

*MILFORD CITY COUNCIL
MINUTES OF MEETING
February 13, 2012*

The Milford City Council held a Public Hearing on Monday, February 13, 2012 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware to hear the application of:

Davis, Bowen and Friedel, Incorporated on behalf of Siobain-VI, LLC
Modification of an Existing Conditional Use to Allow a Planned Unit Development
Ordinance 2011-29/Conditional Use Modification/Siobain-VI, LLC

PRESIDING: Honorable Mayor Joseph Ronnie Rogers

IN ATTENDANCE: Councilpersons Steve Johnson, Garrett Grier III, S. Allen Pikus, Dirk Gleysteen,
Owen Brooks, Jr., Doug Morrow, Sr., James Starling, Sr. and Katrina Wilson

City Manager Richard Carmean, Police Chief E. Keith Hudson and City Clerk/Recorder Terri
Hudson

City Solicitor David Rutt, Esquire

Due to an error and the fact the ordinance was not officially adopted at the previous meeting, Mayor Rogers scheduled a second Public Hearing to allow the matter to be revisited. At 7:01 p.m., he called the Public Hearing to order.

Davis, Bowen and Friedel P.E. Ring Lardner recalled presenting this project on January 23, 2012. He then requested that the record of January 23, 2012, in its entirety, be entered as his comments for this hearing (see January 23, 2012 minutes). He then offered to answer any additional questions that may arise at this hearing.

Mr. Pikus moved for approval that those documents be admitted into this record, seconded by Mr. Grier. Motion carried with no one opposed.

Mayor Rogers then opened the floor for public comment. With no one responding, the public comment session was closed.

Mr. Pikus then moved to adopt Ordinance 2011-29, seconded by Mr. Brooks:

ORDINANCE 2011-29

Conditional Use-Modification/Siobain-VI, LLC

An Ordinance of the City Council of the City of Milford, Delaware Authorizing the Modification of a Conditional Use Allowing a Planned Unit Development on 19.15 +/- acres for Davis, Bowen and Friedel, Incorporated on behalf of Siobain-VI, LLC on the south side of Airport Road, 1,600 feet west of US Route 113, Milford, Delaware, formerly known as Cascades. Zoning District R-3; Approved Number of Units 84; Proposed Number of Units 142. Tax Map MD 16-173.00-01 -04.03; -04.04; -04.05; -04.06; -04.07; -04.08; -04.09; -04.10; -04.11; -04.12; -04.13; -04.14; -04.15; -04.16; -04.17; -04.18.

Whereas, the City of Milford has been requested by Davis, Bowen and Friedel, Incorporated on behalf of Siobain-VI, LLC to allow a Modification to a Conditional Use for a Planned Unit Development; and

Whereas, the Planning Commission reviewed the application at a Public Hearing on December 20, 2011 and has presented the item to be considered by the City Council; and

Whereas, the City Council held an advertised public hearing on January 23, 2012 to allow public comment on the application.

Now, Therefore, the City of Milford hereby ordains:

Section 1. Upon the adoption of this ordinance, Siobain-VI, LLC is hereby granted a modification to the conditional use permitting a Planned Unit Development in accordance with the application, approved plans and any conditions set forth;

Section 2. Construction or operation shall be commenced within one year of the date of issuance or the conditional use permit becomes void.

Section 3. Dates.

City Council Review & Public Hearing: 01-23-12

City Council Adoption: 02-13-12

Effective Date: 02-23-12

Motion carried by unanimous roll call vote.

With no further business, the Public Hearing was adjourned at 7:06 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Terri K. Hudson".

Terri K. Hudson, CMC
Clerk/Recorder

*MILFORD CITY COUNCIL
MINUTES OF MEETING
February 13, 2012*

The Monthly Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, February 13, 2012.

PRESIDING: Mayor Joseph Ronnie Rogers

IN ATTENDANCE: Councilpersons Steve Johnson, Garrett Grier III, S. Allen Pikus, Dirk Gleysteen, Owen Brooks, Jr., Douglas Morrow, Sr., James Starling, Sr. and Katrina Wilson

City Manager Richard Carmean, Police Chief Keith Hudson and City Clerk/
Recorder Terri Hudson

City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Rogers called the Monthly Meeting to order at 7:06 p.m.

INVOCATION AND PLEDGE

The Pledge of Allegiance followed the invocation given by Councilman Starling.

APPROVAL OF MINUTES

Motion made by Mr. Pikus, seconded by Mr. Brooks to approve the minutes of the December 29, 2011, January 9, 2012 and January 23, 2012 Council Meeting as presented. Motion carried.

RECOGNITION

No special guests in attendance.

MONTHLY POLICE REPORT

After presenting the monthly police report on behalf of Chief Hudson, Mr. Morrow moved to accept the police report as submitted, seconded by Ms. Wilson. Motion carried.

CITY MANAGER REPORT

Mr. Carmean presented the following report:

CITY HALL LOWER LEVEL

I have met with Dennis Melton, the architect for city hall remodeling and engineer who designed the drainage system. They, along with Mr. Dennehy Public Works Director, Mr. Mallamo City Engineer, Mr. Williams City Inspector and me discussed at length possible solutions to the water problem during heavy rains. The solutions were all over the board due to the fact no one has found the problem. There was no shortage of ideas as to what might be the cause, but nothing certain could be targeted. There is a chance it could be several small failures and not one single point of entry. We are taking several investigatory steps, which were decided at the meeting and to look at prime suspected areas. I have instructed Mr. Mallamo to contact a local contractor to remove the drywall on the back wall to expose the block. I also will have the carpet removed from the area that has been wet. This will allow us to track the path of the water to the source. It will also ensure that we are not dealing with a mold issue.

ECONOMIC DEVELOPMENT POSITION

We finalized our application process for the economic development position. By this date I am fairly sure the selection board will have decided on applicants to be interviewed. The process of hiring for this position is following a different path than in the past. This is a position that is new to the city's work force complement of personnel. This person will be working very closely with our Economic Development Committee and Economic Development Advisory Panel, because of this I have asked Councilperson Grier Economic Development Chairperson, Gary Norris City Planner and one member of the Advisory Panel to assist with the initial interviews. They will then recommend to me two to three candidates, and I will make a decision on who to hire.

(At this time the selection board has requested that I continue to advertise the position in order to give them a larger number of applicants to consider.)

PROJECT S.E. FRONT STREET

This project was put on hold last fall due to an investigation into placing overhead electric and communication services underground. It is my recommendation that we have little or no chance of securing the funding to add that improvement to the planned project. The electric would be in excess of \$1,800,000.00 dollars, and the Verizon costs would easily exceed \$1,500,000.00 dollars. There would also be a need to acquire through purchase and negotiation a great number of easements at probably a substantial cost, and with that would come the expense of restoring disturbed areas. My staff and I met with Councilman Brooks, Chairperson of Public Works Committee, and from that discussion I believe the consensus to be that we move ahead to a spring 2012 start-up date. I have directed City Engineer Mark Mallamo to also proceed to add water and sewer upgrades or repairs to the design plan. This project is a mill and overlay along with some curb and sidewalk repairs and improvements, and there will be installation of much needed handicapped accessibility work done along the route. There is also a need for permission to do some of the sidewalk work due to it being on private property.

SOLAR FIELD

I was asked several questions by Councilperson Gleysteen concerning this project. I spoke with Scott Leach, Business Development Associate, for JUWI Solar Inc. and asked him the following questions:

Where will the solar modules be manufactured?

The company will bid on an international level. Any manufacturer bidding will have to be a Tier 1 level business. This means they will have to follow all international safety and production guidelines and rules in the United States and Europe. They cannot be certain the panels will not be produced in China, but they do assure us that all environmental regulations will be followed and met.

What is the expected life-span of the panels?

30-40 years

How will the used panel be disposed of at the end of their life?

The panels will be recycled at that time. This recycling is purchased along with the modules.

Mr. Leach will be providing some additional information that was received today. Any council person that wishes a copy should contact the city manager.

S.E. MILFORD WATER PROJECT

The test well drilling will begin on the Hall site on Wednesday, February 15, 2012. In the packet there was a letter from our USDA Representative expressing concern over the length of time that has passed since the approval of the loans for this project. I feel very confident I will be able to get an extension in order to get this underway.

Mr. Pikus noted that on several occasions, Mr. Brooks commented about the delay on this project. With Mr. Carmean's return, these projects are being actively pursued and proceeding which council appreciates.

Mr. Brooks said he is extremely pleased that the Southeast Milford Project and Washington Street Water Projects are underway and the Southeast Front Street project is beginning.

Mr. Starling also expressed appreciation that the Northwest Front Street condemnation project is completed after a number of years.

COMMITTEE REPORTS

Economic Development Committee

Mr. Grier commented on the selection process for the hiring of an Economic Development Director. The selection committee consists of four persons including himself, City Planner Gary Norris and EDAP Members Nolan Williams and Dave Markowitz. They reviewed and rated each of the 21 applications independently. They narrowed it down to a handful of applicants who are still under consideration.

The position will be readvertised for another ten to fourteen days. The committee will review any new applications in addition to those still being considered.

COMMUNICATIONS

Mayor Rogers reminded council of the Delaware League Legislative Day in Washington, D.C. on March 14, 2012. Those wishing to attend need to contact Carlene Wilson at city hall.

UNFINISHED BUSINESS

Planning Commission Vacancy/Appointment

Mayor Rogers continues to seek a new appointment to the Planning Commission. Those who are interested should contact him as soon as possible.

Adoption of Ordinance 2012-03/Short Term Borrowing/Washington Street Water Plant

Mr. Grier moved to adopt Ordinance 2012-03, seconded by Mr. Pikus:

Ordinance 2012-03

AN ORDINANCE AUTHORIZING THE BORROWING OF ADDITIONAL FUNDS TO ASSIST WITH THE COSTS OF DEMOLISHING AND THE RECONSTRUCTION OF THE WASHINGTON STREET WATER TREATMENT FACILITY PLANT AND OFFICE BUILDING FOR THE CITY OF MILFORD, DELAWARE.

Section 1.

WHEREAS, Article VIII of the City of Milford Charter authorizes the City Council of the City of Milford, Delaware ("City") to approve short term borrowing, by resolution, without the necessity of a Special Election; and

WHEREAS, the city has filed an application for financial aid from the State of Delaware Drinking Water State Revolving Fund (the "DWSRF Loan") in the amount of \$45,000 with 100% loan forgiveness; and

WHEREAS, the additional funding will assist with improvements associated with the demolition and reconstruction of the Washington Street Water Plant and office building located on the same site.

Section 2.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

1. The City of Milford, Delaware operates its public water system in accordance with the provisions of the State of Delaware and the Charter of the City of Milford.
2. The Council has determined that it is necessary and in the best interest of public health, safety and welfare to improve the system.
3. A special election was held on November 19, 2011 at which time qualified voters in the City of Milford approved the borrowing of up to \$4,000,000 to fund certain improvements to the City's drinking water facilities, including, but not limited to, the demolition and reconstruction of the Washington Street Water Plant and Office Building and associated costs;
4. The City has since filed a second application for assistance in the amount of \$45,000 through a second DWSRF Loan;
5. The loan proceeds will be used to further assist with the demolition and reconstruction of the Washington Street Water Plant and office building located on the same site;
6. The rate of interest on the DWSRF Loan shall be 0%;
7. Of the total loan amount, the principal and interest shall be forgiven on \$45,000;
8. The borrowing is expected to be accomplished through the issuance of a loan from the State of Delaware Drinking Water State Revolving Fund (the "DWSRF Loan");
9. The DWSRF Loan shall be secured by the full faith and credit of the City;
10. No debt obligations are to be assumed by the City for the loan and no taxes and/or revenues are required to be pledged by the City.

Section 3.

Dates.

Adoption Date: February 13, 2012

Effective Date: February 23, 2012

Motion carried by unanimous roll call vote.

Seawatch Economic Development Incentives/September 2011

Mr. Carmean stated he is unsure if council was involved in this process, though he was involved from the Economic Development Director standpoint at the time. He recommends council review the commitment and give their stamp of approval.

He reported that as a result of these incentives, Milford has gained 90 new jobs. In addition, there will be an additional 50-60 employees hired there as a result of a copacker operation affiliated with a national large soup company.

He referenced a recent article where Seawatch's CFO Jerry Gordon was quoted as stating that the incentive rates kept them in Milford; otherwise, they would have gone to Mappsville, Virginia or New Brunswick, Massachusetts.

The city manager verified this will provide Seawatch a three-year rebate that will be paid on a quarterly basis.

Ms. Wilson moved for approval of the Economic Development Incentives for Seawatch International, seconded by Mr. Grier.

Mr. Carmean advised that the total value of incentives is an estimate though appears it should be close to what was anticipated though it will not be exact. He wants councils' approval before the first rebate is mailed.

Motion carried by a 7-0 vote with Mr. Morrow abstaining.

NEW BUSINESS

University of Delaware IPA/Comprehensive Outreach Strategy/Planning for Complete Communities

University of Delaware Institute for Public Administration (IPA) representative Marcia Scott, Associate Policy Scientist, was present along with associates Bernard Dworsky and Natasha Nau. She then provided a PowerPoint (see attached) on Planning for Complete Communities Project in Delaware they were asked to conduct for the Delaware Department of Transportation in collaboration with the Office of State Planning Coordination. Circuit Rider Planner David Edgell was also present.

She explained the comprehensive outreach strategy will be submitted to the Delaware Department of Transportation and Office of State Planning Coordination to guide the activities for the FY12 State Support for Infrastructure Policy Forum and Research project, entitled Formulating a Framework to Plan for Complete Communities in Delaware. This document will describe how IPA will plan, develop, and implement a comprehensive outreach strategy to engage a broad set of stakeholders and constituencies. Specifically, the strategy will provide details of the development of a "Planning for Complete Communities" website as the primary outreach mechanism for the project. Additionally, it will outline the staffing breakdown for the project, key stakeholders and target audience of pilot communities, target dates and agenda items for pilot community workshops.

Ms. Scott reported that Milford and Elsmere were selected as the two pilot communities for this project. With councils' consent, the Milford Project team consisting of Ms. Scott, Mr. Dworsky and Ms. Nau will be working with the city manager to develop a stakeholder list of approximately 15-20 members and establish the dates for some future workshops.

When asked how Milford was selected, Ms. Scott said the decision was mainly the result of the progress Milford made on the comprehensive plan, regional and master plan, economic development strategy and the overall cooperation and management of the city. Their intent was to select a town to the north and a town to the south. They felt Milford had a good foundation and would serve as an appropriate model for other communities throughout Delaware. They hope to recreate what they can learn in Milford and Elsmere and roll the project out to other communities in Delaware.

She added that Milford is a mainstreet community with an established town center. In response to a comment, Ms. Scott noted that Milford is very walkable though the goal is to enhance that walkability and get people to the center of town. They have no preconceived notions and are looking for recommendations and ideas through this program.

Mr. Pikus moved to authorize Milford's participation in the Planning for Complete Communities in Delaware, seconded by Mr. Gleysteen. Motion carried by unanimous roll call vote.

Lawrence & Susan Houser/Extension of Property Tax Exemption

Mr. Carmean was contacted by Susan Houser in regard to a request she had submitted in May of 2010. He recalled an annexation back in 2000 during which time it was determined this remote property was a single connecting point the city needed to get to a larger area wanting to annex. At that time, owner Jack Mills was given a ten-year tax abatement.

The city manager emphasized that the city provides no services to this property such as snow removal, trash services, etc. The new property owners were under the impression the property tax abatement would continue until city utilities were extended to this property.

He also explained the property is on Brown Street which is a somewhat secluded area that sits on the creek.

It was confirmed this agreement did not contain a condition that if the property was transferred, the abatement would be voided. Mr. Carmean added this was a simple ten-year property tax abatement.

Mr. Morrow moved for approval of the continued tax abatement due to no city services being provided, seconded by Mr. Brooks.

Mr. Gleysteen suggested adding the abatement would continue only until services can be provided. It was agreed by council that at that point, the property would be subject to taxation. Mr. Carmean said if surrounding property owners petition the city to annex, we would then be willing to provide full services. He did note that police services are provided to this residence because it is in city limits.

Motion carried with no one opposed.

Introduction of Ordinance 2012-02/Establishment of Workforce Development Commission

The following ordinance was introduced, with adoption scheduled for the next council meeting:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF MILFORD BY ADDING A NEW CHAPTER ENTITLED WORKFORCE DEVELOPMENT COMMISSION.

ORDINANCE 2012-02

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1.

Amend the City of Milford Code by adding a new Chapter entitled Workforce Development Commission to read as follows:

-1. Establishment.

There is hereby established a commission to be known as the "City of Milford Commission of Workforce Development," hereinafter referred to as the "Commission."

-2. Membership; Appointment; Terms of Office.

The Commission shall be comprised of nine members, one of said members to be the Mayor or designee, one of said members to be the Milford School District Superintendent or designee and seven of said members to be appointed, all to serve without pay. Recommendations will be forwarded to the Mayor for appointments, subject to confirmation by City Council. All members shall be residents of the Milford School District or employed therein. Following the time of their initial appointment, Commissioners shall be appointed or reappointed at the next Annual Organizational Meeting. Thereafter, terms will be for one year beginning on the date of each subsequent Organization Meeting.

-3. Removal.

Members of the Commission may be removed by the majority vote of City Council for substantial neglect of duty, misconduct or a violation of the Code of the City of Milford.

-4. Chairman; Officers; Vacancies.

The Commission shall elect a Chairman, Vice-Chairman or any other officers deemed necessary. Any vacancy which may occur on the Commission shall not affect its powers or functions but shall be filled in the same manner in which the original appointment was made.

-5. Meetings and Records.

The Commission shall hold meetings at a fixed and regular time in the Council Chambers at Milford City Hall. Meeting shall be open to the public per 29 Del. Code, Chapter 100 (Freedom of Information Act "FOIA") and 29 Del. Code, Chapter 5 (State Archives). Proper notification must be given and minutes generated. All records of the Commission shall be kept at City Hall in accordance with state law.

-6. Sub and Adhoc Committees; Members.

Creation and establishment of any advisory group, board or panel must be approved by City Council. Non-Commission members will be appointed as required in __-2. Said groups are subject to the procedural requirements of FOIA.

-7. Rules of Procedure.

Roberts Rules of Order shall apply to the conduct of the Commission meetings.

-8. Powers and Duties.

It shall be the duty of the Commission to:

A. Create an environment that would give the student an opportunity to develop marketable job skills and a work history to successfully compete in the job market upon graduation from Milford High School.

B. Participate in the growth of an educational fund to be made available to the student upon graduation.

C. Help the student learn what is expected of an employee in a business environment.

D. Give the student an opportunity to acquire a sense of pride in earning an income.

E. Collaborate with the school district to monitor and evaluate the effectiveness of the program.

F. Monitor the financial aspects of the program, including but not limited to, donations and disbursements.

G. Partner with local business and industry to develop a viable network of employment opportunities for the student participants.

-9. Consultation with Outside Sources.

In carrying out its duties, the Commission shall collaborate with various groups interested in the problem of concern to the Commission, including but not limited to federal, state and county governments, public and private organizations and civic groups working in the field of workforce development and jobs programs.

-10. Recommendations and Reports.

The Commission shall present its recommendations to the City Council as deemed necessary. At the first official meeting following the annual organizational meeting of the Council, the Commission shall present a detailed report of its work from the preceding year.

-11. Contracts.

The Commission is not authorized to enter into any contract or agreement with any public or private organization but shall recommend such course of action to the Mayor and City Council in order to carry out its assigned tasks.

-12. Functions Limited. The Commission shall not involve itself in activities or functions already assigned by law or decree to other governmental bodies.

Section 2.

Dates.

Introduction: 02/13/12

Adoption: 02/27/12

Effective: 03/08/12

Introduction of Ordinance 2012-04/Conditional Use/Greater Milford Development Corporation/Milford Skating Center, Inc.

The following ordinance was introduced:

ORDINANCE 2012-04

Conditional Use/Greater Milford Development Corporation/Milford Skating Center, Incorporated

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MILFORD, DELAWARE AUTHORIZING A CONDITIONAL USE IN A C-2 DISTRICT AS REQUESTED BY CARMEN KEMPER ON BEHALF OF GREATER MILFORD DEVELOPMENT CORPORATION WHICH WOULD ALLOW ADDITIONAL USES BEYOND THE NON-CONFORMING USE CURRENTLY PERMITTED AT MILFORD SKATING CENTER, INC., 1 PARK AVENUE, MILFORD, DELAWARE. TAX MAP MD-16-183.10-04-43.00; 5.52 +/- ACRES.

Whereas, the City of Milford has been requested by Carmen Kemper, on behalf of the Greater Milford Development Corporation, to allow additional uses beyond the non-conforming use currently permitted at Milford Skating Center; and

Whereas, a conditional use approval is required in a C-2 zone for the uses as described below:

Skating, dances for 15 year olds and younger, dances for 16 to 21-year-olds, adult dances, dance classes, private parties/gatherings, birthday parties, nonprofit dances, parties and socials (bikers, parade, colleges), DJ competitions, all night skating sessions, alcoholic beverages at private parties or bouts, church functions, drop-in childcare, summer programs for children, indoor sporting events, segway events, exercise classes and walking programs, high school mentoring programs, after-school programs, community meetings, boy scout and girl scout events, award events and family resources (immigrants).

Requested hours of operation will be:

Monday thru Thursday 8:00 a.m. - 11:00 p.m.
Friday 8:00 a.m. - 1:00 a.m. Saturday
Saturday 8:00 a.m. - 10:00 p.m. Sunday

Whereas, the Planning Commission reviewed the application at a Public Hearing on February 21, 2012 and has presented the items for consideration by City Council; and

Whereas, the City Council held an advertised public hearing on March 26, 2012 to allow public comment on the application.

Now, Therefore, the City of Milford hereby ordains:

Section 1. Upon the adoption of this ordinance, Carmean Kemper on behalf of the Greater Milford Development Corporation is hereby granted a conditional use permit to allow those uses, as approved, and in accordance with the application, approved plans and any conditions set forth;

Section 2. Construction or operation must commence within one year of the date of issuance or the conditional use permit becomes void.

Section 3. Dates.

Introduction to City Council: 02-13-12

Planning Commission Review & Public Hearing: 02-21-12

City Council Review & Public Hearing 03-26-12

This ordinance shall take effect and be in force ten days after its adoption.

A public hearing on the ordinance is scheduled for March 26, 2012.

Donation of City Equipment/Parks and Recreation

Mr. Carmean advised that Parks and Recreation is currently purchasing two new mowers. Little League is in bad need of a mower and Parks and Recreation Director Gary Emory suggested we donate one of his older mowers for their use. He also recommends donating the second mower to Abbotts Mill Pond.

Mr. Carmean explained that the city used to handle the grass cutting duties at little league, but with the additional lands the city has acquired over the past years, that service was eliminated. Today, Milford Little League handles their own maintenance.

He said that Mr. Emory reported the average value of the mowers is between \$500 and \$1,000.

Mr. Starling moved for approval to donate the two mowers as requested, seconded by Mr. Gleysteen. Motion carried with no one opposed.

Approval of Mosquito Control Spray Policy/DNREC

Mr. Brooks moved for approval to allow DNREC to handle mosquito spraying in the City of Milford, seconded by Mr. Morrow. Motion carried with no one opposed.

Joe Palermo of 5 Misty Vale Court, Meadows at Shawnee then advised he had DNREC come out and spray their stormwater ponds. He reported the spray contains chemicals that create side effects for the elderly, children and pregnant women. He said they wanted to go through his subdivision but after he read the side effects of some of the chemicals used, he was leery. Therefore, they only sprayed the ponds.

He asked if this is done on streets with a truck. Mr. Carmean stated that he is unsure in recent years, but in the past that was one of the methods. He advised that an airplane may also be used.

The city manager advised the city does not have an expert in that area and the reason the State of Delaware provides that service. Overall, it is done as a result of complaints received from residents. In turn, the city contacts them to provide the service.

He advised Mr. Palermo if the Meadows of Shawnee does not want the service, their subdivision could be removed from the spraying area. Mr. Palermo asked if Mosquito Control informs the areas being sprayed in advance; Mr. Carmean said they do not provide door to door notification. Mr. Palermo feels they should because of the dangers associated with the spraying. He said he provided the information to their board at which time the service was declined.

Mayor Rogers said we will contact them to see if they can provide some type of notification.

Mr. Gleysteen confirmed the city has always participated in the program. He noted that Mosquito Control has their own website with the material safety data sheet listing all the chemicals used. He explained to Mr. Palermo that the chemical he is referring to is applied with mineral oil which helps it settle.

Mr. Carmean recommended that anyone with questions or concerns, should contact Mosquito Control directly.

MONTHLY FINANCE REPORT

Chairman Pikus reported that through the sixth month of Fiscal Year 2011-2012 with 50% of the fiscal year having passed, 55% of revenues have been received and 47% of the operating budget expended.

Mr. Pikus moved to accept the December 2011 Finance Report, seconded by Mr. Brooks. Motion carried.

It was noted that the assessors are continuing the ten-year assessment. Because of a number of issues they have encountered, it will not be completed as quickly as was originally proposed.

EXECUTIVE SESSION

Pursuant to 29 Del. C. §10004(b)(2) Preliminary discussions on site acquisitions for any publicly funded capital improvements

Mr. Pikus moved to go into Executive Session reference discussions on site acquisitions, seconded by Mr. Grier. Motion carried.

Mayor Rogers recessed the Council Meeting at 8:02 p.m. for the purpose of an Executive Session as is permitted by Delaware's Freedom of Information Act.

Return to Open Session

City Council returned to Open Session at 8:22 p.m.

Executive Session Matter

Mr. Pikus moved for approval to sell 11.215 acres of city land to Sunolar Power Company LLC contingent upon both parties accepting the amended sales agreement, seconded by Mr. Brooks. Motion carried by unanimous roll call vote.

ADJOURN

With no further business, Mr. Grier moved to adjourn the Council Meeting, seconded by Mr. Brooks. Motion carried.

The Council Meeting adjourned at 8:23 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Terri K. Hudson".

Terri K. Hudson, CMC
City Clerk/Recorder

Attachment:

University of Delaware IPA/Comprehensive Outreach Strategy/Planning for Complete Communities



Comprehensive Outreach Strategy

Formulating a Framework to Plan for Complete Communities In Delaware

Prepared by:

University of Delaware Institute for Public Administration (IPA)

Marcia Scott, Associate Policy Scientist (msscott@udel.edu)

Theodore Patterson, Planner (theodore@udel.edu)

Chris Anderson, Public Administration Fellow (candersn@udel.edu)

Natasha Nau, Public Administration Fellow (nnau@udel.edu)

Submitted to:

Delaware Department of Transportation (DelDOT)

and

Office of State Planning Coordination (OSPC)

December 16, 2011

SUMMARY

This document serves as the pre-planning phase, and provides a comprehensive outreach strategy, for the FY12 State Support for Infrastructure Policy Forum and Research project, entitled *Formulating a Framework to Plan for Complete Communities in Delaware*

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INTRODUCTION

The final outreach strategy consists of the following elements:

- Purpose of comprehensive outreach strategy
- Formation of a project planning team
- Preparation of a website template—“Planning for Complete Communities”
- Plan for work with “Pilot” communities—Elsmere and Milford
- Plans to facilitate a public policy forum
- Timeline
- Appendix

PURPOSE OF COMPREHENSIVE OUTREACH STRATEGY

This comprehensive outreach strategy is being submitted to the Delaware Department of Transportation (DeDOT) and the Office of State Planning Coordination (OSPC) to guide the activities for the FY12 State Support for Infrastructure Policy Forum and Research project, entitled *Formulating a Framework to Plan for Complete Communities in Delaware*. This document will describe how IPA will plan, develop, and implement a comprehensive outreach strategy to engage a broad set of stakeholders and constituencies. Specifically, the strategy will provide details of the development of a “Planning for Complete Communities” website as the primary outreach mechanism for the project. Additionally, the Plan will outline the staffing breakdown for the project, key stakeholders and target audience of pilot communities, target dates and agenda items for pilot community workshops, and target audience and possible agenda for a final public policy forum on Complete Communities.

FORMATION OF A PROJECT TEAM

The project team will consist of representatives from DeDOT (Ralph Reeb), OSPC (Connie Holland and Dave Edgell) and IPA staff. The below chart provides the breakdown for IPA staff members involved in the overall Complete Communities project and outreach strategy.

| Outreach Strategy – IPA Staffing Breakdown | | |
|---|------------------|--------------------------|
| <i>Meeting Facilitator: Ed O'Donnell</i> | | |
| Team #1 | Team #2 | Role |
| Marcia Scott | Ted Patterson | Team Leader |
| Bernie Dworsky | Martin Wollaston | Staff Support |
| Julia O'Hanlon | | Staff Support |
| Natasha Nau | Chris Anderson | Graduate Fellows Support |

- **Characteristics**—provides outcomes of initial literature scan and resulting identified characteristics of Complete Communities (which will be a topic of discussion at forthcoming workshops). While these characteristics will continue to be refined with input from stakeholders, the five major characteristics of Complete Communities (further detailed in Appendix) include:
 - **Complete Streets**
 - **Efficient Land Use**
 - **Healthy and Livable**
 - **Inclusive and Active Community**
 - **Sustainable**

- **Delaware’s Progress (toward Complete Communities)**—provides outcomes of IPA’s review of documents generated by the state of Delaware since 2001. These documents seem to form the foundation of the concept of Complete Communities, which will continue to evolve during the course of this project with public input. Links are provided to matrices, which summarize state documents, by the following publication category:
 - Applicable State Legislation
 - Gubernatorial Executive Orders
 - Related State Press Releases
 - Related News Articles
 - State Issued Reports
 - State Planning Reports

- **IPA’s Progress (toward Complete Communities)**—provides a summary of a literature review of IPA research, from 2002 to 2011, which relates to themes of Complete Communities. By clicking the “IPA Publications Matrix” link, viewers will be able to access a table that summarizes IPA’s infrastructure policy forums and/or research since 2001. Direct links to publications are provided. The matrix lists, in chronological order, IPA publications with themes such as walkability, mobility-friendly design, interconnectivity, healthy communities, transit-oriented design, paratransit issues, Northeast Corridor transportation, and other land use- and transportation-policy issues.
- **National Best Practices**—provides a summary of Complete Communities national best practices literature. Links to the original publication and/or the organization’s website are provided below the source name in the left hand column of the National Best Practices Matrix.
- **Events**—will feature logistics of each of the three planned workshops for each pilot community, as well as the public policy forum. From this tab, viewers will be able to obtain an overview and register to attend an event.
- **Contact Us**—identifies and provides contact information for each member of the IPA project team.
- **Future Tabs**—will evolve to reflect the comprehensive outreach strategy. Possible future content may include:
 - Pilot communities
 - Workshop announcements
 - Workshop agenda
 - Workshop minutes

- Outcomes of workshops
- Links to pilot community websites and other sites of interest
- “Briefings” to describe, in more detail, each of the Major Characteristics of a Complete Community
- Visual Preference Survey
- Events
- Rolling visual display of Complete Community images

Website sidebars and “widgets:”

- The “Home Page” features the following sidebars with linkages to:
 - Project Partners—including DelDOT, OSPC, and IPA
 - Sites of Interest—including *Toolkit for a Healthy Delaware* and *Walkscore*
- Social Media—a Facebook page and Twitter account—has been established. Future links will be provided on the home page to link to these sites.

PLAN FOR WORK WITH “PILOT” COMMUNITIES

IDENTIFICATION OF PILOT COMMUNITIES AND STAKEHOLDERS

IPA will facilitate outreach meetings with two “pilot” towns/communities during the course of this project. John Giles, Town Manager of Elsmere and Richard Carmean, City Manager of Milford have been contacted and have expressed interest in being the initial pilot communities.

Prospective Stakeholders

A separate spreadsheet will be prepared to track a list of invitees by organization, name, e-mail address, phone number, and follow-up attempts, and meeting/workshop invitation responses.

| Stakeholders for Each Pilot Town/Community | |
|--|---|
| City/Town Manager | Representatives from local advocacy groups |
| Key Administrators and Department Directors | Senior center representative |
| Mayor | School district representative |
| Elected officials/council members | Other relevant board, commission, committee representatives |
| Planning commission members | OSPC Circuit Rider |
| Representatives from business community | Local non-profit organizations |
| Representatives from civic organizations | Local realtors |
| Representatives from local chamber of commerce or Main Street organization | Local developers |

PLAN FOR FACILITATION OF PILOT COMMUNITY WORKSHOPS

Outreach workshops for each of the two selected “pilot” town/communities will focus around the following:

IPA Team #1, consisting of team leader Marcia Scott, Bernie Dworsky, and Natasha Nau will work with and facilitate workshops with Pilot Community #1

IPA Team #2, consisting of team leader Ted Patterson, Martin Wollaston, and Chris Anderson will work with and facilitate workshops with Pilot Community #2

Tentative Agenda - Outreach Workshop #1 (March 2012)

- Introductions
- Presentation – What are findings of initial literature review and scan (definition, characteristics and benefits of Complete Communities)?
- Visual Preference Survey using Electronic Polling Technology – What does a Complete Community look like?
- Break-Out Groups
 - Topic of Discussion – What are Complete Communities? Each group considers definitions/themes of Complete Communities identifying most important components)
 - Facilitated exercises (e.g., placing “dots” to provide input on most desirable characteristics of a Complete Community)
- Discussion

Tentative Agenda - Outreach Workshop #2 (May 2012)

- Topic of Discussion – How can Complete Communities be achieved in Delaware?
- Consensus building exercises
- Q & A

Tentative Agenda - Outreach Workshop #3 (July 2012):

- Topic of Discussion – Reality check
- What hurdles need to be overcome to move toward Complete Communities in Delaware?
- What actions need to be taken to achieve Complete Communities in Delaware?

PLAN FOR PUBLIC POLICY FORUM

IDENTIFICATION OF KEY STAKEHOLDERS FOR PUBLIC POLICY FORUM

Prospective Target Audience Organizations

A separate spreadsheet will be prepared to track a list of invitees by organization, name, e-mail address, phone number, and follow-up attempts, and meeting/workshop invitation responses.

| Organization | |
|--|---|
| CHEER | OSPC |
| DE Home Builders Assn. | DEDO, Downtown Delaware |
| Delaware AARP | DE Division of Services for Aging & Adults with Physical Disabilities |
| AIA, Delaware Chapter | State Council for Persons with Disabilities (SCPD) |
| Division of Public Health | Delaware Transit Corporation |
| Delaware League of Local Governments | Developmental Disabilities Council |
| APA, Delaware Chapter | UD Center for Disabilities Studies |
| DeIDOT | WILMAPCO |
| Delaware Aging Network | Dover/Kent County MPO |
| DHSS | County Executive / Commissioners |
| Delaware HEAL | Governor/ Cabinet Members |
| Nemours Health & Prevention Services | State legislators |
| Governor's Advisory Council for Exceptional Citizens | Sussex County Association of Towns (SCAT) |
| DSHA | Governor's Council on Health Promotion and Disease Prevention |
| League of Women Voters | Other stakeholder organizations TBD |

PLAN FOR FACILITATION OF PUBLIC POLICY FORUM

IPA will plan, conduct, and facilitate a public policy forum in fall 2012 on Complete Communities to share results of outreach meetings, define consensus among stakeholders and constituents, and plan for a future phase—which will focus on preparing a publication on planning for Complete Communities in Delaware.

Tentative Topics of Discussion:

- Introduction
- Panel Discussion (bring in experts in the field from ULI, Smart Growth America, APA, Bike Delaware, Center for Towns)
- Overview of project:
 - Work with pilot communities
 - Outcomes:
 - Literature review and scan
 - Visual preference surveys
 - Characteristics/elements of Complete Communities
 - Moving toward Complete Communities in Delaware
- Next steps

Characteristics (of a Complete Community)

What makes a Community “Complete”?

As stated within the 2010 update of the *Delaware Strategies for State Policies and Spending* publication, the objective of Complete Communities is:

“... to use less land and reduce the separation of land uses in order to achieve a variety of values including open space protection, community vitality, affordable housing, air quality, transit use, and more walkable places.”¹

1. Complete Streets

- Achieves principles of connectivity
- Integrates multiple transportation options
 - Accommodates multi-modal transportation
 - Reduces separation between home, school, and work
 - Fosters walkable, bikable, and transit-friendly communities
- Provides connectivity to surrounding areas
 - Encourages transit-oriented development
 - Supports smart mobility

2. Efficient Land Use

- Provides a mix of complimentary land uses
- Supports mixed-use and compact building design
- Encourages varied community landscapes and streetscapes
- Guides and fosters smart growth
- Strengthens and revitalizes downtown commercial areas and “Main Streets”
- Design that uses compact, sustainable planning practices

3. Healthy and Livable

- Offers a diversity of affordable housing types and forms
- Provides access to health and social services
- Maximizes opportunities for physical activity, recreation, and cultural services
- Improves access to healthy foods
- Active built environments that are walkable, vibrant, and accessible
- Creates aging-friendly environments and better prospects to “age in community”

¹ Delaware Office of State Planning Coordination. 2010. *Delaware Strategies for State Policies and Spending*. Retrieved 12/13/11 from <http://stateplanning.delaware.gov/strategies/>.

Pivo, Gary. 2005. “Creating Compact and Complete Communities: Seven Propositions for Success.” *Practicing Planner*, AICP, Summer, 2005.

4. Inclusive and Active Community

- Strong Sense of Place
 - Fosters sociability
 - Creates social networks
 - Strengthens stakeholder collaboration and an engaged citizenry
 - Promotes community involvement and social activities
 - Distinct community character
 - Preserves community heritage
 - Respects local culture
 - Personal comfort and image
 - Enhances safety and security
 - Maintains condition of buildings/housing stock

5. Sustainable

- Promotes infill development, use of existing infrastructure, and reuse old structures
- Integrates old and new development
- Advances economic competitiveness
- Cultivates sustainable environmental practices
- Conserves natural historic, scenic, and environmental resources


Planning for Complete Communities in Delaware
Presented by
 Marcia Scott, Bernard Dworsky, Natasha Nau
 City of Milford Council Meeting
 Monday, February 13


Presentation Outline

- Introduction
- Why Plan for Complete Communities?
- Purpose of Project
- Project Scope
 - What makes a Complete Community?
 - Community Engagement
- Potential Outcomes




Introduction: IPA Project Team
Project Manager: Marcia Scott
Meeting Facilitator: Ed O'Donnell

| Milford Team | Elsmere Team | Role |
|----------------|------------------|--------------------------|
| Marcia Scott | Ted Patterson | Team Leader |
| Bernie Dworsky | Martin Wollaston | Staff Support |
| | Julia O'Hanlon | Staff Support |
| Natasha Nau | Chris Anderson | Graduate Fellows Support |


Introduction

- **Who We Are**
 IPA is a public service, education, and research center at the University of Delaware.
- **What We Do**
 - Planning and economic development
 - Transportation planning and policy
 - Healthy Communities initiative
 - Local government training


Why Plan for Complete Communities?

- **In the past:**
 - Communities were built on a human scale – people could walk everywhere!
 - Compact, mixed-used development was the norm
 - Streets were connected
- **Today:**
 - In the era of suburbanization - the car is king!
 - Land use patterns promote sprawl
 - Developments don't connect (cul-de-sacs)
 - Lack of pedestrian infrastructure (sidewalks)


Why Plan for Complete Communities?

- **Healthy Community Benefits**
- **Greater Livability**
- **Provides Transportation Equity**
- **Economic Benefits**
- **Protects Environmental Resources**

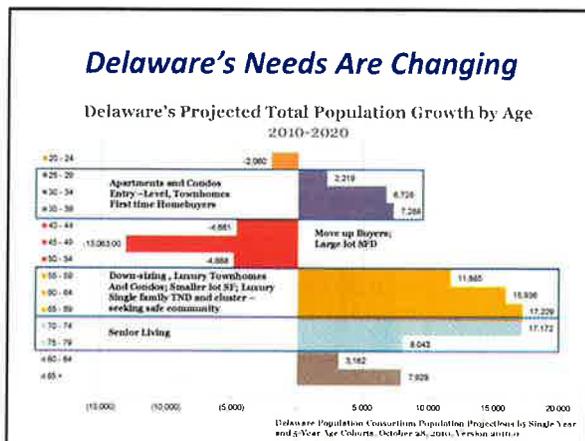


The Way We Design and Build Communities Impacts:

- Community character
- Quality of life
- Transportation choices
- Active recreation opportunities
- Sense of place
- Meaningful engagement

Why Complete Communities?

- Strengthens economic development opportunities
 - Incorporating Mixed Use Development
 - Responds to market demands
 - Creates sense of place
- Lower infrastructure costs
- Better community design
- More efficient to provide services
- Efficient transportation networks



Purpose of Project

- Determine what principles, planning practices, incentives, design strategies, and/or public policies support Complete Communities
- Develop a planning framework for State of Delaware

Scope of Project

- Work with 2 "Pilot Communities" in Delaware
- Identify and invite stakeholders to 3 workshops in March, May, and July
- Facilitate discussion at workshops on:
 - What constitutes a Complete Community?
 - How can Complete Communities be achieved in Delaware?
 - What hurdles need to be overcome to move toward Complete Communities?

Community Engagement: What Makes A Community Complete?

- Complete Streets?
- Efficient Land Use?
- Healthy and Livable?
- Inclusive and Active?
- Sustainable?

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Community Engagement: Website

<http://sites.udel.edu/completecommunities/>

Planning for Complete Communities in Delaware



Formulating a Framework for Complete Communities

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Community Engagement: Surveys and Social Media



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Potential Outcomes

- Public Policy Forum – larger stakeholder group
- State plan with recommendations
- Town-specific recommendations as to how to build a framework for Complete Communities
 - Implementation of Comprehensive/ other Plans
 - Policies
 - Community design
 - Future planning focus
 - Capital planning



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Milford Project Team

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Thank You



Questions?