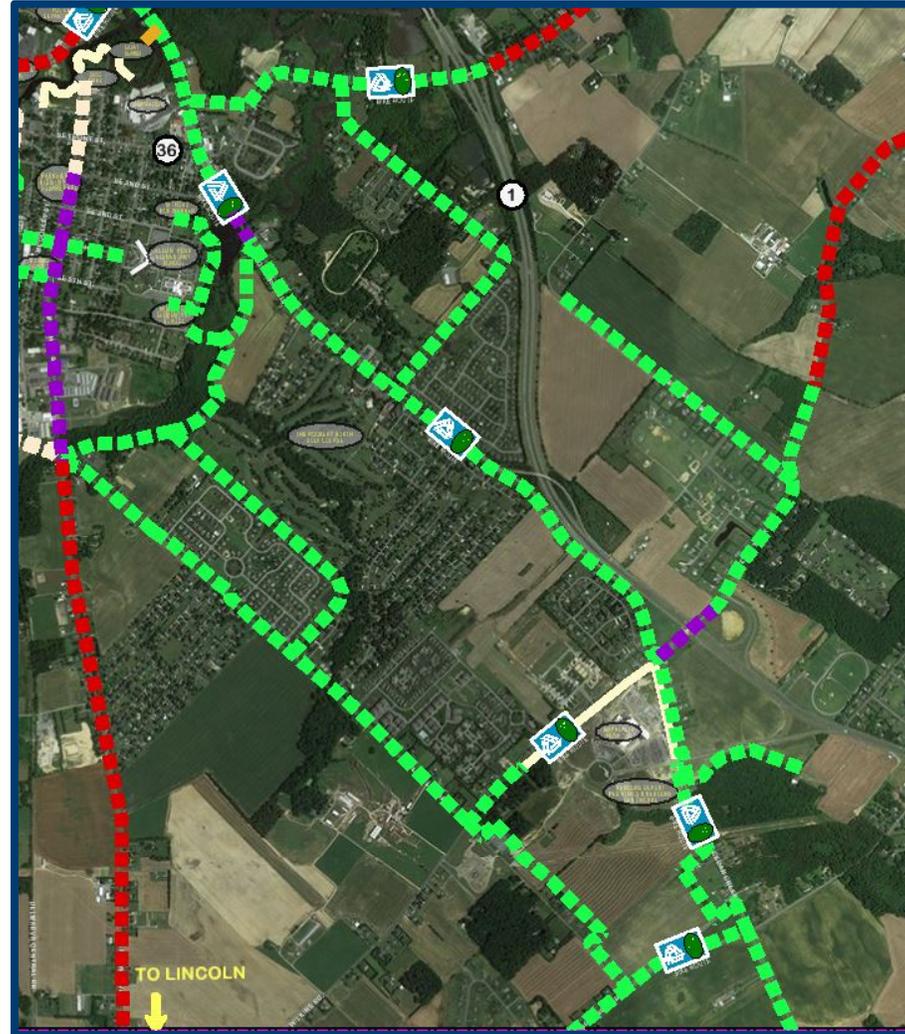
LEGEND

- FUTURE/ADJACENT CONNECTIVITY
- PROPOSED BRIDGE
- PROPOSED PROTECTED BIKE LANE
- PROPOSED SHARED LANE
- PROPOSED SHARED USE PATH
- PROPOSED SHARED LANE / SHOULDER IMPROVEMENTS WHERE POSSIBLE
- PROPOSED BIKE LANE
- EXISTING SHARED USE PATH
- EXISTING BICYCLE ROUTE PER DELDOT BICYCLE ROUTE MAP

Prioritized Routes

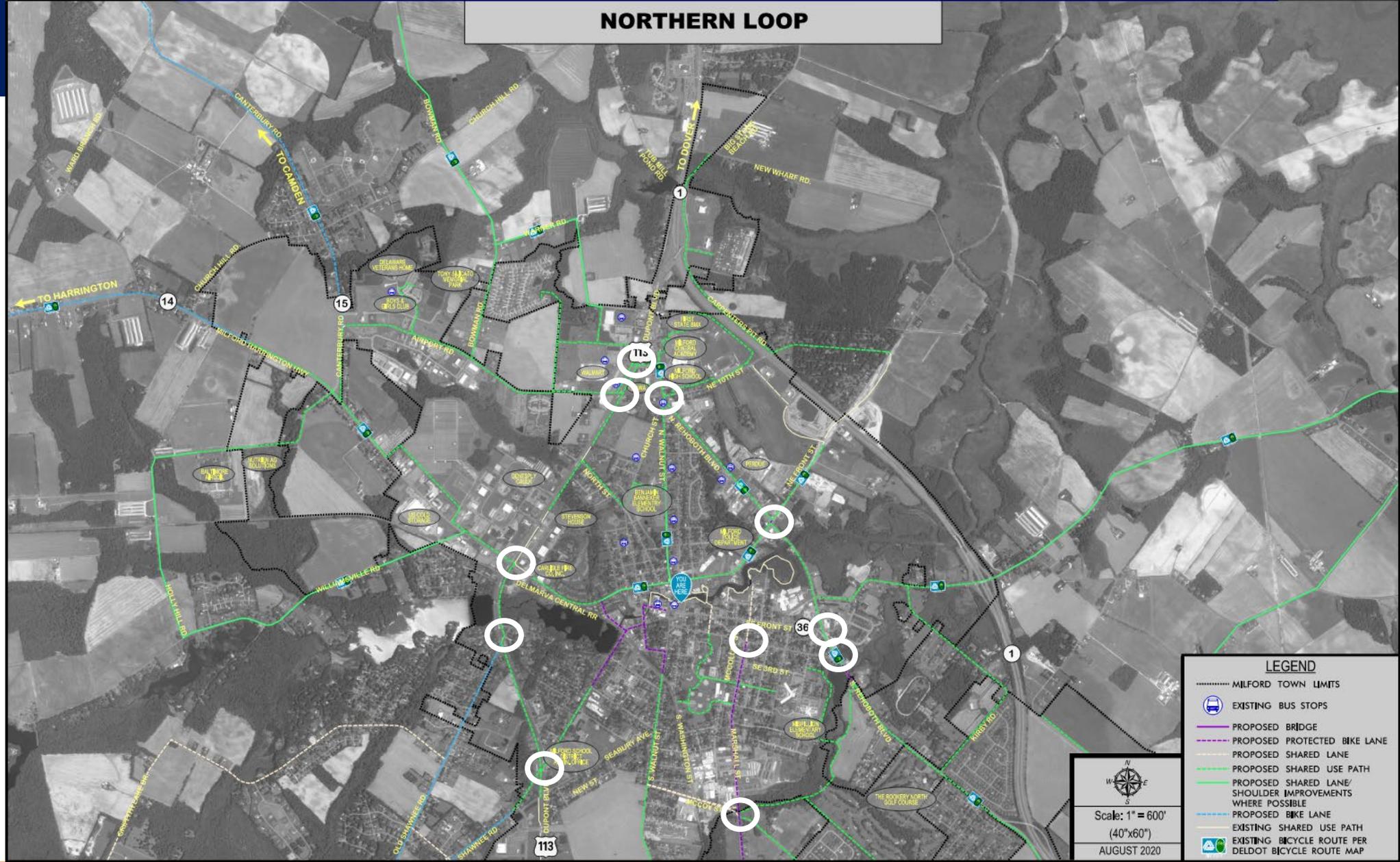
Southeast Loop

- + Deep Branch Loop
- + Railroad Connector



LEGEND	
	FUTURE/ADJACENT CONNECTIVITY
	PROPOSED BRIDGE
	PROPOSED PROTECTED BIKE LANE
	PROPOSED SHARED LANE
	PROPOSED SHARED USE PATH
	PROPOSED SHARED LANE/ SHOULDER IMPROVEMENTS WHERE POSSIBLE
	PROPOSED BIKE LANE
	EXISTING SHARED USE PATH
	EXISTING BICYCLE ROUTE PER DELDOT BICYCLE ROUTE MAP

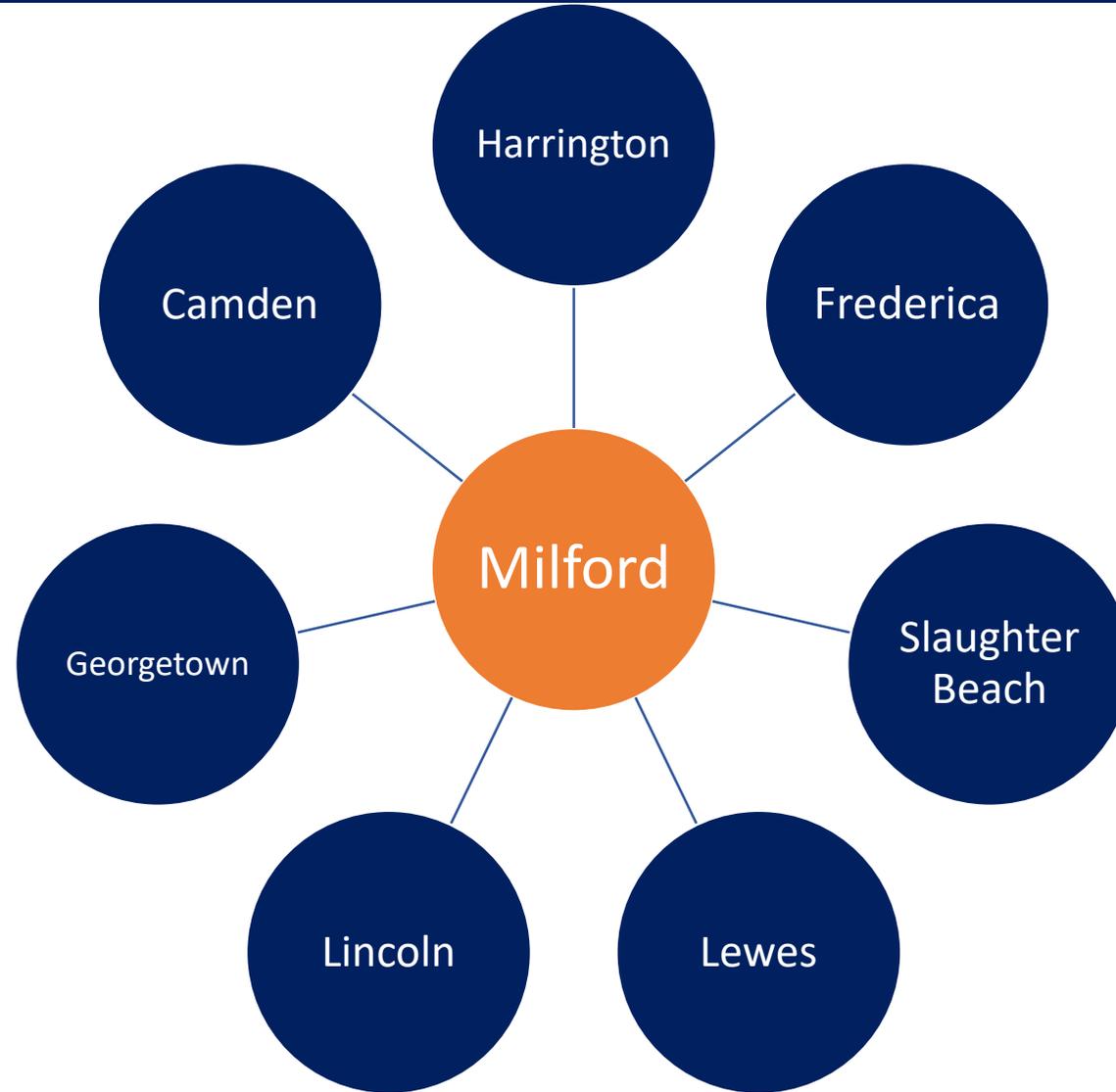
Intersections



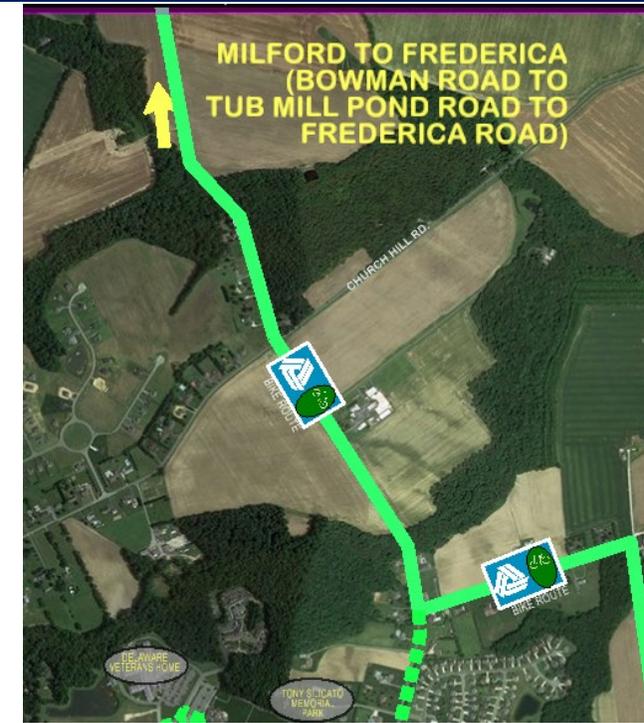
Intersections



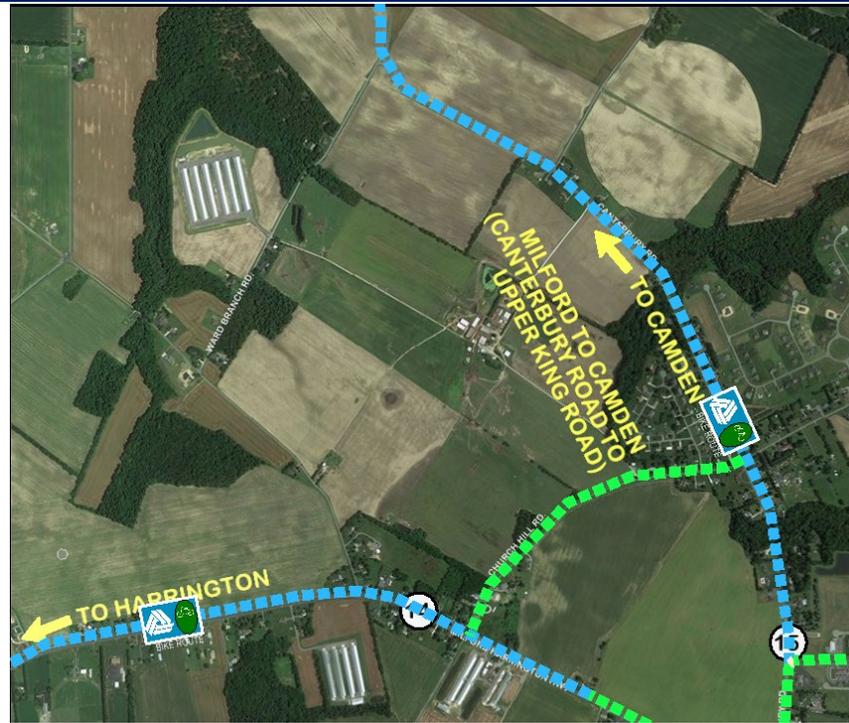
Regional Connections



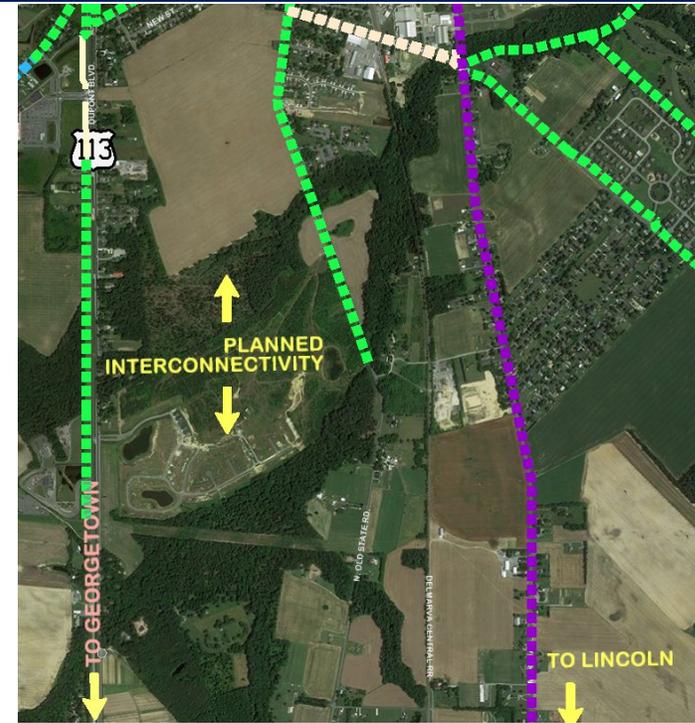
Regional Connections



Frederica

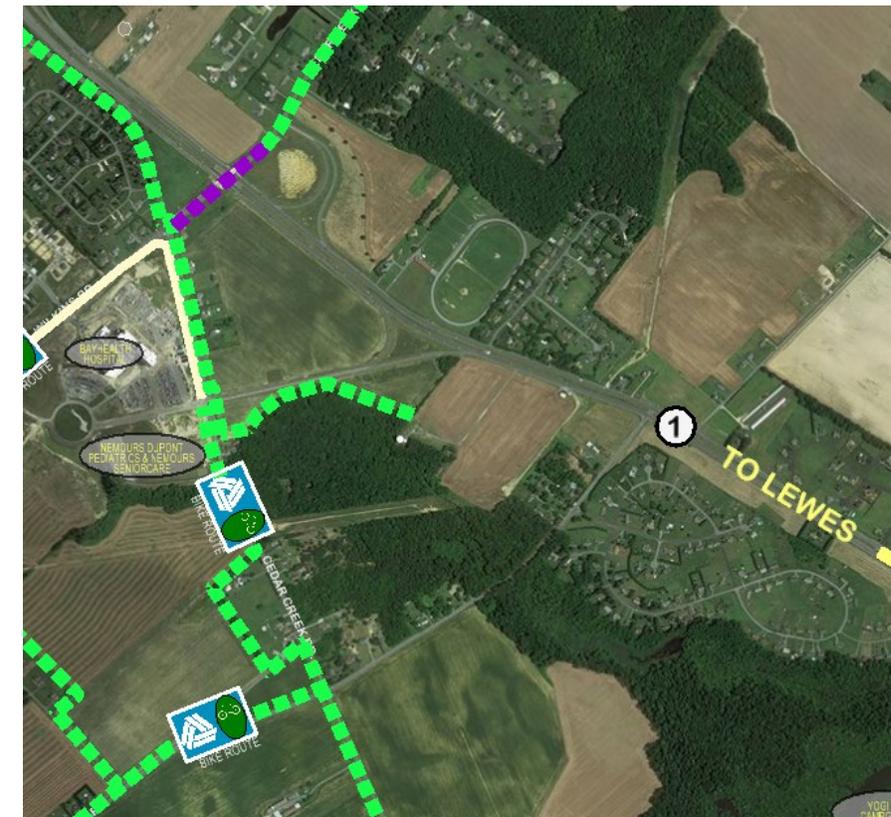


Harrington
& Camden

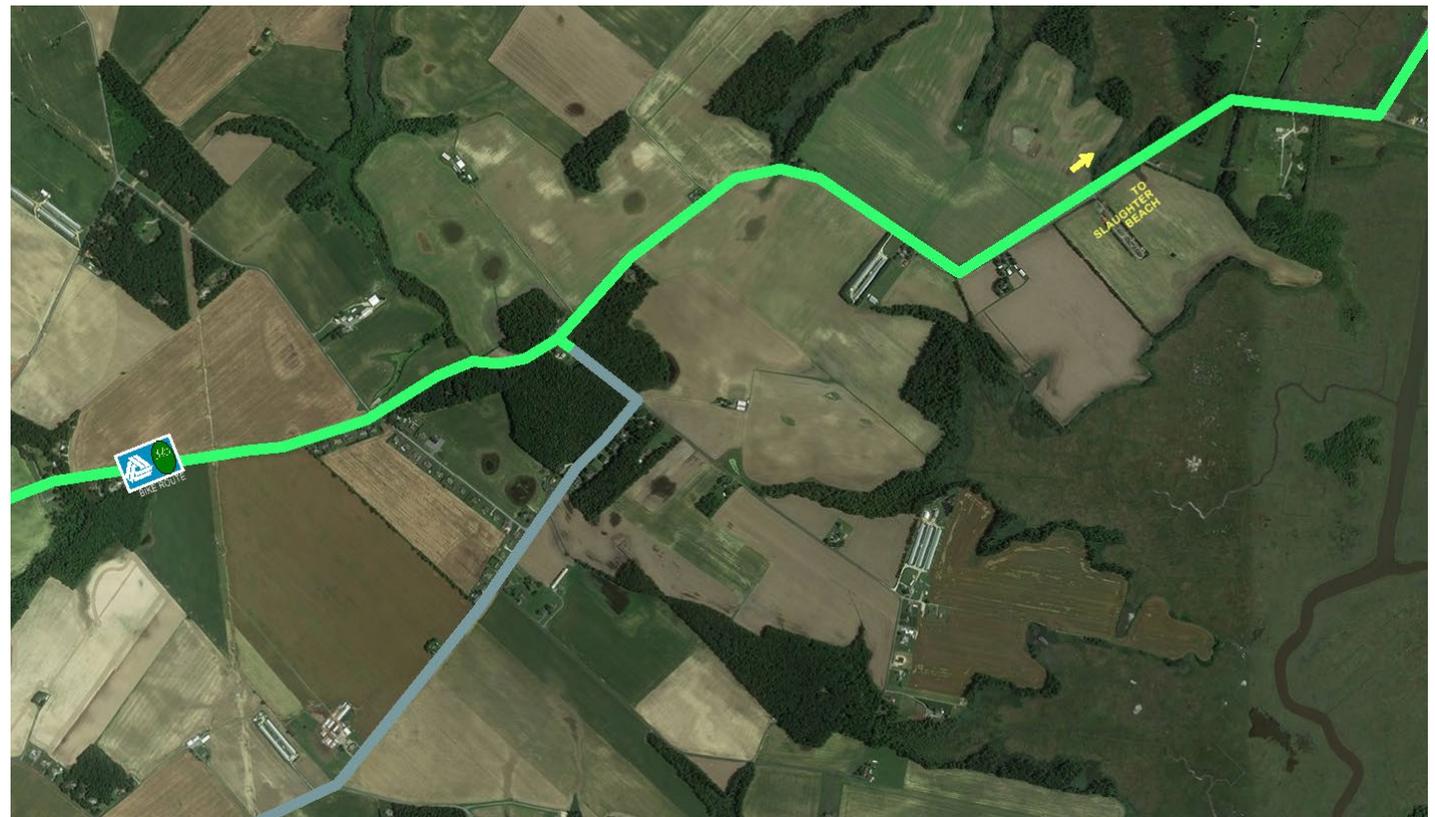


Georgetown
& Lincoln

Regional Connections



Lewes



Slaughter Beach

Policy Update Considerations

1. Add Bike Parking requirements to the zoning code.
2. Require bike trails and walking paths as part of open space amenities.
3. Revise the current Chapter 84 Bicycle, Skateboards and Other Conveyances to be more bike friendly.
4. Require shared use path construction along the frontage of new developments on City maintained streets in accordance with the Master Plan

Costs

Bicycle Improvement Costs	
Improvement Type	Cost/Foot
Shared Use Path	350
Protected Bike Lane	120
Shared Lane	40
Shoulder Improvement	200

Northern Loop

- + Delaware Veterans Loop - \$5.8 Million
- + Buccaneer Loop - \$5 Million
- + Benjamin Banneker Bypass - \$2 Million
- + Industrial Bypass - \$1.5 Million

Southeast Loop

- + Deep Branch Loop - \$8.8 Million
- + Railroad Connector - \$100,000

Southwest Loop

- + Cypress Hall Spur - \$3.7 Million
- + Walnut Spur - \$1.3 Million
- + Lakeview Connector - \$1 Million

Thank you!

DATA SHEET FOR KD PROPERTIES, LLC

Planning Commission Meeting: November 16, 2021

Application Number / Name	:	21-040 / KD Properties, LLC
Applicant	:	KD Properties, LLC 1056 S. State Street Dover, DE 19901
Owner	:	Same
Application Type	:	Conditional Use
Present Comprehensive Plan Map Designation	:	Low Density Residential
Present Zoning District	:	R-2 (Residential District)
Present Use	:	Vacant
Proposed Use	:	Single-family Semi-detached
Size and Location	:	0.27 +/- acres of land located along the West side of N. Washington Street between NE Sixth Street and NE Seventh Street, addressed as 608 N. Washington Street.
Tax Map & Parcel	:	MD-16-183.06-03-31.02

ENC: Staff Analysis Report
Exhibit A – Location & Zoning Map
Exhibit B – Property Survey

STAFF REPORT
October 21, 2021

Application Number / Name	:	21-040 / KD Properties, LLC
Present Comprehensive Plan Designation	:	Low Density Residential
Present Zoning District	:	R-2 (Residential District)
Present Use	:	Vacant
Proposed Use	:	Single-family Semi-detached
Tax Map & Parcel	:	MD-16-183.06-03-31.02
Size and Location	:	0.27 +/- acres of land located along the west side of N. Washington Street between NE Sixth Street and NE Seventh Street, addressed as 608 N. Washington Street.

I. BACKGROUND INFORMATION:

- The applicant proposes to construct a single-family semi-detached dwelling on the above referenced parcel as shown on the provided survey.
- According to Chapter 230-10(C)(1), “single-family semidetached dwellings” are considered a conditional use subject to approval from City Council.

II. STAFF ANALYSIS:

Based on the information presented, the City of Milford Code, and the Comprehensive Plan, staff submits the following regarding the request for the Conditional Use application:

- Evaluation based on the criteria found under Chapter 230-48 Conditional Uses.
 - A. The presence of adjoining similar uses.

As shown on the attached zoning and location map, the property is surrounded on all sides by properties zoned R-2. The adjacent parcels contain single-family detached dwellings on parcels ranging from 8,500 square feet to 25,000 square feet. There are no

other multiple unit dwellings or semi-detached dwellings within 200 feet of the subject parcel.

- B. An adjoining district in which the use is permitted.

The proposed use is permitted by conditional use within the R-2 and permitted by-right in the R-3 & R-8 zoning districts.

- C. There is a need for the use in the area proposed as established by the Comprehensive Plan.

The Comprehensive Plan designates this area as Low Density Residential, which is intended to provide residential housing options in the forms of detached and semi-detached product. The proposed use would be appropriate based on the Comprehensive Plan.

- D. There is sufficient area to screen the conditional use from adjacent different uses.

The proposed use is residential and is surrounded by other residential uses. Screening would not be required.

- E. The use will not detract from permitted uses in the district.

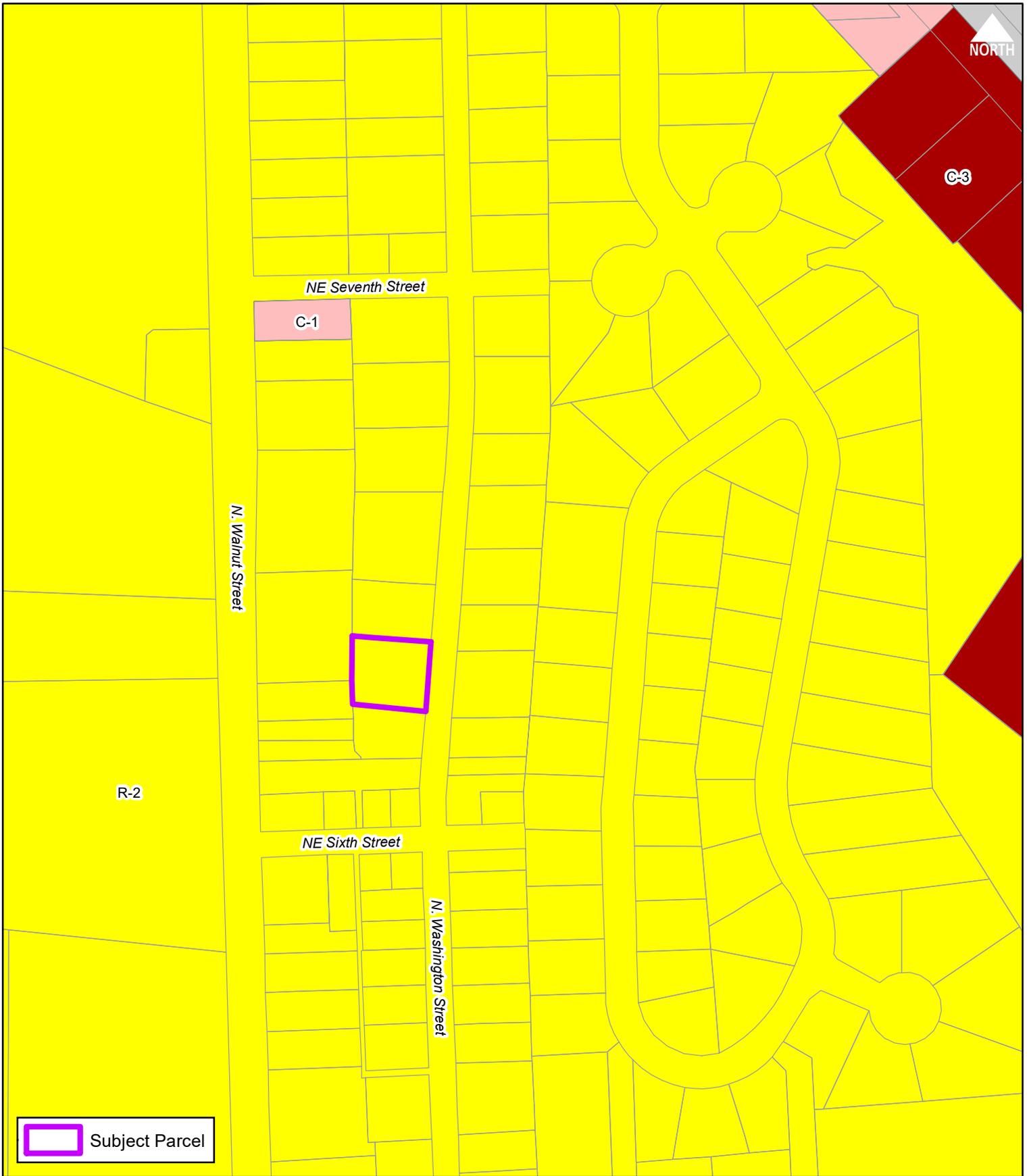
The subject parcel is located in an existing residential neighborhood and is surrounded by single-family detached dwellings. There are no other multiple unit or semi-detached dwellings within 200 feet of the subject property.

- F. Sufficient safeguards, such as traffic control, parking, screening and setbacks, can be implemented to remove potential adverse influences on adjoining uses.

The site is located in an existing residential area along a City maintained local road according to DelDOT's functional classification map. Driveways will be permitted along N. Washington Street. No screening is necessary since adjacent parcels contain similar low density residential uses.

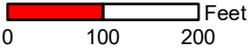
III. AGENCY COMMENTS:

- DelDOT – No comments solicited
- Sussex Conservation District – No comments solicited
- State Fire Marshal – No comments solicited



 Subject Parcel



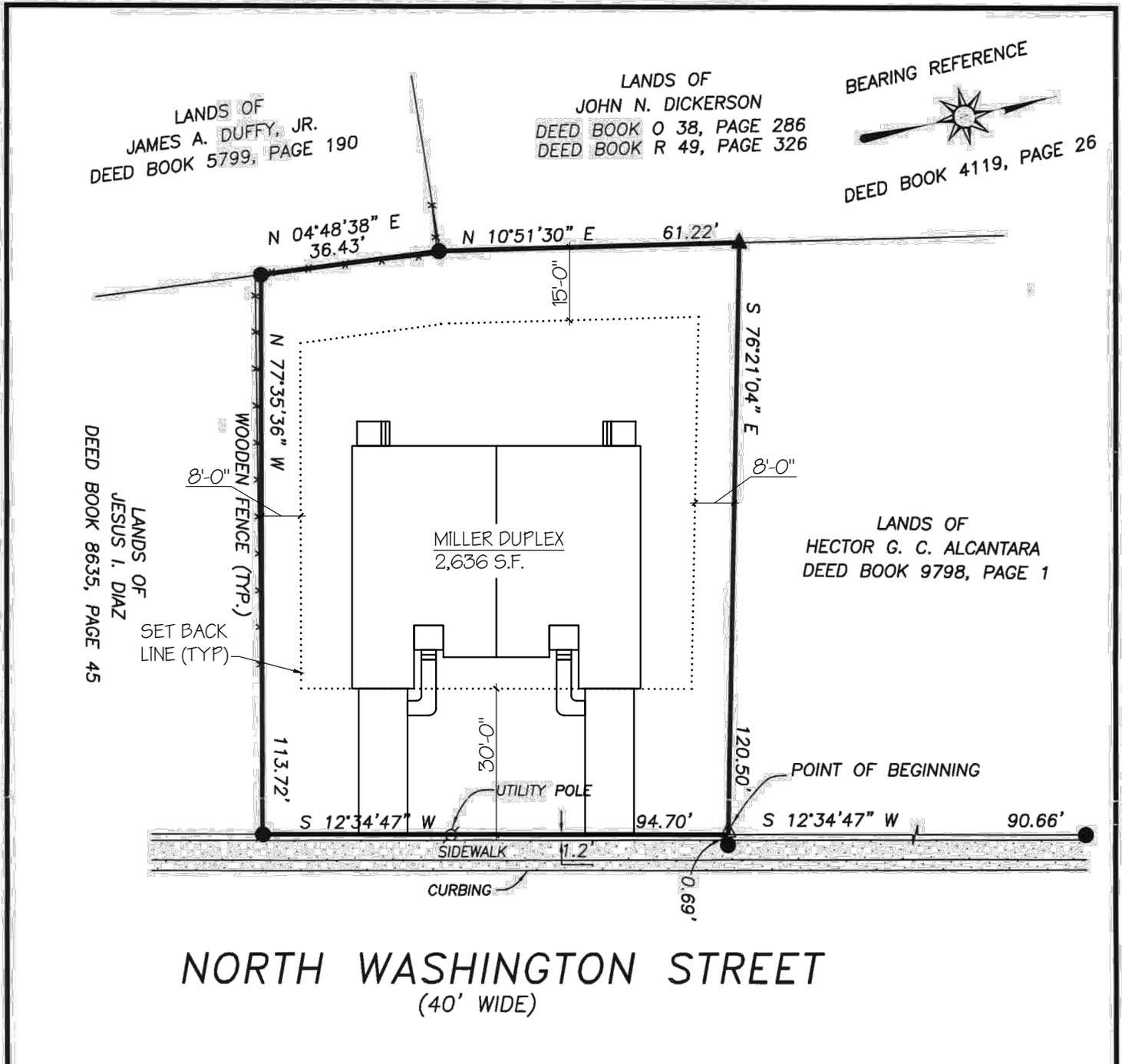
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 0 100 200

Drawn by: WRP Date: 10/21/21

Title:

Conditional Use
KD Properties, LLC
 Location & Zoning Map

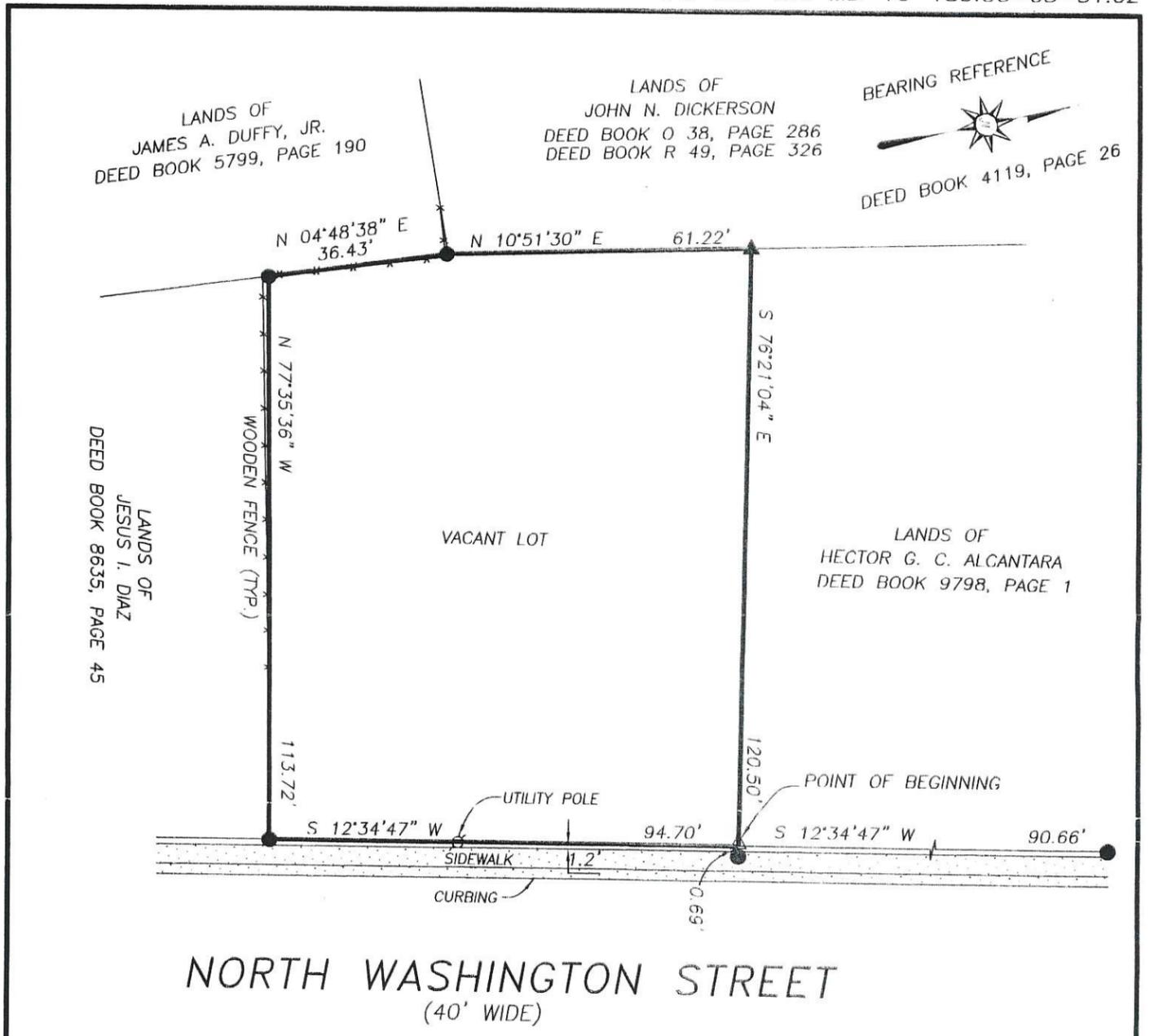
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SITE PLAN

1" = 30'-0"

DUPLEX:	2,636 S.F.
IMPERVIOUS SURFACES:	752 S.F.
TOTAL:	3,388 S.F. = 29% LOT COVERAGE



I, DOUGLAS J. ANNAND, REGISTERED AS A PROFESSIONAL LAND SURVEYOR IN THE STATE OF DELAWARE, HEREBY STATE THAT THE INFORMATION SHOWN ON THIS PLAN HAS BEEN PREPARED UNDER MY SUPERVISION AND MEETS THE STANDARDS OF PRACTICE AS ESTABLISHED BY THE STATE OF DELAWARE BOARD OF PROFESSIONAL LAND SURVEYORS. ANY CHANGES TO THE PROPERTY CONDITIONS, IMPROVEMENTS, BOUNDARY OR PROPERTY CORNERS AFTER THE DATE SHOWN HEREON SHALL NECESSITATE A NEW REVIEW AND CERTIFICATION FOR ANY OFFICIAL OR LEGAL USE.

NOTES:

- 1) CLASS "B", SUBURBAN SURVEY
- 2) SOURCE OF TITLE: DEED BOOK 8323, PAGE 23
- 3) A TITLE SEARCH WAS NEITHER REQUESTED, PROVIDED OR UTILIZED FOR THIS SURVEY

LEGEND:

- FOUND IRON PIPE
- ▲ FOUND IRON BAR
- △ POINT

BOUNDARY SURVEY PLAN

PREPARED FOR
JOHN N. DICKERSON

SITUATED IN
CITY OF MILFORD
KENT COUNTY
STATE OF DELAWARE
AREA: 11,355 SQ. FT.
SCALE: 1" = 30'
DATE: DECEMBER 28, 2020

DOUGLAS J. ANNAND, PLS 622

Prepared By
DOUGLAS J. ANNAND
PROFESSIONAL LAND SURVEYOR
10027 NORTH OLD STATE ROAD
LINCOLN, DELAWARE 19960
PHONE: (302) 448-0320
douglasannand7@gmail.com

PROJECT DESCRIPTION

608 N Washington Street
Milford, DE

The project is to construct a proposed residential duplex unit on this property.

§ 230-10. - R-2 Residential District.

In an R-2 District no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying with the requirements so indicated.

- A. Purpose. The purpose of the R-2 District is to permit housing at a greater density than in the R-1 District by providing for the orderly development of low- to medium-density residential housing into those areas where public services are available. This district also allows for professional home occupations. Finally, it protects existing developments of this nature and excludes noncompatible ones.
- B. Permitted uses: all uses permitted in the R-1 District.
- C. Conditional uses: all uses specified as conditional uses in the R-1 District, and the following uses may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with Article IX of this chapter:
 - (1) **Single-family semidetached dwelling.**
 - (a) Ownership.
 - [1] Dwelling units and individual lots of a single-family semidetached dwelling may be owned separately if separate utility systems are provided and if separate lots for all dwelling units in a building are created at the same time in conformance with Chapter 200, Subdivision of Land, of this Code.
 - [2] Provisions satisfactory to the City Council shall be made to assure that areas of common use of the occupants, but not in individual ownership, shall be maintained in an acceptable manner without expense to the general public.
- D. Design requirements. No apartment/dwelling units shall be located within a cellar.
- E. Site requirements.
 - (1) The structure shall be so located as to provide proper access to the building for fire-fighting equipment, trash collection and deliveries.
 - (2) Off-street parking shall be provided at the rate of 2 1/2 spaces for every dwelling unit on each lot.
- F. Facilities.
 - (1) Outdoor light fixtures shall be provided at locations that will assure the safe and convenient use of walks, steps, parking areas, driveways, streets and other such facilities.
 - (2) Facilities for temporary trash/refuse storage shall be provided in such a manner that is adequate for the dwelling units they must support.
- G. Area regulations.
 - (1) For permitted uses and single-family semidetached dwellings not separately owned:
 - (a) Minimum interior lot area shall be 8,000 square feet and minimum corner lot area shall be 13,000 square feet.
 - (b) Maximum lot coverage shall be 30%.
 - (c) Minimum lot width shall be 80 feet.
 - (d) Height of buildings shall not exceed three stories or 35 feet. Accessory buildings shall not exceed 15 feet in height.
 - (e) Minimum front building setback line shall be 30 feet.

- (f) Minimum rear yard setback shall be 15 feet. For lower lots the rear yard may be reduced 20% in depth to allow for the skewing of a residential dwelling on its lot.
 - (g) Side yards shall be provided as follows: each lot shall have two side yards a minimum width of eight feet on each side.
 - (h) Parking shall comply with the requirements provided in Article IV of this chapter.
 - (i) Signs shall comply with the requirements in Article VI of this chapter.
 - (j) Decks, subject to the following requirements:
 - [1] The deck cannot be located in the front yard.
 - [2] A minimum distance of 10 feet must be maintained from the deck to the rear property line.
- (2) For single-family semidetached dwellings separately owned:
- (a) Minimum interior lot area shall be 4,000 square feet and minimum corner lot area shall be 6,500 square feet.
 - (b) Maximum lot coverage shall be 30%.
 - (c) Minimum lot width shall be 40 feet.
 - (d) Height of buildings shall not exceed three stories or 35 feet. Accessory buildings shall not exceed 15 feet in height.
 - (e) Minimum front building setback line shall be 30 feet.
 - (f) Minimum rear yard setback shall be 15 feet. For lower lots the rear yard may be reduced 20% in depth to allow for the skewing of a residential dwelling on its lot.
 - (g) Side yard shall be provided as follows: each lot shall have one side yard a minimum width of eight feet.
 - (h) Parking shall comply with the requirements provided in Article IV of this chapter.
 - (i) Signs shall comply with the requirements in Article VI of this chapter.

CITY OF MILFORD
NOTICE OF PUBLIC HEARING

Planning Commission Hearing: Tuesday, November 16, 2021 @ 7:00 PM
City Council Hearing: Monday, November 22, 2021 @ 7:00 PM

NOTICE IS HEREBY GIVEN that the following Ordinance is currently under review by the City of Milford Planning Commission and City Council, with action scheduled to occur on the date(s) and time(s) so indicated:

ORDINANCE 2021-23

KD Properties, LLC for a Conditional Use
0.27 +/- acres of land located along the West side of
N. Washington Street between NE Sixth Street and NE Seventh Street
Comprehensive Plan Designation: Low Density Residential
Zoning District: R-2 (Residential District)
Present Use: Vacant
Proposed Use: Single-family Semi-detached
Tax Parcel: MD-16-183.06-03-31.02

WHEREAS, 230-10(C)(1) states “single-family semidetached dwellings” are considered a conditional use subject to approval from City Council; and

WHEREAS, the applicant is constructing a single-family semi-detached dwelling on the above referenced parcel; and

WHEREAS, the City of Milford Planning Commission considered the application during their regular meeting on Tuesday, November 16, 2021, at which time interested parties publicly commented on the application; and

WHEREAS, Milford City Council held a Public Hearing on Monday, November 22, 2021, allowing for additional public comment after which the majority of City Council voted to approve the Conditional Use by adopting this ordinance; and

WHEREAS, the notice as required by Chapter 230, was published in the Milford Beacon on October 27, 2021, and provided to property owners within 200 feet of the subject parcel; and

WHEREAS, this ordinance becomes effective ten days following the date of its adoption by City Council.

NOW, THEREFORE, the City of Milford hereby ordains as follows:

Section 1. Upon adoption of this ordinance, a conditional use permit is hereby granted to KD Properties, LLC to allow a single-family semi-detached dwelling on the west side of North Washington Street as described herein.

Section 2. Construction shall commence within one year of the date of issuance of the permit, otherwise the conditional use becomes void.

Section 3. Dates.

City Council Introduction: Monday, November 8, 2021

Planning Commission Review & Public Hearing: Tuesday, November 16, 2021

City Council Public Hearing: Monday, November 22, 2021

For additional information, please contact Rob Pierce in the Planning & Economic Development Department either by e-mail at RPierce@milford-de.gov or by calling 302.424.8396.

10.20.2021

Advertised: *Milford Beacon 101321*

DATA SHEET FOR ATLANTIC SELF STORAGE

Planning Commission Meeting: November 16, 2021

Application Number / Name	:	21-044 / Atlantic Self Storage
Applicant	:	Atlantic Self Storage Associates, LLC C/O Glen R. Thompson 37021 Rehoboth Ave Ext, Suite G Rehoboth, DE 19971
Owner	:	Same
Application Type	:	Final Minor Subdivision Lot Line Adjustment
Present Comprehensive Plan Map Designation	:	Industrial
Present Zoning District	:	I-1 (Limited Industrial District)
Present Use	:	Self Storage & Vacant Land
Proposed Use	:	Self Storage & Vacant Land
Size and Location	:	5.4 +/- acres of land located along the north and east side of E. Masten Circle, addressed as 851 and 861 E. Masten Circle.
Tax Map & Parcel	:	MD-16-183.00-01-07.00 (2.6 acres) MD-16-183.00-01-08.00 (2.8 acres)

ENC: Staff Analysis Report
Exhibit A – Location & Zoning Map
Exhibit B – Survey

STAFF REPORT
October 11, 2021

Application Number / Name	:	21-044 / Atlantic Self Storage
Present Comprehensive Plan Designation	:	Industrial
Present Zoning District	:	I-1 (Limited Industrial District)
Present Use	:	Self Storage & Vacant Land
Proposed Use	:	Self Storage & Vacant Land
Tax Map & Parcel	:	MD-16-183.00-01-07.00 (2.6 acres) MD-16-183.00-01-08.00 (2.8 acres)
Size and Location	:	5.4 +/- acres of land located along the north and east side of E. Masten Circle, addressed as 851 and 861 E. Masten Circle.

I. STAFF ANALYSIS:

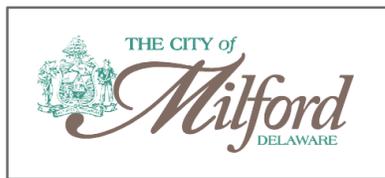
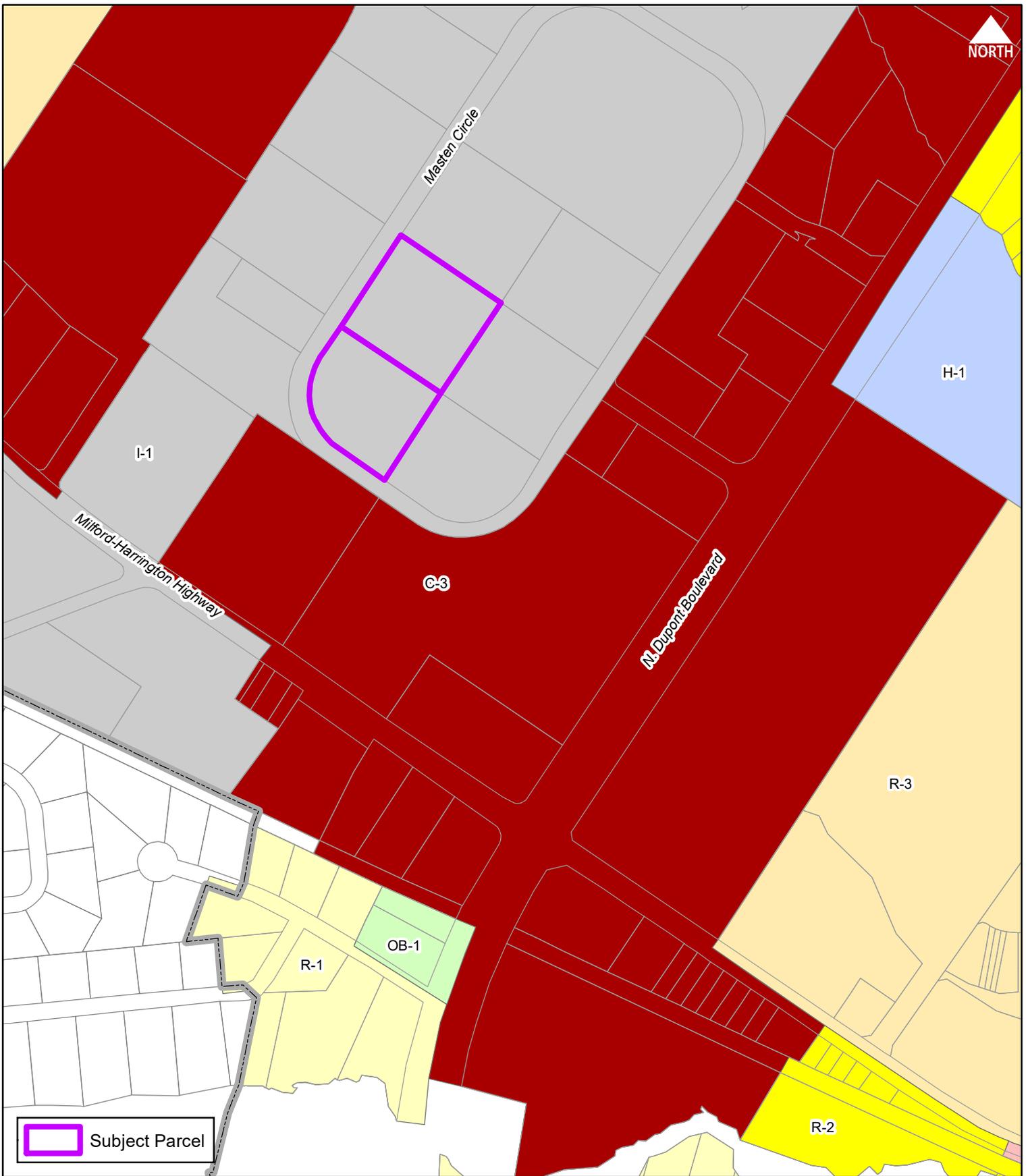
- The applicant is the owner of Lots 2 and 4 of the West Milford Industrial Park. Lot 2 was developed for self-storage in the late 1980's and there was an expansion of the self-storage use on to Lot 4 in the late 1990's. The properties were never consolidated as part of the expansion in the 1990's and one of the self-storage buildings was constructed across the property line.
- The applicant proposes to adjust the property boundaries for the above two referenced parcels in order to entirely encompass the self-storage use on Lot 2.
- Chapter 200-5 outlines the procedures for administrative approvals, including minor lot line adjustments. Paragraph B(1) states "minor lot line adjustments or the sale or exchange of part of a lot between owners of adjacent lots for the purpose of small adjustments in boundaries may be approved administratively provided:
 - (a) The total area of the adjustment does not exceed 10% of the combined area of the lots affected by the adjustment;
 - (b) No additional lots are created;
 - (c) The adjusted lot line is approximately parallel with the original lot line, when appropriate, or, if it is proposed to intersect with the original line, it does not significantly change the shape of the lots involved;

(d) The owner submits a survey for review and approval by the Planning Director.”

- The provided survey does not comply with Chapter 200-5(B)(1)(c) as outlined above and does not qualify for administrative approval by the Planning Director and requires review by the Planning Commission and City Council.
- Additionally, Chapter 200-8(E)(7) states “side lot lines shall be at right angles or radial to street lines.” The proposed lot line adjustment would not comply with this section of the subdivision ordinance and requires a waiver approval from City Council.
- Chapter 200-9 states “applicants may request, at the time of application submission, the varying or waiving of requirements of Chapter 200, and the Planning Commission may, at its discretion, recommend to City Council the varying or waiving of said requirements and request conditions that substantially secure the objectives of the requirements so waived. Upon the findings of the City Council that, due to special conditions peculiar to a subdivision or a site, certain requirements of these regulations are inappropriate or that strict compliance with said requirements may cause extraordinary and unnecessary hardships, the City Council may vary or waive said requirements, provided that such variance or waiver shall not be detrimental to the public health, safety or general welfare or have the effect of nullifying the intent and purpose of the Official Map, Chapter 230, Zoning, the Development Plan or this chapter. In varying or waiving certain requirements, the City Council may specify such conditions at will, in its judgment, secure substantially the objectives of the requirements so varied or waived.”
- **The applicant is seeking final minor subdivision approval from City Council and a waiver from Chapter 200-8(E)(7) in order to adjust the property lines for the above referenced parcels as shown on the provided survey in order to create one parcel containing all of the self-storage improvements and a second vacant parcel.**

II. AGENCY COMMENTS:

- DelDOT – No comments solicited
- Kent Conservation District – No comments solicited
- State Fire Marshal – No comments solicited



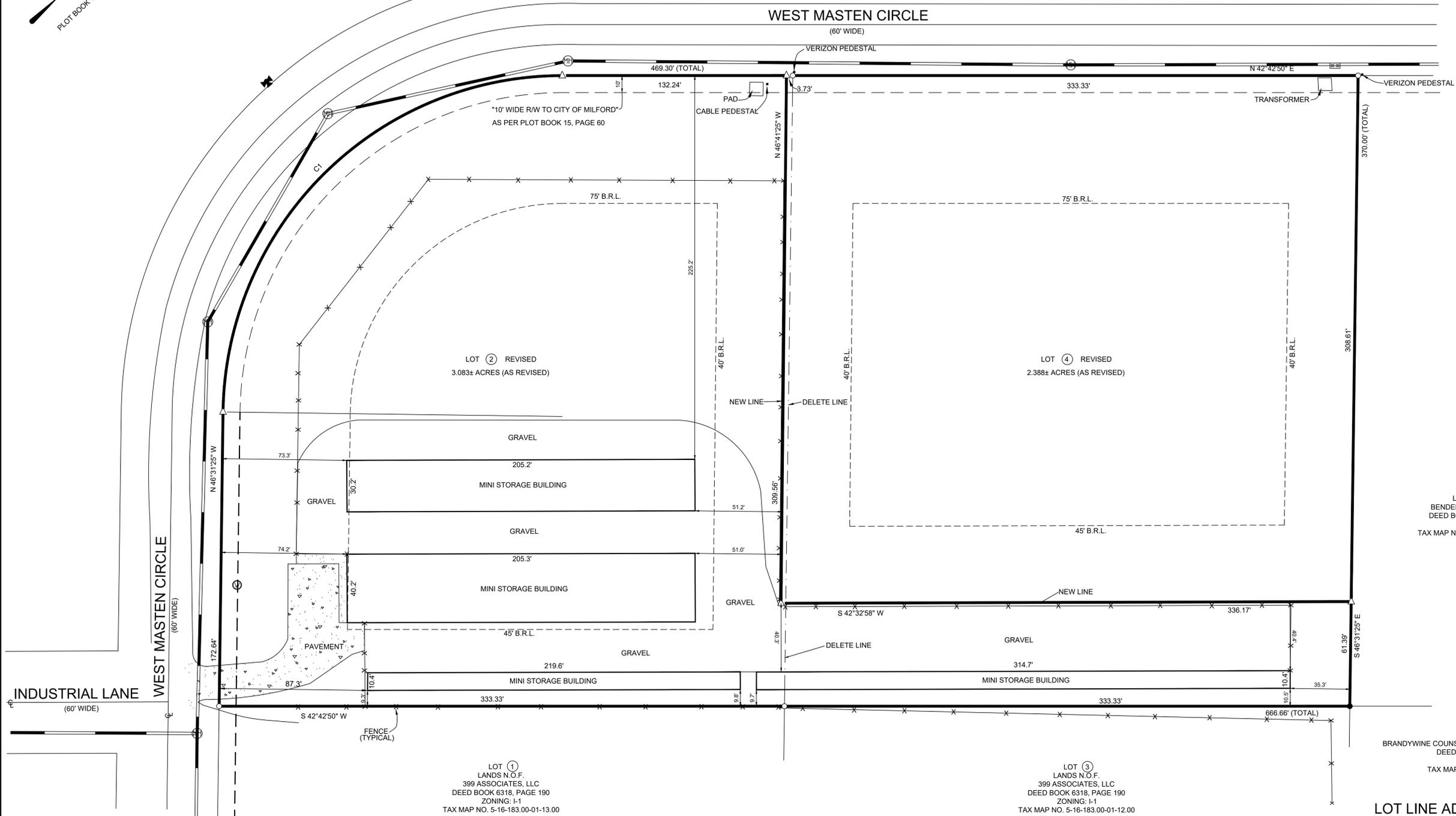
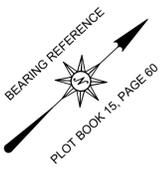
Scale: 0 200 400 Feet

Drawn by: WRP Date: 10/29/21

Title: Final Minor Subdivision Atlantic Self-Storage Location & Zoning Map

Filepath: FinalMinor_AtlanticSelfStorage.mxd

CURVE	RADIUS	DELTA ANGLE	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	200.00'	89°14'19"	311.51'	280.98'	N 01°54'15" W



DATA COLUMN:

- OWNERS NAME: ATLANTIC SELF STORAGE ASSOCIATES LLC (C/O WAYNE HODGE)
PO BOX 766, REHOBOTH BEACH, DE 19971
- TAX MAP NO. 5-16-183.00-01, PARCELS 7.00 & 8.00
- ZONING: I-1 (LIMITED INDUSTRIAL DISTRICT)
- CURRENT USE: STORAGE FACILITIES (LOTS 2 & 4)
- WATER, SEWER & ELECTRIC PROVIDER: CITY OF MILFORD
- SETBACKS: FRONT: 75'; SIDE: 40'; REAR: 45'
- BY GRAPHIC SCALING AND PLOTTING, THESE PROPERTIES FALLS WITHIN THE LIMITS OF ZONE "X" AS PER THE NATIONAL FLOOD INSURANCE PROGRAM, FLOOD INSURANCE RATE MAP NUMBER 10005C037J, EFFECTIVE DATE: JANUARY 1, 2005
- NO WETLANDS AS PER THE U.S. FISH AND WILDLIFE NATIONAL WETLANDS INVENTORY.
- PROPERTIES DO NOT INCLUDE SOURCE WATER PROTECTION AREAS (WELL-HEAD OR EXCELLENT RECHARGE AREAS) AS PER DNREC ENVIRONMENTAL NAVIGATOR.
- AFFECTED PROPERTIES:

EXISTING LOT 2
TAX MAP NO. 5-16-183.00-01-7.00
CURRENT ZONING: I-1
CURRENT USE: PUBLIC STORAGE FACILITY
LOT AREA: 2.640± ACRES (2.0± ACRES MINIMUM)
LOT COVERAGE: 1.011± ACRES, 38.3% (60% MAXIMUM)
SETBACKS: FRONT 75' SIDE 40' REAR 45'

REVISED LOT 2
TAX MAP NO. 5-16-183.00-01-7.00
CURRENT ZONING: I-1
CURRENT USE: PUBLIC STORAGE FACILITY
LOT AREA: 3.083± ACRES (2.0± ACRES MINIMUM)
LOT COVERAGE: 1.344± ACRES, 43.6% (60% MAXIMUM)
SETBACKS: FRONT 75' SIDE 40' REAR 45'

EXISTING LOT 4
TAX MAP NO. 5-16-183.00-01-8.00
CURRENT ZONING: I-1
CURRENT USE: PUBLIC STORAGE FACILITY
LOT AREA: 2.831± ACRES (2.0± ACRES MINIMUM)
LOT COVERAGE: 0.335± ACRES, 11.8% (60% MAXIMUM)
SETBACKS: FRONT 75' SIDE 40' REAR 45'

REVISED LOT 4
TAX MAP NO. 5-16-183.00-01-8.00
CURRENT ZONING: I-1
CURRENT USE: PUBLIC STORAGE FACILITY
LOT AREA: 2.388± ACRES (2.0± ACRES MINIMUM)
LOT COVERAGE: 0.001± ACRES, 0.04% (60% MAXIMUM)
SETBACKS: FRONT 75' SIDE 40' REAR 45'

NOTES:

- CLASS "B", SUBURBAN SURVEY
- SOURCE OF TITLE: DEED BOOK 6264, PAGE 339
- THIS BOUNDARY SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A COMPLETE TITLE REPORT AND IS SUBJECT TO ANY ENCUMBRANCES, RESTRICTIONS, EASEMENTS AND/OR RIGHTS OF WAY THAT MIGHT BE REVEALED BY A THOROUGH TITLE SEARCH
- ALL SETBACKS MUST BE VERIFIED BY THE HOME OWNER AND/OR CONTRACTOR WITH THE APPROPRIATE REGULATORY AUTHORITY

LOT 6
LANDS N.O.F.
BENDEBETZ ASSOCIATES
DEED BOOK 300, PAGE 144
ZONING: I-1
TAX MAP NO. 5-16-183.00-01-09.00

LOT 5
LANDS N.O.F.
BRANDYWINE COUNSELING & COMMUNITY SERVICES, INC.
DEED BOOK 8307, PAGE 185
ZONING: I-1
TAX MAP NO. 5-16-183.00-01-11.00

LOT 1
LANDS N.O.F.
399 ASSOCIATES, LLC
DEED BOOK 6318, PAGE 190
ZONING: I-1
TAX MAP NO. 5-16-183.00-01-13.00

LOT 3
LANDS N.O.F.
399 ASSOCIATES, LLC
DEED BOOK 6318, PAGE 190
ZONING: I-1
TAX MAP NO. 5-16-183.00-01-12.00

LOT LINE ADJUSTMENT SURVEY PLAN

PREPARED FOR

**ATLANTIC SELF STORAGE ASSOCIATES LLC
LOT 2 & LOT 4 WEST MILFORD INDUSTRIAL
PARK RESUBDIVISION**

SITUATE IN: CITY OF MILFORD, MILFORD HUNDRED
KENT COUNTY, STATE OF DELAWARE

OWNER'S CERTIFICATION:
I, WAYNE HODGE, ON BEHALF OF ATLANTIC SELF STORAGE ASSOCIATES LLC, HEREBY CERTIFY THAT WE ARE THE LEGAL OWNERS OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT OUR DIRECTION, AND THAT WE ACKNOWLEDGE THE SAME TO BE OUR ACT AND DESIRE THE PLAN TO BE RECORDED ACCORDING TO THE LAW.

WAYNE HODGE _____ DATE _____

CITY APPROVAL:
CITY ENGINEER APPROVAL
CONSTRUCTION IMPROVEMENT PLANS HAVE BEEN REVIEWED AND ARE FOUND TO BE IN GENERAL CONFORMANCE WITH THE CITY OF MILFORD CONSTRUCTION SPECIFICATIONS AND DETAILS. THE OWNER AND HIS ENGINEER AND/OR SURVEYOR ASSUME ALL RESPONSIBILITY FOR DESIGN AND ACCURACY OF INFORMATION SHOWN HEREON.

SIGNATURE: _____ DATE: _____
ERIK RETZLAFF, P.E.

CITY OF MILFORD APPROVAL

CITY MANAGER: _____ DATE: _____
ERIC NORENBURG

SURVEYOR'S STATEMENT
I, R.B. KEMP, III, registered as a Professional Land Surveyor in the State of Delaware, hereby state that the information shown on this plan has been prepared under my supervision and meets the standards of practice as established by the State of Delaware Board of Professional Land Surveyors. Any changes to the property conditions, improvements, boundary or property corners after the date shown hereon shall necessitate a new review and certification for any official or legal use.

R.B. KEMP, III, P.L.S. 541

LEGEND:

○	FOUND IRON PIPE
●	FOUND IRON BAR
△	SET IRON BAR
⊕	SANITARY SEWER MANHOLE
⊕	FIRE HYDRANT
⊕	CATCH BASIN
⊕	WATER METER
—	SANITARY SEWER LINE

Karins and Associates
ENGINEERS • PLANNERS • SURVEYORS
NEWARK, DE • GEORGETOWN, DE
www.karinsengineering.com
128 WEST MARKET STREET
GEORGETOWN, DELAWARE 19947
PHONE: (302) 858-4331 FAX: (302) 629-2175

SURVEY BY: CJA	0' 30' 60'
DESIGNED BY: MBK	
DRAWN BY: MBK	DATE: 09-28-2021 SHEET 1 OF 1
CHECKED BY: RBK	SCALE: 1" = 30' DRAWING NO. G 1597-D

DATE September 28, 2021

TO CITY OF MILFORD

FROM ATLANTIC SELF STORAGE ASSOCIATES, LLC

RE CHANGE DIVISION OF TWO LOTS OWNED BY ATLANTIC SELF STORAGE

We are filing for a minor subdivision in order to change the boundary lines of Lots 2 and 4 owned by Atlantic Self Storage Associates, LLC. This redivision will correct an error done by the previous owner over 20 years ago and will place all current structures on one piece of property.

There will be no change in current operations of either property.

Contact info

Atlantic Self Storage

Wayne Hodge

302 226-9000

37021 Rehoboth AVE Ext
Ste G

Rehoboth DE 19871

rwaynehodge@gmail.com

§ 200-5. - Administrative approvals.

The following land use actions may be approved administratively, unless otherwise determined by the Planning Director or designee.

A. Minor subdivision.

- (1) A minor subdivision is one that creates a total of five or fewer parcels of land (including any residual) either on an existing public roadway or on a private road and may be approved administratively, provided:
 - (a) Minor subdivision shall be subject to the process and procedures in Section 200-8(E).
 - (b) Minor subdivision plans shall contain all information as required by Section 200-8(E).

B. Minor lot line adjustment.

- (1) Minor lot line adjustments or the sale or exchange of part of a lot between owners of adjacent lots for the purpose of small adjustments in boundaries may be approved administratively, provided:
 - (a) The total area of the adjustment does not exceed 10% of the combined area of the lots affected by the adjustment;
 - (b) No additional lots are created;
 - (c) The adjusted lot line is approximately parallel with the original lot line, when appropriate, or, if it is proposed to intersect with the original line, it does not significantly change the shape of the lots involved;
 - (d) The owner submits a survey plan for review and approval by the Planning Director.
- (2) Approval of the record plan does not automatically transfer a property. A separate deed must also be recorded simultaneously to transfer the property being conveyed.
- (3) The Planning Director may permit an increase in the percentage of the combined area of the lots affected by the lot line adjustment following a request for such with justification from the applicant.

C. Consolidation of lots.

- (1) The consolidation of two or more lots may be approved administratively, provided;
 - (a) Any conditions applicable to any applicable original subdivision remain in full force and effect;
 - (b) The consolidation of lots, including those within major subdivisions, shall be recorded as provided in in Section 200-8(E) below and may not be re-subdivided except through minor subdivision.
 - (c) A revised deed must also be recorded simultaneously with the consolidation describing the lots as one lot; and
 - (d) The owner submits a survey record plan for review and approval by the Planning Director.

D. Change in ownership, mortgage, or lease line.

- (1) The creation of mortgage, or lease line within a commercial, industrial or multifamily residential lot does not require the approval of a new subdivision plan. At the owner's discretion, a plan depicting the creation or deletion of internal lots to reflect a new mortgage or lease line may be recorded after administrative approval, provided:
 - (a) All prior conditions of approval for the original subdivision remain in full force and effect;

- (b) Any necessary cross-easements, covenants, or other deed restrictions necessary to perpetuate previous approvals must be executed prior to recording the record plat;
- (c) The owner submits a survey plan for review and approval by the Planning Department.

E. Process and procedures.

- (1) The application must be submitted by the legal owner of the subject property, or a representative authorized by the legal owner, to the Department and must consist of the following:
 - (a) Two paper prints of the subdivision plan and any attachments, including the approved checklist;
 - (b) A review fee, as outlined in Chapter 230-57;
 - (c) Parcels created that do not meet the minimum requirements for building lots must be incorporated into an adjacent property. Such incorporation must be indicated on the plan and the following note shall be added to the plan: "The approval of this subdivision plan does not constitute a separate building lot but is intended to be combined with an adjacent property;"
 - (d) Neither landlocked parcels nor parcels not meeting the requirements for a buildable lot according to Chapter 230, Zoning, may be created without designation of conveyance to another parcel. A deed for the conveyance must be submitted with the record plan and recorded simultaneously with the plan;
 - (e) For minor subdivisions, letters of "no objection to recordation" may be required or a stamp of approval may be required on the record plat from, but not limited to, the following agencies:
 - 1. The Kent or Sussex Conservation District; and
 - 2. The Delaware Department of Transportation.
 - (f) A set of deed restrictions and/or perpetual maintenance agreement that clarifies and controls the operation and maintenance of any private facilities (private streets, access easements, etc.); and
 - (g) Any additional information that the Department deems pertinent to this subdivision plan.
- (2) If the subdivision plan is approved by the Department, the plan will be signed by the City Manager, City Engineer and Planning Director and returned to the applicant for recordation. Two copies of the approved plan will be retained by the City.
- (3) A final record plat must be submitted to Department within 90 days of approval or the approval is no longer valid.
- (4) Transactions involving acquisitions of public rights-of-way pursuant to 17 Del. C. 137 and all land acquired by the exercise of the power of eminent domain or by voluntary agreement in lieu of the exercise of the power of eminent domain are exempt from the provisions of this article.

§ 200-8. - General requirements and design standards.

The following shall be deemed to be minimum requirements and may be varied or waived by the Commission only under circumstances set forth in § 200-6:

A. Streets.

- (1) The layout, character, extent, width, grade and location of proposed streets shall be established with due regard to:
 - (a) Public convenience and safety.
 - (b) Proposed uses of the land to be served by said streets.
 - (c) Proper relation and connection with and continuation and projection of streets in the adjacent areas, whether these streets are existing or proposed in another subdivision in a neighborhood plan, in the development plan or in the Official Map, as approved or adopted by the Commission.
 - (d) Topography and other land features.
- (2) The layout of proposed streets shall furthermore be arranged in a manner acceptable to the Commission and City Council.
- (3) Minor streets shall be laid out so as to discourage their use by through traffic.
- (4) Where a subdivision abuts or contains an existing or proposed arterial street, limited-access highway or railroad, the City Council may require marginal access or service streets, reverse frontage with screen planting contained in a nonaccess reservation along the rear property line and deep lots with rear service alleys or other treatment, such as parks, which may be necessary for the protection of residential properties and for separation of through and local traffic, with due regard for the requirements of future approach grades and grade separations.
- (5) Where a tract of land is subdivided into lots substantially larger than the minimum size required in the zoning district in which a subdivision is located, the Commission may require that streets and lots be laid out so as to permit future resubdivision in accordance with the requirements of this chapter.
- (6) Reserve strips controlling access to streets shall be prohibited except where the control and disposal of land comprising such strips has been placed in the governing body under conditions approved by the City Council such as provided in Subsection A(4) above.
- (7) Certain proposed streets may be required to be extended to the boundary line of the subdivision to provide access to tracts which may be subdivided in the future. Wherever necessary, when a street is carried to the boundary line of the subdivision, the City Council may require a temporary turnaround improved to the satisfaction of the City Engineer and of the size specified in Subsection A(16) below at the stub end.
- (8) The creation of dead-end or loop streets and superblocks will be encouraged wherever the City Council finds that such layout will not interfere with traffic convenience and safety. The City Council shall determine the number of connections of streets in the proposed subdivision with existing streets. At least two such connections shall be provided, except where a proposed subdivision only contains one dead-end street.
- (9) Street jogs shall be prohibited. Street intersections, where center lines do not meet, shall have center-line offsets of 150 feet or more.
- (10) A tangent at least 100 feet long shall be introduced between reverse curves on arterial and collector streets and may be required on all other streets.
- (11) Street right-of-way lines deflecting from each other at any point shall be connected with a curve, the radius of which for the inner right-of-way lines shall not be less than 750 feet on arterial streets,

300 feet on collector streets and 100 feet on minor streets. The outer right-of-way line shall be parallel to said inner right-of-way line.

- (12) Streets shall be laid out so as to intersect as nearly as possible at right angles. The inner right-of-way line of a street intersecting another street at an angle of less than 90° shall be tangent to and follow a curve with a minimum radius of 150 feet centered on the nearest right-of-way line of the intersecting street. The outer right-of-way line shall be parallel to said inner right-of-way line.
- (13) Street right-of-way lines at intersections shall be connected with a curve, the radius of which shall be 25 feet.
- (14) Right-of-way widths.
 - (a) Street right-of-way widths shall be as shown on the Official Map or development plan, and, if not shown thereon, said widths for the various street types between face of curb or edge of road shall not be less than as follows:

Street Type (feet)	Right-of-Way Roadway (feet)	
	Arterial	80 to 110
Collector	60	28
Minor, for townhouses and apartments	60	30
Minor, for other residences	50	25
Dead-end	50	22
Marginal access	30	16
*Alley	20	12

Note:

* If utilities are present in an alley, the City reserves the right to modify the minimum right-of-way and roadway widths.

- (b) Subdivisions utilizing open swale drainage shall have a ten-foot drainage easement along the front of each property to accommodate the back slope of the drainage swales.
- (15) Half streets shall be prohibited except where essential to the reasonable development of a subdivision in conformity with the requirements of this chapter and where the Commission finds that it shall be practicable to require the dedication of the other half when the abutting property is subdivided. Wherever an approved half street shall be adjacent to a subdivision, the other half of the street shall be platted within said subdivision.

(16) Dead-end streets, designed to be so permanently, shall not be longer than 400 feet and shall be provided at the closed end with a turnaround having an outside roadway diameter of 76 feet and a street right-of-way diameter of 100 feet.

(17) Street names.

(a) Street names shall be selected so as not to duplicate or be confused with the names of existing streets. Street names shall be subject to the approval of the Commission. It is recommended that all new streets shall be named in the following manner:

General direction	Long	Short (under 1,000 feet)
North and south	Streets	Places
East and west	Avenues	Courts
Diagonal	Roads	Ways
Curving	Drives	Lanes or Circles

(b) Arterial streets shall be named "boulevards."

(18) Street grades shall not exceed 5%.

(19) Street grades shall be not less than 0.5% wherever feasible.

(20) Changes in street grades shall be connected by vertical curves of suitable length.

(21) The width of streets adjacent to areas designed, proposed or zoned for nonresidential use shall be increased by such amount as may be deemed necessary by the Commission to assure the free flow of through traffic without interference by parked or parking cars and to provide adequate and safe parking space.

(22) All required roads shall be constructed in accordance with the standard specifications as issued by the City Engineer.

B. Sidewalks and curbs.

(1) Sidewalks shall be required in all subdivisions on both sides of the street. Sidewalks shall have the following widths:

(a) In residential subdivisions: four feet unless otherwise specified.

(b) In commercial and industrial subdivisions: from the curb to property lines unless otherwise specified.

(2) Curbs or drainage swales conveying stormwater shall be required in all subdivisions.

(3) All required sidewalks shall be constructed in accordance with standard specifications as issued by the City Engineer.

C. Easements. Where a subdivision is traversed by a watercourse, drainageway, channel, pipe or stream, there shall be provided a stormwater easement or drainage right-of-way of such width as will be

adequate for the purpose, in accordance with requirements specified by the City Engineer. Parallel streets or parkways may be required in relation thereto.

D. Blocks.

- (1) The lengths, widths and shapes of blocks shall be determined with due regard to:
 - (a) The provision of building sites suitable to the needs of the type of use contemplated.
 - (b) Zoning requirements as to lot sizes and dimensions.
 - (c) The control, safety and convenience of pedestrian and vehicular traffic.
 - (d) The characteristics of topography.
- (2) Block length shall not exceed 1,200 feet.
- (3) Block widths shall be not less than 275 feet nor more than 450 feet and shall be planned to provide two rows of lots.
- (4) Pedestrian walkways other than in streets may be required where deemed essential to provide for circulation or access to schools, playgrounds, shopping centers, transportation and other community facilities. Said walkways shall be not less than four feet wide.
- (5) Alleys shall be provided if required by the City Engineer.

E. Lots.

- (1) Lot width, depth, shape and orientation and the building setback lines shall be appropriate for the location of the subdivision, for the type of development and for the use contemplated.
- (2) Lot sizes shall conform to the requirements of Chapter 230, Zoning.
- (3) Depth and width of properties reserved or laid out for commercial and industrial purposes shall be adequate to comply with the off-street parking and loading requirements contained in Chapter 230, Zoning.
- (4) Corner lots shall have sufficient width to provide an adequate building site within all the yard requirements. Corner lots shall have two front yard setbacks fronting each street, one side yard setback, and one rear yard setback.
- (5) All lots in a subdivision shall have frontage on a public street.
- (6) Double-frontage lots shall be avoided. Reverse-frontage lots shall be provided where necessary for protection of residential properties from through traffic and adverse nonresidential uses, for separation of through and local traffic and to overcome difficulties of topography or other specific conditions. Screen planting and a fence or wall shall be provided along the rear property line within an easement 10 feet or more in width, across which there shall be no right of access.
- (7) Side lot lines shall be at right angles or radial to street lines.
- (8) No lots shall be platted on land subject to flooding for residential or any other use where danger to life or property or an aggravation of flood hazard may result. Such land should be set aside for uses which would not be endangered by periodic or occasional inundations.
- (9) No lots shall be platted within 25 feet of land under the jurisdiction of the U.S. Army Corps of Engineers.

F. Parks, playgrounds, open spaces, school sites and natural features.

- (1) Parks and playgrounds. Where a proposed park or playground is located in whole or in part in a subdivision, the Commission may require the dedication or reservation of such area within the subdivision, in those cases in which the Commission deems such requirements to be reasonable.
- (2) Open spaces. Where deemed essential by the Commission and City Planner, upon consideration of the particular type of development proposed in the subdivision, and especially in large-scale developments, the Commission or City Planner may require the dedication or reservation of sites

of a character, extent and location suitable to the needs created by such development for playgrounds or parks. The Commission shall not require that more than 10% of the gross area of the open space of the subdivision to be so dedicated or reserved unless otherwise specified by the Zoning Code. ² In case of a conflict, the requirement of the Zoning Code prevails. The Commission shall give due credit for the provision of open spaces reserved for the common use of all property owners within the proposed subdivision by covenants in the deeds. Generally, the minimum area of contiguous open space acceptable for dedication for public use shall be at least three acres and preferably five acres. Open spaces with a lesser area may be approved by the Commission whenever it deems that the difference between the area offered and three acres may be made up in connection with the future subdivision of adjacent land or added to an existing recreation area.

- (3) School sites or sites for other public uses. The Commission may also require a subdivider to set aside such area as it may deem to be required for a school or other public use. Upon failure of the proper authorities to purchase such site within one year after the date of the approval of the plat, the subdivider, upon application to the Commission and approval of such application, shall be relieved of the responsibility of reserving such land for public purposes.
 - (4) Preservation of natural features. The Commission may require the preservation of all natural features which add value to residential developments and to the community, such as large trees or groves, watercourses and historic spots and similar irreplaceable assets. In no case shall a tree over 12 inches in diameter measured three feet from the base be removed without prior approval by the City Arborist.
- G. General grading. No final slope on the property shall exceed the normal angle of repose of the soil of said slope as determined by the City Engineer, except where said slope consists of a natural rock formation or is supported by a retaining wall or equivalent of a design acceptable to the City Engineer.
- H. Improvements.
- (1) In major subdivisions the following improvements are required:
 - (a) Paved streets.
 - (b) Street signs.
 - (c) Curbs and gutters, or roadside swales. Curbs shall be required as per standard specifications to stabilize intersections, entrances, and parking areas, and where they are necessary for the conveyance of stormwater and protecting road surfaces and driveway surfaces from vehicular traffic.
 - (d) Sidewalks.
 - (e) Streetlighting.
 - (f) Shade trees. Shade trees 150 feet on center each side of the road shall be located so as not to interfere with utilities or sidewalks and shall be of the types recommended by the City Arborist.
 - (g) Topsoil protection. No topsoil shall be removed from the site or used as spoil. Topsoil moved during the course of construction shall be redistributed so as to provide at least six inches of cover to all areas of the subdivision and shall be stabilized by seeding or planting.
 - (h) Monuments. Monuments shall be of the type, size and shape required by the City Engineer.
 - (i) Water mains, culverts, storm sewers and sanitary sewers.
 - [1] All water installations shall be looped; all sewer and storm sewer systems shall be extended at minimum slope, maximum depth, and connected with an approved method and shall be adequate to handle all present and probable future development.
 - [2] All of the above-listed improvements shall be subject to inspection and approval by the City Engineer, who shall be notified by the subdivider at least 24 hours prior to the start

of construction. No underground installation shall be covered until inspected and approved.

- [3] Utility easements shall be required to be granted and recorded by the subdivider to allow extension of utilities to neighboring properties.
- (j) Swales. Conveyance of stormwater is permitted by open drainage systems where appropriate for environmental and engineering integrity and design. Such systems shall be separated from the edge of road to the top of bank by a minimum five-foot shoulder. The depth of such systems shall not exceed two feet below crown of road. The side slope shall be a maximum of 4:1. The bottom of the system shall have a minimum width of two feet. The system slope shall be such that the maximum velocity does not exceed two feet per second. The system has to be designed in such a way as to incorporate driveway and crossroad drainage pipes; such systems shall be restored with topsoil and sod. Temporary check dams shall be placed in intervals not to exceed 300 feet.
 - (k) Headwalls. Storm drainage pipes which are part of an open swale drainage system shall be terminated with a headwall in accordance with standard specifications.
- (2) The developer shall complete all utilities and street improvements not specifically waived by the Commission in accordance with standard specifications as issued by the City Engineer and with any additional requirements specified by the Commission. Construction drawings shall be submitted in a form satisfactory to the City Engineer.
 - (3) When the Commission or the City Engineer, due to planning considerations extraneous to the subdivision, requires a standard of improvements higher than that which is sufficient to serve the subdivision, the amount of the bond to be posted shall be deemed to be satisfactory if it adequately covers the cost of improvements which would be normally required.
 - (4) The developer shall pay the review and inspection fees as set forth in Chapter 230, Zoning, § 230-57, Planning, Zoning and Engineering Fees. The cost for each segment or phase of the development shall be paid prior to commencement of utility construction.

§ 200-9. - Variances and waivers.

Applicants may request, at the time of application submission, the varying or waiving of requirements of Chapter 200, and the Planning Commission may, at its discretion, recommend to City Council the varying or waiving of said requirements and request conditions that substantially secure the objectives of the requirements so waived. Upon the findings of the City Council that, due to special conditions peculiar to a subdivision or a site, certain requirements of these regulations are inappropriate or that strict compliance with said requirements may cause extraordinary and unnecessary hardships, the City Council may vary or waive said requirements, provided that such variance or waiver shall not be detrimental to the public health, safety or general welfare or have the effect of nullifying the intent and purpose of the Official Map, Chapter 230, Zoning, the Development Plan or this chapter. In varying or waiving certain requirements, the City Council may specify such conditions at will, in its judgment, secure substantially the objectives of the requirements so varied or waived.

§ 230-16. - I-1 Limited Industrial District.

In an I-1 District no building/structure or premises shall be used and no building/structure or part thereof shall be erected or altered which is arranged, intended or designed to be used, in whole or in part, for any purpose except for one or more of the following uses and complying with the requirements herein indicated.

- A. The purpose of an I-1 Limited Industrial District shall be to provide locations for the development of light to moderate industrial manufacturing, warehousing, wholesale and limited research establishments which, because of their type and nature, would be compatible with or adjacent to residential areas. Also, the purpose is to provide guidelines and performance standards which will control and confine any offensive features (i.e., noise, vibration, heat, smoke, glare, dust, objectionable odors, toxic wastes or unsightly storage) to the confines of the premises and within enclosed buildings or within a visually enclosed space.
- B. Permitted uses. Permitted uses of the I-1 District shall be as follows:
- (1) All permitted uses of the OC-1 District and BP District.
 - (2) Light manufacturing, assembling, converting, altering, finishing, baking, cooking or any other type of processing or storage of an industrial nature for the production and/or distribution of any goods, materials, products, instruments, appliances and devices, provided that the fuel or power supply shall be of an approved type. Also included shall be all incidental clinics, offices, cafeterias and recreational facilities for the exclusive use of in-house staff and employees.
 - (3) Research, design, testing and development laboratories.
 - (4) Printing, publishing, binding, packaging, storage, warehousing, distribution and trucking terminal operations and trucking schools.
 - (5) Municipal and public services and facilities, such as utility supply areas (i.e., water, sewer and electric), distribution facilities and substations.
 - (6) Truck or large vehicle repair facilities with associated parking area. All fuel and lubricant storage shall be installed in compliance with state and federal regulations and shall not be closer than 500 feet to any school or building(s) used for assembly.
- C. Prohibited uses. The following are expressly prohibited in an I-1 District:
- (1) Residences, except those in existence at the time of adoption of this amendment.
 - (2) Manufacturing uses involving production of the following products from raw materials: asphalt, cement, charcoal and fuel briquettes; chemicals: aniline dyes, ammonia, carbide, caustic soda, cellulose, chlorine, carbon black and bone black, creosote, hydrogen and oxygen, industrial alcohol, nitrates (both natural and manufactured) of an explosive nature, potash, petro chemical, pyroxylin, rayon yarn and hydrochloric, nitric, picric, phosphoric and sulfuric acids; coal, coke and tar products, including gas manufacturing, explosives, fertilizers, glue and size (animal); linoleum and oil cloth, matches, paint, varnishes and turpentine; rubber (natural and synthetic); and soaps, including fat rendering.
 - (3) Dumps, junkyards, automobile salvage and dismantling plants/yards, storage areas or operations for the storage or resale of used automotive or other machine parts.
 - (4) Operations involving slaughterhouses, stockyards or slag piles.
 - (5) Storage of explosives and bulk or wholesale storage of gasoline above ground.
 - (6) Quarries, stone crushers, screening plants and all associated uses.
 - (7) The following processes: large-scale reduction, refining, smelting and alloying of metal or metal ores; refining petroleum products, such as gasoline, kerosene, naphtha and lubricating oil; and reduction and processing of wood pulp and fiber, including paper mill operations.

- D. Conditional uses. The following uses are permitted in the I-1 District, in accordance with the provisions within Article IX (conditional use portion) of this chapter:
- (1) Airfields or airpark facilities.
 - (2) Mini-warehouses or public storage facilities.
 - (3) Radio-television facilities.
 - (4) Craft distillery and microbrewery establishments, provided that:
 - (a) All permits and approvals required by the Delaware Alcoholic Beverage Commission are obtained and remain in full force and effect.
 - (b) All aspects of the distilling or brewing process are completely confined within a building, including storage of all materials and finished products.
 - (c) Such establishment offers the public, on a regular and continuing basis, various activities ancillary to its distilling and/or brewing process, including by way of example: tours of the premises, educational classes, demonstrations, tasting rooms, and retail sales areas limited to the sale of beer, mead, cider, or spirits brewed or distilled on the premises for consumption off-premises and other retail items.
 - (d) On-site consumption or tasting associated with a craft distillery or microbrewery establishment shall be permitted. Any area associated with on-site consumption or tasting shall not operate as a stand-alone bar or tavern, shall be located on the premises of the craft distillery or microbrewery establishment, and shall be ancillary to the primary use. "Ancillary" for purposes of this section means subordinate, auxiliary, smaller and less intensive than the primary use. On-site consumption or tasting of alcohol shall be limited to those products brewed or distilled on the premises, except as otherwise permitted by Delaware Law.
 - (e) All food sales shall be limited to prepackaged snack items or those food items prepared by a food establishment licensed by the State of Delaware. If a craft distillery or microbrewery intends to operate on its premises a food establishment that is otherwise a permitted use in this district (i.e. restaurant, café, or full-service restaurant), the City may require the property owner to provide the City with a letter of no objection from the Delaware Alcoholic Beverage Control Commissioner regarding the operation of a food establishment on the premises of a craft distillery or microbrewery.
 - (f) Outdoor seating and gathering areas shall be permitted subject to the following requirements:
 - i. Permanent and temporary outdoor seating and gathering areas shall be subject to building permit application and approval requirements.
 - ii. Outdoor seating and gathering areas and ancillary improvements shall include physical barriers from public rights-of-way and physical and visual barriers from adjoining properties. Physical barriers along public rights-of-way shall restrict access from the public rights-of-way to the outdoor seating and gathering areas and shall not exceed four feet in height. Barriers along adjoining property lines shall create a physical and visual barrier consisting of fencing six feet in height or vegetation at least six feet in height. The regulations herein shall be in addition to any regulations imposed by the State of Delaware.
 - iii. Maximum occupancy and points of ingress/egress shall be clearly marked. Occupancy of outdoor seating and gathering areas shall not exceed one person per 15 square feet of the outdoor seating and gathering areas identified in the building plans or any other occupancy limit established by the Office of the State Fire Marshall.
 - iv. All structures and uses related to outdoor seating and gathering areas and facilities are subject to the City of Milford Building Code and the City of Milford Zoning Code.

- v. The occupancy of outdoor seating and gathering areas shall be included when calculating the building requirements and minimum parking standards required by the City of Milford and State of Delaware. Outdoor seating and gathering areas shall meet all requirements of the City of Milford and the State of Delaware.
 - vi. Tables, chairs, umbrellas, equipment, games, and any other items provided in connection with outdoor seating and gathering areas shall be maintained in good repair and shall be secured during non-business hours in a safe and orderly manner.
 - vii. Any licensing required by the Delaware Alcoholic Beverage Control Commissioner for outdoor seating and gathering areas shall be obtained.
- E. Design standards and requirements. These are minimum requirements for all activities that are permitted or conditional uses. Conditional use activities are subject to much greater restrictions as may be required by the Planning Commission.
- (1) Accessory uses shall not be permitted without a principal use.
 - (2) Any uses not permitted, as previously listed, are prohibited.
 - (3) All uses shall be conducted within a completely enclosed building. There shall be no open storage of raw, in process or finished products, supplies or waste material, except that these items shall be shielded from public view by a landscaped screen, fence or wall.
 - (4) In a planned industrial park or any lands designated as an I-1 District, no building/structure, accessory structure or sign shall be located closer than 200 feet to any nonindustrial district boundary.
 - (5) Adequate off-street parking shall be provided for all employees and traffic to the buildings. The minimum requirements are given in Article IV of this chapter and are to be deemed as minimum standards only. Standards in excess of those stated in Article IV may be stipulated by the Planning Commission during the site plan review.
 - (6) All fencing shall be properly maintained.
 - (7) All front yard areas and all areas open to public view shall be maintained in a neat and attractive condition.
 - (8) All loading operations shall be conducted at the side or rear of the building. In the unloading or loading process, no vehicles participating in these operations shall be allowed to extend into any public or private driveway or street or impede its traffic circulation.
 - (9) All odorous fumes or matter emitted into the environment from any/all fuel-burning equipment, open stacks and internal combustion engines must comply with the requirements set forth by the State of Delaware, Department of Natural Resources and Environmental Control (DNREC).
 - (10) Dust or particulate debris from any processing or production operations will be minimized by the use of appropriate mechanical and/or electrical devices to the extent necessary to ensure that such emissions shall not be offensive at or beyond the property line of the industry/warehouse. All such activities will comply with the requirements of the DNREC, State of Delaware.
 - (11) All internal roads, driveways and parking areas (for public, in-house employee or truck/vehicular traffic) shall be paved.
 - (12) All dry waste, in dust or particulate form, will be transported in closed or covered vehicles.
 - (13) The proposed use shall not endanger the surrounding areas to the possibilities of fire, explosion or contamination. All uses shall comply with state regulations which govern their operations. There shall be no allowance for the storage of radioactive materials or those materials deemed to be toxic or dangerous. All liquid storage shall have an approved containment (area) barricade capable of containing any failure of storage medium.

- (14) The proposed use shall not allow the emission of heat or glare beyond its property line. All lighting shall be directed so as not to cause glare to the surrounding properties. The light source shall be shielded so as not to be visible from adjoining properties or streets.
- (15) All I-1 District projects and proposals are subject to site plan review by the Planning Commission.

F. Area and height regulations.

- (1) Minimum lot area shall be two acres.
- (2) Maximum lot coverage shall be 60%, with the remainder being that of grass and landscape areas. Parking areas shall be landscaped.
- (3) Minimum lot width shall be 150 feet.
- (4) Maximum building height shall be 50 feet.
- (5) Minimum front yard setback shall be 75 feet.
- (6) Minimum side yard setback shall be 40 feet.
- (7) Minimum rear yard setback shall be 45 feet.
- (8) Off-street parking. See Article IV of this chapter.
- (9) Landscape screening. See Article V of this chapter.
- (10) Signs shall comply with the requirements provided in Article VI of this chapter.
- (11) Accessory structures shall occupy no more than 10% of the lot area.
- (12) Accessory structures shall be located in the rear yard/lot area.
- (13) Accessory structures shall be located at least 45 feet from the rear lot line.

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, November 16, 2021 @ 7:00 PM
City Council Hearing: Monday, November 22, 2021 @ 7:00 PM

NOTICE IS HEREBY GIVEN that the following Ordinance is currently under review by Milford Planning Commission and City Council, with action scheduled to occur on the date(s) so indicated:

ORDINANCE 2021-24

Application of Atlantic Self Storage Associates, LLC for the Final Minor Subdivision/Lot Line Adjustment of 5.4 +/- acres of land located in an I-1 (Limited Industrial) District, along the south and west side of E. Masten Circle, addressed as 851 and 861 E. Masten Circle. Present and Proposed Land Use is Self Storage & Vacant Land.
Tax Map & Parcel MD-16-183.00-01-07.00 (2.6 acres) and MD-16-183.00-01-08.00 (2.8 acres)

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a Final Minor Subdivision/Lot Line Adjustment; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing to allow for public comment on November 16, 2021; and

WHEREAS, Milford City Council will hold a Public Hearing on November 22, 2021 to allow for public comment and further review of the ordinance at which time a final determination is expected.

NOW THEREFORE BE IT RESOLVED, by the City of Milford:

In accordance with Chapter 200 of the City of Milford Code, the City Council hereby finds and determines, as follows:

- Section 1. The Final Minor Subdivision Plan is consistent with the objectives, policies, general land uses and programs in the City of Milford Comprehensive Plan, Subdivision and Zoning Codes, in that it establishes obligations and conditions for the implementation of the Atlantic Self Storage, LLC Project;
- Section 2. The Final Minor Subdivision Plan is in conformity with public convenience, general welfare and good land use practice;
- Section 3. The Final Minor Subdivision Plan will not be detrimental to the public health, safety and general welfare of this community;
- Section 4. The Final Minor Subdivision Plan will not adversely affect the orderly development of adjacent properties and will maintain the preservation of property values.
- Section 5. Dates.
City Council Introduction: November 8, 2021
Planning Commission Review & Public Hearing: November 16, 2021
City Council Public Hearing: November 22, 2021
Effective: Ten Days Following Adoption by City Council

For additional information, please contact Rob Pierce in the Planning & Economic Development Department either by e-mail at RPierce@milford-de.gov or by calling 302.424.8396.

Advertised: Delaware State News 10/27/21

City of Milford



RESOLUTION 2021-20

WHEREAS, the City Council of the City of Milford has found that it is in the best interest of the City of Milford, its residents, visitors and business community to promote cycling and the planning of adequate bicycle infrastructure; and

WHEREAS, the Planning Department of the City of Milford was awarded a non-matching planning grant from the State of Delaware Department of Transportation to update the City's 2011 Bicycle Master Plan; and

WHEREAS, the City of Milford, State of Delaware Department of Transportation and Century Engineering, Inc. led a master planning effort engaging residents and community stakeholders during several planning sessions between October 2019 and October 2021; and

WHEREAS, the planning sessions were used to discuss the condition of existing bicycle infrastructure, identify key destinations, identify gaps and impediments in the existing bicycle network and make recommendations on proposed route locations and bicycle infrastructure types; and

WHEREAS, the 2021 Milford Bicycle Master Plan update, presented to City Council on November 22, 2021, provides priorities for bicycle transportation improvements in order to create a dynamic, active transportation system composed of trails, roads and paths that is inclusive, safe and functional for all levels of recreation and commuting while increasing economic vitality in Milford.

NOW, THEREFORE, Be It Resolved, by the City Council of the City of Milford as follows:

The 2021 Milford Bicycle Master Plan, as presented during a regular session of City Council, has been reviewed and is officially adopted by the City of Milford, Delaware.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 22nd day of November 2021.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson



MARK A. WHITFIELD, CITY MANAGER
201 South Walnut Street
Milford, DE 19963

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: City Council and Mayor
From: Mark A. Whitfield, City Manager
Subject: Pay Plan Implementation
Date: November 18, 2021

At the November 22 work session, Council will receive and review the update to the City's pay plan for all non-union employees. The scope of the study includes all non-union employees and IBEW employees (as per the union contract). It did not include unionized dispatchers or police.

The overall cost to place employees at the proper pay grade and step under the new pay plan, with the effective date commencing with the December 10 payroll through the end of the fiscal year, is approximately \$140,000. However, staff vacancies, combined with significant cost savings in health insurance premiums, reduces the amount needed to approximately \$110,000. The City's Accountant and Finance Director have evaluated each impacted budget, and have determined most departments can absorb the increase with no additional funds needed while also partially supporting other departments. Final analysis shows that \$13,765 from each Water and Sewer reserves is needed, and \$30,810 is needed from General Fund Reserves (for a total budget transfer of \$58,340), to fund the new pay rates for the remainder of the fiscal year.

IBEW employees, while in scope of the study, are not included in the pay adjustments. The Police Chief, City Clerk, and City Manager are also excluded from any pay adjustments.

Implementing the compensation study will require funding support from reserves totaling \$58,340, with \$30,810 from the general fund and \$13,675 from the water and sewer funds. The breakdown by fund type and department follows:

General Fund

- Administration: \$17,900
- Planning: 20,275
- Police: 18,910
- Streets: 11,300
- Parks & Recreation: 13,850
 - Subtotal 82,235
- Less Budget Offsets:
 - Finance: (15,100)
 - IT: (36,325)

Net Gen Fund Reserves \$30,810

Utility Funds

- Water: \$13,765
 - Sewer: 13,765
 - Subtotal 27,530
 - Support from Reserves:
 - Water: 13,765
 - Sewer: 13,765
- Subtotal Utility Reserves \$27,530**

RECOMMENDATION: Staff recommends Council authorize the following budget adjustments to accommodate the 2021 Pay Plan:

Authorize transfer of \$15,100 from Finance Operating Budget, \$36,325 from IT Operating Budget and \$30,810 from General Fund Reserves and allocate the \$82,235 across the appropriate personnel budget lines in the Planning (\$20,275), Public Safety (\$18,910), Administration (\$17,900), Streets (\$11,300) and Parks & Recreation (\$13,850) Departments.

Authorize transfers of \$27,530 – \$13,765 from both Water and Sewer Reserves – and apply funds equally to the appropriate personnel budget lines in the Water and Sewer Funds.

Application for Boards and Commissions

Which Board or Commission are you applying for?	Board of Adjustment
Applicant Name:	Ronald Rizzo
Street Address:	19644 Drummond Drive
City, State, Zip: <i>Milford, DE 19963</i>	
How long have you been a resident of Milford?	4.5 years
Are you registered to vote in the City of Milford?	Yes
Are you a plot owner in the Milford Community Cemetery?	No
Occupation and Employer:	Retired Tile Contractor
Describe any special knowledge, education, experience, qualities or talents you have that are relevant to the Board or Commission on which you are interested in serving:	Knowledge in the building and construction trades
Community and/or civic groups of which you are a member:	I am presently co-chair of the Fork Landing HOA Architectural and Landscape Committee. I am also a Director on the Executive Board.
Please describe why you wish to serve on this Board or Commission:	Mayor Campbell spoke to me of an opening on the Board and recommend I apply. Since retiring I have tried to serve the community I live in and now I would also like to serve the City of Milford.
Do you, your spouse or any immediate family members have any potential conflicts of interest (personal or	No

financial) that could require you to recuse yourself from votes of the board/commission for which you are applying?

If yes, please describe: *Field not completed.*

Thank you for your willingness to serve the City of Milford! Please be aware of the time commitment for the Board or Commission you are interested in serving on by reviewing the below information.

By submitting this form, you certify the information contained is true and correct.

Application for Boards and Commissions

Which Board or Commission are you applying for?	Planning Commission
Applicant Name:	Jim Purcell
Street Address:	102 Kings Highway
City, State, Zip: <i>Milford, DE 19963</i>	
How long have you been a resident of Milford?	40
Are you registered to vote in the City of Milford?	Yes
Are you a plot owner in the Milford Community Cemetery?	No
Occupation and Employer:	Grant Manager-Energize Delaware
Describe any special knowledge, education, experience, qualities or talents you have that are relevant to the Board or Commission on which you are interested in serving:	I have a Masters of Public Administration with a concentration in local government. I worked on several Municipal Plans while in College. After my Masters Degree, I have been working in the public and private sector. I served a Manager of Development for the American Red Cross, Executive Director for Communities In Schools, and spent a lot of time working as a consultant on the new Bayhealth Sussex Campus Hospital. Currently, I serve a Grant Manager for the Empowerment Grant, supporting energy efficiency for underserved communities across the state of Delaware. I have also served on numerous boards and commissions with the state of Delaware.
Community and/or civic groups of which you are a member:	Member of St. Johns Catholic Church and Knight of Columbus.
Please describe why you wish to serve on this Board or Commission:	I have lived in Milford for 40 years. I graduated Milford High School in 1988 and moved back to the community in 2006. I currently reside at 102 Kings Hwy with my 10 year old daughter. I am quite familiar with the public and private sectors,

I have worked in many jobs helping to develop business relationships and community engagement. I worked on several Municipal Plans as a student at the University of Delaware. I have led non-profit agencies and remain quite active in the public sector. I am also a concerned resident of South Milford and want to help with Milford's thoughtful, strategic and managed growth opportunities. I stand ready to provide technical background, my familiarity of the community and empathetic ears to the planning opportunities of tomorrow.

Do you, your spouse or any immediate family members have any potential conflicts of interest (personal or financial) that could require you to recuse yourself from votes of the board/commission for which you are applying?

No

If yes, please describe:

Field not completed.

Thank you for your willingness to serve the City of Milford! Please be aware of the time commitment for the Board or Commission you are interested in serving on by reviewing the below information.

By submitting this form, you certify the information contained is true and correct.

PARKS & RECREATION DEPARTMENT
207 Franklin Street
Milford, DE 19963



PHONE 302.422.1104
FAX 302.422.0409
www.cityofmilford.com

TO: Mayor and City Council
FROM: Brad Dennehy-Parks and Recreation Director
DATE: November 19, 2021
RE: Boys and Girls Club contract

The City of Milford has been in partnership with the Boys and Girls Club since the inception of the club at its current location on Airport road. As such Parks and Recreation has an agreement with the Club to rent space to run youth sports and other programming. Renting this space at the Club is vital for our programming as Parks and Recreation does not have its own indoor recreation facility.

Every three years the agreement is reviewed and needs to be ratified by both the Club and the City Council. City staff have reviewed the agreement in conjunction with the Club and only minor changes have been made to the previous agreement. There has been no increase in the amount the City is charged for use of their facility, which is budgeted as a Parks and Recreation line item and is included in our annual operating budget.

It is my recommendation that the Mayor and Council approve the agreement with the Boys and Girls Club so we can continue to offer quality recreational opportunities to the citizens of Milford.

LICENSE AGREEMENT
GREATER MILFORD BOYS & GIRLS CLUB and CITY OF MILFORD

THIS AGREEMENT, made this 1st day of November, 2021 by and between the Greater Milford Boys & Girls Club of the Boys & Girls Clubs of Delaware, a Delaware Not for Profit Corporation (hereinafter "CLUB") and the City of Milford, a Municipal Corporation of the State of Delaware and the Milford Parks and Recreations (hereinafter collectively "CITY").

WHEREAS, CLUB is the OWNER of a certain property in the City of Milford, County of Kent, State of Delaware, located at 101 Delaware Veterans Boulevard, Tax Parcel MD-16-173.00-01-02.05-000; and further described as Exhibit A (hereinafter "Premises"); and

WHEREAS, CLUB operates and uses the premises to provide and offer services to the community for the benefit of children and youth in the Milford area; and

WHEREAS, CITY is the OWNER of a certain property in the City of Milford, County of Kent, State of Delaware, located at the Tony Silicato Memorial Park adjacent to Patriots Way in Independence Commons, further described and attached hereto as Exhibit B (hereinafter "Athletic 2 o Fields and Playgrounds"); and

WHEREAS, CITY operates and uses the Athletic Fields and Playgrounds to provide and offer recreational services to the community for the benefit of children and adults in the Milford area; and

WHEREAS, CITY and CLUB each desire to acquire a limited use license of the properties herein described for the express purposes of providing recreational programs for the benefit of children and adults in the Greater Milford area; and

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, and intending to be legally bound hereby, the parties hereto do hereby agree as follows:

- 1.0 LICENSE TO USE: CITY shall have the right to use the following portions of the Premises, subject to the conditions and expressions set forth herein:
 - A. Gymnasium: CLUB shall provide CITY with access to the gymnasium during hours when CLUB programs are not operating. CLUB will provide a minimum of 250 hours access annually. The precise schedule of use for the gymnasium shall be determined on a quarterly basis by the submission of a written proposed schedule of gymnasium use from CITY to CLUB 60 days before each quarter is to begin. CLUB shall review CITY's proposed schedule in whole or in part. In any event, the quarterly schedule shall be set at least 60 days before the quarter is to begin. Notwithstanding the above, in no event shall CITY receive less than 250 hours of gymnasium time per year, which times shall be offered between the hours of 6:00 A.M. - 10:00 P.M., Monday through Sunday, unless otherwise agreed in writing. Once the CLUB has accepted a schedule from CITY, such schedule shall be signed and executed by both parties and shall be incorporated by reference into this agreement. If the parties cannot agree on a schedule before the start of the next quarter, CLUB shall provide CITY with final schedule, which schedule shall be binding on the parties.
 - B. Locker Rooms: CITY shall have the right of access to the locker room area, described on the attached Exhibit C, during the times that CITY has scheduled use of the gymnasium. However, CITY acknowledges and agrees that its use of the Locker room area during such times shall not be exclusive as CLUB and its members' expressly reserve the right to use the locker room area at any and all times.
 - C. Parking: CITY shall have access to CLUB parking spaces identified on the attached Exhibit D, for overflow parking purposes during the hours of 6:00 A.M. - 12:00 A.M., Monday through Sunday, subject to the terms and conditions set forth herein. The parties expressly acknowledge and understand that the CLUB retains the right of entry and use to its respective parking spaces and that the primary purpose of the described parking

spaces is for the benefit of the CLUB. As such, any use of the described parking spaces by CITY shall be specifically subject and subordinate to the needs and usage of the CLUB. Accordingly, any dispute as to the scheduling or usage of CLUB Parking Spaces shall be construed in favor of CLUB. CITY agrees to use CLUB Parking Spaces for vehicle parking only and exclusively, in a reasonable, careful and proper manner and will not permit any waste or nuisance thereon. CITY shall not park any vehicles in CLUB Parking Spaces that do not fit within the painted lines for each space without interference to vehicle parking in the adjacent spaces. CITY shall not allow any commercial vehicles, tractors, trailers, machinery or other such personal property to park or be stored on CLUB Parking Spaces and shall not allow overnight parking on CLUB Parking Spaces. CITY hereto agrees to comply with and obey all laws, ordinances, rules, regulations, and requirements of the State, city, or other governmental subdivision or entity in which CLUB Parking Spaces are located as it relates to the use, occupancy or nature of the said Parking Spaces.

- 1.1 LICENSE TO USE: CLUB shall have the right to use the following portions of the Premises, subject to the conditions and expressions set forth herein:
 - A. Athletic Fields and Playgrounds - CITY shall provide CLUB with exclusive access to athletic fields and playgrounds for a minimum of 20 hours per week during the months of June, July and August and a minimum of 10 hours per week during all remaining months, during hours of CLUB operation. The precise schedule of use for the athletic fields and playgrounds shall be determined on a quarterly basis by the submission of a schedule of use from CLUB to CITY, which proposal shall be binding on both parties.
 - B. Once CITY has received the schedule of use, such schedule shall be signed and executed by both parties and shall be incorporated by reference into this agreement. CLUB shall furnish a new schedule of use to CITY, in writing, at least thirty (30) days prior to the expiration of the previous quarterly schedule. The City shall grant the Club their minimum requested hours; however, the City shall approve the schedule and additional hours at its discretion and the City programs shall have a preference in scheduling times.
 - C. The fields and playgrounds subject to this Section 1 are described on the plan attached hereto and incorporated by reference herein as Exhibit B. Area A.
- 2.0 ADMISSION OF NO RIGHT OR INTEREST ACQUIRED: It is expressly understood, acknowledged and agreed by the parties that nothing contained in this agreement shall be construed as passing, continuing, transferring or otherwise providing any interest, whether legal or equitable, in the premises owned by the other party.
 - A. DISPLAYS: Both parties agree that reasonable space may be provided to the other party to promote information about each other's programs and events. Such space may include bulletin boards and room for promotional displays at such locations on or within the CLUB premises or CITY facilities. Both parties agree that the promotion of recreational programs and activities to the community is beneficial to all residents and each party shall endeavor to accommodate requests for information to be displayed. Neither party shall display information at the other's facility without first seeking the written consent.
- 3.0 LIMITED USE LICENSE: The parties expressly acknowledge and understand that the primary purpose, use and operation of the premises are for the benefit of CLUB and its members. As such, any use of the premises by CITY shall be secondary to and subject to the demands and requirements of CLUB'S schedule and use and shall be solely for the purposes set forth herein. Any dispute as to scheduling or usage of the premises shall be construed in favor of CLUB.
- 4.0 TERM: This agreement shall last for three (3) years commencing on the first day of November 1, 2021, and ending on the 31st day of November, 2024. This agreement shall be automatically renewed for successive one-year periods unless either party requests termination or modification of this agreement. Any request shall be made in writing with a minimum of six months' notice. If both parties agree, amendments may be made to the agreement in writing.
- 5.0 CONSIDERATION: In consideration for the License defined in Section 1.1 herein, CITY agrees as follows:

- B. Athletic Fields and Playgrounds - CITY shall License to CLUB certain athletic fields located in Milford, Delaware, and identified by Tax Map Parcel MD-16-173.00-01-02.00-000 (Portion of) upon the terms and conditions of the License Agreement attached hereto and incorporated by reference herein as Exhibit B. Such terms and conditions shall include a minimum of 240 hours access each year during the months of June, July, and August; and a minimum of 400 hours of access each year from September through May of the next year.
 - C. Maintenance - CITY shall maintain, at its sole expense, the grounds around the premises, including, but not limited to, grass cutting, weed control treatment, tree and shrub trimming, snow removal, application of ice melt, lawn and landscape maintenance.
 - D. License Fee - Beginning July 1, 2018, CITY shall pay the amount of \$75.00 per hour of gymnasium access (as defined in section 1.1) including shared access to locker rooms. CITY agrees to pay for a minimum of 250 hours gymnasium access annually; therefore, the minimum amount to be paid each year to CLUB by CITY for gymnasium access is \$18,750. Regular rental rates (currently at \$110 per hour) will apply to access exceeding 250 hours pending club approval.
 - E. CITY shall pay the gymnasium access fees quarterly upon invoice for actual usage from the CLUB payable on the fifteenth (15th) day of the following month. If the License Fee remains outstanding for more than five (5) days after the due date, it shall be subject to an automatic late charge of five percent (5%) of the monthly fee compounded monthly.
 - F. Independently, CITY may charge participants and spectators fees to be paid to the CITY regardless of the fees to be paid to the CLUB
- 6.0 EQUIPMENT AND SUPPLIES: Each party shall be responsible for purchasing and providing its own supplies and equipment for its programs conducted on the Licensed Premises described in Section 1 herein (hereinafter the " Licensed Premises"). Such supplies shall include, but are not be limited to, first aid supplies, uniforms, whistles and other similar items. Equipment shall include, but not be limited to, basketballs, soccer balls, shin guards, volley balls, baseballs, baseball bats, wrestling mats and other similar items. CITY shall not use equipment and supplies belonging to CLUB without written permission from CLUB' S Executive Director. Likewise, CLUB shall not use equipment and supplies belonging to CITY without written permission from CITY' S Parks and Recreation Director. Repairs related to and replacement of any equipment owned by the CLUB and used by the CITY, will be divided evenly between each party at the sole discretion of the CLUB.
- 7.0 FACILITY KEYS: CLUB shall provide CITY personnel with keys necessary to access the Licensed Premises. CITY shall reimburse CLUB within thirty (30) days for any and all costs associated with providing said keys. CITY agrees not to issue, lend, or otherwise provide any CLUB facility key to any person who has not registered with and been approved by CLUB. CITY shall maintain an up-to-date list of individual s possessing any CLUB facility key. CITY shall arrange for criminal background checks prior to requesting and/or issuing keys to any CITY staff member, employee, officer or other person associated with CITY (paid and unpaid).
- 8.0 RECORD KEEPING: CITY shall maintain ongoing, accurate, complete, and up-to-date records and listings of dates and times when CITY staff members, employees, officers or other persons associated with CITY (paid and unpaid) work in Facility. CITY shall also keep and maintain the records required to be kept pursuant to Section 1(D) of this Agreement. CITY shall also keep and maintain the records required to report on a quarterly basis the unduplicated number of youth served in CITY-sponsored programs offered in CLUB facilities; likewise, CITY shall provide on a quarterly basis the unduplicated number of adults served in CITY-sponsored programs offered in CLUB facilities. CITY shall provide CLUB with access to any records it is required to maintain pursuant to this Agreement upon request by CLUB.
- 9.0 RULES AND REGULATIONS: Both parties, and all persons visiting or temporarily occupying or working in, on or about the premises or the Athletic Fields and Playgrounds must comply with all rules and regulations

adopted for either the Premises or the Athletic Fields and Playgrounds, as applicable. Each party shall notify the other of any changes in additional rules and regulations as may from time to time be adopted or prescribed.

- 10.0 TERMINATION: Either party may terminate this License, with or without cause, upon 60 days written notice to the other party.
- 11.0 INDEMNITY: CITY shall indemnify, defend, and hold harmless CLUB from any and all suits, claims, demands, actions, losses, or damages arising from the loss of life and/or injury or damage to person or property whatsoever by reason of or in connection with CITY' s use and/or occupancy of the Licensed Premises. CLUB shall indemnify, defend, and hold harmless the CITY from any and all suits, claims, demands, actions, losses, or damages arising from the loss of life and/or injury or damage to person or property whatsoever by reason of or in connection with CLUB' S use and / or occupancy of the Leased Athletic Fields and Playgrounds.
- 12.0 INSURANCE: Both parties at their own expense shall secure and maintain during the contract term general liability insurance which insures against claims for bodily injury, property damage, personal injury, and advertising injury arising out of or in connection with any operations or work under this AGREEMENT whether such operations are by either party, their employees, or subcontractors and their employees. The policy shall provide minimum limits of liability as follows:
- A. \$1,000,000.00 combined single limit - each occurrence
 - B. \$2,000,000.00 combined single limit - general aggregate
 - C. \$2,000,000.00 combined single limit - products / completed operations aggregate
 - D. \$1,000,000.00 business auto liability - combined single limit
 - E. \$500,000.00 worker's compensation - each accident / each employee
 - F. \$3,000,000.00 umbrella excess liability insurance
 - G. The commercial general liability policy shall afford coverage for the explosion, collapse, and underground hazards, contractual liability, and liability arising from independent contractors. The aforementioned insurance limits shall be reviewed and adjusted on a yearly basis to reflect rising costs. CITY agrees to furnish a copy of its certificate(s) of insurance or other acceptable evidence that the foregoing liability insurance is in full force and effect at all times to CLUB. CLUB shall be named as "Additional Insured" on all such insurance certificates.
- 13.0 SUCCESSOR AND ASSIGNS: This License Agreement shall not be transferable to any person or entity. However, the privileges and obligations of this License Agreement shall be binding upon the heirs, executors, successors and assigns of the parties.
- 14.0 NOTICE: All notices, requests, demands and other communications, required or permitted under this License shall be in writing, signed by or on behalf of the person giving such notice and shall be addressed to the following persons:

CITY: Mark Whitfield
City Manager
201 South Walnut Street
Milford, DE 19963

Brad Dennehy
Parks & Recreation Director
207 Franklin Street
Milford, DE 19963

CLUB: Paul Dorey

Trisha Moses

Executive Director
101 Delaware Veterans Boulevard
Milford, DE 19963

Vice President of Operations
669 S. Union Street
Wilmington, DE 19805

- 15.0 DEFAULT AND REMEDIES: Acts of default under the terms of this License shall include, but not be limited to, the following:
- A. Failure to do any act which is required by the terms of this Agreement.
 - B. The commission of any act which is prohibited by the terms of this Agreement.
 - C. The occurrence of any other act of default which is specified elsewhere in this Agreement.
 - D. Failure to furnish, pay or otherwise provide the consideration set forth in Section 5 herein, whether in whole or in part.
- 16.0 CONSTRUCTION: The language in all parts of this License shall in all cases be simply construed according to its fair meaning and not strictly for or against CLUB or CITY. In no event shall this agreement be construed as anything other than a license agreement.
- 17.0 JURISDICTION: This AGREEMENT and the legal relations between the parties hereto shall be governed by and in accordance with the laws of the State of Delaware.
- 18.0 NON-DISCRIMINATION PROVISIONS: CLUB will not discriminate against any visitor, volunteer or employee because of race, creed, color, religion, citizenship status, gender, age, national origin, ancestry, disability, sexual orientation, gender identity or expression, marital status, pregnancy, military veteran status, political beliefs or affiliation, genetic history, or other characteristic protected by law. These protections apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, dismissal, layoff, compensation, benefits, social and recreational programs.
- 19.0 CONFLICT OF INTEREST/POLITICAL ACTIVITY: The elected officials, public officials, employees and agents of the CITY shall comply with all applicable laws and regulations relating to conflicts of interest with regard to the work and compensation covered by this Agreement. The officials, employees and agents of the CLUB shall comply with all applicable laws and regulations relating to conflicts of interest with regard to the work and compensation covered by this Agreement. CLUB shall not use the compensation paid through this Agreement for political activities or legislative activities. For the purpose of this Agreement, the terms "political activities" and "legislative activities" shall have the meanings ascribed to them by the Internal Revenue Service.
- 20.0 INTEGRATION: This License Agreement sets forth all the promises or representations, agreements and undertakings between CLUB and CITY relative to the Licensed Premises. There are no promises, representations, agreements or undertakings, either oral or written, between CLUB and CITY except as set forth herein. No amendment, change or addition to this Agreement shall be binding upon either party unless reduced to writing and signed by both parties. This Agreement shall be binding upon CLUB and CITY, their heirs, executors, administrators, assigns and successors, both CLUB and CITY being duly authorized to execute the same.

****REMAINING PAGE IS BLANK****

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT the day and year first written above.

Attest/City Clerk

Mayor/City of Milford

Witness

Director/Milford Parks & Recreation

Witness

Executive Director
Greater Milford Boys & Girls Club

- Exhibit A: Boys & Girls Club Location
- Exhibit B: Tony Silicate Memorial Park
- Exhibit C: Locker Room Area Description
- Exhibit D: Boys & Girls Club Parking Spaces

City of Milford



RESOLUTION 2021-21

AUTHORIZING A LIFE INSURANCE BENEFIT FOR MAYOR & CITY COUNCIL

WHEREAS, the City of Milford Charter, Article 4.03, states the Mayor and Council shall receive reimbursement for actual and necessary expenses incurred in the performance with the duties of his/her office, in accordance with a policy established by the City by Resolution; and

WHEREAS, the death of a member of City Council does create an undo-hardship to the Councilmember's family; and

WHEREAS, A resolution is required to establish a benefit for the Mayor and Council of the City of Milford.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILFORD, DELAWARE, AS FOLLOWS:

- Section 1. The Mayor shall receive life insurance coverage in the amount of 1.5 times their annual salary (rounded up to the nearest \$1,000), which is comparable to all other City employees.
- Section 2. The Members of the City Council shall receive life insurance coverage in the amount of \$10,000.
- Section 3. Duly adopted this 22nd day of November 2021 by the City Council of the City of Milford, Delaware, in lawful session duly assembled.

BE IT FURTHER RESOLVED, that a copy of this resolution be kept on file at the City of Milford Finance Department.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 22nd day of November, 2021.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson

City of Milford



RESOLUTION 2021-22 City of Milford Poll Workers' Salaries

WHEREAS, the City of Milford Charter mandates an annual municipal election to elect a Mayor and City Councilmembers, based on staggered two-year terms of office; and

WHEREAS, there is a need from time to time to hold special elections and referendums for certain annexations, city council vacancies, borrowing scenarios, and other reasons as governed by the Charter and Code of the City of Milford and/ or authorized by City Council; and

WHEREAS, over the past few years, we have seen the critical role our election workers have and how stressful the job can be; and

WHEREAS, these dedicated individuals sacrifice their time to help ensure all qualified persons have a meaningful voice in the democratic system; and

WHEREAS, these workers have been in short supply in recent years resulting in the need to ensure proper compensation is received for the rigorous work they do; and

WHEREAS, this measure will aid in retaining and hiring experienced poll workers to ensure City elections continue to be conducted fairly and efficiently.

NOW, THEREFORE, BE IT RESOLVED:

Poll Workers, including Non-City and City Employees, shall be paid based on the job they perform on Election Day and any associated training as determined in the following table:

	Normal Work Day			Saturday	
	Non-City Employee	City Employee Exempt	City Employee Non-Exempt	City Employee* Exempt	City Employee Non-Exempt
Board of Elections	\$240	\$0	hourly rate + OT over 8 hours	\$240	1.5 x hourly rate
Judges	\$200	\$0	hourly rate + OT over 8 hours	\$200	1.5 x hourly rate
Clerks	\$200	\$0	hourly rate + OT over 8 hours	\$200	1.5 x hourly rate
Training	\$50	\$0	hourly rate + OT over 8 hours	\$50	1.5 x hourly rate

*Exempt City Employees that have election responsibilities as part of job description are ineligible for pay.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed
this 22nd day of November 2021.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson

NOTICE OF ORDINANCE CONSIDERATION

Notice is hereby given that the following Ordinance is under review by City Council of the City of Milford:

ORDINANCE 2021-25
CODE OF THE CITY OF MILFORD
PART I-ADMINISTRATIVE LEGISLATION
CHAPTER 63-SALARIES AND COMPENSATION
PART II – GENERAL LEGISLATION

WHEREAS, Article 4.03 of the City of Milford Charter states “*The City Council may determine the annual salary of Councilmembers and the Mayor by ordinance, but no ordinance increasing such salary shall become effective until the date of commencement of the terms of Councilmembers elected at the next regular election, provided that such election follows the adoption of such ordinance by at least 6 months. Councilmembers and the Mayor shall receive their actual and necessary expenses incurred in the performance of their duties of office, in accordance with a policy established by City Council by Resolution*”, and

WHEREAS, Section 63-2 of the Code of the City of Milford establishes the salaries of Council and Mayor, and

WHEREAS, the Mayor and City Councilmembers of the City of Milford members provide a positive service that is invaluable to the continued progress of our City; and

WHEREAS, in recognition of the increased obligations in the positions of Mayor and City Council, there is a desire to modify the amount of compensation due to the Mayor and City Councilmembers; and

WHEREAS, from time to time, there is a need to adjust the salaries of those officials elected as Mayor and City Councilmembers; and

WHEREAS, it is appropriate those salaries be adjusted on an annual basis to align with rising costs; and

WHEREAS, the City Council's last adjustments to the salary compensation for the Mayor and City Councilmembers of the City of Milford occurred in January 1998; and

WHEREAS, City Council accepted public comment prior to adopting the Ordinance on December 13, 2021.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Section 63-2 of the Code of the City of Milford, entitled Salaries and Compensation, is hereby amended to read as follows, with strikeouts indicating matter stricken and underlined text as new matter:

- A. Each City Council member shall receive a salary of ~~\$50~~ \$100 per meeting. The salary shall be modified annually based on the Consumer Price Index beginning on January 1, 2023.
- B. The Mayor shall receive a salary of ~~\$400~~ \$600 per month. The salary shall be modified annually based on the Consumer Price Index beginning on January 1, 2023

Section 2. The salary shall be modified annually based on the Consumer Price Index beginning on January 1, 2023.

Section 3. Dates.

City Council Introduction: Monday, November 22, 2021

City Council Review & Final Determination: Monday, December 13, 2021

Effective: Sunday, January 1, 2023

Section 4. This ordinance is effective January 1, 2023, a later date than is permitted by Article 4.03 of the City of Milford Charter.

Published: Milford Beacon 12.01.2021

NOTICE OF ORDINANCE CONSIDERATION

Notice is hereby given that the following Ordinance is under review by City Council of the City of Milford:

ORDINANCE 2021-26 CODE OF THE CITY OF MILFORD PART I-ADMINISTRATIVE LEGISLATION CHAPTER 57-PLANNING COMMISSION

WHEREAS, the City of Milford Planning Commission was created pursuant to 22 Del. C. § 701 et seq.; and

WHEREAS, the Planning Commission is a body of citizens that play a crucial role in shaping the future of the City and acts as an advisory group to City Council to develop plans and implement policies that affect the manner in which Milford changes in growth and development; and

WHEREAS, from time to time, there is a need to adjust the compensation of those that devote so much of their time to considering matters that require the review and evaluations of land use and development issues; and

WHEREAS, Chapter 57, §57.5, establishes salaries of the Planning Commission; and

WHEREAS, it is appropriate those salaries be adjusted on an annual basis to align with rising costs and increasing responsibilities; and

WHEREAS, City Council accepted public comment prior to adopting the Ordinance on December 13, 2021.

WHEREAS, Section 4.10 Effective Date, states ‘Except as otherwise provided in this Charter, every adopted ordinance shall become effective at the expiration of ten days after adoption, at any later date specified therein, or as provided by State law’.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. §57.5 Salaries and Compensation, is hereby amended to read as follows, with strikeouts indicating matter stricken and underlined text as new matter:

Each member of the Commission shall be paid ~~\$50.00~~ \$75.00 per regular or special meeting s/he attends, and may be reimbursed for actual expenses incurred in the connection with their official duties.

Section 2. The salary shall be modified annually based on the Consumer Price Index beginning on January 1, 2023.

Section 3. Dates.

City Council Introduction: Monday, November 22, 2021

City Council Review & Final Determination: Monday, December 13, 2021

Section 4. This ordinance is effective January 1, 2023.

Published: Milford Beacon 12.01.2021

NOTICE OF CITY OF MILFORD PUBLIC HEARINGS

Notice is hereby given that Public Hearings have been scheduled on the following Ordinance as follows:
Planning Commission: Tuesday, January 18, 2022
City Council: Monday, January 24, 2022

ORDINANCE 2021-27
CODE OF THE CITY OF MILFORD
PART II – GENERAL LEGISLATION
CHAPTER 230-ZONING CODE
ARTICLE VII-BOARD OF ADJUSTMENT

WHEREAS, Article VII, Chapter 230-38.5 of the Zoning Code of the City of Milford establishes the salaries of the members of the Board of Adjustment; and

WHEREAS, amendments to Chapter 230 must be published in a local newspaper not less than 15 days prior to the hearing date(s); and

WHEREAS, members of the Board of Adjustment provide a positive service that is invaluable to the continued progress of our City; and

WHEREAS, from time to time, there is a need to adjust the salaries of those appointed to Commissions and Boards by City Council; and

WHEREAS, salaries should be adjusted on an annual basis to align with rising costs; and

WHEREAS, during a duly advertised hearing on January 18, 2022, the Planning Commission discussed the merits of the ordinance, considered public comment, and made a recommendation to approve the amendment to Chapter 230; and

WHEREAS, after having given proper public notice and holding a final public hearing on January 24, 2022, the Council of the City of Milford adopted the amendment to the City of Milford Zoning Ordinance.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. The City of Milford Zoning Code, §230-38.5 Salaries and Compensation, Board of Adjustment, is hereby amended to read as follows, with strikeouts indicating matter stricken and underlined text as new matter:

Each member of the Board of Adjustment shall be paid ~~\$50.00~~ \$75.00 per regular or special meeting s/he attends and may be reimbursed for actual expenses incurred in connection with their official duties.

Section 2. The salary shall be modified annually based on the Consumer Price Index beginning on January 1, 2023.

Section 3. Dates.

City Council Introduction: Monday, November 22, 2021

Planning Commission Review & Recommendation: Tuesday, January 18, 2022

City Council Review & Final Determination: Monday, January 24, 2022

Section 4. This Ordinance becomes effective Sunday, January 1, 2023.

Published: Milford Beacon 12/01/2021