

# City of Milford



## AGENDA

Council Meeting

September 27, 2010

Milford City Hall - Joseph Ronnie Rogers Council Chambers - 201 South Walnut Street, Milford, Delaware

6:00 P.M. - MILFORD PUBLIC LIBRARY

11 S.E. Front Street Milford, DE

Tour of New Facility

7:00 P.M. - WORKSHOP

*Call to Order - Mayor Joseph Ronnie Rogers*

Tribute 2010-18/Honoring Lance Corporal Lee Ryan Folke

*Adjourn*

### PUBLIC HEARINGS

Annexation:

Tax Parcel 5-00-173.00-01-62.00-00001-64.362 Acres Parcel of land, Land of Walter N. Thomas, II  
Tax Parcel 5-00-173.00-01-62.02-00001-7.556 Acre Parcel of Land, Land of Walter N. Thomas, II  
Adoption of Ordinance 2010-13/Adoption of Resolution 2010-15/Approval of Annexation Agreement

Ordinance 2010-14

An Ordinance to Amend the Code of the City of Milford, Chapter 230, thereof, entitled Zoning,  
Waiver of Off Street Parking Spaces

### COUNCIL MEETING

*Call to Order - Mayor Joseph Ronnie Rogers*

*Invocation*

*Pledge of Allegiance*

*Communications*

*Unfinished Business -*

Adoption of Ordinance 2010-16/Chapter 204/Establishing a Due Date for Property Taxes & Penalties

Adoption of Resolution 2010-16/Extension of Due Date for Property Tax Payments & Establishment of Penalty Date\*

Adoption of Ordinance 2010-15/Realignment of Boundary Lines of Ward I and Ward III

Re-Adoption of FY2010-11 Tax Warrant

Approval of Change Order #1/Gravity Sewer Installation

Reaffirmation /Approval of Change Order #2/North Front Street Sewer Project & FY2010-11 Budget Amendment

Billboard Ordinance-Proposed

Billboards/Zoning Code/Ordinance/2009-22

FY 2010-2011 Budget Amendment/Boys & Girls Club Contribution

*New Business -*

Fall Clean Up Week\*

French and Ryan Proposal/Police Department

*Adjourn*

**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.**

This agenda shall be subject to change to include additional items including executive sessions or the deletion of items including executive sessions which arise at the time of the public body's meeting.

# City of Milford



## TRIBUTE

*2010-18*

*In Honor of Fallen Warrior Lance Corporal Lee Ryan Folke*

WHEREAS, Lance Corporal Lee Ryan Folke, a resident of Milford, Delaware, joined the United States Marine Corps on March 12, 2007; and

WHEREAS, Lance Corporal Folke, who was assigned to the 1<sup>st</sup> Battalion, 2<sup>nd</sup> Marines, died at Camp Lejeune, North Carolina on July 19, 2009; and

WHEREAS, a dedicated and brave soldier, Lance Corporal Folke had recently returned to the United States after completing a tour of duty in Iraq; and

WHEREAS, following a memorial service, interment with full military honors took place at the Lincoln Cemetery in Delaware on July 26, 2009; and

WHEREAS, Lance Corporal Folke provided faithful and honorable service to the people of Milford, Delaware and the people of the United States of America; and

WHEREAS, the people of Milford, Delaware, along with his mother and father, Wendy Bradley Moore and Dennis Moore, sister Lauren Moore and brother Dustin Moore, continue to mourn the death of Lance Corporal Lee Ryan Folke.

NOW, THEREFORE, I, Joseph Ronnie Rogers, Mayor of the City of Milford, by the authority vested in me, ask all Milfordians to pause for one minute to recognize the contributions made by Lance Corporal Lee Ryan Folke and all of the Soldiers, Sailors, Airmen, Coast Guard and Marines who have died while in the service of our nation so that we may continue to enjoy the liberties we so deeply cherish.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Milford, this 27<sup>th</sup> day of September 2010

Mayor Joseph Ronnie Rogers

Attest:

City Clerk Teresa K. Hudson

# City of Milford



## PUBLIC NOTICE

### *City Council Annexation & Zoning Public Hearing Annexation and Zoning Review-Lands of Walter N. Thomas II*

NOTICE IS HEREBY GIVEN that Milford City Council will hold a Public Hearing on Monday, September 27, 2010 at 7:00 p.m. in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware for a final determination of the annexation proposal and zoning request of the land situated south of State Route 14 and north of County Road 447, Kent County, legally described as follows:

Tax Parcel 5-00-173.00-01-62.00-00001  
64.362 Acres Parcel of land, Land of Walter N. Thomas, II  
Current Zone AC/Proposed Zone R-3  
State Route 14, North of Delaware County Road 447, Kent County, Delaware

BEGINNING for the same at a rebar and cap set at the intersection of the division line between the land conveyed by and described in a deed from Myra H. McIlvaine to Howard F. Morton and Phyllis Ann Morton dated July 31, 1959 and recorded in the Office of the Recorder of Deeds in and for Kent County, Delaware in Deed Book C, Volume 22, Page 447 and the land conveyed by and described in a deed from Walter N. Thomas to Walter N. Thomas and Walter N. Thomas II dated November 4, 2005 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book 2521, Page 141 with the southern right of way of Delaware Route 14, eighty foot wide, thence binding on southern right of way of Delaware Route 14, as now surveyed, with bearings referred to the Delaware Coordinate System (NAD'83/86)

CONTAINING 64.362 acres of land, more or less, BEING part of the land conveyed by and described in a deed from Walter N. Thomas to Walter N. Thomas and Walter N. Thomas II dated November 4, 2005 and recorded in the Office of the Recorder of Deeds in and for Kent County, Delaware in Deed Book 2521, Page 141. BEING currently known as Tax Map Parcel 500-17300-01-6200-00001.

Tax Parcel 5-00-173.00-01-62.02-00001  
7.556 Acre Parcel of Land, Land of Walter N. Thomas, II  
Current Zone AC/Proposed Zone R-3  
State Route 14, North of Delaware County Road 447, Kent County, Delaware

BEGINNING for the same at rebar and cap heretofore set on the southern right of way of Delaware Route 14, eighty foot wide, said rebar and cap being the northeast corner of Lot 1 as shown on a plat entitled "Minor Subdivision Plan, prepared for Walter N. Thomas II dated October 27, 2009 and recorded in the aforesaid Office of the Recorder of Deeds in Plot Book 101, Page 96, thence binding on the outline of Lot 1, as now surveyed, with bearings referred to the Delaware Coordinate System (NAD'83/86)

CONTAINING 7.556 acres of land, more or less, BEING part of the land conveyed by and described in a deed from Walter N. Thomas to Walter N. Thomas and Walter N. Thomas II dated November 4, 2005 and recorded in the Office of the Recorder of Deeds in and for Kent County, Delaware in Deed Book 2521, Page 141. BEING ALL of Lot 1 as shown on a plat entitled "Minor Subdivision Plan, prepared for Walter N. Thomas II dated October 27, 2009 and recorded in the aforesaid Office of the Recorder of Deeds in Plot Book 107, Page 90. BEING currently known as Tax Map Parcel 5-00-17300-01-6202-000001.

This Public Hearing will allow City Council to gather community comment regarding the above-described annexation and zoning request. A final vote may not be taken at this hearing; however, a favorable determination could result in the formal adoption of a resolution annexing this parcel into the City of Milford following the public hearing on this date or as soon thereafter as possible.

This action is in response to the request of Legal Owner Walter N. Thomas II dated May 4, 2010.

Notification of this Public Hearing will be published in the Milford Chronicle on August 25, 2010. Notice by first-class mail will also be sent to property owners within 200 feet of the area proposed to be annexed.

Questions or comments should be directed to Christine Crouch in the Planning Office at 302-424-3712 Extension 308.

Terri K. Hudson, CMC  
City Clerk

Mr. Gary J. Norris, AICP  
City Planner  
City of Milford  
201 South Walnut Street  
Milford, DE 19963

Date: May 4, 2010

Subject: Property Annexation

Dear Mr. Norris:

It is our understanding that in order to annex a property into the City of Milford; a formal letter must be submitted to you requesting this action to take place. With this stated, and by virtue of this letter, we hereby formally request that the property be annexed into the City of Milford.

More specifically described, the property, located at 1335 Milford-Harrington Highway, consists of tax parcels 62.00 and 62.02, block no. 1, as shown on tax map 173.00 in the Milford Hundred of Kent County, Delaware. Currently the property is zoned AC in Kent County and is comprised of 71.92 acres of land. The property is contiguous to the City of Milford municipal boundary both to the north and south. Please refer to the enclosed City Annexation Exhibit for additional information including bearings and distances of the subject parcels and a location map. As indicated to you/Gary Norris via e-mails from Mr. Phillip Tolliver, P.E.; we are requesting an R-3 zoning designation in the City of Milford. As you know, the approved City of Milford comprehensive plan does include the subject property as an immediate annexation area.

As time is of the essence, we would respectfully ask that you expedite this process.

Should you have any questions or comments regarding this issue, please feel free to contact Mr. Phillip Tolliver, P.E. with Morris and Ritchie Associates, Inc. at 302-326-2200.



Witness

Very Truly Yours,  


Mr. Walter N. Thomas II  
Land Owner

c.c. Mr. Eric Dunn  
Mr. Phillip L. Tolliver, P.E.

Proj #: 10-145  
Rec'd 05.13.10 Clouch

6  
\$ 96.

Accepted for Filing in:  
Kent County  
Doc# 169421  
On: May 12, 2010 at 01:02P

Tax Parcel Number MD-00-173.00-01-62.00-000  
Doc# 169421  
On: May 12, 2010

Prepared by/Return to:  
Prickett, Jones & Elliott, P.A.  
11 North State Street  
Dover, Delaware 19901

**NO TITLE SEARCH PERFORMED OR REQUESTED**

**DEED**

*THIS DEED*, Made this Eleventh day of May, in the year of our LORD two thousand ten (2010).

**BETWEEN, WALTER N. THOMAS, II**, of 1335 Milford-Harrington Highway, Milford, Kent County, Delaware 19963, Party of the First Part,

**A N D**

**WALTER N. THOMAS, II**, of 1335 Milford-Harrington Highway, Milford, Kent County, Delaware 19963, Party of the Second Part.

*WITNESSETH*, that the said Party of the First Part, for and in consideration of the sum of Ten and 00/100 (\$10.00) Dollars and other valuable consideration, lawful money of the United States of America, the receipt whereof is hereby acknowledged, hereby grants and conveys unto the said Party of the Second Part, his heirs and assigns:

**ALL** that certain farm, tract, piece, or parcel of land, with the improvements thereon erected, situated in Milford Hundred, Kent County and State of Delaware, on the south side of the public road leading from Milford to Harrington, and being more particularly described in accordance with a recent Boundary Plat Land of Walter N. Thomas, II, prepared by Morris & Ritchie Associates, Inc. dated May 3, 2010, as follows, to-wit:

**BEGINNING** for the same at a rebar and cap set at the intersection of the division line between the land conveyed by and described in a deed from Myra H. McIlvaine to Howard F. Morton and Phyllis Ann Morton dated July 31, 1959 and recorded in the Office of the Recorder of Deeds in and for Kent County, Delaware in Deed Book C, Volume 22, Page 447 and the land conveyed by and described in a deed from Walter N. Thomas to Walter N. Thomas and Walter N. Thomas, II, dated November 4, 2005 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book 2521, Page 141 with the southern right of way of Delaware Route 14, eighty foot wide, thence binding on southern right of way of Delaware Route 14, as now surveyed, with

bearings referred to the Delaware Coordinate System (NAD'83/86),

1. South 62° 50' 42" East 833.11 feet to a rebar and cap set at the end of the fourth or North 40° 23' 12" East 216.01 foot line of a deed from Grace M. Thomas to Jon A. Thomas, dated August 23, 1991 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book H, Volume 50, Page 325, thence leaving the aforesaid southern right of way of Delaware Route 14 and binding reversely on the fourth, third and part of the second lines of said deed, the following three courses, viz:
2. South 34° 44' 24" West 216.04 feet to a rebar and cap set,
3. South 50° 16' 32" East 115.08 feet to a pin and cap (Adams Kemp) heretofore set, and
4. North 33° 15' 46" East 176.56 feet to a one inch pipe heretofore set at the end of the second or North 53° 30' 00" West 209.79 foot line of a deed from Jardevtan Corporation to Patricia M. Marney, dated August 29, 2005 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book 2375, Page 094, thence binding reversely on the second and first lines of the last mentioned deed, the following two courses, viz:
5. South 59° 28' 22" East 210.00 feet to a rebar heretofore set, and,
6. North 38° 06' 38" East 68.69 feet to a rebar and cap set on the aforesaid southern right of way of Delaware Route 14, thence binding on the southern right of way of Delaware Route 14,
7. By a non-tangent curve to the right with a radius of 3397.87 feet and an arc length of 335.20 feet, said curve being subtended by a chord bearing South 55° 57' 09" East 335.07 feet to a rebar and cap set at the end of the fourth or North 60° 57' 00" East 185.32 foot line of a deed from Polly Hudson to Polly O'Day and Thomas O'Day, dated February 17, 2006 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book 2770, Page 302, thence binding reversely on said fourth line,
8. South 34° 04' 53" West 189.69 feet, thence binding in or near the center of a ditch, the following seventeen courses, viz:
9. South 32° 56' 39" West 9.00 feet,

10. South 36° 27' 16" West 51.77 feet,
11. South 38° 29' 07" West 65.98 feet,
12. South 36° 37' 41" West 48.90 feet,
13. South 34° 05' 59" West 61.05 feet,
14. South 27° 13' 27" West 37.39 feet,
15. South 21° 42' 17" East 77.94 feet,
16. South 30° 53' 41" West 71.70 feet,
17. South 47° 36' 00" West 43.38 feet,
18. South 49° 53' 24" West 69.97 feet,
19. South 47° 55' 06" West 69.19 feet,
20. South 74° 09' 47" West 37.17 feet,
21. South 47° 00' 07" West 94.01 feet,
22. South 33° 44' 05" West 66.74 feet,
23. South 30° 33' 37" West 62.79 feet,
24. South 31° 20' 18" West 58.11 feet,
25. South 47° 48' 37" West 161.09 feet to the end of the fourth or South 34° 26' 35" East 95.21 foot line of a deed from Walter N. Thomas to Jeffrey A. Thomas and Nancy J. Thomas, dated March 17, 2003 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book 532, Page 030, thence binding reversely on the fourth, third, and in part on the third lines of the last mentioned deed, the following three courses, viz:
  26. North 38° 12' 32" West 95.21 feet,

27. North 30° 51' 16" West 72.69 feet, and
28. South 14° 11' 36" West 774.23 feet to the center of County Road 447, thence binding in the center of County Road 447,
29. South 84° 32' 03" West 1295.05 feet to a boundary line agreement between the said land of Walter N. Thomas and Walter N. Thomas, II and the land conveyed and described in a deed from Wayne L. Hill to Wayne L. Hill, Trustee under the Revocable Trust Agreement of Wayne L. Hill dated 12/18/95, dated December 18, 1995 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book 153, Page 274. thence binding on the boundary agreement line,
30. North 14° 56' 54" East 2255.01 feet to a ¼ inch pipe heretofore set at a common corner for the said land of Walter N. Thomas and Walter N. Thomas, II and the land conveyed by and described in a deed from David E. Baker and Shirley A. Baker to Robert E. Southard, III and Jeanette Ann Southard, dated May 5, 1976 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book R. Volume 30, Page 143, thence binding in part on the land of Robert E. Southard, III and Jeanette Ann Southard and binding in part on the land described and conveyed in a deed from Willard E. Zook and Virginia Zook to Donald L. Brittingham and Margaret E. Brittingham, dated June 21, 1984 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book L, Volume 39, Page 264 and binding in part on the aforesaid land of Howard F. Morton and Phyllis Ann Morton,
31. South 62° 52' 18" East 256.08 feet, thence binding reversely on the second or South 35° 30' West 430 foot line of the aforesaid Howard F. Morton and Phyllis Ann Morton deed,
32. North 27° 07' 42" East 422.47 feet, to the place of beginning.

CONTAINING 71.918 acres of land, more or less.

**EXCEPTING THEREOUT AND THEREFROM the following described lands and premises:**

**ALL** that certain lot, piece or parcel of land with the improvements thereon erected, situate, lying, and being in Milford Hundred, Kent County, State of Delaware; being all of Lot #1 as shown on a Minor Subdivision Survey Plan of Walter N. Thomas, II prepared by Adams-Kemp Associates, Inc., Professional Land Surveyors, dated September 24, 2009, revised on

October 14, 2009 and October 27, 2009, and recorded on November 25, 2009 in the Office of the Recorder of Deeds, in and for Kent County, Dover, Delaware, in Plot Book 107, Page 90, and being more particularly described as follows, to-wit:

**BEGINNING** for the same at rebar and cap heretofore set on the southern right of way of Delaware Route 14, eighty foot wide, said rebar and cap being the northeast corner of Lot 1 as shown on a plat entitled "Minor Subdivision Plan, prepared for, Walter N. Thomas, II, dated October 27, 2009 and recorded in the aforesaid Office of the Recorder of Deeds in Plot Book 107, Page 90, thence binding on the outline of Lot 1, as now surveyed, with bearings referred to the Delaware Coordinate System (NAD'83/86),

1. South 34° 44' 24" West 216.04 feet to a rebar heretofore set,
2. South 50° 16' 32" East 115.08 feet to a pin and cap (Adams-Kemp) heretofore set,
3. South 35° 10' 24" West 511.09 feet to a pin and cap (Adams-Kemp) heretofore set,
4. North 46° 57' 53" West 277.57 feet to a pin and cap (Adams-Kemp) heretofore set,
5. North 12° 05' 37" West 358.28 feet to a pin and cap (Adams-Kemp) heretofore set,
6. North 19° 39' 12" East 192.30 feet to a pin and cap (Adams-Kemp) heretofore set,
7. North 27° 21' 26" East 201.23 feet to intersect the aforesaid southern right of way of Delaware Route 14, thence binding on the southern right of way of Delaware Route 14,
8. South 62° 50' 42" East 505.54 feet to the place of beginning.

CONTAINING 7.556 acres of land, more or less.

The above premises are conveyed subject to covenants, conditions and restrictions of record, if any; such state of facts as an accurate survey and inspection of the premises will disclose, the operation and effect of any zoning laws, building restrictions imposed by public authority, and easements and public utility grants of record.

AND BEING part of the same lands and premises which were conveyed unto Walter N. Thomas and Walter N. Thomas, II, as joint tenants with the right of survivorship and not as tenants in common, by Deed of Walter N. Thomas, dated November 4, 2005 and recorded in the Office of the Recorder of Deeds in and for Kent County, Dover, Delaware in Record BK-RE Vol. 2521, Page 141, Instrument Number 2005-34864. The said Walter N. Thomas departed this life on May 31, 2006 whereupon the said Walter N. Thomas, II became seized of the fee title in and to said lands and premises as surviving tenant by the entirety.

**IN WITNESS WHEREOF**, the said Party of the First Part has hereunto set his hand and seal the day and year aforesaid.

Signed, Sealed & Delivered  
In the Presence of:

Sharon Peacock  
Witness

Walter N. Thomas II (SEAL)  
Walter N. Thomas, II

STATE OF DELAWARE

SS:

COUNTY OF KENT

BE IT REMEMBERED, that on this 11<sup>th</sup> day of May, A.D. 2010,, personally came before me, the Subscriber, a Notary Public for the State and County aforesaid, Walter N. Thomas, II, party to this Indenture, known to me personally to be such, and he has acknowledged this Indenture to be his act and deed.

GIVEN under my hand and seal of office, the day and year aforesaid.

Sharon L Peacock  
NOTARY PUBLIC

Name of Notary Public: Sharon L Peacock  
Commission expires : 10-22-11





# KENT COUNTY, DELAWARE

555 Bay Road, Dover, Delaware 19901-3615  
 (302) 744-2300 -- FAX (302) 736-2279

Loc ID#  
56160

"Serving Kent County With Pride"

## PROPERTY INFORMATION

Planning and Building Permits Information

**Reference #** MD MILFORD HUNDRED **Card # 1 of 1**  
**Location ID** 26506 **Map Number** 5-00-17300-01-6200-00001  
**Tax ID** 26506 **Deed BVP** D 5402 0057 IS 0024 0260 D 2521 0141  
**Parcel ID** 33105 **Property Code** P - PROPERTY

**Current Owner** **Property Location**  
 THOMAS, WALTER N. II 1335 MILFORD HARRINGTON HWY  
 1335 MILFORD-HARRINGTON HWY MILFORD , DE 19963  
 MILFORD, DE 19963 **Zoning** AC **Acres** 67.30

**Additional Owner**

### Sub-Division

Sales History		Liv.Sq.Ft	
Date	Price	Assessment	Total Rooms
5/12/10	10	Land 56,200	Bedrooms
0/00/00	0	Buildings 2,500	Full Bath
		Total 58,700	Half Bath

<b>Tax Balance</b>	.00	<b>Last Billing Detail</b>	History	Farm Info
<b>Sewer Balance</b>	.00	<b>Sewer Account #</b>	- 00	
<b>Neighborhood #</b>	00500	<b>Coordinates</b>	0486261 E 0337517 N	
<b>Land Use</b>		<b>Lot Dimensions</b>		
<b>Living Units</b>		<b>School District</b>	40	MILFORD
<b>Class</b>	Residen	<b>Fire District</b>	52	HOUSTON
<b>Plat Book Pg</b>	00000	<b>Sewer District</b>	00	NONE
<b>Topography</b>	Level	<b>Ambulance District</b>	42	CARLISLE (MILFORD)
<b>Street or Road</b>	Paved	<b>Trash District</b>		
<b>Fronting</b>	Residen	<b>Light District</b>		
<b>Improvement</b>	TRAILER	<b>Tax Ditches</b>	NONE	

Accepted for Filing in:  
Kent County  
Doc# 169422  
Date: May 12, 2010 at 01:02P

Tax Parcel Number MD-00-173.00-01-62.02-000

Prepared by/Return to:  
Prickett, Jones & Elliott, P.A.  
11 North State Street  
Dover, Delaware 19901

**NO TITLE SEARCH PERFORMED OR REQUESTED**

**DEED**

*THIS DEED*, Made this Eleventh day of May, in the year of our LORD two thousand ten (2010).

**BETWEEN, WALTER N. THOMAS, II**, of 1335 Milford-Harrington Highway, Milford, Kent County, Delaware 19963, Party of the First Part,

**AND**

**WALTER N. THOMAS, II**, of 1335 Milford-Harrington Highway, Milford, Kent County, Delaware 19963, Party of the Second Part.

*WITNESSETH*, that the said Party of the First Part, for and in consideration of the sum of Ten and 00/100 (\$10.00) Dollars and other valuable consideration, lawful money of the United States of America, the receipt whereof is hereby acknowledged, hereby grants and conveys unto the said Party of the Second Part, his heirs and assigns:

**ALL** that certain lot, piece or parcel of land with the improvements thereon erected, situate, lying, and being in Milford Hundred, Kent County, State of Delaware; being all of Lot #1 as shown on a Minor Subdivision Survey Plan of Walter N. Thomas, II prepared by Adams-Kemp Associates, Inc., Professional Land Surveyors, dated September 24, 2009, revised on October 14, 2009 and October 27, 2009, and recorded on November 25, 2009 in the Office of the Recorder of Deeds, in and for Kent County, Dover, Delaware, in Plot Book 107, Page 90, and being more particularly described as follows, to-wit:

**BEGINNING** for the same at rebar and cap heretofore set on the southern right of way of Delaware Route 14, eighty foot wide, said rebar and cap being the northeast corner of Lot 1 as shown on a plat entitled "Minor Subdivision Plan, prepared for, Walter N. Thomas, II, dated October 27, 2009 and recorded in the aforesaid Office of the Recorder of Deeds in Plot Book

107, Page 90, thence binding on the outline of Lot 1, as now surveyed, with bearings referred to the Delaware Coordinate System (NAD'83/86),

1. South 34° 44' 24" West 216.04 feet to a rebar heretofore set,
2. South 50° 16' 32" East 115.08 feet to a pin and cap (Adams-Kemp) heretofore set,
3. South 35° 10' 24" West 511.09 feet to a pin and cap (Adams-Kemp) heretofore set,
4. North 46° 57' 53" West 277.57 feet to a pin and cap (Adams-Kemp) heretofore set,
5. North 12° 05' 37" West 358.28 feet to a pin and cap (Adams-Kemp) heretofore set,
6. North 19° 39' 12" East 192.30 feet to a pin and cap (Adams-Kemp) heretofore set,
7. North 27° 21' 26" East 201.23 feet to intersect the aforesaid southern right of way of Delaware Route 14, thence binding on the southern right of way of Delaware Route 14,
8. South 62° 50' 42" East 505.54 feet to the place of beginning.

CONTAINING 7.556 acres of land, more or less.

The above premises are conveyed subject to covenants, conditions and restrictions of record, if any; such state of facts as an accurate survey and inspection of the premises will disclose, the operation and effect of any zoning laws, building restrictions imposed by public authority, and easements and public utility grants of record.

AND BEING part of the same lands and premises which were conveyed unto Walter N. Thomas and Walter N. Thomas, II, as joint tenants with the right of survivorship and not as tenants in common, by Deed of Walter N. Thomas, dated November 4, 2005 and recorded in the Office of the Recorder of Deeds in and for Kent County, Dover, Delaware in Record BK-RE Vol. 2521, Page 141, Instrument Number 2005-34864. The said Walter N. Thomas departed this life on May 31, 2006 whereupon the said Walter N. Thomas, II became seized of the fee title in and to said lands and premises as surviving tenant by the entirety.

IN WITNESS WHEREOF, the said Party of the First Part has hereunto set his hand and seal the day and year aforesaid.

Signed, Sealed & Delivered  
In the Presence of:

Sharon L Peacock  
Witness

Walter N. Thomas II (SEAL)  
Walter N. Thomas, II

STATE OF DELAWARE

SS:

COUNTY OF KENT

BE IT REMEMBERED, that on this 11<sup>th</sup> day of May, A.D. 2010,, personally came before me, the Subscriber, a Notary Public for the State and County aforesaid, Walter N. Thomas, II, party to this Indenture, known to me personally to be such, and he has acknowledged this Indenture to be his act and deed.

GIVEN under my hand and seal of office, the day and year aforesaid.

Sharon L Peacock  
NOTARY PUBLIC

Name of Notary Public: Sharon L Peacock  
Commission expires : 10-22-11





# KENT COUNTY, DELAWARE

555 Bay Road, Dover, Delaware 19901-3615  
 (302) 744-2300 -- FAX (302) 736-2279

LOC # 113420

"Serving Kent County With Pride"

## PROPERTY INFORMATION

Planning and Building Permits Information

Reference # MD MILFORD HUNDRED Card # 1 of 1  
 Location ID 104058 Map Number 5-00-17300-01-6202-00001  
 Tax ID Deed BVP D 5402 0064 IS 0024 0260 D 2521 0141  
 Parcel ID 103194 Property Code P - PROPERTY

**Current Owner**

THOMAS, WALTER N. II  
 1335 MILFORD-HARRINGTON HWY  
 MILFORD, DE 19963

**Property Location**

MILFORD HARRINGTON HWY  
 MILFORD, DE 19963

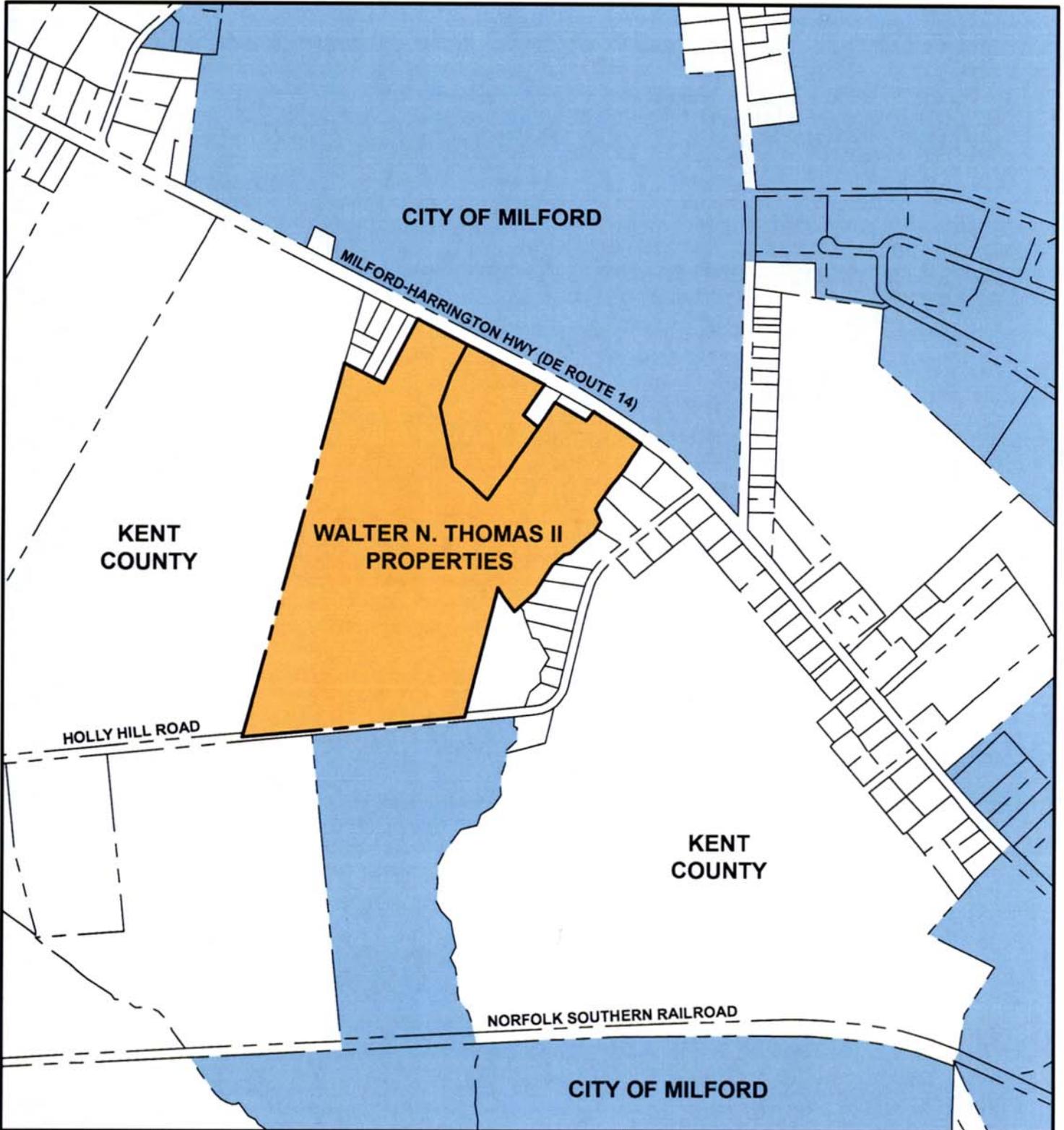
Zoning AC

Acres 7.60

**Additional Owner**

**Sub-Division**

Sales History		Liv.Sq.Ft		1,292.0000	
Date	Price	Assessment		Total Rooms	6
5/12/10	10	Land	13,900	Bedrooms	3
11/15/05	0	Buildings	18,000	Full Bath	1
		Total	31,900	Half Bath	
Tax Balance	.00	Last Billing Detail	History	Farm Info	
Sewer Balance	.00	Sewer Account #	- 00		
Neighborhood #	00500	Coordinates	0486712 E 0338280 N		
Land Use	1	Lot Dimensions			
Living Units	NO	School District	40	MILFORD	
Class	Residen	Fire District	52	HOUSTON	
Plat Book Pg	0107 0090	Sewer District	00	NONE	
Topography	Level	Ambulance District	42	CARLISLE (MILFORD)	
Street or Road	Paved	Trash District			
Fronting	Residen	Light District			
Improvement	IMPROVED	Tax Ditches	NONE		



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**PROPERTY LOCATION MAP**

**WALTER N. THOMAS II**

KENT COUNTY, DELAWARE

SCALE: 1"=800'

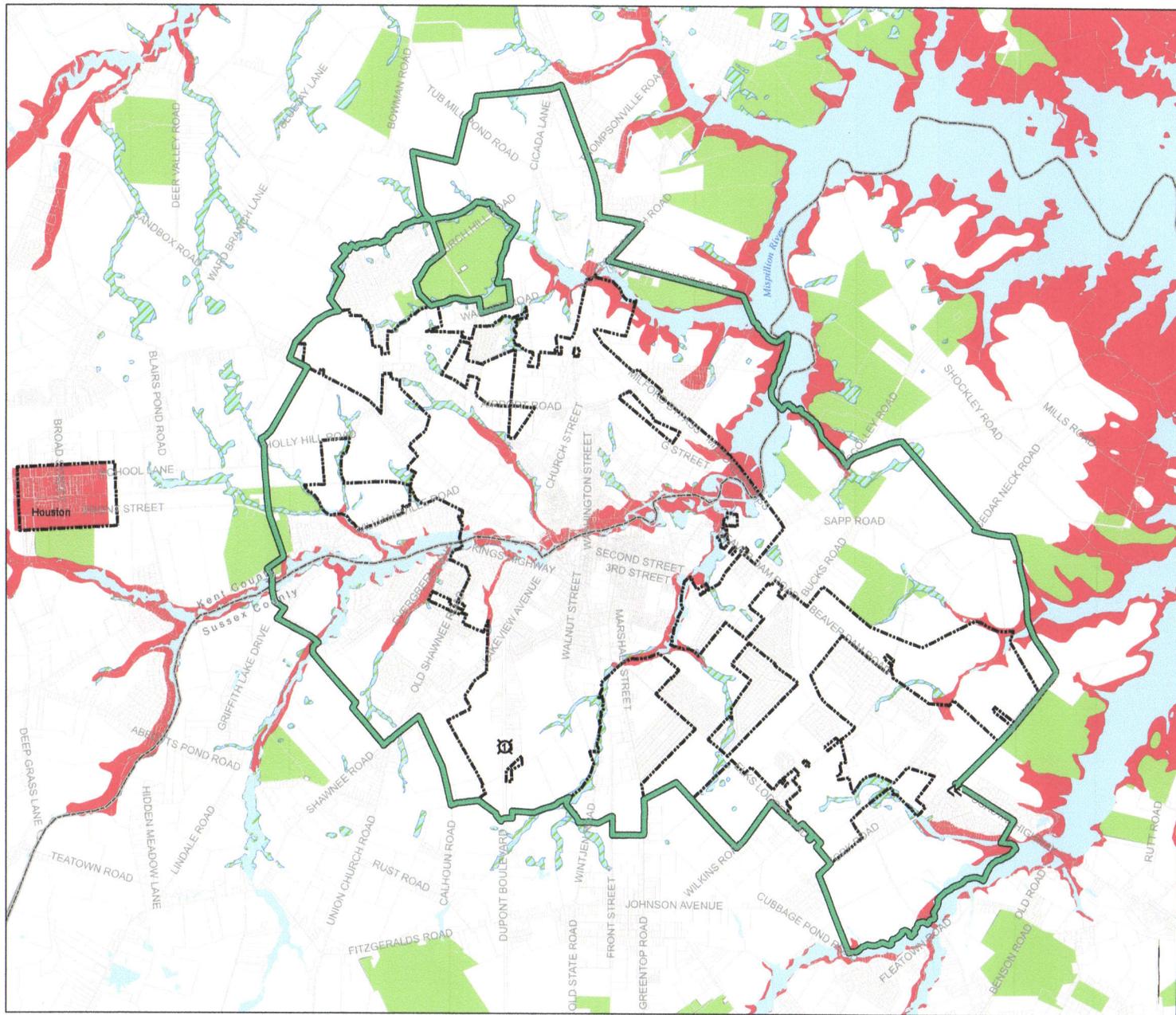
DATE: 5/4/2010

DRAWN BY: MKB

DESIGN BY: MKB

REVIEW BY: PLT

JOB NO. : 16302.01



# Milford Comprehensive Plan

## Figure 3 Natural Features

**Legend**

- Parcel
- City Boundary
- County Boundary
- Urban Growth Boundary
- Water

**Natural Features**

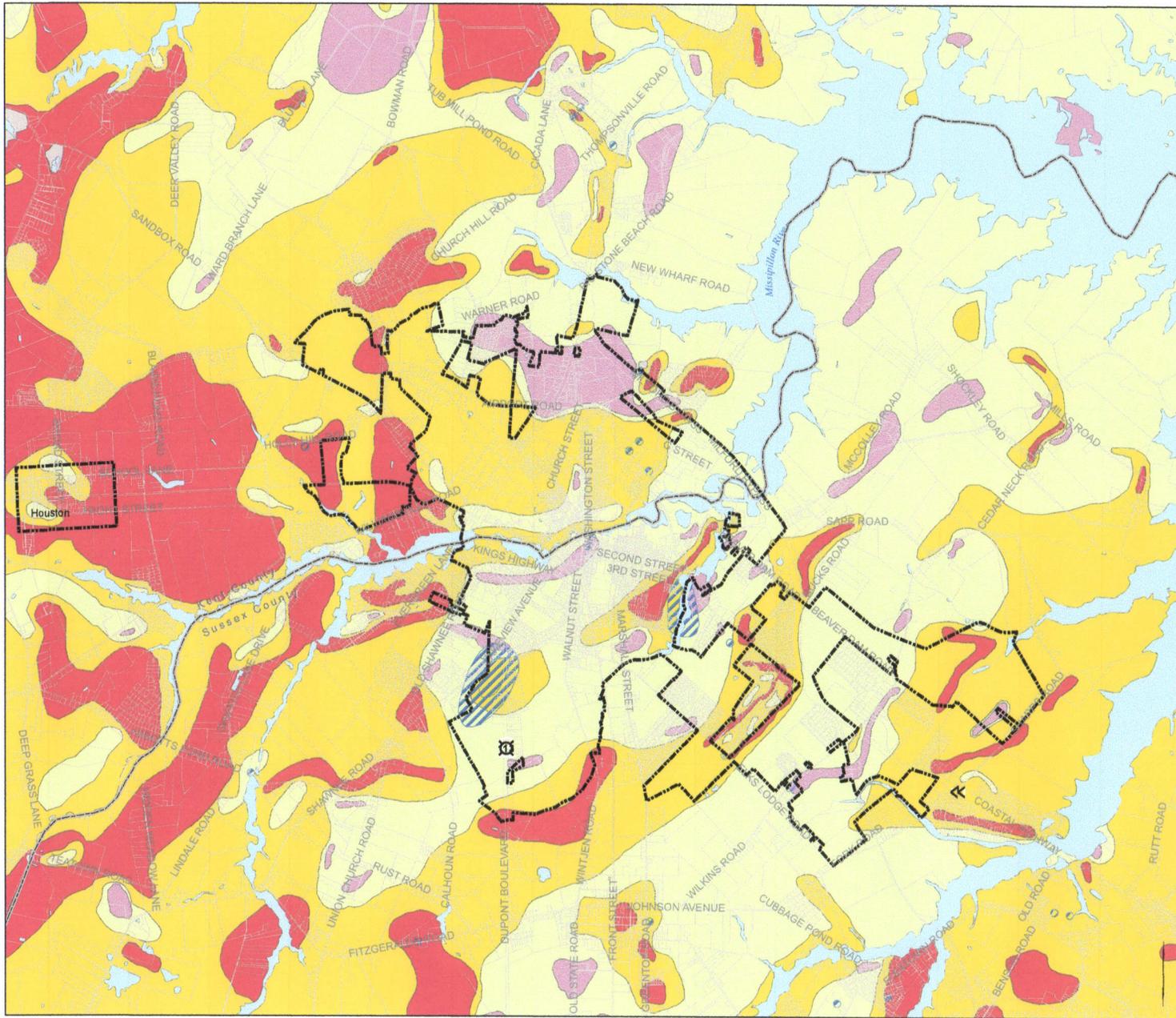
- 100 Year Floodplain
- Wetland
- Agriculture District/Easement



0 4,000 8,000  
Feet  
1 inch = 4,000 feet

**Data Sources:**  
 Roads - DelDOT  
 State, County, Municipal Boundaries - State of Delaware  
 Floodplain - FEMA  
 Wetlands - National Wetlands Inventory  
 Agricultural Easement and Districts - State of Delaware

File Name: R:\DE\_Milford\20611641\GIS\_job1\Maping\MapC\_Natural\_Features.mxd  
 November 3, 2006



# Milford Comprehensive Plan

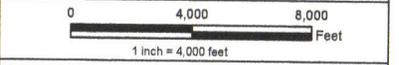
## Figure 3A Natural Features

**Legend**

- Parcel
- City Boundary
- County Boundary
- Water
- Well Head Protection Area

**Recharge Areas**

- Excellent
- Good
- Fair
- Poor
- Water/Marsh/Swamp Area
- Borrow Pit/Fill Area



Data Sources:  
 Roads - DelDOT  
 State, County, Municipal Boundaries - State of Delaware  
 Well Head Protection Areas, Recharge Areas - DNREC

File Name: R:\DE\_Milford\2061164\GIS\_Job\Maping\MapC\_a\_Natural\_Features.mxd  
 July 7, 2008

**CITY OF MILFORD  
PLANNING COMMISSION**

*Minutes of Meeting  
August 17, 2010*

The regular monthly meeting of the Milford Planning Commission was held in the Joseph Ronnie Rogers Council Chambers, 201 South Walnut Street, Milford, DE 19963 on Tuesday evening, August 17, 2010.

**PRESIDING:** Chairman Charles Rini  
**IN ATTENDANCE:** Commissioners Kim Stevenson, Marvin Sharp, George Pilla, Jamie Burk, Archie Campbell  
**ALSO:** City Planner Gary J. Norris, AICP, and Recording Secretary Christine Crouch

Mr. Rini called the meeting to order at 7:06 pm noting Mrs. McColley and Mr. Gleysteen were absent.

***APPROVAL OF MINUTES***

The minutes for the June 2010 planning commission regular monthly meeting were approved as submitted with a motion by Mrs. Stevenson that was seconded by Mr. Campbell.

***CHAIRMAN MONTHLY REPORT***

Mr. Rini informed the commission he has attended the council meetings since the last Planning Commission meeting and was pleased to announce Mrs. McColley, Mr. Gleysteen and Mr. Campbell's commission appointments were renewed. At this time the one vacant position has not been filled. He further noted City Council is reviewing the lighting ordinance and the billboard ordinance as well as discussing a redistricting of the wards. He also noted he attended a recent Annexation Committee Meeting for the Thomas property, which is on the agenda this evening.

Mrs. McColley arrived at 7:09 pm.

With no objection from the commission, Mr. Rini changed the order of the agenda.

***NEW BUSINESS***

**Annexation of land of Walter N. Thomas, II; Project No 10-145**

**Review and Recommendation of Zoning for Annexation**

**71.92 +/- Acres whose north right of way line fronts Milford-Harrington Highway,  
also known as State Rt 14, whose south right of way line fronts Holly Hill Road  
Tax Map MD-00-173.00-01-62.00, MD-00-173.00-01-62.02; Currently AR District,**

**Proposed R-3 District**

**Adoption of Resolution PC10-014; Adoption of Ordinance 2010-13**

Via the overhead projection system, Mr. Norris provided map 14a from the Comprehensive Plan and located the Thomas property. He further described the proposed zoning, per the Comp Plan, as moderate residential zoning.

Mr. Gleysteen arrived at 7:10 pm.

Phil Tolliver of Morris Ritchie Associates was present to represent the applicant. With him tonight is Mr. Eric Dunn with Hickory Glenn LLC, the equitable owner and developer. Mr. Tolliver expressed his honor for the turn out noted he met and spoke with many of the attendees at the annexation committee meeting last month. He described the annexation process as fairly long since he first spoke with Mr. Norris about this property about two years ago. The annexation petition was submitted on July 1, 2010.

As the first step of the annexation process, the property had to be identified as a potentially annexed parcel in the City's Comprehensive Plan, which was approved in 2008.

Mr. Tolliver worked on the Amberwood project on Holly Hill Rd, which is very nearby, and is aware public utilities are available to the Thomas property. There is a pump station on Holly Hill Rd which could easily accommodate the future sewage flow from the Thomas property. In addition, there is a sizeable water main in Rt 14 very close to this property which could be extended in the future. Therefore the infrastructure is in place to support this request. Additionally, the Comprehensive Plan was approved with a zoning designation which is consistent with an R3 zone.

The second step would be the annexation committee meeting, which met on July 19, 2010. After reviewing the information, they recommended to proceed with the annexation request. The third step of the annexation process is tonight, meeting before the Planning Commission to discuss zoning. After tonight is the fourth step, the City Council meeting.

During the annexation committee meeting, there were a lot of good points brought up that Mr. Tolliver wanted to review tonight.

The property is basically surrounded by high density uses, for example the Fry Farm (Homestead) on the north is a PUD with a mixed use component of various uses that include condo and single family dwellings. That was previously approved. To the south is Amberwood which is townhouses and to the southwest is BAC which is industrial.

Two years ago, when the developer started looking at the property, the initial thought was to develop in the county and not go through the annexation process, which still could be done, however that doesn't make sense. The property is so close to the city, and now it's in the future annexation area, and so a project that close to the city would surely influence the city. The impacts would be seen. If the project was done in the county, you wouldn't have any say so over land use aspects, would not receive any tax impact benefit, and no impact fees associated with the water hook up or sewer hook ups, but yet the project would still exist.

The developer has talked to Artesian and Tidewater and they would be very, very willing to serve a property like this with their own public infrastructure, as they do all over the state of Delaware as the city knows. Obtaining water and sewer would certainly be doable. Under Kent County's Code, it spells out how a project can be served by public sewer and as long as you're within 1000' of the growth zone of a municipality, we could also receive county sewer for the project. But yet again, the City would not realize the benefits of the impact fees. The point Mr. Tolliver is trying to make is that they did think of doing this in the county, and it could be done by right, and could get public utilities to it. But again, it makes infinitely more sense to talk to the city about annexation not only because it's the right thing to do but also because obviously he is hoping for more design flexibility in the City's Code versus the County Code.

One of the other things the developer has talked about is there are a lot of units that have been approved in the City over the last five years. The pinnacle of the housing market took place somewhere around 2004 or 2005, beginning of 2006, and then things started to tail off drastically. So we are in a much different place now as opposed to back then. And although there are a lot of units recorded, there is one thing that sets this developer apart from somebody else. He is here in 2010 and the units that were approved back when land was purchased at 2005/2006 real estate prices are different. Mr. Tolliver cited the Kennedy Farm and the Fry Farm (Homestead). In both cases, the purchase of property was in 2005/2006 real estate prices. The property cannot be developed, build the infrastructure needed, and then sell units without going bankrupt because the project is just upside down. The developer and the equitable owner worked with this property owner, Mr. Thomas, to arrive at a more reasonable acquisition price that's reflective of reality today. That ultimately gets translated to more affordable product at the end which increases the likelihood of a successful project because people can actually afford to buy there.

The other thing that Mr. Tolliver wanted to point out that the City has going for them, which is something not for the Counties. In the county, they have five year sunset laws. This is where if construction is not initiated within five years of recording the record plat, the plats are then expunged. While he is not sure that is constitutionally legal, that

is what the county code states. Point being, there was a lot of activity going on in 2004, 2005, 2006 where the numbers are not going to work now in 2010.

Another item discussed at the annexation committee meeting was a successful project, which is what everyone wants. To make this project successful it must have flexibility. That is absolutely vital. Rigidity these days just absolutely leads to a failed project. This is a fairly sizable project, being 72 acres, and will be developed over an extended period of time, in a number of phases. Right now, the developer is not sure what is going to be done on the property. It could be whatever... a mixed use project, so long as it is consistent with what is being requested, which is the R-3 zoning. The actual breakdown of the types of units - apartments, townhouses, single family - the developer just does not know at this point. Further, the developer is not far enough into the review process to even discuss it. That is a whole separate process that the project will go through that involves preliminary and final review. Right now, tonight, we are only discussing the annexation. He feels they must be able to respond to market conditions in the future though, so if the developer starts building a product and the market doesn't respond well to it, the developer needs to be able to shift gears and change the product. The only zoning designation that gives the developer the flexibility to do that is the R-3. Any other zoning designation is a deal killer and they cannot move forward in an R-1 or R-2 district.

Mr. Rini thanked Mr. Tolliver for his presentation and reminded the audience and commission the issue at hand tonight is strictly regarding the recommended zoning.

Mr. Norris asked Mr. Tolliver if the project were to be developed in Kent County under the existing zoning classification, how many units would be permitted? Mr. Tolliver replied it would depend on what kind of project it is. Without knowing that, he can't answer. When asked if the same number could be built if developed in the county, Mr. Tolliver replied certainly not. The main reason for developing in the city is the design flexibility the city's zoning code allows for. When asked what a ball park figure would be, Mr. Tolliver was unsure.

Mr. Norris requested a detailed explanation of "design flexibility". Mr. Tolliver explained the city code allows for greater density. The state discourages sprawl, which is why the density is greater in municipalities. The developer also has greater flexibility in lot sizes.

When asked what the estimated selling price for different types of units would be, Mr. Tolliver was unsure. It will depend on the market at the time of sale, whatever the market could bear.

Mr. Norris asked Mr. Tolliver if he was familiar with the City's open space ordinances. Mr. Tolliver replied that whatever code is in place at the time of the approval process the project will be in full compliance with.

Mr. Rini opened the floor to the commissioners.

Mr. Campbell noted the 768 units referenced in the annexation committee report. If the developer is unsure what will be built, where did the unit count come from? Mr. Tolliver replied the number was determined based on the highest possible density, which would be an apartment complex for the entire site. That would be worst case scenario.

Mr. Campbell recalled Mr. Tolliver's comments regarding R-1 and R-2 not being suitable and asked why. Mr. Tolliver felt the R-1 and R-2 locks the developer into a specific lot count, with specific requirements for the lot size, which may not be what the market wants. R-3 allows for single family, townhouses, and apartments, with flexibility on lot sizes.

Mr. Tolliver referred to another project in Georgetown where about 40% of the residents are coming from the Milford area. After doing research of the apartment complexes in the Milford area, he found most were older, filled up, and did not offer any types of amenities.

Mr. Campbell felt the new open space ordinance could limit the amount of units the site can develop. Mr. Tolliver confirmed that may be the case.

Mr. Campbell felt most of the people in the audience are concerned about the proposed density. He felt if Mr. Tolliver could offer more information on what is being thought of in the future for this project, the surrounding property owners would be less concerned. To come to the meetings and say "I really don't know what we're going to put there" is not an answer for these neighbors.

Mr. Tolliver replied there is not any Section 8 housing project proposed, the market will try to be captured as best as it can. Mr. Dunn called Mr. Tolliver to the side.

Mrs. Stevenson reminded the commission they cannot worry about what they might put there, they can't even care, because the commission has to worry about what anyone could build there if annexed as an R-3. As has been done in the past, the property could be annexed as an R-3, sell the property, and the development comes in crammed at capacity. The city could only say "ok" because it's compliant with the code.

Mr. Campbell was uncomfortable with no answer basically, for what's planned for the 72 acres.

Mr. Rini agreed with Mrs. Stevenson. The commission is concerned with the density only. We are not looking at the development.

Mr. Burk agreed with Mrs. Stevenson. No one knows who will end up developing the property.

Mr. Tolliver stated the developer would be willing to have the annexation agreement include statements prohibiting section 8 or low income housing. In addition, the annexation agreement will include a cap of 768 units. That would alleviate issues with another developer coming in and putting as much as possible on the land in the future, should the property be sold.

Mr. Rini again wanted to make a clarification that the annexation agreement is not being discussed. The development of the property is not up for discussion. The zoning is what the commission is here for. Mr. Rini does not want the people in the audience thinking the commission can change what is in an annexation agreement.

Mrs. McColley stated she is sure Mr. Tolliver does a fine product or they wouldn't be in business in this day and age, but the commission has to play devil's advocate, the what if scenario. She is a proponent of the people that live there now live there for a reason- because they enjoy the area and the quality of their life is just as important as the quality of life for the people coming into the city, so safety is number one. She realizes a traffic impact study probably has not been done, but that is a very heavily traveled road which is her main concern. Mr. Tolliver's willingness to accommodate wider streets to allow for backed up traffic that can't get onto Rt 14 is important. Mrs. McColley asked Mr. Tolliver what reassurances he can offer that everything will be addressed, because quite frankly she doesn't care if 1 or 1001 houses are built. If they are not desirable and people don't feel it's quality living they won't buy, which means there no sense in building it. She doesn't mean to be dramatic about it, but she is concerned about the residents we already have.

Mr. Tolliver stated we all want a successful project and this is only the annexation phase. The next phase is the site plan process, which is where the traffic impact study will be done, and identify what impacts any site will have. The City requires that impact study, so that will be done. Any failing intersections and roadways in the area will then be identified and fixed. Not only would the developer have to do that, but they would want to do that because if it's not easy to get in and out of a neighborhood, they just won't move there which won't do anyone any good. So, the assurance is that the City's code requires it.

Mrs. McColley asked what would happen if the traffic impact study indicated the area can't handle the R-3 density. If the study indicates in order to accommodate that kind of density major expenses have to be incurred to repair or improve intersections and/or roadways in order to develop the property.

Mr. Tolliver stated he has been doing this for 23 years and this is something he goes through with every single project. Public safety is first. All of those elaborate studies will be done, because the code requires them, but we are not at that stage right now with the annexation of the property.

Mrs. McColley referred to amenities Mr. Tolliver had mentioned earlier. She asked if that was part of the plans as well. Mr. Tolliver stated the project needs to be one that is different from the others. Amenities, the developer feels, is just one way to capture the market and have a successful project.

With no further questions from the planning commissioners, Mr. Rini opened the floor to public comment.

Carolyn Hill, resides at 1243 Holly Hill Rd, stated her farm abuts this project which is also in the City's comprehensive plan for possible annexation. Mark it off. She is totally opposed to R-3. She wants a definition of R-1 and R-2. Mr. Norris replied R-1 allows for single family detached dwellings and R-2 allows for that as well and conditional uses for duplexes. R-3 allows for single family dwellings, duplexes and townhouses and garden apartments. Ms. Hill stated again she is opposed to R-3. Her's is a working farm, they spread chicken manure, there are 12-14 poultry houses within a mile to a mile and a half, there's a dairy farm nearby, crop dusters drop in at 6 o'clock in the morning to spray her crops, the traffic is horrendous on Rt 14 and getting worse on Holly Hill, there's the traffic from BAC, school buses, poultry trucks and a lot of the farmers use that back road so they don't back up traffic on Rt 14. Basically that's all she has to say because she plans on continuing to work the farm but she is concerned. Mr. Thomas has the right to annex it into the City, but as far as zoning, everyone is concerned with high density and she wants to know what kind of barrier will be between the properties so she doesn't have to look at houses instead of crops growing.

Kay Jester, resides at 1723 Holly Hill Rd, stated her neighbor has a lot of good points. She is right on the border of the property. She's lived there 46 years and doesn't want to live on City property. This is not prime place for a good standard of living. The Fry's have 100,000 chicken houses, that wasn't mentioned. The Hill's have 50,000 plus. They air out the chicken houses for weeks and it smells terrible. It's country, it's farm land, it's chicken house territory and that's what it should remain. She doesn't think the standard of living for housing should come to that immediate area.

Nancy Lehman, owner of 1763 Holly Hill Rd, stated the Thomas farm is right behind her property. There are woods behind her house and its habitat for wild life. Most likely that would go because a lot of it is on the Thomas property. She can see it disappearing. She does not want to be annexed into the city whatsoever. She prefers the electric coop she is in, it's run by the people who belong to it, and the price is pretty consistent and according to what the people desire. She has a well and prefers it. She does not want to go to the utilities of the City. The cost would definitely increase. She thinks the gentleman who presented the project referred to other failed projects. We can see them all around. Airport Road for one, Fry farm is another. She thinks this property was proposed for annexation about 14 years ago. Ms. Lehman stated the City tried to get her property in the City before. The Mispillion condos have come and gone. The Walnut Street property too. She thinks if the developer wanted to work with some properties, they would start with ones in the process already. There have been a lot of illegalities with some of the properties surrounding and in Milford and she would be concerned with that. What is the purpose of the town? It is to increase the tax base. Now that would be something along with the economic effect that she would feel as a senior citizen would affect her income. She does not feel the services of the City are comparable to what she is getting now.

Mr. Rini replied the City does not go out and annex property. We accept requests to be annexed. If a property owner does not formally request to be annexed, that property will not be annexed. Mrs. Lehman stated there was an attempt to do that though but she was just a newcomer at that time. Mr. Rini again reiterated the City does not seek annexation. Annexation requests are submitted to the City by the property owners.

Patricia Marney, owner of 1263 Milford Harrington Hwy, stated she is two doors down from the Thomas' and is very good friends with them. She has no problem whatsoever with annexing. Her concern is how the annexation will affect her property. If the Thomas property is annexed, does that mean her property will be taken over by the proposed project, will she have to hook into city water and sewer or is there an option to stay on septic and well?

Walter Thomas, owner of 1335 Milford-Harrington Hwy, stated there are a lot of concerns about density and all that and the way he looks at it is that most of the people here have children, those children grow up and need a place to live, they have children, they grow up and need a place to live. He can understand the neighbors not wanting it in their back yard, but if it's not in their back yard, whose back yard is it gonna be in? People have to live somewhere. The property is within the comprehensive plan that Milford approved.

Noel Primos, owner of 144 Church Hill Rd, thanked the commission for the opportunity to speak. He lives fairly close to the subject property and his concern, along with many here, is the density that's possible with the R-3 and the uncertainty of that. Even if there is a restriction on the number of units, that would be an extremely high density and the Homestead project when it was proposed, was proposed for many fewer units, but the property is zoned for much higher. He is unsure of the exact status of that project. With the zoning on the Fry property, over 3000 units could have been put in there. So that 3000 there, 768 on the Thomas property, and with the traffic problems currently present on the Milford Harrington Hwy without these two major developments, if the properties were to be developed with this density there would be extreme traffic problems. Mr. Primos lives on Church Hill Rd, which along with Canterbury Rd and Milford Harrington Hwy, there would be extreme problems if this density is allowed. He asks the commission consider a different zoning that would limit the density. He appreciates his quality of life in this area, as Mrs. McColley pointed out. It is predominantly rural and allowing developments of this density will drastically change it.

Mr. Norris added the Fry property was granted a conditional use for a planned residential development and believes the maximum density was around 1100 units, not 3000. Mr. Primos wants to know if that project is dead, can a developer come back and revise the plans? Mr. Norris replied whoever owns the land would have to submit a proposal and would have to be recommended by Planning Commission and approved by City Council. Again, Mr. Primos' concern is that revision could be approved in the future to allow the higher number, up to or more than 3000 units could conceivably be allowed on that property. Mr. Norris replied on paper it may be possible, but in practicality it's almost impossible.

Jon Thomas, owner of 1309 Milford Harrington Hwy, stated he is in favor of the annexation request with the proposed density reflected in the Comprehensive Plan.

Clifford Lindale, owner of 711 Milford Harrington Hwy, stated he was born and raised in Milford. He has lived there 30 years. One of the biggest changes he has seen is being able to have access to Rt 14. It has unbelievably changed. The Canterbury light helped. He doesn't know that two or three or four more lights would help. What it did do was took the cars and sorta bunched them up. So when the light changes, it's like grapes, they come in bunches. Between the bunches, he can get out of his driveway. Honest to goodness its horrible. Sometimes 50-60 cars go by before he can get out. That doesn't bother him too awful bad because he's retired and he can get out eventually. Coming home is a different story. If you want to make a left turn to get into your driveway, you have to wait for a couple of bunches of grapes to go by. Delmarva RV is coming and going at the same time, and he's just trying to get home and is just thankful once he gets off that road and into his driveway. It is really getting

that bad. Before he would like to see a high density development, he would like to see a dual highway come through there. It's a pathetic situation. Cars locking up their brakes and veering into the shoulder. If he were younger he might think about moving to get out of it. The gentlemen who spoke first referred to wonderful access the site has, but if he came and lived at his house for awhile he may change his mind about that. Mr. Lindale said he is not against growth and development, but Rt 14 traffic is just a bad situation.

Robert Southard, owner of 1539 Milford Harrington Hwy, stated his property adjoins Mr. Thomas' property. He has a lot of concerns people have already mentioned but he understands the City already has 6000 plus available units to be developed. He doesn't think we actually need this development. Maybe 50 years from now, but not in his lifetime. He has a lot of concerns about the property. They want up to 768 units. In that 72 acres, there is also a pond and some wetlands. If there is a berm or barrier along the property, that takes away a lot of acreage. That leaves the stuffing of a lot of units into a smaller space. Another concern is that if this property is annexed in and his well goes bad, he doesn't to hook into city sewer. In other words, the city is telling him what he has to do. So the city is taking away his freedoms. His feeling is the developer wants to be annexed so he can have more control over the land and get higher density. If he doesn't get into the city, the density won't be as high. The developer's only concern is to make money on the whole deal.

William Walls, Jr., owner of 2176 Milford Harrington Hwy, stated he wanted to basically address the zoning of R-3 because that's what we're here for tonight. We've heard a lot of comments from a lot of citizens in the area regarding what is proposed and the density, and we cannot doubt their sincerity. What is really being dealt with is what is best for the community. The developer wants an R-3 zoning in order to have flexibility, but the city has to have the flexibility to what is best for the community. The community is not just defined by the boundaries of the city, but also the surrounding areas and those that visit the city. While he is unsure what the density of Mr. Fry's property is, he assumes if there are 1100 units, it must be about 3-5 units per acre. Mr. Norris felt it was about 10-11 units per acre. Mr. Walls stated the math doesn't add up. 72 acres, take away the open space, take away the retention ponds, take out the roads, take out easements, take out sidewalks. That is substantially below 72 acres that can be built upon. So what is being looked at is an R-3 zoning where the density can be maximized. The developer probably has a good idea of what this is going to cost to be developed, even though they don't have a definite answer or they wouldn't invest their time and money on this. And it probably is true that if they can't have the R-3 it's a deal breaker, because it was a deal breaker to be developed in the county with less density, which is why they are here. But can Milford really afford another 768 units? Especially when we don't know what the units are. You are being asked to blindly give an R-3 zoning classification not knowing what they truly want to

do. Only for them to say they will do what can be done in an R-3. Yes it would be great to have a community center and a pool, but nothing is committed to that. Later during the process that may come up, but that's not committed to. Legally can it even be enforced? It seems like the minutes from the annexation committee minutes the developer was leaning toward apartments, but tonight that's being backed away from. If the developer doesn't know, how can the commission recommend R-3? Yes, it's a process, it's a step. He doesn't think anyone begrudges the city for considering the annexation. It's a growing community and a great community. But there are approximately 6000 undeveloped units already approved. Again, it has to be weighed out and determine what is best for the community.

Ann Southard, owner of 1539 Milford Harrington Hwy, stated the Thomas' property abuts hers. She is concerned about the R-3 zoning. When she attended the annexation committee meeting, she heard the developer say if the R-3 isn't approved, he doesn't want the property because for him to make it commercially viable for his company, they had to get the 768 units. She is concerned with that many units approved when there is already property available that's been approved. Maybe it's not at the price they want to pay for it, but there's property available. There is wildlife that's on that property, like the red fox den and the bald eagle nest, And the traffic on Rt 14. She takes her life into her own hands just trying to turn into the lane. Half the time she has to watch her rear view mirror to make sure no one will hit her. What is the impact of that many units on the schools, fire company, and police department? A lot of people move into this area and think they are getting into an apartment complex and it's gonna be like what they came from. So when Carolynn and Chris (Hill) get out there and start spreading manure in the spring, which, we know about that whole thing, but there are days when windows cannot be opened because it stinks to high heaven. Somebody moving into an apartment in that area will have a hard time with that. Mrs. Southard thanked the commission for the job they do because it's not easy. At the same time, any progress that happens has to be done right.

Judy Knutstad, owner of 1776 Milford Harrington Hwy, stated she has been here before and some of us were opposed to the Fry situation. She has realized just how much people love where they live. It makes her really proud to live in Milford. She is opposed to the zoning. She won't go over every detail because everyone has clearly indicated a consensus on everyone's concerns with the zoning. Bringing so much more traffic to that area will cause more danger on Rt 14. Just as Mr. Thomas said earlier, the neighbors really don't want the development in their back yard. We feel that what we have is a farming community and have known each other a long, long time. She thanked the commission for listening to the concerns of everyone tonight.

George Jester, Jr., resides at 1721 Holly Hill Rd, stated it literally is his back yard that is being annexed. He wants to go on the record as saying he opposes it as does his family.

Helen Thomas, owner of 1335 Milford Harrington Hwy, stated this is her property being discussed tonight. She understands everyone's concerns, the impact on the traffic, she also has problems getting in her driveway. But the property across from hers and behind her have both been zoned R-3. DeIDOT and the City have codes in place to recognize the problems with the traffic. They will have to address any problems that come up. That is part of the requirements. Once again, she understands everyone's concerns, but for the growth of Milford, she thinks this zoning is in the best interest.

Samuel Mackert, owner of 681 Milford Harrington Hwy, stated he has been a resident for 39 years. Adding 768 units on Rt 14 will increase traffic by at least another 1000 vehicles daily. This will increase the existing burden out there and increase the danger on the highway. His concerns are for the City's police department impact, the fire service, the electric, the school district, the ambulance service, and the hospital. Since the annexation of other properties have taken place, has there been any improvements or upgrades to the City's police, fire department, electric department, school district and hospital? He believes these questions need to be addressed before we can talk about annexing and zoning this property. He is concerned with public safety, health and welfare and quality of life for all of us that will be impacted with this annexation.

Eric Dunn of Hickory Glen LLC, the equitable owner of the property, wanted to let everyone know he respects the folks that are here talking about their concerns. They are valid. As we know, tonight's meeting is to discuss the zoning and unfortunately, per the process, he would love to be able to tell everyone specifically what he would like to do, and here are the pictures of the elevations of what it will look like, here are the wonderful amenities that will be provided. But he can't do that until he knows how to design from the canvas. The canvas is a function of the zoning. When looking at what is permitted in each zoning classification, he is seeking the maximum zoning, but doesn't know it will be used. Even if the zoning is granted at a maximum use per the code, he still, in terms of the design concept, have to abide by wetlands delineation, open space requirements, setbacks, etc. In the end, the project will conform to every city and county ordinance that says what has to be incorporated in the design. By its very nature, it will push density down. He senses hesitation because he can't show residents what is planned, and he is trying to explain why he can't. First he has to find out what the zoning is so he can design it based on that. In the end, the process will vet those issues. He respects that what is being done tonight is granting a zoning that does not give away everything but still allows for flexibility in his design. The fact that the next step in the process of developing this property will be to provide four sided

elevations and site layouts speaks to the issue of the public concerns being heard. All the criticism in the world will come during that process. Right now though, everyone wants to know what the project will be in the end so we can talk about whether we're comfortable with it or not. Regarding the roads, DelDOT will be requiring the traffic impact study. He fully expects that depending on what is planned and what the density is there will be major improvements to the roads that he will have to bear. Regarding the approved lots in the county, they will absolutely go away and revert back to farmland and those approved units will go away. It has to do with economics. Mr. Dunn believes his project will be viable because they have economically vetted the development process based on today's market conditions. He knows the design he is playing with will be a good one and it will be seen and the economics will work in today's market. Based on the demographics of the residents and businesses in the Milford area, this project will succeed.

William Walls Jr. again came to the podium and stated he is still trying to figure out how we come to 768 units, which is apparently the number that makes this project a "go" for the developer. It's not based on 72 acres, which Mr. Walls addressed earlier in his math summary. Mr. Norris replied density can be calculated two ways - on gross acreage, or net acreage. Net acreage backs out the wetlands, open space, etc. This property is being calculated at 10 units per gross acreage, not on net acreage. Mr. Walls requested everyone not mix apples and oranges then on this project. If it starts out calculating on gross acreage, then all calculations should be done on gross acreage. However it's sliced, 768 units is the density that everyone is opposed to. It's more than just a simple concept of lots.

Robert Southard again came to the podium and stated he happens to know this property is also in Houston's fire district. He asked if property in their district is annexed into the city, will that mean they will lose some of their district or will Milford have to subsidize Houston's fire company with money to help cover their extra expense? Mr. Rini replied that is not part of this meeting. However, there are steps in the development process where the fire department, the school district, the hospital, the police department and all of the departments of the city are asked to weigh in on the development of a property. At that time, Carlisle will come forward and state their views.

But again, tonight is about the zoning. All of the agencies mentioned tonight, including DelDOT, will be brought into the process of developing a property. It's just not this part of the process.

Mr. Southard confirmed this is not the public's final chance to express their views of the property. Mr. Rini stated not even close. Mr. Southard asked if these issues will be taken into consideration prior to the approval of the annexation. Mr. Rini replied

Council will take everything into consideration, but tonight the commission is recommending zoning to City Council. City Council will meet in September to discuss this further.

Mr. Southard stated he still did not get an answer to his question, said thank you very much, and left the podium (inaudible as he was returning to his seat).

Mr. Rini closed the public hearing.

Mr. Norris stated there have been studies done nationwide indicating higher density pays for itself in terms of cost and revenues. Mrs. Stevenson and Mr. Norris had that conversation earlier, that a higher density pays for itself, for whatever that's worth the audience.

Mrs. Stevenson asked why an R-8 zoning designation not considered? Mr. Rini replied the applicant requested the R-3, and that was all that was discussed.

Mrs. McColley clarified the September 27, 2010 council meeting will only be about zoning. The public will have the opportunity to give their input before we make another recommendation to council, so it's not like in September that's it. Mr. Rini stated the site plan will not be discussed at that time.

Mr. Sharp referred to the woman who spoke regarding the Fry property (Homestead) and after some quick research it was determined 1227 units were approved. Amberwood received approval for 220 units. So that means in the last twelve months, the city has approved 1440 units in this area, before tonight. Add another 760 for the Thomas property, that is 2200 plus dwellings. He didn't realize the numbers, but he took the liberty this afternoon of discussing things with a state representative because he has received more phone calls about this annexation in the last three weeks than he received ever. Mr. Sharp asked the representative the likelihood of widening roads in the area. According to this representative, if you ride out there, you'll see if the roads are widened, some houses won't have a front yard. They will step off their front steps into the shoulder of a widened road.

Mr. Sharp continued by stating his life since he was about 13 years old has been about public safety and he has grave concerns about public safety from the road the radio station is on (Blairs Pond Road) to Hammond Cadillac (Corner of State Rt 14 and State Rt 113). As Harrington continues to grow and more people come and as BAC continues to grow and we want to bring jobs to Milford, we are between a rock and a hard spot.

You're looking at 1300 cars added to this road, and he doesn't see how to improve the conditions of traffic short of building a double decker.

A motion by Mr. Pilla, seconded by Mr. Campbell, was made to adopt resolution PC10-014 with an R-3 zoning recommendation to City Council. Motion failed unanimously following a poll of the commission:

Mrs. Stevenson voted no because it is too high of density there and would support a lower density.

Mr. Sharp voted no, agreeing with Mrs. Stevenson. Mr. Sharp added it is too much in too small an area.

Mr. Pilla voted no for the same reasons as stated.

Mrs. McColley voted no but would support R-2.

Mr. Burk voted no for all the reasons stated.

Mr. Campbell voted for all the reasons stated. He added there is too much uncertainty.

Mr. Gleysteen voted no because R-3 is not complimentary to the neighborhood and based on the public comments.

Mr. Rini voted no supporting his fellow commissioners for all of the reasons they stated.

A motion by Mr. Rini to adopt resolution PC10-014 with an R-2 zoning recommendation to City Council was not seconded and therefore failed.

A motion by Mr. Campbell, seconded by Mrs. McColley, was made to adopt resolution PC10-014 with an R-8 zoning recommendation to City Council. Motion carried following a poll of the commission:

Mrs. Stevenson voted yes because it still allows flexibility for the developer but cuts the density for the neighbors.

Mr. Sharp voted yes for reasons stated.

Mr. Pilla voted yes for reasons stated.

Mrs. McColley voted yes because 8 units per acre would be the maximum they would be allowed.

Mr. Burk voted yes for reasons stated.

Mr. Campbell voted yes for reasons stated.

Mr. Gleysteen voted no because he thinks the property is suited for R-1 and nothing else.

Mr. Rini voted yes for reasons stated.

Mr. Rini recessed the commission at 8:50 pm to allow the clearing of the room. The commission was called to order at 8:55 pm.

**Davis, Bowen & Friedel on behalf of 4Blaine LLC; Project No 10-146  
 Preliminary Site Plan for Diamond State Dentistry aka Dr Bunting  
 215 West Liberty Way  
 Tax Map MD-16-173.00-01-02.18, Area of Petition 1.42 +/- Acres; OC-1 Zoning  
 Adoption of Resolution PC10-015**

Mr. Ring Lardner with Davis, Bowen & Friedel was present to represent the application. With him tonight is the owner, Dr. Lucinda Bunting. The applicant is seeking preliminary site plan approval for a dentist office in Independence Commons next to Response Computer Group. The entrance is on the eastern property line rather than further toward the cul de sac, and is not near the Response Computer Group entrance. Mr. Lardner advised the owner is aware of the annual maintenance fees as required per the deed. Water, sewer and electric are available to the site now.

Mr. Lardner explained the DAC reviewed this application and the responses were included in the commission’s packet. The applicant is aware of what is needed in order to apply for final site plan approval. The main concern at the DAC was the amount of parking proposed. While it was compliant with code, which is 54 spaces, the DAC felt it was excessive. The applicant concurs with that and has requested a reduction in parking. Mr. Lardner handed out a memo to the planning commission requesting a reduction in parking, which read as follows:

**MEMORANDUM**

*TO: City of Milford Planning Commission  
 CC: Gary J. Norris, AICP, City Planner  
 FROM: Ring W. Lardner, P.E.  
 DATE: August 17, 2010  
 RE: Parking Reduction I Parking Waiver*

*The purpose of this memo is to provide justification to our request to reduce the amount of constructed parking spaces and show them as reserved.*

**JUSTIFICATION**

*Dr. Bunting and her partner have forecasted their project patient count over the next 10 years. Based upon today's patient load, they estimate that 15 patient parking spaces are sufficient to meet their needs and requirements. They also estimate that 7 employee parking spaces would be sufficient based upon current staffing requirements. In five years, it is projected that an additional 5 patient and 3 employee spaces will be required. The current center parking area shows 22 parking spaces including 2 designated as handicapped. The employee parking area consists of 15 parking spaces. Should project patient load be above current projections there is some additional space in the employee lot. In 10 years and after evaluation of the practice, Dr. Bunting and her partners can reevaluate their parking needs and future growth. Upon determination, that additional parking is required then they construct the additional spaces at that time. In addition, should growth occur faster than projected, Dr. Bunting can build the additional spaces as she determines necessary.*

**CONCLUSION**

*It is our professional opinion that the required parking for this project is excessive and concurs with Dr. Bunting's request to reduce the constructed parking and place it as reserved on the plan. On behalf of Dr. Bunting we respectfully request your approval of this reduction.*

The plan the commission is seeing tonight includes the reduction in parking. The applicant is proposing to provide 37 paved parking spaces and reserving 15 future spaces if needed. Mr. Norris questioned the number of employees. Mr. Lardner replied there are currently 12 employees and appointments are scheduled every 45 minutes or so.

Mr. Lardner explained the elevations that have been provided are preliminary however will be consistent with existing architecture in Independence Commons and landscaping is being shown on the site plan. There will be landscaping provided around the dumpster area.

Mr. Norris asked if the sign was removed from the easement, as requested at DAC. Mr. Lardner stated it is not, but it has been moved so as to be as close as possible out of the easement.

Mr. Norris questioned the location of the electric poles on Airport Road as they relate to the parking. Mr. Lardner explained the parking has been rearranged so the poles do not interfere with parking.

Mr. Rini explained at the July 21, 2010 DAC meeting, the applicant came in with a site plan that provided the required parking and right away it seemed excessive. At that meeting, the DAC requested the applicant consider reducing the parking spaces, but leaving some for future paving if needed, which would also reduce the amount of impervious surface.

Mrs. McColley commented the landscaping appears skimpy.

Mr. Pilla noted the future parking spaces will be noted on the recorded site plan. Mr. Rini felt the owner would need to come back before the planning commission if the property changed hands in order to ensure the parking provided could accommodate a change in use.

A motion by Mrs. Stevenson to adopt resolution PC10-015 adding a note that the site plan would be presented to the Planning Commission should the property change hands was seconded by Mr. Burk. Motion carried unanimously following a poll of the commission.

**Warfel Construction Company on behalf of CTC Real Estate Properties; Project No 10-147  
Final Site Plan for RLQ Properties  
S Rehoboth Blvd  
Tax Map 3-30-7.18-005.06; Area of Petition 0.22 +/- Acres; C-1 Zoning  
Adoption of Resolution PC10-016**

Mr. Bob Nash from Bob Nash Associates was present to represent the application. He explained this property is located next to Mr. Luff's office on South Rehoboth Blvd, and across from Warfel Construction. The application is for final site plan approval for a 1288 square foot

building to be used as a professional office. Outside agency approvals have been obtained and copies were provided to the commission in their packet.

Mr. Norris asked what type of professional office will be operated. Mr. Nash replied a certified financial planner which will operate weekday hours, not nights or weekends.

Mr. Norris questioned if the applicant is aware of the signage ordinance. Mr. Nash replied yes.

No commissioners had any questions.

A motion by Mr. Pilla to adopt resolution PC10-016 was seconded by Mr. Gleysteen. Motion carried unanimously following a poll of the commission.

### **State Strategies for Policies & Spending**

Mr. Norris and Mr. Rini attended recently held State Strategies for Policies and Spending meetings hosted by the State of Delaware Office of State Planning recently. Mr. Norris provided copies of the state strategies maps for policies and spending, stated designated level 1, 2, 3, 4 and out of play areas. Level 1 would receive the highest priority for funding in terms of water, sewer, roads, etc.

If any commissioners have questions regarding these maps, please contact Mr. Norris and he will be happy to carry those comments to the state.

### ***CITY PLANNER MONTHLY REPORT***

Mr. Norris explained he is proposing a change to §230-21B, off street parking:

#### ***REDUCTION IN THE REQUIRED NUMBER OF OFF STREET PARKING SPACES***

*In the case of developments such as shopping centers or other commercial developments which would be required to provide more than 50 off-street parking spaces. The developer must set aside space to accommodate 100% of the area necessary to provide the parking requirements established by this Ordinance, but, upon the request of the developer, if agreed by the City of Milford, the developer may be permitted to set aside space to accommodate 100% of the area necessary to provide the parking requirements established by this chapter but not be required to construct more than 80% of the required parking spaces. In the event the developer is permitted to construct fewer than the required parking spaces, the remainder of the parking area set aside must be kept free of all construction and be planted and maintained as a grassy area and designated as Future Parking Space. The City of Milford may require construction of the remaining parking spaces at any time by the then owner of the premises upon giving the owner not less than six months' advance written notice. In the event of the granting of the waiver herein described, the fact of the grant as well as the requirement that the owner maintain the space set aside as a level grass area and that the City of Milford has reserved the right to require construction of the remaining parking spaces upon six months' notice to the owner of the site must be reflected in a note appearing on the subdivision or site development plans recorded.*

With no further business, a motion to adjourn by Mr. Campbell was seconded by Mrs. Stevenson. The meeting adjourned at 9:32 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Christine Crouch". The signature is written in a cursive, flowing style.

Christine R. Crouch  
Department Administrative Assistant/Recording Secretary

**CITY OF MILFORD  
PLANNING COMMISSION**

**RESOLUTION NO. PC10-014**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MILFORD,  
DELAWARE, RECOMMENDING TO THE CITY COUNCIL OF THE CITY OF  
MILFORD FOR  
THE RECOMMENDED ZONING FOR  
WALTER N. THOMAS II  
AT 1335 MILFORD-HARRINGTON HIGHWAY  
TAX MAP MD-00-173.00-01-62.00 &  
MD-00-173.00-01-62.02**

WHEREAS, the owner and applicant has made application with the City of Milford; and,

WHEREAS, the proposed application shall comply with the standards and regulations of the Code of the City of Milford; and,

WHEREAS, the Planning Commission met and heard said application during a public hearing on August 17, 2010; and,

WHEREAS, by a vote of 7 to 1 recommended approval of the application.

NOW, THEREFORE, BE IT RESOLVED, the Planning Commission has recommended approval of the application to the Mayor and City Council of the City of Milford, Delaware with the following zoning:

1. R-8, Garden Apartment and Townhouse District

APPROVED:

  
\_\_\_\_\_  
Charles Rini,  
Planning Commission Chairman

SIGNED:

  
\_\_\_\_\_  
Christine Crouch,  
Planning Commission Rec Secretary

Tax Parcel No. MD-00-173.00-01-62.00  
MD-00-173.00-01-62.02

Prepared by: Planning & Zoning  
City of Milford  
201 S Walnut St  
Milford, DE 19963

Return to: The Honorable Ronnie Rogers, Mayor  
City of Milford  
201 S Walnut St  
Milford, DE 19963

WALTER N. THOMAS, II PROPERTY ANNEXATION AGREEMENT

THIS AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_, 2010, by and between Walter N. Thomas II (hereinafter “Mr. Thomas”) whose principal location is located at 1335 Milford-Harrington Hwy, Milford Delaware, 19963 and the City of Milford, a municipal corporation of the State of Delaware with its principal offices located at 201 South Walnut Street, Milford Delaware, 19963 (hereinafter “City”).

RECITALS

- A. WHEREAS, Mr. Thomas is the record title owner of a parcel of land consisting of 71.92 acres, more or less, lying contiguous to its northern and southern boundary of the City of Milford, said tract identified on the Kent County, Delaware tax maps as Tax Parcel No. MD-00-173.00-01-62.00 and MD-00-173.00-01-62.02, said tract hereinafter referred to as “Thomas Property”.

Mr. Thomas is desirous of having the Thomas Property annexed into the City of Milford and requested the land use to be residential in nature.

- B. WHEREAS the City, through its City Council (in consultation with the City Solicitor, City Planner and City Engineer), has duly considered the proposed annexation and has determined that the proposed annexation would be in the City’s overall best interest for the following reasons among others:

1. It is highly likely that the Thomas Property will be developed in some manner in the foreseeable future. Because the tract is substantially contiguous to the existing City of Milford, its development will likely have a significant impact upon the existing City of Milford. By annexing the tract into the City, the City can impose its zoning and subdivision regulation, as well as its general police powers and ordinances, to regulate development of the tract.
2. If annexed into the City, the Thomas Property would be a positive addition to the City’s existing tax base. There are no farmland assessments or preservation districts on the Thomas Property. The estimated annual tax liability is \$2760.00.
3. Because of its contiguity and proximity to the existing City of Milford, the Thomas Property will likely impose demands upon the City’s police, water, wastewater, and electric functions as well as Carlisle Fire Company. By annexing the project into the City, the City can, through property taxes, building permit fees, and other assessments, recover and fund a substantial portion of the cost associated with providing such public function services to the tract.

4. The annexation of the Thomas Property makes good planning sense because it will allow a coordinated approach to integrating the Thomas Property into the City's existing infrastructure.
  5. The annexation of the Thomas Property is consistent with the City's Certified Comprehensive Plan and is depicted as an area for future annexation.
- C. Recognizing that Mr. Thomas's request for annexation is unilateral (in that the City cannot annex the Thomas Property unless Mr. Thomas desires the property to be annexed) and further recognizing that the intended land use is consistent with the City's Land Use Plan, and can be accommodated within the City's long range Comprehensive Plan, the City Council has determined that it is in the City's best interest to provide Mr. Thomas with binding assurances to proceed with annexation.
- D. Under Article I (Incorporation), item 1.04 (Annexation), the City Charter of the City of Milford (71 Del. Laws, Chapter 432 enacted July 13, 1998, and 75 Del. Laws, Chapter 7 enacted February 9, 2005) specifically authorizes and empowers the Mayor of the City of Milford to appoint a Committee composed of not less than three (3) of the elected members of the City Council and one member of the City Planning Commission to investigate the possibility of annexation.

NOW THEREFORE, in consideration of the premises, and in consideration of Mr. Thomas's request to be annexed into the City of Milford, in consideration of \$9692.00 paid to the City by Mr. Thomas, the receipt whereof is hereby acknowledged, and for other good and valuable consideration, the parties hereto, intending to be legally bound, hereby covenant and agree as follows:

1. Annexation Contingency. This Agreement is expressly contingent upon the annexation, by the City, of the Thomas Property. In the event that such annexation does not occur, this Agreement shall be null, void, and of no legal force or effect.
2. Land Subject to Annexation. The land subject to this Agreement consists of 71.92 acres, more or less, said tract identified on the Kent County, Delaware tax maps as Tax Parcel No. MD-00-173.00-01-62.00 and MD-00-173.00-01-62.02.

The hereinabove described parcel of land is more fully depicted on that certain Survey / "Preliminary Subdivision Plan, dated November 4, 2005, prepared by Gary Powers, registered surveyor" a copy of which is attached hereto as **Exhibit "A"** and incorporated herein by reference; metes and bounds description for parcel is attached hereto as **Exhibit "B"** and incorporated herein by specific reference.

3. Water Distribution System and Sanitary Sewer. Notwithstanding any other provision or requirement under any City ordinance or regulation, Mr. Thomas agrees that the Thomas Property will be connected to the City water distribution system and to the City's sanitary sewer system, treatment of which is provided by Kent County. Mr. Thomas agrees that the Thomas Property will not exceed 768 EDU's. The parties agree that Mr. Thomas, at his sole expense, shall connect to public utilities, if not already in place on the property, and at his sole expense shall be responsible for the upgrade to any and all pump stations to accommodate the increase in EDU's from their existing capacity.

4. Electric Distribution System. Mr. Thomas agrees that the Thomas Property will utilize the City electric system.
5. Natural Features. The Thomas Property, according to Map 3A Natural Features, of the 2008 City of Milford Comprehensive Plan, is not located in a Well Head Protection Area. A majority of the property is located in a Good Recharge Area, less than 50% is located in an Excellent Recharge Area, and less than 25% is located in a Fair Recharge Area.
6. Zoning. The Thomas Property shall be annexed as City district R-3 Garden Apartment Townhouse District and shall be developed in accordance with said district. Nothing in this agreement shall removed or eliminate the owner from the necessary site plan reviews, fees, public hearings and all other requirements under the City's Land Use Ordinance.
5. City Not Responsible for Infrastructure Improvements; Mr. Thomas Right to Assign.

Anything herein to the contrary notwithstanding:

- a) The City shall have no obligation or responsibility (financial or otherwise) for providing, installing, or constructing any of the required infrastructure improvements;
  - b) Mr. Thomas may with the City's prior written consent, which shall not be unreasonably withheld, sell, lease, or convey all or any portion of Thomas Property to any third party and, as part of such sale, lease, or conveyance, assign all or any of its rights and *corresponding obligations* hereunder to such third party.
6. Except as Modified, All Other City Ordinances and Regulations to Control. Except as specifically provided herein, once finally annexed into the City of Milford, all lands subject to this Agreement shall be subject to and governed by all provisions of the City Charter and all City ordinances and regulations as they now exist or may hereafter be amended, revised, or repealed, as well as any new ordinances or regulations adopted by the City Council, to the same effect and degree as all other lands within the City boundaries of the City of Milford.
  7. Term of Annexation Agreement. This annexation agreement shall become null, void, and unenforceable after the expiration of seven (7) years from the date of the City Council's final annexation resolution; provided however that Mr. Thomas may at any time, in writing, release the City from any of the provisions of this Agreement.
  8. Annexation Agreement to be a Material Part of Annexation Proceedings. Pursuant to Title 22, Delaware Code §101 Plan of Services Reporting, this Agreement shall be deemed to be a material part of the annexation proceedings conducted pursuant hereto; that is to say:
    - a. The resolutions and notices adopted by the City Council, including any resolution and notices for public hearings, proposing the aforesaid annexation shall recite that the proposed annexation includes, and is subject to, an annexation

agreement, shall briefly summarize the terms of this annexation agreement, and shall state that copies of the annexation agreement are available upon request at the City Hall.

b. If the results of the annexation special election are favorable to the proposed annexation, the final resolution annexing the territory shall recite that the annexation is subject to an annexation agreement and shall incorporate the terms of such annexation agreement by specific reference.

9. Land Use Planning Act. The City of Milford shall notify the Delaware State Planning Office, Kent County Department of Public Works, Milford Police Department, Carlisle Fire Department and Milford School District of the proposed annexation contemplated by this Agreement and the parties shall comply with the requirements of the Delaware Land Use Planning of Title 29 of Delaware Code, Chapter 92 (Land Use Planning Act effective until February 14, 2004; Preliminary Land Use Services effective February 14, 2004), as amended.
10. Governing Law. This Agreement shall be governed by the laws of the State of Delaware (notwithstanding the fact that one or more parties may now or later become a resident of another state) and the parties hereto agree that the courts of the State of Delaware shall have jurisdiction over any case or controversy and hereby consent to such jurisdiction.
11. Separability. If any section, paragraph, sentence or clause of this Agreement is determined or declared to be invalid or unenforceable by any court of competent jurisdiction, the remainder hereof shall remain in full force and effect.
12. Entire Agreement. This Agreement constitutes the entire understanding of the parties. It supersedes any and all prior agreements between them. There are no representations or warranties other than those herein contained.
13. Amendments. This Agreement shall not be amended except in writing executed by all parties hereto.
14. Binding Effect. This Agreement shall be binding upon the parties hereto, their administrators, successors, successors in interest and assigns.
15. Contra Proferentum. The fact that one party has drafted this Agreement shall in no way be used against that party in construing the terms, condition, and obligations hereunder.
16. Headings. Headings and captions used herein are solely for the convenience of the parties and shall have no legal significance in construing the terms of this Agreement.
17. Non-Waiver. The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.
18. Enforcement. In the event of a breach, this Agreement shall be enforced through a decree of specific performance, the parties agreeing that monetary damages would not provide an adequate remedy.

19. Recording. This agreement, dully executed by the City and Mr. Thomas, shall be recorded in the office of the Recorder of Deeds, in and for Kent County, Delaware. The cost of recording shall be paid by the City.

Walter N. Thomas II

Attest: \_\_\_\_\_  
Date

By: \_\_\_\_\_

State of Delaware  
County of Kent

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by \_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Signature of Notary Public, State of Delaware

\_\_\_\_\_  
Stamp of Notary Public

CITY OF MILFORD

Attest: \_\_\_\_\_  
Secretary Date

By: \_\_\_\_\_ (Seal)  
Mayor

State of Delaware  
County of Kent

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by \_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Signature of Notary Public, State of Delaware

\_\_\_\_\_  
Stamp of Notary Public

Rec'd 09.07.10



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

August 26, 2010

Mr. Gary Norris, AICP  
City of Milford  
201 S. Walnut Street  
Milford, DE 19963

**RE: Plan of Services 2010-07, Thoms Annexation**  
**Tax Parcels # MD00-173.00-01-62.00, MD00-173.00-01-62.02**

Dear Mr. Norris,

This letter is to confirm that we have accepted the Plan of Services as complete for the above-referenced annexation. The City of Milford has completed all relevant annexation requirements of Title 22, Section 101, Delaware Code.

After this property has been annexed please notify our office in writing so that we may update our records and maps. A copy of the official annexation resolution should accompany this notification. If you have any questions or concerns, please do not hesitate to contact me at (302) 739-3090.

Sincerely,

A handwritten signature in dark ink, appearing to read "D. Edgell".

David L. Edgell, AICP  
Principal Planner

cc: Connie Holland  
Laura Simmons



CITY OF MILFORD  
NOTICE OF PUBLIC HEARINGS  
Ordinance 2010-13  
Annexation/Lands of Walter N. Thomas II

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on an amendment to the City of Milford Zoning Map on Tuesday, August 17, 2010 at 7:00 p.m., or as soon thereafter as possible. A FINAL PUBLIC HEARING is scheduled on Monday, September 27, 2010 at 7:00 p.m. before Milford City Council. Following the hearing, Ordinance 2010-13 may be adopted, with or without amendments.

Tax Parcel 5-00-173.00-01-62.00-00001  
64.362 Acres Parcel of Land  
Current Zone AC/Proposed Zone R-3  
State Route 14, North of Delaware County Road 447, Kent County, Delaware

Tax Parcel 5-00-173.00-01-62.02-00001  
7.556 Acre Parcel of Land  
Current Zone AC/Proposed Zone R-3  
State Route 14, North of Delaware County Road 447, Kent County, Delaware

An Ordinance to Amend the Zoning designation of the parcel of land under the legal ownership of Walter N. Thomas II, Tax Parcels 5-00-173.00-01-62.00-00001 and 5-00-173.00-01-62.02-00001, situated south of State Route 14 and north of County Road 447, Kent County, to be annexed into the City of Milford by resolution, hereafter adopted by the City Council of Milford, Delaware.

WHEREAS, the land hereinafter described is contiguous and adjacent to the City of Milford and the owner, thereof, has petitioned City Council to annex the same into the City of Milford, and

WHEREAS, it appears to the Mayor and City Council of the City of Milford, Delaware, that the hereinafter described property will be annexed to and become part of the City of Milford and that a zoning classification is required, and

WHEREAS, the land owned by Walter N. Thomas II is presently zoned by Kent County as "AC" (Agricultural Conservation), and

WHEREAS, the City Council referred the zoning of the affected territory for report and recommendations to the Planning and Zoning Commission and after a due hearing as provided by law, the Zoning Commission made its recommendation to City Council, and

WHEREAS, after a Public Hearing held on September 27, 2010 and after considering the recommendation of the City Council Annexation Committee, the City Council has determined the proper classification under the zoning ordinance of the City of Milford for the property to be annexed.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

That the following described land situated in Kent County, Delaware:

Tax Parcel 5-00-173.00-01-62.00-00001  
64.362 Acres Parcel of Land  
State Route 14, North of Delaware County Road 447, Kent County, Delaware

BEGINNING for the same at a rebar and cap set at the intersection of the division line between the land conveyed by and described in a deed from Myra H. McIlvaine to Howard F. Morton and Phyllis Ann Morton dated July 31, 1959 and recorded in the Office of the Recorder of Deeds in and for Kent County, Delaware in Deed Book C, Volume 22, Page 447 and the land conveyed by and described in a deed from Walter N. Thomas to Walter N. Thomas and Walter N. Thomas II dated November 4, 2005 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book 2521, Page 141 with the southern right of way of Delaware Route 14, eighty foot wide, thence binding on southern right of way of Delaware Route 14, as now surveyed, with bearings referred to the Delaware Coordinate System (NAD'83/86),

1. South 62° 50' 42" East 327.57 feet to a rebar and cap set at the northwest corner of Lot 1 as shown on a plat entitled "Minor Subdivision Survey, prepared for Walter N. Thomas, II" and recorded among the aforesaid Office of the Recorder of Deeds in Plot Book 101, Page 96, thence leaving the southern right of way of Delaware Route 14 and binding on the outline of said Lot 1, the following five courses, viz
2. South 34° 44' 24" West 216.04 feet:
3. South 27° 21' 26" West 201.23 feet to a pin and cap (Adams-Kemp) heretofore set,
4. South 19° 39' 12" West 192.30 feet to a pin and cap (Adams-Kemp) heretofore set,
5. South 12° 05' 37" East 358.28 feet to a pin and cap (Adams-Kemp) heretofore set,
6. South 46° 57' 53" East 277.57 feet to a pin and cap (Adams-Kemp) heretofore set , and
7. North 35° 10' 24" East 511.09 feet to a pin and cap (Adams-Kemp) heretofore set at the end of the second or South 38° 58' West 176.57 foot line of a deed from Grace M. Thomas to Jon A. Thomas, dated August 23, 1991 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book H, Volume 50, Page 325, thence leaving the aforesaid Lot 1 and binding reversely on the second line of said deed,
8. North 33° 15' 46" East 176.56 feet to a one inch pipe heretofore set at the end of the second or North 53° 30' 00" West 209.79 foot line of a deed from Jardevtan Corporation to Patricia M. Marney, dated August 29, 2005 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book 2375, Page 094, thence binding reversely on the second and first lines of the last mentioned deed, the following two courses, viz:
9. South 59° 28' 22" East 210.00 feet to a rebar heretofore set, and,
10. North 38° 06' 38" East 68.69 feet to a rebar and cap set on the aforesaid southern right of way of Delaware Route 14, thence binding on the southern right of way of Delaware Route 14,
11. By a non-tangent curve to the right with a radius of 3397.87 feet and an arc length of 335.20 feet, said curve being subtended by a chord bearing South 55° 57' 09" East 335.07 feet to a rebar and cap set at the end of the fourth or North 60° 57' 00" East 185.32 foot line of a deed from Polly Hudson to Polly O'Day and Thomas O'Day dated February 17, 2006 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book 2770, Page 302, thence binding reversely on said fourth line,
12. South 34° 04' 53" West 189.69 feet, thence binding in or near the center of a ditch, the following seventeen courses, viz:
  13. South 32° 56' 39" West 9.00 feet,
  14. South 36° 27' 16" West 51.77 feet,
  15. South 38° 29' 07" West 65.98 feet,
  16. South 36° 37' 41" West 48.90 feet,
  17. South 34° 05' 59" West 61.05 feet,
  18. South 27° 13' 27" West 37.39 feet,
  19. South 21° 42' 17" East 77.94 feet,
  20. South 30° 53' 41" West 71.70 feet,

21. South 47° 36' 00" West 43.38 feet,
22. South 49° 53' 24" West 69.97 feet,
23. South 47° 55' 06" West 69.19 feet,
24. South 74° 09' 47" West 37.17 feet,
25. South 47° 00' 07" West 94.01 feet,
26. South 33° 44' 05" West 66.74 feet,
27. South 30° 33' 37" West 62.79 feet,
28. South 31° 20' 18" West 58.11 feet,
29. South 47° 48' 37" West 161.09 feet to the end of the fourth or South 34° 26' 35" East 95.21 foot line of a deed from Walter N. Thomas to Jeffrey A. Thomas and Nancy J. Thomas, dated March 17, 2003 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book 532, Page 030, thence binding reversely on the fourth, third, and in part on the third lines of the last mentioned deed, the following three courses, viz:
  30. North 38° 12' 32" West 95.21 feet,
  31. North 30° 51' 16" West 72.69 feet, and
  32. South 14° 11' 36" West 774.23 feet to the center of County Road 447, thence binding in the center of County Road 447,
33. South 84° 32' 03" West 1295.05 feet to a boundary line agreement between the said land of Walter N. Thomas and Walter N. Thomas II and the land conveyed and described in a deed from Wayne L. Hill to Wayne L. Hill, Trustee under the Revocable Trust Agreement of Wayne L. Hill dated 12/18/95, dated December 18, 1995 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book 153, Page 274. thence binding on the boundary agreement line,
34. North 14° 56' 54" East 2255.01 feet to a ¾ inch pipe heretofore set at a common corner for the said land of Walter N. Thomas and Walter N. Thomas II and the land conveyed by and described in a deed from David E. Baker and Shirley A. Baker to Robert E. Southard, III and Jeanette Ann Southard, dated May 5, 1976 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book R. Volume 30, Page 143, thence binding in part on the land of Robert E. Southard, III and Jeanette Ann Southard and binding in part on the land described and conveyed in a deed from Willard E. Zook and Virginia Zook to Donald L. Brittingham and Margaret E. Brittingham, dated June 21, 1984 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book L., Volume 39, Page 264 and binding in part on the aforesaid land of Howard F. Morton and Phyllis Ann Morton,
35. South 62° 52' 18" East 256.08 feet, thence binding reversely on the second or South 35° 30' West 430 foot line of the aforesaid Howard F. Morton and Phyllis Ann Morton deed,
36. North 27° 07' 42" East 422.47 feet, to the place of beginning,

CONTAINING 64.362 acres of land, more or less, BEING part of the land conveyed by and described in a deed from Walter N. Thomas to Walter N. Thomas and Walter N. Thomas II dated November 4, 2005 and recorded in the Office of the Recorder of Deeds in and for Kent County, Delaware in Deed Book 2521, Page 141. BEING currently known as Tax Map Parcel 500-17300-01-6200-00001.

Tax Parcel 5-00-173.00-01-62.02-00001

7.556 Acre Parcel of Land, Land of Walter N. Thomas, II  
State Route 14, North of Delaware County Road 447, Kent County, Delaware

BEGINNING for the same at rebar and cap heretofore set on the southern right of way of Delaware Route 14, eighty foot wide, said rebar and cap being the northeast corner of Lot 1 as shown on a plat entitled "Minor Subdivision Plan, prepared for Walter N. Thomas II dated October 27, 2009 and recorded in the aforesaid Office of the Recorder of Deeds in Plot Book 101, Page 96, thence binding on the outline of Lot 1, as now surveyed with bearings referred to the Delaware Coordinate System (NAD'83/86),

1. South 34° 44' 24" West 216.04 feet to a rebar heretofore set,
2. South 50° 16' 32" East 115.08 feet to a pin and cap (Adams-Kemp) heretofore set,
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CONTAINING 7.556 acres of land, more or less, BEING part of the land conveyed by and described in a deed from Walter N. Thomas to Walter N. Thomas and Walter N. Thomas II dated November 4, 2005 and recorded in the Office of the Recorder of Deeds in and for Kent County, Delaware in Deed Book 2521, Page 141. BEING ALL of Lot 1 as shown on a plat entitled "Minor Subdivision Plan, prepared for Walter N. Thomas II dated October 27, 2009 and recorded in the aforesaid Office of the Recorder of Deeds in Plot Book 107, Page 90. BEING currently known as Tax Map Parcel 5-00-17300-01-6202-000001,

upon final approval of its annexation into the City of Milford, as classified under the Zoning Ordinance of the City of Milford, shall be zoned henceforth as R-3(Garden Apartment and Townhouse District).

Dates:

Planning Commission Public Hearing: August 17, 2010

Introduction to City Council: August 23, 2010

Projected Date of Adoption by City Council: September 27, 2010

Projected Effective Date: October 7, 2010

Both Public Hearings will be held in the Council Chambers at Milford City Hall, Milford, Delaware. A complete copy of the Code of the City of Milford is available by request through the City Clerk's Office at Milford City Hall, 201 South Walnut Street, Milford, Delaware, 19963 or by accessing its website at [cityofmilford.com](http://cityofmilford.com)

By: Terri K. Hudson, CMC

**City of Milford**  
**RESOLUTION**  
2010-15

Annexation/Lands of Walter N. Thomas II  
Tax Parcel MD-00-173.00-01-62.00-000; Tax Parcel MD-00-173.00-01-62.02-000  
71.92 +/- Acres  
Current Zone AC/Proposed Zone R-3

**Whereas**, the Milford City Council having considered the advantages and disadvantages of annexing into the City as described herein:

Tax Parcel 5-00-173.00-01-62.00-00001  
64.362 Acres Parcel of land, Land of Walter N. Thomas, II  
State Route 14, North of Delaware County Road 447, Kent County, Delaware.

BEGINNING for the same at a rebar and cap set at the intersection of the division line between the land conveyed by and described in a deed from Myra H. McIlvaine to Howard F. Morton and Phyllis Ann Morton dated July 31, 1959 and recorded in the Office of the Recorder of Deeds in and for Kent County, Delaware in Deed Book C, Volume 22, Page 447 and the land conveyed by and described in a deed from Walter N. Thomas to Walter N. Thomas and Walter N. Thomas II dated November 4, 2005 and recorded in the aforesaid Office of the Recorder of Deeds in Deed Book 2521, Page 141 with the southern right of way of Delaware Route 14, eighty foot wide, thence binding on southern right of way of Delaware Route 14, as now surveyed, with bearings referred to the Delaware Coordinate System (NAD'83/86),

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CONTAINING 64.362 acres of land, more or less,

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State Route 14, North of Delaware County Road 447, Kent County, Delaware:

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8. South 62° 50' 42" East 505.54 feet to the place of beginning.

CONTAINING 7.556 acres of land, more or less,

BEING part of the land conveyed by and described in a deed from Walter N. Thomas to Walter N. Thomas and Walter N. Thomas II dated September 27, 2010 and recorded in the Office of the Recorder of Deeds in and for Kent County, Delaware in Deed Book 2521, Page 141. BEING ALL of Lot 1 as shown on a plat entitled "Minor Subdivision Plan, prepared for Walter N. Thomas II dated October 27, 2009 and recorded in the aforesaid Office of the Recorder of Deeds in Plot Book 107, Page 90. BEING currently known as Tax Map Parcel 5-00-17300-01-6202-000001,

and having considered the recommendation of the Annexation Committee appointed to investigate said annexation on whether or not to proceed with said annexation, having considered the zoning recommendation of the Planning Commission subject to compliance with Chapter 230 of the City of Milford Code, having held a Public Hearing on September 27, 2010, having received acknowledgment of the accepted Plan of Services by the State of Delaware as required of Title 22, Section 101, Delaware Code, the City of Milford, hereby determines as follows:

**Now, Therefore, Be It Resolved,**

That this land is hereby annexed into the municipal boundaries of the City of Milford and the description and plot of said lands are to be recorded in the Office of the Recorder of Deeds in Kent County, Delaware where said lands are situate.

The Petitioner and the City of Milford enter into an annexation agreement for purposes including, but not limited to, the dedication of easements and/or right-of-ways to the City of Milford or State of Delaware for future utility, roads or other public improvements as determined by the City of Milford and/or State of Delaware.

That from and after the adoption date of this resolution, the territory annexed will be assessed and taxed at the same rate and basis as other taxable properties within the City of Milford.

The annexation area is contiguous to Ward 4 and City Council intends that these parcels become part of and be included within the Ward 4 area upon annexation.

**NOW I, Joseph Ronnie Rogers, Mayor of the City of Milford,** do hereby certify that the foregoing is a true and correct copy of a Resolution passed by the affirmative vote of two-thirds (2/3) of all the elected members of the City Council of the City of Milford at a meeting held on November 8, 2010, at which a quorum was present and voting throughout and that the same is still in full force and effect.

---

Mayor Joseph Ronnie Rogers  
City of Milford

Sworn and subscribed before me this 8<sup>th</sup> day of November, 2010.

---

Teresa K. Hudson, Notary Public  
Commission Expires 07-25-12

1. § 230-58. - Procedure.

A.

The City Council may, from time to time, on its own motion or the motion of the Planning Commission or on petition by an owner, amend, supplement, change, modify or repeal the zoning regulations, restrictions and boundaries in a manner in accordance with the procedure provided.

B.

All proposals for amending, supplementing, changing, modifying or repealing the zoning regulations, restrictions or boundaries, before being acted upon by the City Council, except those originating on motion of the Planning Commission, shall be referred to the Planning Commission for consideration and recommendation. The Planning Commission shall study all proposals, whether originating with the Commission or otherwise, conduct a public hearing, after having given notice required for the agenda of the Commission, and report its findings and recommendations to the City Council.

C.

The Planning Commission is granted the authority to require, as a condition to consideration of any proposal other than one originating with the City Council, that a petition be submitted accompanied by such maps, charts, sketches and other information as the Commission deems necessary for the proper and effective consideration of such proposal and to refuse to consider any proposal not complying with such requirement.

D.

No proposed amendment, change, modification or repeal of any zoning regulation, restriction or boundary shall become effective until after a public hearing shall have been held by the City Council at which parties in interest and citizens shall have an opportunity to be heard. At least 15 days' notice of the time and place of such hearing shall be published in a newspaper of general circulation in the City of Milford. In case of an unfavorable report or recommendation for denial by the Planning Commission, such amendment or change shall not become effective except by a favorable vote of 3/4 of the City Council.

E.

In the event of a protest against such changes signed by 20% or more of property owners within 200 feet of the proposed change, such amendment shall not become effective except by the favorable vote of 3/4 of all the members of the City Council.

F.

If, after due consideration, a proposal is denied, such proposal shall not be eligible for reconsideration for a period of one year after final action by the City Council, except upon the favorable vote of 3/4 of the Planning Commission or City Council.

**Petition**  
**City of Milford, City Council**  
 Page 1 of 5

We, the undersigned, resided near the property of Walter N. Thomas II. We are petitioning the City Council of Milford, Delaware to not annex the property of Mr. Thomas into the city of Milford. The property is identified as Kent County tax parcel MD-00-173.00-01-62.00 and MD-00-173.00-01-62.02 and would be located in the Fourth Ward of The City of Milford.

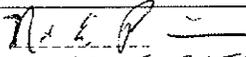
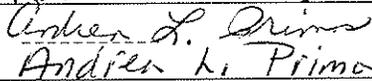
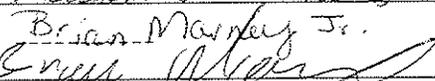
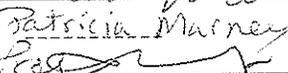
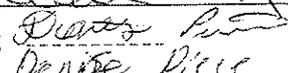
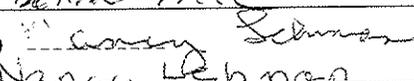
We request no annexation occur, but should annexation be approved then we ask for the individual residential zoning of R-1. An R-1 zoning would maintain a residential environment that we as neighbors wish to maintain. We would also request that all wet lands and ponds on the property of Mr. Walter N. Thomas II listed above remain protected and not developed.

Signature/Print Name	Address/City, State, Zip	Phone/Email	Date	Property Adjoins Thomas'
1 <del>Robert E. Southard</del> Robert E Southard II	1539 Milford, Harrington Hwy Milford De 19963	Ph: 302 422 6302 Email: 422-8383	9/11/10	Yes
<del>Jeanette Ann Southard</del> Jeanette Ann Southard	1539 Milford Harrington Hwy Milford, De 19963	Ph: (302) 422-6302 Email: ann.southard@cccccde.org	9/11/10	Yes
3 <del>Carolyn E. Hill, trustee</del> CAROLYN E. HILL	1473 Holly Hill Rd. Milford, De 19963	Ph: 302-422-9257 Email:	9/12/10	Yes
4 <del>Don Brattingham</del> Don Brattingham	1488 Mil. HARR. Hwy Milford	Ph: 302-422-8988 Email:	9/12/10	Yes
5 <del>Phyllis Morton</del> Phyllis Morton	1473 Milford-Harrington Milford-Harrington Hwy	Ph: 302-422-8988 Email:	9/12/10	Yes
6 <del>Jeff Thomas</del> Jeff Thomas	1539 Holly Hill Rd. Milford, De	Ph: 302-422-3389 Email:	9/12/10	Yes
7 <del>Nancy J. Thomas</del> Nancy J. Thomas	1539 Holly Hill Rd Milford, De 19963	Ph: 302-422-3389 Email:	9/12/10	Yes
8 <del>Raleigh Davis, Jr.</del> Raleigh Davis Jr.	899 Milford-Harrington Hwy Milford, DE 19963	Ph: 302-422-9148 Email: debjr2@verizon.net	9/12/10	No
9 <del>Debra A. Davis</del> <del>Debra A. Davis</del>	----- "	Ph: ----- Email: -----	9/12/10	No
10 <del>William E. Battor</del> WILLIAM E. BATTOR	1021 CHURCH HILL RD. MILFORD DE 19963	Ph: 302-422-7226 Email:	9/13/10	NO

**Petition**  
**City of Milford, City Council**  
 Page 2 of 5

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We request no annexation occur, but should annexation be approved then we ask for the individual residential zoning of R-1. An R-1 zoning would maintain a residential environment that we as neighbors wish to maintain. We would also request that all wet lands and ponds on the property of Mr. Walter N. Thomas II listed above remain protected and not developed.

Signature/Print Name	Address/City, State, Zip	Phone/Email	Date	Property Adjoins Thomas?
11  NOEL E. PRIMOS	144 CHURCH HILL RD MILFORD DE 19963	Ph: (302) 422-6033 Email: NPRIMOS@SCHMATTER.COM	9/13/10	NO
12  Andien L. Primos	144 Church Hill Rd Milford, DE 19963	Ph: (302) 422-6033 Email:	9/13/10	NO
13  Ruth G. Wiley	1507 Milford - HARR - Hwy Milford DE 19963	Ph: 422-7127 Email:	9/13/10	NO
14  William D. Scholts	1507 Milford - HARR Hwy Milford DE 19963	Ph: 422-7127 Email:	9/13/10	NO
15  Brian Marney Jr.	1263 Milford Harrington Hwy Milford, DE 19963	Ph: 430-9323 Email:	9/18/10	yes
16  Patricia Murney	1263 Milford Harrington Hwy Milford, DE 19963	Ph: 430-9323 Email:	9/18/10	yes
17  Heidi M. Fuhr	1841 Holly Hill Rd Milford DE 19963	Ph: 302-690-6269 Email:	9/18/10	yes
18  Denise Rice	1842 Holly Hill Rd Milford DE 19963	Ph: 1757-284628 Email:	9/18/10	NO
19  Nancy Lehman	1763 Holly Hill Rd Milford, DE 19963	Ph: 302-393-6160 Email:	9/18/10	yes
20  Amy J. Lehman	1763 Holly Hill Rd Milford DE 19963	Ph: 302-393-2399 Email:	9/18/10	yes
21 -----	-----	Ph: ----- Email: -----		

**Petition**  
**City of Milford, City Council**  
 Page 3 of 5

We, the undersigned, resided near the property of Walter N. Thomas II. We are petitioning the City Council of Milford, Delaware to not annex the property of Mr. Thomas into the city of Milford. The property is identified as Kent County tax parcel MD-00-173.00-01-62.00 and MD-00-173.00-01-62.02 and would be located in the Fourth Ward of The City of Milford.

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Signature/Print Name	Address/City, State, Zip	Phone/Email	Date	Property Adjoins Thomas'
1 <del>Thomas H Lewalski</del> Thomas L. Lewalski	157B Holly Hill Road Milford DE 19963	Ph: 302-424-4787 Email: drthom1@verizon.net	9/13/10	no
2 <del>Burlene M. Lewalski</del> Burlene M. Lewalski	157B Holly Hill Road Milford DE 19963	Ph: 302-424-4787 Email: drthom1@verizon.net	9/13/10	no
3 <del>George G. Jester Jr.</del> George G. Jester Jr.	1721 Holly Hill Rd. Milford De. 19963	Ph: unlisted Email:	9/14/10	Yes
4 <del>Cindy L. Jester</del> Cindy L. Jester	1721 Holly Hill Rd Milford De. 19963	Ph: unlisted Email: None	9/14/10	Yes
5 <del>George G. Jester Sr.</del> George G. Jester Sr	1723 Holly Hill Rd Milford De 19963	Ph: Unlisted Email: _____	9/14/10	yes
6 <del>Judy E. Jester</del> Judy E. Jester	1723 Holly Hill Rd Milford De 19963	Ph: Unlisted Email: _____	9/14/10	yes
7 <del>Kathleen S. Jester</del> K. Jester	1723 Holly Hill Rd. 19963	Ph: 745-5931 Email:	9/16/10	Yes
8 <del>Larry Rockwell</del> Larry Rockwell	1697 Holly Hill Rd. Milford, DE 19963	Ph: 422-5508 Email:	9/22/10	Yes
9 <del>Chris Hill</del> Chris Hill	968 Holly Hill Rd Milford, De. 19963	Ph: 424-1989 Email:	9/24/10	yes
10 -----	-----	Ph: ----- Email: -----	1 1	

**Petition**  
**City of Milford, City Council**  
 Page 4 of 5

We, the undersigned, resided near the property of Walter N. Thomas II. We are petitioning the City Council of Milford, Delaware to not annex the property of Mr. Thomas into the city of Milford. The property is identified as Kent County tax parcel MD-00-173.00-01-62.00 and MD-00-173.00-01-62.02 and would be located in the Fourth Ward of The City of Milford. We request no annexation occur, but should annexation be approved then we ask for the individual residential zoning of R-1. An R-1 zoning would maintain a residential environment that we as neighbors wish to maintain. We would also request that all wet lands and ponds on the property of Mr. Walter N. Thomas II listed above remain protected and not developed.

Property  
 Adjoins  
 Thomas'

Signature/Print Name	Address/City, State, Zip	Phone/Email	Date	Property Adjoins Thomas'
1 Shirley Mackert SHIRLEY MACKERT	681 Milford Harrington Hwy MILFORD, DE 19963	Ph: 422-1842 Email: semackert@aol.com	9/17/2010	NO
2 Sam Mackert SAM MACKERT	681 Milford Harrington Hwy Milford, DE 19963	Ph: 422-1842 Email: semackert@aol.com	9/17/2010	NO
3 Clifford Lindale Clifford Lindale	711 Milford Harr. Hwy. Milford	Ph: 422-9709 Email:	9/19/10	NO
4 Lorraine Lindale LORRAINE LINDALE	Same	Ph: 422-9709 Email:	9/19/10	NO
5 Mary Ann Timmons Mary Ann Timmons	879 Milford Harr. Hwy. Milford, DE	Ph: 302-422-5-72 Email:	9/19/10	NO
6 Doretha Harman DOROTHA HARMAN	979 Milford Harrington Hwy Milford, DE 19963	Ph: 302-422-2556 Email:	9/19/10	NO
7 Calvin D Harman Calvin Harman	979 Milford Harrington Hwy Milford, DE 19963	Ph: 302-422-2556 Email:	9/19/10	NO
8 Jeanette Gottfert JEANETTE GOTTFERT	839 Milford Harrington Hwy Milford	Ph: 302-422-5423 Email:	9/19/10	NO
9 Rev. Ronald Jarrell REV. RONALD JARRELL	589 Milford Harrington Hwy Milford	Ph: 422-5010 Email:	11	NO
10 Phyllis Bradley Phyllis Bradley	625 Milford Harr. Hwy Milford DE	Ph: 422-7233 Email:	11	NO

**Petition**  
**City of Milford, City Council**  
 Page 3 of 5

We, the undersigned, resided near the property of Walter N. Thomas II. We are petitioning the City Council of Milford, Delaware to not annex the property of Mr. Thomas into the city of Milford. The property is identified as Kent County tax parcel MD-00-173.00-01-62.00 and MD-00-173.00-01-62.02 and would be located in the Fourth Ward of The City of Milford. We request no annexation occur, but should annexation be approved then we ask for the individual residential zoning of R-1. An R-1 zoning would maintain a residential environment that we as neighbors wish to maintain. We would also request that all wet lands and ponds on the property of Mr. Walter N. Thomas II listed above remain protected and not developed.

Signature/Print Name	Address/City, State, Zip	Phone/Email	Date	Property Adjoins Thomas'
11 <i>Paul Kerchliker</i>	<i>813 N. Milford Nottingham New Milford De 19965</i>	Ph: <i>422-2149</i> Email: _____	<i>9/15/10</i>	<i>NO</i>
12 <i>Nwita Kerchliker</i>	<i>813 N. Milford Nottingham New Milford De 19965</i>	Ph: <i>422-2149</i> Email: _____	<i>9/15/10</i>	<i>NO</i>
13 -----	-----	Ph: ----- Email: -----	<i>/ /</i>	
14 -----	-----	Ph: ----- Email: -----	<i>/ /</i>	
15 -----	-----	Ph: ----- Email: -----	<i>/ /</i>	
16 -----	-----	Ph: ----- Email: -----	<i>/ /</i>	
17 -----	-----	Ph: ----- Email: -----	<i>/ /</i>	
18 -----	-----	Ph: ----- Email: -----	<i>/ /</i>	
19 -----	-----	Ph: ----- Email: -----	<i>/ /</i>	
20 -----	-----	Ph: ----- Email: -----	<i>/ /</i>	
21 -----	-----	Ph: ----- Email: -----		

*From the Desk of...*

*Jon A. Thomas*

*To: Gary Norris/Terry Hudson*

*RE: Walter N. Thomas Property Annexation and Zoning*

*Date: September 27, 2010*

*Dear Gary,*

*I am the property owner at 1309 Milford Harrington Highway, Milford, DE 19963. This letter is to inform you that I am in favor of the annexation and zoning of this property as requested.*

*Please let me know if you need any additional information. I can be reached at 302-540-1440.*

NOTICE OF PLANNING COMMISSION & CITY COUNCIL PUBLIC HEARINGS  
City of Milford Zoning Code Amendment  
Ordinance 2010-14

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on the following amendment to the City of Milford Zoning Code on Tuesday, September 21, 2010 at 7:00 p.m., or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, September 27, 2010 at 7:00 p.m. before Milford City Council. Following the hearing, Ordinance 2010-14 may be adopted, with or without amendments.

Ordinance 2010-14

The City of Milford hereby ordains as follows:

Chapter 230: ZONING

Section 1.

An Ordinance to Amend the Code of the City of Milford, Chapter 230, thereof, entitled Zoning, by providing a potential waiver in the number of off street parking spaces for large commercial developments.

Section 2.

Section 230-21, Parking and loading standards, Subsection B, Use Standards, is hereby amended by adding a new sub-paragraph entitled §230-21- B (1) to read as follows:

§230-21- B (1) Reduction in the Required Number of off Street Parking Spaces in the case of developments such as shopping centers or other commercial developments required to provide more than 50 off-street parking space.

The developer must set aside space to accommodate 100% of the area necessary to provide the parking requirements established by this Ordinance, but, upon the request of the developer, if agreed by the City of Milford, the developer may be permitted to set aside space to accommodate 100% of the area necessary to provide the parking requirements established by this chapter but not be required to construct more than 80% of the required parking spaces. In the event the developer is permitted to construct fewer than the required parking spaces, the remainder of the parking area set aside must be kept free of all construction and be planted and maintained as a grassy area and designated as Future Parking Space. The City of Milford may require construction of the remaining parking spaces at any time by the then owner of the premises upon giving the owner not less than six months' advance written notice. In the event of the granting of the waiver herein described, the fact of the grant as well as the requirement that the owner maintain the space set aside as a level grass area and that the City of Milford has reserved the right to require construction of the remaining parking spaces upon six months' notice to the owner of the site must be reflected in a note appearing on the subdivision or site development plans recorded.

### Section 3.

#### Dates.

Introduction to City Council: 08-09-10

Planning Commission Hearing: 09-21-10

City Council Hearing and Projected Adoption Date: 09-27-10

Ordinance will become effective ten days following adoption.

Both the Planning Commission and City Council Public Hearings will be held in the Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

The public is invited to attend and encouraged to comment on the amendment to the Zoning Code. If unable to attend, written comments will be accepted up to one week prior to hearings.

A complete copy of the Code of the City of Milford is available by request through the City Clerk's Office at Milford City Hall, 201 South Walnut Street, Milford, Delaware, 19963 or through the city website at [cityofmilford.com](http://cityofmilford.com).

NOTICE OF PLANNING COMMISSION & CITY COUNCIL PUBLIC HEARINGS  
City of Milford Zoning Code Amendment  
Ordinance 2010-14

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on the following amendment to the City of Milford Zoning Code on Tuesday, September 21, 2010 at 7:00 p.m., or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, September 27, 2010 at 7:00 p.m. before Milford City Council. Following the hearing, Ordinance 2010-14 may be adopted, with or without amendments.

Ordinance 2010-14

The City of Milford hereby ordains as follows:

Chapter 230: ZONING

Section 1.

An Ordinance to Amend the Code of the City of Milford, Chapter 230, thereof, entitled Zoning, by providing a potential waiver in the number of off street parking spaces for large commercial developments.

**Section 2.**

**Section 230-20, General Provisions, Subsection A, is hereby amended by adding a new paragraph, and renumbering the remaining, to read as follows:**

**230-20-A Purpose. The purpose of this section is to alleviate or prevent congestion of the public streets and to promote the safety and welfare of the public by establishing minimum requirements for the off-street parking of motor vehicles in accordance with the use to which the property is put. It is further the purpose of this section to reduce impervious surfaces in off street parking areas by reserving parking for possible future needs utilizing green technology applications.**

Section ~~2~~ 3.

Section 230-21, Parking and loading standards, Subsection B, Use Standards, is hereby amended by adding a new sub-paragraph entitled §230-21- B (1) to read as follows:

§230-21- B (1) Reduction in the Required Number of off Street Parking Spaces in the case of developments ~~such as shopping centers or other commercial developments~~ required to provide more than 50 off-street parking space.

The developer must set aside space to accommodate 100% of the area necessary to provide the parking requirements established by this Ordinance, but, upon the request of the developer, if agreed by the City of Milford **Milford Planning Commission**, the

developer may be permitted to set aside space to accommodate 100% of the area necessary to provide the parking requirements established by this chapter but not be required to construct more than 80% of the required parking spaces. In the event the developer is permitted to construct fewer than the required parking spaces, the remainder of the parking area set aside must be kept free of all construction and be planted and maintained as a grassy area and designated as Future Parking Space. The City of Milford may require construction of the remaining parking spaces at any time by the then owner of the premises upon giving the owner not less than six (6) months' advance written notice. In the event of the granting of the waiver herein described, the fact of the grant as well as the requirement that the owner maintain the space set aside as a level grass area and that the City of Milford has reserved the right to require construction of the remaining parking spaces upon six (6) months' notice to the owner of the site must be reflected in a note appearing on the subdivision or site development plans recorded.

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A complete copy of the Code of the City of Milford is available by request through the City Clerk's Office at Milford City Hall, 201 South Walnut Street, Milford, Delaware, 19963 or through the city website at [cityofmilford.com](http://cityofmilford.com).

## December 2010 Meeting

The December Workshop will be held

Tuesday, December 28<sup>th</sup> at 7:00 p.m.

ORDINANCE 2010-16

AN ORDINANCE TO AMEND CHAPTER 204 OF THE CODE OF THE CITY OF MILFORD, TAXATION, FOR THE PURPOSES OF ESTABLISHING A DUE DATE FOR PROPERTY TAXES AND PENALTIES FOR NON-PAYMENT.

WHEREAS, the City recognizes many of its citizens are experiencing financial challenges; and,

WHEREAS, both the County and City property tax bills are due and can be paid without penalty by September 30, 2010; and,

NOW, THEREFORE THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Chapter 204 of the Code of the City of Milford, entitled Taxation, is hereby amended to include a new Article to read as follows:

ARTICLE III—Property Taxes

**§204-10 Due Date for Payment of Property Taxes.**

Property taxes shall be payable on or before September 30 of each year.

**§204-11 Penalties.**

To every tax not paid after the said date established in §204-10, there shall be added and collected a penalty, for each month that the said tax remains unpaid. A penalty of one percent per month or fraction thereof shall be charged on all unpaid property taxes. City Council, by resolution, may impose a date later than that established in §204-10 for the addition and collection of penalties.

Section 2. Dates

Introduction to City Council—August 23, 2010

Projected Adoption by City Council—September 27, 2010

Projected Effective Date—October 7, 2010

081610 091410

# City of Milford



## Resolution 2010-16

### Extending the Payment Deadline for Real Property Taxes in the City of Milford Fiscal Year 2010-2011

Whereas, the City of Milford Property Taxes are due and payable on or prior to September 30<sup>th</sup> of each year; and

Whereas, Milford property owners, like most Americans, are suffering in this economic downturn; and

Whereas, the property owners in the City of Milford, more than ever, are depending on the City Council and City Leadership to be mindful of the financial burden created by the due date for property taxes being the same for Kent and Sussex Counties; and

Whereas, after due consideration, City Council finds that it to be in the best interest of property owners in the City of Milford property owners to provide temporary property tax relief this fiscal year; and

Whereas City Council recommends an extension of the due date for real property taxes owed for Fiscal Year 2010-2011 from September 30, 2010 to November 3, 2010.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Milford hereby authorizes the City Manager to defer the deadline for the payment of property taxes in the City of Milford for Fiscal Year 2010-2011 by extending the due date from September 30, 2010 to November 3, 2010.

AND BE IT FURTHER RESOLVED that payments received after the close of business on November 3, 2010 shall be considered delinquent and a one percent penalty assessed on the unpaid balance.

---

Mayor Joseph Ronnie Rogers

---

City Clerk Teresa K. Hudson

Adopted: September 27, 2010

CITY OF MILFORD ORDINANCE  
Realignment of Boundary Lines of Ward I and Ward III

NOTICE IS HEREBY GIVEN the following ordinance is currently under review by Milford City Council:

ORDINANCE 2010-15

Section 1.

WHEREAS, an error was discovered by the Charter Review Committee in which it was determined that lands in Ward 3 were not contiguous with other lands in that ward but did share a common boundary with Ward I; and

WHEREAS, this resulted in a failure to comply with the contiguous and compactness requirements of Article II, Section 2.07 of the City of Milford Charter; and

WHEREAS, this matter was presented to the City Council who recognized the need to protect communities of interest; and

WHEREAS, adjustments to the City Council Districts ensures fair representation for all citizens and conforms with the requirements of the United States Constitution and federal statutes; and

WHEREAS, upon completion and distribution of data from the 2010 Census, additional examination by the Districting Commission may result in an overall Redistricting Plan for the City of Milford.

Section 2.

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

1. Portions of Ward I and Ward III, southeast of Milford, are hereby realigned by excluding therefrom Ward III, those lands not contiguous and including therein and therewith subject lands into Ward I.
2. Attached maps display current Wards (#1) and revised Wards (#2) comprised of four contiguous Council districts.
3. This Ordinance has been properly advertised and copies of the Ordinance and related materials made available to the public on August 23, 2010.
4. By a vote of \_\_\_\_\_, Milford City Council approves the realignment of Council District Boundaries, specifically Ward I and Ward III, and whose legal descriptions, in their entirety, as shown below:

CITY OF MILFORD-DESCRIPTION OF WARD BOUNDARIES

The First Ward shall consist of all the territory within the City limits as follows: Beginning at a point in the center of the intersection of Deep Branch and Business Route 1; thence along the centerline of Business Route 1 in a northerly direction to the point of intersection of Southeast Second Street; thence westerly by the centerline of Southeast Second Street to the point of its intersection with McColley Street; thence by the centerline of McColley Street in a northerly direction to the point of its intersection with Southeast Front Street; thence by the centerline of Southeast Front Street, in a westerly direction to its point of intersection with South Walnut street; thence by the centerline of South Walnut Street in a southerly direction to the corporate limits of the City; thence along the corporate limits in a northeasterly direction to the intersection of the corporate limits to the western most point of Shawnee Country Club; thence along the corporate limits in a generally southeasterly direction to the point of intersection of Johnson Road; thence continuing with the corporate limits in a northeasterly direction to the intersection with DE Route 1; thence continuing with the corporate limits in a northwesterly direction to the point of intersection on the easterly R.O.W. of Route 1 and Business Route 1; thence continuing with the corporate limits in a northeasterly direction 2,150 feet to the intersection of Beaver Dam Road; thence along the corporate limits in a southeasterly direction to the point of intersection with Sharps Road; thence with the corporate limits and Sharps Road in a Northeasterly direction 2,700 feet; thence leaving Sharps Road and continuing with the corporate limits in a generally northwesterly direction to the intersection with the centerline of Deep Branch; thence with the corporate limits and along the center of the meanderings of Deep Branch in a northeasterly direction through the run of Marshall Mill Pond to its intersection with Business Route 1.

The Second Ward shall consist of all territory within the City limits as follows: Beginning at a point in the intersection of North Walnut Street and Northwest Front Street; thence along the centerline of Northwest Front Street in a westerly direction to the point of its intersection with U. S. Route 113; thence along the centerline of U. S. Route 113 in a southerly direction to the point of its intersection with North Shore Drive; thence westerly by the centerline of North Shore Drive to its point of intersection with the western limits of the City (a distance of Five Hundred Feet west of the western boundary of U. S. Route 113); thence southerly (in a line parallel to and Five Hundred Feet from the westerly boundary of U. S. Route 113) along the westerly boundary of the City to the shore of Haven Lake; thence westerly following along the shoreline of said Lake to the north side of Evergreen Lane; (thence along the north side of Evergreen Lane to the intersection of Evergreen Lane and a line parallel with and Five Hundred Feet west of the western boundary of U. S. Route 113); thence continuing in a southerly direction along the western boundary line of the City to the southern point of what is known as the Susan & Bruce Geyer property; thence in a northeasterly direction along the corporate limits of the City and Herring Branch to the intersection of the corporate limits and the centerline of South Walnut Street; thence north by the centerline of South Walnut Street to the intersection of Northwest Front Street.

The Third Ward shall consist of all territory within the City limits as follows: Beginning at a point in the center of the intersection of Deep Branch and Business Route 1; thence along the centerline of Business Route 1 in a northerly direction to the point of intersection of Southeast Second Street; thence westerly by the centerline of Southeast Second Street to the point of its intersection with McColley Street; thence by the centerline of McColley Street in a northerly direction to the point of its intersection with Southeast Front Street; thence by centerline of Southeast Front Street in a westerly direction to its point of intersection with South Walnut Street; thence by the centerline of Walnut Street in a northerly direction to the point where it intersects the centerline of U. S. Route 113; thence along the centerline of U.S. Route 113 and U.S. Route 1 in a northerly direction to the intersection of the City limits; thence along the corporate limits in a northerly direction to the northern most point of the City limits; thence along the eastern boundary of the City in a southeasterly direction to a point on the southeast corner of U.S. Route 1 and State Route 36; thence along the corporate limits in a southwesterly direction to the point of its intersection with U.S. Business Route 1; thence with the corporate limits in a northwesterly direction to the center of the intersection of Deep Branch and Business Route 1.

The Fourth Ward shall consist of all territory within the City limits as follows: Beginning at a point in the intersection of North Walnut Street and Northwest Front Street; thence along the centerline of Northwest Front Street in a westerly direction to the point of its intersection with U. S. Route 113; thence along the centerline of U. S. Route 113 in a southerly direction to the point of its intersection with North Shore Drive; thence westerly by the centerline of North Shore Drive to its point of intersection with the western limits of the City (a distance of Five Hundred Feet west of the western boundary of U. S. Route 113); thence in a generally northerly direction along the western boundary of the City to a point where said line would intersect the northerly boundary of the Third Ward; thence southerly along the aforesaid line of the Third Ward, to the point of intersection of the centerlines of North Walnut Street and U. S. Route 113; thence by the centerline of North Walnut Street to its intersection with Northwest Front Street. The City Council may provide for a fifth ward and re-arrange the boundaries of the four wards provided for herein, in the event of annexation or re-apportionment as hereinafter set forth.

Section 3. The new Council districts and boundaries shall supersede previous districts and boundaries and whose legal description, contained herein, and official map shall be filed in the Office of the City Clerk.

Section 4. Official Maps (see attached).

#1 Current Wards

#2 Proposed Wards (Ward I and Ward III realigned)

Section 5.

Dates.

Ordinance & Map Publication Dates:

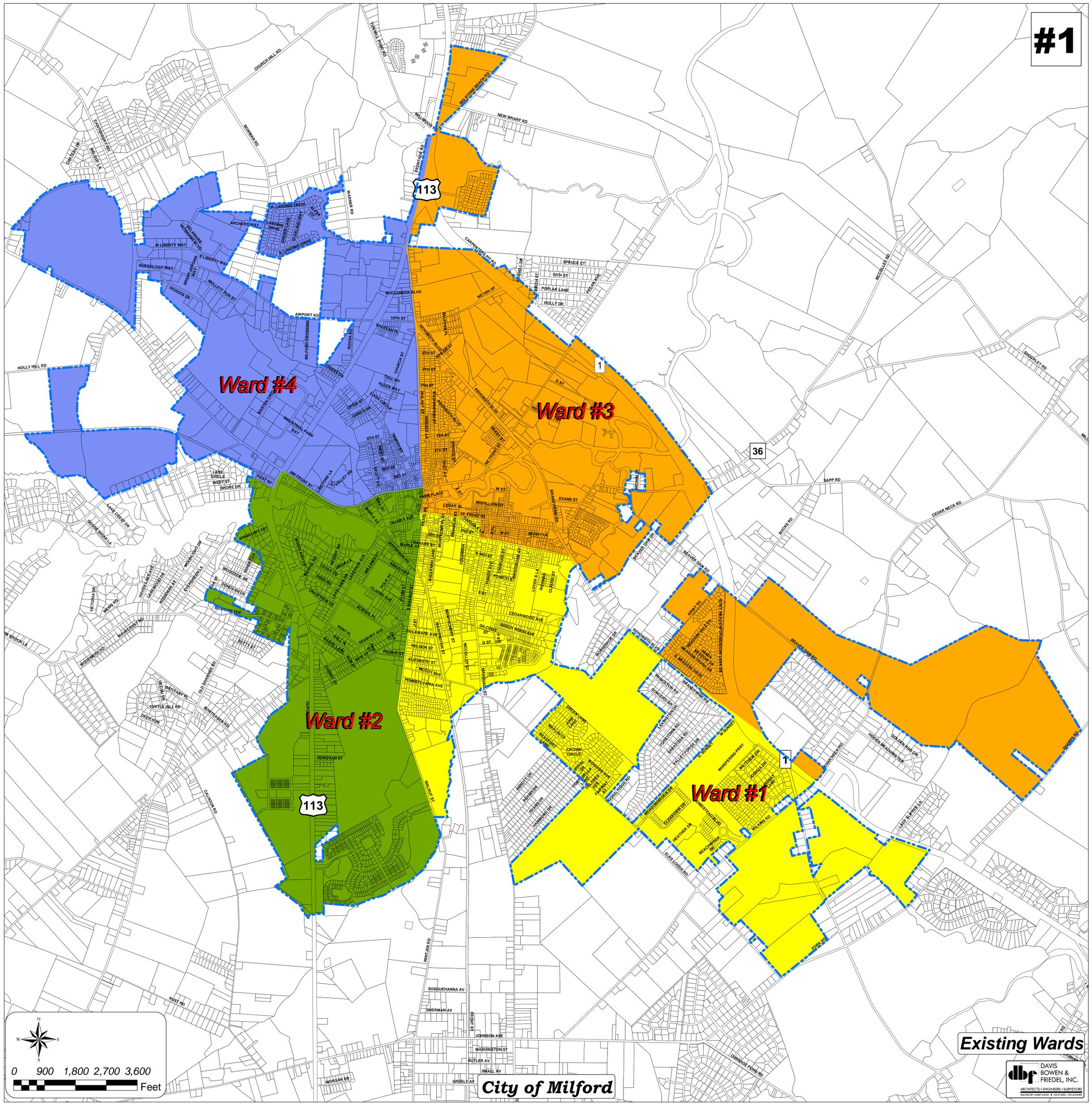
Milford Chronicle 08/25/10

The Beacon 08/26/10

Introduction - City Council: 08/23/10

Adoption - City Council: 09/27/10

Effective - 10/07/10



**Ward #4**

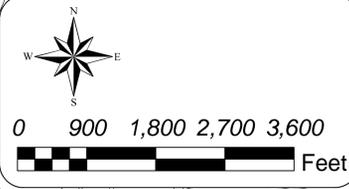
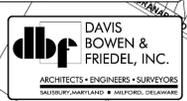
**Ward #3**

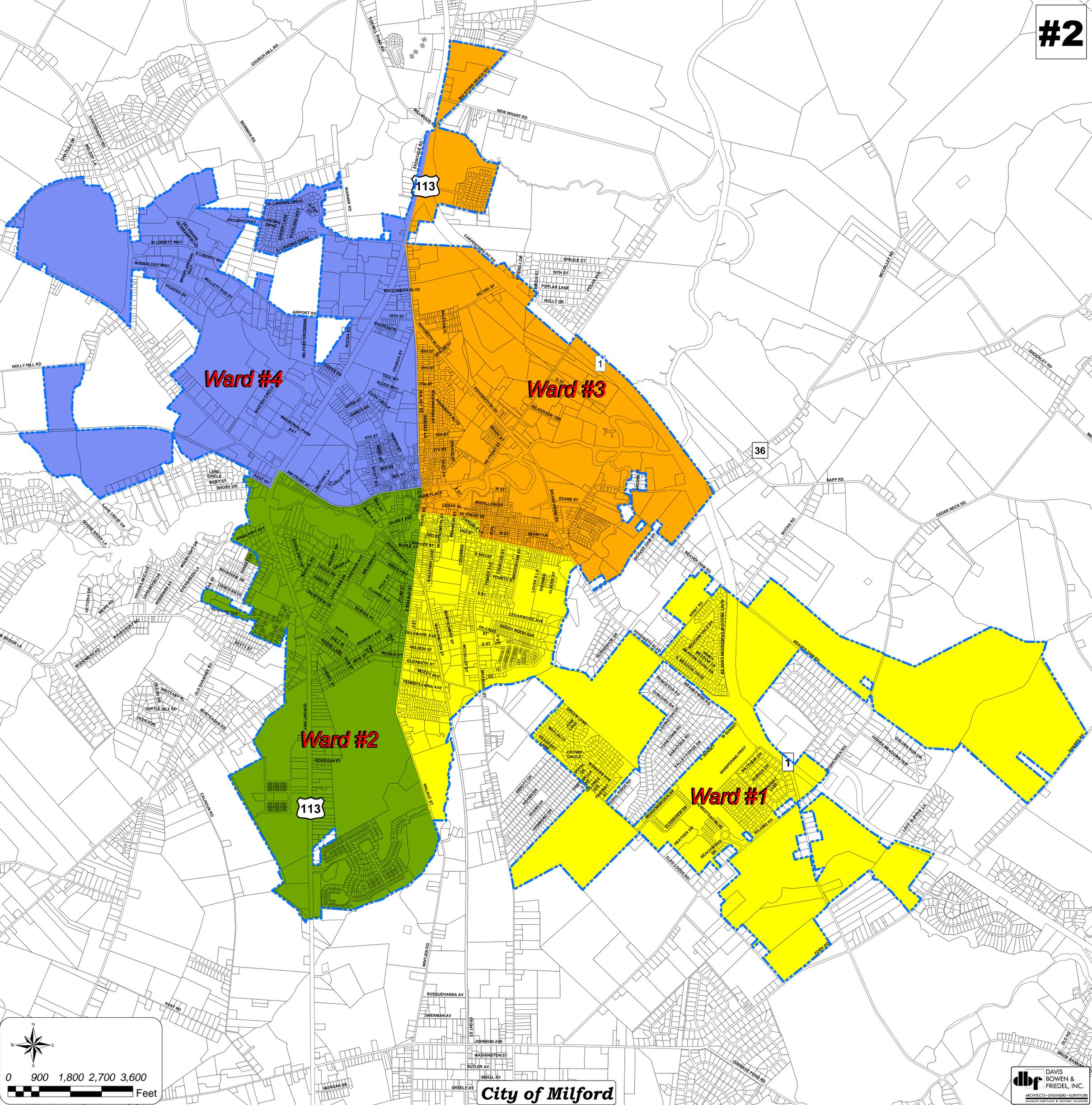
**Ward #2**

**Ward #1**

**City of Milford**

**Existing Wards**





**Ward #4**

**Ward #3**

**Ward #2**

**Ward #1**

Tax Warrant (Amended)



ASSESSMENT DEPARTMENT  
302.424.3712 EXT 314, FAX 302.424.3559

www.cityofmilford.com

201 SOUTH WALNUT STREET  
MILFORD, DE 19963

# MEMO

TO: Denise Barnes

FR: John Darsney 

DA: August 20, 2010

RE: Property Record Correction Loc ID 27520

Credit account  
\$ 2,534.60

Denise

I received a call from Mrs. Paquette concerning the assessment on a property she owns. The land assessment went from \$12,000 to \$570,000; this caused a large tax increase in this year's tax bill. I researched the matter and discovered the acreage of the lot went from 6,500 sq. ft. to 72.00 acres; this was the cause of the assessment increase. This lot has not increased in acreage the increase is an error in the property record. Without going into all the technical details I used this property record as a test for residential land values on Milford Harrington Hwy when applied to large tracts of land. Apparently I saved the \$570,000 value on the 72 acre test by mistake and the tax bill went out to the owner.

I have corrected all the information in CLT and H.T.E. , could you adjust the tax account to reflect the correct amount owed and send Mrs. Paquette an adjusted bill, oh and I believe she currently has a Senior tax reduction also.

Thanks John

Correct land Assessment is \$19,000



ASSESSMENT DEPARTMENT  
302.424.3712 EXT 314, FAX 302.424.3559

201 SOUTH WALNUT STREET  
MILFORD, DE 19963

[www.cityofmilford.com](http://www.cityofmilford.com)

# MEMO

*Credit account  
\$1,167.94*

TO: Denise Barnes

FR: John Datsney *JDS*

DA: August 31, 2010

RE: Property Record Correction Log ID 25240

Denise

An audit of the property record had stated a third building know as 115 Aerenson Dr located on this lot. This third building was originally part of this property but was separated and assigned a new lot per an approved subdivision in 2004. Corrections have been made to the property record indicating two buildings total with the third being removed.

Could you adjust the tax account to reflect the correct amount owed and send an adjusted bill, out?

Previous Assessment	
Building(s)	\$981,800
Land	\$335,700

Previous Tax Liability	\$6,060.50
------------------------	------------

New Assessment	
Building(s)	\$727,900
Land	\$335,700

Revised Tax Liability	\$4,892.56
-----------------------	------------

Thanks John



ASSESSMENT DEPARTMENT  
302.424.3712 EXT 314, FAX 302.424.3559

www.cityofmilford.com

201 SOUTH WALNUT STREET  
MILFORD, DE 19963

# MEMO

TO: Denise Barnes

*Credit account  
\$ 486.22*

FR: John Darsney 

DA: August 31, 2010

RE: Property Record Correction Loc ID 40720

Denise

An audit of the property record for parcel Md-16-174.14-01-08.03, otherwise know as 105 Acrenson Dr. showed the lot as two acres of land, this was corrected to reflect the actual lot size of 1 acre per the recorded deed BK2258 pg0120. I have corrected all the information in CLT and H.T.E., and all documents have been scanned in optiview. Could you adjust the tax account to reflect the correct amount owed and send an adjusted bill, out.

Previous Assessment	Previous Tax Liability	\$3,141.80
Building \$327,300		
Land \$355,700		
New Assessment	Revised Tax Liability	\$2,655.58
Building \$327,300		
Land \$250,000		

Thanks John



ASSESSMENT DEPARTMENT  
302.424.3712 EXT 314, FAX 302.424.3559

www.cityofmilford.com

201 SOUTH WALNUT STREET  
MILFORD, DE 19963

# MEMO

TO: David Beard  
Cc: Denise Barnes

FR: John Darsney 

DA: September 13, 2010

RE: Property Assessment Change:

Credit Account  
\$ 32,390.67

Dave

The assessed value concerning the main gas line facilities owned by Eastern Shore Natural Gas (acct# 86260) has decreased due to a reporting error for the actual lineal feet of main line that runs through the City of Milford. Eastern Shore has utilized Gis mapping technology to confirm the actual facilities within Milford's corporate limits and has discovered a major mistake on what has been reported since 2001 to present. The main line as previously reported was 107,616 liner feet; this has been corrected to the actual amount of 25,832 liner feet. I met with Matt Dewey, of Eastern Shore, on Sept 2, 2010 and confirmed the information. I also informed him past years taxes paid are not refundable he understood. Apparently Eastern Shore reported all main line projects in the "Milford Area" as within city limits. Eastern Shore will continue to utilize Gis Mapping Technology to maintain an accurate record of its facilities in Milford, which should prevent reporting errors in the future. Each year Utility companies report new additions to their facilities, if any, to the City. From this point forward a copy of the maps showing the new facilities will be included in the annual reports submitted. This information will be confirmed before the assessment record is updated.

Denise

I have adjusted the assessment record to reflect the corrected assessments. Could you send a revised bill to Eastern Shore?

Previous Assessment \$9,152,400

Revised Assessment \$2,110,951

Thanks John

ORDER NO.	1
DATE	August 10, 2010
STATE	Delaware
COUNTY	Kent

### CONTRACT CHANGE ORDER

CONTRACT FOR North Front Street Sewer Replacement Project  
 OWNER City of Milford, 201 S. Walnut Street, Milford, DE 19963

To JJID, Inc., 100 Julian Lane, Bear, DE 19701

*(Contractor)*

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
Installation of additional of 15" gravity sewer	\$ _____	\$ 6,054.41
TOTALS	\$ _____ 0	6,054.41
NET CHANGE IN CONTRACT PRICE	\$ _____ 0	6,054.41

**JUSTIFICATION:**

This work was for the installation of an additional 15 feet of 15 inch gravity sewer which was damaged by a concrete encasement placed around the old forcemain at the time of installation. Work also includes hand removal of a significant amount of concrete to prevent damage to the existing forcemain as well as replacement of a section of existing stormdrain in the area of the work.

The amount of the Contract will be (~~Decreased~~) (Increased) By The Sum Of: Six thousand fifty-four dollars and 41/100 Dollars (\$ 6,054.41 ).

The Contract Total Including this and previous Change Orders Will Be: Seven hundred ninety-six thousand two hundred forty-nine dollars and 41/100 Dollars (\$ 796,249.41 ).

The Contract Period Provided for Completion Will Be (~~Increased~~) (~~Decreased~~) (Unchanged): -0- Days.

This document will become a supplement to the contract and all provisions will apply hereto.

Requested City of Milford *(Owner)*

\_\_\_\_\_  
*(Date)*

Recommended Davis, Bowen & Friedel, Inc. *(Owner's Architect/Engineer)*

\_\_\_\_\_  
*(Date)*

Accepted JJID, Inc. *(Contractor)*

\_\_\_\_\_  
*(Date)*

Approved by Agency State of Delaware / DNREC *(Name and Title)*

\_\_\_\_\_  
*(Date)*



100 Julian Lane  
Bear, DE 19701

Invoice No.

5

**INVOICE**

**Customer**

Name Davis, Bowen & Friedel, Inc. - Attn: Randy Duplechain  
 Address 23 North Walnut Street  
 City Milford State DE ZIP 19963  
 Phone \_\_\_\_\_

Date 7/6/2010  
 Order No. 1289 - X0006  
 Rep \_\_\_\_\_  
 FOB \_\_\_\_\_

Qty	Description	Unit Price	TOTAL
<b>15" Sewer Stub out of MH104 - 5/13/10 &amp; 5/14/10</b>			
<b>Labor:</b>			
15.0	John Williams (Foreman)	\$56.94	\$854.10
15.0	Edwin Perez (Laborer)	\$58.49	\$877.35
15.0	Eric Perez-Chajchalac (Laborer)	\$58.49	\$877.35
15.0	Frances Hennessy (Laborer)	\$54.89	\$823.35
15.0	David Lane (Laborer)	\$58.49	\$877.35
<b>Equipment:</b>			
15.0	Pickup (Foreman - PTRK30)	\$7.00	\$105.00
11.0	Small Rubber Hoe (BACK15 & BACK06)	\$40.00	\$440.00
11.5	Small Tools (Chipping Gun, Small Tool, Tamp)	\$12.00	\$138.00
<b>Material:</b>			
1.0	15" SDR 26 (\$232.84 + 15% mark up)	\$267.77	\$267.77
3.0	#57 Stone (\$20.90/tn + 15% mark up)	\$24.04	\$72.12
3.0	CR-6 (\$18.33/tn + 15% mark up)	\$21.08	\$63.24
1.0	Cold Patch (\$130.00/tn + 15% mark up)	\$149.50	\$149.50
<b>Subcontractor:</b>			
8.0	American Flag (Brenda Messing - Straight Time)	\$35.36	\$282.88
4.5	American Flag (Brenda Messing - Overtime)	\$50.31	\$226.40

SubTotal \$6,054.41

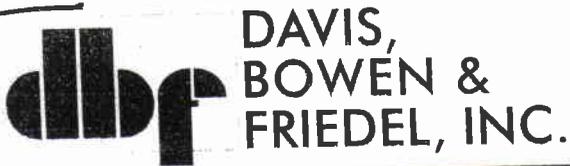
**TOTAL** \$6,054.41

Office Use Only

**Payment Details**

- Cash
- Check
- Credit Card

Name \_\_\_\_\_  
 CC # \_\_\_\_\_



DAVIS,  
BOWEN &  
FRIEDEL, INC.

ARCHITECTS ENGINEERS SURVEYORS

Derald G. Braddock, P.E.  
Nicholas R. ...  
Randy B. ...  
Charles R. ...  
...  
...  
Michael E. ...

August 10, 2010

JJID, Inc.  
100 Julian Lane  
Bear, Delaware 19701

Attn: Mr. Timothy E. Stephens  
Project Manager

RE: **North Front Street Sewer Replacement Project**  
Milford, Delaware  
DBF # 052A149

Dear Tim:

Enclosed for your review and signature are three (3) copies of Change Order Number 1 on the above-referenced project. This change order, in the amount of \$6,054.41, is for the additional work associated with the 15 inch gravity sewer line replacement at the intersection of West Street and Front Street. Please sign and return all three (3) copies to me for further processing. Upon receipt of the signed copies we will forward the change order to both the City and DNREC for final approval.

Should you have any questions or need additional information, please feel free to contact our office.

Sincerely,



Randy B. Duplechain, P.E.  
Principal

Milford 052A149...A149—TS Chg Ord 1

Enc.

cc: David Baird, City Manager w/enc.  
Brad Dennehy, Public Works Director w/enc.  
Mark Mallamo, City Engineer w/enc.  
Davison Mwale, DNREC w/enc.

Request approval for:

Change order, not to exceed \$115,000, to the original JJID contract, which increases the North Front Street Sewer Project approved November 9, 2009 to \$905,195.

ORDINANCE 2009-22 (PROPOSED 09-19-10)

AN ORDINANCE TO AMEND CHAPTER 230 OF THE CODE  
OF THE CITY OF MILFORD, ZONING, RELATING  
BILLBOARDS.

WHEREAS, the City acknowledges the current zoning ordinance does not adequately define and address the placement of billboards within the City limits;

NOW, THEREFORE THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Chapter 230, Section 4 of the Code of the City of Milford, entitled Zoning, is hereby amended by adding the following definition:

BILLBOARD – A sign directing attention to a business, commodity, service or entertainment conducted, sold or offered elsewhere other than upon the premises where the sign is maintained.

Section 2. Chapter 230, Section 24B.of the Code of the City of Milford, entitled Zoning, is hereby amended by adding the following language:

(13) Billboards.

Section 3. Chapter 230, Section 26.B, of the Code of the City of Milford, entitled Zoning, is hereby amended as follows:

ZONING  
City of Milford  
Sign Types and Allowable Dimensions and Restrictions

SEE ATTACHED CHART WHEREIN THE CATEGORY BILLBOARD WAS CHANGED  
FROM N/A TO PROHIBITED.

Section 4. Dates

Introduction to City Council—November 23, 2009

Planning Commission Public Hearing—December 15, 2009

City Council Public Hearing—July 26, 2010

Adoption Date:

Effective Date:

Zoning Dist	Wall or Mailbox (residence/occupant ID)		Freestanding (mounted on posts(s))		Fascia: Commercial (wall, roof edge, etc) (of wall square feet)	Hanging/ Projecting (extended from wall) (square feet)	Marquee (movable letters)		Illuminated (non flashing)		EMB Sq Ft	Mobile (mounted, trailer, etc.)	Billboard (outdoor advertisement)	PROPOSED: Billboard	
	Ht	Sq Feet	Ht	Sq Feet			Ht	Sq Feet	Ht	Sq Feet				Ht	Sq Feet
R-1	42'	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Prohibited	N/A	N/A	Prohibited	
R-2	42'	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Prohibited	N/A	N/A	Prohibited	
R-3	42'	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Prohibited	N/A	N/A	Prohibited	
C-1	42'	2	48'	4	10%	15	48'	9	48'	4	Prohibited	N/A	N/A	Prohibited	
C-2	N/A	N/A	48'	4	10%	20	48'	9	48'	4	Prohibited	N/A	N/A	Prohibited	
C-3	N/A	N/A	28'	225	10%	20	10'	48	28'	225	32 and ratio of 4:8	N/A	N/A	Prohibited	
H-1	N/A	N/A	25'	70	5%	N/A	N/A	N/A	25'	70	Prohibited	N/A	N/A	Prohibited	
OC-1	N/A	N/A	28'	225	5%	N/A	10'	48	28'	225	Prohibited	N/A	N/A	Prohibited	
I-1	N/A	N/A	28'	200	5%	N/A	10'	48	28'	200	Prohibited	N/A	N/A	Prohibited	
I-2	N/A	N/A	28'	200	5%	N/A	10'	48	28'	200	Prohibited	N/A	N/A	Prohibited	

ORDINANCE 2009-22

AN ORDINANCE TO AMEND CHAPTER 230 OF THE CODE OF THE CITY OF MILFORD, ZONING, FOR THE PURPOSE OF ALLOWING BILLBOARDS AS A CONDITIONAL USE IN A HIGHWAY COMMERCIAL (C-3) DISTRICT.

WHEREAS, the City acknowledges the current zoning ordinance does not adequately define and address the placement of billboards within the City limits;

NOW, THEREFORE THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Chapter 230, Section 4 of the Code of the City of Milford, entitled Zoning, is hereby amended by adding the following definition:

BILLBOARD – A sign directing attention to a business, commodity, service or entertainment conducted, sold or offered elsewhere than upon the premises where the sign is maintained.

Section 2. Chapter 230, Section 14.C of the Code of the City of Milford, entitled Zoning, is hereby amended by adding the following language:

(18) Billboard, subject to the following:  
(a) Shall be constructed and maintained in accordance with the Delaware Code, Title 17-Highways, Chapter 11-Regulations of Outdoor Advertising, Subchapter 1-General Provisions.

Section 3. Chapter 230, Section 26.B, of the Code of the City of Milford, entitled Zoning, is hereby amended as follows:

ZONING  
City of Milford  
Sign Types and Allowable Dimensions and Restrictions

SEE ATTACHED SIGN CHART

Section 4. Dates.

Introduction to City Council 11/23/09

Planning Commission Public Hearing 12/15/09

City Council Public Hearing 07/26/10

Adoption Date

Effective Date

Zoning District	TYPES OF SIGNS													PROPOSED Billboard
	Wall or Mailbox (residence/occupant ID)		Freestanding (mounted on posts(s))		Fascia: Commercial (wall, roof edge, etc) (of wall square feet)	Hanging/ Projecting (extended from wall) (square feet)	Marquee (movable letters)		Illuminated (non flashing)		EMB Sq Ft	Mobile (mounted, trailer, etc.)	Billboard (outdoor advertisement)	
	Ht	Sq Feet	Ht	Sq Feet			Ht	Sq Feet	Ht	Sq Feet				
R-1	42"	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Prohibited	N/A	N/A	Prohibited
R-2	42"	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Prohibited	N/A	N/A	Prohibited
R-3	42"	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Prohibited	N/A	N/A	Prohibited
C-1	42"	2	48"	4	10%	15	48"	9	48"	4	Prohibited	N/A	N/A	Prohibited
C-2	N/A	N/A	48"	4	10%	20	48"	9	48"	4	Prohibited	N/A	N/A	Prohibited
C-3	N/A	N/A	28'	225	10%	20	10'	48	28'	225	32 and ratio of 4:8	N/A	N/A	CONDITIONAL USE - PER De/DOT Standards
H-1	N/A	N/A	25'	70	5%	N/A	N/A	N/A	25'	70	Prohibited	N/A	N/A	Prohibited
OC-1	N/A	N/A	28'	225	5%	N/A	10'	48	28'	225	Prohibited	N/A	N/A	Prohibited
I-1	N/A	N/A	28'	200	5%	N/A	10'	48	28'	200	Prohibited	N/A	N/A	Prohibited
I-2	N/A	N/A	28'	200	5%	N/A	10'	48	28'	200	Prohibited	N/A	N/A	Prohibited

FY 2010-11 Budget Amendment:

Decrease Capital Parks Expense Account 101-1910-451-70-50	\$42,985
Increase General Fund/Fund Balance Revenue Account 101-0000-399-10-00	\$15,349
Total	\$58,334

Increase Boys & Girls Club Account 101-1110-411-68-21 (\$105,400 to \$163,734)	\$58,334
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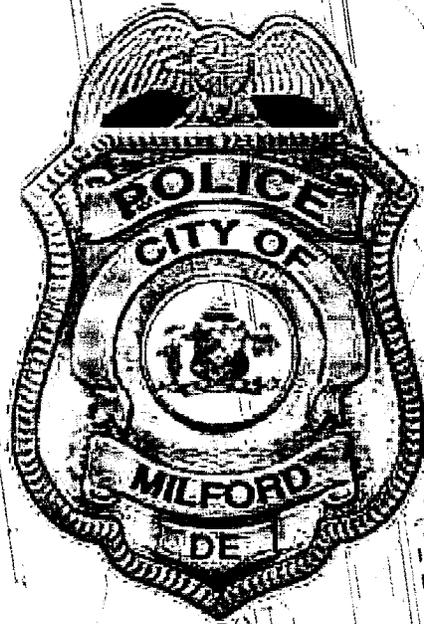
Fall Cleanup

Oct 18-22 with rain dates for the following week.

David W. Baird  
City Manager  
City of Milford  
201 S. Walnut St.  
Milford, DE 19963

**ARCHITECTURAL SERVICES  
PROPOSAL FOR:**

**MILFORD POLICE DEPARTMENT**



**French + Ryan, Inc.**  
Architecture • Interior Design • Site Planning  
Georgetown, Delaware

**AUGUST 24, 2010**



## French + Ryan, Inc.

Architecture • Interior Design • Site Planning  
www.frenchryan.com

August 24, 2010

Chief E. Keith Hudson  
Milford Police Department  
400 N.E. Front Street  
Milford, DE 19960

M27040

### RE: ARCHITECTURAL NEEDS ASSESSMENT & SCHEMATIC DESIGN FOR THE MILFORD POLICE DEPARTMENT

Dear Chief Hudson:

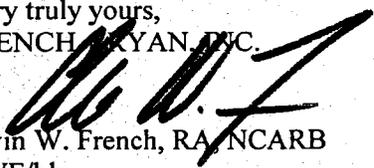
French + Ryan, Inc. is pleased to submit our qualifications for your consideration.

French + Ryan, Inc., as Prime Architect of Record will work with Redstone Architects, Inc. of Bloomfield Hills, MI as Consulting Architect for Planning & Design. We believe this combination of national police design expertise combined with a local firm with a strong reputation for quality professional service is a winning team for the Milford Police Department.

- **We have the experience.** We know the local construction market. We have been in business in Georgetown for 27 years, and have designed over \$225 million worth of construction projects on the Delmarva Peninsula. This experience includes the preparation of studies, building additions, renovations and new facilities for office works buildings, schools, colleges, and municipal buildings.
- **We have the expertise.** We know the commercial construction processes and have completed numerous police stations and public works projects. Please refer to the example related projects included in this submission.
- **We have the capacity to meet project requirements.** We have the staffing and expertise to fully manage this project. Our uniquely qualified team is ready to begin work on your project immediately.
- **We are familiar with the scope of work and geographic location.** As a resident I know the Milford area. Our office is only 20 minutes from the project site providing prompt availability at all times during planning, design and construction.
- **We will meet your schedule and budget.** We pride ourselves on our ability to meet our client's schedule & budget requirements. Please refer to our section on defined approach/schedule/fee.

Service is what keeps our clients coming back, and we promise our personal commitment to the Milford Police Department's success on this project.

Very truly yours,  
FRENCH + RYAN, INC.

  
Alvin W. French, RA, NCARB  
AWF/blp



## FIRM PROFILE

**French + Ryan, Inc.** was founded in 1983 and is headquartered in Georgetown. The firm maintains an expanding practice of architecture in the State of Delaware and the surrounding Mid-Atlantic area.

Twenty-seven years of practice have been devoted to a wide variety of projects. The specialized expertise of the firm includes planning and feasibility studies, the design of education and health care facilities, office buildings, institutional and civic projects, and interior tenant fit-out projects.

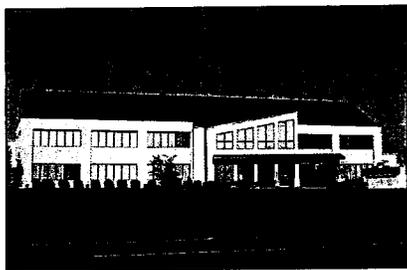


French + Ryan, Inc. is committed to excellence in design while maintaining a keen awareness of building efficiency and cost-effectiveness. Personal attention of the principals, rapid response time, and attention to detail complete the philosophy of our approach to project delivery.

Each project is managed by a principal of the firm who works with a highly qualified technical staff who are assigned to the project. Staff do not move from project to project, and the senior members of the team remain with the project from inception through completion. Consulting engineers and other team members as needed supplement and complete the design team. Engineering discipline coordination and project management receive the utmost attention.



A vigorous quality-control document checking program is in place, with standards for construction documentation also closely monitored. Construction Administration, including answering questions and service in the field, receives serious attention. A strong relationship with major contractors in our practice area, enhanced by many years of experience, is a definite asset to our clients during construction.



French + Ryan, Inc. has significant experience in the design of public safety/law enforcement/legal facilities. The Principals' experience includes:

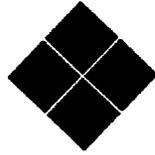
- 5 Police Stations
- 6 Fire Departments
- 3 Court Buildings
- 1 EMS Facility

French + Ryan, Inc. has the experience and the staff to bring these projects from design through construction to a successful completion.



The enclosed information exemplifies our Design Team's experience. It includes feasibility studies, cost estimating, analysis, programming, preliminary design, construction documents, bidding and construction administration for a wide variety of public safety projects.

## Firm Profile



### Redstone Architects, Inc.

Law Enforcement – Justice – Public Safety

2709 S. Telegraph Road  
Bloomfield Hills, MI 48302-1008

Telephone: (248) 418-0990

Facsimile: (248) 418-0999

Email: [dredstone@redstonearchitects.com](mailto:dredstone@redstonearchitects.com)

Website: [www.redstonearchitects.com](http://www.redstonearchitects.com)

#### Corporate Officers

Daniel A. Redstone, FAIA, NCARB, LEED AP  
*President and CEO*

Alfred J. Gittleman, RA  
*Senior Vice President*

#### **Overview**

From our inception, the firm has understood the importance of providing design solutions that embrace functionality and client needs, as well as pleasing and appropriate aesthetics. We are committed to providing strong design leadership and technical expertise in a world where change is occurring at breakneck speed. We emphasize the importance of satisfying all of our clients' needs, including security, functionality & workflow, quality, sustainability, aesthetics, and budget.

The firm maintains open communications throughout our engagement with our clients, which helps to insure a successful Project. We listen to our clients and to their users. After all, our work becomes your buildings and facilities.

The firm was established in 1937, and incorporated in Michigan in 1960. Daniel Redstone, FAIA, joined the firm in 1967, became President in 1987, and has been Chairman and Chief Executive Officer since 1996.

We specialize in law enforcement, public safety, justice and municipal projects, and offer a full range of architectural and professional services (master planning, programming and schematic design, space planning, contract documents, construction administration and project management). Our efforts are always led with the personal involvement of a Principal of the firm.

The firm has become an expert in its field by developing a thorough understanding of operational needs of its clients, as well as regularly attending national conferences focusing on our specialties. Redstone Architects works with architects throughout the United States, allowing those firms to augment their knowledge with our specialized expertise.

*For over 70 years, we have developed realistic solutions for our clients, and have helped them determine how to best maximize their space for their budget. We are happy to work directly with agencies or as consultants to local architects.*



Police Department, Troy, MI



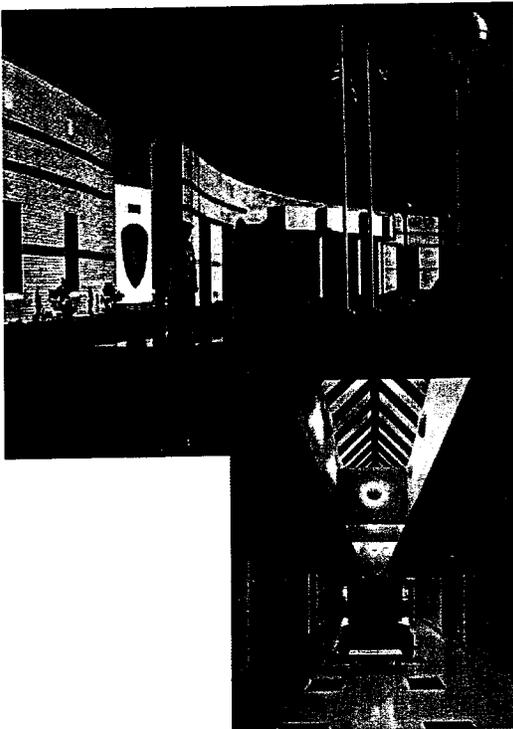
## Select Market Expertise

Redstone Architects provides specialized services to select markets, including:

- ❖ LAW ENFORCEMENT
- ❖ JUSTICE
- ❖ PUBLIC SAFETY
- ❖ MUNICIPAL
- ❖ CORPORATE/COMMERCIAL

At Redstone Architects, we work with our clients throughout the design and space planning processes, as well as through programming, schematic design, contract administration and program management, to achieve success.

We maintain a high level of expertise for new construction, renovation, adaptive re-use, historic rehabilitation and building additions. We understand the unique nature of our municipal clients' various needs. This enables us to provide our municipal clients with timely responses and solutions.



*Police Department, Waterford, MI*



*Fire Station No. 2, Southfield, MI*

## Professional Services

We offer a full range of services, including:

- ❖ PROGRAM MANAGEMENT
- ❖ STRATEGIC PLANNING
- ❖ NEEDS ASSESSMENT
- ❖ PROGRAMMING
- ❖ SPACE PLANNING
- ❖ SITE PLANNING
- ❖ ARCHITECTURAL SERVICES
- ❖ FACILITIES MANAGEMENT
- ❖ PROJECT & COST ESTIMATING
- ❖ DESIGN/BUILD PROJECT DELIVERY

*Our understanding of your operational, procedural, and regulatory issues, combined with our specialized experience, creativity, imagination, and managerial skills, is your assurance that you may rely on Redstone Architects to make your Project a success.*

## Professionals by Discipline

Redstone Architects maintains a professional staff of between five and 10 employees. Our firm is in full compliance with the architectural registration statutes of the State of Michigan, which requires that 2/3 of its principals, directors and officers be licensed as architects.

<i>Current Staff</i>	<i>Staff</i>	<i>LEED-AP</i>
Architects	2	1
Designer/Drafters	2	
Administrative/Clerical	1	

## Experience

We are known nationally for our knowledge of law enforcement, public safety, and justice facilities. We strive to help keep clients, users, and visitors safe by designing buildings that recognize the need for logical work flows and appropriate separations. The following is a partial listing our firm's past and current client-agencies:



*Justice Center, Kentwood, MI*

### Law Enforcement

Public Headquarters/Fire Adm.	Troy, MI
Police Headquarters	Waterford, MI
Police Department	Village of Franklin, MI
Justice Center	Kentwood, MI
Public Safety Building	Grosse Pointe Park, MI
Police Department	Saline, MI
Police Headquarters	Crestwood, MO
Police Needs Assessment	Clayton, MO
Police Headquarters	West Bloomfield, MI
Police Addition	West Bloomfield, MI
"Shared" Local and State Police	Richmond, MI
Police Department (D/B)	Milford, MI
PD Strategic Plan	Grand Blanc Twp, MI
Police Department & City Hall	Lowell, MI
Police Needs Assessment	Utica, MI
Police Department	Chelsea, MI
Public Safety Addition (D/B)	Springfield, MI
State Police Troop No.5	Bridgeville, DE
Sheriff's Substation	Delta Twp, MI
Ontario Police College	Aylmer, Ontario
Police Headquarters/Court	Meridian, MS
Police Headquarters	Carbondale, IL
Public Safety Addition (D/B)	Springfield, MI
Public Safety Substation	Bridgeport, WV
Police Needs Analysis	Grosse Pointe, MI
Police Department/Court	Bridgeton, MO
Police Department	Jacksonville, NC
Police Department/Court	Lansing, MI
Police Department	Detroit Metro Airport
Police Headquarters	Oklahoma City, OK

### Justice

63 <sup>rd</sup> 1-2 District Court	Kent County, MI
23 <sup>rd</sup> District Court-Design-Build	Taylor, MI
62-B District Court	Kentwood, MI

### Fire Operations

Fire Station No. 2	Southfield, MI
Engine Company No. 5	Detroit, MI
Fire Headquarters (No. 3)	Chesterfield Twp, MI
Midtown (Central) Fire Station	Taylor, MI
Central Fire Station Replacement	Monroe, MI
Needs Assessment	Utica, MI
Design Consultant	Bergenfield, NJ
Needs Assessment	Putnam Twp., MI
Public Safety Addition (D/B)	Springfield, MI
Public Safety Substation	Bridgeport, WV
Fire Headquarters and Station	Jacksonville, NC



*Station No. 3, Chesterfield Township, MI*

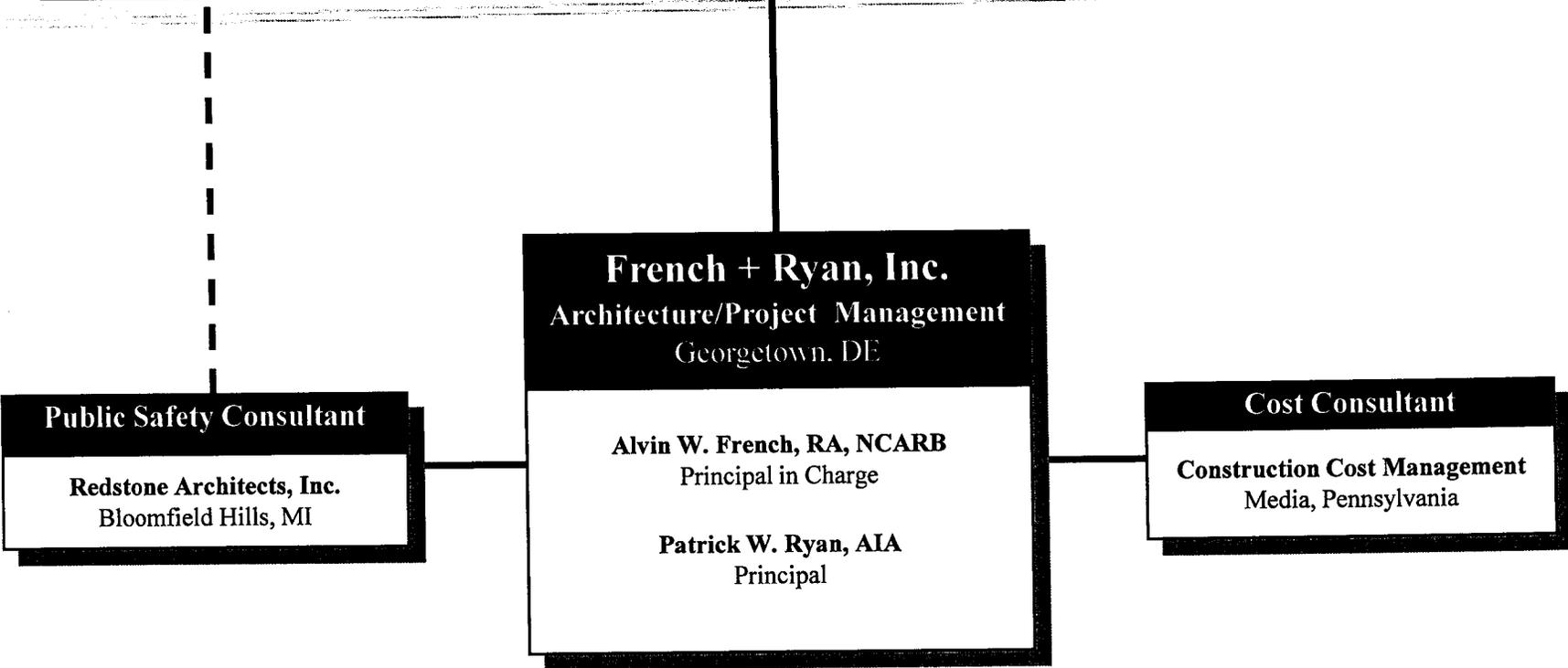
### Municipal

Town Hall/Village Square	Macomb Twp, MI
Dept. of Public Works	Waterford Twp, MI
Civic Center Master Plan	Waterford Twp., MI
Civic Center Master Plan	Kentwood, MI
City Hall Renovation/Add'n	Saline, MI
Utility Department Study	Bay City, MI
Northwest Activities Center	Detroit, MI
Belle Isle Casino Renovation	Detroit, MI
Pontiac Housing Commission	Pontiac, MI
City Hall & DPW	Utica, MI
20-year Facilities Strategic Plan	Grand Blanc Twp, MI
DPW Needs Assessment	Kentwood, MI



*23<sup>rd</sup> District Court, Taylor, MI*

**City of Milford  
Milford Police Department**



**Public Safety Consultant**

**Redstone Architects, Inc.**  
Bloomfield Hills, MI

**French + Ryan, Inc.**  
Architecture/Project Management  
Georgetown, DE

**Alvin W. French, RA, NCARB**  
Principal in Charge

**Patrick W. Ryan, AIA**  
Principal

**Cost Consultant**

**Construction Cost Management**  
Media, Pennsylvania

# ALVIN W. FRENCH, RA, NCARB

PRINCIPAL IN CHARGE

## EDUCATION:

Architecture & Engineering Coursework  
University of Delaware

## YEARS EXPERIENCE:

48

## REGISTRATIONS:

Registered Architect: Delaware, Maryland, Virginia,  
Certified by the National Council of Architectural  
Registration Boards

## PROFESSIONAL AFFILIATIONS/ACTIVITIES:

Former Member, Delaware Board of Architects  
Member, A/E Advisory Committee  
Delaware Tech, Owens Campus

## PROFESSIONAL EXPERIENCE:

Mr. French has served as Project Manager and Design Director for numerous diversified building projects over his 48 year career. These projects include a wide range of educational, residential, commercial, and governmental facilities throughout the Delmarva area. He is an experienced and creative designer who creates cost effective solutions for each client.

Notable projects include: Delaware Electric Cooperative Office Building, University of Delaware Carvel Research and Education Center, Delaware Technical and Community College Student Services Center and the Sussex County Family Courthouse.

He is a former professional member of the Delaware Board of Architects and serves on the Advisory Board of Delaware Technical and Community College.

FRENCH + RYAN, INC.

## FIRM EXPERIENCE

### Delaware State Police, Troop 5

New 4,600 s.f. addition and conversion of 4,868 s.f. former State Chamber Building into a new Headquarters Building for Troop 5.

### South Bethany Police Department

Architect of Record for a new 4,500 s.f. Town Hall and 1,760 s.f. Police Station. Provided Master Planning, Preliminary Design, Bidding & Construction Administration.

### Fenwick Island Public Safety Building

Provided master planning & preliminary design study

## INDIVIDUAL EXPERIENCE

### Seaford Police Department

12,000 s.f. Police Station and site improvements. Communications Room, holding cells, locker, workout, booking, interrogation, conference and support spaces.

### Milford Police Department

New 14,000 s.f. building housing Communications Room, personnel, Administration, security and support spaces.

## OFFICE BUILDINGS

Delaware Electric Cooperative  
Greenwood, Delaware

Tidewater Utilities  
Dover, Delaware

Dentsply/Caulk  
Milford, Delaware

Plp/Prinametal, Inc. Professional Leasing Office  
Lab. Products/Bio-Medical Data Systems  
Seaford, Delaware

French + Ryan, Inc.

Architecture • Interior Design • Site Planning

# PATRICK W. RYAN, AIA, P.P.

PRINCIPAL

FRENCH+RYAN, INC.

## EDUCATION:

Bachelor of Architecture, With Honors  
University of Tennessee  
Associate in Science, Business Administration,  
University of Delaware

## YEARS EXPERIENCE:

36

## REGISTRATIONS/LICENSES:

Registered Architect: Delaware, Maryland, Virginia,  
New Jersey, Pennsylvania  
Licensed Professional Planner: New Jersey  
Certified by the National Council of Architectural  
Registration Boards  
FCC-Licensed Amateur Radio Operator

## PROFESSIONAL AFFILIATIONS/ACTIVITIES:

Member, American Institute of Architects &  
AIA/Delaware  
Recipient of NCARB President's Medal for  
Outstanding Service  
Past President, Delaware Board of Architects  
Past Director, National Council of Architectural  
Registration Boards  
Past Director & Chair of Legislative Affairs  
AIA Delaware

## PROFESSIONAL EXPERIENCE:

Mr. Ryan has an extensive background with the design, planning, and construction follow-through of institutional and commercial facilities. He is experienced in the preparation of feasibility studies, space utilization and analysis, building programming, master planning, preparation of construction documents, and the administration of construction contracts.

His related experience includes four Police Stations, three Fire Stations and numerous office buildings.

He has significant experience in roofing systems evaluation and replacement projects. He is a graduate of the Built-Up-Roofing Systems Institute, has been an instructor at Delaware Technical & Community College and provides services as an expert witness.

## FIRM EXPERIENCE

**Delaware State Police, Troop 5**  
New 4,600 s.f. addition and conversion of 4,868 s.f. former State Chamber Building into a new Headquarters Building for Troop 5.

**South Bethany Police Department**  
Architect of Record for a new 4,500 s.f. Town Hall and 1,760 s.f. Police Station. Provided Master Planning, Preliminary Design, Bidding & Construction Administration.

**Harrington Police Department**  
Renovation of the existing 2 story police department to meet current handicapped accessibility and fire code requirements

## INDIVIDUAL EXPERIENCE

**Seaford Police Department**  
12,000 s.f. Police Station and site improvements. Communications Room, holding cells, locker, workout, booking, interrogation, conference and support spaces.

**Milford Police Department**  
New 14,000 s.f. building housing Communications Room, personnel, Administration, security and support spaces

# Daniel A. Redstone, FAIA, NCARB, LEED AP

## Public Safety Specialist

For the past 30 years Mr. Redstone has led the programming and design efforts for numerous law enforcement, justice and public safety agencies. As Principal-in-Charge, Dan works directly with agencies and command staffs throughout the country. He has gained valuable insight on the spectrum and variety of police services offered nationally, as well as having worked with a variety of organizational structures.

Mr. Redstone acts as a catalyst in defining project issues, which permits the development of quality space facility programs that incorporate the long-term needs of the client agency, and which form the basis for a successful project.

Mr. Redstone is a regular participant at the IACP Annual Conference, the annual AIA Committee on Justice Conference, and state and local police and fire associations' functions and conferences.

### Education

1967 MBA, University of Michigan  
1965 B. Architecture, University of Michigan

### License

State of Michigan, 1972  
NCARB Certificate Holder  
Licensed in 12 other states

### Professional Affiliations

MI Board of Professional Surveyors, 2003-2011  
MI Board of Architects, 1992-2002, 2003-2011  
International Association of Chiefs of Police  
International Association of Fire Chiefs  
Michigan Association of Chiefs of Police  
Michigan Association of Fire Chiefs  
SE Michigan Association of Chiefs of Police  
SE Michigan Association of Fire Chiefs  
American Arbitration Association, Panel Member  
National Architectural Accrediting Board-  
Accreditation Team Member (4); Chair-2010

### Honors

2007 AIA Detroit, Gold Medal  
2002 Fellow (FAIA), American Institute of Architects  
1995 AIA Michigan, Robert Hastings Award  
1992 AIA Board Member of the Year

### Conferences

AIA Academy of Architecture for Justice, 2006-2009; Law Enforcement Track Leader- 2006  
IACP Annual Conference and Exposition, 1993-2009; Exhibitor, 2002-2009

### Recent Public Safety Projects

Fire Headquarters, Chesterfield Township, MI  
Grosse Pointe Park Public Safety Building (Police & Fire), Grosse Pointe Park, MI  
Public Safety Facility, Bridgeport, WV  
\*Public Safety Complex, Jacksonville, NC  
Public Safety Building, Springfield, MI  
Central Fire Station, Taylor, MI (Design-Build)  
Fire Headquarters, Waterford Township, MI  
Fire Station #2, Southfield, MI  
\*Police Headquarters, Meridian, MS  
Police Headquarters, Carbondale, IL  
\*Michigan State Police Post, Bay City, MI  
\*Police and Court Study, Lansing MI  
Police Department Headquarters, Clayton, MO  
Sheriff's Substation, Delta Township, MI  
Security Assessment, Ontario Police College, Aylmer, Ontario  
City Hall & Police Headquarters, City of Utica, MI  
Police Department and City Hall, Saline, MI  
Police/Fire Administration Building, Troy, MI  
Police Headquarters, Milford, MI (Design-Build)  
63<sup>rd</sup> District Court, Kent County, MI  
23<sup>rd</sup> District Court, Taylor, MI (Design-Build)  
Police Headquarters: Waterford Township, MI  
Police Administration Building, Crestwood MO  
Justice Facility (Police and 62-B District Court), Kentwood, MI  
Police Headquarters, West Bloomfield, MI  
Long-Range Strategic Plan (Police, Fire, Town Hall & Public Works), Grand Blanc Township, MI  
Police Department, Mason, MI  
Firearms Training Center, City of Novi, MI  
\*(Current Project -2010)



July 11, 2009

**CITY COUNCIL**

Mayor  
David B. Landry

Mayor Pro Tem  
Bob Gatt

Terry K. Margolis

Andrew Mutch

Kathy Crawford

Dave Staudt

Brian Burke

City Manager  
Clay J. Pearson

Chief of Police  
David E. Molloy

Deputy Chief of Police  
Thomas C. Lindberg

To Whom It May Concern:

I have had the privilege and honor of knowing Mr. Dan Redstone for more than five years and can easily say he is one of the most competent and professional individuals I have conducted business with. In early 2007, my organization was fortunate enough to secure Dan's expertise and the services of his team at Redstone Architect's to perform the Architectural Design and Engineering Services for a new Firearms Training Center. In the fall of that year construction began and in January 2008 a new, state-of-the-art Firearms Training Center was opened and dedicated.

Throughout the entire bid, award, and construction process, Dan and his team of professionals provided competent, honest and open counsel to our Project Manager to make this initiative a success. In fact, the entire \$1.75 million dollar project was only \$700 over budget and that was due to additional add-on items and change orders requested by MY organization.

In my capacity as Chief Executive, I have the opportunity to work with hundreds of vendors and service oriented businesses. The professional services of Dan Redstone and his team are the finest you will find and are truly second to none! I will continue to recommend Dan and his firm to potential clients and can objectively provide offer him the highest of praises for his efforts.

If you have any questions in this regard please don't hesitate to contact me.

Very truly yours,

David E. Molloy  
Chief of Police

Novi Police Department  
45125 W. Ten Mile Road  
Novi, Michigan 48375  
248.348.7100  
248.347.0590 fax

cityofnovi.org



# The CITY of SALINE

## POLICE DEPARTMENT

100 N. HARRIS SALINE, MICHIGAN 48176-0040  
PHONE: (734) 429-7911 FAX: (734) 429-8307

Paul L. Bunten  
Chief of Police

September 30, 2009

Mr. Daniel Redstone  
Redstone Architects, Inc.  
2709 S. Telegraph Road  
Bloomfield Hills, MI 48302-1008

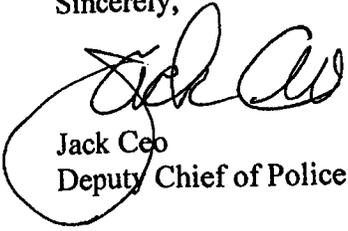
Dear Dan,

It has been seven years since our combination City Hall/Police Department building has been completed. During the planning and design of a new building, it can be difficult to determine how those plans and designs will translate to real life, and how they will actually serve the purpose for which they were intended. Even after the initial elation over having a new building has faded, I am still happy to report that the design you conceived has been very functional for the Police Department, and has successfully stood the test of time.

Your team of architects made the process very efficient. When questions were asked, or potential issues arose, they were addressed with imagination and creativity that not only gave us a pleasing design, but a very usable space, too. In my 40 years of government service, this is the first new building I have worked in. Your firm created for us a design that was within our budget, yet provides space for future growth and expansion.

I compliment you and your staff on the competencies you brought to bear on designing a new police department for us. The design process was a pleasant, exciting experience. In hindsight, I am also happy to say it brought us a very efficient and usable workspace. I would be happy to highly recommend your firm to any police department seeking a competent architectural firm to design a building for their future use.

Sincerely,

  
Jack Ceo  
Deputy Chief of Police

## DEFINED APPROACH

### MILFORD, POLICE DEPARTMENT INITIAL PLANNING PROCESS

Kick-off Meeting. French + Ryan meets with Members of the City and Police Administration to explain the process and pass out Questionnaire form, which is to be filled out by Command Staff. The purpose of the questionnaire is to allow for direct input by staff and administration to give the architects a feel for the needs of the Milford Police Department. The City and Police Department will also assemble and provide the design team with statistical data and growth projections that may assist the team in the programming and planning process. Redstone Architects will participate via teleconference.

#### **Step 1. Users-Stakeholders fill out Questionnaires.**

The users and appropriate stakeholders will fill out the questionnaires and return them to our office prior to the interviews. The questionnaire form is a useful tool that allows the staff filling them out to focus on the issues before meeting with our design professionals.

#### **Step 2. Redstone Architects develops it initial compilation of required spaces and functions.**

From the completed questionnaires, Redstone will develop an initial compilation of required spaces and functions, which will be used during the interview process to solidify our understanding of your current and future needs.

#### **Step 3. Interviews and Site Visits**

Interviews are held by French + Ryan/Redstone to meet the users and appropriate stake holders to discuss the higher level issues to be explored in the interview process. During the interviews, our goals are to bring out all the stakeholder's goals, objectives, dreams, and fears regarding this project. Topics specific to the Milford Police Department may include:

- Present and future staffing requirements

- Security

- Site requirements – Security; Separation of public and staff; Ingress and Egress

- Site Location – what are the attributes the city may be looking for?

- Space requirements and standards and building expandability

- Working Environment

- Budget

- Timetable

The purpose of the discussions that occur during this set of interviews is to make the design team aware of operational issues and objectives that need to be addressed, and gain an understanding of the needs identified. In parallel with the completed questionnaires and our initial compilation, we will also discuss data supplied by the departments that might affect facility staffing. Examples of such data are population growth, calls for service, etc. From these discussions we will confirm the Police Department's best projections of future growth, including the need for flexible spaces.

**Step 4. Space Needs Analysis**

Based on the interviews, we will develop a Space Needs Analysis, which lists by space or activity all of the areas needed to accommodate projected operational needs. The individual square footages are summarized. Departmental square footages are multiplied by an internal "gross up factor" to account for circulation within individual departments or specialty areas. The departmental requirements are then totaled, and a second gross up factor is applied to account for building structure, external and internal walls, circulation spaces between departments and mechanical and electrical spaces. The total of this process provides the Projected Gross Square Footage for the identified Needs. Vehicular and other special needs are also identified, in order to size special parking and operational needs to be located at the proposed facility (e.g., Mobil Command Vehicle and undercover cars).

**Step 5. Space Needs Analysis- Review by City and Police Department**

We then ask department heads and command staff, as well as the City Administration, to review the initial space needs document to confirm that all known needs have been covered, and to make adjustments for items that may have been omitted or misunderstood.

**Step 6. Final Review and Acceptance by City.**

Adjustments are made, and we then ask for a 2<sup>nd</sup> review in order to finalize the analysis. Once accepted by the City, the Space Needs Analysis becomes the basis for the analysis of various sites being considered, and eventually the conceptual design of a new Police Facility.

**Step 7. Selection of up to three (3) Potential Sites.**

During Step 3, French + Ryan/Redstone will have toured Milford to identify potential sites for a future police building. With the acceptance of the Space Needs Analysis, the design team will select up to three sites that appear to accommodate the analysis and the criteria established by the city and the design team.

**Step 8. Analysis of up to three (3) Potential Sites.**

Using the Space Needs Analysis and the established criteria, the design team will analyze the sites that appear to accommodate the analysis and the criteria established by the city and the design team, including meeting required security thresholds.

**Step 9. Present Evaluations to City. Recommend a Preferred Site.**

**Step 10. City Selects site for French + Ryan/Redstone to develop a Conceptual Design.**

**Steps 11 through 16. Develop Conceptual Floor Plans and Elevations.**

Using an iterative process, we will develop a conceptual floor plan reflecting the requirements of the Space Needs Analysis and the unique characteristics of the preferred site. The conceptual design will be developed to create an efficient work flow and provide a good working environment for the police department. Of paramount importance will be the security issues, taking into consideration the site, the public spaces, staff egress, staff parking, prisoner security and safety, etc.

We will meet periodically with the department and the city to review the layouts and obtain feedback, so that the users become a real part of the design process.

**Step 17. Develop initial Cost Projections.**

Applying unit square footage costs to the conceptual building and site design, we will develop an initial budget for the Project, including allowances for soft costs. Soft costs include such items as Furniture, Fixtures & Equipment (FF & E), Owner costs, professional fees, security equipment, IT requirements, and other specialized items that may be identified during this process.

**Step 18. Final Review by Client.**

**Step 19. Assemble Final Study and Executive Summary; submit to City**

We will prepare a "final draft" of the Study, including an Executive Summary, which provides a broad view of the report and its conclusions. The final draft would be discussed with the building committee prior to its issuance. After comments from the City Administration and Police Department are received and incorporated, the Final Study, including conceptual building and site plans and a Project budget projection, will be presented to the City of Milford for use in approving the Study and the Budget.

**Step 20. Presentation to the City of Milford.**

The final step in our process is to present our findings and design concepts to the City at a public meeting. Our presentation will be a document that has been developed as a Team, reflects a unified consensus, and meets the requirements of your community. Upon approval, our recommendation, based on thorough discussion, interaction, and agreement of both the users and the representatives of the City, will become the foundation for a successful Project. Presentation will be made by French + Ryan, Inc. Redstone Architects participation is optional.

**Preliminary Schedule**  
**Milford Police Department**  
**August 23, 2010**

ID	Task Name	Duration	Start	Finish	2011						
					August	September	October	November	December	January	February
1	<b>Programming</b>	<b>33 days</b>	<b>Wed 9/1/10</b>	<b>Fri 10/15/10</b>							
2	Kick Off Meeting	1 day	Wed 9/1/10	Wed 9/1/10							
3	Prepare initial compilation	10 days	Thu 9/2/10	Wed 9/15/10							
4	Interviews with Departments	11 days	Thu 9/16/10	Thu 9/30/10							
5	Develop Space Needs Analysis	10 days	Fri 10/1/10	Thu 10/14/10							
6	Review with Milford Police Dept.	1 day	Fri 10/15/10	Fri 10/15/10							
7											
8	<b>Site Analysis &amp; Design</b>	<b>32 days</b>	<b>Mon 10/18/10</b>	<b>Tue 11/30/10</b>							
9	Based on program, select 3 building sites	10 days	Mon 10/18/10	Fri 10/29/10							
10	Analyze selected sites, develop select criteria	20 days	Mon 11/1/10	Fri 11/26/10							
11	Present Site Evaluations to Milford Police Dept.	2 days	Mon 11/29/10	Tue 11/30/10							
12											
13	<b>Conceptual Building &amp; Site Plans</b>	<b>39 days</b>	<b>Wed 12/1/10</b>	<b>Mon 1/24/11</b>							
14	Prepare initial site & floor plans	5 days	Wed 12/1/10	Tue 12/7/10							
15	Present initial plans to Users & PD	2 days	Wed 12/8/10	Thu 12/9/10							
16	Continue development of conceptual plans	5 days	Fri 12/10/10	Thu 12/16/10							
17	Begin massing studies	5 days	Fri 12/17/10	Thu 12/23/10							
18	Internal team meeting	1 day	Fri 12/24/10	Fri 12/24/10							
19	Progress meeting with Owner	1 day	Mon 12/27/10	Mon 12/27/10							
20	Develop initial Schematic Elevations	5 days	Tue 12/28/10	Mon 1/3/11							
21	Complete Conceptual Plans & Elevations	5 days	Tue 1/4/11	Mon 1/10/11							
22	Develop Cost Projections	5 days	Tue 1/11/11	Mon 1/17/11							
23	Final Review by Milford Police Department	1 day	Tue 1/18/11	Tue 1/18/11							
24	Assemble Final Study & Executive Summary	3 days	Wed 1/19/11	Fri 1/21/11							
25	Presentation to Milford City Council	1 day	Mon 1/24/11	Mon 1/24/11							

**Project No. M27040**  
**French + Ryan, Inc.**

Task		Rolled Up Task	
Split		Rolled Up Split	
Progress		Rolled Up Milestone	
Milestone		Rolled Up Progress	
Summary		External Tasks	

Project Summary	
External Milestone	
Deadline	

REDSTONE ARCHITECTS, INC.		FRENCH + RYAN, INC.		PHASE I WORK PLAN	REDSTONE TRIPS TO Milford
Principal	Designer	Principal	Staff		
D. Redstone, FAIA	(Support)	A. French, AIA	(support)		
				<b>Programming</b>	
		3		Kick-off Meeting (FRENCH + RYAN). Hand out Questionnaires to appropriate City and Police Department staff. Redstone to participate via tele-conference.	video/teleconference
2	8			<b>Step 1.</b> Users-Stakeholders fill out Questionnaires.	
20		8		<b>Step 2.</b> Redstone prepares "initial compilation" using information from questionnaires	
	28	2		<b>Step 3.</b> Interviews with Department. Visit possible sites. (2 days); Identify special needs of the Milford Police Department; Observe Milford PD Operations.	Trip
2	8	2		<b>Step 4.</b> Develop Space Needs Analysis, based on interviews;	
2	2	3		<b>Step 5.</b> Review with Milford PD & City representatives via tele-conference. Adjust program as necessary.	video/teleconference
				<b>Step 6.</b> Review Adjusted Program with PD & City. Obtain Approval of Program	video/teleconference
				<b>Site Analysis &amp; Selection</b>	
2	9	12		<b>Step 7.</b> Using criteria from approved program, identify up to three (3) potential sites that appear suitable for a new police facility	
2	12	8	36	<b>Step 8.</b> Analyze selected sites and develop comparison based Space Needs Assessment and various site criterion.	
2	2	3	3	<b>Step 9.</b> Present Site Evaluations to City of Milford. Recommend a Preferred Site.	video/teleconference
				<b>Step 10.</b> City selects Site for Architect to develop a conceptual design	
				<b>Conceptual Building and Site Plans</b>	
4	36			<b>Step 11.</b> prepare initial floor and site plan concepts	
10		4	4	<b>Step 12.</b> Present initial plans and concepts to Users and City.	Trip
2	24	4		<b>Step 13.</b> Continue to develop Conceptual Plans; begin initial massing studies; inter	
2	2	4		<b>Step 14.</b> Progress Meeting with Client.	video/teleconference
	24	2		<b>Step 15.</b> Develop Initial Schematic Elevations; internal team teleconferences	
	24	2		<b>Step 16.</b> Complete Conceptual Plans & Elevations; internal team teleconferences	
		12		<b>Step 17.</b> Develop Cost projections.	
2	2	3	3	<b>Step 18.</b> Final Review by Client	video/teleconference
2	8	4	2	<b>Step 19.</b> Assemble Final Study and Executive Summary	
0		4		<b>Step 20.</b> Presentation to Milford	
54	189	80	48	<b>HOURS- SUBTOTAL</b>	
				Standard Hourly Rates	
Redstone	\$ 26,055.00	F+R	\$ 18,880.00	<b>SUBTOTAL, PROFESSIONAL FEE:</b>	<b>\$ 44,935.00</b>
				<b>Reimbursable Expenses (estimated):</b>	
				TRIPS: Airfare (2), lodging (4) nights and expenses	\$ 2,000.00
				Printing	\$ 300.00
				Mileage	\$ 150.00
				<b>Subtotal- Reimbursable Expenses</b>	<b>\$ 2,450.00</b>
				<b>TOTAL PROPOSED FEE &amp; EXPENSES</b>	<b>\$ 47,385.00</b>

## **Familiarity with Public Works**

French + Ryan, Inc., has completed numerous Public Works Projects. Our State, Municipal and University clients include:

### **A. Municipal Government**

- City of Harrington
- City of Milford
- Town of Georgetown
- Town of South Bethany
- Town of Fenwick Island

### **B. State Agencies**

- Department of Administrative Services
- Department of Agriculture
- Department of Health and Social Services
- Department of Natural Resources and Environmental Control
- Department of Public Safety

### **C. College/University**

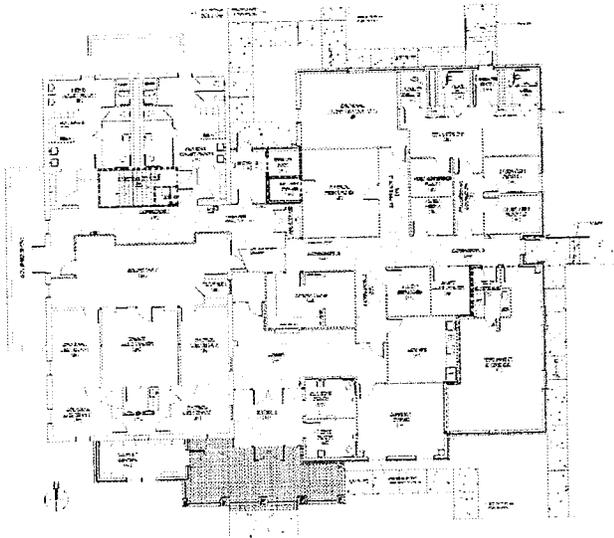
- Delaware Technical & Community College (Owens Campus, Terry Campus, and the Office of the President)
- University of Delaware (Georgetown Substation and College of Marine studies)
- Delaware State University

### **D. School Districts**

Caesar Rodney  
Cape Henlopen  
Capitol  
Delmar  
Indian River  
Laurel  
Milford  
Seaford  
Sussex Technical High School  
Woodbridge

# ADAMS - EWING PUBLIC SAFETY COMPLEX

BRIDGEVILLE, DE



## OWNER

THE STATE OF DELAWARE  
DELAWARE STATE POLICE

## CONSTRUCTION COST

\$2.8 MILLION

## SIZE

9,550 S.F.

## COMPLETION DATE

OCTOBER 2005

## CONTACT

MAJOR RANDALL HUGHES  
302-739-5911



Project consists of renovations and a 4,600 square foot addition for the conversion of the Existing Visitor Center to New Headquarters for the Delaware State Police Troop 5 located on Route 13, Bridgeville, Delaware. The project also consists of a new 3,600 square foot Emergency Medical Services Building for Sussex County EMS. This building also includes auto maintenance bays for the State Police. Site work provides additional parking and a Helipad for use by the State Police Aviation Section.

French + Ryan, Inc.  
Architecture • Interior Design • Site Planning

# SOUTH BETHANY TOWN HALL & POLICE STATION

BETHANY BEACH, DE

## OWNER

THE TOWN OF SOUTH BETHANY  
SOUTH BETHANY, DE 19930

## CONSTRUCTION COST

\$1.0 MILLION

## SIZE

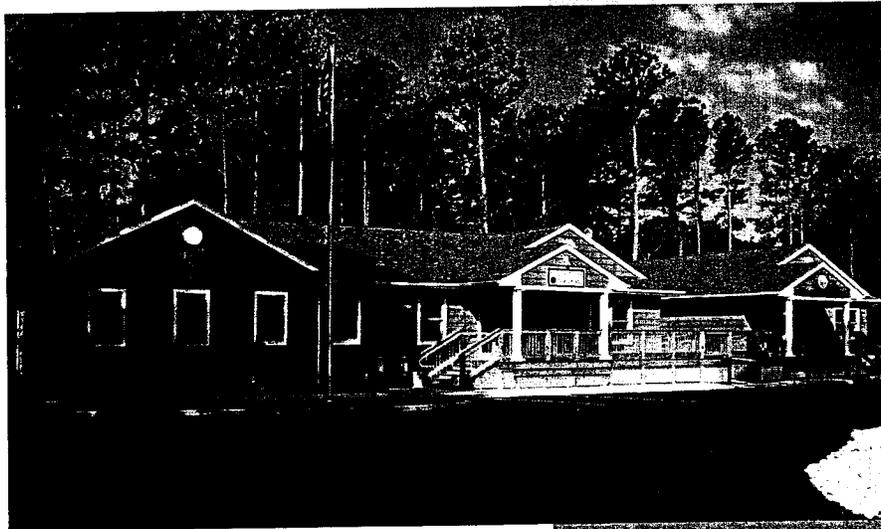
4,530 S.F.

## COMPLETION DATE

FEBRUARY 2008

## CONTACT

MELVIN CUSICK, TOWN MANAGER  
302-539-3653 , x213



F+R was engaged to prepare the Master Plan, Schematic Design, Bidding & Construction Administration for a new 4,530 s.f. Town Hall and Police Station facility for the Town of South Bethany.

The new facility replaced the existing Town Hall & Police Station. Project was designed and constructed to provide uninterrupted services to the public during the construction of the facility.

The Town Hall includes Administrative Offices, Staff Lounge and Council Chambers.  
The Police Department includes Dispatch, General Office, Evidence, Conference & Interview Facilities.

Branch & Ryan, Inc.  
Architecture • Interior Design • Site Planning

# SUSSEX COUNTY FAMILY COURT

GEORGETOWN, DE

## OWNER

STATE OF DELAWARE  
DOVER, DE 19901

## CONSTRUCTION COST

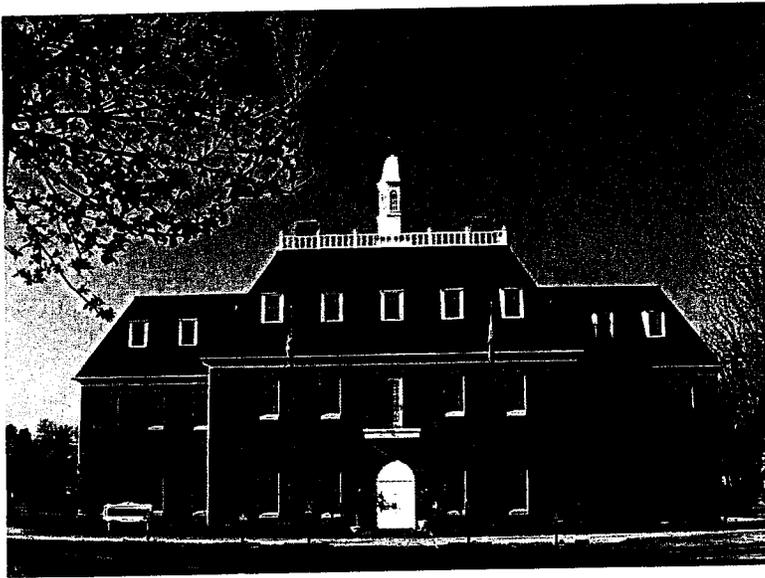
\$3.1M

## SIZE

31,000 S.F.

## COMPLETION DATE

1988



French + Ryan, Inc. designed this new 31,000 square foot, 3-story courthouse on The Circle in Georgetown, Delaware. The building reflects Georgian architecture, typical to buildings in Colonial Williamsburg, and complements other buildings on the Circle. The firm was responsible for a full range of architectural and engineering services, from design through construction. The project was finished on time and within budget.

French + Ryan, Inc.  
Architecture - Interior Design - Site Planning

# DELAWARE ELECTRIC COOPERATIVE

GREENWOOD, DE



## OWNER

DELAWARE ELECTRIC COOP, INC.  
ROUTE 13  
P.O. BOX 600  
GREENWOOD, DE 19950

## CONSTRUCTION COST

\$3.8 MILLION

## SIZE

26,000 S.F.

## COMPLETION DATE

1998

The new, 26,000 square foot office building blends the old structure with the new by incorporating an atrium featuring large ceiling fans and plants as well as an employee dining area. This building also utilizes clean, sustainable and renewable geothermal heat pumps and energy recovery units for heating and cooling. Geo-exchange is recognized by the EPA and US Department of Energy as the most efficient and environmentally friendly heating and cooling system available.

The new building consists of Offices, closed circuit television surveillance, Conference and Training Rooms, and new Kitchen and Lounge areas to serve Delaware Electric employees.

New features which benefit the customers of Delaware Electric Coop., Inc. are additional parking, better traffic flow both inside and outside the facility, and a drive-through payment window.

**French + Ryan, Inc.**  
Architecture • Interior Design • Site Planning

# UNIVERSITY OF DELAWARE CARVEL EDUCATION CENTER

GEORGETOWN, DE



## OWNER

UNIVERSITY OF DELAWARE  
222 SOUTH CHAPEL STREET  
NEWARK, DE 19716

## CONSTRUCTION COST

\$7.6 MILLION

## SIZE

28,000 S.F.

## COMPLETION DATE

DECEMBER 2005

## CONTACT

DR. MARK ISAACS  
302- 856-1997 X-200

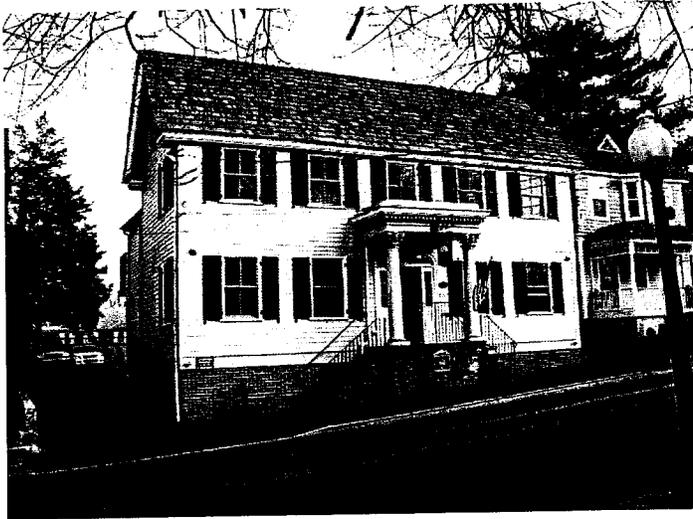


The Elbert N. & Ann V. Carvel Research & Education Center is one of the most important projects in the history of the University of Delaware College of Agriculture and Natural Resources. The new 28,000 square foot state-of-the-art facility, located at the Georgetown Campus, consists of offices and meeting rooms to provide the quality, comprehensive outreach, teaching and research programs to the many communities it serves.

Branch & Ryan, Inc.  
Architecture • Interior Design • Site Planning

# MILTON TOWN HALL RENOVATIONS

MILTON, DE



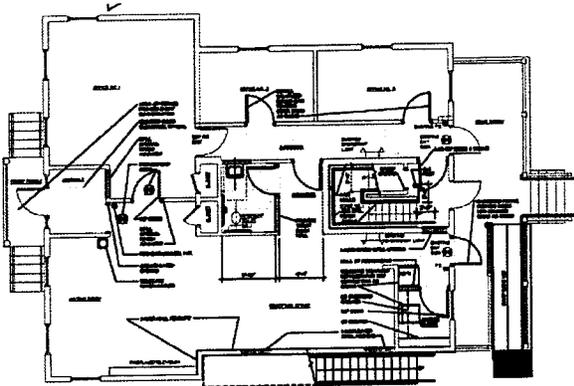
**OWNER**  
THE TOWN OF MILTON  
MILTON, DE

**CONSTRUCTION COST**  
\$260,000 (All 3 Phases)

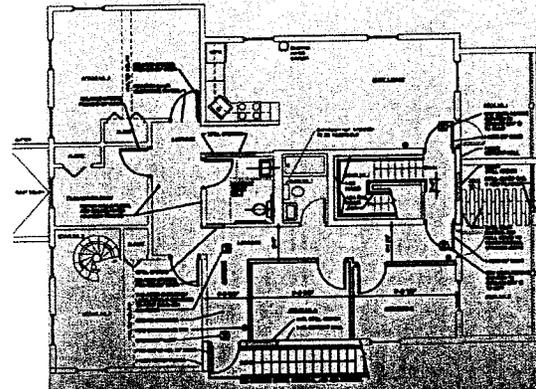
**SIZE**  
3,700 S.F.

**COMPLETION DATE**  
NOVEMBER 2008

**CONTACT**  
GEORGE DICKERSON  
302-684-4110



First Floor



Second Floor

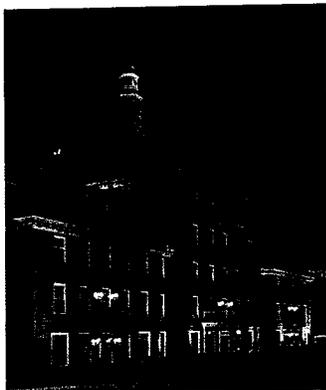
The Town of Milton directed that their newly – acquired Town Hall be upgraded to meet current Fire, Building, and ADA Codes. F+R conducted a thorough assessment of the building to investigate Fire Protection, Exiting, Emergency Lighting and ADA Conditions.

Subsequent to the preparation of the Building Assessment, we prepared Drawings and Specifications and provided Construction Administration Services.

French & Ryan, Inc.  
Architecture • Interior Design • Site Planning

## Firm Portfolio of Public Safety, Law Enforcement and Justice Projects

### Clayton, MO Police Headquarters – Existing Building Conversion Study (2009)



<b>Size:</b>	42,000 sf (Renovation)
<b>Scope:</b>	Programming & Conceptual Design Services
<b>Construction Budget:</b>	\$ 7,000,000
<b>Final Construction Cost:</b>	N/A
<b>Location:</b>	Clayton, MO
<b>Est. Completion Date:</b>	N/A
<b>Final Completion Date:</b>	N/A
<b>Owner Contact Information:</b>	Tom Byrne, Chief of Police (314) 290-8401

Redstone Architects and ARCTURIS were engaged by the City of Clayton, Missouri to develop a program for a new facility for its police department. The City subsequently engaged our team to perform a due diligence an existing building in Clayton to determine the feasibility of its use. The city has purchased the building, and will implement our recommendations.

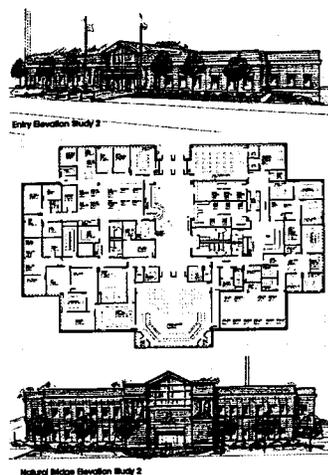
### Jacksonville, NC Public Safety Building (2010-Current)



<b>Size:</b>	93,000 sf
<b>Scope:</b>	Programming & Design Services
<b>Construction Budget:</b>	\$20,000,000
<b>Final Construction Cost:</b>	N/A
<b>Location:</b>	Jacksonville, NC
<b>Est. Completion Date:</b>	2011- 2012
<b>Final Completion Date:</b>	N/A
<b>Time Adherence:</b>	N/A
<b>Owner Contact Information:</b>	Mike Yaniero, Chief of Police (910) 938-6403

Redstone Architects, law enforcement consultant, and Gantt Huberman Architects of Charlotte, NC, were selected to design the city's new Public Safety Building. The facility will house the Police Department, Fire Department Headquarters, and the main fire station.

### Bridgeton, MO City Hall and Police Department (2009-2010)



<b>Size:</b>	42,000 sf
<b>Scope:</b>	Programming & Design Services
<b>Construction Budget:</b>	\$10,000,000
<b>Final Construction Cost:</b>	N/A
<b>Location:</b>	Bridgeton, MO
<b>Est. Completion Date:</b>	2011
<b>Final Completion Date:</b>	N/A
<b>Time Adherence:</b>	N/A
<b>Owner Contact Information:</b>	Tom Haun, City Administrator (314) 739-7500

Redstone Architects, law enforcement consultant to Chiodini Associates of St. Louis, MO, programmed and provided design services for the police portion of the city's new Governmental Complex. The police department will occupy approximately 25,000 sf of the facility. The sloping site provided challenges and opportunities for the team to create an exciting and efficient solution.

### Meridian, MS Police Department (2008-2010)



**Size:** 53,000 sf  
**Scope:** Programming & Design Services  
**Construction Budget:** \$12,500,000  
**Final Construction Cost:** N/A  
**Location:** Meridian, MS  
**Est. Completion Date:** N/A  
**Final Completion Date:** N/A  
**Time Adherence:** N/A  
**Owner Contact Information:** Benny DuBose, Chief of Police  
(601) 485 -1893

Redstone Architects, law enforcement consultant, and LPK Architects of Meridian, MS programmed and designed a new facility for the Meridian MS Police Department. Schematic Design has been completed.

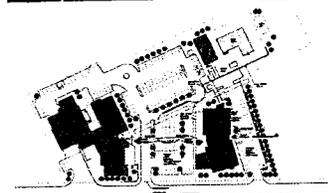
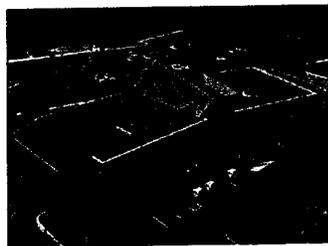
### Saline, MI Police Department and City Hall (1998-2003)



**Size:** 36,000 sf  
**Scope:** Full A/E Services & Programming  
**Construction Budget:** \$5,228,000  
**Final Construction Cost:** \$5,188,000  
**Location:** Saline, MI  
**Est. Completion Date:** Mid 2002  
**Final Completion Date:** Mid 2002  
**Time Adherence:** On Schedule  
**Owner Contact Information:** Paul L. Bunten, Chief of Police  
(734) 429-7911

The growing community of Saline was in need of a larger facility to accommodate for current and future needs. The building addition and renovation project combined the City Hall offices with a new Police Headquarters, which includes a common public entrance. The Police Headquarters includes administrative offices, dispatch rooms, meeting rooms, squad rooms, lockers, security garage, prisoner processing area, two single cells, and an armory, and an area for evidence processing and storage.

### Crestwood, MO Police Headquarters (2003-2004)



**Size:** 31,500 sf  
**Scope:** Programming & Design Services  
**Construction Budget:** \$6,500,000  
**Final Construction Cost:** N/A  
**Location:** Crestwood, MO  
**Est. Completion Date:** N/A  
**Final Completion Date:** N/A  
**Time Adherence:** New project cancelled to favor remodel  
**Owner Contact Information:** Frank Arnoldy, Captain  
(314) 729-4810

Redstone Architects partnered with local architects Horner & Shifrin to provide the space needs evaluation for a new building to be located on the existing civic center site. After receiving a thorough analysis, the City of Crestwood then commissioned our team to provide the full design package for their new facility (*not built.*)

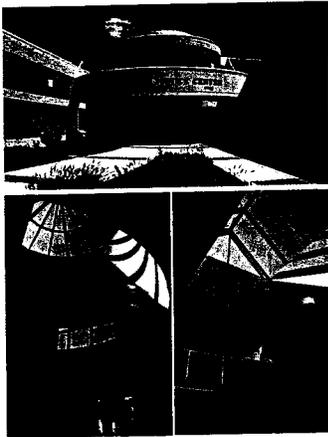
### Troy, MI Police Headquarters (2001-2004)



**Size:** 74,000 sf (49,750 new +24,250 renovation)  
**Scope:** Full A/E Services; Programming  
**Construction Budget:** \$10,710,500  
**Final Construction Cost:** \$10,500,000  
**Location:** Troy, MI  
**Est. Completion Date:** August 2004  
**Final Completion Date:** April 2004  
**Time Adherence:** On Schedule  
**Owner Contact Information:** Gary Mayer, Chief of Police  
(248) 524-3454

Redstone Architects participated in the 1999-2000 Needs Assessment for the City of Troy. Redstone was then hired for the AE services for a 49,500 square foot addition combined with a 24,000 square foot renovation, which houses the Troy Police Department and Administrative Offices for the Fire Department.

### Kentwood, MI Police and Justice Center (2001-2003)



**Size:** 60,415 sf  
**Scope:** Programming & Design Services  
**Construction Budget:** \$7,500,000  
**Final Construction Cost:** \$7,654,259  
**Location:** Kentwood, MI  
**Est. Completion Date:** Spring 2002  
**Final Completion Date:** July 2002  
**Time Adherence:** On Schedule  
**Owner Contact Information:** Richard Mattice, Chief of Police  
(616) 698-6580

The City of Kentwood engaged Redstone Architects, Inc. and Post Associates to provide a Needs Assessment and subsequent Design Services for its police department and 62B District Court. The police department is just over 40,000 sq. ft and the court facility is 19,000 sq.ft.

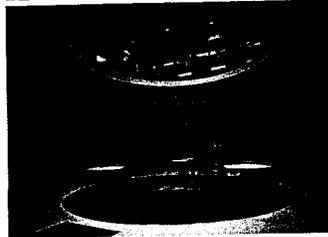
### West Bloomfield, MI Police Headquarters (1990) / Addition (2005)



**Size:** 27,500 sf (New) / 6,500 sf (addition)  
**Scope:** Full A/E Services & Programming  
**Construction Budget:** N/A \$1,227,312 (addition)  
**Final Construction Cost:** \$3,025,947 \$1,069,954 (addition)  
**Location:** West Bloomfield, MI  
**Final Completion Date:** 02/1990 10/2004 (addition)  
**Time Adherence:** On Schedule  
**Owner Contact Information:** Ron Cronin, Chief of Police  
(248) 682-9200

Redstone Architects, Inc. combined aesthetics with efficiency when designing this award-winning police facility in West Bloomfield's civic center. The two-level, 27,500 square foot complex is friendly and open, featuring large skylights over the front and rear lobbies. The main level includes administration, investigations, communications, record-day room, computer room, prisoner holding cells with connecting sally port, interrogation rooms, witness interview rooms, maintenance garage, training rooms and cafeteria.

### Waterford Township, MI Police Headquarters (1999-2003)



**Size:** 57,612 sf  
**Scope:** Full A/E Services & Programming  
**Construction Budget:** \$8,267,000  
**Final Construction Cost:** \$8,387,000  
**Location:** Charter Township of Waterford, MI  
**Final Completion Date:** 11/2001  
**Time Adherence:** On Schedule  
**Owner Contact Information:** Dan McCaw, Chief of Police (248) 674-0351

As part of a master plan to redevelop its Civic Center, Waterford Township engaged Redstone Architects, Inc. to perform a Needs Assessment Study for a new police headquarters. Redstone determined the department's needs and designed a new facility. The new 56,000 square foot building includes a large multipurpose training room; a dispatch room with direct monitoring of the cell area through one-way glass and closed circuit television; an exercise room; and a forensic garage.

### Milford, MI Police Department (1999-2004)



**Size:** 14,200 sf  
**Scope:** Design-Build  
**Construction Budget:** \$1,305,000  
**Final Construction Cost:** \$1,250,000  
**Location:** Milford, MI  
**Est. Completion Date:** Fall 2003  
**Final Completion Date:** Fall 2003  
**Time Adherence:** On Schedule  
**Owner Contact Information:** Wayne Walli, Chief of Police (248) 684-1815

Controlling costs was a major concern of Milford Township in building a new Police Department addition on its Civic Center campus. The Village of Milford and Milford Township share a single Police Department, with the Township responsible for the actual construction of a new building. Redstone Architects provided the Township a Design-Build approach to the project that allowed for unparalleled project management and cost control.

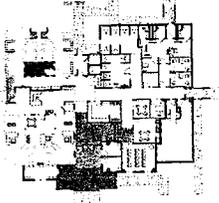
### Lowell, MI Police Department and City Hall (2002-2003)



**Size:** 27,000 sf  
**Scope:** Programming & Design Services  
**Construction Budget:** \$3,900,000  
**Final Construction Cost:** \$3,700,000  
**Location:** Lowell, MI  
**Est. Completion Date:** Mid 2003  
**Final Completion Date:** June 2003  
**Time Adherence:** On Schedule  
**Owner Contact Information:** James Valentine, Ionia County 991 Director, 616-522-0911

The City of Lowell selected Redstone Architects and FTCH to provide a Needs Assessment and Schematic Design Study for a municipal office, police station, and related facilities. Redstone Architects provided a Police Department Study that carefully analyzed the long-range space needs, evaluated the possibilities of adapting the existing facility to meet the department's needs while preserving its historic presence, and then designed the Department's space that took care of current and anticipated, future needs.

### State of Delaware State Police Troop 5 (2004)

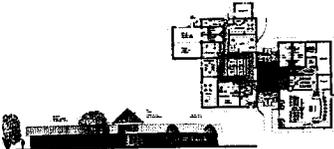
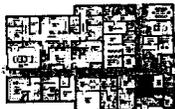


**Size:**  
**Scope:**  
**Location:**  
**Final Completion Date:**  
**Owner Contact Information:**

8,500 s.f.  
Design Consultant  
Bridgeville, DE  
2005  
Patrick Ryan, AIA  
(304) 856-4113

In the Fall of 2003, French + Ryan Architects of Georgetown, DE was commissioned by the Delaware State Police to renovate an existing visitor center located at the junction of the Sussex and Seashore Highways in Bridgeville, DE to house Delaware State Police Troop 5. The project includes 4,600 SF of renovation of the existing building and a 3,900 SF addition. French + Ryan Architects utilized the police design consultation services of Redstone Architects in formulating the layout of the new facility.

### Utica, MI Police and City Hall (2005-2006)

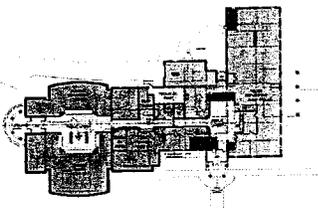


**Size:**  
**Scope:**  
**Construction Budget:**  
**Location:**  
**Owner Contact Information:**

19,000 sf  
Needs Assessment  
\$2,400,000  
Utica, MI  
Mike Reaves, Chief of Police  
(586) 731-2345

The City of Utica, MI engaged Hubbell, Roth and Clark, Inc. and Redstone Architects, Inc. to complete a Needs Analysis for the City of Utica in early 2006 for their Police, Fire, City Hall, Library and DPW Departments. Based on the results of the Needs Assessment two sites were analyzed. Due to limited funding, only the police department will be newly constructed on the site, while the city hall receives minor renovations.

### Plymouth, MI City Hall and Police Department Renovation Study (2004)

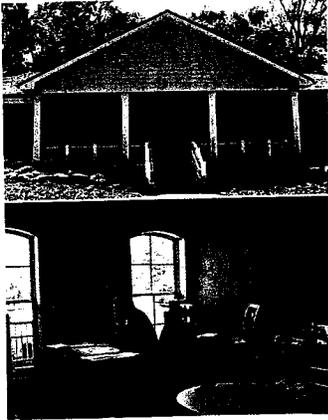


**Scope:**  
**Construction Budget:**  
**Location:**  
**Owner Contact Information:**

Needs Assessment  
\$3,700,000 to \$4,500,000  
Plymouth, MI  
Paul Sincock, City Manager  
(734) 453-1234

In 2004, the City of Plymouth, MI commissioned Wade-Trim and Redstone Architects, Inc. to prepare a master plan of their City Hall and Police Department facility. A needs analysis proved that the existing building was no longer suitable for the technological needs and flexibility of space required now and in the future. Redstone Architects, Inc. and Wade-Trim renovated the existing facility and relocated the City Hall and Police Department providing a more efficient and effective use of space. A newly constructed entryway on the southern end of the facility opens to a large public lobby. This entryway is similar to a nearby public library lobby, creating a sense of a civic campus in downtown Plymouth.

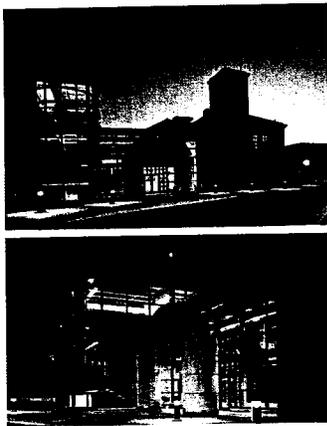
### Franklin, MI Village Police Department (1997-2002)



**Size:** 4,650 sf  
**Scope:** Full A/E Services & Programming  
**Construction Budget:** \$850,000  
**Final Construction Cost:** \$830,904  
**Location:** Franklin, MI  
**Est. Completion Date:** Early 2001  
**Final Completion Date:** Jan 2001  
**Time Adherence:** On Schedule  
**Owner Contact Information:** Pat Browne, Chief of Police  
(248) 626-9672

Redstone Architects was engaged to develop a Needs Analysis for the Village of Franklin Police, then engaged to do the Schematic Design Phase in preparation for a bond issue, which was passed by voters in March 1999. The Village Council then authorized Redstone to proceed with construction documents.

### Grosse Pointe Park, MI Public Safety Building (1993)



**Size:** 21,510 sf  
**Scope:** Full A/E Services & Programming  
**Construction Budget:** \$2,346,334  
**Final Construction Cost:** \$2,233,338  
**Location:** City of Grosse Pointe Park, MI  
**Est. Completion Date:** Fall 1993  
**Final Completion Date:** August 1993  
**Time Adherence:** On Schedule  
**Owner Contact Information:** Dale M. Krajniak, City Manager  
(313) 822-6200

The renovation and reorganization of the Grosse Pointe Park Municipal Complex solved several key operational problems facing the city. The Public Safety building, originally a fire hall built in 1928, was renovated to accommodate all fire and police functions. The building has a modern dispatch center, detective bureau, prisoner cells, locker rooms and offices. Its 6,200 square foot addition houses four parking bays for city fire trucks and emergency apparatus, evidence storage, sally port and firing range.

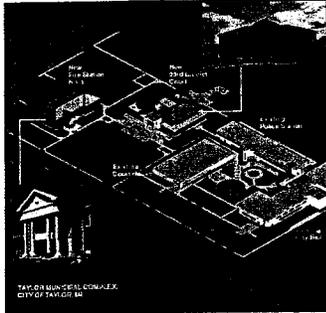
### Richmond, MI Combined Local Police and State Police Post (1995)



**Size:** 20,000 sf  
**Scope:** Full A/E Services & Programming  
**Final Construction Cost:** \$2,103,948  
**Location:** Richmond, MI  
**Est. Completion Date:** 02/1995  
**Final Completion Date:** 04/1995  
**Time Adherence:** On Schedule  
**User Contact Information:** Lt. Rob York, Michigan State Police  
(586) 727-0203

Redstone Architects, Inc. designed this 20,000 square foot facility to jointly house the city's police department and Michigan's largest full-service State Police Post. It is the state's first and only joint facility of its kind. The building was designed to solve several operational and organizational problems within the two agencies.

### 23<sup>rd</sup> District Court, Taylor, MI (2005)



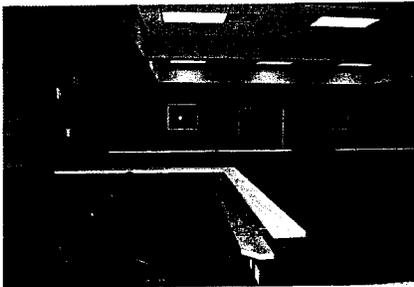
**Size:** 33,407 sf  
**Scope:** Full Architectural Services & Programming  
**Final Construction Cost:** \$5,500,000  
**Location:** Taylor, MI  
**Est. Completion Date:** Fall 2005  
**Final Completion Date:** October 2005  
**Time Adherence:** On Schedule  
**Owner Contact Information:** Vicky Bowman, Court Administrator (734) 374-1334

Redstone Architects, Inc. was hired to lead the Design-Build Team for the Taylor Municipal Complex Improvements. The project consists of four projects designed and built fast-track. The projects were completed in the fall of 2005. The improvements included a new two-story Courthouse Building with three courtrooms and a jury assembly / training room. Redstone Architects worked closely with the City to coordinate the design efforts with its "New Urbanism" development strategies along Goddard Road. Redstone Architects developed 3-D computer aided design renderings of the existing municipal campus and new buildings in the design process to help the Client visualize the new look of the campus and make important decisions.

### 63<sup>rd</sup> District Court, Kent County, MI (2007-2009)



**Size:** 40,000 sf  
**Scope:** Architectural Design & Programming  
**Final Construction Cost:** \$6,000,000  
**Location:** Grand Rapids, MI  
**Est. Completion Date:** 2010  
**Final Completion Date:** November, 2009  
**Client Contact:** Dona Gillson, Court Administrator (616) 336-4274

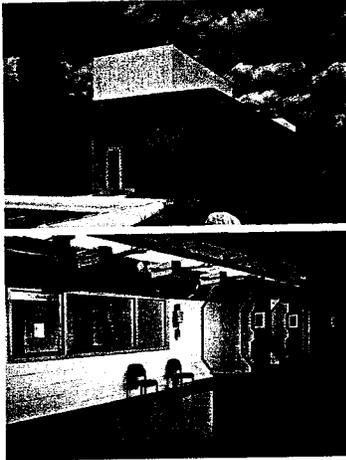


Kent County retained the team of Post Associates as Architect of Record and Redstone Architects as Court Design Consultant to provide a Needs Assessment and Design Services for its new Consolidated 63rd District Court. The goal was to consolidate its current two locations to realize increased efficiencies, and security of a single modern courthouse facility.

The approved design, developed by Redstone Architects, meets the needs of the public as well as the judicial and administrative staff. The building includes three Judge's Courtrooms and a Magistrate's Courtroom. It provides the appropriate levels of security, and future expansion potential. "Sustainability" is an integral element of this project.

Photos courtesy of Rockford Construction Company.

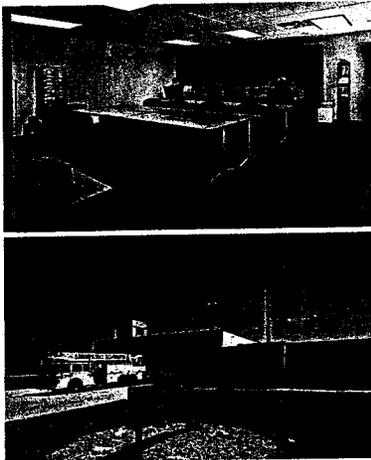
### Novi, MI Firearms Training Center (2007-2008)



**Size:** 6,500 sf  
**Scope:** Architectural Design  
**Final Construction Cost:** \$1,200,000  
**Location:** Novi, MI  
**Est. Completion Date:** Spring, 2008  
**Final Completion Date:** Spring, 2008  
**Client Contact:** Deputy Chief Victor Lauria, Novi Police  
(248) 347-0542

The City of Novi, Michigan retained Redstone Architects to program and design a new gun range for the city's Police Department. The total project cost of \$1,700,000 was funded through drug forfeiture funds.

### Springfield, MI Public Safety Addition - Design-Build (2007-2008)



**Size:** 6,500sf (renovated portion and addition)  
**Scope:** Design Build  
**Final Project Cost:** \$800,000  
**Location:** Springfield, MI  
**Est. Completion Date:** Spring, 2008  
**Final Completion Date:** Spring, 2008  
**Client Contact:** Rob Coles, Director of Public Safety  
(269) 965-7795

Redstone Architects, Inc. just completed an addition and renovation for the City of Springfield's Public Safety Department. The Needs Assessment resulted in a recommendation of a 2,700 square foot addition to the existing facility. The addition provided for the upgrading of administrative offices, and locker rooms, as well as the addition of a briefing area, evidence and property rooms. The project was a design build effort, with O'Brien Construction Company.

### Bridgeport, WV Public Safety Substation (2008-2009)



**Size:** 16,500sf  
**Scope:** Programming and Schematic Design  
**Final Construction Cost:** \$3,200,000  
**Location:** Bridgeport, WV  
**Est. Completion Date:** Fall, 2009  
**Final Completion Date:** September 2009  
**Client Contact:** Bill Yoke, AIA, WYK Architects  
(304) 624-6326

Redstone Architects, public safety consultant, and WYK Architects of Clarksburg, WV, were engaged to program and design a new Public Safety Substation to serve the growing, northern area of the city. The facility contains a three-bay apparatus wing, sleeping areas for the suppression staff, and a sally port and report writing area for the police department.

**Current Public Safety & Police Department Projects Awarded or on Hold – 2010**

- Sheriff's Department Substation, Delta Township, MI
- Public Safety (Police & Fire) Department Renovation, Needs Assessment, Holly, MI
- Police Department Headquarters, Carbondale Illinois (design consultant to ARCTURIS, St. Louis, MO)
- Police Department & Court Study, Lansing, MI (teamed with C2AE, Lansing, MI)
- Public Safety Needs Assessment and Conceptual Design, City of Grosse Pointe, MI (Joint venture with French Associates, Rochester Hills, MI)
- WCAA Administration Building, Public Safety Department, Detroit Metro Airport (law enforcement consultant to BEI/HED Joint Venture)

## LIST OF REFERENCES

We welcome you to contact our references listed below:

A. Major Randall L. Hughes,  
Field Operations Officer  
Delaware State Police Retired  
Sussex Pines Road  
Georgetown, DE 19947  
(302) 934-8732

B. Chief Joseph DeLoach  
South Bethany Police Department  
402 Evergreen Road  
South Bethany, DE 19930  
(302) 539-3653, ext. 213

C. George Dickerson, Town Manager  
Town of Milton  
101 Federal Street  
Milton, DE 19968  
(302) 684-4110

D. Gregory Weer, Supervisor Building & Grounds  
Indian River School District  
John M. Clayton School  
401 Clayton Avenue  
Frankford, DE 19945  
(302) 436-1000, ext. 135

# **REDSTONE ARCHITECTS**

Architecture • Planning • Interior Design



*Public Safety Specialists*



**REDSTONE  
ARCHITECTS, INC.**

Architecture • Planning • Interior Design

29201 Telegraph Rd. Suite 400  
Southfield, MI 48034-7647  
248.351.0770 voice  
248.351.0660 fax

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## Public Safety Specialists

*For over 20 years, Redstone Architects, Inc. has demonstrated a **unique understanding of the requirements for police, fire, emergency medical service and rescue organizations** by developing innovative design solutions for public safety agencies to improve community service and public perception through a more efficient facility design. Our understanding of operational issues assures you of receiving the skills needed to support your project.*

### Strategic Planning

*Our experience working with municipalities is more than being able to design a building type. It is **being able to help you answer the question of where your community wants to go, and then helping you get there.** The foundation of a strong master plan will allow a municipality to build its future with confidence, knowing that its planning is **sound and fiscally responsible.***

### Needs Assessments

*Whether it is decided to renovate or build new, a formal Needs Assessment is required for any project to move beyond a conceptual stage and into a more defined phase. **A thorough space analysis will demonstrate the inadequacies of the current situation, and offer reliable estimates of current and projected space requirements based upon industry standards, trends and client growth.** The Needs Assessment report also provides an estimated cost for the project.*

*Our team of specialists provides Needs Assessment and Programming assistance that will analyze your current operations and needs, assist in developing long-range plans, provide adjacency analyses, and identify your specific space requirements.*

### Unique Solutions

*Through our comprehensive program, we **have successfully developed solutions for many of the problems facing the public sector** such as increased operating expenses, undersized and outdated facilities, ineffective use of space, limited resources, ADA non-compliance, security problems, scattered operations, inadequate vehicle accommodations, and shortages of storage space.*

### Value

*We work with our clients to determine **cost-effective solutions.** Our understanding of operational, procedural and regulatory issues gives us the skills to support the client's needs. Our design experts have **successfully increased operating efficiency and maximized the use of available resources for numerous facilities.** Redstone Architects offers designs solutions within your budget that not only answer your needs today, but will also provide options for future growth.*

### Services

*Redstone Architects, Inc. provides **traditional and specialized architectural services** for new construction, renovation, adaptive use, historic rehabilitation and building additions.*

*Specialized Consulting Services include **Land Acquisition, Site Selection and Analysis, Feasibility Studies, Design/Build Services, Lender's Inspections, Forensic Services, Furniture Procurement, and Facility Management.***



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# Part I

*Firm Profile*

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## Firm Profile



### REDSTONE ARCHITECTS, INC.

Architecture • Planning • Interior Design

#### Corporate Headquarters

29201 Telegraph, Suite 400

Southfield, MI 48034

Telephone: (248) 351-0770

Facsimile: (248) 351-0660

Email: [corporate@redstonearchitects.com](mailto:corporate@redstonearchitects.com)

Website: [www.redstonearchitects.com](http://www.redstonearchitects.com)

#### Corporate Officers

Daniel A. Redstone, FAIA, NCARB  
*President and CEO*

Alfred J. Gittleman, RA  
*Senior Vice President*

#### Overview

From the beginning, the firm has understood the importance of providing design concepts that embrace not only pleasing aesthetics, but also functionality and client needs. We are committed to providing strong design leadership and technical expertise in a world where change is occurring at breakneck speed. We emphasize the importance of satisfying all of our clients' needs, including functionality, quality, and budget.

The firm maintains open communications throughout our engagement with our clients, which helps to insure a successful Project. We listen to our clients and to their users. After all, our work becomes your buildings and facilities.

The firm was established in 1937, and incorporated in Michigan in 1960. Daniel Redstone, FAIA, joined the firm in 1967, was promoted to President in 1987 and became Chairman and Chief Executive Officer in 1996.

Under Dan's leadership, the firm has become more specialized and an expert in its field by targeting specific markets with more specialized and comprehensive services. Recognizing the need for single source project administration, Redstone Architects has increased its clientele significantly by providing overall program management. Through this service, the client is afforded the convenience of project oversight from concept to completion of construction through a single point of contact.

**We specialize in municipal, public safety, justice, and law enforcement projects,** and offers a full range of architectural and professional services (master planning, programming and schematic design, space planning and interior design, construction administration and project management). Our teams are always led with the personal involvement of a Principal of the firm.

*For 70 years, we have worked to develop realistic solutions for our clients, and have helped them determine how to best maximize their space for their budget.*



Police Department, Troy, MI

#### Select Market Specialities

Redstone Architects provides specialized services to select markets, including:



- ❖ PUBLIC SAFETY, Police & Fire
- ❖ LAW ENFORCEMENT/JUSTICE
- ❖ GOVERNMENT-State, County, and Local
- ❖ CORPORATE
- ❖ EDUCATION
- ❖ INSTITUTIONAL
- ❖ COMMERCIAL

At Redstone Architects, we assist our clients throughout the design and space planning processes, as well as through programming, schematic design, contract administration and program management.

We maintain a high level of expertise for new construction, renovation, adaptive re-use, historic rehabilitation and building additions. We understand the unique nature of our clients' various needs. This enables us to provide our clients with a quick response.



*Police Department, Waterford, MI*



*Fire Station No. 2, Southfield, MI*

### Professional Services

We offer a full range of services, including:

- ❖ PROGRAM MANAGEMENT
- ❖ STRATEGIC PLANNING
- ❖ NEEDS ASSESSMENT
- ❖ PROGRAMMING
- ❖ SPACE PLANNING
- ❖ SITE PLANNING
- ❖ ARCHITECTURAL SERVICES
- ❖ FACILITIES MANAGEMENT
- ❖ PROJECT & COST ESTIMATING
- ❖ DESIGN/BUILD PROJECT DELIVERY

*Our understanding of your operational, procedural, and regulatory issues, combined with our specialized experience, creativity, imagination, and managerial skills, is your assurance that you may rely on Redstone Architects to help make your Project a success.*

### Professionals by Discipline

Redstone Architects maintains a professional staff of eight employees. Our firm is in full compliance with the architectural registration statutes of the State of Michigan, which requires that 2/3 of its principals, directors and officers be licensed as architects.

<i>Discipline</i>	<i>Staff</i>
Architects	3
Designer/Drafters	4
Administrative/Clerical	1

## Experience

We are known nationally for our work with public safety, municipal and justice facilities. We strive to help our clients achieve higher performance for planning, designing, and implementing the best and most reasonable utilization of new technology. The following is a partial list of projects completed by our firm:

### Law Enforcement/Justice

Public Headquarters/Fire Adm.	Troy, MI
Police Headquarters	Waterford, MI
Police Department	Village of Franklin, MI
Kentwood Justice Center	Kentwood, MI
Public Safety Building	Grosse Pointe Park, MI
Police Department	Saline, MI
Police Headquarters	Crestwood, MO
Police Needs Assessment	Clayton, MO
Police Headquarters	West Bloomfield, MI
Police Addition	West Bloomfield, MI
"Shared" Local and State Police	Richmond, MI
Police Department (D/B)	Milford, MI
Strategic Plan	Grand Blanc Twp, MI
23 <sup>rd</sup> District Court	Taylor, MI
Police Department & City Hall	Lowell, MI
Police Department & City Hall	Keego Harbor, MI
Police Needs Assessment	Utica, MI
Police Department	Chelsea, MI
Public Safety Department	Springfield, MI
State Police Troop No.5	Bridgeville, DE
Sheriff's Substation	Delta Twp, MI
63 1-2 District Court	Kent County, MI

### Fire Operations

Central Fire Station	Waterford Twp, MI
Fire Station No. 2	Southfield, MI
Engine Company No. 5	Detroit, MI
Fire Headquarters (No. 3)	Chesterfield Twp, MI
Strategic Plan & Central Station	Romulus, MI
Midtown (Central) Fire Station	Taylor, MI
Central Fire Station Replacement	Monroe, MI
Needs Assessment	Utica, MI
Design Consultant	Bergenfield, NJ
Needs Assessment	Putnam Twp., MI
Public Safety Addition (D/B)	Springfield, MI

### Municipal

Town Hall/Village Square	Macomb Twp, MI
Dept. of Public Works	Waterford Twp, MI
Civic Center Master Plan	Waterford Twp., MI
Civic Center Master Plan	Kentwood, MI
City Hall Renovation/Add'n	Saline, MI
City Hall & Police Station	Keego Harbor, MI
Utility Department Study	Bay City, MI
City Hall & DPW	Utica, MI
20-year Facilities Strategic Plan	Grand Blanc Twp
(DPW, Police, Fire, Town Hall)	
DPW Needs Assessment	Kentwood, MI

### Participants in:

"Main Street" Development	Keego Harbor, MI
"Cool Cities" Initiative	Utica, MI
City Hall & Police	Keego Harbor, MI
Village Offices (D/B)	Holly, MI

### Educational

Eastern Michigan University	Ypsilanti, MI
University of Michigan	Ann Arbor, MI
Schoolcraft College	Livonia, MI
Michigan State University	East Lansing, MI
Walsh College	Troy, MI

### Specialized

Temple Emanu-El	Oak Park, MI
Jewish Community Center	West Bloomfield, MI
Northwest Activities Center	Detroit, MI
Belle Isle Casino Renovation	Detroit, MI
Pontiac Housing Commission	Pontiac, MI
River Place Housing	Detroit, MI
Temple Kol Ami	West Bloomfield, MI
Charach-Epstein Museum-Gallery	West Bloomfield, MI



Station No. 3, Chesterfield Township, MI  
(New Construction)

## Redstone Architects' Approach

Our approach to achieving a successful project for our clients is very simply stated- We **MAN-AGE THE OUTCOME** during each phase of the work effort, beginning with the programming phase and ending only after you are occupying your facility. This "process," currently used on all our projects, consists of:

- ❖ **Providing the client with support** that has the knowledge, experience and ability to manage not only the technical output but also our staff and consultants. We place careful consideration into the selection of a suitable candidate for your project needs.

- ❖ *Augmenting the abilities of the Project Manager* with a project team that is responsible for your facility. We assign team members that have the specific experience needed for your project.
- ❖ *Developing a mutually agreed upon schedule*, which is critical for the required flow of information. This schedule will identify tasks to be completed, items of responsibility and the timeline for completion.
- ❖ *Documenting issues insuring that no item is lost*. Each unresolved item stays in front of the entire team until a resolution is found. Redstone Architects conducts regularly scheduled project meetings to help manage the outcome. Once the schedule is developed a calendar is established for team meetings and other activities that must take place throughout the project.

*Redstone Architects' proven approach to successful projects is to provide our clients with a Principal and strong Project Manager –skilled professionals who communicate effectively on a timely basis with our clients and our team of selected consultants throughout the project.*



*Local and State Police Post, Richmond, MI  
(New Construction)*

*We work with you to develop a realistic schedule. We document the project process and keep abreast of all significant issues. We are proficient with today's computer technology and provide comprehensive documentation. We take a proactive approach to project management.*

## **Professional Capabilities**

The following is a general overview of the variety of architectural and professional services we can provide on either an item-by-item basis or as a complete package.

### **Program Management**

The overall administration and development of projects as a means of supplementing the client's internal operations includes aspects of site selection, commissioning and facility startup. Redstone Architects assists the clients with the planning, design and construction phases. This may include feasibility analysis, detailed studies, program development, budgeting, scheduling, and related operations throughout the project to completion. Program Management may also include demographic analysis, off-book financing, capitalization, supplier selection, employee recruitment and training and the management of all ongoing operations. Resources for providing such services are not generally resident in any one company, but are established by teaming and partnering strategically to meet the client's specific needs. "We do more than just architecture."



*23<sup>rd</sup> District Court, Taylor, MI  
(New Construction)*

### **Master Planning**

As the earliest step in the planning process for any building project, we provide master planning services for clients that require an in-depth assessment of a project site, its features, access potential, circulation patterns and a variety of other criteria for our municipal needs. The subsequent Master Plan is a comprehensive study of

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the needs and requirements for future planned construction projects. Our experience in this regard has ranged from small, single building sites, to major multi-use/multi-building developments and campuses. Our focus is on locating your facility appropriately, where as part of a complex, or as a stand-alone building.

### **Needs Assessments**

A Needs Assessment results in a program that serve as the basis for the design of those facilities, and which will be utilized throughout the design phases of the project. Programming is a joint effort of the architect and the client. Throughout the process we communicate regularly with you through interviews and discussions, at meetings and through memorandums. Success requires client participation. A draft Needs Assessment is assembled and reviewed by you for your comments. A final Needs Assessment is presented to the authorizing committee.



*Police Headquarters, Crestwood, Missouri  
(New Construction)*

### **Space Planning and Design**

Our design staff has completed a significant number of projects involving new construction, additions, renovations, adaptive reuse and tenant fit-out work. Professional services include:

- ❖ Programming: determine space needs relative to use, size and adjacency.
- ❖ Schematic design: translate program data into basic floor plans and design concepts.
- ❖ Design development: develop and define design aesthetics, materials, structure and environmental building systems.
- ❖ Final design: prepare construction documents that are ready for bidding and construction.

We use computer enhanced design technology and project management tools during the design process to increase efficiency in project administration, quality of documentation and cost control.

### **Programming**

The development of a program and the establishment of a budget are critical elements in every project. Many times an approximate or fixed budget is established before the full needs of the project are determined through the programming process. A successful programming effort will indicate whether the accepted program works with the first established estimates of the project's costs.

Redstone Architects provides programming assistance that analyzes users' current operations and needs, assists in developing long-range needs, provides adjacency analyses, and identifies specific space requirements as follows:

- ❖ Personnel
- ❖ Task Identification
- ❖ Equipment
- ❖ Building Systems
- ❖ Accessibility/Special Rules
- ❖ Future Expansion



*Justice Center, Kentwood, MI*

### **Schematic Design**

Upon acceptance of the program, the Redstone Architects proceeds directly in the development of Schematic Design Documents. These documents consist of drawings and other documents that illustrate the scale and relationship of the

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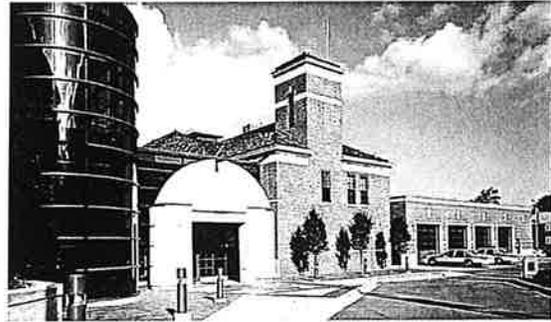
project's components. Being an iterative process, the drawings are reviewed periodically by the Owner's Project Representative (OPR) to confirm conformance to the program statement, and to make any functional adjustments that become necessary. The OPR is almost always present at team meetings and must approve any changes.

Specifically, we take the written program and begin to organize the spaces in each of the facilities to match the required adjacencies. Individual spaces are laid out to confirm their adequacy for the programmed needs. A site plan is developed for the building and its surroundings. Building system design concepts are developed for the structural, mechanical and electrical systems. Beginning elevation studies are also developed. Finally, the conceptual cost estimates developed in the Programming Phase are updated into a preliminary cost estimates that further define the costs of each component of the project, and the schedule is reconfirmed.



*Midtown Fire Station (HQ), Taylor, MI  
(New Construction)*

At the completion of the Schematic Design Phase, the client will have an approved **SCHEMATIC DESIGN** that depicts the building plan and site plan, as well as building elevations that depict the massing and character of the building. Written descriptions of the buildings' systems concepts can be provided, as well as preliminary estimates of Construction Costs.



*Public Safety Complex, Grosse Pointe Park, MI  
(New Construction & Renovation)*

### **Construction Documents**

During this phase, Redstone Architects and its consultants prepare drawings and specifications setting forth in detail the requirements for the construction of the projects. We assist the Owner in the preparation of bidding information, bidding forms, the Conditions of the contract (included in the specifications), and the future Agreement between Owner and Contractor. If required by the Owner, interior design (furniture selection and furnishings) work is accomplished during this phase.

Our fully automated production of documents eases the transition from approved Design Development the drawings are completed to reflect the specific implementation of the system designs developed in the Design Development phase. Documents are drawn and coordinated through the use of computer-aided design (CAD). The specifications themselves are developed from our continuously updated computer database. In addition, during this phase, Redstone's Interior Design staff would proceed with furniture selection, if so commissioned.

### **Contract Administration**

We provide contract administration services conducted by our project managers and specialized field representatives, to assure quality construction and to maintain the construction schedule and cost control.

These contract administrative services involve both office and field services. They include coordination with the contractor and owner, review

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of shop drawings and thorough periodic site visits, as well as timely response to field issues and conditions.



*Police Department and City Hall, Saline, MI  
(New Construction)*

### ***Non-Traditional Project Delivery***

We have successfully completed several projects in non-traditional, or Construction Management and Design/Build approaches, demonstrating the value of the CM (CM) project delivery method by encouraging a client advocate team effort, resulting in a productive relationship of mutual trust that can anticipate construction issues and bring the project to a successful completion. We have the demonstrated ability to fit well on a diverse variety of project teams and contribute to completion of projects within the time and cost criteria established. We invite all of our clients to discuss various construction methods with our team.

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# **Part II**

*Experience*

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# POLICE HEADQUARTERS

## WATERFORD TOWNSHIP

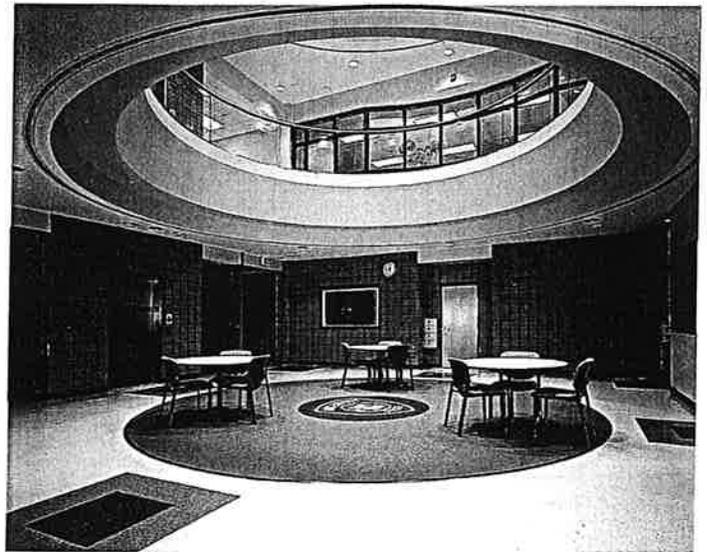
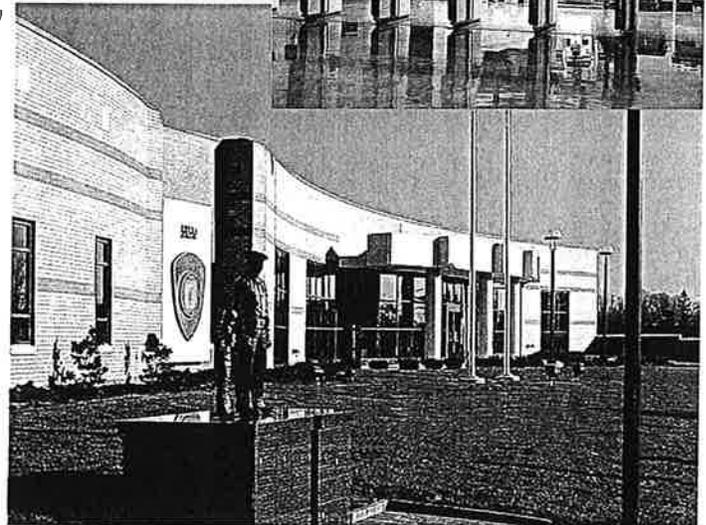
Michigan

*Client Contact:*  
*Dan McCaw, Chief of Police*  
*248-674-0351*  
*5140 Civic Center Drive*  
*Waterford Township, MI-48329*

*Completion Date: Fall 2001*  
*Size: 56,000 Sq. Ft. Cost: \$8,000,000*

As part of a master plan to redevelop its Civic Center, Waterford Township engaged Redstone Architects, Inc. to perform a Needs Assessment Study for a new police headquarters. The existing facility was formerly an elementary school. Overcrowded conditions and the lack of secure space prompted the need for a new facility.

Redstone determined the department's needs and designed a new facility. The new 56,000 square foot building includes a large multipurpose training room; a firing range; a dispatch room with direct monitoring of the cell area through one-way glass and closed circuit television; an exercise room; and a forensic garage. The building also provides a prisoner area, with a connecting link to the 51st District Court building. The link allows secure transfer of prisoners from the police building to the courthouse.



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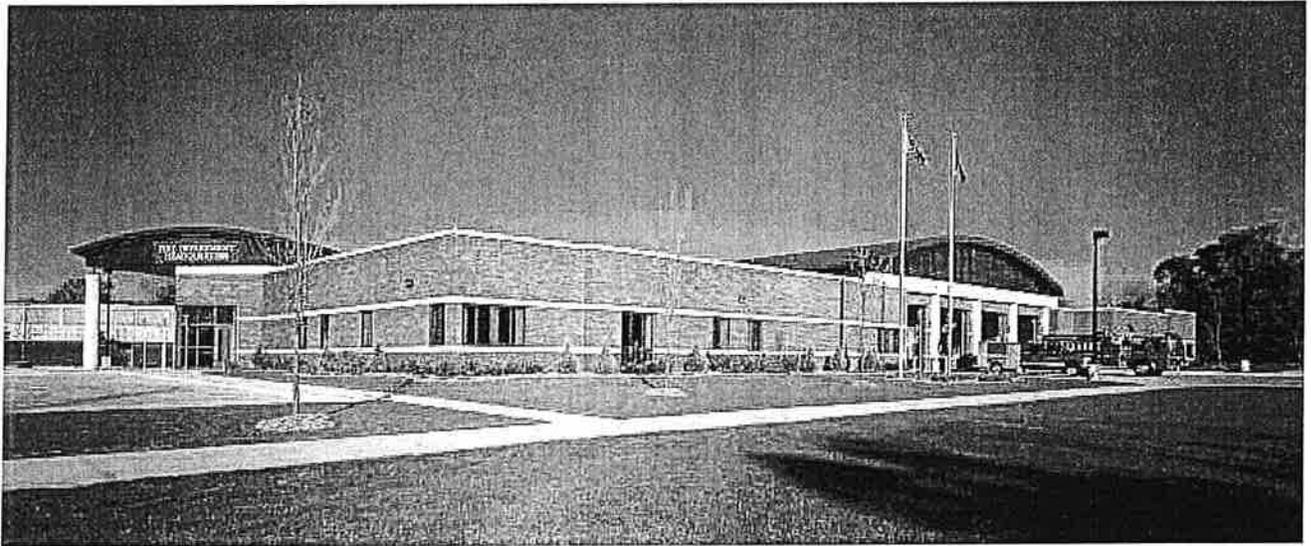
A very successful combination of common spaces, enhanced by natural light, makes the Waterford Township Police Headquarters a user friendly building and a very comfortable place to work.

# CENTRAL FIRE HEADQUARTERS

WATERFORD TOWNSHIP  
Michigan

*Client Contact:*  
Archie Spence, Deputy Fire Chief (Ret.)  
(248) 889-1408  
2831 Morel Drive  
Highland, MI-48356  
archspence@aol.com

*Completion Date: Fall 2000*  
*Size: 26,000 Sq. Ft. Cost: \$4,000,000*



Redstone Architects was selected to design Waterford Township's new 26,000 square foot fire headquarters to replace its existing 50 year-old facility. Redstone Architects conducted a Needs Assessment which identified the necessary requirements and subsequently received approval to develop the design, construction documents and specifications for the new facility. The new central fire headquarters includes fire administration, training, a four-bay apparatus garage, and living quarters for 12 firemen.



Zoning limitations and height restrictions for this facility posed a challenge in the design of the apparatus bay. The completed design successfully provided accommodations for the capacity needed for the Township's operations.

# DEPARTMENT OF PUBLIC WORKS

WATERFORD TOWNSHIP  
Michigan

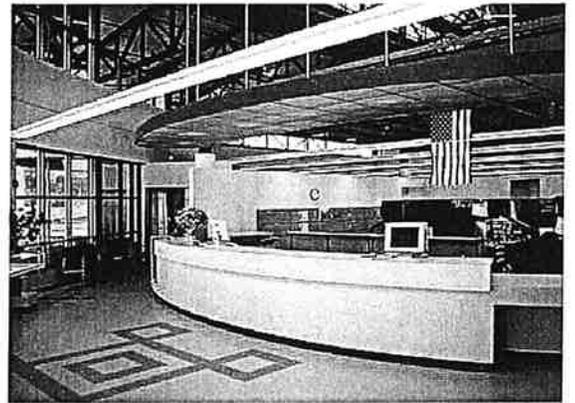
*Client Contact:*  
Terry E. Biederman, P.E.  
Director of Public Works  
(248) 618-7451  
5240 Civic Center Drive  
Waterford, MI-48329

*Completion Date: Spring 2001*  
Size: 60,000 Sq. Ft. Cost: \$9,000,000



As a result of grossly undersized space, inefficient systems and expensive maintenance, Waterford Township commissioned Redstone Architects, Inc. to perform a Needs Assessment study to determine the extent of a facility expansion. Based on the study's findings, a new facility was approved.

Redstone Architects, Inc. designed a new facility to provide efficient, cost-effective use of space and maximize efficiency. The new design, part of an overall campus master plan, integrates all operations into one efficient 60,000 square foot facility.



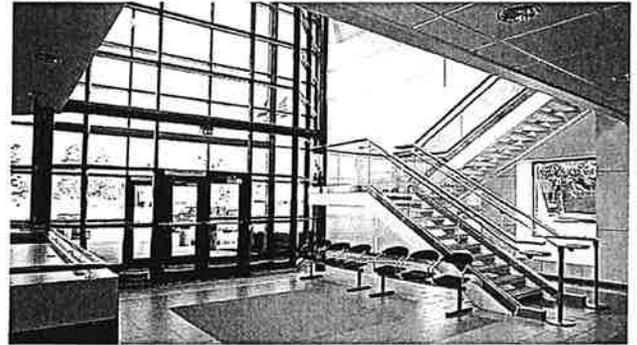
The benefits of the new design include larger work spaces, shared parking areas, as well as conference rooms, locker rooms, staff lounge, lunch rooms, parts storage areas, and other related elements.

# POLICE & FIRE DEPARTMENT ADDITION & RENOVATION

TROY  
Michigan

Completion Date: Phase I - New Addition August 2003  
Phase II - Renovation Spring 2004  
Size: 74,000 Sq. Ft. Cost: \$11,000,000

Client Contact:  
Charles Craft, Chief of Police  
(248) 524-3454  
500 W. Big Beaver Road  
Troy, MI-48064  
craftct@ci.troy.mi.us



The Troy, Michigan Police and Fire Departments previously shared parts of an overcrowded, 86,000 square foot city hall facility, utilizing a two-floor wing with a partial basement. Redstone Architects participated in a 1999-2000 Needs Assessment and was commissioned to design the new addition and renovation. The resulting facility, a new 49,500 square foot addition combined with a renovation of the previously occupied 24,000 square feet, houses all Police Department operations and the Fire Department's Administrative offices. The police facility includes a large lock-up, a 911 dispatch center and a new Emergency Operations Center (EOC).



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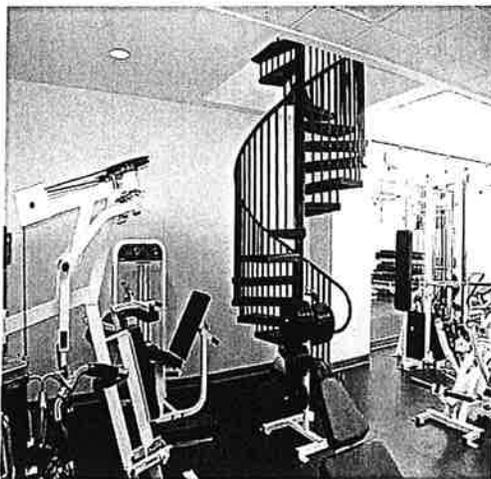
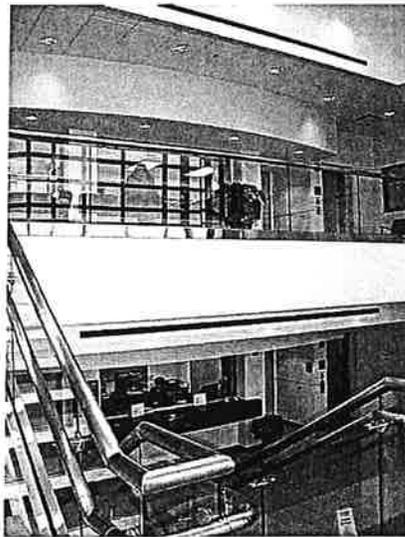
In addition to a very tight budget requirement, the design successfully integrated the addition into the existing civic center complex, creating a separate police entrance and access to the adjacent district court building.

# POLICE & FIRE DEPARTMENT ADDITION & RENOVATION

TROY  
Michigan

Completion Date: Phase I - New Addition August 2003  
Phase II - Renovation Spring 2004  
Size: 74,000 Sq. Ft. Cost: \$11,000,000

Client Contact:  
Charles Craft, Chief of Police  
(248) 524-3454  
500 W. Big Beaver Road  
Troy, MI-48064  
craftc@ci.troy.mi.us



Clockwise from top left: Lobby, Work Area, Break Area, Exercise Facility.

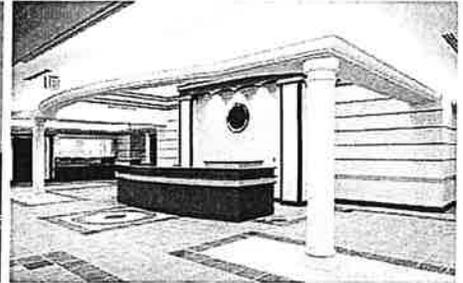


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# TOWN HALL AND VILLAGE SQUARE

MACOMB TOWNSHIP  
Michigan

Completion Date: Fall 2002  
Size: 40,000 Sq. Ft. Cost: \$5,600,000



Macomb Township expects a population growth of 63% in the next ten years, increasing from 40,000 to a projected 65,000 by the year 2010. In preparation for future expansion needs, the Township acquired a 79-acre parcel of land, part of an intended one square mile area for its future "Downtown". The first project slated for the site is a new Town Hall and Village Square. Redstone Architects, Inc. was commissioned to provide architectural programming for its new Town Hall and site Master Plan for the "Town Center". Redstone Architects completed both the Needs Assessment and the design for this facility. The new, 40,000 square foot Town Hall is a two-story building. The basement of the building houses Township departments and offices. The Town Center is centered on a Town Square surrounded by civic and commercial/mixed use buildings. Civic buildings planned for this site include the court, fire station/sheriff's office and a new recreation building, now under construction.



This project sets the tone for the overall architectural theme. A traditional design reflecting historical precedents found in many Michigan small towns was used to create an identifiable center for the Township. Many members of the community contributed ideas to the design of this facility.

# JUSTICE CENTER

## KENTWOOD Michigan

Completion Date: Spring 2002

Size: 60,000 Sq.Ft. Cost: \$8,500,000

Design Architect: Redstone Architects Architect of Record: Post Associates

Client Contact:

William G. Kelly, Judge, (616) 554-0717

Richard Mattice, Chief of Police, (616) 698-6580

62nd B. District Court

4900 Breton Avenue, S.E.

P.O. Box 8848

Kentwood, MI-49518

The City of Kentwood engaged Redstone Architects, Inc. to provide a Needs Assessment and Design Services for its police department and 62B District Court. The court facility is 19,000 sq. ft. and the police department is just over 40,000 sq. ft. To address the separate functional and space needs of each agency, the building has two distinct elements linked by a convenient, main level public entrance to give the impression of a single operation. The court facilities are housed on a single floor and the police functions are developed on two levels which are interconnected through an elevator and two stairways for accessibility. The building design takes advantage of the sloping site to provide separate staff entries for both agencies on the main and lower level. The building houses a public lobby, records area, neighborhood services, training/community room, detective bureau, prisoner processing and administrative areas for the police department. The court section contains public waiting areas, courtrooms and prisoner preparation areas. The project was highlighted in the Retrospective of Court Design 1991-2002, published by the National Center for State Courts.



"We were very pleased that they clearly listened to us and accommodated our concerns..." "We receive numerous compliments from other law enforcement practitioners who tell us it is the most well-designed facility for the policing function that they have ever seen."

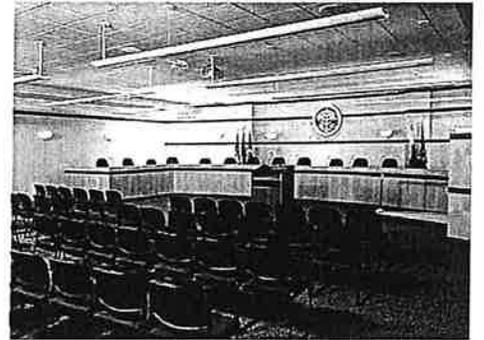
- Richard A. Mattice, Chief of Police

# POLICE DEPARTMENT AND CITY HALL

SALINE  
Michigan

*Client Contact:*  
Paul L. Bunten, Chief of Police  
(734) 429-7911  
100 N. Harris Street  
P.O. Box 40  
Saline, MI-48176  
pbunten@ci.saline.mi.us

*Completion Date: Spring 2002*  
*Size: 36,000 Sq. Ft. Cost: \$5,100,000*



The Saline building addition and renovation project results from the need to provide the City of Saline with modern and adequate municipal and police facilities to serve the current and future needs of their growing community. This project combines the City Hall offices and new Police Headquarters addition to create a strong and efficient administrative campus in the heart of the city. The total gross upper and lower level building addition and renovation is approximately 36,000 square feet. The City Hall offices and the Police Headquarters share a common public entrance. The Municipal section of the building includes administrative offices, the building department offices, records, conference rooms and a large council chambers with a modern audiovisual system. A large unassigned area, in the lower level of the building, will provide for future expansion space. The Police Headquarters includes administrative offices, dispatch rooms, meeting rooms, squad room, male and female lockers, security garage, prisoner processing area, two single cells, an armory and an area for evidence processing and storage.



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The design for this facility incorporates vital municipal and police functions as well as space for future expansion under one roof. The concept for the development of this facility was the result of close work with the city staff.

# 23RD DIST. COURT & FIRE STATION

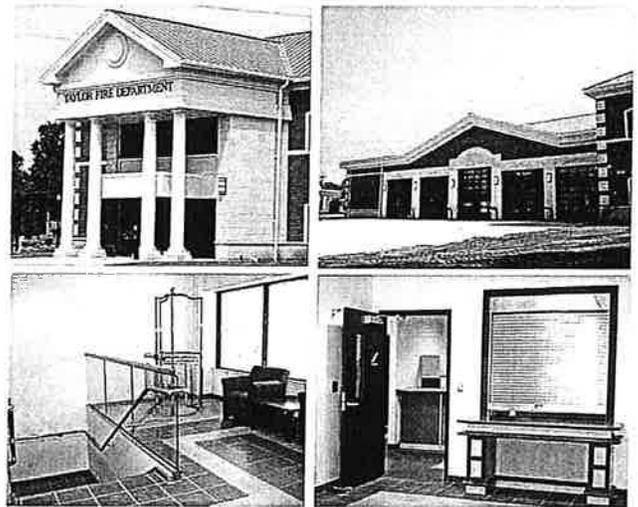
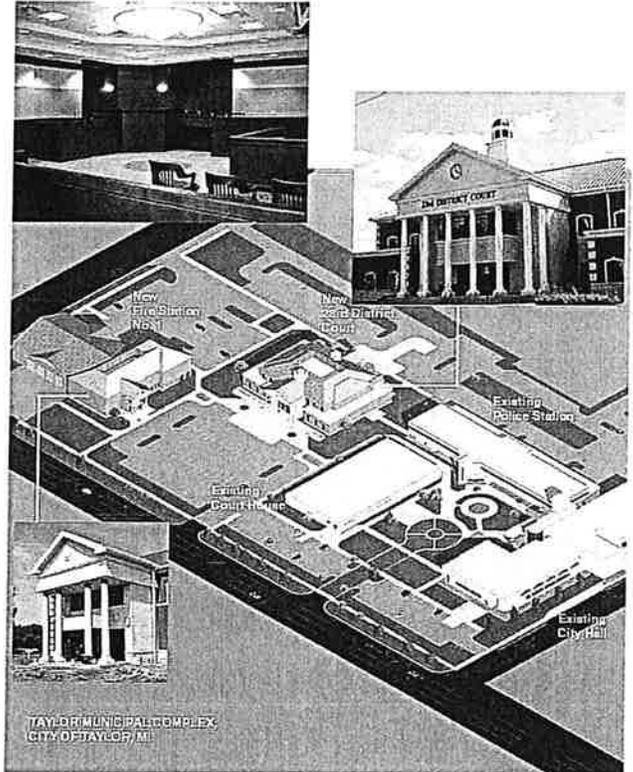
TAYLOR  
Michigan

*Client Contact:*  
*Vicky Bowman, Court Administrator*  
*(734) 374-1334*  
*Vince Fedel, Acting Fire Chief*  
*(734) 374-1355*

*Completion Date: Fall 2005*  
*Cost: \$18,500,000*

In 2003, Redstone Architects was hired to lead the Design-Build Team for the Taylor Municipal Complex Improvements. The work consists of four projects to be designed and built fast-track by the fall of 2005. The new construction includes a new two-story Courthouse Building with three courtrooms and a new five-bay Fire Station with training facilities. The remodeling includes the existing Courthouse and Fire Station Buildings, which will be readapted for a new function. Redstone Architects also worked closely with the City to coordinate the design efforts with their "New Urbanist" development strategies.

Redstone Architects developed 3-D computer aided design renderings of the existing municipal campus and new buildings to help the Client visualize the new look of the campus. Through the use of computer animations, Redstone Architects convinced the Client of the most appropriate siting for the new buildings.



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The design and construction of the 23rd District Court and the Midtown Fire Station was accomplished through a "Design-Build" process. Cost control was achieved by re-thinking the Users' operational and security procedures, leading to a reduction of the programmed building area.

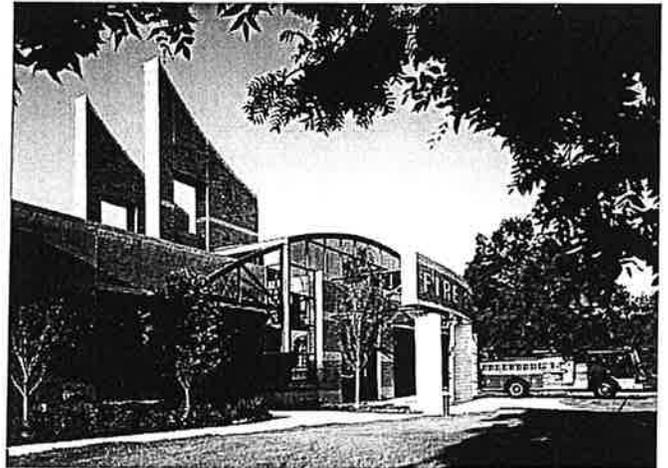
# FIRE STATION NO. 2

SOUTHFIELD  
Michigan

*Completion Date: Summer 1994*

*Size: 10,875 Sq. Ft. Cost: \$1,387,285*

Redstone Architects incorporated citizen concerns into the design process that led to this progressive, state-of-the-art fire station nestled into a wooded site. The station's unique but functional design was enthusiastically accepted by city officials. The facility houses living quarters and an apparatus area totaling 10,875 square feet. The apparatus area serves two companies and features locker and storage areas, hose maintenance space, janitor closet and other auxiliary spaces. The living quarters house office/dispatch, sleeping quarters for six, laundry room, lavatories and shower facilities, kitchen, lounge, exercise room and storage. Telephone/intercom systems were installed in all rooms. Site amenities include a covered car port, area for future expansion, drive-thru apparatus bays, radio antenna, covered patio, lawn irrigation and an emergency access road.



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Winner of several design awards, this project has been recognized for its efficient and functional design as well as its unique exterior architecture.

# PUBLIC SAFETY BUILDING

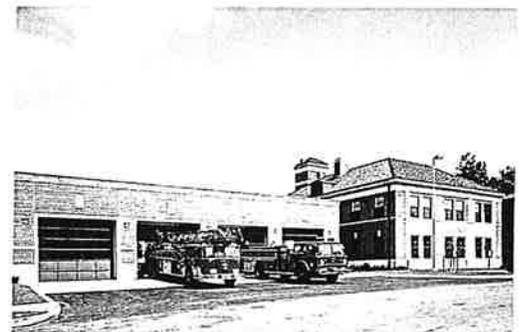
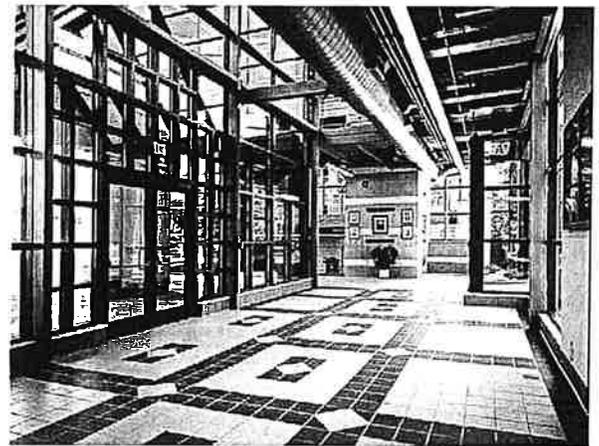
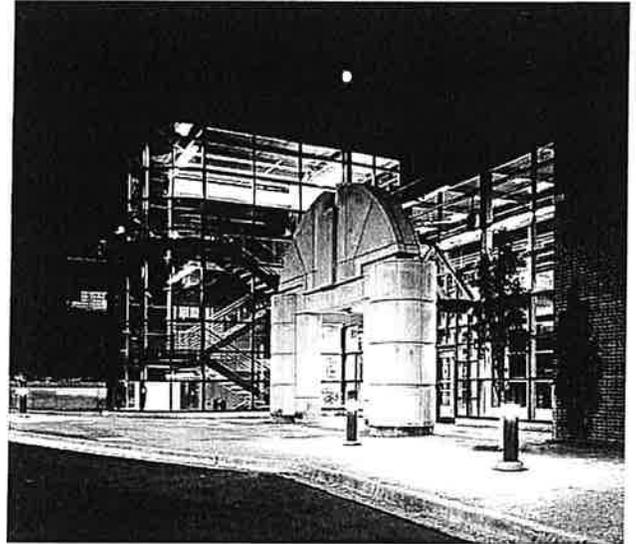
## GROSSE POINTE PARK

Michigan

*Client Contact:*  
*Dale M. Krajniak, City Manager*  
*(313) 822-6200*  
*15115 E. Jefferson*  
*Grosse Pointe Park, MI-48230*

*Completion Date: 1993*  
*Size: 20,000 Sq. Ft. Cost: \$2,300,000*

The renovation and reorganization of the Grosse Pointe Park Municipal Complex solved several key operational problems facing the city. The Public Safety building, originally a fire hall built in 1928, was renovated to accommodate all fire and police functions. Offices previously divided between the Fire Hall and City Hall were consolidated into a more efficient space. The building has a modern dispatch center, detective bureau, prisoner cells, locker rooms and offices. Its 6,200 square foot addition houses four parking bays for city fire trucks and emergency apparatus, evidence storage, sally port and firing range. A new two-story pedestrian link with elevator and stairs was built to connect the Public Safety building to the City Hall. This barrier-free link has become the new main entrance to the Municipal Complex for the public and staff.



Improvements to this facility allowed for the opportunity to create an attractive and cohesive civic center complex.

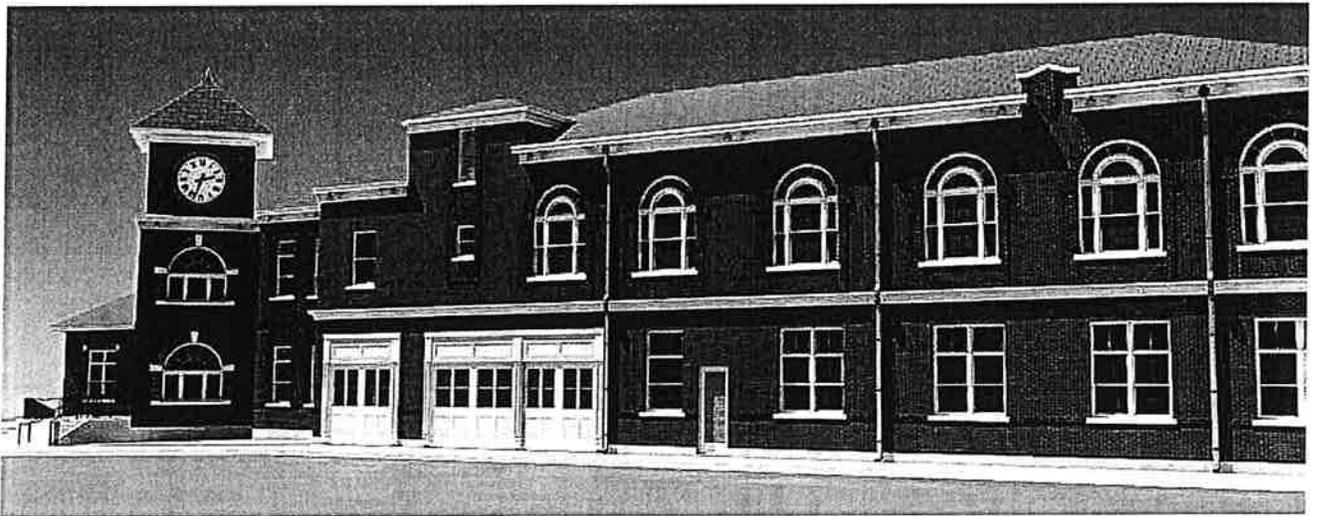
# NEW POLICE DEPARTMENT AND CITY HALL RENOVATIONS

LOWELL  
Michigan

Completion Date: Summer 2003  
Size: 27,000 Sq. Ft. Cost: \$3,000,000

Client Contact:  
James Valentine, Chief of Police  
(616) 897-7123  
111 N. Monroe  
Lowell, MI-49331

The City of Lowell selected Redstone Architects and Fishbeck, Thompson, Carr, & Huber to provide a Needs Assessment and Schematic Design Study for a municipal office, police station, and related facilities. Redstone Architects provided a Police Department Study that carefully analyzed the long-range space needs and evaluated the possibilities of adapting the existing facility to meet the department's needs while preserving its historic presence.



*"Because of Daniel's extensive experience with Public Safety Building projects, he has created for us a very functional, affordable, building which is designed not only for today, but also for well into the future."*

James Valentine  
Chief of Police- City of Lowell

# FIRE DEPARTMENT HEADQUARTERS

CHESTERFIELD TOWNSHIP  
Michigan

Size: 16,000 Sq. Ft.      Construction Cost: \$2,700,000 (est.)

*Client Contact:*  
Scott Messer, Fire Chief  
(586) 725-2233  
33991 23 Mile Road  
Chesterfield MI-48047  
smesser@chesterfieldfire.org



In the fall of 2002, the Township of Chesterfield engaged Redstone Architects Inc. to develop a Needs Assessment Program and a Schematic Design for a new Fire Department Headquarters Station. Included in the assignment was the development of a preliminary budget for the project. The Schematic Design was developed based on the revised program of 15,990 sq.ft.. The floor plan was developed into two areas, the Fire Department Administrative Offices, composed of the Training Room and the Fire Department Offices, and the Fire Station, composed of the Living Quarters and the Apparatus Bay. A mezzanine was added off the apparatus bay to house fitness equipment. The design falls within the square footage goals of the Township while meeting the needs of the Chesterfield Fire Department for the next 20 years.



The roof is in the shape of a gable in order to blend the building with the mostly residential neighborhood; yet, by using metal panels, the building will have a modern, contemporary look.

# POLICE ADMINISTRATION BUILDING

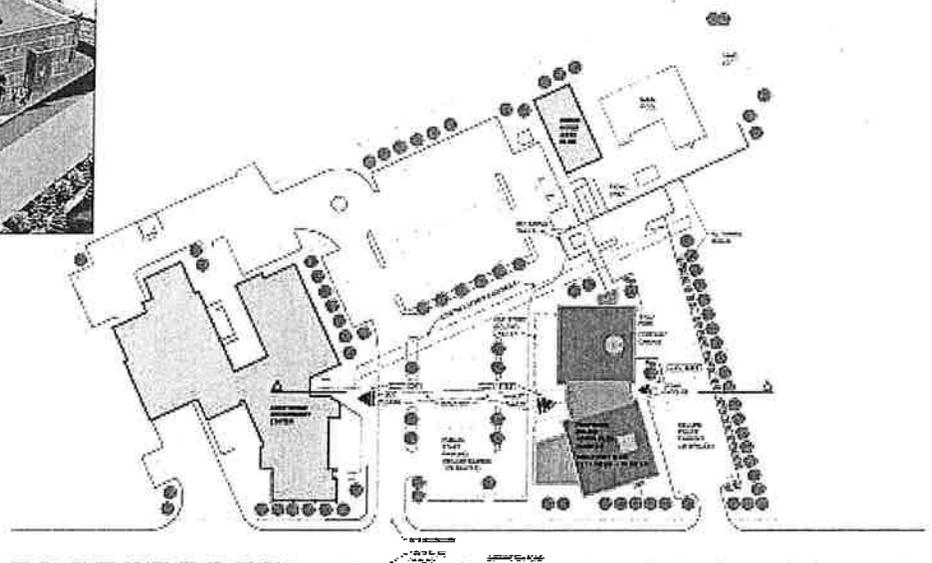
## CRESTWOOD

Missouri

Completion Date: Fall 2005

Size: 29,000 Sq. Ft. Cost: \$7,500,000

Client Contact:  
Frank Arnoldy, Captain  
(314) 729-4810  
One Detjen Drive  
Crestwood, MO-63126



CONFIDENTIAL SITE PLAN

Redstone Architects partnered with local architects Horner & Shifrin to provide the space needs evaluation for a new building to be located on the existing civic center site. After receiving a thorough analysis, the City of Crestwood then commissioned our team to provide the full design package for their new facility. The building will house traditional police operations as well as a firing range and classroom, situational training, forensic garage, bike garage, and a large multifunctional room for police training and municipal court operations. Built on two levels, the facility will be accessed by the public from the existing City Hall parking lot, while police vehicles and staff will have secure access to the building from the lower level.



Our inventive design team turned an irregularly sloped site into an advantage by creating a public entry shared by the City Hall and police station, but separated from the secure police entry. This solution saved a significant amount of sitework costs, allowing more of the department's needs to be addressed.

# POLICE DEPARTMENT

## MILFORD Michigan

Completion Date: Fall 2003

Size: 14,200 Sq. Ft.

Construction Cost: \$1,250,000

Construction Budget: \$1,321,000

Client Contact:

Wayne Walli, Chief of Police

(248) 634-1815

1100 Atlantic Street

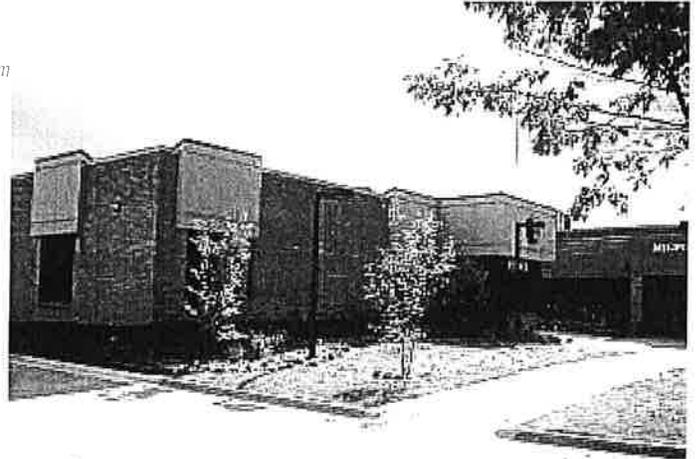
Milford, MI 48381

[vwalli@milfordpolice.com](mailto:vwalli@milfordpolice.com)

Controlling costs was a major concern of Milford Township in building a new Police Department on its Civic Center campus. The Village of Milford and Milford Township share a single Police Department, with the Township responsible for the actual construction of a new building.

Redstone Architects provided the Township a Design-Build approach to the project that allowed for unparalleled project management and cost control.

The 6,200 square foot addition and 8,000 square foot renovation feature separate public and staff entrances, a training room that will also be used as a community meeting space and an Emergency Command Operations Center in addition to dispatch, office and other police spaces.



The Milford Police Department is an outstanding example of our firm's ability to delivery projects within budget and funding limits. At the completion of the project, Milford had \$60,000 of its \$2,000,000 remaining, permitting it to consider the installation of carports for its police vehicles.

# POLICE DEPARTMENT

## FRANKLIN

Michigan

*Client Contact:*  
*Edward Glomb, Chief of Police*  
*(248) 626-9672*  
*32325 Franklin Road*  
*Franklin, MI-48025*

*Completion Date: December 2000*  
*Size: 4,650 Sq. Ft. Cost: \$850,000*

Redstone Architects was engaged to develop a Needs Analysis for the Village of Franklin Police. To quantify the space needs of the analysis, two sites in the Historic District Village were investigated. The findings of the investigation were then presented to the Village Council. Redstone Architects was engaged to do the Schematic Design Phase in preparation for a bond issue which was passed by voters in March 1999. The Village Council then authorized Redstone to proceed with construction documents. The 4,500 square foot police facility design is compatible with the adjoining village offices, which are both located within Franklin's historic district. The project was completed in December 2000.

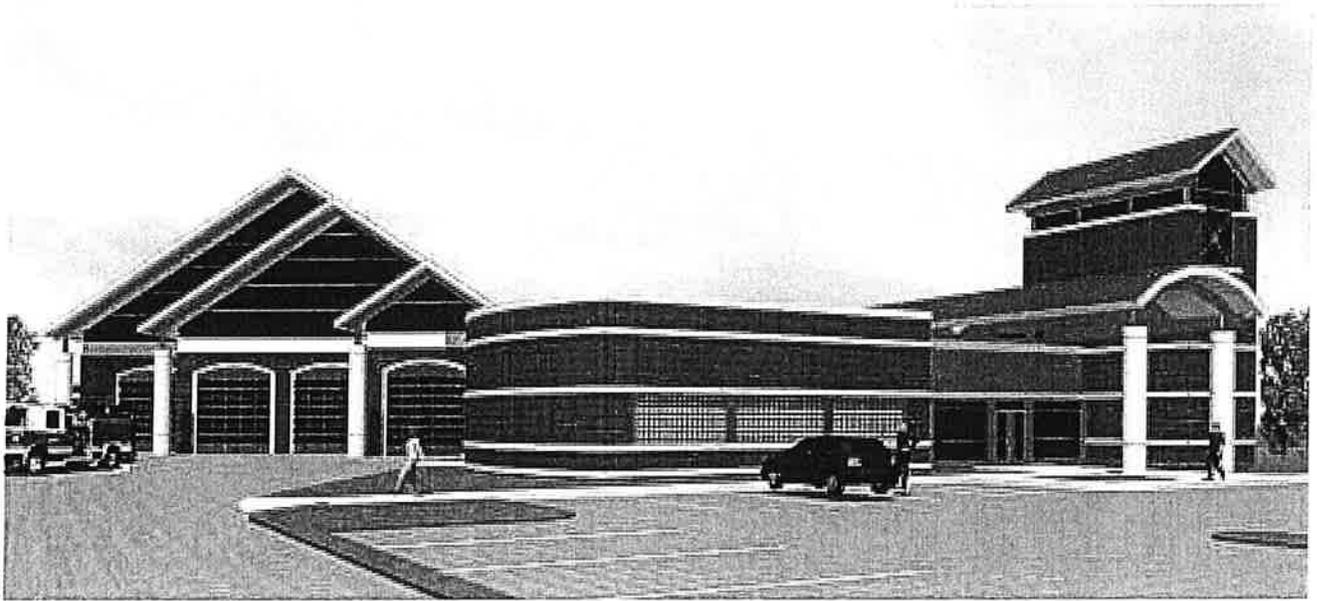


In the design of this facility, Redstone worked with the Village Historic Committee to select exterior finishes and materials to continue the look and feel of the 1800s.

# FIRE DEPARTMENT HEADQUARTERS

ROMULUS  
Michigan

Size: 34,000 Sq. Ft. Cost: \$7,000,000 (est.) ((est.)t.)



The City of Romulus Fire Department selected Redstone Architects in January 2003 to conduct a thorough analysis of their fire operations and facilities to prepare for a possible new headquarters building. Redstone Architects prepared a Strategic Plan Report, and in January 2004, was authorized to proceed with schematic design of the new headquarters and central station. The new facility is one-story solution with a drive-thru apparatus bay consisting of (4) double-bays, a challenging design feature considering the narrowness of the site selected for this project. The facility also includes the Fire Department Headquarters area (lobby, front desk, training room/E.O.C. and administrative offices), and the Firefighters Living area (kitchen, day room, firefighter sleeping quarters, library and locker rooms).

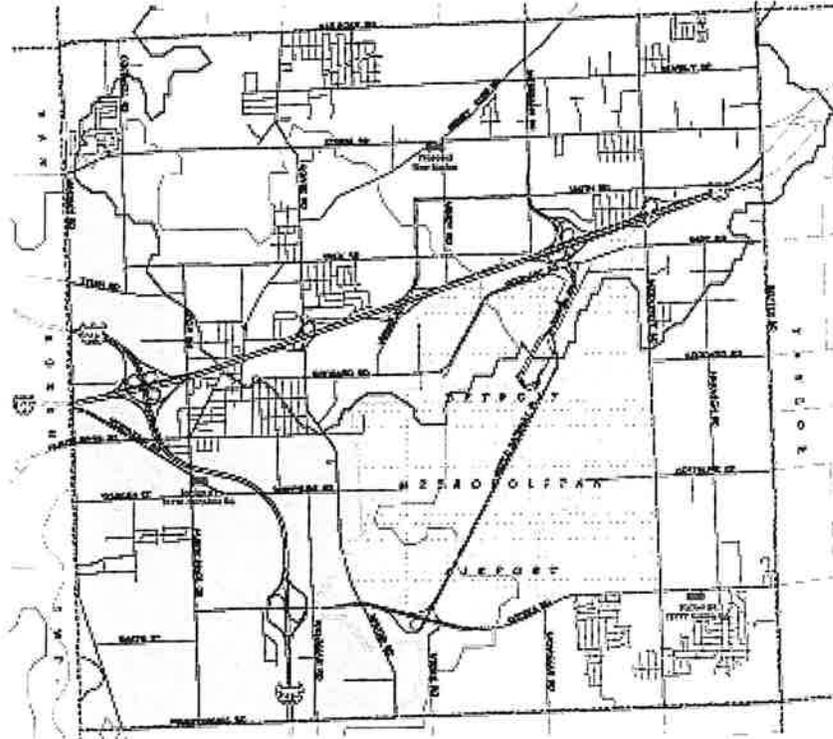


This significant municipal building will have a modern design overall, with a "traditional" flavor - achieved through the use of steep gable roof lines, brick and stone masonry exterior, columns and a tower feature.

# FIRE DEPARTMENT STRATEGIC PLAN

ROMULUS  
Michigan

Size: 21,000 Sq. Ft. Cost: \$4,800,000 (est.)



Scenario: Proposed Consolidation of Stations #2 & #3 into One New Station  
**Estimated 6-Minute Drive Time Areas<sup>1)</sup>**

The City of Romulus Fire Department selected Redstone Architects in January 2003 to conduct a thorough analysis of their fire operations and facilities to prepare for a possible new headquarters building. They began with a current building condition analysis for all four existing stations. Redstone's recommendations for the Strategic Plan involves the replacement of two old fire stations with a new headquarters building to serve the northern half of the City. The two existing stations would then be adapted to house administrative and training functions.

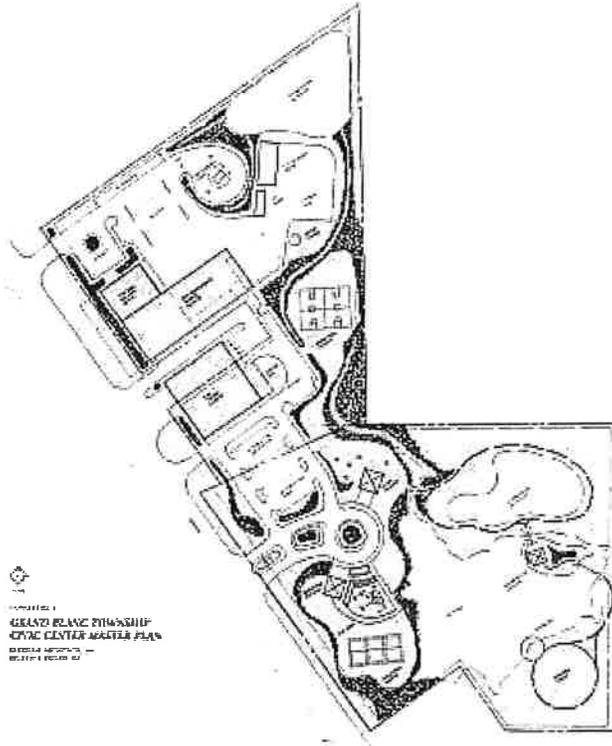


Redstone provided run-time analyses to the City so that areas of inadequate coverage will be discovered and eliminated in the Strategic Plan.

# LONG-RANGE STRATEGIC PLAN

## CHARTER TOWNSHIP OF GRAND BLANC Michigan

*Client Contact:*  
David Stamm, Chief of Police  
(810) 424-2702  
6-5371 S. Saginaw  
Grand Blanc, MI-48439

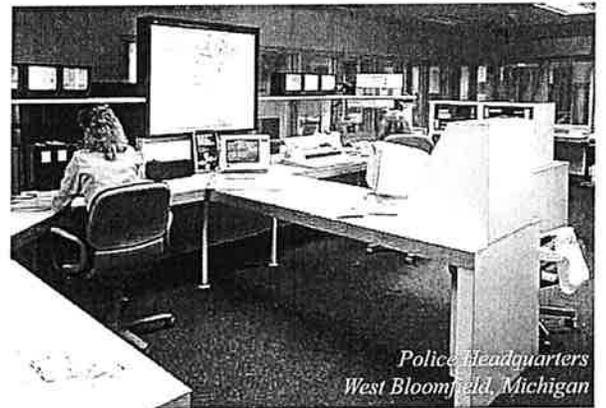


In the spring of 2003, the Charter Township of Grand Blanc, Michigan, commissioned the Design Team of Redstone Architects, Inc., and their consultant Beckett & Raeder, Inc., Planners and Landscape Architects, to prepare a two phased study for a Master Plan of the Grand Blanc Township Civic Center. Phase One of the study included: a Needs Assessments for a Town Hall, a Police Headquarters, a Department of Public Works facility and a Fire Station; a Building Condition analysis of the existing facilities; developing Planning Data. Phase Two of the study utilized the information developed in phase one to: identify potential sites for one or more of the proposed buildings; prepare conceptual civic center master plans for selected sites; develop costs associated with each concept.



The Master Plan study provided the authorities of Grand Blanc Township with a tool that allowed them to decide the course of action for a new civic center. The report was accepted by the Township Board in January 2004.

# COMMUNICATIONS CENTERS



The communications center, or dispatch, is a crucial element in having an effective police or fire department. This single part of the facility is its major access to the events occurring in the community. It is a very sophisticated area, especially in terms of its equipment, yet its operation needs to be fairly simple and efficient. Our designs take into account the communications equipment and furniture requirements of a dispatch center, but also integrate the human aspect by providing a healthy environment for the dispatchers to work in through the long hours they must endure. Our expert staff will work directly with you to tailor the communications center to suit your exact needs and preferences to ensure maximum efficiency.



We are familiar with current dispatch equipment and furniture requirements for communications centers. We have designed communications centers in several Michigan municipalities including Waterford and West Bloomfield Townships and the Cities of Gross Pointe Park, Clawson, Richmond, Saline and Troy, Michigan.

# CITY HALL & POLICE DEPARTMENT

## KEEGO HARBOR

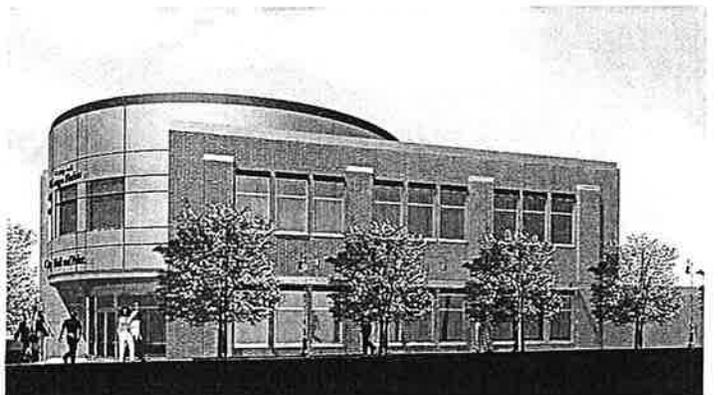
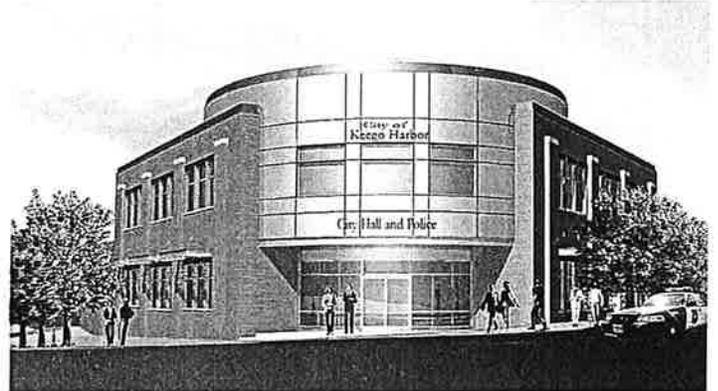
Michigan

*Estimated Ground Breaking Date: Fall 2006*

*Size: 10,300 Sq. Ft.*

*Project Budget (excluding land): \$2,100,000*

This uniquely shaped downtown site is the focal point in the city's plan to develop a new "traditional walk-able downtown", and is part of the Oakland County Main Street Program, a national non-profit effort aimed at historic preservation and downtown redevelopment. In keeping with the walk-able main street theme the building is set to a zero lot line clearance on both of its street frontages. The design concept was to convey the spirit of a newly vibrant city by the use of brick and stone on the exterior walls, the facade detailing, as well as the buildings fenestration. These qualities reflect a downtown urban atmosphere. There is a 1,000 square foot area planned for future expansion on the second floor located within the Police Department.



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**ARCHITECTS, INC.**  
Architecture • Planning • Interior Design

"The proposed design of the City Hall and Police Department is a good example of a contemporary building designed with historic or traditional characteristics that does not look falsely historic."

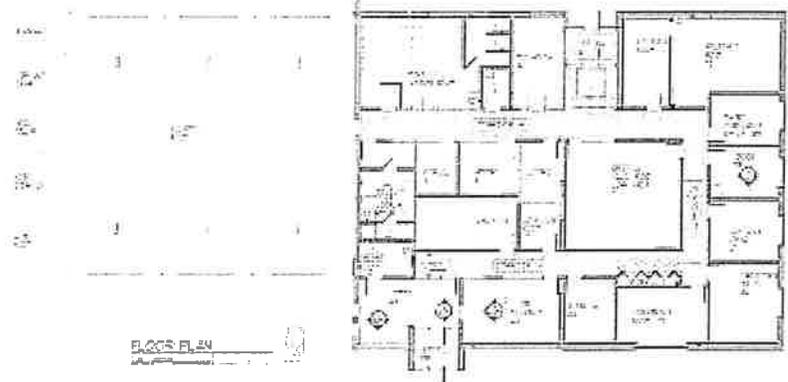
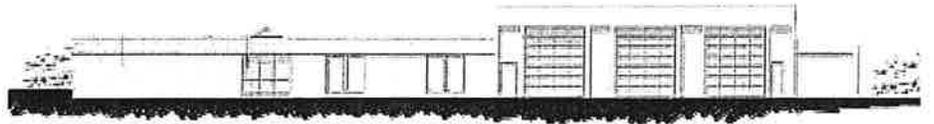
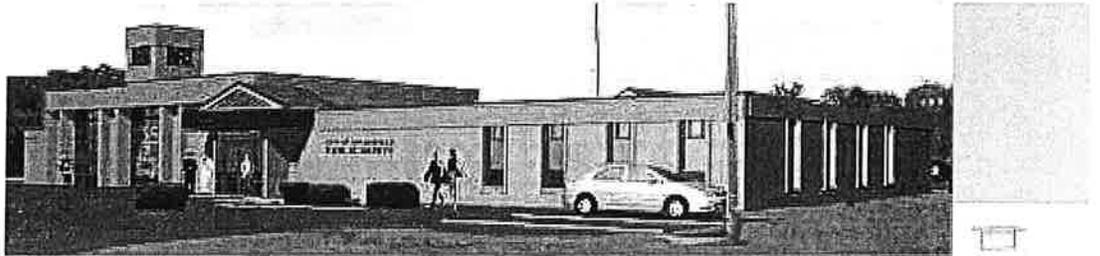
Bret C. Rasegan, RA Planning Supervisor  
Planning and Economic Development Services, Oakland County, MI

# FIRE STATION ADDITION

SPRINGFIELD

Michigan

*Client Contact:*  
*James Jenkins, City Manager*  
*(269) 965-2354*



Redstone Architects, Inc. is currently working with the City of Springfield and the Springfield Public Safety Department to complete a needs assessment and conceptual design for an expansion of the existing administrative area so that the Public Safety Department will be able to work more efficiently. The needs assessment resulted in a recommendation of a 2,700 square foot addition to the existing facility. The addition will permit the upgrading of administrative offices, and locker rooms, as well as the addition of a briefing area and evidence and property rooms.



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ARCHITECTS, INC.**  
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# NEW POLICE HEADQUARTERS & CITY HALL RENOVATION

CITY of UTICA  
Michigan

Date: 2006

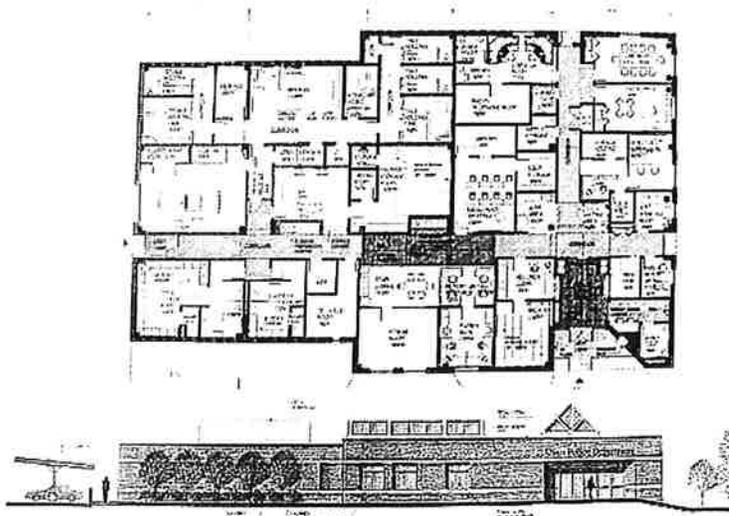
Size: 11,200 Sq. Ft. (new construction)

7,800 Sq. Ft. (renovation)

Client Contact:

Ms. Jackie Noonan, Mayor

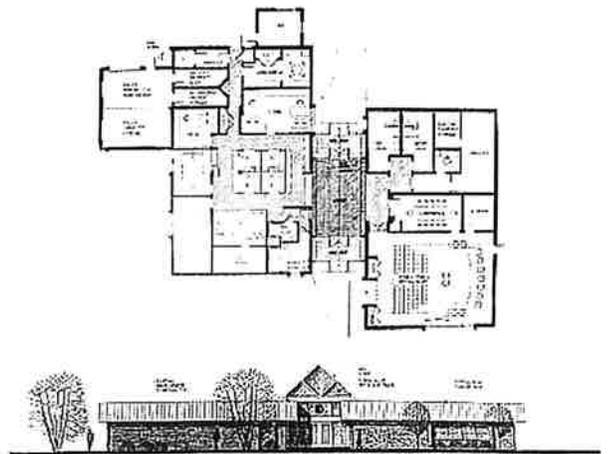
(586) 739-1600



The proposed new police headquarters will be located between the existing city hall and library buildings- with its public entrance accessed from the library parking area. Besides a prominent public entrance and lobby, the layout features a central staff lobby where key spaces are located to maximize the opportunity for staff interaction.

In the renovated building, the city hall administrative offices will expand into the vacated police department area.

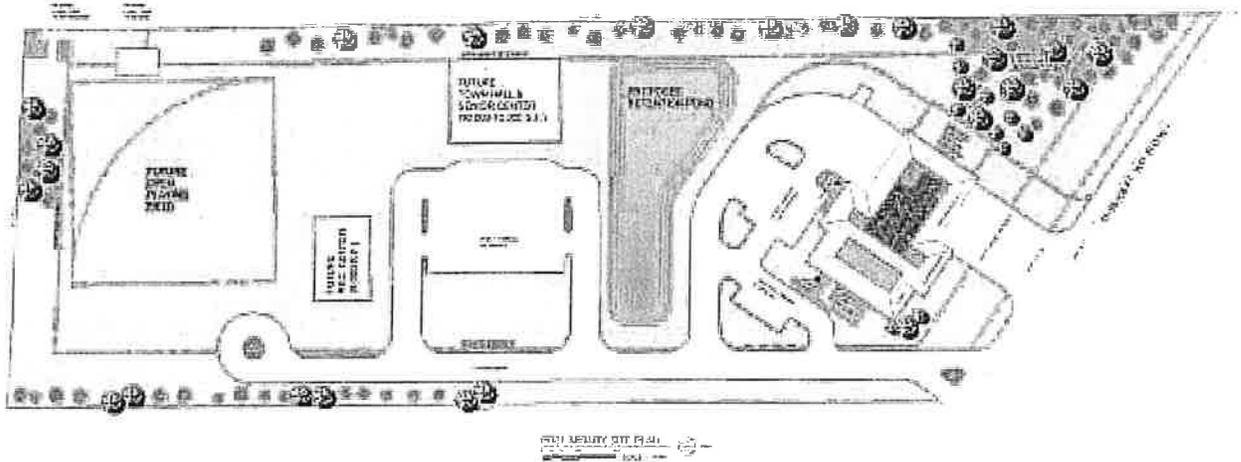
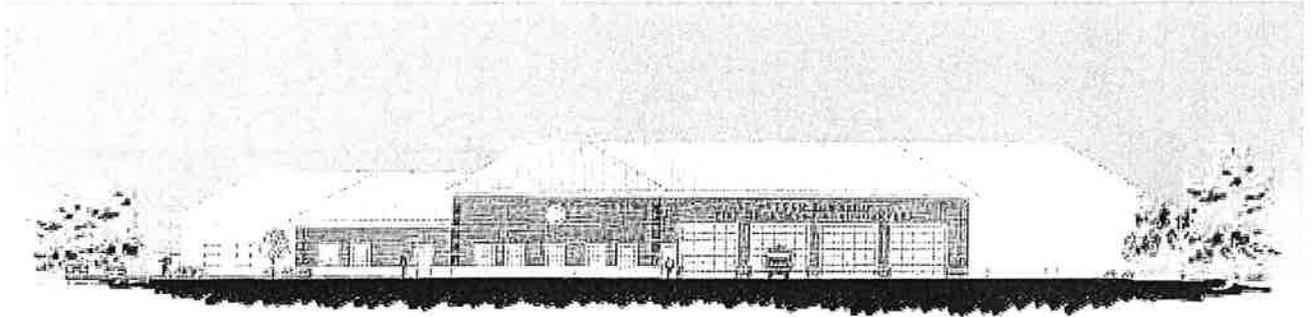
The renovated building will feature a larger, and more pronounced central public entrance and lobby. While public spaces are located on one side of the lobby, strictly staff spaces are located on the other side to achieve better circulation.



Due to the tight budget, the design team is able to provide a police facility that meets operational and regulatory requirements, although it is smaller than originally recommended. The new facility will be efficient, and provides a secure work setting for department staff. The design team will also make improvements to the existing city hall to cure numerous defects, and provide for some additional space needs.

# FIRE STATION

PUTNAM TOWNSHIP  
Michigan



Plante & Moran CRESSA engaged Redstone Architects, Inc. to assist with a site study and conceptual design for the Putnam Township Fire Station to be located on an 11 acre parcel owned by the Township. The programming and site studies will be presented to the voters for consideration in November 2006.



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ARCHITECTS, INC.**  
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# POLICE FACILITY

NEW BALTIMORE

Michigan

*Client Contact:*  
*John Bolgar, Chief of Police*  
*(586) 716-9043*



The City of New Baltimore has engaged Plante & Moran CRESSA and Redstone Architects, Inc. to perform a needs assessment for the City's facilities, including Police and Fire Departments, City Hall and the Public Works Department. The study will help the city identify and prioritize its needs and develop a strategy to fund future facilities.



**REDSTONE  
ARCHITECTS, INC.**

Architecture • Planning • Interior Design

# STATE POLICE TROOP 5

BRIDGEVILLE

Delaware

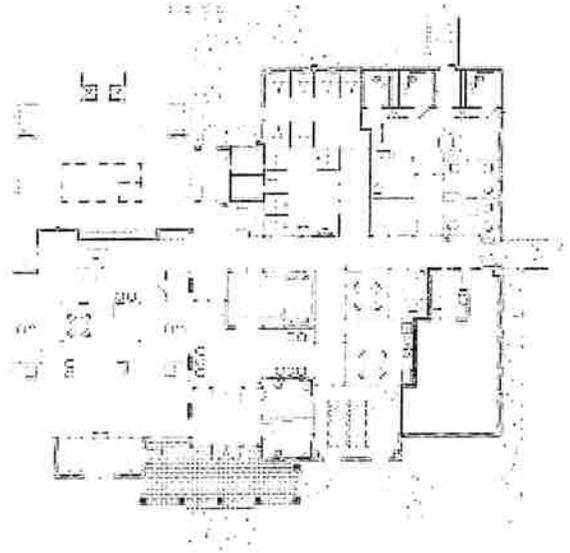
*Completion Date: April 2005*

*Size: 8,500 Sq. Ft. Estimated Cost: \$3,000,000*

*Police Design Consultant: Redstone Architects Architect of Record: French + Ryan Architects*



In the Fall of 2003, French + Ryan Architects of Georgetown, DE was commissioned by the Delaware State Police to renovate an existing visitor center located at the junction of the Sussex and Seashore Highways in Bridgeville, DE to house Delaware State Police Troop 5. The project includes 4,600 SF of renovation of the existing building and a 3,900 SF addition. French + Ryan Architects utilized the police design consultation services of Redstone Architects in formulating the layout of the new facility.



Redstone Architects reviewed several iterations of the plans and responded with suggested changes that addressed operational issues and workflow. The resulting layout has exceeded the original expectations of the Delaware State Police.



# 63rd DISTRICT COURT

KENT COUNTY  
Michigan

*Client Contact:*  
*Al Jano, Kent County Facilities Management*  
*(616) 632-7603*  
*Al.jano@kentcounty.org*

*Mark Post, AIA, Architect of Record*  
*(616) 451-3041*  
*markp@postassociates.com*

Size: 40,000 sq. ft.      Cost: \$6,000,000

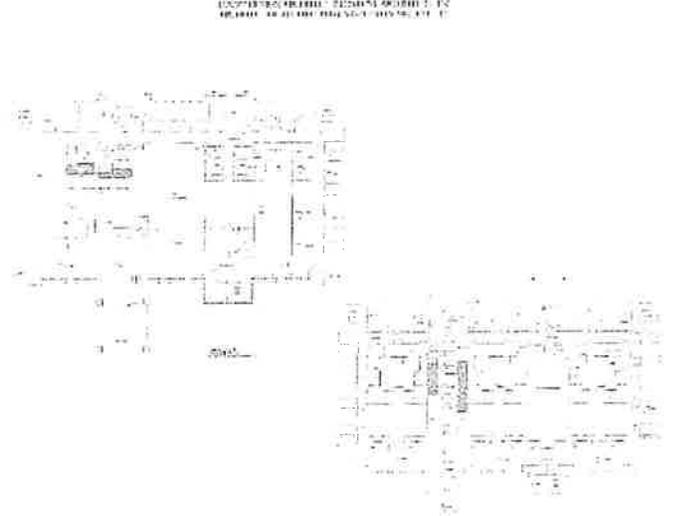
Kent County retained the team of Post Associates as Architect of Record and Redstone Architects as Court Design Consultant to provide a Needs Assessment and Design Services for its new Consolidated 63rd District Court. The goal is to consolidate its current two locations to realize increased efficiencies, and security of a single modern courthouse facility. The approved schematic design, developed by Redstone Architects, meets the needs of the public as well as the judicial and administrative staff. The building includes three Judge's Courtrooms & a Magistrate's Courtroom. It provides the appropriate levels of security, and future expansion potential. "Sustainability" is an integral element of this project.



WEST ELEVATION



EAST ELEVATION



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ARCHITECTS, INC.**  
Architecture • Planning • Interior Design

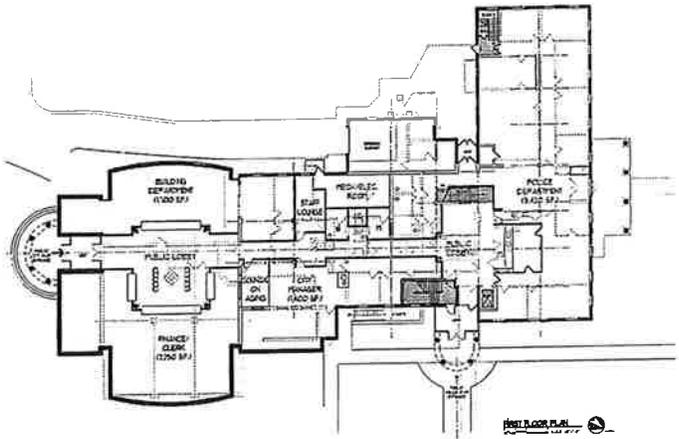
# MASTER PLAN

## PLYMOUTH Michigan

Date: Fall 2002  
Size: 28,000 Sq. Ft.

Client Contact  
Paul Sincock  
City Manager  
(734) 453-1234 ext. 238

The City of Plymouth, MI commissioned Wade-Trim and Redstone Architects, Inc. to prepare a master plan of their City Hall and Police Department facility. A needs analysis proved that the existing building was no longer suitable for the technological needs and flexibility of space required now and in the future. Redstone Architects, Inc. and Wade-Trim renovated the existing facility and relocated the City Hall and Police Department providing a more efficient and effective use of space. A newly constructed entryway on the southern end of the facility opens to a large public lobby. This entryway is similar to a nearby public library lobby, creating a sense of a civic campus in downtown Plymouth.



The design offers a more functional use of space while also creating a stronger civic center in the downtown.

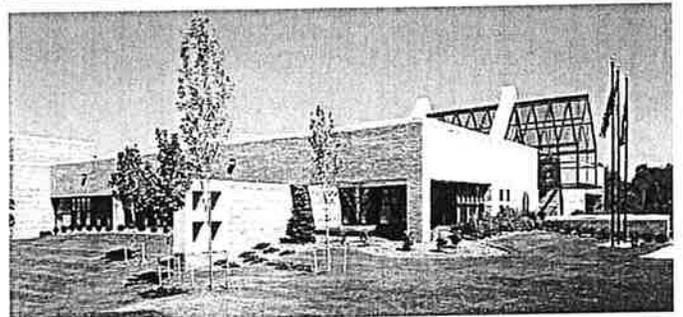
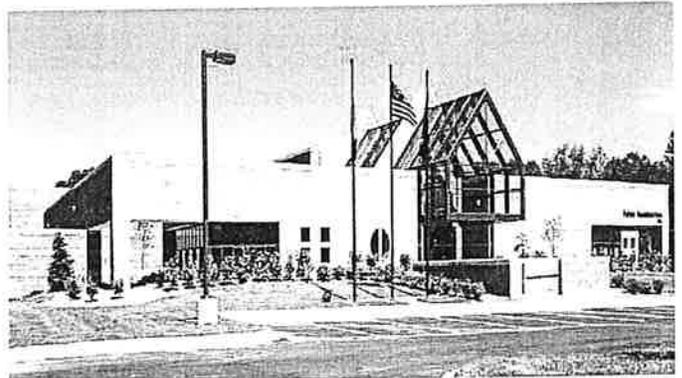
# POLICE HEADQUARTERS

WEST BLOOMFIELD  
Michigan

Completion Date: 1990 Size: 27,500 Sq. Ft. Cost: \$3,300,000  
Completion Date: 2004 Size: 6,500 Sq. Ft. Cost: \$1,225,000 (addition)

Client Contact:  
Ron Cronin, Chief of Police  
(248) 682-9200  
4530 Walnut Lake Road  
P. O. Box 250188  
West Bloomfield, MI-48325

Redstone Architects, Inc. combined aesthetics with efficiency when designing this award-winning police facility in West Bloomfield's civic center. The two-level, 27,500 square foot complex is friendly and open, featuring large skylights over the front and rear lobbies. The main level includes administration, investigations, communications, record-day room, computer room, prisoner holding cells with connecting sally port, interrogation rooms, witness interview rooms, maintenance garage, training rooms and cafeteria. The facility's lower level houses the exercise room, locker rooms, evidence storage, shooting range, and armory. The department recently returned to Redstone to provide design services for an addition to the building. The addition included a new detective bureau, an evidence processing laboratory and storage space, and expanded personnel locker facilities.



This project was presented the 1990 Architectural Award for outstanding design of a new building by the Greater West Bloomfield Chamber of Commerce.

# LOCAL AND STATE POLICE POST

## RICHMOND Michigan

Completion Date: 1995  
Size: 20,000 Sq. Ft. Cost: \$2,400,000

Client Contact:  
Gerald Williams, Former City Manager  
(586) 727-7577  
67567 S. Main  
Richmond, MI-48362

Redstone Architects, Inc. designed this 20,000 square foot facility to jointly house the city's police department and Michigan's largest full-service State Police Post. It is the state's first and only joint facility of its kind. The building was designed to solve several operational and organizational problems within the two agencies. The new design maximized the efficiency of each force by keeping operations separate yet created common space such as the main lobby, rest rooms, wellness center and conference room. The police detention and sally port areas are shared by the two forces; however, the State Police space is designed to accommodate a non-related function without disrupting city police operations or threatening its security. The TIFA sponsored project brought over 100 new employees to the city.

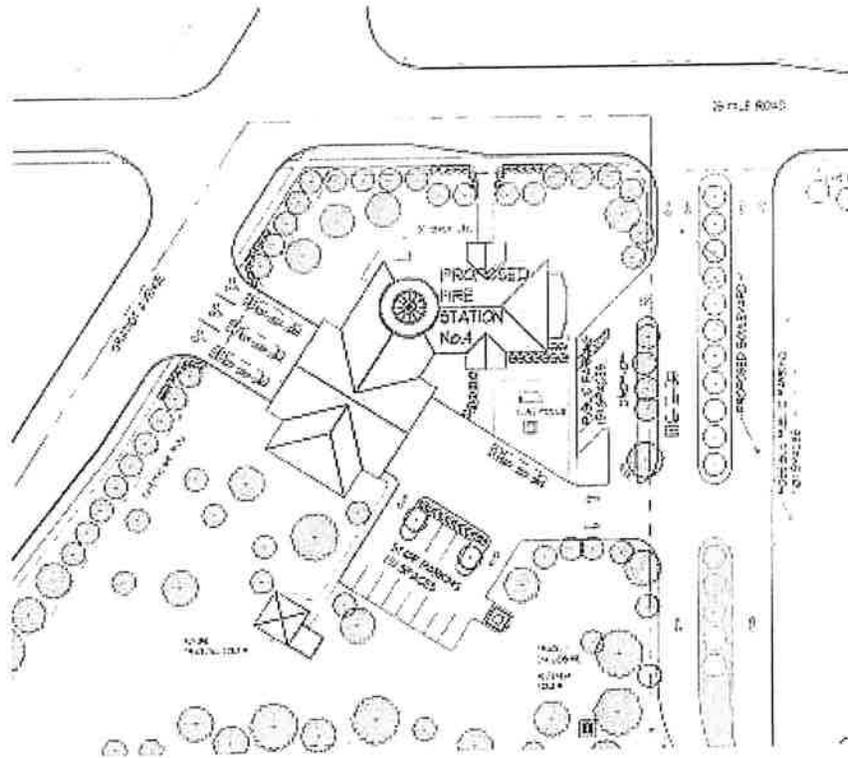


This state-of-the-art police facility was a Michigan first in state and local sharing facilities.

# FIRE STATION NO. 4

CHARTER TOWNSHIP OF CHESTERFIELD  
Michigan

Client Contact:  
Scott Messer, Fire Chief  
(586) 725-2233  
33991 23 Mile Road  
Chesterfield MI-48047  
smesser@chesterfieldfire.org



Conceptual planning has been accomplished for Chesterfield Fire Station No. 4 located at 25 Mile Rd and Gratiot Avenue in Chesterfield, Michigan. The project is expected to proceed further in year 2007 -2008. The Fire Department plans to share a boulevard that will also serve as an entry for a new Township Park.

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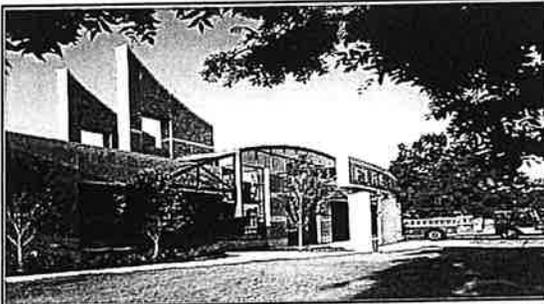
# **Part III**

*Honors & Awards*

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## Honors, Awards, and Publications



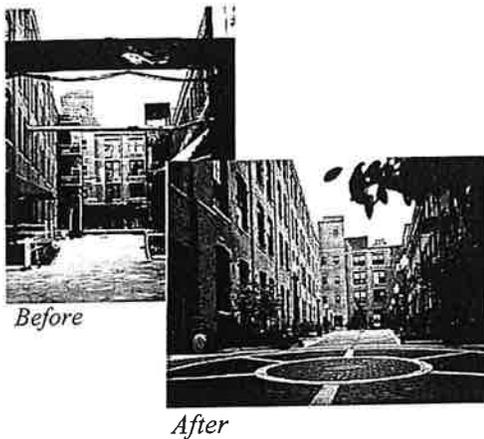
**Southfield Fire Station No. 2**  
*Southfield, MI*

The Southfield Fire Station No. 2 was selected as a **1995 winner of the Design and Construction Showcase** for outstanding projects for their quality of design, innovative construction techniques.



*Rooftop Garden Apartments*  
**Stroh River Place Apartments**  
*Detroit, MI*

The historic Apartments at Stroh River Place were selected as a **1992 winner of the Engineering Society of Detroit's Outstanding Achievement Award** in the design and construction of the Historic and Rooftop Garden Town Home Apartments. The award honors outstanding projects for their quality of design, innovative construction techniques, land use and their social-economic impact on Michigan.



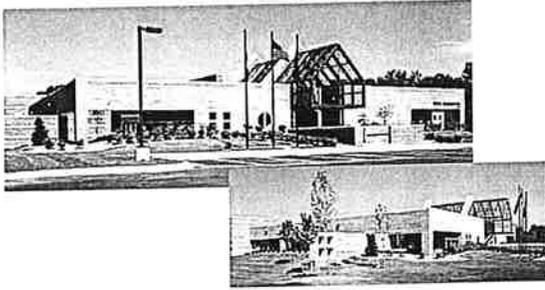
*Before*

*After*



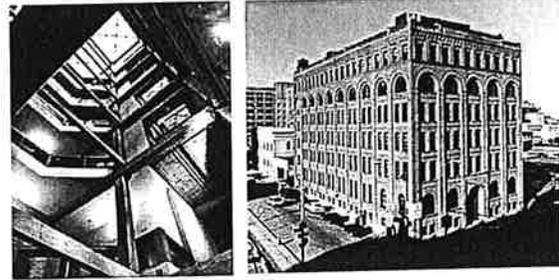
**Walsh College**  
*Troy, MI*

This project, featuring a major addition and alterations, was **showcased by the Construction Association of Michigan at the 1991 CAM Expo** as one example of the finest craftsmanship, project management and design in the Michigan Construction Industry.



**West Bloomfield Police Headquarters**  
**West Bloomfield, MI**

This project was awarded the *1990 Architectural Award* for outstanding design in a new building by the Greater West Bloomfield Chamber of Commerce.



**Historic Globe Building**  
**Detroit, MI**

This project was *showcased by the Construction Association of Michigan at the 1987 CAM Expo* as one example of the finest craftsmanship, project management and design in the Michigan Construction Industry.

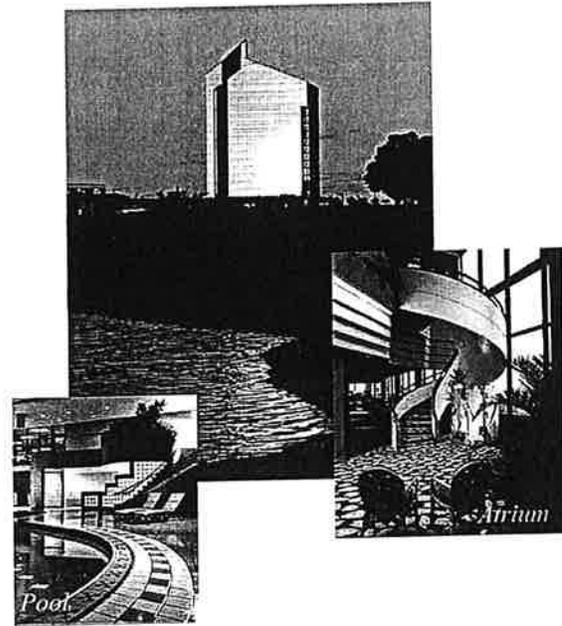


**Cottage Hospital Parking Deck**  
**Grosse Pointe Farms, MI**

This project was awarded in *1989 the Highest Recognition Award* for the positive contribution the parking deck has made to the beauty of Grosse Pointe Farms at the first presentation of awards by the City of Grosse Pointe Farms Beautification Advisory Commission.

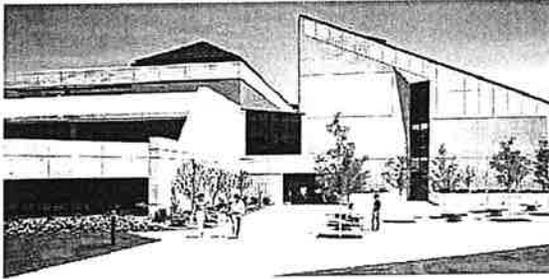
**Manufacturers National Bank, Operations Center**  
**Livonia, MI**

This project was *showcased by the Construction Association of Michigan at the 1989 CAM Expo* as one example of the finest craftsmanship, project management and design in the Michigan Construction Industry.



**Grand Traverse Tower Hotel**  
**Acme, MI**

Redstone Architects was presented *two awards in 1987* for the Grand Traverse Resort Village, Tower Hotel. Our firm won *the National Glass Association Honorable Mention for excellence in the use of glass in design*. The Engineering Society of Detroit presented Redstone Associates with their *Outstanding Achievement Award for design and construction*.



**Wayne H. Buell Building- LTU**  
**Southfield, MI**

In 1983, Redstone Architects received *the Walter Taylor Award*, jointly given by the American Association of School Administrators and the American Institute of Architects for excellence in school design. Redstone was also presented *the Outstanding Achievement Award in building design and construction by the Engineering Society of Detroit*.

#### **Patron Award**

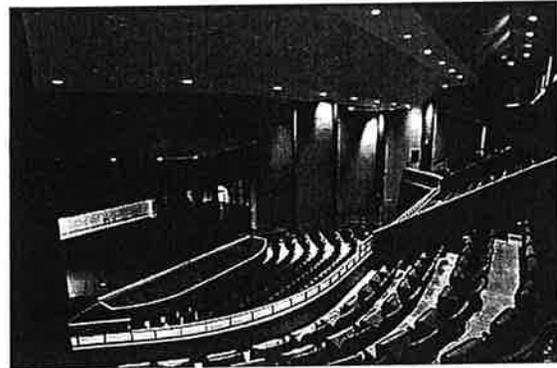
In 1977, Redstone Architects was presented *the Patron Award by the Arts Foundation of Michigan for our achievements in integrating art into architecture*.

#### **Office Of The Year**

In 1972, Redstone Architects and Manufacturers National Bank were presented *the Award of Merit for Outstanding Office Design and Layout by Administrative Management Inc.*

#### **Manufacturers National Bank, West Bloomfield Branch**

In 1964, Redstone Architects was presented *the Award of Merit by the American Institute of Architects, Detroit Chapter Honor Awards Program for the West Bloomfield Branch Bank of Manufacturers National Bank*.

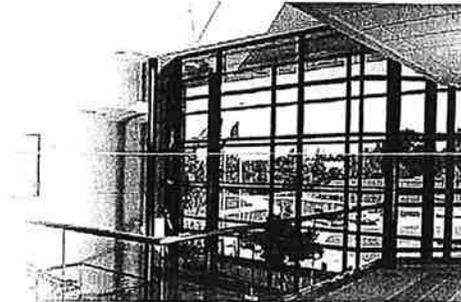
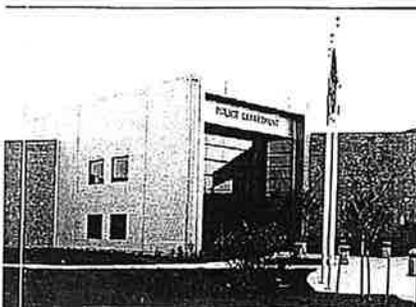
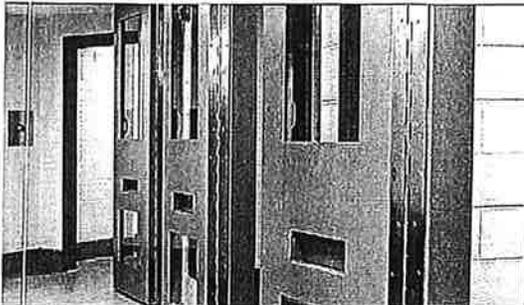


**Northwestern High School**  
**Detroit, MI**

In 1970, in recognition of the proficient use of structural steel in the design of the Northwestern High School Performing Arts Center, Redstone Architects was awarded *the Architectural and Engineering Award of Distinction* by the Great Lakes Fabricators and Erectors Association.

## TROY POLICE FACILITY

City of Troy, Michigan



The Troy Police Department traces its history back to July 1952 with the hiring of a chief and one patrol officer. Today, the Troy Police Department is a full service agency of 136 sworn officers and 66 civilian personnel, serving a community of 83,000 residents.

A new police facility needs to provide space that is versatile, creates a professional working environment for its employees, and is inviting to the public. The Troy facility has achieved this due to the hard work by the Troy Police Department staff, the architect, close cooperation and working together throughout the planning, design, and construction process ensures success.

During the planning phase, the Troy team developed many lofty expectations. Due to budget constraints, the project needed to be scaled back. The architect urged us to look at operations and consider how we would like to do business in the future, instead of focusing on how we did business in the past. Looking at our operations going forward enabled us to shake off preconceived notions based on past practices and old facilities, and it led to the adoption of many new ideas offered by the architect.

Photographs cannot convey how much more efficiently and cooperatively Troy employees work in their new environment. The workflow throughout the building encourages interaction between divisions such as patrol and investigations. Previously these divisions were isolated due to the old building design. Break rooms, mailboxes, workout areas, and common areas are strategically located for all to use and to foster more interaction among the employees.

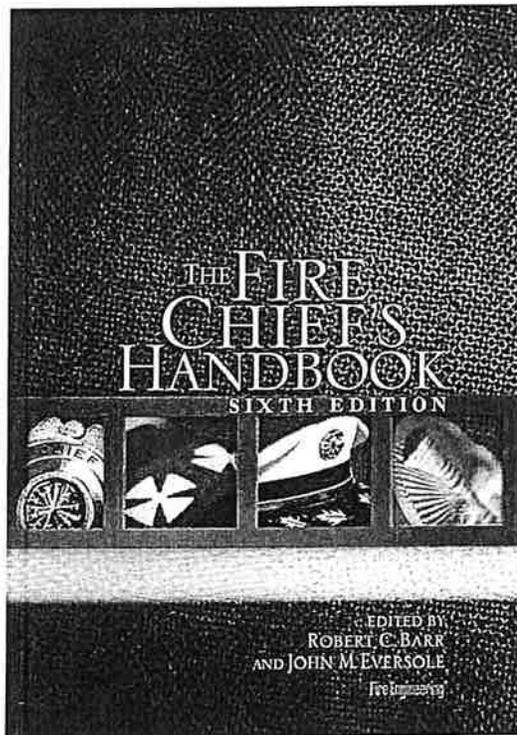
The public areas convey a very open and welcoming feeling and allow citizens to conduct their business with the Troy police in a professional setting.

Charles T. Craft, Chief of Police, 500 West Big Beaver Road, Troy, MI 48064

Redstone Architects Inc., Daniel Redstone, FAIA, Principal in Charge, 29201 Telegraph, Suite 400, Southfield, MI 48034  
Phone: 248-351-0770 / Web site: <http://redstonearchitects.com>



# THE FIRE CHIEF'S HANDBOOK



**13**

## **FIRE STATION AND FACILITY DESIGN**

**Daniel Redstone, FAIA, NCARB**

### **CHAPTER HIGHLIGHTS**

- Demonstrates and summarizes the processes required to develop a successful station.
- Reviews the need for the fire chief or another appointed officer to be involved throughout the design and construction process.
- Reviews the need to bring professionals on board your team that are knowledgeable of the needs of this special building type.

### **IDENTIFICATION OF NEEDS**

#### **Public participation:**

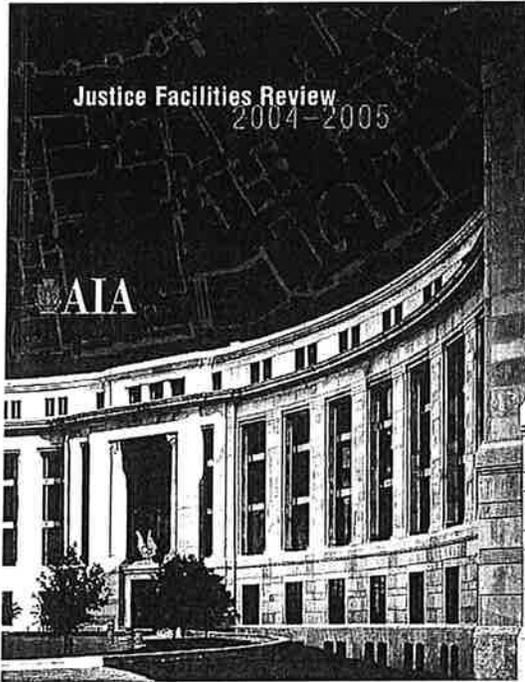
In most communities, fire departments are local agencies of a city, village, or a township. In some parts of the country there are established fire districts that may include a number of political jurisdictions, and which can be as large as an entire county. Most facilities are funded through some form of bond issue, requiring a vote of the taxpayers.

The 2003 Edition of *The Fire Chief's Handbook* continues a long-respected tradition of compiling information from top fire service leaders into one invaluable guidebook. This comprehensive text is designed for fire fighters, company officers, and chief officers of all ranks and of all department types who want the latest information on the fundamentals of leadership in the fire service as well as managing the day-to-day operations of a fire department.



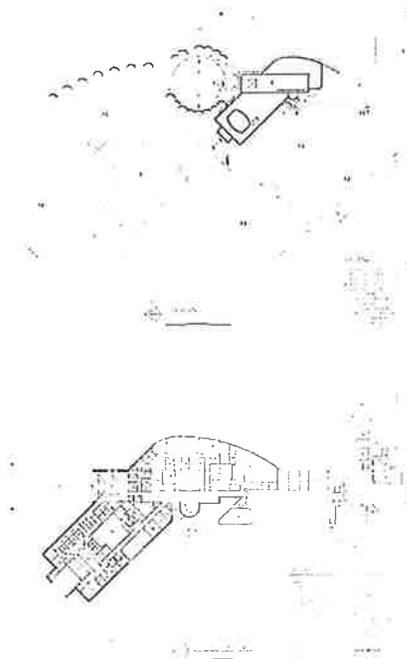
Daniel A. Redstone, FAIA, president of Redstone Architects, Inc., is the author of the chapter 13, *Fire Station and Facility Design* for this informative and definitive resource for the fire service industry.

**Justice Facilities Review  
2004 – 2005**



**Police Department / Fire Administration Addition & Renovation  
Troy, MI**

**Law Enforcement Facilities**



<b>OWNER</b>	City of Troy Troy, Michigan
<b>DATA</b>	
<b>Type of facility</b>	Law Enforcement
<b>Type of construction</b>	Addition & Renovation
<b>Site area</b>	2.15 acres
<b>Area of building</b>	275,976 GSF
<b>Total cost of construction</b>	\$76,200,000
<b>Status of project</b>	Project completed and occupied Project completion date 10/1/2004
<b>CREDITS</b>	
<b>Architect</b>	Skidmore, OWINGS & Merrill Chicago, Illinois
<b>Structural Engineer</b>	Skidmore, OWINGS & Merrill Chicago, Illinois
<b>Mechanical Engineer</b>	Skidmore, OWINGS & Merrill Chicago, Illinois
<b>Electrical Engineer</b>	Skidmore, OWINGS & Merrill Chicago, Illinois
<b>Civil Engineer</b>	Skidmore, OWINGS & Merrill Chicago, Illinois
<b>Landscape Architect</b>	Skidmore, OWINGS & Merrill Chicago, Illinois
<b>General Contractor</b>	Skidmore, OWINGS & Merrill Chicago, Illinois
<b>Photographer</b>	Skidmore, OWINGS & Merrill Chicago, Illinois

Law Enforcement Facilities • 67

**ARCHITECT'S STATEMENT**

The phased project included a 70,000 square foot addition and renovation of the existing 200,000 square foot police building, built in the late 1970s. The existing part of the existing core contains the police department and 100,000 square feet of the administration offices. The addition's design allowed the police department to be fully operational during construction. The renovation phase was initiated after the new addition was completed and fire, security, and communication areas were fully operational. Particular

attention was dedicated to creating interior work areas and to introducing new materials and technologies to create a modern public area and quality work spaces that enhance the department's working environment. The final design incorporated the joint of different departments meeting and dining areas through the use of an informal meeting and gathering spaces.



**CAM Magazine July 2004**  
**Police Department / Fire Administration Addition & Renovation**  
**Troy, MI**



**CONSTRUCTION HIGHLIGHT**

# CALL TO DUTY

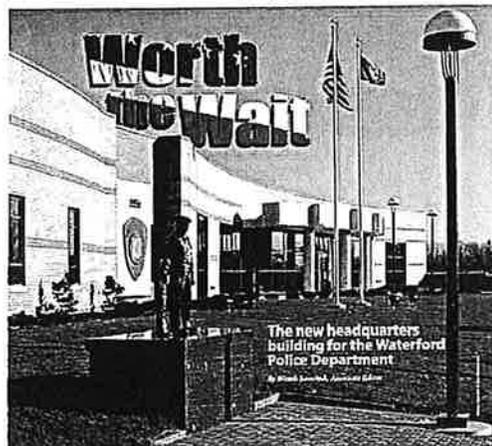
By David R. Miller, Associate Editor  
 Photo by Jeff J. Smith/MIACOM



46 PHOTOGRAPHY

For over 60 years, the citizens of Troy, Michigan have counted on the Municipal Police Department with their safety and protection. During that time, the department had been headquartered in numerous facilities including two double-story buildings. After a few years, the facilities were no longer able to handle the current state of the personnel and equipment necessary to effectively serve a police department. The state-owned facility for the department was the old Macomb Elementary School where they moved in 1962. It had served as the temporary headquarters for the department since opening. Lack of structural maintenance for the school became a real issue to be a temporary location. About 22 years later, the department was still housed in the

**CAM Magazine January 2002**  
**Police Headquarters**  
**Waterford, MI**



The new headquarters building for the Waterford Police Department

old elementary school which the majority of rooms utilized and others are planned. In January, on July 15, 2000, ground was broken for the much-needed long-awaited new headquarters building.

Planners are still in the final stages of the project and expect to start construction in a matter of weeks. The state-owned facility for the department was the old Macomb Elementary School where they moved in 1962. It had served as the temporary headquarters for the department since opening. Lack of structural maintenance for the school became a real issue to be a temporary location. About 22 years later, the department was still housed in the

elementary school which the majority of rooms utilized and others are planned. In January, on July 15, 2000, ground was broken for the much-needed long-awaited new headquarters building.

**CAM Magazine February 2003**  
**Macomb Township Hall**  
**Macomb, MI**



# A NEW CONCEPT BRINGS BACK OLD VALUES

Macomb Township Hall

"Small town" America is in the spotlight once again as the United States yearns for a return to the values of the past. The Macomb Township Hall is a prime example of a new concept in municipal government, one that brings back old values and a sense of community.

Macomb Township is one of the communities in Michigan that has a rich history. In the past 100 years, the people

of Macomb Township have worked hard to build a strong community. The new Macomb Township Hall is a testament to the values of the past and a commitment to the future.

**The Detroit News**  
**Taylor Fire Station No. 1**

DETROIT / WAYNE COUNTY / MICHIGAN

Wayne County

# New Taylor fire station is cutting edge

The \$4.25M facility replaces one of the oldest municipal buildings and includes a workout area, training room,

By Danice Gombosi  
 For The News

TAYLOR, Mich. (The News) — A new \$4.25-million fire station and fitness center is set to be completed in Taylor, Mich.

"I think Taylor is a real success story," said Mayor Bob Taylor, who was a guest at the station's dedication.

The \$4.25-million facility is more than double the size of the old station.

and open house last June. The station is the first in the city to be built in 100 years and includes a workout area, training room,

The new station is located at the intersection of Taylor and 10th streets.

Mayor Bob Taylor said the new station is a real success story for the city.

The station is a real success story for the city and a commitment to the future.

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The station is a real success story for the city and a commitment to the future.

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# **Part IV**

## *References*

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## References - Public Safety & Justice

### Saline, Michigan

City Hall and Police Department, 2000-2002

*Paul L. Bunten, Chief of Police*

Telephone: (734) 429-7911

*Jack Ceo, Deputy Chief of Police*

Telephone: (734) 429-7911

[jceo@ci.saline.mi.us](mailto:jceo@ci.saline.mi.us)

### Grand Blanc Township, Michigan

Township Campus Master Plan, 2003  
(Police, Fire, Town Hall & DPW)

*Jeffery Zittel, Supervisor*

Telephone: (810) 424-2600

*David Stamm, Chief of Police*

Telephone: (810) 424-2611

*James B. Harmes, Fire Chief*

Telephone: (810) 694-6111

### Grosse Pointe Park, Michigan

Public Safety Facility, 1993

*Dale M. Krajniak, City Manager*

Telephone: (313) 822-6200

*Palmer Heenan, Mayor*

Telephone: (313) 822-6436

### Troy, Michigan

Police Dept. and Fire Admin. Building,  
2000-2004

*Charles Craft, Chief of Police*

Telephone: (248) 524-3454

*Gary Mayer, Captain*

Telephone: (248) 524-3424

### West Bloomfield Township, Michigan

Police Headquarters, 1990  
Police Addition, 2002-2003

*Lt. John Himmelspach*

Telephone: (248) 975-9200

*Ron Cronin, Chief of Police*

Telephone: (248) 682-9200

### Chesterfield Township, Michigan

Fire Station No. 1, Renovation Study, 2004

Fire Station No. 3 (Headquarters), 2005

Fire Station No. 4, 2007

*Scott Messer, Fire Chief*

Telephone: (586) 725-2233

*Doug Charbonneau, Deputy Chief*

Telephone: (586) 725-2233

### Milford, Michigan

Police Department, 2002-2003

Village offices

*Wayne Walli, Chief of Police*

Telephone: (248) 684-1815

### Crestwood, Missouri\*

Police Department Needs Assessment,  
2001-2002

Police Department, 2002-2003

*Frank Arnoldy, Captain*

Telephone: (314) 729-4810

\*with Horner & Shifrin Architects

### Lowell, Michigan\*

City Hall and Police Station, 2001

*James Valentine, Chief of Police*

Telephone: (616) 897-7123

\*with FTCH

### Richmond, Michigan

Local and State Police Post, 1995

*Gerald Williams, Former City Manager*

Telephone: (586) 727-7577

*Dennis Watkins, Chief, Keego Harbor, MI  
(Former Chief of Police, Richmond, MI)*

Telephone: (248) 682-3030

*Jonathan Moore, City Manager*

Telephone: (586) 727-7571

*Dennis Privette, Police Chief*

Telephone: (586) 727-7545



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**City of Keego Harbor, MI**

New City Hall & Police Station, 2005-2006  
Needs Assessment & Design, 2005-2006

*Dennis Watkins, Chief of Police*

Telephone: (248) 682-3030

*Dale Stuart, City Manager*

Telephone: (248) 682-1930

**Franklin, Michigan**

Police Department, 1999-2002

*Pat Browne, Chief of Police*

Telephone: (248) 626-9672

*Ed Glomb, Former Chief (Currently Chief of  
Detroit Metropolitan Airport)*

Telephone: (734) 942-5376

**Taylor, Michigan**

23<sup>rd</sup> District Court, 2003-2005

Fire Station No. 1, 2003-2005

*Vicky Bowman, Court Administrator*

Telephone: (734) 374-1334

*Vince Fedel, Fire Chief*

Telephone: (734) 374-1355

**Waterford Township, Michigan**

Civic Center Master Plan, 2002

Police Headquarters, 2001

Central Fire Headquarters, 2000

Department of Public Works, 2002

*Carl Solden, Supervisor*

Telephone: (248) 674-6201

*Dan McCaw, Chief of Police*

Telephone: (248) 674-0351

*Archie Spence, Deputy Fire Chief (Ret.)*

Telephone: (248) 889-1408

*Terry Biederman, Director of Public Works*

Telephone: (248) 618-7451

**City of Battle Creek, MI**

Regional Fire Authority Study, 1999-2000

*Larry Hausman, Fire Chief*

Telephone: (269) 966-3519

**City of Monroe, MI**

Needs Assessment for New Fire  
Headquarters, 2005-2006

*Bill Bert, Fire Chief*

Telephone: (734) 241-1626, ext. 5

**Huron Township, Michigan**

Design Consultant, 2005

*Greg Van Kirk, PMC, Owner's Rep*

Telephone: (248) 223-3395

**City of South Lyon, MI**

Needs Assessment, 2004-2005

*Lloyd Collins, Chief*

Telephone: (248) 437-1773

**City of Utica, MI**

City Hall, Police & Fire Departments, DPW  
Needs Assessment, 2005-2006

*Mike Reaves, Chief of Police*

Telephone: (586) 731-2345

*Jacqueline Noonan, Mayor*

Telephone: (586) 739-1600

**City of Springfield, MI**

Needs Assessment, 2006

*Rob Coles, Director of Public Safety*

Telephone: (269) 965-7795

*Jim Jenkins, City Manager*

Telephone: (269) 965-2354

**City of Novi, MI**

New Indoor Gun Range, 2007

*David Molloy, Chief of Police*

Telephone: (248) 347-0505

*Tom Lindberg, Deputy Chief of Police*

Telephone: (248) 347-0504



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### Kentwood, Michigan

Civic Center Master Plan, 2001  
Justice Center, 2000\*  
DPW Needs Assessment, 2002-2003  
City Hall Needs Assessment, 2001

*State Sen. Bill Hardiman, Former Mayor*  
Telephone: (517) 373-1801

*Richard Mattice, Chief of Police*

Telephone: (616) 698-6580

*William Kelly, Judge, 62-B District Court*

Telephone: (616) 554-0717

*Ron Woods, P.E., Director of Public Works*

Telephone: (616) 554-0824

\*with Post Associates Architects

### 63rd Consolidated District Court, Kent Co, MI

Needs Assessment and Court Designer  
New Consolidated District Court, 2006-  
2007\*

*Al Jano, Kent County Facilities Management*

Telephone: (616) 632-7603

[Al.jano@kentcounty.org](mailto:Al.jano@kentcounty.org)

*Mark Post, AIA, Architect of Record*

Telephone: (616) 451-3041

[markp@postassociates.com](mailto:markp@postassociates.com)

*Sara Smolenski, Chief Justice*

Telephone: (616) 336-4254

*Dona Gillson, Court Administrator*

\*with Post Associates Architects

### Clayton, Missouri

Police Department Needs Assessment,  
2007\*

*Tom Byrne, Chief of Police*

Telephone: (314) 290-8401

\*with ARCTURIS

### Delta Township, Michigan

Sheriff's Substation, 2007

*Ken Lane, Assistant Twp. Manager*

Telephone: (517) 323-8590

*Lt. Jeffrey Warder, Eaton Co. Sheriff's Dep't*

Telephone: (517) 543-3512

### New Baltimore, MI

Needs Assessment, 2006

*John Bolgar, Chief of Police*

Telephone: (586) 716-9043

### City of Detroit, MI

Fire Engine Co. No. 5, 1999

*Tyrone Scott, Fire Commissioner*

Telephone: (313) 596-2901

### Other Law Enforcement References:

(Non-Client Chiefs with whom we have a relationship through the Michigan Association of Chiefs of Police, the Southeastern Michigan Chiefs of Police, and the Oakland County Chiefs of Police):

Clinton Township, MI.

*(Retired) Chief Al Ernst*

Telephone: (586) 493-7872

Southgate Police Department,

*Deputy Chief Charles Castle*

Telephone: (734) 258-3040

Chesterfield Township, formerly of Oak Park,

*Bruce Smith, Chief of Police*

Telephone: (586) 949-2112

Plymouth Township, MI,

*Tom Tiderington, Chief of Police*

Telephone: (734) 453-3869



GREGORY E. PITONIAK  
*Mayor*  
MARY ANN RILLEY  
*City Clerk*  
WAYNE F. AVERY  
*Treasurer*

# City of Taylor

23555 GODDARD ROAD  
TAYLOR, MICHIGAN 48180  
PHONE: (734) 287-6550 (Menu) • FAX: (734) 374-1343  
[www.cityoftaylor.com](http://www.cityoftaylor.com)

*CITY COUNCIL*  
JACKLYN MOLNER  
*Chairwoman*  
DOUGLAS A. GEISS  
*Chairman Pro-Tem*  
GREG BZURA  
PAULINE E'TTORE  
JOHN GROVE  
CHRISTOPHER KEMP  
STAN CYBERT

October 3, 2005

Mr. Daniel Redstone, FAIA, NCARB  
President  
Redstone Architects, Inc.  
29201 Telegraph, Suite 400  
Southfield, MI 48034

Re: 23<sup>rd</sup> District Court and Central Fire Station

Dear Dan:

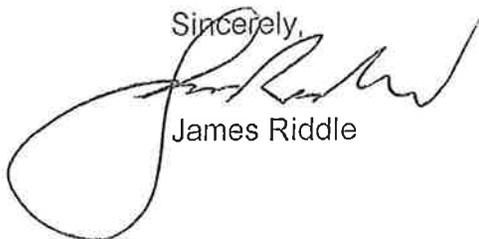
I want to let you know how thrilled the City of Taylor is with its new Central Fire Station and 23<sup>rd</sup> District Court Building, both designed by Redstone Architects. Your role as the architect with the Design-Build team contributed greatly to the design of efficient buildings that fit well into the City's Master Plan for development of a "New Urbanism" aesthetic along Goddard Road.

Your design team, led by yourself and Leonardo Fabiilli, AIA, did a great job of developing a design which provides for a very efficient work flow in both facilities. Your firm's expertise and professionalism are evident in the outcome. The design discussions challenged us to think ahead. Your placement of the new buildings on the Civic Center has created a campus that is inviting to the public, while at the same time is secure and functional to our employees, Judges, and Public Safety personnel.

You listened to our need to keep costs within the established budget. Design discussions led to reductions in the program approved by the users. Your involvement with the Contractor in the selection of materials and systems helped keep the project within budget.

Our Fire Chief and our Judges are looking forward to many years of enjoyment working in their new facilities. Thank you again for all of your efforts.

Sincerely,



James Riddle



WILLIAM J. SUTHERLAND  
District Judge  
GENO D. SALOMONE  
District Judge

ROBERT CIOLEK  
Court Administrator/  
Magistrate  
email: bciolek@ci.taylor.mi.us

TWENTY-THIRD JUDICIAL DISTRICT OF MICHIGAN  
23531 Goddard Road • Taylor, Michigan 48180-3197 (734) 374-1334 • FAX: (734) 374-1303  
Probation Department (734) 374-1326 • Civil Division (734) 374-1328

OCTOBER 3, 2005

TO WHOM IT MAY CONCERN,

Redstone Architects Inc. was the principal designers of our new 23<sup>rd</sup> District Court Building.

To date, I cannot begin to tell you how many compliments the Judges and I have received about how beautiful the new court building is. They took care of planning every detail and ended up with a solid design effort.

I certainly appreciated their involvement in determining our needs and our ideas and then incorporating these ideas into the design. They have incorporated our main concern, the safety of the court staff and the public, in designing the New 23<sup>rd</sup> District Court Building.

I would certainly give Redstone Architects Inc. high marks for their efforts on the new 23<sup>rd</sup> District Court Building.

Sincerely,

  
Robert Ciolek  
Court Administrator / Magistrate  
23<sup>rd</sup> District Court



# The CITY of SALINE

## POLICE DEPARTMENT

100 N. HARRIS SALINE, MICHIGAN 48176-0040  
PHONE: (734) 429-7911 FAX: (734) 429-8307

Paul L. Bunten  
Chief of Police

June 15, 2005

Mr. Daniel Redstone  
Redstone Architects, Inc.  
29201 Telegraph, Suite 400  
Southfield, MI 48034

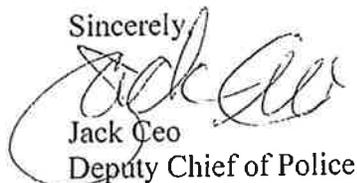
Dear Dan,

We have now been in our City Hall/Police Department building for three years. It can be difficult during the planning and design of a new building when looking at blue prints and renderings to imagine how the space that is being proposed will actually work. I am pleased to relate that the design you conceived has been very functional for the Police Department, and has successfully stood the test of time.

Your team of architects made the process very efficient. When questions were asked, or potential issues were brought up, they were addressed with imagination and creativity that not only gave us a pleasing design, but a very usable space. In my thirty-six years of government service, this is the first new building I have worked in. Your firm brought us a design that was within our budget, yet provides space and facility for future growth and expansion.

I compliment you and your staff on the competencies you brought to bear on designing a police department for us. The design process was a pleasant, exciting experience, and in hindsight I am happy to say, it brought us a very efficient and usable workspace. I would be happy to highly recommend your firm to any police department seeking an architectural firm to design a building for their future use.

Sincerely,



Jack Ceo  
Deputy Chief of Police



Charles T. Craft, Chief of Police  
500 West Big Beaver Road  
Troy, Michigan 48084  
248-524-3443

April 29, 2005

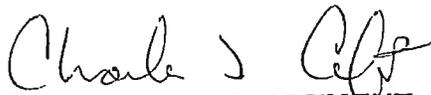
Mr. Charles Higginbotham, Editor  
The Police Chief Magazine  
515 North Washington Street  
Alexandria, Virginia 22314

A new police building needs to provide space that is versatile, creates a professional working environment for its employees, and is inviting to the public. Our facility has achieved all of this thanks to the hard work by the Troy Police Department staff and the architect throughout the planning, design, and construction process.

During the planning phase, our team developed many lofty expectations. Due to budget constraints, the project needed to be scaled back. The architect urged us to look at operations – not from "How have you done business in the past?" – but from the perspective of "How would you like to operate in the future?" Looking at our operations going forward enabled us to shake off preconceived notions based on past practices and old facilities, and led to the adoption of many new ideas offered by the architect.

Photographs cannot convey how much more efficiently and cooperatively our employees work in their new environment. The workflow throughout the building encourages interaction between divisions such as patrol and investigations. Previously these divisions were isolated due to building design. Breakrooms, mailboxes, workout areas, etc. are strategically located for all to use, resulting in more interaction.

Our public areas convey a very open and welcoming feeling, and allow citizens to conduct their business with our Department in a professional setting.

  
**TROY POLICE DEPARTMENT**  
Chief Charles T. Craft

**REDSTONE ARCHITECTS, INC.**  
Daniel Redstone, FAIA, Principal in Charge  
Leonard Fabilli, AIA, Project Manager  
Bassam Yaldo, Associate AIA, Project Designer

# Waterford Police Department

---

John B. Dean  
*Chief of Police*

Charles Jehle  
*Deputy Chief*

Dale LaCroix  
*Deputy Chief*

November 20, 2003

To Whom It May Concern:

This letter is given as a recommendation for Redstone Architects. Working many years within the limits of an aging school building, the Waterford Police Department looked for the most beneficial avenue to construct a new facility. After examining the proposals of many companies, the Township Board, in conjunction with the Police Command officers, overwhelmingly selected Redstone Architects, Inc.

Next week, the Waterford Police officers and employees will celebrate a two year anniversary working in our new surroundings. We all appreciate our beautiful home away from home. The natural light was so strategically placed throughout and the careful planning of every detail is evident when you tour our building. We have provided tours to many law enforcement agencies leaving each one in awe of our fabulous structure.

Safety, comfort, and design were all considered in the formulation of our station. Redstone Architects has served our department well; they have made our dream become a reality.

Respectfully,



John B. Dean  
Chief of Police  
248-618-7533

JBD/agt



It is the mission of the Kentwood Police Department to assist the community in ensuring the safety, individual rights, and quality of life of all citizens.



October 28, 2003

TO WHOM IT MAY CONCERN:

The members of the Kentwood Police Department and I wish to express our appreciation to Mr. Daniel Redstone and his staff of Redstone Architects, Inc. of Southfield, Michigan. They were the principal designers of our new Justice Center facility, which has housed our Department and the 62B District Court for more than a year now. This 60,000 square foot facility is living up to its promise of being the law enforcement facility of the future. We receive numerous compliments from other law enforcement practitioners who tell us it is the most well-designed facility for the policing function that they have ever seen.

Mr. Redstone and his staff conducted a space-needs assessment and traffic flow study. They skillfully prepared a basic schematic plan, putting all the needs and ideas into a tangible building design. We were very pleased that they clearly listened to us and accommodated our concerns. This building serves us well today and will serve the community for many years to come.

Sincerely,

RICHARD A. MATTICE  
Chief of Police



## **Police Department**

**James Valentine**  
Chief of Police

111 North Monroe Street  
Lowell, Michigan 49331  
Phone (616) 897-7123  
Fax (616) 897-4074

October 5, 2001

To Whom It May Concern

RE: Daniel Redstone d.b.a. Redstone Architects, Inc.

My agency is in the final planning process for a new building, in conjunction with a remodeling of our community's city hall. The lead architect sub-contracted the police department building design to Daniel Redstone Architects because of the Redstone reputation for public safety building design. After my first meeting with Daniel Redstone, I immediately understood the lead architect's rationale for involving Redstone Architects.

Daniel Redstone has done more than simply design a building. His experiences were very apparent as he helped us during the space needs study by bring forth ideas we would have otherwise overlooked or would have discovered after the project was completed. Although our project is small (11,000-sq. ft.), Daniel Redstone and his employees worked with the project and with my staff and me as though we were designing a project on a much larger scale. Daniel and his staff are sincere and committed their time and energies to our project as if this was the most important thing on their plate.

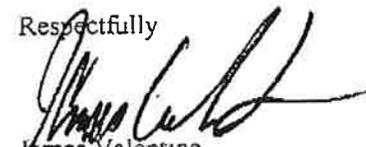
Because of Daniel's extensive experiences with public safety building projects, he has created for us a very functional, affordable building which is designed not only for today, but for well into the future. Daniel's organization of the project planning and design has helped us prevent the unfortunate oversights that tend to occur when jurisdictions plan such projects themselves.

Daniel Redstone and his associates are very unpretentious in their planning and design. Their first concern is the customer's needs. Redstone Architects elicit from the customer what they want, then based upon extensive design experiences, they create a product, which as stated earlier, is not just a building design, but an attractive, functional building which will be useful not only today, but 20 years into the future.

I have been extremely pleased the lead architect chose Daniel Redstone to design our police department. Daniel does not try to force a particular design onto a client. He works with the client to develop what the client envisions for a product. Daniel's friendly, unassuming personality makes it a pleasure to work with him. Any of the staff at Redstone Architects that I have met also reflect Daniel's personality and philosophy.

In closing, should you have any questions or wish to further discuss Daniel Redstone and/or Redstone Architects, Inc., please feel free to contact me at anytime.

Respectfully



James Valentine  
Chief of Police



James E. Robertson, Mayor

August 7, 2003

To whom it may concern;

I have been asked to provide some insight into my choice for architectural services for the City of Crestwood, Missouri Police and Municipal Courts Building. This project has a life of in excess of 10 years in the making and my demands for quality design, function and usability are exceptional.

I first met Dan Redstone in Toledo, Ohio during a conference held by the International Association of Chiefs of Police discussing design of police buildings. I was immediately struck by his insight into the unique aspects of police building design; functionality; and presentation. The project in Crestwood would not be an "off the shelf" design project. Issues such as the use of natural light, melding of the various functions of service, workflow, public access, and security were and are of paramount importance to me.

About a year later, I was given the authority to proceed with feasibility analysis to identify specific needs of the department both today and well into the future. I contacted Mr. Redstone and inquired if his firm would be interested in bidding on such a project for the City of Crestwood, Missouri. I will admit to some initial hesitancy at the idea of inviting a design firm removed from the immediate St. Louis area, however my very positive memories of both the interactions and design concepts presented by Redstone Architects caused me to move forward with the invitation.

Redstone Architects, partnering with a local engineering firm submitted a proposal that was unanimously selected by a staff panel as far superior to the other 5

comprehensive proposals received for this phase of the project. Once completing the feasibility study we moved to design, re-bid that portion and again selected Redstone Architects to design our building. I can say without exception that I have never questioned the decision to recommend the firm of Redstone Architects. Working with Mr. Redstone and his staff have made the complex task of building design nearly painless. The insight brought to such a complex project can only be accomplished by one so uniquely focused on public safety design. Each question I have asked has been met with specific information, tangible reasoning, and unqualified confidence. Each suggestion I have made has been analyzed, discussed, and either incorporated or adjusted to improve my concept. Mr. Redstone and his staff have been exclusively available to the Crestwood design team and exceptionally responsive to our time frames and needs.

Please accept this letter as an unqualified endorsement of my experience with Redstone Architects. The City of Crestwood is well on the way to a premier police and municipal courts building. I was asked recently by one of my Aldermen whether Redstone Architects had achieved my desire for "vision" in design of a police building. As the record indicates, they've not only met, but exceeded my expectations. Those who know me appreciate how difficult that is. Please feel free to call me at (314) 729-4840 to discuss any aspect of my working relationship with the firm.

Sincerely,

A handwritten signature in black ink, appearing to read "Donald E. Greer". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Donald E. Greer  
City Administrator / Chief of Police  
City of Crestwood, Missouri  
[dgreer@ci.crestwood.mo.us](mailto:dgreer@ci.crestwood.mo.us)



## FIRM HISTORY

Delaware Architects, LLC was formed in 2009 by two design professionals, John H. Pepper and Martin D. Dusbiber, who have known each other and worked together intermittently since 1982 when they both worked for Diamond/McCune (D/M) an Architectural and Engineering firm.

In 1981, Martin came to D/M after gaining valuable experience working for various construction companies in Delaware. John joined D/M in 1982 after graduating from Louisiana Tech University. In 1983, while working at D/M, Martin formed DIL Consulting Engineers, a surveying and engineering company.



In 1984, John had the opportunity to join Jackson Architects which was just getting established. John stayed at Jackson Architects until 1988 when he became a registered architect and started his own architectural practice, Pepper Architects. Later in 1994, Pepper Reinholz Architects, Inc. was formed when a partner was added to the firm.

In 1987, Martin joined Thompson Architects, Inc. where he was a partner and Vice President until 1988 when he had the opportunity to join the City of Rehoboth Beach as the Assistant City Manager and City Engineer. Martin and John worked together again when Pepper Reinholz, Inc. was commissioned to provide architectural design services for several projects for the City of Rehoboth Beach. Martin provided project management for the City and John provided project management for Pepper Reinholz, Inc., solidifying their professional and personal relationship.

In 1997, Martin left the public sector and joined Design Exchange Architects, Inc. where he stayed until 2001. In 2001, Martin joined George Miles & Buhr, LLC to establish their new office in Lewes, Delaware. During the same year, John joined the State of Delaware as the State Architect working in the Division of Facilities Management. He stayed there until 2004 when he joined Martin in the Lewes office of GMB.

Realizing that each one had their own unique set of skills, talents, and experience, John and Martin decided to form Delaware Architects, LLC in 2009. They did so with the express purpose of providing quality professional design services, not only in Delaware but the tri-state region. In fact, the company was founded on the idea that "We Build Strong Client Relations Resulting in Creative and Sustainable Designs".

# DELAWARE ARCHITECTS, LLC

106 NW FRONT STREET, MILFORD, DE 19963  
Office - 302-491-6047 Fax - 302-491-6048

## FIRM SERVICES AND PROJECT EXPERIENCE

We Build Strong Client Relations Resulting In Creative And Sustainable Designs

### Pre-Design Services

Programming  
Site Feasibility Studies  
Site Analysis Evaluation Studies  
Building Assessments  
Building Feasibility Studies  
Meeting with Governing Agencies  
Project Budgeting  
Concept Design

### Traditional Architectural Services

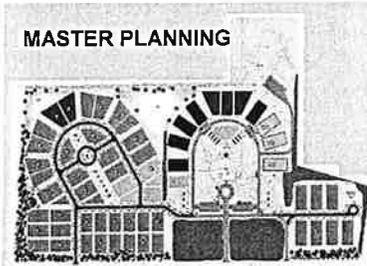
Schematic Design  
Design Development  
Construction Documents  
Bidding and Negotiations  
Construction Administration

### Specialty Services

Space Planning  
2D Color Renderings  
3D Color Renderings  
Virtual Building Walk-through  
Digital Building Documentation  
Building Information Modeling (BIM)  
Fund Raising Support

### Project Experience

Assembly  
Cemeteries  
Public  
Commercial  
Hospitality  
Education  
Master Planning  
Medical  
Multi-Family  
Residential  
Religious  
Industrial



# DELAWARE ARCHITECTS, LLC

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## PROJECT APPROACH

Delaware Architects, LLC believes in a systematic approach to all of our design projects. This approach is divided into five basic phases. These phases include Pre-Design, Schematic Design, Design Development, Construction Documents and Construction Administration. These phases are described as follows;

### **Pre-Design Services**

- Programming
- Site Feasibility Studies
- Site Analysis - Evaluation Studies
- Building Assessments
- Building Feasibility Studies
- Meeting with Governing Agencies
- Project Budgeting
- Concept Design

### **Schematic Design Services**

- Project Scheduling
- Program Refinement
- Master – Site Planning
- Schematic Plans and Elevations
- Project Renderings
- Pre-Construction Services
- Project Presentations
- Consultants Schematic Design
- Schematic Review With Governing Agencies
- Client Meetings and Review

### **Design Development Services**

- Program Refinement
- Design Development Plans and Elevations
- FF&E Design
- Design Coordination with Consultants
- Building Materials Selection
- Refined Pre-Construction Services
- Outline Specifications
- Client Meetings and Review

### **Construction Document Services**

- Final Drawings and Elevations
- Final Project Specifications
- Final Architectural Project Review
- Final Consultant Project Review
- Permit Review Submission
- Final Pre-Construction services

### **Contract Administration Services**

- Project Bidding
- Project Contracting
- Finish and Color Selection
- Submittal Review
- Payment Application Review
- Change Order Review
- Project Inspection
- As-Built Documentation
- Project Closeout



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**POLICE STATION PROJECTS**  
MILFORD, DELAWARE

**TOWN OF OCEAN VIEW**

New city hall and police station

**CITY OF REHOBOTH**

Various renovation projects

**TOWN OF GREENWOOD**

Renovations to town hall and police station

**CITY OF LEWES**

New city hall and renovations to police station

**SOUTH BETHANY**

New town hall and police station

**DELAWARE DEPARTMENT OF CORRECTIONS**

New maintenance facility

# DELAWARE ARCHITECTS, LLC

106 NW FRONT STREET, MILFORD, DE 19963  
Office - 302-491-6047 Fax - 302-491-6048

## MILFORD PROJECTS MILFORD, DELAWARE



MILFORD  
SENIOR CENTER



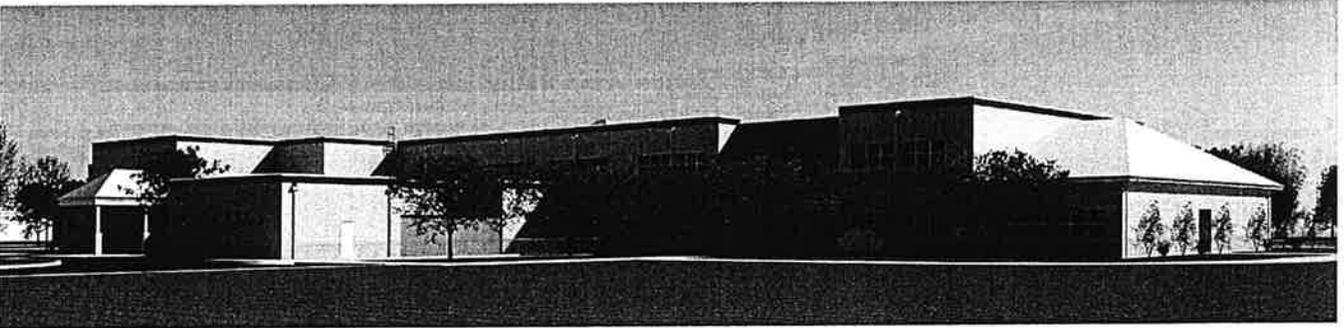
SECOND  
STREET PLAYERS

ATLANTIC SURGICAL  
WINDSOR HOTEL  
DR. EDMONDSON  
MILFORD CITY HALL  
MILFORD LIBRARY  
MILFORD ELEMENTARY  
CARLISLE FIRE DEPARTMENT  
RESIDENTIAL PROJECTS  
IG BURTONS BMW

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MILFORD UPPER ELEMENTARY SCHOOL  
MILFORD SCHOOL DISTRICT  
MILFORD, DELAWARE



The project is currently in the construction phase and consists of the design of a 78,000 s.f., two-story elementary school located adjacent to the existing Lulu Ross Elementary school in Milford, Delaware. The new facility is designed for 32 classrooms to educate 700 students, grades 3-6. In addition to the integration of the new school building, the up-grade and re-design of the existing site ingress and egress for both the new and existing schools was required including new parent and bus loops as well as site utilities. The design includes extensive sustainable design features including geothermal HVAC and a 100KW solar system. 2011. Total cost of construction including FF&E is \$21,000,000. This project is currently under construction and is slated to be completed in May of 2011.



\* This project was completed by the DALLC architectural staff while working at GMB

# DELAWARE ARCHITECTS, LLC

106 NW FRONT STREET, MILFORD, DE 19963  
Office - 302-491-6047 Fax - 302-491-6048

**MILFORD PUBLIC LIBRARY**  
11 S. E. FRONT STREET  
MILFORD, DELAWARE



The Milford Public Library determined there was a strong need for an expansion in order to provide a larger facility for the community. DALLC worked with the building committee to design various additions to the main building totaling 9,800 square feet. The additions almost double the size of the existing facility. In addition, DALLC helped determine appropriate renovations to upgrade the existing space. DALLC was challenged in fitting the new additions onto a very limited size site, creating innovative additions which were seamless to the existing facility and finally, incorporating the existing building design.

A new children's library was added with a separate and secure area on the ground floor, with its own book check-out, bathrooms, administrative offices, computer center, craft area and a recessed story area. New public meeting spaces were created to be accessed by the public without having to obtain access through the main library. The main entrance was re-designed to better facilitate the general public and the handicapped. Other design features include a new and larger computer center, an expanded general library area, new administrative office space, a book repair area, new personal reference and study areas, a new reference room, an expanded lobby area and additional meeting spaces. Due to the creative design, the stack space in the main library has been increased by 75% and the computer center was doubled in size. The total project size is 21,800 sq. ft. with a total contracted cost of \$3,000,000.00. The library is currently under construction and is slated to be complete in the fall of this year.

# DELAWARE ARCHITECTS, LLC

106 NW FRONT STREET, MILFORD, DE 19963  
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**SEAFORD CITY HALL**  
414 HIGH STREET  
SEAFORD, DELAWARE



Seaford's former City Hall, located on King Street in Seaford, Delaware, and built in 1960, was extremely outdated and inadequate in providing the functions the City currently required. Lack of office and storage space, as well as mechanical and electrical issues, were a few of the main concerns.

The City of Seaford teamed with GMB to design and construct a new 7,500 square foot municipal office building on the corner of High and Market Streets. The project was completed in the fall of 2003 at a construction cost of \$1,386,000. The purpose of the new building was to provide the City with a larger, more efficient facility to house Council Chambers and various administrative offices.

In order to accommodate site and budget constraints, GMB worked closely with City employees to finalize the design of the building. A building committee was formed and produced a conceptual layout for the new city hall. GMB was able to modify this design to effectively position the building on the site and to enhance the architectural appeal of the building. This team effort allowed GMB to take the committee's ideas and make them work.

Modifications were made to the originally proposed façade, in order to integrate architectural elements from the downtown area into the design. For instance, the arches on each window were added specifically to match other buildings on High Street.

GMB was challenged by various issues, such as expanding the size of the building, orienting the building at a 45 degree angle, accommodating the drive thru traffic flow, matching the downtown streetscape, and working within the City's budget.

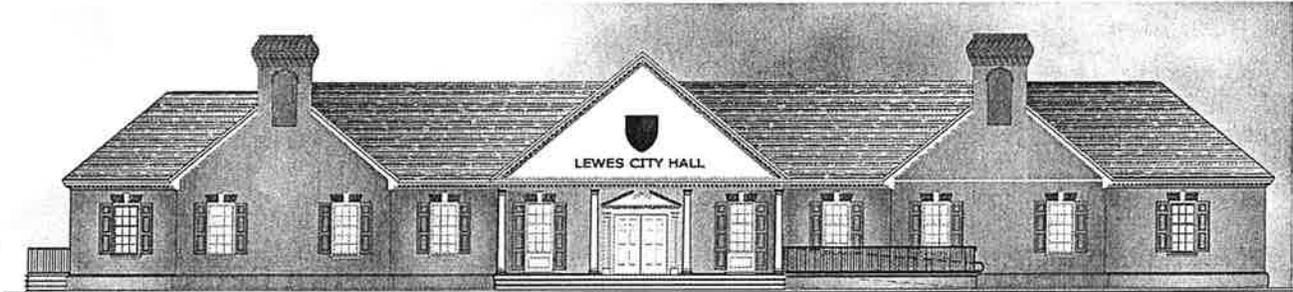
In addition to working through these challenges, GMB was able to implement other ideas into the design. A full basement was constructed to give the building more storage, and a raised flower bed was added to the landscape to offer outdoor seating. Inside, the lobby area was designed to make a statement, with an innovative vaulted ceiling, intricate molding, and accessibility from the front and back entrances.

\* This project was completed by the DALLC architectural staff while working at GMB

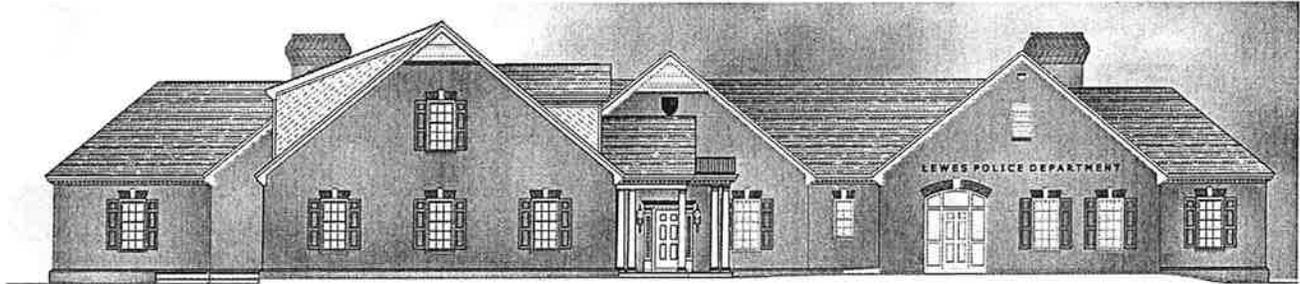
# DELAWARE ARCHITECTS, LLC

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## LEWES CITY HALL RENOVATIONS & ADDITIONS City of Lewes, Delaware



THIRD STREET ENTRANCE ELEVATION



FRANKLIN AVENUE ENTRANCE ELEVATION

The City of Lewes City Hall expansion project includes a 4,525 square foot single story addition to be utilized by the City offices. This area includes a new council chamber and executive offices. A 4,700 square foot two-story addition is slated for use by the board of Public Works. This area includes a bill-paying counter, executive offices and a new conference area. Total building area is 17,500 sq. ft.



The combined project included a full building assessment study of the existing facility. This study assessed current and future needs of the City of Lewes including project budgeting.

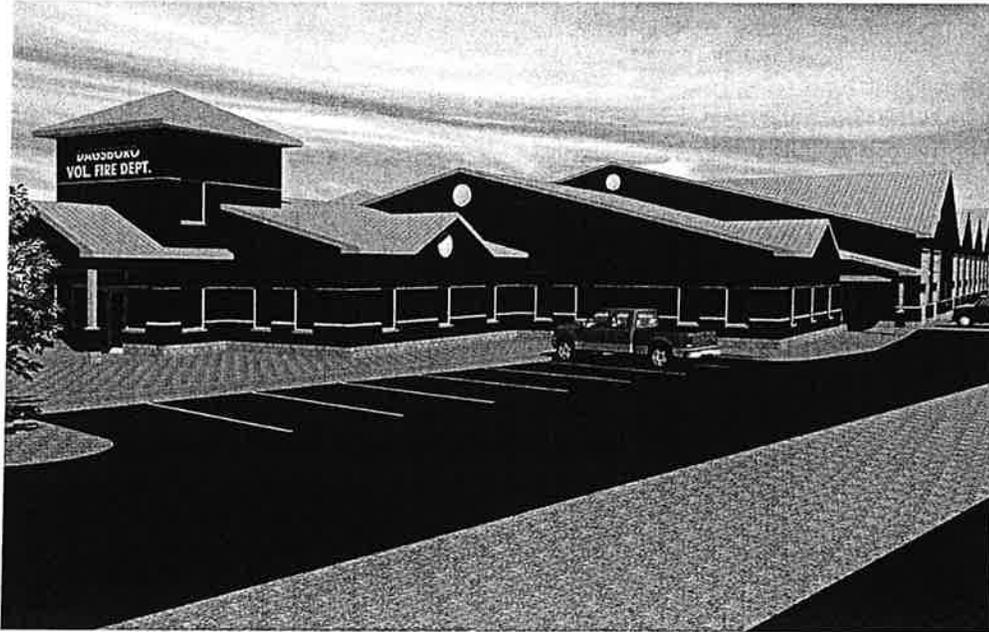
Project was completed in the spring of 2009 at a construction cost of \$2,200,000.

\* This project was completed by the DALLC architectural staff while working at GMB

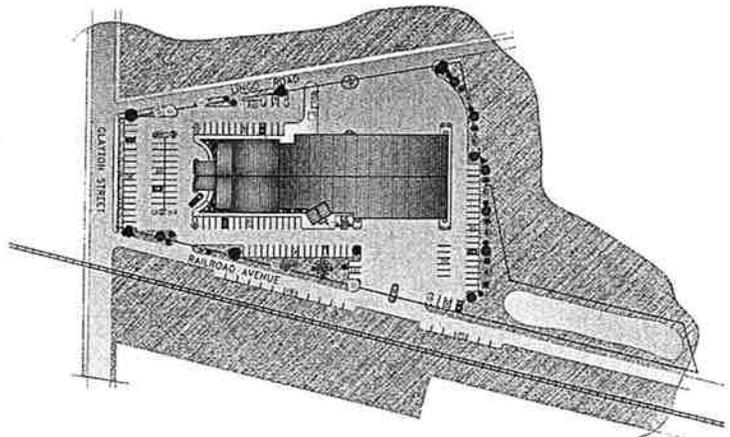
# DELAWARE ARCHITECTS, LLC

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## DAGSBORO VOLUNTEER FIRE COMPANY DAGSBORO, DELAWARE



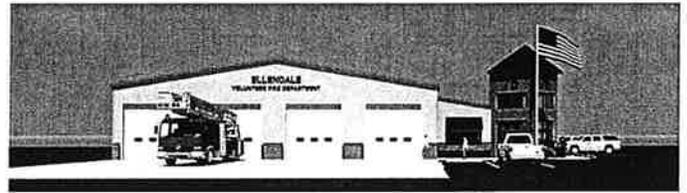
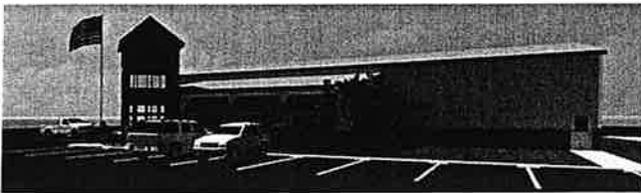
The Dagsboro Volunteer Fire Station is a new 32,600 sq. ft. single story facility located in Dagsboro, Delaware. The fire station includes 12 engine bays including two for a full time EMS crew. The station also includes a 4,800 sq. ft. administration wing, 3,200 sq. ft. EMS Center, 14,000 sq. ft. of engine bays and a 5,000 sq. ft. multi-purpose room complete with a commercial kitchen. The station includes sustainable design including geothermal HVAC and a radiant floor system in the engine bays. The building design also includes multiple areas of storage and various meeting rooms. The project is currently under design and is scheduled to begin construction in January of 2011. Total estimated cost is \$5,200,000.00. Total construction time is estimated to be 2 years.



# DELAWARE ARCHITECTS, LLC

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## ELLENDALE VOLUNTEER FIRE COMPANY ELLENDALE, DELAWARE



The Ellendale Volunteer Fire Department project includes a totally new sub station located on Old State Road in Lincoln Delaware. The new 9,000 sq. ft. fire station is a single story facility and includes a eight door 80'x100' engine bay. Also included is a new 24'x40' multipurpose room with bathrooms and storage. The new facility is also planned to have a EMS facility including bunk rooms, bathrooms and storage.

The renderings indicated above are concept plans and are in the process of being refined and changed. The Fire Company has purchased the property on Old State Rd. in Lincoln, Delaware and is currently working on the re-zoning process.

Project programming and preliminary designs have just begun and the project is slated to be completed by 2012.

Total building area 9,00 sq. ft. Total estimated cost \$1.2m

# DELAWARE ARCHITECTS, LLC

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MID SUSSEX RESCUE SQUAD  
MILLSBORO, DELAWARE



The Mid Sussex Rescue Squad project is a new EMS facility located on Old Mission Rd. in Millsboro Delaware. The facility is a two story 12,000 sq. ft. building including a four door 48'x58' ambulance bay, radio room, men's and women's bunk rooms bathrooms, crew room, offices and storage. Also included is a 2,800 sq. ft. training room complete with a full commercial kitchen.

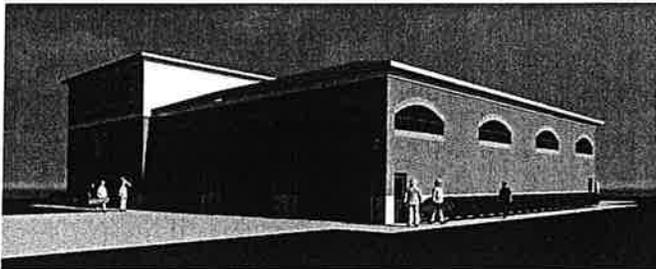
The building is an all masonry constructed facility with split face block and a trussed roof. The facility includes an elevator to the second floor so the training room can be used by the local community for events and by the Rescue Squad for fund raisers.

Total Building area 12,000 sq. ft. Total constructed cost \$1.5m

# DELAWARE ARCHITECTS, LLC

106 NW FRONT STREET, MILFORD, DE 19963  
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REHOBOTH BEACH  
VOLUNTEER FIRE COMPANY  
REHOBOTH BEACH, DELAWARE



The Rehoboth Beach Volunteer Fire Department project includes a totally new sub station to replace the current facility on route 1 in Rehoboth Beach Delaware. The new 26,600 sq. ft. fire station is three stories in height and includes a six door 60'x100' engine bay. Also included are new administration offices, members room, training rooms, meeting rooms, bathrooms and storage. A complete EMS facility is also part of the design including men's and woman's bunk rooms, bathrooms, offices and storage.

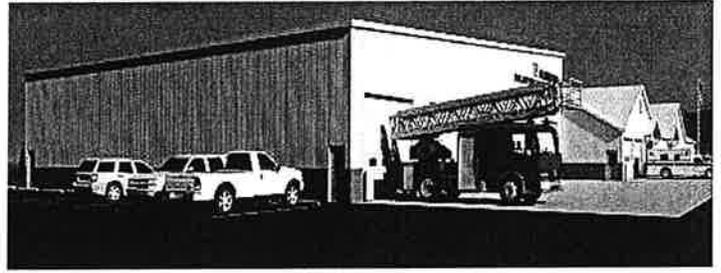
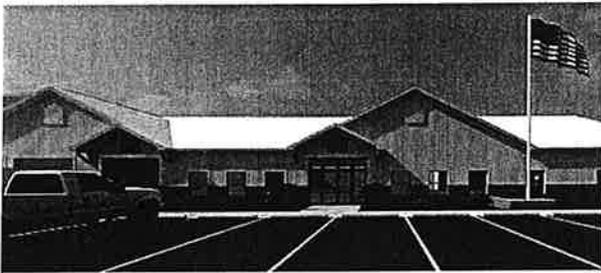
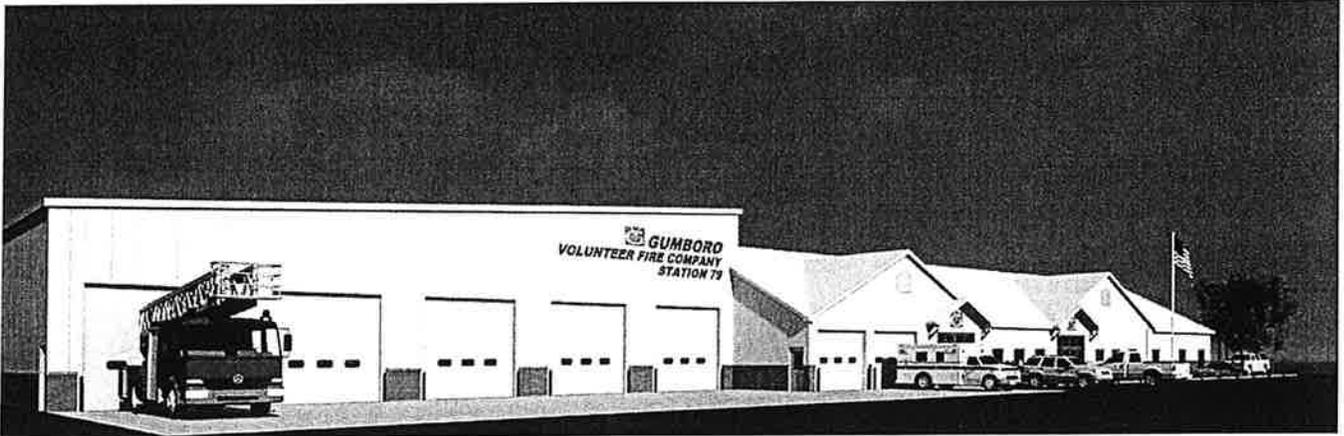
Project programming and preliminary designs have been completed and the project is currently in the fundraising phase.

Total building area 26,600 sq. ft. Total estimated cost \$4.2m

# DELAWARE ARCHITECTS, LLC

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## GUMBORO VOLUNTEER FIRE COMPANY GUMBORO, DELAWARE



The Gumboro Volunteer Fire Company project in Gumboro Delaware, includes a 120'x100' 10,000 sq. ft. ten door engine bay addition to the existing fire station. The project also includes major renovations to the existing fire station including a new kitchen, banquet facility, administration offices, bathrooms, members areas and storage. In addition, a complete EMS facility was designed including men's and women's bunk rooms, radio room, offices, day room, bathrooms two EMS ambulance bays and storage. The entire exterior of the facility has been re-designed to upgrade its appearance. In addition to this project, a 40'x60' 2 bay addition to their maintenance building is included along with various site improvements.

Project programming and preliminary designs have been completed and the project is currently in the fundraising phase.

Total building area 22,000 sq. ft. Total estimated cost \$2.5m

# DELAWARE ARCHITECTS, LLC

106 NW FRONT STREET, MILFORD, DE 19963  
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## PUBLIC WORKS EXPERIENCE

New City Hall Preliminary Design & CD, Lewes, DE  
City Hall Renovations, Lewes, DE  
Indian River Fire Department, Millsboro, DE  
New City Hall, Seaford, DE  
Delaware Veteran Memorial Cemetery — 53 Acre Site Master Plan - Millsboro, DE  
Delaware Veteran Memorial Cemetery — Columbarium & Vault Field Expansion, Millsboro, DE  
Delaware Veteran Memorial Cemetery— Columbarium Wall Repairs, Millsboro, DE  
Delaware Veteran Memorial Cemetery — Public Toilet Facility, Bear, DE  
Delaware Veteran Memorial Cemetery — Administrative Building Addition, Bear, DE  
Delaware Veteran Memorial Cemetery — Columbarium & Vault Field Expansion, Bear, DE  
Delaware Veteran Memorial Cemetery — Maintenance Garage Addition, Bear, DE  
Murphey House Renovations — Chancellery Court Judge Chambers, Dover, DE  
Law Library – Kent Administrative Building, Dover, DE  
Delaware Department of Corrections — Maintenance Facility, Smyrna, DE  
Grove Park Comfort Stations, Rehoboth Beach, DE  
Rehoboth Beach Convention Center — Phase I Renovations and Additions, Rehoboth Beach, DE  
Rehoboth Beach Convention Center — Phase II Renovations and Additions, Rehoboth Beach, DE  
Rehoboth Beach Convention Center — Phase III Renovations and Additions, Rehoboth Beach, DE  
Rehoboth Beach Convention Center — Phase IV Renovations and Additions, Rehoboth Beach, DE  
Rehoboth Beach Meter Department — Renovations and Additions, Rehoboth Beach, DE  
Rehoboth Beach Convention Center — Re-roofing, Rehoboth Beach, DE  
Rehoboth Beach Convention Center — Window Replacement, Rehoboth Beach, DE  
Rehoboth Beach Public Works Department — Master Planning, Rehoboth Beach, DE

\* Additional information will be provided for the above projects upon request.

\*\* Some of the above projects were completed by our employees while employed at other firms.



Fig. 1. Police Services Building, Branford, Connecticut

## POLICE STATIONS

### PLANNING CONTEXT

Perhaps no item of police equipment or property has the potential for providing or denying optimal utilization of command and supportive services personnel in any greater degree than the police headquarters building itself (Fig. 1). In the early 1900s the automobile reduced the need for large numbers of officers to provide on-street police service or for emergency standby purposes, but no such dramatic invention has reduced the non-line personnel requirements of a police agency. Indeed, the complexities of staff and auxiliary services and the utilization of sophisticated automated data processing equipment and systems, the growth of planning and research activities, the increase in training requirements—all emphasize the need for sound planning of police facilities if both space and personnel are to be used effectively and economically.

When an old building is recognized as inadequate several alternative responses to the problem may be identified:

- Doing nothing about the building or its floor plan and employing additional personnel in numbers sufficient to overcome the operational handicaps of the existing facility;
- Reducing service to the public and to the line or field elements of the department whenever the physical and functional relationships of people and their work are such that they require more time and/or personnel than is presently available;
- Researching the departmental and public needs and redesigning and modifying those portions of the structure which present operational or administrative problems; or
- Designing and constructing a new facility.

Whenever a new building or a major restructuring of an old one is under consideration, the key decision to be made does not concern building design at all; it is analysis and appraisal of departmental programs and organization. All too often a building is designed to fit an antiquated, unrealistic agency structure. Thus a review of department organization should be made, accompanied by necessary changes, before a new building design or modification of an old one is attempted.

In some situations, the handicap of a poorly arranged building may be overcome by minimal reconstruction or relocation of offices and work areas, though this approach may not always be used to great advantage in cases where unusual problems exist. It is generally unwise, however, to attempt to redesign the police station in an existing structure. Experience has shown that such moves may eventually cost more than new construction, and the results are seldom satisfactory. The most economical approach, if viewed from a 20- to 40-year vantage point, probably will be in the design and construction of a new facility. This is true because the expenses of reconstruction are essentially a one-time cost, but the personnel costs of employees whose work performance is limited or wasted through poor building design continue year after year. Moreover, delaying new buildings when the need is apparent can be costly because of rising construction costs.

If only one unnecessary 24-hour per day position is saved or eliminated by such a move, the annual salary savings amounts to approximately five times the cost of one person's salary and fringe benefits. Unnecessary recurring personnel expenditures are a major consideration in building design. The luxury of poor working quarters is beyond the reach of most police departments in the United States. Given an already undermanned field force, the additional cost burden for personal services occasioned by poor building design is a major consideration. Fortunately, there is a developing awareness of the impact of poor design on police efficiency and costs for personal services.

### DESIGN OF A POLICE STATION

In designing modifications of an existing structure, or when a new police facility is designed, many factors should be considered. These involve functional relationships, economy of space, public convenience, security, etc.

#### Functional Relationships

Offices and work areas of elements performing essentially the same tasks should be grouped so as to achieve maximum use of physical facilities, thereby avoiding duplication of equipment or furnishings. For example, the work of records and communication units are so interrelated and mutually supportive that space arrangements should

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assure direct access from one to the other. Further, temporary reassignments of personnel could easily be made between the integrated elements as work loads vary between the two. Administrative line officers should be grouped closely. Booking, identification, and detention operations must be so related that time and travel distance are shortened to conserve personnel resources and to avoid security problems.

### Public Considerations

Public access (Fig. 2) should not conflict with prisoner passageways or areas; this will avoid exposure of prisoners to the public and will eliminate the possibility of harm to either. The public, of course, must be restricted in its movement within designated areas of the building. Avoidance of prisoners' public contact eliminates the possibility of embarrassment, particularly to women and children, and criticism of the agency and its procedures. Also eliminated is the possibility of passing weapons to prisoners and escape efforts.

Public counters or business windows should be within reasonable distance of the building entrance to avoid public confusion and to limit the public's need to move about the police buildings. The public information and complaint desk should be adjacent to the communications or dispatch area. This is particularly important in the smaller departments. Equally important is provision of a single complaint counter or center; this avoids duplication of services or permits better administrative control and convenience. Public telephones for the use of attorneys, bonds persons, visitors, and the public should be located away from the main counter to avoid confusion and disruption of ongoing police services.

### General Design Considerations

Building design should make possible the use of only one floor, or a section of one floor, during those hours when the administrative offices



Fig. 2. Entrance, Police Services Building, Branford, Connecticut

are closed. This concept has full applicability to both small and large agencies. Such design tends to keep operating costs low and improve general security. Whenever possible, walls for offices, rooms, and assembly areas should be of modular construction which permits expansion and flexibility of operation. Metal and glass partitions, and even file cabinet dividers should be used for functional allocation of space whenever privacy is not a major consideration; open space should predominate. Lighting, decor, and acoustical treatment should be planned carefully to increase comfort and efficiency of personnel.

Adequate parking facilities should be provided, including space for vehicles belonging to all agencies using the building, on-duty personnel, and clients and visitors, plus reasonable space for emergency needs. A distinction should be made between official and public needs. Location of parking space should provide for close access to the building by kinds of use.

### Communications, Records, and Evidence

The communications operation, including computers, radio consoles, monitoring units, alarm systems, and telephones, should be housed in an air-conditioned, acoustically treated room. The room should be designed to assure privacy and security; only police personnel on duty in communications and records and certain other authorized personnel should have access to it. In addition, the communications center should be on a raised, paneled floor to allow for adequate conduits and wiring and to provide flexibility when rearrangement is necessary.

Design of the records facility should provide for utilization of under-the-counter files in appropriate locations. In addition, vertical shelf files should be used whenever practicable to reduce storage space; closed shelf files provide all the features of standard file cabinets but require less room. As suggested earlier, file cabinets of five or more drawers can be used effectively as space dividers which provide for a measure of privacy. Acoustical treatment, false floors, and air conditioning are essential in the design of space for electronic data processing equipment.

Provision for the safekeeping of evidence and recovered property should be made within the services offices and should be separate from those facilities used for prisoners' property.

### Detention and Related Facilities

All prisoner facilities should be located near the services element to enable personnel to perform booking and turnkey duties whenever possible, thus minimizing the need for jail-keeping staff. Provisions should be established whereby prisoners may be held in separate security areas prior to being booked. This will prevent prisoners not yet booked from disposing of possible evidence in their possession or from passing dangerous weapons through cells to prisoners already in custody.

The outside entrance to the jail and detention facilities should open to a drive-in garage. Police vehicles should be able to drive into the interior of the police building, with the outer garage door opened and closed remotely from within the area, and still remain outside the main detention and booking area. A second door which separates the unloading area from passage to the jail, also electrically controlled from within, should be provided. Means of providing security for the transportation of prisoners or material witnesses to court from the detention areas should be planned carefully, and conflicts with routes of nonpolice traffic within the building avoided.

Visitors' and attorneys' rooms must maintain all but audible and visual separation between prisoner and visitor.

A separate, secure storage area for prisoners' personal property should be provided within the booking area, preferably under a counter. It should contain enough cubicles to allow each to be numbered to correspond to the cells and bunks within each cell. For example, the first compartment logically would be 1-A, meaning Cell Number 1, Bunk A. It would contain property only if a prisoner were occupying that cell and bunk. This procedure would permit booking or detention personnel to immediately return property to a prisoner as he is released, avoiding unfortunate loss or destruction of property which has been mislaid or forgotten at the time of his release.

Closed-circuit television may be installed at various vantage points within the security areas for protection of police and detention personnel and for observation of prisoners, if direct observation of prisoners cannot be accomplished because of jail location or design without additional station personnel. A special cordless or cell phone should be provided for prisoner use and located in a secure and private area within the detention facility. A gun reception and storage area should also be provided near the jail entrance where police officers may turn in their weapons to the officer in charge before entering the detention areas.

#### Provisions for Multiple Use

Often classrooms, assembly, and other rooms may be designed to form a complex of interrelated multipurpose areas, giving sufficient flexibility to allow use for roll call, training classes, police community relations meetings, public hearings, scout troop meetings, and other purposes. A little foresight in the design of this section of the building can save a considerable amount of wasted space that is used only sporadically. Coupled with careful planning of class or meeting schedules, the same space can often be used for almost the entire day.

#### Service Facilities

It is important to the progressive police administrator that staffing requirements of the department's administrative and service elements be kept at the lowest level, consistent with continued high-quality service to other elements within the department and to the public. This is possible only when the design and physical layout of the police facility are responsive to this need.

Important in the design of any building is the location of the records and identification files and the communications center. These are intimately related in function and purpose. If possible, the communications center and the records office should be located back-to-back, with facilities provided to allow for the direct exchange of information during those hours when clerks are on duty in the records office. In those departments where records clerks normally are not on duty around the clock, direct access to current records must be provided for the communications personnel; otherwise the lack of immediate availability of previously gathered information will handicap field forces.

The property room should also be located in or near the records center and close to the public information counter or desk. The communications center should be a room of sufficient size to provide an adequate number of dispatchers' positions, status boards, a supervisor's monitoring and backup position (perhaps only a desk initially, later to be replaced by a complete radio console), and communica-

tions equipment. The records staff should be trained so that its personnel can provide additional personnel in the communications center during periods of maximum dispatching need. Unless appropriate physical facilities are provided to allow mutual assistance, additional personnel must be assigned to the communications section to allow it to handle overloads as well.

Provisions for rest rooms, filing cabinets, and space for additional personnel during peak work periods should be provided near the communications center. It is axiomatic that the greater the distance to these areas, the greater the cost to the department.

#### Administrative and Investigative Offices

The location of offices for the chief of police, division command offices, and the working offices and areas for criminal investigators, vice officers, youth officers, and administrative and staff support personnel, while not perhaps as critical as that of the records and communications center, has far-reaching operational and public relations implications.

Depending upon the size of the department, the chief of police and top-level command officers should have some freedom of movement and privacy. Some chiefs find it nearly impossible to function effectively while in their offices because of constant interruption by visitors who should normally be assisted by desk officers or other personnel. Frequently a visitor will demand to see the chief, rather than the proper officer or employee, simply because of inadequate provision for privacy. Too few persons see this as a design or office layout problem, insisting that "with proper control the interruptions will be kept at a minimum." The chief of a small or medium-sized department will soon find that a view into his or her office, with no one else in the room, indicates to many citizens that he or she should be available to talk to anyone. Therefore, certain offices should not be located immediately adjacent to the main public entrance unless some screening or physical separation is provided which allows privacy and freedom of movement to and from the offices.

For the same reasons, offices of the youth unit, the vice unit, and the intelligence unit should be located away from the normal public traffic flow areas. However, they should be relatively close to the police officers' entrance to the records area. Often the desired degree of isolation can be provided by rear entrances or alternate routes of exit. Informants, victims of potentially embarrassing crimes, parents of youths apprehended for offenses, and cooperating officers from other agencies generally do not wish to expose themselves to persons in the building for fear of recognition, injury, or other reasons. The feeling that the department is concerned with their privacy or their personal safety frequently assists investigators in persuading citizens to cooperate in investigations in which they would normally maintain silence. Further, the damage caused by the unexpected exposure of a witness, informant, criminal partner, or an otherwise unknown officer to a suspect who happened to be in the station for some other reason is often irreparable.

The layout of investigators' work areas should be kept simple and free of the honeycomb or cubbyhole design found in many stations. Private offices should be provided only for the commander of the unit in small and medium-sized departments and only for the top-level subordinate commanders in the larger agencies. Investigators should have individual lockers for clothing and equipment required for normal work, with nominal filing cabinet space for paperwork associated with current cases.

Good investigators can seldom justify a private desk and file cabinets, for most of their work will be in the field, in the preparation of reports, and in attendance at court, inquests, and hearings. Many agencies utilize a series of tables or desks for the investigators' use while reading records, taking notes, or dictating reports, thus minimizing the need for furniture and space. In such situations, a number of semiprivate interview areas are sometimes provided for questioning witnesses, informants, and other persons. However, responsibility for providing interview facilities for prisoners remains with the auxiliary services element so that prisoners need not be removed from within the security area. The same precautions apply for lineup or show-up rooms, and they should not be placed in the investigative office areas.

The offices of division commanders need not be removed from the general area of their subordinates' work areas, but patrol and traffic personnel assembly and roll-call rooms may be multipurpose facilities some distance from the division offices. Whenever possible, the highest ranking commanders' offices should be close to the chief's office and the conference room.

Other administrative offices such as those used by training personnel, planning, and internal affairs personnel also should be located in the same area so that the command staff will be close to these support units. These working areas also should be predominantly open space with a minimum of private offices or rooms. Modular wall dividers and desk or filing cabinet separators are sufficient to divide space among several major elements performing similar or related work.

### Vehicle Storage

One major consideration involves the location, design, and use of the police garage. Generally speaking, no attempt should be made to combine the auto maintenance or storage garage with a prisoner unloading area except in smaller departments. The garage and prisoner entrance may use the same door, but there should be a secure "tunnel" or section set aside which would allow the vehicle carrying prisoners to be completely isolated inside the security area after the door is closed. Sufficient space must be allowed so that several prisoners may be taken from the prisoner van without endangering the officers involved. Preferably, this area should not be visible from within the remainder of the garage.

Vehicle storage facilities located inside the garage should provide enough space to house most vehicles not in use, especially in areas where the weather is severe. The garage entrance should not open directly onto a public street or a heavily used alley unless sufficient space is provided so that police vehicles need not be backed out into oncoming traffic. If also used for maintenance and repair of departmental vehicles, the garage should be provided with additional space for a small office, parts and storage, and the actual repair and maintenance area. If possible, the garage should not occupy prime first-floor space, especially in larger communities where the police building is situated in the congested downtown area.

### Firearms Facilities

A final matter of building design involves the departments' firearms program. A department often will need an indoor as well as an outdoor target range, but careful planning minimizes the space required. If properly designed and constructed, the range may sometimes be combined with other training facilities, especially in smaller agencies where the shooting program does not require full-time use of the area.

## POLICE STATIONS

Police stations represent one of the necessary governmental functions requiring careful planning. One of the most serious administrative problems confronting most police forces is lack of adequate or proper space and facilities for a police headquarters and jail.

There are two main objectives to be considered in the construction of the police department building: first, the handling and processing of the prisoners; second, the service to the public. The arrangement should be such that prisoners may be handled within the police department itself, without allowing those prisoners to be in contact with the public generally.

### PLANS DEVELOPED FOR THIS SECTION

The plans shown (Figs. 4 to 6) represent the results of the field survey and study by the police chiefs' advisory committee and subcommittees. Particular attention was given to room sizes and the arrangement in the plan of these various spaces in relation to one another, so as to ensure safe flow of traffic within the building by the public and security control of the prisoners by the police force without unnecessary duplication of staff.

The ideas reflected are based on past experiences with similar police stations now in use, and the explanation which follows each plan directs attention to some of the important elements suggested for inclusion in new structures.

### SITE REQUIREMENTS

#### General

Police stations should be planned as if they are to be in a separate location from other structures. If analysis of site locations for a police station permits other structures housing other city functions (such as city hall or fire station) to be erected on the same site without interfering with the proper discharge of functions, then one central site can be chosen.

The jail section of a building should be above the ground and set back far enough from the property line to prevent contact between prisoners and persons outside of the building. Jail quarters should be accessible to a loading space at, or within, the building for the transportation of prisoners. It should be located where the vehicular traffic is not too heavy.

Off-street parking (Fig. 3), space for expansion, light and air on all sides, and separate entrances must be provided whenever possible.

#### Small Cities and Towns

It has been found in small, compactly built cities and towns that one location will serve all city departments under one roof. When the city or town area extends only a few blocks in any direction, access to arterial streets is readily possible. Such a central site, however, should be so laid out that it gives an opportunity for the public to

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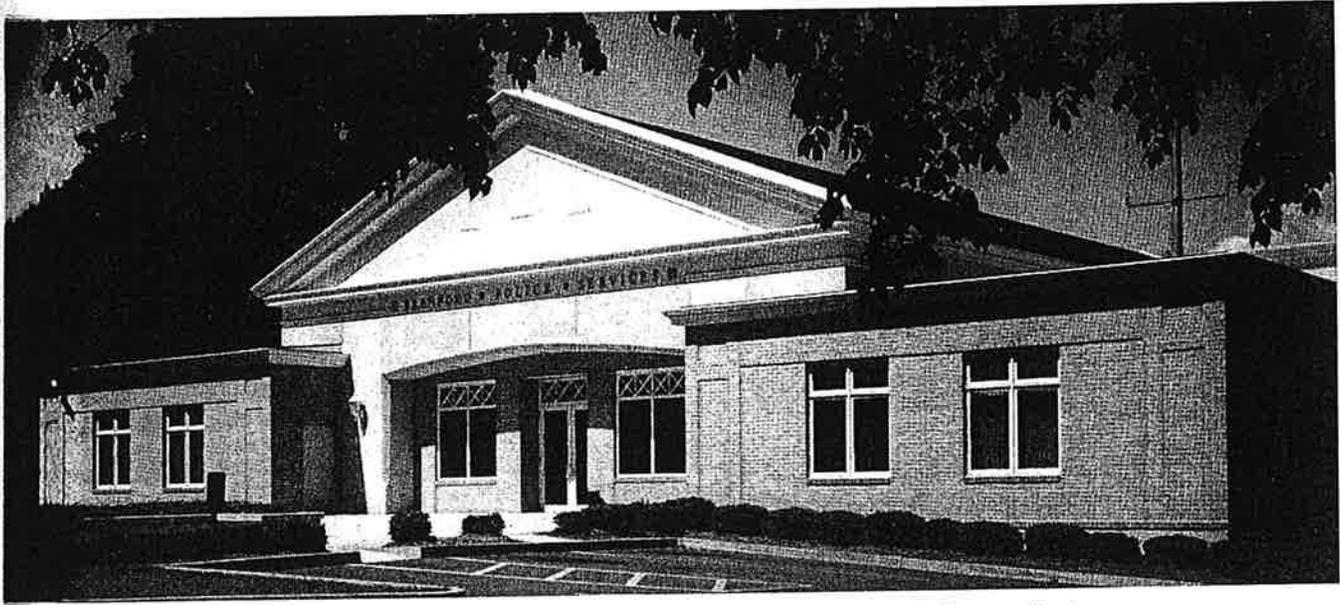


Fig. 3. Off-street parking, Police Services Building, Branford, Connecticut

Enter the administration rooms from one street, the fire department from another side street, and the police department from a third side or from the rear.

In all these cases, the location in relationship to the various land uses, the street pattern, and size of the site itself makes it possible that this central site can have all the governmental units in one location and still meet all the site requirements of the individual functions separately.

## GENERAL DESIGN INFORMATION

### Horizontal Plan

A building with the least number of floors is more economical to supervise because less personnel is required to supervise it. While a building of several floors may cost less in construction and be a saving in site costs, the extra outlay for administrative personnel, year after year, will never cease; in time it may be far greater than the additional cost of the desirable horizontal plan.

### Construction Building Code

The building should be fire resistant, properly lighted, heated, and ventilated. The plans should be arranged to prevent smoke and hot gases, from cooking or heating units, from passing through the building at any time.

Fire safety devices such as standpipes, fire hose, extinguishers, and alarms should be amply provided.

If the building is of two stories or more, two or more enclosed stairways should be provided according to building regulations for fire hazards.

### Facilities

Windows adjacent to jail quarters should have steel bars or steel detention sash with screening devices and be inaccessible to prison-

ers. All parts of detention quarters should be separated from exterior walls by a mesh partition, parallel to outside walls and 3 feet inside them, to prevent passing of contraband, exhibitionism, and to give passage for supervising personnel.

A safe storage place should be provided for cash and valuable articles.

Firearms, weapons, and medicines should be stored in strong, securely locked cabinets inaccessible to prisoners; they should be kept in locations removed from jail quarters and corridors.

All fire hazards should be guarded against. Avoid exposed electrical installations, wood partitions, straw ticks, paper, rags, and other combustible materials. Fire hose in locked cabinets should be easily accessible for inspection, for jail personnel to have for drilling, and for use in event of fire or emergency.

Telephone and radio service should include equipment for fire calls and auxiliary fire alarm as well as provision for right-of-way calls, conference calls, watch calls from stations of duty, and supervisory calls.

The location of a detective division will depend upon the workload involved and the number of detectives employed. There should be a main detective office large enough to permit all detectives to get together for briefing and instructions. In addition, there should be small rooms located adjacent to the main detective office, which can be used for interrogation purposes. These need not be elaborate and require only a desk and two or three chairs.

In case a show-up room is desired, it should be located in such a manner as to permit the shuttling back and forth of prisoners from the confinement quarters to the show-up room without coming into contact with the public.

A visiting room should be provided so as to promote informal interviews under adequate supervision. This visitors' room can serve for

visitors for the prisoners or as a conference room between an attorney and a prisoner. It should be so located that the prisoners' entrance is on the jail side and the visitors' and attorneys' entrance is from the public side. A separation between prisoners and visitors inside the room should be provided by at least a fine meshed double screening or heavy plate glass windows. Another type of separation is the use of a table at least 3 feet wide with a partition extending to the floor and the partition above the table running to the ceiling so that it is impossible to pass even the smallest item of contraband.

A separate interview room should be provided for the use of attorneys, probation officers, and social welfare workers. This same room, if properly located, can also serve as an examination room for the medical officer. For medical facilities, a locked steel cabinet for the medical equipment can be placed on the wall in one of the examination rooms.

When the jail averages more than 15 prisoners a day, a properly equipped kitchen has been found advisable. There should be a refrigerator room and locked storage closet. The kitchen should be equipped with a stove for top and oven cooking. If it is a two-story building, one kitchen only on the first floor is recommended and dumbwaiters may be used, with a pantry on the second floor. In cases where the food is brought from the outside and not cooked on the premises, the kitchen or pantry should at least have modern sterilizing dishwashing equipment.

A laundry should be included in the jail, with modern-type equipment and a sterilizer for clothing and bedding.

A janitor's stop sink should be placed in an open space large enough so that mops and cleaning gear can be hung on racks exposed to sun and air. This janitor's room should be well ventilated and inaccessible to prisoners.

Male and female prisoners must be kept separate. Other segregations are necessary, such as separations of juveniles, sentenced from unsentenced prisoners, those with crime records and disciplinary cases separated from more serious perpetrators. Prisoners with medical problems must be isolated. Plans should provide close and readily maintained supervision of the jail sections housing intoxicated prisoners or the mentally disturbed.

Cells should be arranged so that maximum security is provided for prisoners serving time, and these cells must be separated from those housing material witnesses. The maximum number of individual cells makes possible segregation of prisoners. Individual cells are advised for small jails where accommodations are limited. Cells for women prisoners, where women prisoners are rarely housed, can be used for juveniles. One cell should be capable of heavy padding for violent prisoners and should be unfurnished.

Cells should be equipped with toilet, washbowl, a locker or cabinet (preferably an under-bed type), a table, and a chair or stool. The cell beds should be metal, equipped with a clean mattress, clean sheets, mattress cover, blankets, pillow, and pillowcase. The bed should have a rigid bedspring frame bracketed to the wall. The washbowl and toilet should be prison type.

Dormitories should have at least 75 square feet of floor space per prisoner, have 10-foot ceiling height, and there should be at least one toilet and one washbowl for each eight inmates or fraction thereof.

Tanks can be equipped with a fastened bench and open toilet and urinal for prisoners. Tanks should be limited to accommodate not more than 15 prisoners each.

All the various portions of the building should contain floor drains to make it possible to flush out the floors to avoid odors.

It is desirable, where possible, that the prisoners' living quarters be accessible to the entrance of natural light, and the walls should be painted in light colors. Where light is dependent upon electrical fixtures, the fixtures should be the built-in, tamperproof type with tempered plate glass front for protection of the lamp.

Adequate water and sewage systems should be provided. Provision for prisoners to obtain drinking water should be provided by the installation of recessed sanitary drinking fountains installed throughout the jail. Bathing facilities (showers) should be available for daily use. In the larger police stations, some tub baths for women are recommended. Thermostatically controlled, concealed mixing valves should be provided for all showers and hot water supply to lavatories. For flushing devices, the control should be vandalproof, pushbutton-operated, and flushing type valve adjustable for flushing time. Toilets and urinals should have a similar type of pushbutton valve. Lavatories should be equipped with self-closing, pushbutton-operated valves and integral supply spout and nozzle and an integral slow-draining strainer. Hand-operated valves, which are easily damaged, should not be used. Waste and vent stacks, as well as supply and exhaust ducts, must be properly constructed so that the prisoners cannot use them for communication. Plumbing fixtures should be wall-mounted in the tanks and individual cells. For padded cells, a flushing-rim floor drain is the only toilet fixture which can be used, and its flushing valve should be located in the pipe space to be operated only by supervisory personnel outside the cell. Showers shall have vandalproof head with concealed pushbutton-operated flushing-type valve with adjustable flushing time, and, as mentioned above, all hot water should be thermostatically controlled to prevent scalding.

A receiving garage should be built immediately adjacent to the building or made a part of it, so that cars can drive in off the street or alley directly into the garage. This garage should not be used for parking purposes but merely for the discharge of prisoners when they are brought to the police station. The jail elevator should be in such a position as to be easily available directly from this garage.

## POLICE STATIONS FOR CITIES OF 3,500 AND 7,000 POPULATION

### General Needs

Although a city with 3,500 or 7,000 population requires less jail space, nevertheless, space for traffic reports and courtroom is needed, and it is most important to have a one-story plan well arranged, as personnel is very limited.

The same requirements for circulation, isolation, and public and private entrances, as described for the larger cities, are equally important.

The prisoner booking room, jail, and general office should be arranged so that one officer can book and supervise prisoners, handle communications, and serve the public without leaving the main office. The entrance to the jail and routing of prisoner traffic must be separate from the public area traffic. There should be an enclosed, escape-proof hallway or area for conducting prisoners from the jail to the courtroom.

Fig. One

Police

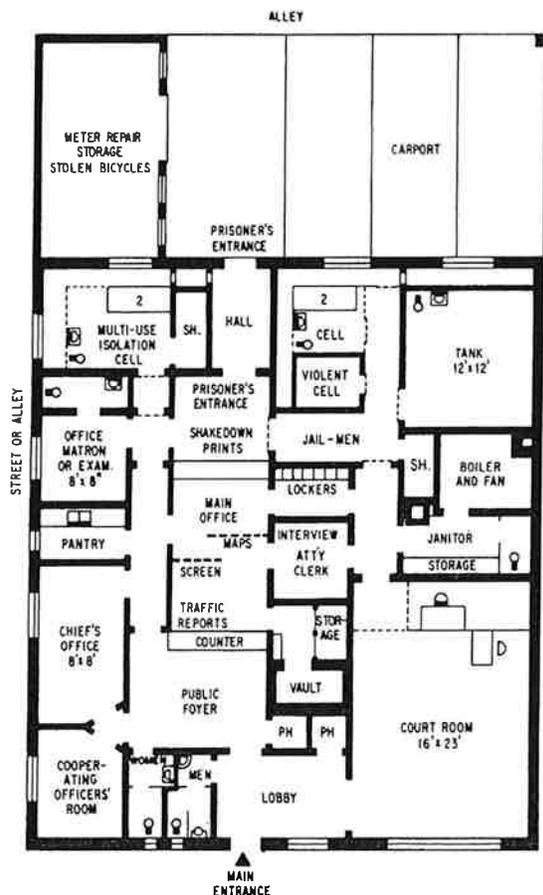
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**Fig. 4. Plan of police station for city of 3,500 population. One story, lot 48 by 74 feet, building 2,784 square feet.**

**Police Station for City of 3,500 Population**

The floor plan for 3,500 or less population on a small lot on a corner street has all the needed central control but has few offices and a small jail (see Fig. 4).

The courtroom is located so as to be accessible to men prisoners, while women prisoners can be brought through the office to court. As the courtroom is sometimes used for special meetings, it is planned to have a separate entrance lobby so the public need not pass through the police station foyer and disturb the office at night.

Men's cells, one padded cell, one two-bed cell, and a large tank are provided. The tank can serve as a dayroom in this plan. Beds could be placed in the tank.

A multi-use isolation cell with two beds can be for isolation, for two inmates, for juveniles, or, in rare cases, it can be used as a women's cell, in which latter case a matron must be called in and the examination room is for her use. The multipurpose cell could be arranged for two two-beds so that altogether six inmates could be accommodated. If beds are placed in the tank, up to ten inmates could be housed.

The pantry is for service and dishwashing in case meals are so arranged. It can be used as a small laboratory if not used as a pantry.

If the particular city has a greater maximum number of prisoners, it should be noted that the men's jail could be expanded into the carport space by placing the carport space farther back on the lot and building more cells on the cell side of the corridor. A dayroom in back of the tank side of the corridor could be provided.

**Summary of Requirements**

*Population:* Less than 3,500. See Fig. 4 for plan.

*Number of Persons in Police Department:* 4 Officers

*Parking:* Space for police officials' cars and public's vehicles, 4 (minimum)

**Estimate of Space and Facilities Requirements for:**

- I. *General Police Administration Operations*
  - A. *Executive's Requirements (Room or space sizes in feet)*
    - 1. Chief's office: 8 by 14
    - 2. Private entrance
    - 3. Conference room: combined with courtroom
    - 4. Cooperating officer's room: 8 by 10
  - B. *Records and Clerical*
    - 1. Central records maintenance: combined with main office, traffic records, and personnel records.
    - 2. Map space: in main office
  - C. *Communications*
    - 1. Telephone and radio: in main office
  - D. *Training*
    - 1. Classroom: combined with court room
    - 2. Library: combined with chief's office
    - 3. Supplies storage: combined with main office
  - E. *Identification*
    - 1. Prints: combined with shakedown room
- II. *Prisoners and Jail Facilities*
  - A. *Receiving, Processing, and Confinement*
    - 1. Drive-in garage: 12 by 25
    - 2. Booking, searching room: 10 by 10
    - 3. Medical examination room: 8 by 8
    - 4. Isolation cell: one, 7 by 7
    - 5. Violent cell: one, 7 by 7
    - 6. Tank: 12 by 12
    - 7. Dayroom: combined with tank
    - 8. Toilet: in cells
    - 9. Shower: 3 by 7
    - 10. Attorneys' interview room: 9 by 9
    - 11. Storage: Combined with janitor's room
    - 12. Storage prisoners' property: vault 4 by 6
    - 13. Prisoners' waiting space to courtroom: 4 by 8
    - 14. Pantry: 6 by 8
  - B. *Separate Rooms, Facilities for Women Prisoners*
    - 1. One multi-use isolation cell: 12 by 12
    - 2. Shower, toilet: 3 by 8
    - 3. Matron's room, combined with examination room: 8 by 8
    - 4. Matron's toilet: 3 by 8
  - C. *Separate Rooms for Juvenile Prisoners*
    - 1. Use multi-use isolation cell
- III. *Receiving and Assisting Public*
  - 1. Separate entrance foyer: 10 by 14
  - 2. Public toilets: mens and womens, each 5 by 10
  - 3. Public telephone: in foyer
  - 4. Complaint counter: combined with main office, traffic violations and reporting accidents

IV. Police Personnel Requirements

1. Locker rooms: 6 by 8
2. Toilet: combined with janitor's room

V. Police Property Requirements:

1. Storage of recovered stolen bicycles: combined with meter repair, 12 by 24
2. Storage of recovered stolen property
3. Storage of police department supplies: 8 by 8, near vault

VI. Police Building Maintenance Requirements

1. Janitor's room: 6 by 10
2. Boiler and fans: 10 by 10
3. Heating, ventilating: combined with boiler room
4. Repairs: combined with meter repair room

VII. Courts

1. Police courtroom: 16 by 23
2. Clerk's office: combined with attorney's room, 9 by 9
3. Attorney's room: combined with interview room

VIII. Public Safety Education

1. Safety: combined with main office

Police Station—City of 7,000 Population

The plan shown in Fig. 5 for 7,000 population is for a narrow site on a street corner.

Offices for officers and the central record office and courtroom are provided. A 4-foot wall space is needed for the intercommunication system in the office. The attorney-clerk's room must serve also as visitors' room in conjunction with prisoners' waiting hall back of the courtroom. The matron's office must serve for visitors' room for women; and the attorney-clerk's office, in conjunction with the corridor for men prisoners, must serve for visitors' room for men.

The women's cell for four inmates and adjacent cell for two inmates could be used for juvenile or isolation cells.

The kitchenette is a pantry for serving food brought in from outside and placed in trays, and for dishwashing.

For men there are two isolation cells, one padded cell, and four four-bed cells, thus housing 18 inmates besides those in the tank. Day-room for the privileged is provided.

Summary of Requirements

Population: Less than 7,000. See Fig. 5 for plan.

Number of Persons in Police Department: 8 to 10 Officers

Parking: Off-street parking area for police vehicles adjacent to the police building; 2 cars. Area required for parking cars of persons who visit police headquarters; 2 cars. Total, 4 cars (minimum).

Location of Police Headquarters Facilities: In the business district or manufacturing district. The building should be by itself if possible—if not, with the city hall. If it is combined, the lights, heating, and ventilation for the police department are to be operated separately. The police station should have separate entrances, one for the public and one for prisoners.

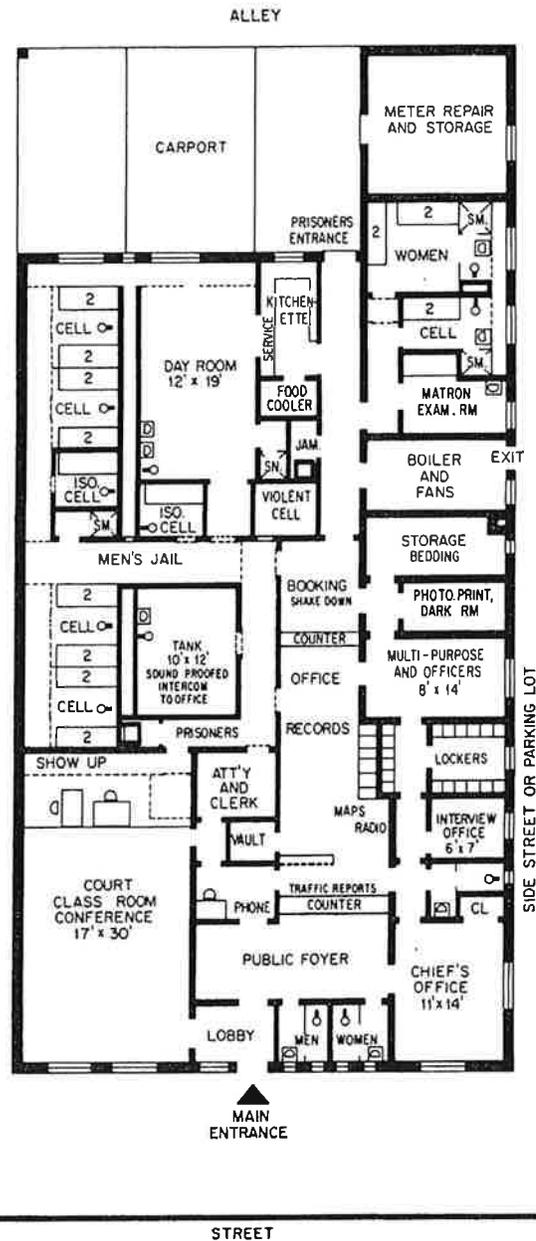


Fig. 5. Plan of police station for city of 7,000 population, One story, lot 50 by 100 feet; building 4,300 square feet.

Estimate of Space and Facilities Requirements for:

I. General Police Administrative Operations

A. Executive's Requirements (Room or space sizes in feet)

1. Chief's office: 11 by 14
2. Private entrance: Yes
3. Conference Room and classroom: combined with courtroom
4. Chief's office toilet: 3 by 8
5. Chief's office clothes closet: 2 by 4

B. Records and Clerical

1. Central records maintenance: combined with main office, traffic records, and personnel records

2. Map space in main office
3. Copy machine in main office
- C. Communications
  1. Telephone and radio in main office
  2. Public telephone in foyer
- D. Training
  1. Classroom: combined with courtroom
  2. Library: in chief's office
  3. Firearms range: at shared facility
  4. Supplies storage: combined with main office
- E. Identification
  1. Photographing and fingerprinting room
  2. Darkroom: 6 by 10
  3. Lineup or show-up: combined with courtroom
- II. Prisoners and Jail Facilities
  - A. Receiving, Processing and Confinement
    1. Drive-in garage: 12 by 24
    2. Booking and searching room: 10 by 10
    3. Medical examination room: combined with booking room
    4. Isolation cells: two, 7 by 8 each
    5. Violent cells: one, 7 by 7
    6. Group cells: Four, four bunks each
    7. Tank: 10 by 12
    8. Dayroom: 12 by 19
    9. Toilet and shower room: one in dayroom
    10. Attorneys' interrogation room: 8 by 8
    11. Prisoners' visiting: space in corner courtroom
    12. Matron's room: 7 by 10
    13. Storage, bedding: 7 by 14
    14. Storage, prisoners' property: vault, 5 by 5
    15. Enclosed vestibule to prisoners' waiting space: 3 by 12
    16. Prisoners' waiting space adjacent to courtroom: 3 by 10
    17. Kitchenette-pantry: 7 by 12
    18. Food storage: 4 by 7
  - B. Separate Rooms for Women Prisoners
    1. One group cell: 12 by 12, four bunks
    2. One isolation cell: 8 by 10
    3. Shower, toilet
    4. Matron's room: combined with examination room, 7 by 10
  - III. Receiving and Assisting the Public
    1. Separate entrance foyer: 8 by 15
    2. Public toilets—mens and womens: 6 by 6, each
    3. Public telephone: in anteroom
    4. Complaint counter: combined with traffic violations' bureau and traffic accident reporting counter
  - IV. Police Personnel Requirements
    1. Locker rooms: 8 by 10
    2. Coffee bar: combined with kitchenette
  - V. Police Property Requirements
    1. Storage of recovered stolen bicycles: 14 by 14
    2. Storage of recovered stolen property
  - VI. Police Building Maintenance Requirements
    1. Janitor's room: 4 by 7
    2. Boiler and fans: 8 by 14
    3. Heating and ventilating system
    4. Electrical controls
    5. Water controls
  - VII. Courts
    1. Police courtroom: 17 by 30
    2. Court clerk's office and city attorney's office: 8 by 8
  - VIII. Public Safety Education
    1. Safety education office: combined with main office

## POLICE STATION FOR CITY OF 15,000 POPULATION

The plan illustrates how arrangements provide for central control with public and private entrances and separated, isolated quarters for juveniles, men, and women without any necessity for different classes of prisoners to cross each others' quarters or intermingle.

For 15,000 population or less, a plan of a one-story building is shown in Fig. 6.

All the necessary offices for administrative functions are provided. Offices for chief and assistant officers are accessible to the jail or to the public. The public, however, is separated from prisoner areas. The main office oversees the whole first floor with a minimum of personnel on duty at any one time.

The courtroom has the public entrance at one end, and at the other end the prisoners' waiting room adjoins. In this case the prisoners' waiting room is also arranged to be used in conjunction with the visitors' room.

The booking room is central to the men's jail and the juveniles' or women's quarters. The interrogation room can also be used as a matron's office as needed.

There are cells for four juveniles. For the women's jail, there is a cell for four inmates and a small tank, which can also serve as an isolation cell.

For the men's jail there is one eight-bed group cell which can be used for trusties, two isolation cells, one padded cell, and one sixteen-bed and one eight-bed group cell with dayrooms. A maximum number of 34 men can be housed, besides those in the tank.

It should be noted that if the men's jail is on the second floor, the jail quarters are not over the juveniles' or women's jail quarters. Intercommunication thus is impossible and there are no special construction problems. The second floor, however, requires one more officer on duty than would be required in the case of the one-story plan.

The enclosed passage and/or stairs to the courtroom for men prisoners is provided for whether a one-story or a two-story plan is adopted.

### Summary of Requirements

*Population:* Less than 15,000. See Fig. 6 for plans.

*Parking:* Off-street parking area for police vehicles adjacent to the police building: 6 cars. Area required for parking cars of persons who visit police headquarters; 3 to 6 cars. Total, 9 to 12 cars (minimum).

### Estimate of Space and Facilities Requirements for:

#### I. General Police Administration Operations

##### A. Executive's Requirements (Room or space sizes in feet)

1. Chief's office: 12 by 12 to 12 by 15
2. Private entrance: 3 by 6
3. Conference room: 10 by 10
4. Chief's office toilet: 6 by 8
5. Chief's office clothes closet: 2 by 4
6. Assistant chief's office: 9 by 10
7. Chief's secretary's office: combined with main record room, 10 by 17
8. Other: waiting room or public lobby: 15 by 20



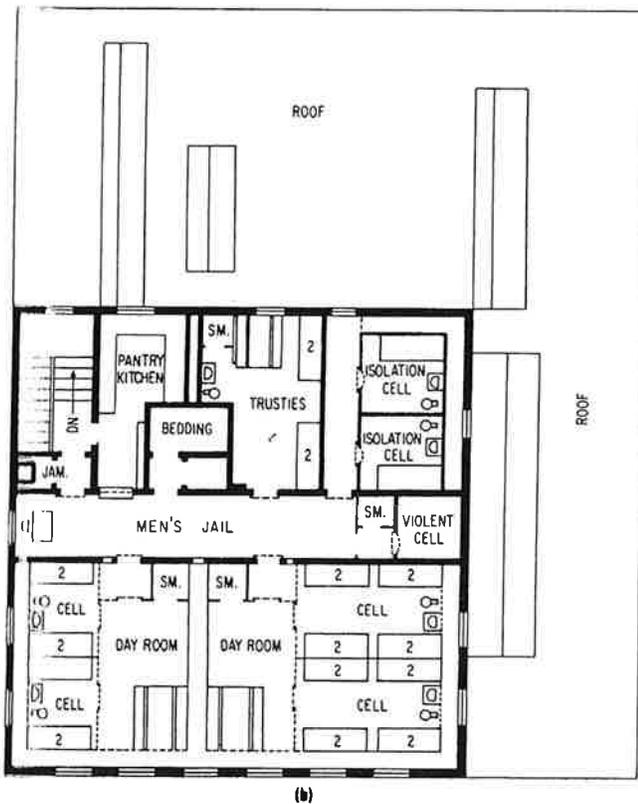


Fig. 6. (cont.) Plan of police station for city of 15,000 population. Building 6,000 square feet. (b) Second floor plan

#### II. Separate Rooms for Women Prisoners

1. One isolation cell: 8 by 12
2. One violent cell: 7 by 7, optional
3. One tank: 9 by 10
4. One shower in tank, one in cell, toilet in each cell
5. Matron's room: 10 by 14, plus 4 by 6 toilet optional

#### III. Separate Rooms for Juvenile Offenders

1. Two cells: 7 by 8
2. One shower, one toilet in cell

#### IV. Receiving and Assisting Public

1. Separate entrance
2. Public waiting room: 10 by 14 to 15 by 24
3. Public toilets: men's and women's, 8 by 8 each
4. Public telephone: one pay phone, 3 by 3
5. Information center: desk sergeant
6. Complaint counter: combined with general office, 12 by 18
7. Traffic violations bureau: combined with complaint counter
8. Traffic accident reporting counter: one 3 by 5 desk

#### V. Police Personnel Requirements

1. Male employees' lounge: 10 by 12, optional in basement
2. Locker rooms: 9 by 12
3. Shower and toilet rooms: two toilets, one shower combined with lounge
4. Gymnasium: 27 by 23, in basement
5. Lunchroom and coffee bar: 9 by 10, in squad room in basement

#### V. Police Property Requirements

1. Storage of uniforms: lockers in basement
2. Storage of guns and ammunition: 5 by 6
3. Storage of police vehicles: two cars, 20 by 24
4. Storage of recovered stolen bicycles: 10 by 12
5. Storage of recovered stolen property: combined with storage
6. Storage of police department supplies: two cupboards in officers' room

#### VI. Police Building Maintenance Requirements

1. Janitor's room and lockers: closets on each floor
2. Boiler and fuel: 14 by 16
3. Heating and ventilating system
4. Electrical controls: emergency electric generator unit for radio and lights
5. Repair and construction: 12 by 15

#### VII. Courts

1. Police courtroom: 18 by 33, combined with courtroom
2. Judge's chambers: 9 by 9
3. Court clerk's office: combined with item 2

#### VIII. Police Divisional Operations

##### A. Detective Division

1. Office of officer-in-charge: 8 by 10, combined with interrogation or assistant chief
2. Interrogation rooms: 8 by 8, combined with examining room

##### B. Women's Bureau

- Office of officer-in-charge: 9 by 15, combined with interrogation room

##### C. Juvenile Division

- Office of officer-in-charge: 8 by 10, combined with interrogation room

##### D. Public Safety Education

- Bicycle licensing room: 8 by 10

## DESCRIPTION OF PLAN FOR A SMALL TOWN HALL WITH POLICE STATION

### Site Location

The site location can be any place centrally located in town. Distances across a small town are too short to present special problems. Usually the fire department is a rural fire district with the fire station located on separate property, although it could be on the same lot. In some cases the library can be planned on the same site if the entrance is on the opposite side from the prisoners' entrance.

### Plans

A plan of a small town hall is shown in Fig. 7.

### Spaces

1. For a small town in a rural fire district, with few utilities to operate, a combined city hall and police station is desirable, as the council room can serve as a courtroom, and only one heating unit is needed.
2. To provide for best use of personnel, since the clerk-treasurer may serve only part time, the marshal's office is located to oversee the town hall's public lobby as well as the prisoners' entrance and jail. The requirement of reporting traffic accidents warrants the office being kept open daily.

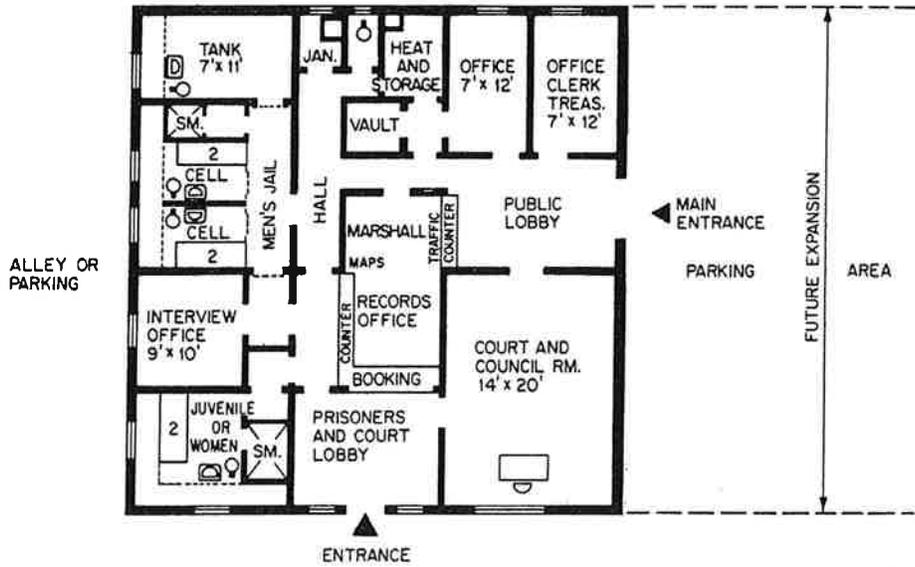


Fig. 7. Small town hall with police station

3. This small plan has an office for the mayor or conference room, one clerk-treasurer office, a vault used by the marshal and city clerk, and a court-council room. The records room and the marshal's office are in one unit.
4. One two-bed isolated cell can serve for juvenile or women prisoners, or as an isolation cell. Seldom is it needed for all such uses at the same time.
5. The men's jail includes the tank and two two-bed cells. Altogether 6 inmates, besides those in the tank, can be housed. Toilets and heating plant are included.

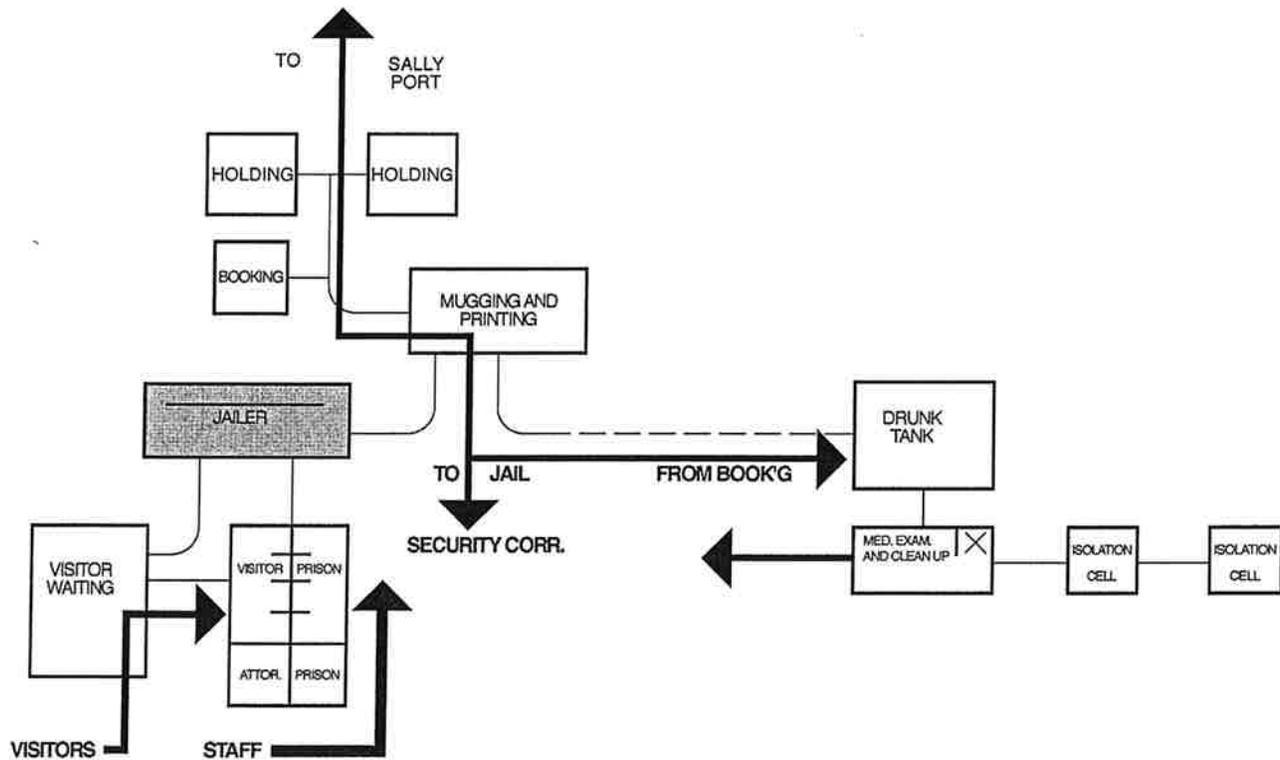


Fig. 1. Model prisoner-processing arrangement

## POLICE FACILITIES

### SITE SELECTION

#### Accessibility

From a total program standpoint, several possible sites should be inspected for a proposed police facility. Several factors should be taken into consideration when selecting the site including location, available land area, configuration, and relationship of the site to major arteries and main highways that extend throughout the area. Additionally, the relationship of the proposed building to existing governmental structures should be considered, with particular emphasis placed on the relative proximity to the existing courts, jails, and prisons.

Primary consideration should be given to the selection of a site that will provide maximum accessibility to the community being served. The facility should be as close to the centers of business, industries, schools, welfare agencies, and the courts as circumstances permit and in an area which can be served by public transportation. Not only will this facilitate the use of such resources, but problems in staffing are simplified when there are not tiring and complicated daily trips to and from the facility. For prisoners who are selected to participate in programs of work release, study release, clinical services, or other community activities, transportation problems can contribute heavily to the success of such programs.

The facility should be easily accessible to the public and not hidden on a side street or on a site with very limited street frontages. The building should be related to one or two of the main streets connecting both north and south and east and west portions of the city. The building should not face an extremely busy highway or through-city thoroughfare, which might make access into the traffic lanes difficult.

The site should be accessible to two streets, rather than one. Several entrances and exits should be provided for police vehicles to ensure immediate access and egress to and from the site in the event one of the entrances might be temporarily blocked.

Residents can best be served by the central location of all criminal justice components and activities in a centralized design concept.

#### Parking

The site should be adequate, not only for the building itself, but to accommodate a police motor-court activity, staff parking area, and public off-street parking requirements. The parking space allocated for employee vehicles and for police vehicles is important when making shift changes and removing prisoners to and from jail. In the case of a combined police/jail facility, a private jail booking entrance (sallyport) and prisoner processing area, easily accessible to automobiles, should be included in the plans.

Credits: *Police Facility Design*, Bureau of Operations and Research, International Association of Chiefs of Police, Gaithersburg, Maryland.

In some instances, a basement-level parking garage for police vehicles may be desirable. A ramp leading from the basement level would provide adequate street access. Placing the garage and official parking facilities in the basement will reduce noise levels at shift change times and during the conduct of daily activities, thereby avoiding inconvenience to adjacent land owners.

The parking lot or roof of the structure should also be considered as a possible site for a helicopter landing pad.

### FACILITY

A police building should be regarded as a viable and flexible structure. It should be capable of growing with the community and the department it serves. The architect should be fully aware of the growth potential of the department and should design a facility that will meet not only the present needs of the agency, but also its future needs.

Ideally, the building should house only the police component of the criminal justice system. Except in very small communities, the building should be exclusively oriented to the police function. Consideration should be given to separating the police from the incarceration function and the associated stringent design features necessary when the jail is made a part of the police building. Similarly, the judicial functions would best serve the needs of the people if they were not located in the same building as the police.

### Exterior Design

To the public, the police building should represent a friendly, businesslike, professional building complex. Security provisions must, of course, be incorporated into the design; however, it is possible to artfully disguise them so that the fortress image is not the predominant feature of the structure.

The police facility should be constructed of noncombustible materials. The design of the building, including the exterior surfaces, landscaping, and other elements, should be planned to reduce the number of areas where explosives may be hidden. Reinforced masonry on the exterior walls and either concrete or a lightweight concrete layer on the roof, will improve the building's resistance to civil or natural disasters. Many refinements to increase building safety and security can be provided at little additional cost. All or most of the glass areas, both interior and exterior, should be of bullet-resistant material. An interior garden court could be one of the methods used to create a quiet, beautiful, and serene atmosphere that could psychologically benefit the entire staff and eliminate the feeling of being enclosed in a windowless fortress.

The so-called "windowless" building may contain considerable glass, but the glass is positioned in such a manner that none of the interior activities can be viewed from the exterior areas. Psychologically, glass used in this manner can completely eliminate the feeling by the staff that they are working in a windowless facility.

The police building should be designed to provide services to the public as well as to fulfill the everyday working needs of the police. The structure should be readily accessible with ample public and private parking space. Properly designed landscaping, flagpoles, and identifying illuminated signs can and should be attractive and functional components of the building.

### Single-Story Facilities

A building with the least number of floors is more economical because less personnel are required to supervise it. While a multi-story building may cost less in construction and be a saving in land costs, the extra outlay for administrative personnel, year after year, will never cease. In time, it will probably be far greater than the additional cost of the more desirable horizontal plan.

The horizontal design philosophy lessens the need for stairs and elevators which, when utilized, add hazard potential when moving prisoners, for bomb placement, for fire, and so on.

### Functional Needs

A law enforcement agency deals with many people. Basically, however, they can be divided into three categories:

1. Department personnel
2. General public
3. Prisoners

Each group has specific needs in a police building and the needs of each should be considered as they relate to the entire facility.

### Department Personnel

The term "department personnel" includes all employees of an agency: executives, managers, supervisors, officers (both uniformed and plainclothed), clerical, and special employees.

Uniformed personnel who constitute the bulk of employees usually report to a central location which should include lockers, showers, and physical exercise area. A briefing room with the capacity to accommodate approximately two-thirds of the patrol force should be located near the locker rooms. A separate entrance into the building should be provided for use by police employees only. Unnecessary mingling of police officers, the public, and prisoners should be avoided in the police facility.

### General Public

The majority of persons visiting the police headquarters will have business only at the central information center. Therefore, the public information lobby should be a part of the information center operation and should be easily accessible from the main entrance. Employees in the information center can then handle inquiries and refer callers to the proper official or office. As a general rule, the building should be planned and equipped to avoid confusing the public. Offices should be plainly designated by functional titles on the doors. A conveniently placed building directory in the lobby is also an important feature that should not be overlooked.

### Prisoners

When the jail facility is located within the police building and/or when prisoner booking is done at police headquarters, special design features must be incorporated to accommodate this function. Prisoners should enter the building through a separate secure entrance. A sallyport with automatic doors and drive-in provision should be part of the security entrance. A model prisoner-processing arrangement is shown in Fig. 1.

The reader should refer to Fig. 2 to better understand the relationship of the three separate entrances, public parking, employee parking, and police vehicle parking. Note in Fig. 2 the security feature of the gate separating the police vehicles from public access. Whenever the police facility is located in a residential area, high shrubbery and, more preferably, a masonry wall surrounding the police parking area should protect the adjacent residents from the glare of vehicle lights at night.

### Interior Design Features

One of the basic requirements of a functional floor plan in a modern police facility is the control of internal circulation. Efficiency and safety dictate that the public enter the building through a single entrance into a controlled lobby. The public should not penetrate beyond the lobby and should be allowed further access only after the need has been demonstrated. Fig. 2 shows the functional relationships of the three entrances.

### Space Allocation

The functional police facility should be as flexible as possible for efficiency and economy. A flexible building is one in which the interior space is adaptable to a broad variety of occupancies and the exterior walls are expandable to meet future growth needs.

In some cases, interior flexibility may be attained by the installation of movable partitions that can provide necessary privacy and also may be shifted to meet future functional space needs. Partitions approximately 6 feet in height afford sufficient privacy without affecting light or air conditioning. Private offices and small rooms should be kept to a minimum.

Private offices make supervision more difficult; occupants are tempted to turn their attention to outside matters and to engage in activity not strictly police-related. The potential for this situation is lessened when the partitions forming the offices are glass and, in some instances, the partitions may be less than ceiling height.

Glass partitions facilitate supervision and tend to assist in maintaining a businesslike appearance on the part of personnel by providing an unobstructed view for supervisors. Each area that must be kept secure, such as places where prisoners are confined or moved, the

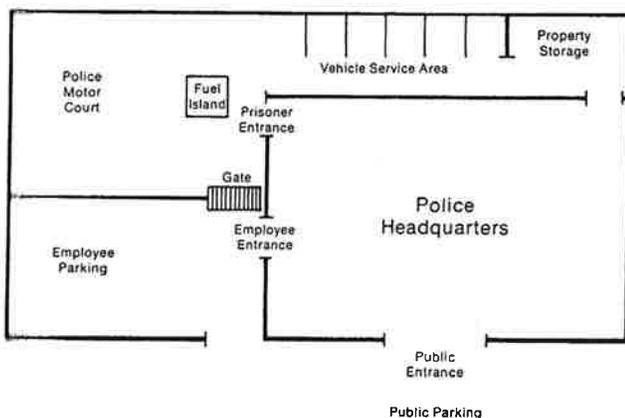


Fig. 2. Exterior design relationship

communications center, and areas for property and evidence storage, require special design features. Permanent partitions should be used in these areas and wherever the need is justified.

The building should contain large open floor areas in which a broad variety of furniture and equipment may be arranged. These areas may be subdivided with a minimum of structural or mechanical operation and expense through the use of standardized, movable, and interchangeable nonstructural elements.

Space can also be separated effectively by counters. The counters can also serve as receptacles for file cabinets.

### ADMINISTRATIVE AREA

One portion of the police facility should be reserved exclusively for the administrative command staff. This staff includes the chief of police, planning and inspection services commanders, and the commanders of the primary organizational entities with department-wide jurisdiction, such as the uniformed division, criminal investigation division, administrative services division, and technical services division.

### Chief of Police

Immediate public access to the chief of police is not always necessary or desirable. Many citizens with minor problems, who at first demand to see the chief, can have their problems adequately resolved by talking to subordinate personnel. Constant interruptions of this sort would distract the chief from his or her primary obligations to the department. The chief's office (Fig. 3) is best located away from the mainstream of public and staff, preferably near the rear of a one-story building or on the second floor of a two-story building. It is customary and worthwhile for the chief to have a private entrance, private toilet facility, closet, and a conference room immediately adjacent to the office. The normal space allowance for the chief's private office should be approximately 300 square feet. The separate conference room (Fig. 4) should be large enough to seat all officers above the rank of lieutenant, i.e., the executive staff. Access to the conference room should be from both the chief's office and from a common hallway for staff use.

The chief should be provided with a private secretary and, in larger agencies, an administrative officer. These two staff assistants should, of course, be provided sufficient office space immediately adjacent to the chief's offices.

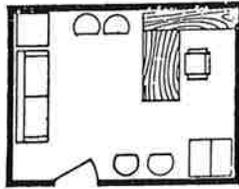
### Executive Command Staff

The chief's executive staff should occupy offices which surround his own. Each staff office should be approximately 200 square feet in size. These staff offices could conceivably share secretarial services, e.g., one secretary for every two staff commanders.

### CENTRAL RECORDS AREA

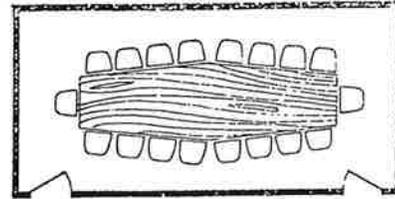
The public entrance into a police facility should be primarily through a single main entranceway into a common lobby. This single public entrance should be controlled and supervised from the central records center.

This central records center should be placed in full view of the main facility entrance. The location should be such that records personnel

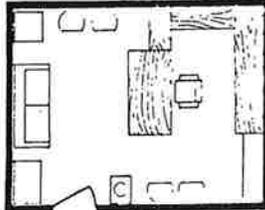


12 X 16 = 192  
+38  
230 S/F

CITIES TO 15,000 POPULATION

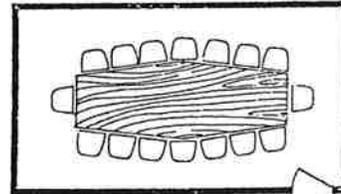


18 PERSONS  
14 X 29 = 324  
+66  
390 S/F

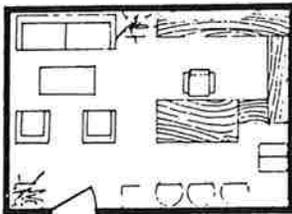


14 X 15 = 210  
+42  
252 S/F

CITIES 15,000 TO 30,000

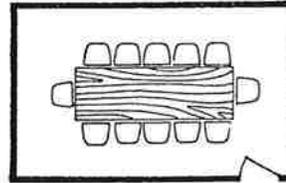


16 PERSONS  
14 X 25 = 270  
+54  
324 S/F



14 X 20 = 280  
+56  
336 S/F

CITIES 30,000 TO 75,000



12 PERSONS  
12 X 21 = 252  
+50  
302 S/F

Fig. 4. Conference rooms

Fig. 3. Office for police chief

can individually screen all those entering the building. Provision should be made in the lobby area for public seating, public telephones, showcases for display of exhibits, and public restrooms. The public restrooms should be constructed of materials that would limit damage to the building in the event of a concealed, incendiary explosion.

The records area should be separated by glass from the public areas and staff access counter to ensure complete security of the entire records area.

The majority of persons visiting the police station will have business at the records center (Fig. 5). Therefore, a public counter should be part of the records center. The employees in the records center can then handle inquiries or refer callers to the proper official or office. As a general rule, the building should be planned to reduce the necessity of having the public wander about the building seeking assistance. Public circulation within the building should be controlled and limited by separating the public lobby area from other corridors and doors that should be controlled electrically.

The interior of a police facility should be decorated in a professional manner. Bright, warm, but soft colors combined with careful

use of complementary accents should greet the public. Rotary records systems should enhance the appearance of the records center as well as provide for a functional records storage and retrieval operation.

The records room, in addition to serving the public, should also be the center for collection and dissemination of information to police officers. Therefore, a private counter should be provided for police officers so that they may more effectively utilize records without using the public area and without permitting them complete freedom of access to the records room itself. Only personnel assigned to the records function should be permitted in the room. This recommendation is made to preserve the integrity of the records and accountability for their proper maintenance.

The size of a records area should, of course, reflect the needs and space requirements of personnel assigned to the records function. A useful guide, when in doubt as to size, is to allocate approximately 100 square feet of space for each 15 police officers in the department.

Because of the heavy floor weight that will be required in the records area of the building as a result of files and other equipment, structural design requires that the floor be reinforced.

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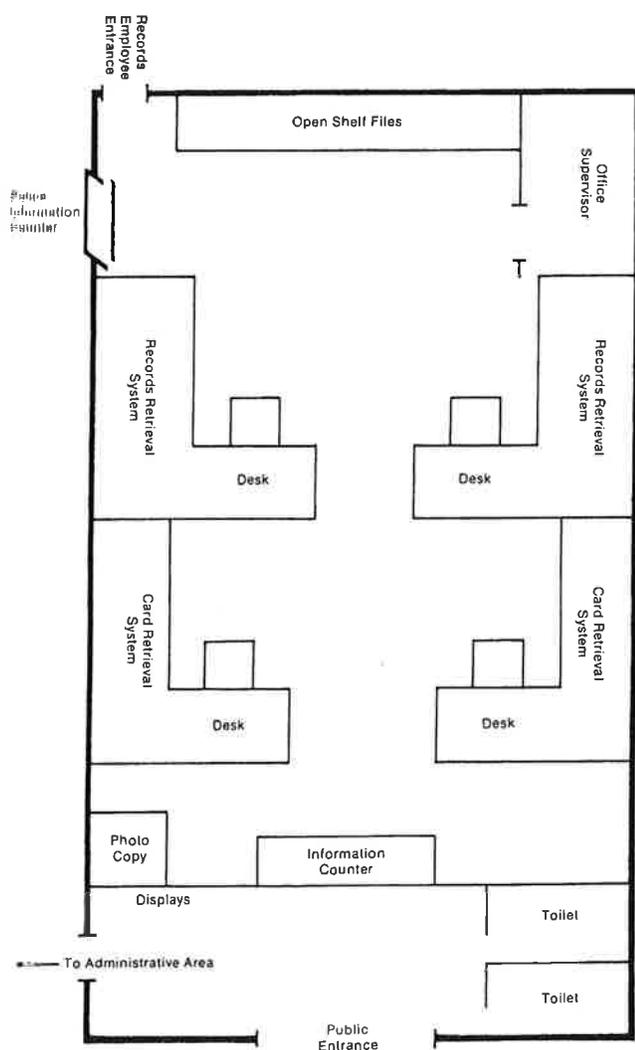


Fig. 5. Model functional space design, police records center

## COMMUNICATIONS

### Dispatching Facilities

The police communications command center (Fig. 6) and its related equipment should be isolated from public contact in one of the more secure areas of the building. Other electrical and mechanical systems should also be protected to reduce the possibility of sabotage or vandalism.

Most police practitioners would agree that locating the dispatching and records units in close proximity offers advantages of expediting the flow of information and makes more efficient use of personnel. This philosophy is most practical in small agencies where a minimum number of persons on a late tour of duty could conceivably handle both communications and records responsibilities. When this arrangement is necessitated by department size, we recommend that the entire records and communications area be bullet-resistant.

In addition to radio, the dispatch console should contain all electronic systems such as television surveillance of the jail and outside

of the building, smoke and fire detection and warning devices, detention area audio surveillance, remote control for doors, and vehicle status boards, recorders, intercom, and TV monitors.

Status boards are devices used to indicate the availability of field units. Such a device is justified as a dispatching aid in the smaller as well as the larger departments. Switch control pilot lights may be used, with indicators at each dispatching position, on a large map visible to all positions. The switches must be wired so that actuation in any position causes the same indication at all other positions. Placing of pilot lights on a large map showing beat boundaries is particularly valuable to dispatchers responsible for deployment of large numbers of field units. Each unit's status cannot be accurately recalled from memory, nor can time usually be taken to query a number of units to determine which is the closest to the assignment at hand.

### Complaint Operator/Dispatcher

Two types of complaint/dispatch operations are generally acceptable, depending upon the size of a particular agency. In the smaller departments, a single person usually can handle both the complaint-reception function as well as the dispatch operation. Whereas, in the larger agencies, complaint processing may require extensive specialization, perhaps with operators subdivided for geographical areas of responsibility. An alternate approach to the latter is to combine the complaint operator's and dispatcher's duties in one position and add personnel as message volume demands. Difficulties arise in this method, however, when the message volume would justify either a separate complaint operator and a dispatcher or two combined operators/dispatchers (or any multiple thereof). The architect and the agency consultant will have to make the decision as to individual agency needs regarding communications according to the volume of complaint traffic, prior to the design of the command center.

### Command Center Supervision

The function of supervising a police communications center should not pose any unusual problems arising out of the nature of the task. The sensitive nature of the process demands at least constant availability of supervision. In larger installations, provision should be made for the supervisor to monitor both landline and radio communications as they are carried on; performance of complaint operators and dispatchers may thus be evaluated to determine training needs and to correct improper procedures. A monitoring position is also useful for instruction of newly assigned personnel, and for intercepting and/or assisting in high priority calls.

### Environmental Considerations

The communications command center should be made adequate in terms of sound conditioning, lighting, air conditioning, room configuration ability to expand facilities, and total security from potential sabotage. This area should be a complete self-contained unit with toilet, lunch room, locker space, and supervisor's area.

### Emergency Power Supplies

Radio and landline communications are vulnerable to several influencing factors, the most important of which is electrical power. In the event of failure of normal power sources, the communications center should have some method of obtaining standby electrical

service to the base station to insure its continued operations; therefore, the base station should be equipped with an emergency power source. This equipment should be capable of supporting not only all communications equipment, but also lighting requirements for the command center and primary operational portions of the building.

Figure 6 is intended to provide the reader with a visual display of a conceptual design model for a communications command center where telephone reception and dispatching are performed by the same person.

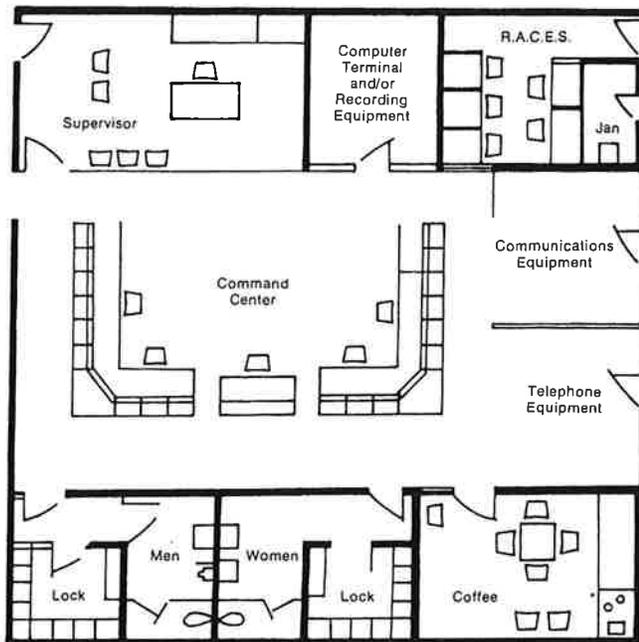
**CRIMINAL INVESTIGATION AREA**

Several design features should be considered when allocating floor space for criminal investigators (Fig. 7). Investigators make extensive and constant use of records; therefore, it is practical to place investigators as near as possible to the records center. A great number of people coming to the police facility do so in order to confer with investigators; public access is an important feature that must be considered when physically locating detectives.

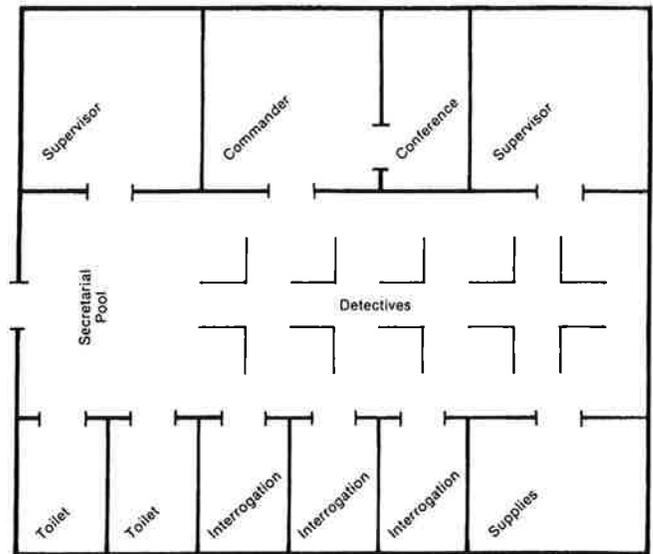
The area allocated to detectives should provide for individual work space and a degree of privacy for each officer. Collectively, however, detectives should be in constant contact with one another. Therefore, a single spacious room is recommended to house all detectives. The room could then be divided into individual office areas by movable partitions.

Interrogation rooms (Fig. 8) are another important feature that should be located near the detectives.

Again, in the same general vicinity, the architect should provide for office space for both the unit commander and supervisors.



**Fig. 6. Model communications command center**



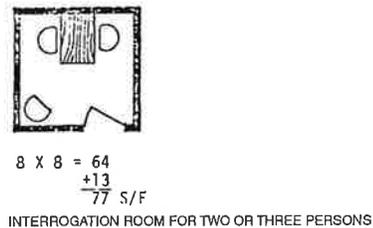
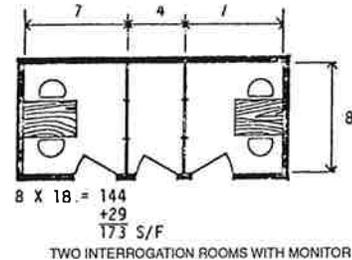
**Fig. 7. Model criminal investigation area**

**UNIFORMED OPERATIONS AREA**

Although uniformed operations requires the largest number of officers, the physical space needs in a police facility for uniformed personnel are substantially less than those of other departmental units. Uniformed officers, of necessity, must remain to a great extent in the field. They require the use of locker rooms, toilets, squad room, physical exercise area, briefing room, and writing area.

**Commander/Supervisor**

The patrol commander and/or shift supervisor should have an office accessible to the public, uniformed personnel, and the communications center. The close proximity to the communications center is important so that the commander can assist dispatchers, or take over the operation when necessary, under emergency conditions.



**Fig. 8. Interrogation rooms**

## Special Operations

Office space should also be provided for traffic and tactical supervisors. These offices should be of sufficient size to accommodate crime and traffic accident location maps, charts, and other crime, accident, and special event analysis materials.

## Roll-Call Room

Uniformed personnel, who constitute the bulk of employees, will report for roll call (briefing) prior to going on their assignments. Special features of a roll-call room should be planned by the architect. It is wise policy to have this room as private as possible. The public, upon seeing numerous members about an office (especially uniformed members), inevitably concludes that they are nonproductive. Roll call, with its attendant inspection, training, reading of orders, and special instructions, should be conducted in a place out of public view. It is equally important to provide space, which cannot be seen by the public, where officers may prepare reports that are not completed in the field because of time or importance.

## Special Features

It is wise to plan for a recreation area and lunch area with commissary provisions. The recreation area should be large enough to accommodate a universal gym and other physical exercise equipment that would encourage officers to maintain excellent physical condition, as well as provide space for defensive tactics and other training.

Squad or roll-call rooms should be designed so that desired privacy can be maintained during roll call and training sessions. Lockers should not be placed in these rooms thereby making it necessary for officers to change clothes or use lockers while the roll call for the next shift is in session. The squad room should not serve as a traffic path to other portions of the building.

Movable seating should be provided where roll-call and training is conducted. The room should be acoustically treated and equipped with wall-mounted bulletin boards, chalk boards, individual mail slots for distribution of printed material, and wall-mounted clothes and hat racks. An ideal work flow pattern would show the locker room adjacent to the roll-call room.

## Locker Facilities

An individual clothes locker should be provided for each uniformed officer in the department. The locker facility should be coupled with shower room accommodations.

## Training

Where possible, a training room should be separate from the roll-call room. This would allow uninterrupted training sessions. In the event that space is at a premium, the roll-call room could be designed as a multipurpose room large enough to conduct training sessions.

## Library

A police library is a reflection of the philosophy of a police administrator and his agency to achieve the best possible law enforcement through constant staff study and improvement.

A library should be provided with a sufficient number of bookshelves and seating capacity to accommodate approximately 5 percent of the work force. Tables in the library should be at least 5 to 6 feet from each other if the chairs are to be placed back to back. Between the tables and the walls, there should be an aisle approximately 5 feet wide. The length of the shelving should not be more than 3 feet per section.

## PROPERTY ROOMS

### Department Property

Department-owned property such as report forms, stationery, blank books, pencils, and other office equipment should be stored in a single room. Likewise, the department armament and munitions should be stored in a dustproof, moistureproof, secure room. It is recognized that armament must be immediately available to operational personnel; however, the supervisor in charge of property management must have the armament under his or her immediate control and provide for routine inspections and inventory of such equipment. Both of these factors must be considered when planning for the location of the armory.

### Evidence Room

An evidence storage room should be included in any planning for a police facility. The room should be secured against unauthorized intrusion and should allow for four different types of storage modes:

1. Open bins
2. File cabinets
3. Safe
4. Refrigerator

Open bins should constitute the majority of the room area. The bins should be approximately 3 feet wide and should be designed to allow for expansion upward. The balance of the evidence room can best be utilized by installing standard, letter-sized file cabinets. Small items that are more subject to loss are better stored in cabinets.

A good-sized safe should constitute the third storage mode for inclusion in an evidence room. This receptacle should be used to safeguard monies, jewelry, and other such valuables.

A refrigerator should be used to store narcotics, blood samples, and other perishables.

Since the evidence room would not normally be open 24 hours a day, it is necessary to establish temporary holding lockers into which evidence can be placed until it can be secured by the department evidence custodian. These lockers should be either self-locking or equipped with open padlocks. Officers coming into possession of evidence should properly mark it and deposit it in a locker. The door can then be snapped shut or padlocked. It should thereafter be opened only by the duly designated evidence custodian.

All evidence should be kept in the evidence storage room when not otherwise being examined or presented at trial.

### Laboratory Facilities

The location of the laboratory in a police building is relatively unimportant, and some advantages are gained in having it in a remote area.

Space requirements and utility connections are the principal considerations; space needs are strongly influenced by the size of the laboratory staff and the equipment used. A police laboratory should be designed to meet future requirements.

Every agency should have at least a rudimentary laboratory. Depending upon the department's expertise and size, a laboratory could range in size from a single photography darkroom to a complex facility with separate rooms to accommodate a darkroom; copy and other photographic work; chemical examinations; other laboratory instruments; evidence storage; a repository of standards for comparison; a director's office; a reception room; and a polygraph room.

Needless to say, those agencies that are physically located near a county, regional, state, or federal laboratory facility would require less laboratory space.

### **Firearms Range**

An indoor firearms range should be considered as a very necessary component of every police facility. Such a range would most likely be situated in the basement or, in the case of only one floor, adjacent to the main facility. A minimum area for a range should be approximately 100 feet in length with a minimum of 4 feet in width for each shooting position desired.



**Costs per square foot of floor area**

Exterior Wall	S.F. Area	7000	9000	11000	13000	15000	17000	19000	21000	23000
	L.F. Perimeter	240	280	303	325	354	372	397	422	447
Limestone with Concrete Block Back-up	Bearing Walls	229.45	213.50	199.60	189.80	183.80	177.60	173.60	170.40	167.70
	R/Conc. Frame	242.35	226.95	213.70	204.35	198.55	192.70	188.85	185.80	183.20
Face Brick with Concrete Block Back-up	Bearing Walls	191.10	178.65	168.75	161.80	157.25	153.05	150.10	147.85	145.80
	R/Conc. Frame	210.20	197.80	187.85	180.95	176.40	172.20	169.25	167.00	164.95
Decorative Concrete Block	Bearing Walls	180.30	168.80	160.05	153.90	149.85	146.15	143.55	141.50	139.70
	R/Conc. Frame	199.40	187.95	179.20	173.05	169.00	165.25	162.65	160.60	158.85
Perimeter Adj., Add or Deduct	Per 100 L.F.	34.60	26.85	22.10	18.70	16.20	14.25	12.80	11.60	10.55
Story Hgt. Adj., Add or Deduct	Per 1 Ft.	6.20	5.65	5.05	4.60	4.30	4.00	3.80	3.70	3.50
<i>For Basement, add \$24.35 per square foot of basement area</i>										

The above costs were calculated using the basic specifications shown on the facing page. These costs should be adjusted where necessary for design alternatives and owner's requirements. Reported completed project costs, for this type of structure, range from \$98.90 to \$258.05 per S.F.

**Common additives**

Description	Unit	\$ Cost	Description	Unit	\$ Cost
Cells Prefabricated, 5'-6' wide, 7'-8' high, 7'-8' deep	Each	11,000	Lockers, Steel, Single tier, 60" to 72"	Opening	165 - 298
Elevators, Hydraulic passenger, 2 stops			2 tier, 60" or 72" total	Opening	104 - 137
1500# capacity	Each	55,100	5 tier, box lockers	Opening	58 - 79
2500# capacity	Each	57,800	Locker bench, lam. maple top only	L.F.	20.50
3500# capacity	Each	62,100	Pedestals, steel pipe	Each	62
Emergency Lighting, 25 watt, battery operated			Safe, Office type, 4 hour rating		
Lead battery	Each	278	30" x 18" x 18"	Each	4075
Nickel cadmium	Each	800	62" x 33" x 20"	Each	8850
Flagpoles, Complete			Shooting Range, Incl. bullet traps, target provisions, and controls, not incl. structural shell	Each	32,600
Aluminum, 20' high	Each	1425	Smoke Detectors		
40' high	Each	3200	Ceiling type	Each	174
70' high	Each	9975	Duct type	Each	445
Fiberglass, 23' high	Each	1725	Sound System		
39'-5" high	Each	3250	Amplifier, 250 watts	Each	2225
59' high	Each	8200	Speaker, ceiling or wall	Each	181
			Trumpet	Each	345

# Model costs calculated for a 2 story building with 12' story height and 11,000 square feet of floor area

# Police Station

			Unit	Unit Cost	Cost Per S.F.	% Of Sub-Total
<b>A. SUBSTRUCTURE</b>						
1010	Standard Foundations	Poured concrete; strip and spread footings	S.F. Ground	2.56	1.28	
1020	Special Foundations	N/A	—	—	—	
1030	Slab on Grade	4" reinforced concrete with vapor barrier and granular base	S.F. Slab	4.63	2.32	4.3%
2010	Basement Excavation	Site preparation for slab and trench for foundation wall and footing	S.F. Ground	.25	.13	
2020	Basement Walls	4' foundation wall	L.F. Wall	70	2.54	
<b>B. SHELL</b>						
<b>B10 Superstructure</b>						
1010	Floor Construction	Open web steel joists, slab form, concrete	S.F. Floor	10.68	5.34	
1020	Roof Construction	Metal deck on open web steel joists	S.F. Roof	4.24	2.12	5.1%
<b>B20 Exterior Enclosure</b>						
2010	Exterior Walls	Limestone with concrete block backup	80% of wall S.F. Wall	65	34.58	
2020	Exterior Windows	Metal horizontal sliding	20% of wall Each	929	8.19	30.3%
2030	Exterior Doors	Hollow metal	Each	2188	1.58	
<b>B30 Roofing</b>						
3010	Roof Coverings	Built-up tar and gravel with flashing; perlite/EPS composite insulation	S.F. Roof	5.98	2.99	
3020	Roof Openings	N/A	—	—	—	2.0%
<b>C. INTERIORS</b>						
1010	Partitions	Concrete block	20 S.F. Floor/L.F. Partition S.F. Partition	8.04	4.02	
1020	Interior Doors	Single leaf kalamein fire door	200 S.F. Floor/Door Each	842	4.22	
1030	Fittings	Toilet partitions	S.F. Floor	.89	.89	
2010	Stair Construction	Concrete filled metal pan	Flight	14,500	2.64	16.2%
3010	Wall Finishes	90% paint, 10% ceramic tile	S.F. Surface	3.23	3.23	
3020	Floor Finishes	70% vinyl composition tile, 20% carpet tile, 10% ceramic tile	S.F. Floor	3.96	3.96	
3030	Ceiling Finishes	Mineral fiber tile on concealed zee bars	S.F. Ceiling	4.74	4.74	
<b>D. SERVICES</b>						
<b>D10 Conveying</b>						
1010	Elevators & Lifts	One hydraulic passenger elevator	Each	68,420	6.22	4.2%
1020	Escalators & Moving Walks	N/A	—	—	—	
<b>D20 Plumbing</b>						
2010	Plumbing Fixtures	Toilet and service fixtures, supply and drainage	1 Fixture/580 S.F. Floor Each	2726	4.70	
2020	Domestic Water Distribution	Oil fired water heater	S.F. Floor	2.43	2.43	5.5%
2040	Rain Water Drainage	Roof drains	S.F. Roof	1.98	.99	
<b>D30 HVAC</b>						
3010	Energy Supply	Oil fired hot water, wall fin radiation	S.F. Floor	9.20	9.20	
3020	Heat Generating Systems	N/A	—	—	—	
3030	Cooling Generating Systems	N/A	—	—	—	12.5%
3050	Terminal & Package Units	Split systems with air cooled condensing units	S.F. Floor	9.08	9.08	
3090	Other HVAC Sys. & Equipment	N/A	—	—	—	
<b>D40 Fire Protection</b>						
4010	Sprinklers	Wet pipe sprinkler system	S.F. Floor	2.82	2.82	1.9%
4020	Standpipes	N/A	—	—	—	
<b>D50 Electrical</b>						
5010	Electrical Service/Distribution	400 ampere service, panel board and feeders	S.F. Floor	1.73	1.73	
5020	Lighting & Branch Wiring	Fluorescent fixtures, receptacles, switches, A.C. and misc. power	S.F. Floor	9.65	9.65	8.3%
5030	Communications & Security	Alarm systems and emergency lighting	S.F. Floor	.64	.64	
5090	Other Electrical Systems	Emergency generator, 15 kW	S.F. Floor	.20	.20	
<b>E. EQUIPMENT &amp; FURNISHINGS</b>						
1010	Commercial Equipment	N/A	—	—	—	
1020	Institutional Equipment	Lockers, detention rooms, cells, gasoline dispensers	S.F. Floor	12.09	12.09	9.6%
1030	Vehicular Equipment	Gasoline dispenser system	S.F. Floor	1.98	1.98	
1090	Other Equipment	N/A	—	—	—	
<b>F. SPECIAL CONSTRUCTION</b>						
1020	Integrated Construction	N/A	—	—	—	0.0%
1040	Special Facilities	N/A	—	—	—	
<b>G. BUILDING SITEWORK</b> N/A						
<b>Sub-Total</b>					146.50	100%
CONTRACTOR FEES (General Requirements: 10%, Overhead: 5%, Profit: 10%)				25%	36.62	
ARCHITECT FEES				9%	16.48	
<b>Total Building Cost</b>					<b>199.60</b>	

Date: September 15, 2010

To: City Council Members

From: Police Chairman Doug Morrow  
Police Chief Keith Hudson

Re: Police Facility-Architectural/Consultant Firm

As you are aware, our police department is currently occupying a facility it outgrew several years ago. Demands for service have increased and our personnel roster has also grown. It lacks interview space for victims, witnesses and arrestees. Also lacking is roll call, report writing and other support spaces. Additional space is needed for evidence storage and overall, there are crowded working conditions for our staff. As a result, prisoner control has become a real issue.

The building also suffers from the lack of sufficient infrastructure (HVAC, electrical, data, telecommunications) and possesses some outdated security and safety systems. Hiring an experienced architect' consultant familiar with law enforcement needs is crucial to obtaining an accurate and detailed analysis. In choosing one, an essential element is the architectural team's expertise in the planning and design of police facilities.

We have been in contact with numerous firms that specialize in police facilities for a number of years. In 2007, we met Daniel Redstone of Redstone Architects at an IACP Conference. His firm is highly recognized throughout the country. They provide specialized services such as Feasibility Studies, Needs Assessments, Preliminary Design Services, Strategic Planning, Site Planning and Design/Space Planning to Law Enforcement agencies throughout the United States. We were even more pleased to learn that French and Ryan Architects, a local firm in Sussex County is a partner of Redstone.

Because of their substantial police facility experience, it is our recommendation that French and Ryan be selected for this project. The police committee, which consists of Councilwoman Katrina Wilson and Councilman Skip Pikus met September 1<sup>st</sup> to review the proposals. They concur with our recommendation that French and Ryan be selected as the consultant team because of their relevant expertise and local knowledge.



Police Chairman Douglas Morrow



Police Chief Keith Hudson