City of Milford

CITY COUNCIL AGENDA

Joseph Ronnie Rogers Council Chambers
Milford City Hall, 201 South Walnut Street, Milford, Delaware
Monday, January 22, 2018

6:00 P.M.
COUNCIL MEETING

Call to Order – Mayor Bryan Shupe
Motion to Enter Executive Session

A. Executive Session pursuant to 29 Del. C. §10004 (b)(4) for the purpose of the discussion of strategy sessions, including those involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation
B. Executive Session pursuant to 29 Del. C. §10004 (b)(9) for the purpose of the discussion of personnel matters in which the names, competency and abilities of individual employees or students are discussed, unless the employee or student requests that such a meeting be open

Return to Public Session

A. Potential vote related to strategy sessions, including those involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation (General Teamsters Local 327 and IBEW Local 126)
B. Potential vote related to personnel matters in which the names, competency and abilities of individual employees or students are discussed, unless the employee or student requests that such a meeting be open (Council Appointee Evaluations)

Adjourn

7:00 P.M.
PUBLIC HEARING

ORDINANCE 2017-20
An ordinance to amend Chapter 180-Residential Rental Operation License to allow the transfer of a license during the licensing period upon payment of administrative fees

ORDINANCE 2017-23
Glenn and Donna Watson for a Conditional Use to allow multiple permitted uses on .253+/- acres in a C2 (Central Business) Zoning District. Property is located at the northeast corner of intersection NE Front Street & N Washington Street; 111 N Washington Street, Milford, Delaware. Present Use: Office; Proposed Use: Office & Restaurant.
Tax Map MD-16-183.10-03-71.00 & -72.00

ORDINANCE 2017-24
2018 Comprehensive Plan
City of Milford Planning Commission has prepared and approved, in consultation with the public, interested parties, and government agencies, a Comprehensive Plan for the City of Milford, which articulates an overall vision for the community's future, including goals, objectives, policies and action project recommendations for achieving that vision and
has conducted a duly advertised public hearing for public review and comment on
May 16, 2017 and September 19, 2017 and, at its meeting on December 19, 2017
will recommend approval and adoption of the 2018 City of Milford Comprehensive Plan by Milford City Council at their January 22, 2018 meeting.

DR Horton Homebuilders on behalf of RB Land Holding LP and D R Horton Inc-New Jersey for a Revised Final Major Subdivision known as West Shores at New Milford of 38.00+/- acres for the purpose of relocating three property lines associated with lots 49, 50, 58, 59, 60 & 61 to eliminate encroachments into the side yard setbacks for three structures currently under construction. Property is located on the north side of Wilkins Rd between Elks Lodge Rd and Cedar Creek Rd zoned R2 (Residential District); Tax Map 3-30-11.00-006.06, -857.00 through -967.00.

COUNCIL MEETING

Call to Order - Mayor Bryan Shupe

Invocation

Pledge of Allegiance

Recognition

Milford Cub Scouts

Communication & Correspondence

Unfinished Business

Residential Rental Inspection Program/Inspection Agency Approval and Funding Appropriation Authorization

Adoption of Resolution 2018-01/Adoption of City Council Rules and Procedures

New Business

Morris & Ritchie Associates Inc on behalf of Dunn Development LLC; Project 13-196
Hickory Glen /Extension 4/Preliminary Major Subdivision
Milford-Harrington Highway
Tax Map MD-16-173.00-01-21.00; -22.00
Zoning: R8 (Garden Apartment and Townhouse District)

Acceptance/FY16-17 City of Milford Audit

Washington Street Water Treatment Facility-Final Change Order/Authorization

Introduction/Ordinance 2018-01/Chapter 165/Parks and Recreation Code

Adjourn

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

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

PUBLIC NOTICE
ORDINANCE 2017-20

The City Council will hold a Public Hearing regarding the below ordinance on MONDAY, JANUARY 22, 2018 to hear evidence from interested parties and make a final determination regarding the ordinance.

The meeting will begin at 7:00 p.m. and will take place in the Joseph Ronnie Rogers Council Chambers of Milford City Hall at 201 South Walnut Street, Milford, Delaware at which times, the following ordinance will be considered:

CODE OF THE CITY OF MILFORD
PART II-GENERAL LEGISLATION
CHAPTER 180
RESIDENTIAL RENTAL OPERATING LICENSE

WHEREAS, the City of Milford enacted a Residential Rental Operating License Ordinance, to protect the health, safety, and welfare of its residents and to prevent the deterioration of the housing stock in the City; and

WHEREAS, from time to time, City Council determines a need for amendments and additions to the Residential Rental Operating License Ordinance of the City of Milford; and

WHEREAS, it is recommended that the transfer of a license during the licensing period be permitted upon payment of administrative fees.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Section 180-5. Application for rental operating license and agreement to comply is hereby amended by removing text indicated in strikethrough and incorporating new text in red and underlined as follows:

C. It shall be unlawful for any person to operate any rental dwelling without obtaining a rental license from the ~~Licensing Division of the Department of Planning and Inspections~~ City in order to determine compliance. The license shall expire annually on December 31. The fee for the annual license shall be ~~$50 for each unit.~~ set by City Council as part of the City Fee Schedule.

Section 2. Section 180-6. Contents of applications is hereby amended by removing text indicated in strikethrough and incorporating new text in bold and red as follows:

D. Landlord's name, mailing address, ~~and~~ telephone number, email address, website and leasing agent contact information, if different from the landlord.

Section 3. 180-7. Regulations for issuance of licenses is hereby amended by removing text indicated in strikethrough and incorporating new text in red and underlined as follows:

C. ~~Timing for reapplication.~~
~~(1) Application to renew a rental operating license shall be made at least 60 days prior to the expiration date of the current license.~~
~~(2) When reapplication is made fewer than 30 days before the expiration date, the pendency of the application will not prevent the expiration of the license.~~
Transfer of license. If a rental property is purchased or sold during the annual licensing period, the license may be transferred from owner to owner upon payment of $50 for administrative expenses. Purchaser must make application as outlined in §180-6.

D. Every rental unit owned shall have a "caretaker" designated by the owner.

(1) The caretaker may be the property owner if residing within a ten-mile radius of Milford, Delaware.
(2) The caretaker shall be an adult person(s) 18 years or older, specifically identified in writing by the owner on the rental license application (stating name, address and telephone numbers) and reside in such proximity to the City as to allow him or her to meet with the Code ~~Enforcement~~ Official at the rental unit within 48 hours of receipt of notice from the Code ~~Enforcement~~ Official. The caretaker may also be a management company (corporation, LLC and/or partnership); however, the management company must assign a contact person.

Section 4. 180-8. Inspections is hereby amended by removing text indicated in strikethrough and incorporating new text in red and underlined as follows:

A. The Code ~~Enforcement~~ Official reserves the right to inspect property at any time to ensure compliance with all property maintenance (Chapter 174), Building Construction (Chapter 88), Z~~z~~oning (Chapter 230) and other City codes.
B. When such inspections are deemed necessary, the Code ~~Enforcement~~ Official will provide at least 48 hours' notice to the owner or caretaker. Exceptions to this rule will apply when health or safety conditions exist that require immediate inspection.
C. A rental unit shall be deemed to be not in substantial compliance if:
(1) There are one or more violations that pose a serious and substantial threat to the health, safety or welfare of the occupants.
(2) There are an extensive number of minor violations that, cumulatively, pose a significant threat to the health, safety, and welfare of the occupants.
D. When the Code ~~Enforcement~~ Official schedules an inspection, it is the responsibility of the property owner to make sure the structure/property is ready by the time the inspector arrives on site.
(1) If an inspection needs to be cancelled or rescheduled, the Code ~~Enforcement~~ Official must be notified by ~~8:30 a.m. the day of the inspection~~ 4:00 p.m. the day before the inspection.
(2) If an inspector arrives on site and the structure/property is not ready and the inspection was not cancelled or rescheduled, a fee of ~~$100~~ $50 must be paid at City Hall before the inspection can be rescheduled. This fee may be waived if the property is not ready for inspection due to circumstances beyond the control of the landlord/caretaker.
E. When conditions of a property are such that cause more than one follow-up inspection, for the purpose of ensuring compliance, a fee of $50 per inspection will be imposed.

Section 5. 180-9. Violations and penalties; enforcement is hereby amended by removing text indicated in strikethrough as follows:

A. Penalty for violation.
(1) Any property owner who shall violate any provisions of this chapter or who fails to comply with any notice or order issued by a Code ~~Enforcement~~ Official pursuant to the provisions of this chapter shall be guilty of violating the provisions of this chapter and, upon conviction thereof, shall be fined not less than $500 nor more than $1,000. The minimum fine is not subject to suspension or reduction.
(2) Except where an appeal is taken, each day of a separate and continuing violation shall be deemed a separate offense.
B. Should the aforesaid penalties not be paid within 30 days of being assessed, and after notice of said failure is served, then the property covered by this chapter will be assessed for the unpaid penalties, which shall be collected in the same manner and at the same time as City taxes.
C. If any of the cited violations are not remedied, the Code ~~Enforcement~~ Official shall revoke the residential rental operating license.

Section 6. Dates.
City Council Introduction: September 25, 2017
City Council Public Hearing: November 13, 2017

City Council Public Hearing: January 22, 2018
Adoption: January 22, 2018
Effective: February 1, 2018
This ordinance shall take effect and be in force ten days after its adoption.

A complete copy of the Code of the City of Milford is available by request through the City Clerk's office or by accessing the city website at www.cityofmilford.com.

Advertised: Beacon, 12/27/17

CITY HALL
201 South Walnut Street
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

DATA SHEET FOR LANDS OF GLENN & DONNA WATSON

Planning Commission Meeting: December 19, 2017

Application Number / Name	:	17-017 / Lands of Glenn & Donna Watson
Applicant	:	Glenn & Donna Watson 115 N. Washington Street Milford, DE 19963
Owner	:	Same
Application Type	:	Conditional Use
Present Comprehensive Plan Map Designation	:	Commercial
Present Zoning District	:	C-2 (Central Business District)
Present Use	:	Office
Proposed Use	:	Office & Restaurant
Size and Location	:	0.253 +/- acres located at the northeast intersection of NE Front Street & N Washington Street. Known as 111 N. Washington Street.
Tax Map & Parcel	:	MD-16-183.10-03-71.00 & 72.00

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

CITY HALL
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THE CITY of Milford DELAWARE

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STAFF REPORT
November 1, 2017

Application Number / Name	**:**	17-017 / Lands of Glenn & Donna Watson
Present Comprehensive Plan Designation	**:**	Commercial
Present Zoning District	**:**	C-2 (Central Business District)
Present Use	**:**	Office
Proposed Use	**:**	Office and Restaurant
Tax Map & Parcel	**:**	MD-16-183.10-03-71.00 & 72.00
Size and Location	**:**	0.253 +/- acres located at the northeast intersection of NE Front Street & N Washington Street. Known as 111 N. Washington Street.

I. BACKGROUND INFORMATION:

- The applicant proposes to convert an existing 3,940 square foot commercial, single occupancy building within the central business district into a two suite commercial structure. The building will remain the current size but will undergo interior and exterior renovations. The new use will include a twenty-four (24) seat restaurant and 1,892 square feet of office space. Although the property is located within the C-2 zoning district, which does not require off-street parking, the property will contain thirteen (13) off-street parking spaces. The applicant has provided ADA accessible parking and entrances to the commercial building.

- This project is located within the City's Downtown Development District.

- The affected commercial structure is located across two separate properties. These parcels should be consolidated into one tax parcel as a condition of the approval.

- Although the proposed uses are permitted uses within the C-2 Central Business District zoning designation, Chapter 230-45 states "in any and all zoning districts, multiple permitted uses or mixed use of a property shall be deemed a conditional use subject to special requirements."

II. STAFF ANALYSIS:

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

- Evaluation based on the criteria found under Chapter 230-48 Conditional Uses.

A. The presence of adjoining similar uses.

The property is surrounded by a mixture of uses, which is indicative of a downtown business district. The property is bound to the west by a municipal parking lot and the rear of several residential properties. To the north, east and south are additional commercial buildings, containing a wide variety of business types. The proposed uses would be consistent with the character of the neighborhood.

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

The proposed uses are permitted within the C-2 Central Business. However, multiple permitted uses on the same property require conditional use approval based on the City Code.

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

The Comprehensive Plan designates this area as Commercial. The proposed uses are consistent with the land use plan for the Comprehensive Plan and would provide additional downtown amenities and office space. The proposal is consistent with the goals and objectives of the City's Downtown Master Plan and Downtown Development District Plan.

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

The site bound to the west and south by N. Washington Street and to the south by NE Front Street. The structures to the north and east are of close proximity and of similar use, therefore, staff has no concerns regarding screening from adjacent uses.

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

The uses are permitted within the C-2 Central Business zoning district and should not detract from other uses in the district. The proposed uses should complement existing commercial businesses in the downtown area.

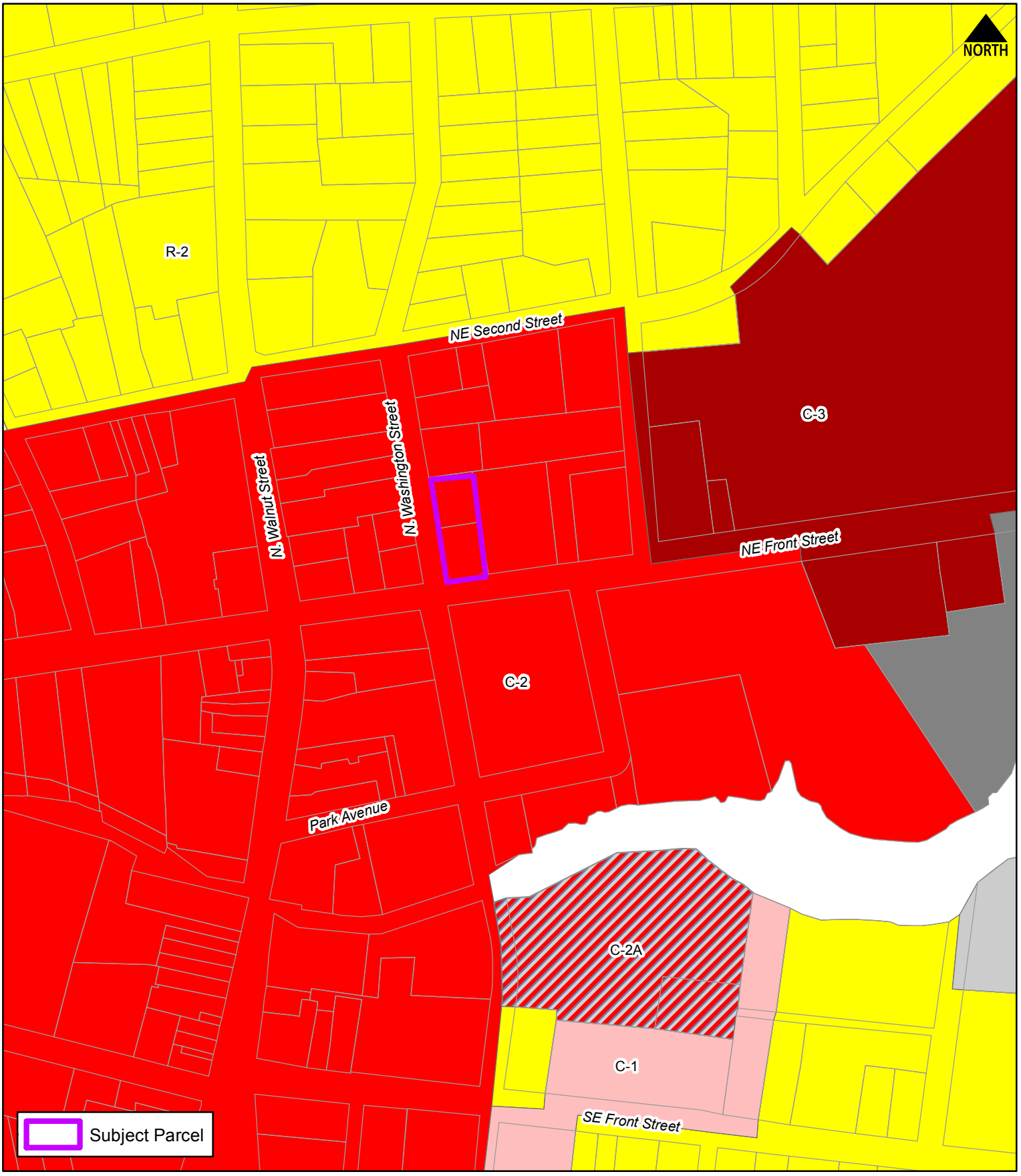
F. Sufficient safeguards, such as traffic control, parking, screening and setbacks, can be implemented to remove potential adverse influences on adjoining uses.

The site is located at the intersection of N. Washington Street (City maintained) and NE Front Street (State maintained). The applicant has provided thirteen 13 off-street parking spaces within existing parking areas, which are accessed from N. Washington

Street. The City will require improvements to widen the entrance to accommodate two-way traffic. Patrons and employees of the proposed businesses may utilize municipal parking lots located along N. Washington Street and NE Front Street, as allowed by the parking loading standards for properties zoned C-2 Central Business District. There are no setback requirements for C-2 zoned properties. The structures directly adjacent to the building are not screened but are similar commercial uses.

- If the Planning Commission and City Council elect to approve the applicant's request, staff recommends the following minimum conditions of approval:

    - The applicant must obtain approval from the State Fire Marshal's Office for the proposed parking lot arrangement and exterior layout.
    - The applicant must obtain approval from the State Fire Marshal's Office and permits from the State of Delaware, Department of Health and Social Services, Division of Public Health Commercial Plumbing and DHSS Food Establishment in conjunction with the issuance of a building permit and Certificate of Occupancy.
    - Site improvements and utility connections must be permitted, approved and inspected by the City Engineer and the Public Works Department prior issuance of a Certificate of Occupancy.
    - The applicant must consolidate the two affected properties to create one tax parcel.



THE CITY of Milford DELAWARE

Scale: Feet
0 100 200

Drawn by: WRP Date: 09/15/17

Filepath: ConditionalUse_Watson.mxd

Title:

Conditional Use

Lands of Glenn & Donna Watson

Location & Zoning Map

ABBATE DRAFTING SERVICES
RESIDENTIAL & COMMERCIAL PLAN SERVICES
350 SCHOOL STREET
HOUSTON, DE 19954
PHONE (302) 422-5541 FAX (302) 422-7650
EMAIL abbatedrafting@comcast.net

October 26, 2017

Rob Pierce
Planning & Economic Activities Coordinator
City of Milford
201 S. Walnut St
Milford, DE 19963

Owner:
Glenn M. Jr & Donna M. Watson
115 N Washington St.
Milford, DE 19963
Tax Map #5-16-183.10-03-71.000 & #5-16-183.10-03-72.000
Zoning: C-2, Central Business District

Proposed Project Information:
ReMax Twin Counties Realtors
& Jaw Krackers Deli & BBQ
125 NE Front St
Milford, DE 19963

Per City of Milford Municipal Code Chapter 230, Article IX, Section 46, Purpose, the owners of the above referenced properties are formally requesting a conditional use. The narrative requirements of the Conditional Use Application are described below.

Requirement #2, Legal Description
Proposed property description has been provided on the site plan, a consolidation survey (attached) has been completed and will be recorded as one parcel after approval of this application.

Requirement #3, Written Summary
The properties present use is a warehouse for the Reagan-Watson Auction Services. The existing 3940 s.f. building sits on the two parcels referenced above. The Watsons also own the adjacent properties to the north, which contains the ReMax Twin Counties Real Estate and Reagan-Watson Auction Services. Building and lands of Fisher Appliances are adjacent to the east side of said property and are used for multi-use occupancy also.

The proposed Commercial Interior Fit-out would allow for a multi-use occupancy of the building which the ReMax office would utilize space along with a new restaurant business, Jaw Krackers Deli & BBQ. The building footprint will remain, a small (6'x24') entrance deck would be added for the Jaw Krackers restaurant.

A shared sewer connection between the existing warehouse and ReMax / Reagan-Watson Auction offices to the north would be separated for the two buildings. A proposed joint sewer connection on N Washington St. would service the relocated ReMax offices and Jaw Krackers restaurant.

The existing warehouse has its own water service from N Washington St. This would remain and service the relocated Remax office. A proposed 1" water service from the NE Front St. area would be added for the restaurant.

The existing 200 Amp electric service to the warehouse would remain and provide service to the ReMax office. A new 400 Amp electric service would be installed for the Jaw Krackers restaurant. The new service would run underground from a utility pole along NE Front St.

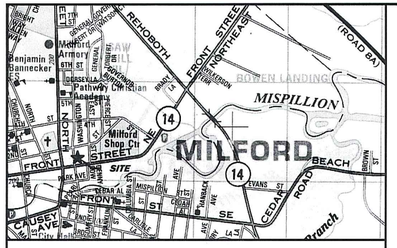
Note all new services provided to the Jaw Krackers Deli & BBQ will be installed per the City of Milford Construction Standards. Utility work of the underground electric and water connection near NE Front St. would be installed in areas maintained by the City of Milford. Both services are near State Right-of-Way therefore DelDOT would be notified.

The C-2 District has no parking, loading or landscaping requirements however we have shown a parking layout on the included site plan and will, upon approval, increase the width of the entrance from N Washington. The site has 100% impervious surface coverage and no landscaping is scheduled.

Requirement #4, Proposed Use
As stated earlier, the proposed use of the existing building would be for a multi-use occupancy of a "B Business and A-2 Assembly Occupancy". It would become the relocated home of the ReMax Twin Counties Real Estate offices and the new restaurant, Jaw Krackers Deli & BBQ.
ReMax has (2) full-time employees. Their hours of operation are Monday – Friday, 9:00 AM – 5:00 PM.
Jaw Krackers Deli & BBQ will employ approximately (5) people to start, and their hours of operation will be Tuesday – Saturday, 11:00 AM – 7:00 PM, Closed Sunday & Monday.

The information provided above is submitted to deem the Conditional Use Application complete and accompanies the site plan and lot consolidation survey as required.

Submitted: Angelo Abbate
Abbate Drafting Services



SITE LOCATION MAP
ADC MAP #38
BLOCK A-10
NOT TO SCALE

LEGEND:

- FIRE HYDRANT
- UTILITY POLE
- PROPERTY LINE
- SANITARY SEWER MANHOLE
- SANITARY SEWER CLEAN-OUT
- WATER METER PIT
- WATER VALVE BOX
- SS — SANITARY SEWER LINE
- CW — CENTRAL WATER LINE

DATA COLUMN:

TAX PARCEL I.D.#:	**MD-16-183.10-03-72.00-000**
GROSS ACREAGE	**.26 ACRES±**
GROSS BLDG AREA:	**3,960 SQ. FT.±**
CURRENT ZONING:	**C2 CENTRAL BUSINESS DISTRICT**
CURRENT USE:	**STORAGE**
PROPOSED USE:	**MULTI-USE OFFICE RESTAURANT**
MAXIMUM BUILDING HEIGHT:	**3 STORIES OR 35'**
IMPERVIOUS:	**100% EXISTING COVERAGE**
SETBACKS:	**N/A**
PARKING:	
REQUIRED:	N/A
PROPOSED:	13
PROPOSED HC:	ONE
UTILITIES:	
ELECTRIC	CITY
SEWER	CITY
WATER	CITY

ROADWAY CLASSIFICATION:

N.E. FRONT STREET (MINOR ARTERIAL)
N. WASHINGTON STREET (MINOR ARTERIAL)

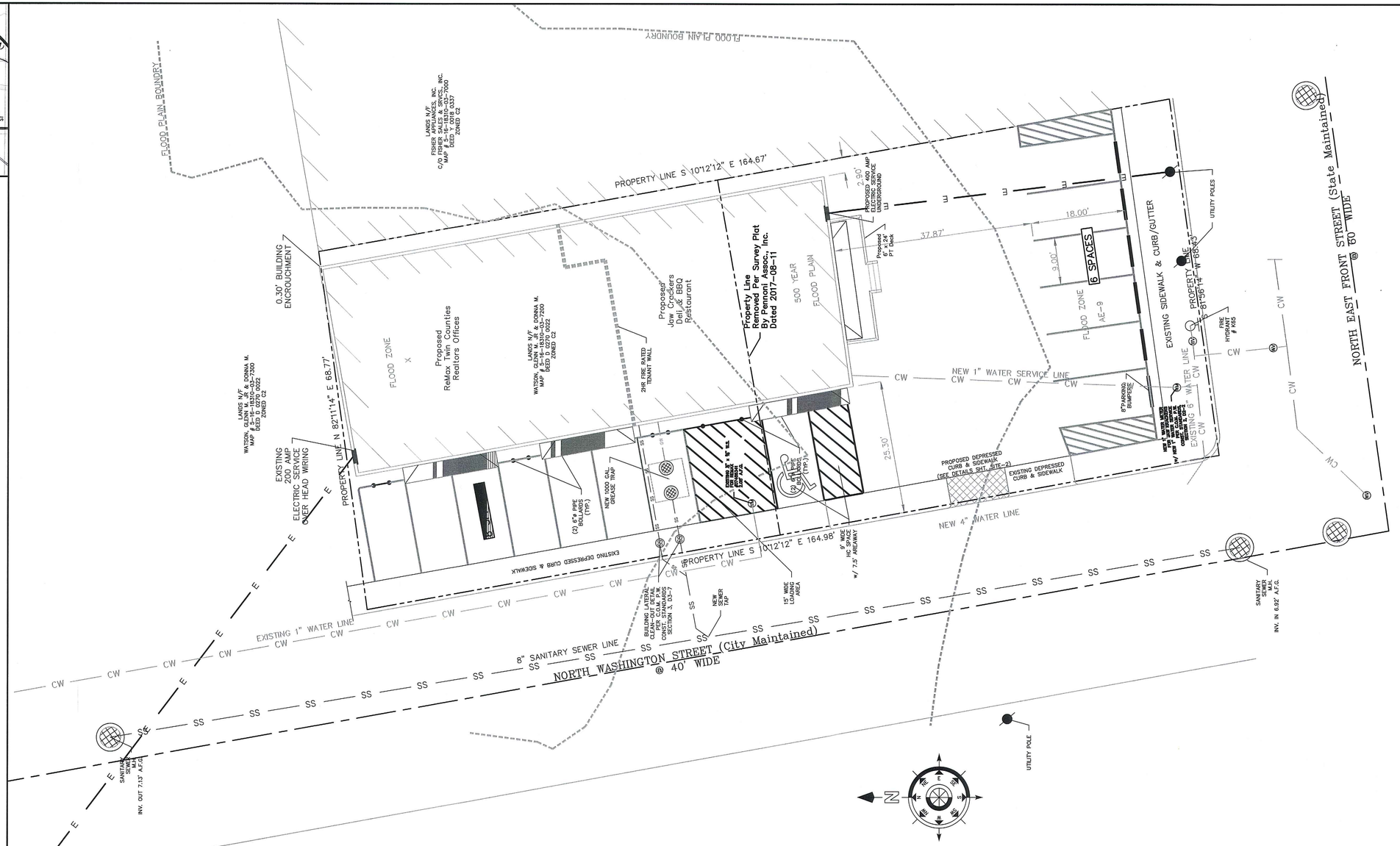
OWNER OF RECORD: GLEN M. JR. & DONNA M. WATSON
115 N WASHINGTON ST
MILFORD, DE 19963
302-542-8421

PROJECT CONTACT: ANGELO ABBATE of ABBATE DRAFTING SERVICES

ENGINEER: CARMINE F. CASPER
1046 WAGONER DR.
WILMINGTON, DE 19805
302-354-1189

NOTES:

1. THE BOUNDARY INFORMATION SHOWN ON THIS PLAN WAS TAKEN FROM DOCUMENTS OF PUBLIC RECORD AND IS THE RESULT OF AN ACTUAL FIELD SURVEY BY PENNONI ASSOCIATES INC.
2. THIS SURVEY DOES NOT CERTIFY TO THE LOCATION AND/OR EXISTENCE OF EASEMENTS AND RIGHT-OF-WAY CROSSING THE SUBJECT PROPERTY.
3. ALL UTILITY CONSTRUCTION SHALL CONFORM TO THE CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS CONSTRUCTION STANDARDS.



1 SITE PLAN
Scale: 1" = 10'-0"

OWNERS CERTIFICATION

WE, GLEN M. JR & DONNA M. WATSON, HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT OUR DIRECTION, AND THAT WE ACKNOWLEDGE THE SAME TO BE OUR ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

SIGNATURE/TITLE — DATE 10/15/17

CERTIFICATE OF ENGINEER

I, CARMINE F. CASPER, P.E. #4756, HEREBY CERTIFY I AM A REGISTERED ENGINEER IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO MY BEST KNOWLEDGE AND BELIEF REPRESENT GOOD ENGINEERING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

CARMINE F. CASPER, P.E. No. 4756 — PROFESSIONAL ENGINEER

SIGNATURE CARMINE F. CASPER, P.E. — DATE 10/25/17

CITY ENGINEER APPROVAL

CONSTRUCTION IMPROVEMENTS PLANS HAVE BEEN REVIEWED AND ARE FOUND TO BE IN GENERAL CONFORMANCE WITH THE CITY OF MILFORD CONSTRUCTION STANDARDS AND SPECIFICATIONS FOR WATER, SEWER AND STREETS. THE OWNER AND HIS ENGINEER AND/OR SURVEYOR ASSUME ALL RESPONSIBILITY FOR DESIGN AND ACCURACY OF INFORMATION SHOWN HEREON.

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

CITY OF MILFORD APPROVAL

CITY MANAGER: _____ DATE: _____
ERIC NORENBERG

ABBATE DRAFTING SERVICES
RESIDENTIAL & COMMERCIAL PLAN SERVICE
350 SCHOOL STREET (302) 422-5541 PHN.
HOUSTON, DE 19954 (302) 422-7650 FAX.
E-mail: abbatedrafting@comcast.net

ReMax Twin Counties Realtors & Jaw Krackers Deli & BBQ
Commercial Fit-out Site Plan
Owner: Glenn M. & Donna M. Watson
125 NE Front St
Milford, DE 19963
Tax Map # 5-16-183.10-03-71.000 & 72.000

DATE	REVISION
-	-

SCALE: AS NOTED

SHEET NO.
SITE-1

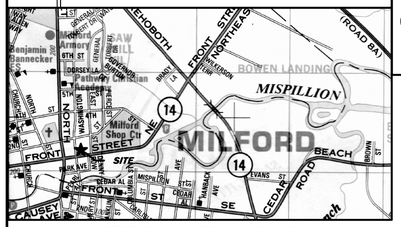
DATE: 10-OCT-17

24-Oct-17 LAST PRINTING

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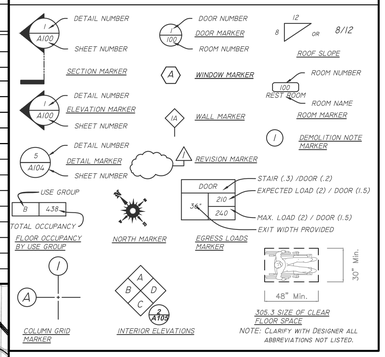
DRAWING SHEET INDEX

SHEET	TITLE
	- ARCHITECTURAL -
CS1.1	COVER SHEET, AS-BUILT & DEMO PLAN
A1.1	CODE PLAN, NOTES & WALL DETAILS
A1.2	EQUIPMENT PLANS, SCHEDULE, & INTERIOR DETAILS
A1.3	REF. CLG. PLAN & LEGEND, FIN. SCHEDULE & HVAC NOTES
A1.4	FRAMING PLANS & SCHEDULES & DETAILS
A1.5	COMMERCIAL FIT-OUT ELEVATIONS
P1.1	PLUMBING PLAN, NOTES, SCHEDULES, & DETAILS



SITE LOCATION MAP
ADC MAP #38
BLOCK A-10
NOT TO SCALE

DRAWING LEGEND



ReMax Twin Counties Realtors

&

Jaw Krackers Deli & BBQ

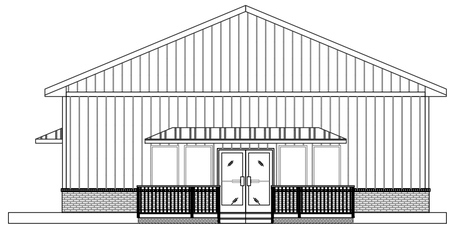
125 NE FRONT ST

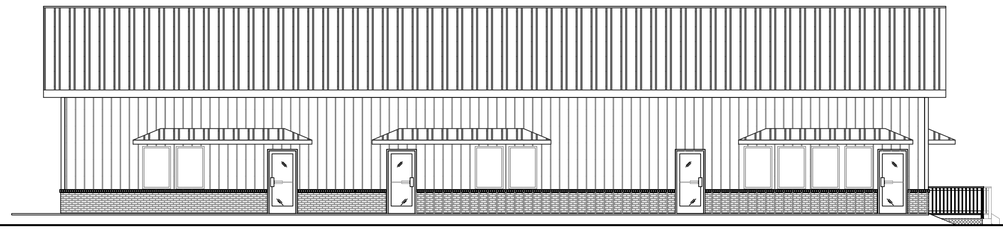
MILFORD, DE 19963

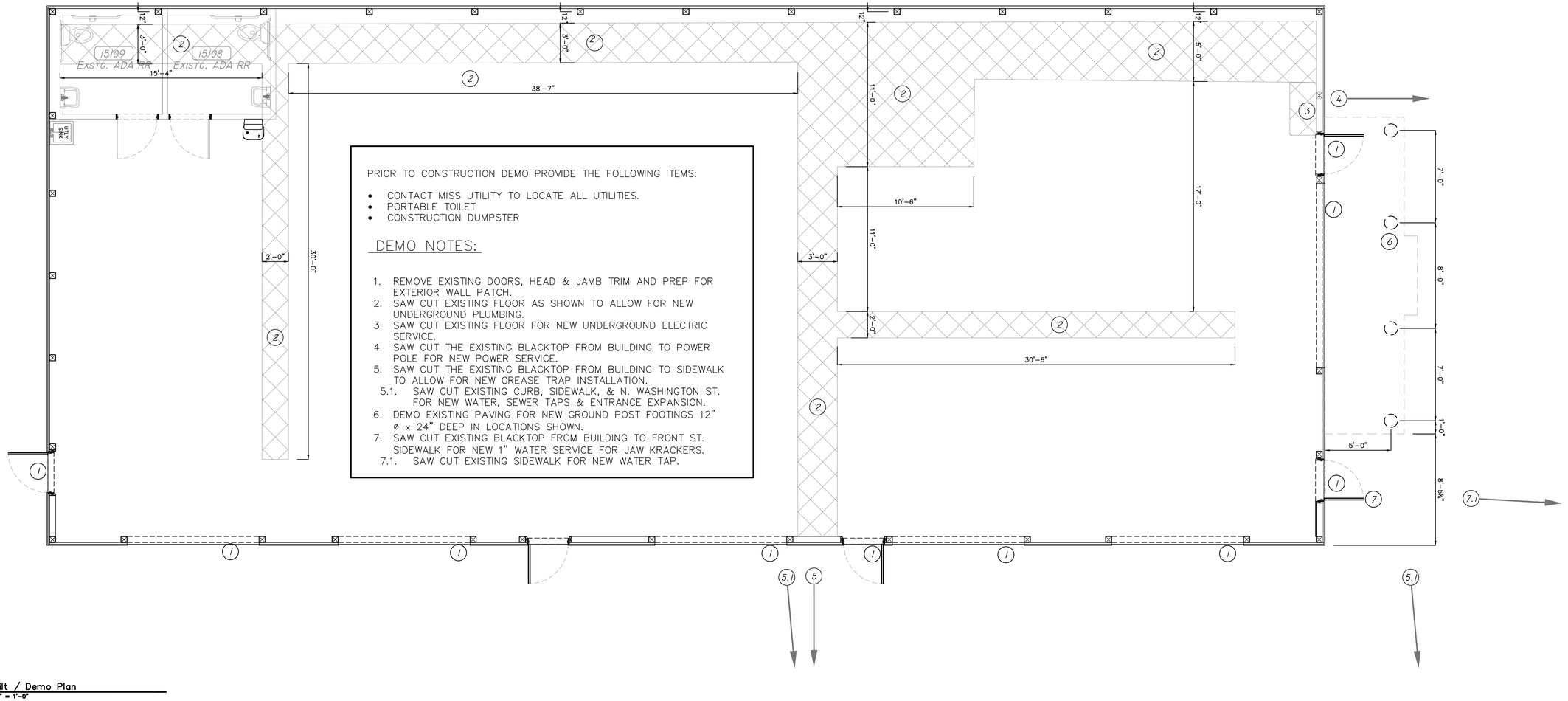
OWNER'S INFORMATION:
GLEN M. JR. & DONNA M. WATSON
115 N WASHINGTON ST
MILFORD, DE 19963
302-542-8421
EMAIL: GLENWATSONJR@GMAIL.COM

ENGINEER'S INFORMATION:
CARMINE CASPER, P.E. #4756
1046 WAGONER DRIVE
WILMINGTON, DE 19805
(302) 354-1189
EMAIL: C.CASPER1046@COMCAST.NET

PROJECT MANAGEMENT :
ABBATE DRAFTING SERVICES
350 SCHOOL ST.
HOUSTON, DE 19954
(302) 228-0400
ABBATEDRAFTING@COMCAST.NET







PRIOR TO CONSTRUCTION DEMO PROVIDE THE FOLLOWING ITEMS:

- CONTACT MISS UTILITY TO LOCATE ALL UTILITIES.
- PORTABLE TOILET
- CONSTRUCTION DUMPSTER

DEMO NOTES:

1. REMOVE EXISTING DOORS, HEAD & JAMB TRIM AND PREP FOR EXTERIOR WALL PATCH.
2. SAW CUT EXISTING FLOOR AS SHOWN TO ALLOW FOR NEW UNDERGROUND PLUMBING.
3. SAW CUT EXISTING FLOOR FOR NEW UNDERGROUND ELECTRIC SERVICE.
4. SAW CUT THE EXISTING BLACKTOP FROM BUILDING TO POWER POLE FOR NEW POWER SERVICE.
5. SAW CUT THE EXISTING BLACKTOP FROM BUILDING TO SIDEWALK TO ALLOW FOR NEW GREASE TRAP INSTALLATION.
   5.1. SAW CUT EXISTING CURB, SIDEWALK, & N. WASHINGTON ST. FOR NEW WATER, SEWER TAPS & ENTRANCE EXPANSION.
6. DEMO EXISTING PAVING FOR NEW GROUND POST FOOTINGS 12" ø x 24" DEEP IN LOCATIONS SHOWN.
7. SAW CUT EXISTING BLACKTOP FROM BUILDING TO FRONT ST. SIDEWALK FOR NEW 1" WATER SERVICE FOR JAW KRACKERS.
   7.1. SAW CUT EXISTING SIDEWALK FOR NEW WATER TAP.

1 As-Built / Demo Plan
Scale: 1/4" = 1'-0"

ABBATE DRAFTING SERVICES
RESIDENTIAL & COMMERCIAL PLAN SERVICE
350 SCHOOL STREET
HOUSTON, DE 19954
(302) 422-5541 PHN.
(302) 422-7650 FAX.
E-mail: abbatedrafting@comcast.net

ReMax Twin Counties Realtors &
Jaw Krackers Deli & BBQ
As-Built / Demo Plan
Owner: Glenn M. & Donna M. Watson
125 NE Front St
Milford, DE 19963
Tax Map # 5-16-18310-03-72.000

DATE	REVISION
-	-

SCALE: AS NOTED

SHEET NO.
CS1.1

DATE: 14-SEP-17

25-Oct-17 LAST PRINTING
Carmine Casper P.E. # 4756

Warehouse R7.dwg

APPLICABLE CODES:
THIS PROJECT IS DESIGNED AND SHALL BE BUILT TO THE FOLLOWING:
NFPA LIFE SAFETY CODE 101–2012
INTERNATIONAL BUILDING CODE 2012
INTERNATIONAL CODE COUNCIL / AMERICAN NATIONAL STANDARD INSTITUTE A117.1–2009
ACCESSIBILITY GUIDELINES WHERE APPLICABLE.
INTERNATIONAL ENERGY CONSERVATION CODE 2012
NATIONAL ELECTRICAL CODE LATEST ADDITION
INTERNATIONAL MECHANICAL CODE LATEST ADDITION
INTERNATIONAL PLUMBING CODE 2015.
AND ANY OTHER STATE OR LOCAL CODES.

NFPA LIFE SAFETY CODE 101–2012

GENERAL BUILDING DESCRIPTION:
THE EXISTING COMMERCIAL SPACE AT 125 NE FRONT ST., MILFORD, DE, OWNED BY GLEN & DONNA WATSON, 115 N WASHINGTON ST. MILFORD, DE 19963. MIXED USE OF OCCUPANT GROUP **"A–2" ASSEMBLY, RESTAURANT & "B" BUSINESS,** CONSTRUCTION WILL CONSIST OF A COMMERCIAL FIT–OUT.

EXISTING BUILDING AREA: (NON–SPRINKLED)
EXISTING BUILDING 3940 SF

EXISTING TOTAL NON–SPRINKLER AREA 3940 SF

OCCUPANT LOAD – (12.1.7 & 38.1.7):
12.1.7.1 & 38.1.7.1 THE OCCUPANT LOAD, IN NUMBER OF PERSONS FOR WHOM MEANS OF EGRESS AND OTHER PROVISIONS ARE REQUIRED, SHALL BE DETERMINED ON THE BASIS OF THE OCCUPANTS LOAD FACTORS OF TABLE 7.3.1.2 THAT ARE CHARACTERISTIC OF THE USE OF THE SPACE OR SHALL BE DETERMINED AS THE MAXIMUM PROBABLE POPULATION OF THE SPACE UNDER CONSIDERATION, WHICHEVER IS GREATER.

TABLE 7.3.1.2 OCCUPANT LOAD FACTORS

ASSEMBLY A–2 LESS CONCENTRATED USE, WITHOUT FIXED SEATING: 15 SQUARE FEET (S.F.) PER PERSON
KITCHEN: 100 SQUARE FEET (S.F.) PER PERSON
STORAGE: 300 SQUARE FEET (S.F.) PER PERSON
BUSINESS: 100 SQUARE FEET (S.F.) PER PERSON

NEW ASSEMBLY AREA: 628 SF. / 15 = 46 OCCUPANTS
NEW KITCHEN AREA: 820 SF. / 100 = 9 OCCUPANTS
NEW STORAGE AREA: 60 SF. / 300 = 1 OCCUPANT

NEW BUSINESS AREA: 1892 SF. / 100 = 19 OCCUPANTS

TOTAL OCCUPANT LOAD: = 75 OCCUPANTS

MEANS OF EGRESS REQUIREMENTS – (12.2 & 38.2):
12.2.1 & 38.2.1 GENERAL. MEANS OF EGRESS SHALL BE IN ACCORDANCE WITH CHAPTER 7 AND SECTIONS 36.2

ARRANGEMENT OF MEANS OF EGRESS (12.2.5 & 38.2.5):

ASSEMBLY ORDINARY HAZARD: (NON–SPRINKLED)
COMMON PATH: 20 FT
DEAD–END: 20 FT

BUSINESS ORDINARY HAZARD: (NON–SPRINKLED)
COMMON PATH: 100 FT
DEAD–END: 20 FT

MEASUREMENT OF TRAVEL DISTANCE TO EXITS – (12.2.6 & 38.2.6):

ASSEMBLY ORDINARY HAZARD: (NON–SPRINKLED)
TRAVEL DISTANCE LIMIT: 200 FT

BUSINESS ORDINARY HAZARD: (NON–SPRINKLED)
TRAVEL DISTANCE LIMIT: 200 FT

INTERIOR FINISH – (12.3.3 & 38.3.3):
12.3.3 & 38.3.3 GENERAL. INTERIOR FINISH SHALL BE IN ACCORDANCE WITH SECTION 10.2.

DETECTION, ALARM, AND COMMUNICATIONS SYSTEMS – (12.3.4 & 38.3.4):
12.3.4 & 38.3.4 GENERAL. CLASS A MERCANTILE OCCUPANCIES DESCRIBED IN THESE SECTIONS SHALL BE PROVIDED WITH A FIRE ALARM SYSTEM IN ACCORDANCE WITH SECTION 9.6.

BUILDING SERVICES – (12.5 & 38.5):
12.5.2 & 38.5.2 HEATING, VENTILATING AND AIR CONDITIONING. HEATING, VENTILATING, AND AIR–CONDITIONING EQUIPMENT SHALL COMPLY WITH THE PROVISIONS OF SECTION 9.2.

INTERNATIONAL BUILDING CODE 2012

GENERAL BUILDING DESCRIPTION:
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EXISTING BUILDING AREA: (NON–SPRINKLED)
EXISTING BUILDING 3940 SF

EXISTING TOTAL NON–SPRINKLER AREA 3940 SF

USE GROUP CLASSIFICATION – (CHAPTER 3):
SECTION 303, **"A" ASSEMBLY** FOR RESTAURANT
SECTION 304, **"B" BUSINESS**

SPECIAL USE AND OCCUPANCY – (CHAPTER 4):
N/A

GENERAL BUILDING LIMITATIONS – (CHAPTER 5):
N/A

TYPES OF CONSTRUCTION – (CHAPTER 6):
SECTION 602.5, TYPE V
717.2 FIREBLOCKING. IN COMBUSTIBLE CONSTRUCTION, FIREBLOCKING SHALL BE INSTALLED TO CUT OFF CONCEALED DRAFT OPENINGS (BOTH VERTICAL AND HORIZONTAL) AND SHALL FORM AN EFFECTIVE BARRIER BETWEEN FLOORS, BETWEEN A TOP STORY AND A ROOF OR ATTIC SPACE. FIREBLOCKING SHALL BE INSTALLED IN THE LOCATIONS SPECIFIED IN SECTIONS 717.2.2 THROUGH 717.2.7. 717.2.1 FIREBLOCKING MATERIALS. FIREBLOCKING SHALL CONSIST OF 2–INCH (51 MM) NOMINAL LUMBER OR TWO THICKNESSES OF 1–INCH (25 MM) NOMINAL LUMBER WITH BROKEN LAP JOINTS OR ONE THICKNESS OF 0.719–INCH (18.3 MM) WOOD STRUCTURAL PANEL WITH JOINTS BACKED BY 0.719–INCH (18.3 MM) WOOD STRUCTURAL PANEL OR ONE THICKNESS OF 0.75–INCH (19 MM) PARTICLEBOARD WITH JOINTS BACKED BY 0.75–INCH (19 MM) PARTICLEBOARD. GYPSUM BOARD, CEMENT FIBER BOARD, BATTS OR BLANKETS OF MINERAL WOOL, GLASS FIBER OR OTHER APPROVED MATERIALS INSTALLED IN SUCH A MANNER AS TO BE SECURELY RETAINED IN PLACE SHALL BE PERMITTED AS AN ACCEPTABLE FIREBLOCK. BATTS OR BLANKETS OF MINERAL OR GLASS FIBER OR OTHER APPROVED NONRIGID MATERIALS SHALL BE PERMITTED FOR COMPLIANCE WITH THE 10–FOOT (3048 MM) HORIZONTAL FIREBLOCKING IN WALLS CONSTRUCTED USING PARALLEL ROWS OF STUDS OR STAGGERED STUDS. LOOSE–FILL INSULATION MATERIAL SHALL NOT BE USED AS A FIREBLOCK UNLESS SPECIFICALLY TESTED IN THE FORM AND MANNER INTENDED FOR USE TO DEMONSTRATE ITS ABILITY TO REMAIN IN PLACE AND TO RETARD THE SPREAD OF FIRE AND HOT GASES. THE INTEGRITY OF FIREBLOCKS SHALL BE MAINTAINED.

INTERIOR FINISHES WALLS & CEILINGS (803.1): (NON–SPRINKLED)

(A) CLASS A INTERIOR WALL AND CEILING FINISH. FLAME SPREAD 0–25; SMOKE DEVELOPMENT 0–450.
INCLUDES ANY MATERIAL CLASSIFIED AT 25 OR LESS ON THE FLAME SPREAD TEST SCALE AND 450 OR LESS ON THE SMOKE TEST SCALE. ANY ELEMENT THEREOF, WHEN SO TESTED, SHALL NOT CONTINUE TO PROPAGATE FIRE.
(B) CLASS B INTERIOR WALL AND CEILING FINISH. FLAME SPREAD 26–75; SMOKE DEVELOPMENT 0–450.
INCLUDES ANY MATERIAL CLASSIFIED AT MORE THAN 25 BUT NOT MORE THAN 75 ON THE FLAME SPREAD TEST SCALE AND 450 OR LESS ON THE SMOKE TEST SCALE.
(C) CLASS C INTERIOR WALL AND CEILING FINISH. FLAME SPREAD 76–200; SMOKE DEVELOPMENT 0–450.
INCLUDES ANY MATERIAL CLASSIFIED AT MORE THAN 75 BUT NOT MORE THAN 200 ON THE FLAME SPREAD TEST SCALE AND 450 OR LESS ON THE SMOKE TEST SCALE.

EXCEPTION: EXISTING INTERIOR FINISH SHALL BE EXEMPT FROM THE SMOKE DEVELOPMENT CRITERIA.

TABLE 803.9 INTERIOR WALL & CEILING FINISH REQUIREMENTS BY OCCUPANCY
GROUP "A" ASSEMBLY A–2 (NON–SPRINKLED)
VERTICAL EXITS & PASSAGEWAYS – CLASS A
EXIT ACCESS CORRIDORS AND EXIT WAYS – CLASS A
ROOMS OR ENCLOSED SPACES – CLASS B

GROUP "B" BUSINESS (NON–SPRINKLED)
VERTICAL EXITS & PASSAGEWAYS – CLASS A
EXIT ACCESS CORRIDORS AND EXIT WAYS – CLASS B
ROOMS OR ENCLOSED SPACES – CLASS C

INTERIOR FLOOR FINISHES (804):
FLOOR FINISHES SHALL COMPLY WITH THE REQUIREMENTS SECTION 804.

FLOOR AREA PER OCCUPANT (TABLE 1004.1.1)
ASSEMBLY A–2 LESS CONCENTRATED USE, WITHOUT FIXED SEATING: 15 SQUARE FEET (S.F.) PER PERSON
KITCHEN: 100 SQUARE FEET (S.F.) PER PERSON
STORAGE: 300 SQUARE FEET (S.F.) PER PERSON
BUSINESS: 100 SQUARE FEET (S.F.) PER PERSON

NEW ASSEMBLY AREA: 628 SF. / 15 = 46 OCCUPANTS
NEW KITCHEN AREA: 820 SF. / 200 = 5 OCCUPANTS
NEW STORAGE AREA: 60 SF. / 300 = 1 OCCUPANT

NEW BUSINESS AREA: 1892 SF. / 100 = 19 OCCUPANTS

TOTAL OCCUPANT LOAD: = 71 OCCUPANTS

EXIT ACCESS (TABLE 1016.1): (NON–SPRINKLED)
GROUP–A & B, COMMON PATH OF EGRESS TRAVEL SHALL NOT BE MORE THAN 200'_

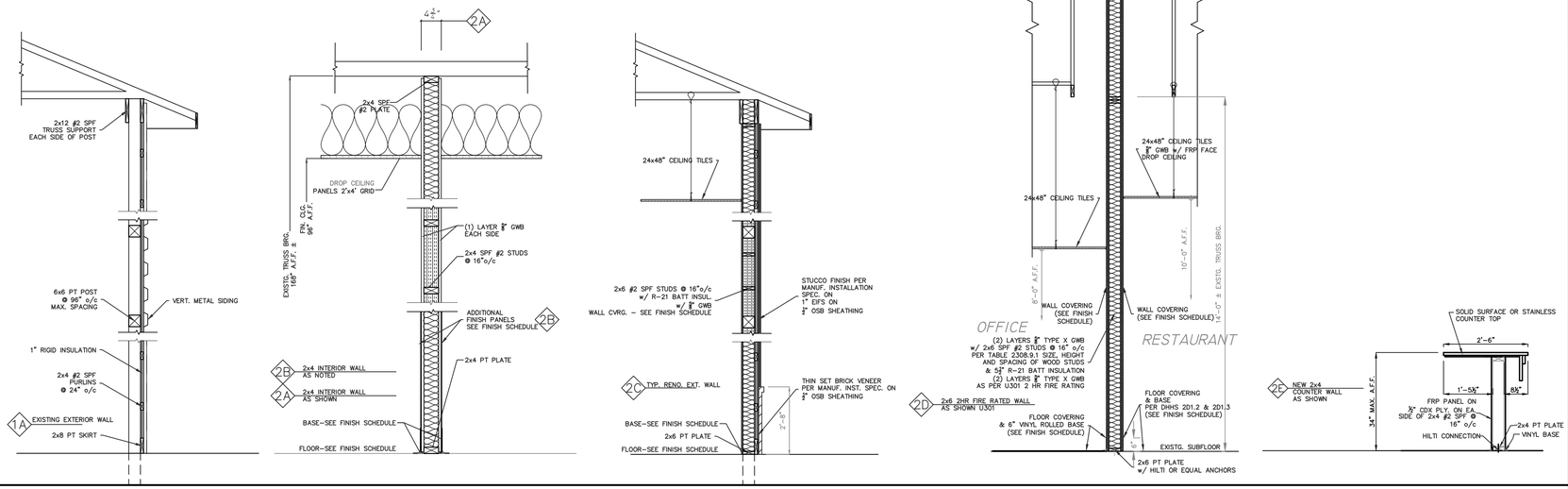
INTERNATIONAL PLUMBING CODE – 2015

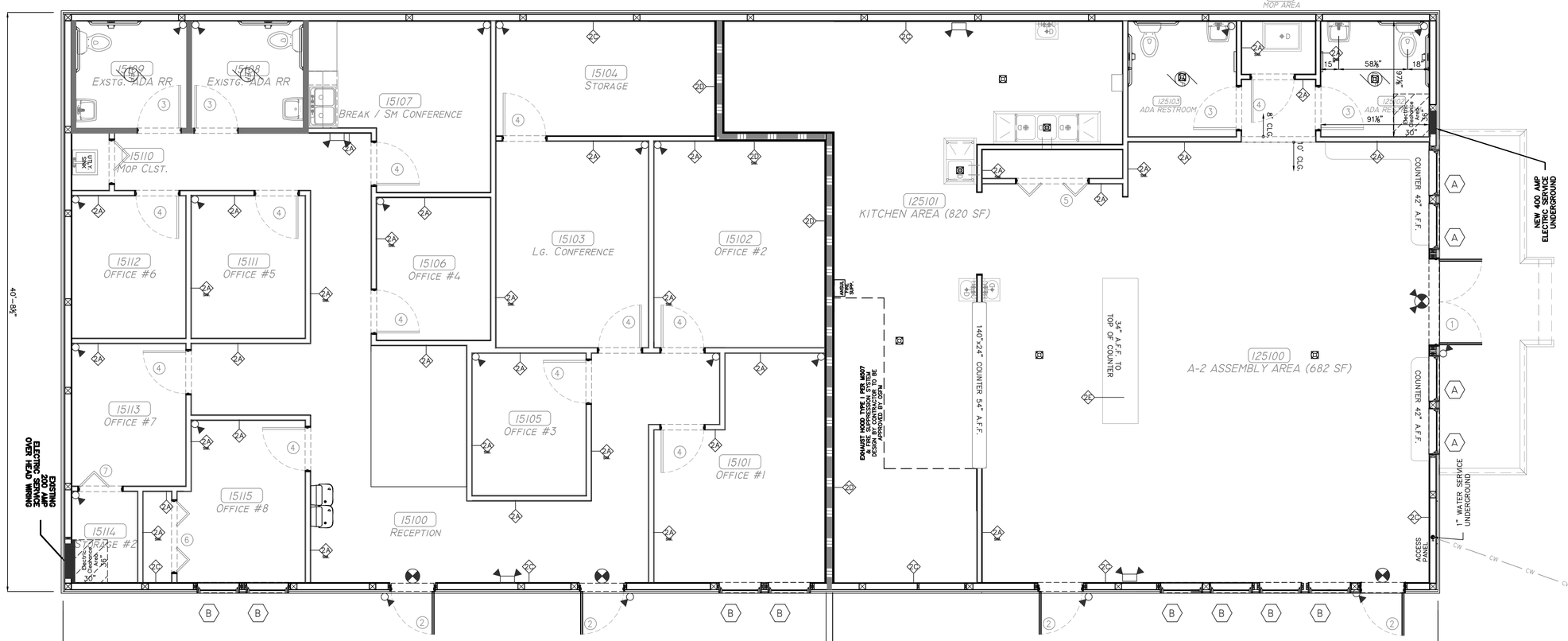
CHAPTER 1 SCOPE AND ADMINISTRATION.
CHAPTER 2 DEFINITIONS.
CHAPTER 3 GENERAL REGULATIONS.
CHAPTER 4 FIXTURES, FAUCETS AND FIXTURE FITTINGS.
GROUP A–2:
WATER CLOSET – 1 PER 7Ø
LAVATORIES – 1 PER 2ØØ
DRINKING FOUNTAIN – N/A
OTHER – 1 SERVICE SINK

GROUP B:
WATER CLOSET – 1 PER 25 FOR THE FIRST 5Ø AND 1 PER 5Ø FOR THE REMAINDER EXCEEDING 5Ø
LAVATORIES – 1 PER 4Ø FOR THE FIRST 8Ø AND 1 PER 8Ø FOR THE REMAINDER EXCEEDING 8Ø
DRINKING FOUNTAIN – 1 PER 1ØØ
OTHER – 1 SERVICE SINK

CHAPTER 5 WATER HEATERS.
CHAPTER 6 WATER SUPPLY AND DISTRIBUTION.
CHAPTER 7 SANITARY DRAINAGE.
CHAPTER 8 INDIRECT/SPECIAL WASTE.
CHAPTER 9 VENTS.
CHAPTER 10 TRAPS, INTERCEPTORS AND SEPARATORS.
CHAPTER 11 STORM DRAINAGE.
CHAPTER 12 SPECIAL PIPING AND STORAGE SYSTEMS.
CHAPTER 13 NONPOTABLE WATER SYSTEMS.
CHAPTER 14 SUBSURFACE LANDSCAPE IRRIGATION SYSTEMS.
CHAPTER 15 REFERENCED STANDARDS.

2 Wall Details
NO SCALE





1 Code Plan
Scale: 1/4" = 1'–0"

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ReMax Twin Counties Realtors &
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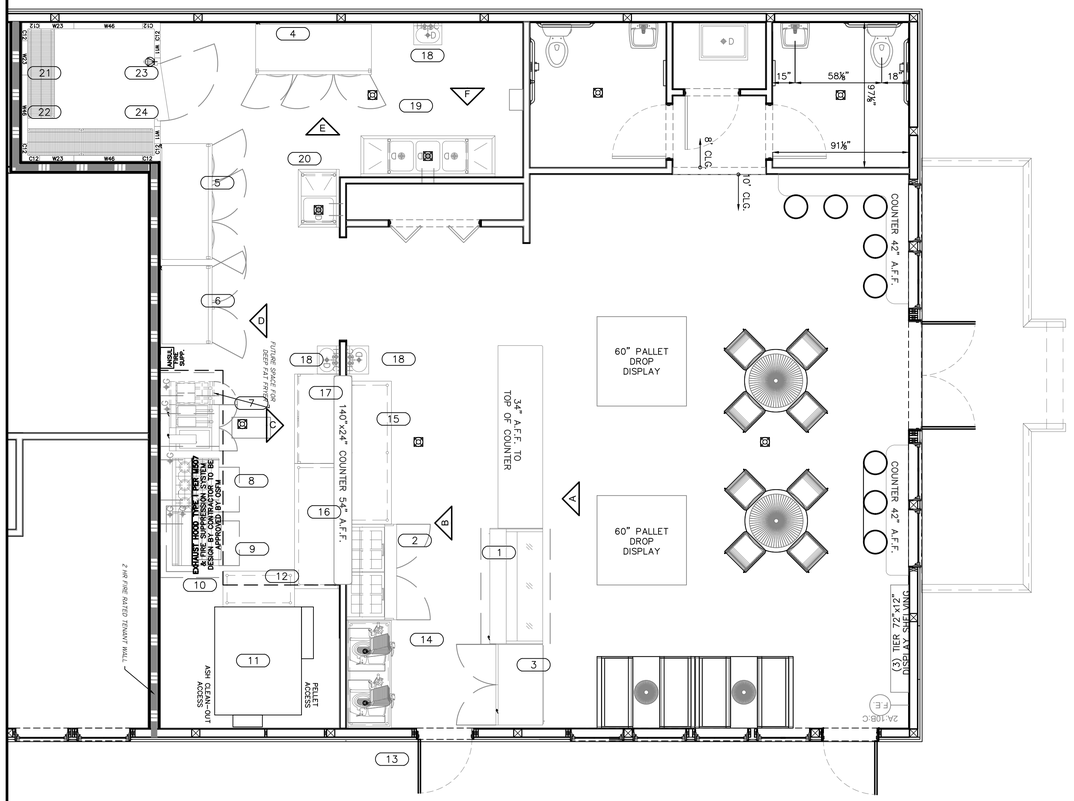
DATE	REVISION
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SCALE: AS NOTED

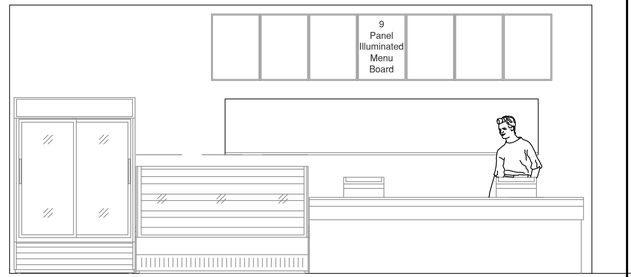
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DATE: 14-SEP-17

Carmine Casper P.E. # 4756
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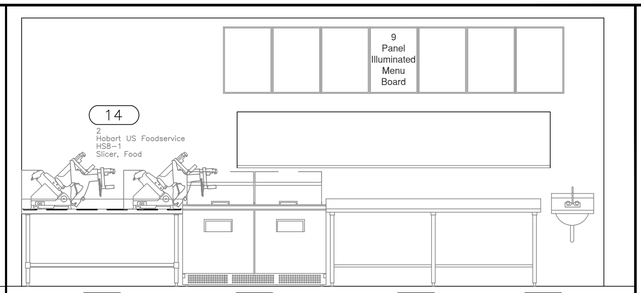


2 **JAW KRACKERS EQUIPMENT PLAN**
Scale: 1/4" = 1'-0"



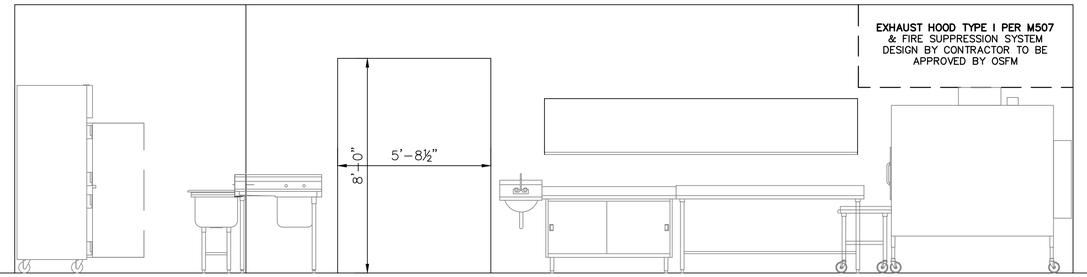
3 — 1 × True Food Service GDM-47RL-LD, Display Case, Refrigerated
1 — 1 × True Food Service TCGR-77, Bakery Case, Refrigerated

A SERVICE COUNTER



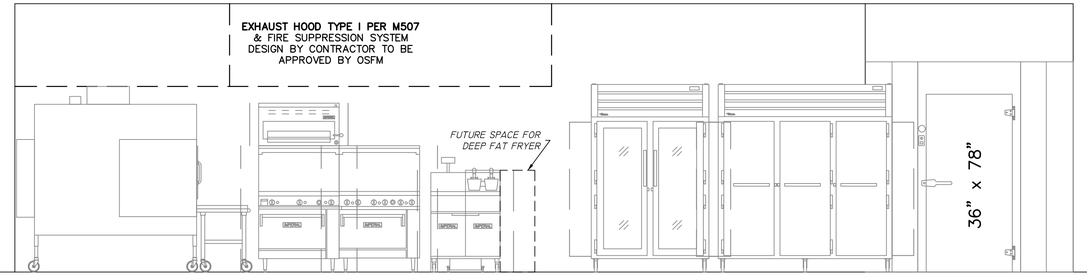
13 — 1 × Eagle Group/Metal Masters T3072SEM-BS, Table, Work
2 — 1 × True Food Service TFP-64-24M, Refrigerator, Sandwich/Salad Prep
15 — 1 × Eagle Group/Metal Masters T3096B-BS, Table, Work
18 — 1 × Eagle Group/Metal Masters HSA-10-FA, Sink, Hand, Wall Mount

B SERVICE AREA



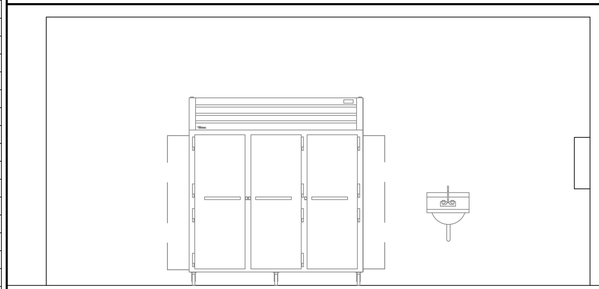
4 — 1 × True Food Service STG3F-3S, Freezer, Reach-In
19 — 1 × Eagle Group/Metal Masters 314-16-3-18, Sink, Scullery, 3 Compartments
20 — 1 × Eagle Group/Metal Masters 314-16-1-18L, Sink, Scullery, 1 Compartment
18 — 1 × Eagle Group/Metal Masters HSA-10-FA, Sink, Hand, Wall Mount
17 — 1 × Eagle Group/Metal Masters CB3060SE-BS, Table, Work, Enclosed Base
16 — 1 × Eagle Group/Metal Masters T3084B-BS, Table, Work
12 — 1 × Eagle Group/Metal Masters T2448SGS, Stand, Equipment
12A — 4 × Eagle Group/Metal Masters CAH4-SB, Table Accessory
11 — 1 × COOKSHACK FEC500, Smoker, Rotisserie

C PREP AREA



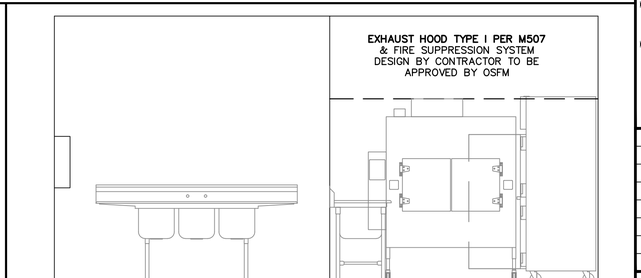
11 — 1 × COOKSHACK FEC500, Smoker, Rotisserie
12 — 1 × Eagle Group/Metal Masters T2448SGS, Stand, Equipment
12A — 4 × Eagle Group/Metal Masters CAH4-SB, Table Accessory
10 — 1 × Imperial Range ISB-36, Salamander Broiler, Gas
9 — 1 × Imperial Range IR-G36, Range, Restaurant, Gas
8 — 1 × Imperial Range IR-6, Range, Restaurant, Gas
7 — 1 × Imperial Range IFSCB-150-LH, Fryer, Deep Fat, Gas w/Filter
6 — 1 × True Food Service STA2H-2G, Cabinet, Heated, Reach-In
5 — 1 × True Food Service STG3R-3S, Refrigerator, Reach-In
21 — 1 × MasterBilt 760808CL - 7' 9" x 7' 9", Refrigerator, Walk-In Unit

D COOK LINE



4 — 1 × True Food Service STG3F-3S, Freezer, Reach-In
18 — 1 × Eagle Group/Metal Masters HSA-10-FA, Sink, Hand, Wall Mount

E DRY STORAGE



19 — 1 × Eagle Group/Metal Masters 314-16-3-18, Sink, Scullery, 3 Compartments
20 — 1 × Eagle Group/Metal Masters 314-16-1-18L, Sink, Scullery, 1 Compartment
5 — 1 × True Food Service STG3R-3S, Refrigerator, Reach-In

F CLEAN AREA

JAW KRACKERS EQUIPMENT SCHEDULE

Item No	Equipment Category	Manufacturer	Model Number	Amps	Volts	Phase	Cycle	Direct	Plug	NEMA	Cold Water Size (in)	Hot Water Size (in)	Hot Water GPH	Direct Drain Size (in)	Indir Drain Size (in)	Gas Size (in)	MBTUH
1	Bakery Case, Refrigerated	True Food Service	TCGR-77	15.3	115	1	60		X	5-20P							
2	Refrigerator, Sandwich/Salad Prep	True Food Service	TFP-64-24M		115	1	60			5-15P							
3	Display Case, Refrigerated	True Food Service	GDM-47RL-LD	7.2	115	1	60	X		5-15P							
4	Freezer, Reach-In	True Food Service	STG3F-3S	8.3	208	8	60			6-15P							
5	Refrigerator, Reach-In	True Food Service	STG3R-3S	9.1	115	1	60			5-15P							
6	Cabinet, Heated, Reach-In	True Food Service	STA2H-2G	14.4	208	1	60			6-15P							
7	Fryer, Deep Fat, Gas w/Filter	Imperial Range	IFSCB-150-LH	7.3	120	1	60		X	5-15P						0.75	140
				6.8	120	1	60		X	5-15P							
8	Range, Restaurant, Gas	Imperial Range	IR-6													0.75	203
9	Range, Restaurant, Gas	Imperial Range	IR-G36													0.75	95
10	Salamander Broiler, Gas	Imperial Range	ISB-36													0.75	35
11	Smoker, Rotisserie	COOKSHACK	FEC500	14.0	120	1	60		X								
12	Stand, Equipment	Eagle Group/Metal Masters	T2448SGS														
12A	Table Accessory	Eagle Group/Metal Masters	CAH4-SB														
13	Table, Work	Eagle Group/Metal Masters	T3072SEM-BS														
14	Slicer, Food	Hobart US Foodservice	HS8-1	5.4	120	1	60		X	5-15P							
15	Table, Work	Eagle Group/Metal Masters	T3096B-BS														
16	Table, Work	Eagle Group/Metal Masters	T3084B-BS														
17	Table, Work, Enclosed Base	Eagle Group/Metal Masters	CB3060SE-BS														
18	Sink, Hand, Wall Mount	Eagle Group/Metal Masters	HSA-10-FA								0.5	0.5	5	1.5			
19	Sink, Scullery, 3 Compartments	Eagle Group/Metal Masters	314-16-3-18								0.5	0.5			1.5		
															1.5		
															1.5		
20	Sink, Scullery, 1 Compartment	Eagle Group/Metal Masters	314-16-1-18L								0.5	0.5			1.5		
21	Refrigerator, Walk-In Unit	MasterBilt	760808CL - 7' 9" x 7' 9"														
22	Shelving Unit, Starter, Metal, Wire	Eagle Group/Metal Masters	1860C63-5														
23	Shelving Unit, Starter, Metal, Wire	Eagle Group/Metal Masters	1836C63-5														
24	Shelving Unit, Starter, Metal, Wire	Eagle Group/Metal Masters	1848C63-5														

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25-Oct-17 LAST PRINTING

Carmine Casper P.E. # 4756

Jaw Krackers Deli & BBQ

Equipment Plans, Schedule, & Interior Details
Owner: Glenn M. & Donna M. Watson
125 NE Front St
Milford, DE 19963
Tax Map # 5-16-18310-03-71.000 & 72.000

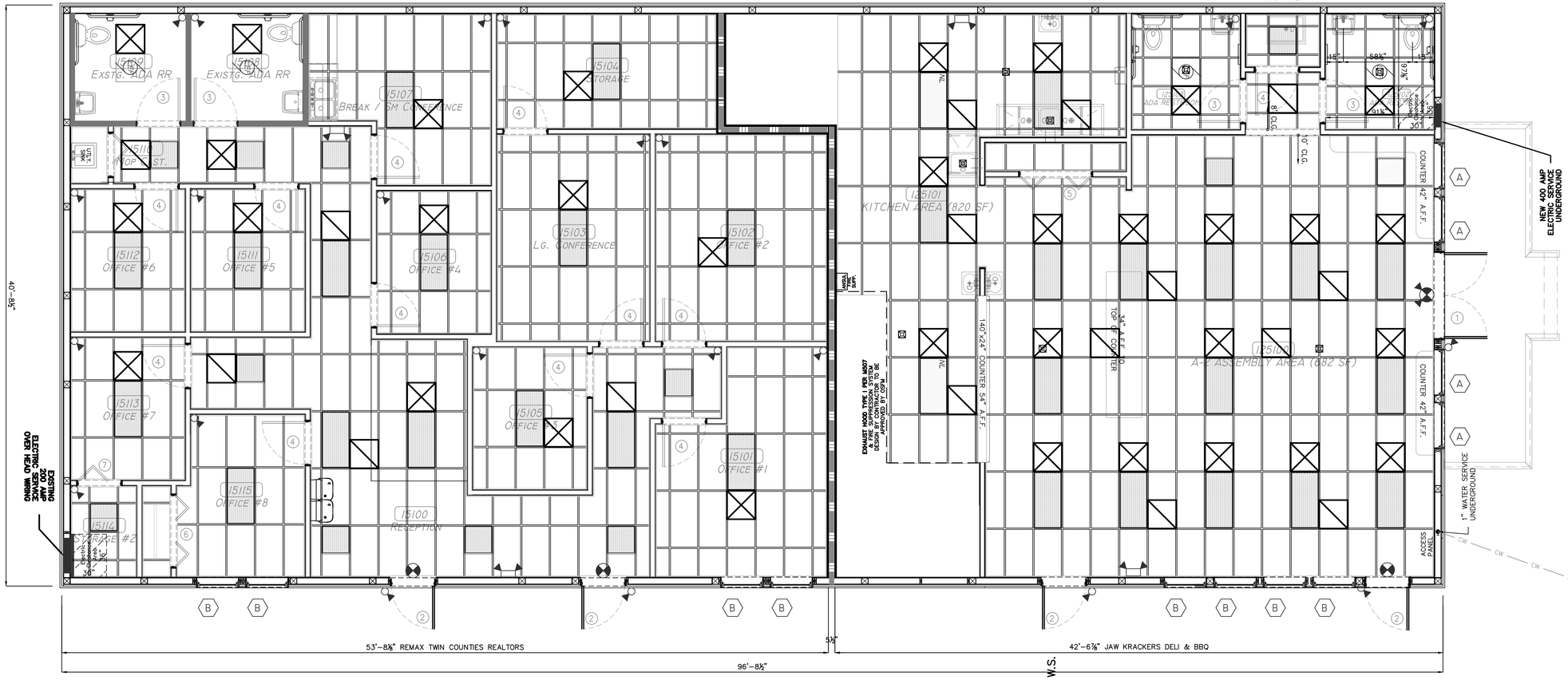
DATE	REVISION
-	-

SCALE: AS NOTED

SHEET NO.
A1.2

DATE: 26-JUL-17

Warehouse R7.dwg



1 **Code Plan**
Scale: 1/4" = 1'-0"

HVAC NOTES:

- REMAX HVAC, 5 TON HEAT PUMP
- JAW KRACKERS DELI & BBQ, 7.5 TON HEAT PUMP

UNITS TO BE LOCATED ON EXISTING ROOF. HVAC CONTRACTOR TO VERIFY THE STRUCTURAL CAPABILITY OF THE EXISTING ROOF TRUSSES, ADD STRUCTURAL SUPPORT AS NEEDED AND RECOMMENDED BY MANUFACTURER.

NOTE:
– ANSUL SYSTEM TO BE FILED BY FIRE EXTINGUISH CONTRACTOR.
– ACTIVATION OF FIRE SUPPRESSION SYSTEM SHUTS OFF ALL FUEL SOURCES, GAS AND ELECTRICITY UNDER THE HOOD INCLUDING SUPPLY AIR, LEAVES EXHAUST FAN RUNNING.
– EXHAUST DUCT SHALL BE 18" AWAY FROM ANY COMBUSTIBLE MATERIAL.
– EXHAUST FAN SHALL BE 10' AWAY OR 36" ABOVE ANY INTAKE AIR FAN.

TYPE I EXHAUST HOOD 2012 INTERNATIONAL MECHANICAL CODE PER M507
OPERATION PER M507.2.1.1

- EXHAUST HOODS SHALL BE AUTOMATICALLY OPERATE DURING COOKING OPERATIONS IN COMMERCIAL KITCHEN BY MEANS OF AN ELECTRICAL INTERLOCK OR HEAT SENSORS OR OTHER APPROVED MEANS.

CALCULATIONS PER M507.13.2 **(CONTRACTOR VERIFY ALL CALCULATIONS)**

- WALL MOUNTED CANOPY 400 CFM / LINEAR FOOT.
- HOOD 18' X 400 CFM = 7200 CFM
- EXHAUST DUCT SIZE: 20" X 23" / 144 = 3.2 SF
- EXHAUST DUCT AIR VELOCITY: 7200 / 3.2 = 2250 FPM
- MAKE UP AIR: 7200 CFM X 90% = 6480 CFM
- MAKE UP AIR DUCT SIZE: 20" X 21"

REMARKS:

A. REMOVABLE GREASE CATCHER (4–1.2.2.6) REMOVABLE GREASE CATCHER (4–1.2.2.6)
B. UL LISTED VAPOR LIGHT WITH WIRE SAFETY GUARD. UL LISTED VAPOR LIGHT WITH WIRE SAFETY GUARD.
C. BAFFLE FILTER SET 45 DEGREE. UL LISTED. (821U). FILTER SIZE: 25"H X BAFFLE FILTER SET 45 DEGREE. UL LISTED. (821U). FILTER SIZE: 25"H X 20"W X 2"D
D. ———— ————
E. DUCTS CONSTRUCTED OF NO. 16 MSG STEEL WITH ALL SEAMS, JOINTS, DUCTS CONSTRUCTED OF NO. 16 MSG STEEL WITH ALL SEAMS, JOINTS, AND PENETRATIONS WELDED AS LIQUID–TIGHT AS PER NFPA CODE 96.
F. HOOD CONSTRUCTED OF NO. 18 MSG STAINLESS STEEL, TYPE 304 WITH HOOD CONSTRUCTED OF NO. 18 MSG STAINLESS STEEL, TYPE 304 WITH FRESH AIR RETURN, ALL CONNECTION AND SEAMS WERE WELDED AS LIQUID–TIGHT TO MEET NFPA CODE 96 STANDARD. NSF LISTED NO. 1499.
G. EXISTING ONE HOUR FIRE RATED TENANT SEPARATION WALL WITH 26GA. EXISTING ONE HOUR FIRE RATED TENANT SEPARATION WALL WITH 26GA. TENANT SEPARATION WALL WITH 26GA. WITH 26GA. 26GA. STAINLESS STEEL SURFACE.
H. FIRE SUPPRESSION NOZZLE. FIRE SUPPRESSION NOZZLE.
I. ROOF CURB.ROOF CURB.

ROOM FINISH SCHEDULE

NO.	NAME	FLOOR						BASE			WALLS			MILLWORK			CEILING			CEILING HEIGHT	REMARKS
		VIN.	CPT.	E.C.	VCT.	U.C.	P.M.R.	CPT.B.	V.B.	V.C.B.	C.T.	P.	WP	PNL.	UNF.	S.S.	LAM.	C.G.	P.	PNL.	UNF.	D.	
125100	A-2 ASSEMBLY AREA			•						•		•			•							•	10'-0"	
125101	KITCHEN AREA			•						•					•							•	10'-0"	S.S. UNDER HOOD AREA, FRP BALANCE
125102	ADA RESTROOM			•						•					•							•	8'-0"	
125103	ADA RESTROOM			•						•					•							•	8'-0"	
125104	MOP AREA			•						•					•							•	8'-0"	
15100	RECEPTION	•								•		•										•	8'-0"	
15101	OFFICE #1	•								•		•										•	8'-0"	
15102	OFFICE #2	•								•		•										•	8'-0"	
15103	LG. CONFERENCE	•								•		•										•	8'-0"	
15104	STORAGE	•								•		•										•	8'-0"	
15105	OFFICE #3	•								•		•										•	8'-0"	
15106	OFFICE #4	•								•		•										•	8'-0"	
15107	BREAK / SM. CONFERENCE	•								•		•										•	8'-0"	
15108	EXISTG. ADA RESTROOM	•								•		•										•	8'-0"	
15109	EXISTG. ADA RESTROOM	•								•		•										•	8'-0"	
15110	MOP CLOSET	•								•		•										•	8'-0"	
15111	OFFICE #5	•								•		•										•	8'-0"	
15112	OFFICE #6	•								•		•										•	8'-0"	
15113	OFFICE #7	•								•		•										•	8'-0"	
15114	STORAGE #2	•								•		•										•	8'-0"	
15115	OFFICE #8	•								•		•										•	8'-0"	

FLOOR
VIN. SHEET VINYL
CPT. CARPET
E.C. EPOXY COATING OVER CONCRETE
VCT. VINYL COMPOSITION TILE
U.C. UNFINISHED CONCRETE
P.M.R. PER MANUFACTURE REQUIREMENTS

BASE
C.B. CERAMIC BASE 6" HIGH
CPT.B. CARPET BASE
V.B. VINYL BASE 6" HIGH
V.C.B. VINYL COVE BASE 6" HIGH

WALLS
C.T. CERAMIC TILE
P. PAINT OVER 5/8" G.W.B.
WP WALLCOVERING
FNL. FIBERGLASS REINFORCED PLASTIC PANEL OR STAINLESS STEEL OVER 5/8" DRYWALL
UNF. UNFINISHED

MILLWORK
S.S. SOLID SURFACE COUNTER TOPS
LAM. LAMINATE COUNTER TOPS
C.G. CORNER GAURD

CEILING
P. PAINT OVER 5/8" G.W.B.
FNL. FRP COVERED G.W.B. TILES
UNF. UNFINISHED
D. ACOUSTIC TILE

SECTION 1210
SURROUNDING MATERIALS

(R1210.1) FLOORS. EXCEPT AS OTHERWISE PROVIDED IN THIS SECTION, EVERY BATHING ROOM FLOOR SHALL HAVE A SMOOTH, HARD, NONABSORBENT SURFACE THAT EXTENDS UPWARD ONTO THE WALLS AT LEAST 6 INCHES (152 MM).

(R1210.2) WALLS. WALLS WITHIN 2 FEET (610 MM) OF SPAS AND WATER CLOSETS SHALL HAVE A SMOOTH, HARD, NONABSORBENT SURFACE, TO A HEIGHT OF 6 FEET (1829 MM) ABOVE THE FLOOR, AND EXCEPT FOR STRUCTURAL ELEMENTS, THE MATERIALS USED IN SUCH WALLS SHALL BE OF A TYPE THAT IS NOT ADVERSELY AFFECTED BY MOISTURE.

EXCEPTIONS:
1. DWELLING UNITS AND SLEEPING UNITS
2. TOILET ROOMS THAT ARE NOT ACCESSIBLE TO THE PUBLIC AND WHICH HAVE NOT MORE THAN ONE BATHTUB OR SHOWER.

ACCESSORIES SUCH AS GRAB BARS, TOWEL BARS, PAPER DISPENSERS, SOAP DISHES AND SIMILAR ITEMS SHALL BE INSTALLED ON, IN OR UNDER WALLS AND SHALL BE SEALED TO PROTECT STRUCTURAL ELEMENTS FROM MOISTURE.

(R1210.3) SHOWERS. SHOWER COMPARTMENTS AND WALLS ABOVE BATHTUBS WITH INSTALLED SHOWER HEADS SHALL BE FINISHED WITH A SMOOTH, NONABSORBENT SURFACE TO A HEIGHT NOT LESS THAN 70 INCHES (1778 MM) ABOVE THE DRAIN INLET.

(R1210.4) WATERPROOF JOINTS. BUILT-IN TUBS WITH SHOWERS SHALL HAVE WATERPROOF JOINTS BETWEEN THE TUB AND ADJACENT WALL.

(R1210.5) TOILET ROOMS. TOILET ROOMS SHALL NOT OPEN DIRECTLY INTO A ROOM USED FOR THE PREPARATION OF FOOD FOR SERVICE TO THE PUBLIC.

REFLECTED CEILING PLAN LEGEND

- 2'-0" X 2'-0" FLUORESCENT RECESSED LIGHT FIXTURE
- 2'-0" X 4'-0" FLUORESCENT RECESSED LIGHT FIXTURE
- NL — 2'-0" X 2'-0" FLUORESCENT RECESSED LIGHT FIXTURE ON 24 HOUR CIRCUIT
- NL — 2'-0" X 4'-0" FLUORESCENT RECESSED LIGHT FIXTURE ON 24 HOUR CIRCUIT
- 2'-0" X 2'-0" FLUORESCENT SURFACE MNT. LIGHT FIXTURE
- 2'-0" X 4'-0" FLUORESCENT SURFACE MNT. LIGHT FIXTURE
- 2'-0" X 2'-0" LAY-IN CEILING HVAC SUPPLY DIFFUSER
- 2'-0" X 2'-0" LAY-IN CEILING HVAC RETURN GRILL
- EXISTING SINGLE LOW SODIUM LIGHT FIXTURE
- CEILING MOUNTED INCO. LIGHT FIXTURE
- EF — LIGHT & EXHAUST FAN
- CEILING MOUNTED LOW VOLTAGE ILLUMINATED EXIT SIGN, TWO SIDED VIEW TO BE CONNECTED TO LINE VOLTAGE AND TIED INTO A REMOTE EMERGENCY LIGHT BATTERY PACK UNIT OR SELF CONTAINED BATTERY PACK.
- CEILING MOUNTED LOW VOLTAGE ILLUMINATED EXIT SIGN, ONE SIDED VIEW TO BE CONNECTED TO LINE VOLTAGE AND TIED INTO A REMOTE EMERGENCY LIGHT BATTERY PACK UNIT OR SELF CONTAINED BATTERY PACK.
- EMERGENCY LIGHTING FIXTURE TO BE CONNECTED TO LINE VOLTAGE AND TIED INTO A REMOTE EMERGENCY LIGHT BATTERY PACK UNIT OR SELF CONTAINED BATTERY PACK.
- EMERGENCY REMOTE HEAD LIGHTING FIXTURE TO BE CONNECTED TO LINE VOLTAGE AND TIED INTO A REMOTE EMERGENCY LIGHT BATTERY PACK UNIT OR SELF CONTAINED BATTERY PACK.

2'-0" X 4'-0" CEILING TILE

2'-0" X 2'-0" CEILING TILE

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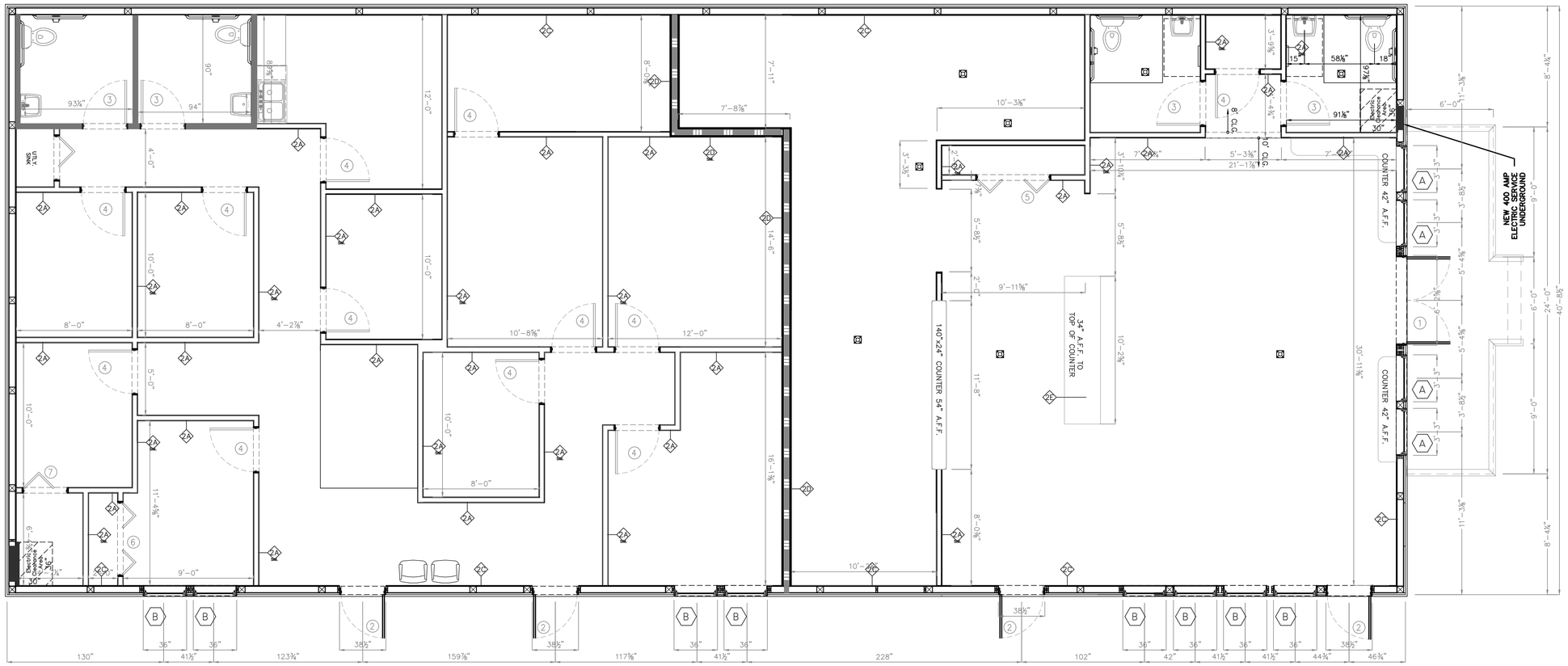
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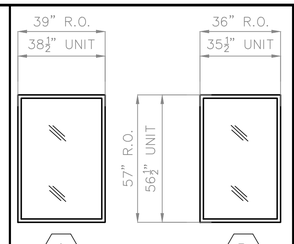
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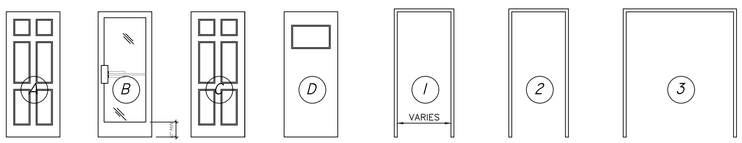


1 FRAMING PLAN
Scale: 1/4" = 1'-0"



DOUBLE GLAZED 1" INSULATED GLASS
ALUMINUM STOREFRONT WINDOWS
BRUSHED ALUMINUM

5 WINDOW DETAILS
Scale: 1/4" = 1'-0"



PANELED METAL | GLASS STOREFRONT DOOR | PANELED HOLLOW WOOD | FLUSH VISION HOLLOW WOOD | WOOD FRAME | ALUMINUM STOREFRONT DOOR FRAME | ALUMINUM STOREFRONT DOOR FRAME

DOORS

FRAMES

DOOR SCHEDULE

NO.	DOOR SIZE W	DOOR SIZE H	DOOR TYPE	DOOR MAT'L	FRAME TYPE	FRAME MAT'L	HDWR. SET	UL LABEL (MIN.) ASSEMBLY	NOTES
1	6'-0"	7'-0"	B	GLASS	3	MTL	.	1	ALUM. STOREFRONT SEE 404.2.9
2	3'-0"	7'-0"	B	GLASS	2	MTL	.	1	ALUM. STOREFRONT SEE 404.2.9
3	3'-0"	6'-8"	C	HOLLOW WD	1	WD.	.	3	SELF CLOSING
4	3'-0"	6'-8"	C	HOLLOW WD	1	WD	.	4	
5	6'-0"	6'-8"	C	HOLLOW WD	1	WD	.	.	BI-FOLD DOOR
6	5'-0"	6'-8"	D	HOLLOW WD	1	WD	.	.	BI-FOLD DOOR
7	3'-0"	6'-8"	D	HOLLOW WD	1	WD	.	.	BI-FOLD DOOR

NOTES:

ALL DOOR HARDWARE SHALL BE READILY OPENABLE FROM THE EGRESS SIDE WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE OR EFFORT.

ALL FIRE DOOR ASSEMBLIES SHALL COMPLY WITH THE REQUIREMENTS OF ASTM 152 AND FIRE PROTECTION RATING REQUIRED IN TABLE 715.3 INTERNATIONAL BUILDING CODE 2006 CHAPTER 7.

REFERENCE BUILDING FLOOR PLAN FOR DOOR SWING.

ALL DOORS SHALL COMPLY WITH THE REQUIREMENTS OF **ICC/ANSI A117.1–2003** AMERICAN NATIONAL STANDARDS FOR ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES.

404.2.9 DOOR SURFACE. DOOR SURFACES WITHIN 10 INCHES (255 MM) OF THE FLOOR, MEASURED VERTICALLY, SHALL BE A SMOOTH SURFACE ON THE PUSH SIDE EXTENDING THE FULL WIDTH OF THE DOOR. PARTS CREATING HORIZONTAL OR VERTICAL JOINTS IN SUCH SURFACE SHALL BE WITHIN 1/16 INCH (1.6 MM) OF THE SAME PLANE AS THE OTHER. CAVITIES CREATED BY ADDED KICK PLATES SHALL BE CAPPED.

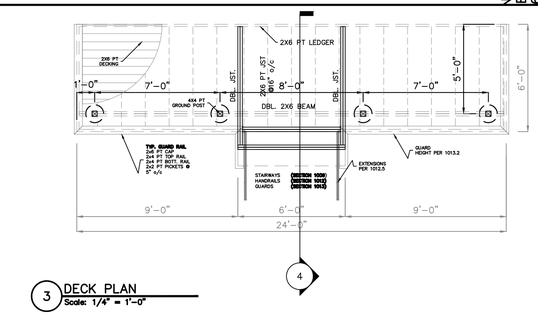
DOOR HARDWARE MAY BE SUITABLY SUBSTITUTED WITH HARDWARE SELECTED BY BUILDING OWNER OR BUILDING CONTRACTOR PROVIDED THE HARDWARE COMPLIES WITH ALL BUILDING CODES HAVING JURISDICTION.

ALL DOORS WITHOUT DIMENSIONS ARE ASSUMED TO BE 6" FROM WALL OR CENTERED ON WALL.

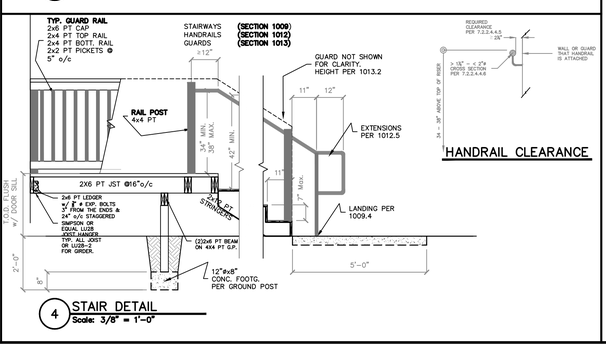
2 DOOR SCHEDULE
Scale: 1/4" = 1'-0"

HARDWARE SCHEDULE

1	OFFSET PIVOT; PARALLEL ARM CLOSER; LATCH PADDLE LOCK SET; PULL & PUSH; ALUMINUM THRESHOLD; WEATHER-STRIPPING
2	1 1/2 PAIR 4 1/2" X 4 1/2" BUTT HINGE; PANIC HARDWARE; PARALLEL ARM CLOSER; WEATHER-STRIPPING
3	1 1/2 PAIR 4 1/2" X 4 1/2" BUTT HINGE; PRIV. LEVER LOCK SET; PARALLEL ARM CLOSER
4	1 1/2 PAIR 4 1/2" X 4 1/2" BUTT HINGE; PRIV. LEVER LOCK SET; (3) BUMPERS AT JAMB
5	1 1/2 PAIR 4 1/2" X 4 1/2" DOUBLE - ACTION HINGE ; PUSH PLATES EACH SIDE



3 DECK PLAN
Scale: 1/4" = 1'-0"



4 STAIR DETAIL
Scale: 3/8" = 1'-0"

HANDRAIL CLEARANCE

SECTION 1009 – STAIRWAYS

1009.1 STAIRWAY WIDTH. THE WIDTH OF STAIRWAYS SHALL BE DETERMINED AS SPECIFIED IN SECTION 1005.1, BUT SUCH WIDTH SHALL NOT BE LESS THAN 44 INCHES (1118 MM). SEE SECTION 1007.3 FOR ACCESSIBLE MEANS OF EGRESS STAIRWAYS.

1009.3 STAIR TREADS AND RISERS. STAIR RISER HEIGHTS SHALL BE 7 INCHES (178 MM) MAXIMUM AND 4 INCHES (102 MM) MINIMUM. STAIR TREAD DEPTHS SHALL BE 11 INCHES (279 MM) MINIMUM. THE RISER HEIGHT SHALL BE MEASURED VERTICALLY BETWEEN THE LEADING EDGES OF ADJACENT TREADS. THE TREAD DEPTH SHALL BE MEASURED HORIZONTALLY BETWEEN THE VERTICAL PLANES OF THE FOREMOST PROJECTION OF ADJACENT TREADS AND AT A RIGHT ANGLE TO THE TREAD'S LEADING EDGE. WINDER TREADS SHALL HAVE A MINIMUM TREAD DEPTH OF 11 INCHES (279 MM) MEASURED AT A RIGHT ANGLE TO THE TREAD'S LEADING EDGE AT A POINT 12 INCHES (305 MM) FROM THE SIDE WHERE THE TREADS ARE NARROWER AND A MINIMUM TREAD DEPTH OF 10 INCHES (254 MM).

1009.3.2 DIMENSIONAL UNIFORMITY. STAIR TREADS AND RISERS SHALL BE OF UNIFORM SIZE AND SHAPE. THE TOLERANCE BETWEEN THE LARGEST AND SMALLEST RISER HEIGHT OR BETWEEN THE LARGEST AND SMALLEST TREAD DEPTH SHALL NOT EXCEED 0.375 INCH (9.5 MM) IN ANY FLIGHT OF STAIRS. THE GREATEST WINDER TREAD DEPTH AT THE 12–INCH (305 MM) WALK LINE WITHIN ANY FLIGHT OF STAIRS SHALL NOT EXCEED THE SMALLEST BY MORE THAN 0.375 INCH (9.5 MM) MEASURED AT A RIGHT ANGLE TO THE TREAD'S LEADING EDGE

1009.4 STAIRWAY LANDINGS. THERE SHALL BE A FLOOR OR LANDING AT THE TOP AND BOTTOM OF EACH STAIRWAY. THE WIDTH OF LANDINGS SHALL NOT BE LESS THAN THE WIDTH OF STAIRWAYS THEY SERVE. EVERY LANDING SHALL HAVE A MINIMUM DIMENSION MEASURED IN THE DIRECTION OF TRAVEL EQUAL TO THE WIDTH OF THE STAIRWAY. SUCH DIMENSION NEED NOT EXCEED 48 INCHES (1219 MM) WHERE THE STAIRWAY HAS A STRAIGHT RUN.

1009.5 STAIRWAY CONSTRUCTION. ALL STAIRWAYS SHALL BE BUILT OF MATERIALS CONSISTENT WITH THE TYPES PERMITTED FOR THE TYPE OF CONSTRUCTION OF THE BUILDING, EXCEPT THAT WOOD HANDRAILS SHALL BE PERMITTED FOR ALL TYPES OF CONSTRUCTION.

1009.5.1 STAIRWAY WALKING SURFACE. THE WALKING SURFACE OF TREADS AND LANDINGS OF A STAIRWAY SHALL NOT BE SLOPED STEEPER THAN ONE UNIT VERTICAL IN 48 UNITS HORIZONTAL (2–PERCENT SLOPE) IN ANY DIRECTION. STAIRWAY TREADS AND LANDINGS SHALL HAVE A SOLID SURFACE. FINISH FLOOR SURFACES SHALL BE SECURELY ATTACHED.

1009.5.2 OUTDOOR CONDITIONS. OUTDOOR STAIRWAYS AND OUTDOOR APPROACHES TO STAIRWAYS SHALL BE DESIGNED SO THATWATER WILL NOT ACCUMULATE ON WALKING SURFACES.

1009.6 VERTICAL RISE. A FLIGHT OF STAIRS SHALL NOT HAVE A VERTICAL RISE GREATER THAN 12 FEET (3658 MM) BETWEEN FLOOR LEVELS OR LANDINGS.

1009.10 HANDRAILS. STAIRWAYS SHALL HAVE HANDRAILS ON EACH SIDE AND SHALL COMPLY WITH SECTION 1012. WHERE GLASS IS USED TO PROVIDE THE HANDRAIL, THE HANDRAIL SHALL ALSO COMPLY WITH SECTION 2407.

SECTION 1012 – HANDRAILS

1012.1 WHERE REQUIRED. HANDRAILS FOR STAIRWAYS AND RAMPS SHALL BE ADEQUATE IN STRENGTH AND ATTACHMENT IN ACCORDANCE WITH SECTION 1607.7. HANDRAILS REQUIRED FOR STAIRWAYS BY SECTION 1009.10 SHALL COMPLY WITH SECTIONS 1012.2 THROUGH 1012.6. HANDRAILS REQUIRED FOR RAMPS BY SECTION 1010.8 SHALL COMPLY WITH SECTIONS 1012.2 THROUGH 1012.7.

1012.2 HEIGHT. HANDRAIL HEIGHT, MEASURED ABOVE STAIR TREAD NOSINGS OR FINISH SURFACE OF RAMP SLOPE SHALL BE UNIFORM, NOT LESS THAN 34 INCHES (864 MM) AND NOT MORE THAN 38 INCHES (965 MM).

1012.3 HANDRAIL GRASPABILITY. HANDRAILS WITH A CIRCULAR CROSS–SECTION SHALL HAVE AN OUTSIDE DIAMETER OF AT LEAST 1.25 INCHES (32 MM) AND NOT GREATER THAN 2 INCHES (51 MM) OR SHALL PROVIDE EQUIVALENT GRASPABILITY. IF THE HANDRAIL IS NOT CIRCULAR, IT SHALL HAVE A PERIMETER DIMENSION OF AT LEAST 4 INCHES (102 MM) AND NOT GREATER THAN 6.25 INCHES (160 MM) WITH A MAXIMUM CROSS–SECTION DIMENSION OF 2.25 INCHES (57 MM). EDGES SHALL HAVE A MINIMUM RADIUS OF 0.01 INCH (0.25 MM).

1012.4 CONTINUITY. HANDRAIL–GRIPPING SURFACES SHALL BE CONTINUOUS, WITHOUT INTERRUPTION BY NEWEL POSTS OR OTHER OBSTRUCTIONS.

1012.5 HANDRAIL EXTENSIONS. HANDRAILS SHALL RETURN TO A WALL, GUARD OR THE WALKING SURFACE OR SHALL BE CONTINUOUS TO THE HANDRAIL OF AN ADJACENT STAIR FLIGHT OR RAMP RUN. AT STAIRWAYS WHERE HANDRAILS ARE NOT CONTINUOUS BETWEEN FLIGHTS, THE HANDRAILS SHALL EXTEND HORIZONTALLY AT LEAST 12 INCHES (305 MM) BEYOND THE TOP RISER AND CONTINUE TO SLOPE FOR THE DEPTH OF ONE TREAD BEYOND THE BOTTOM RISER.AT RAMPS WHERE HANDRAILS ARE NOT CONTINUOUS BETWEEN RUNS, THE HANDRAIL SHALL EXTEND HORIZONTALLY ABOVE THE LANDING 12 INCHES (305 MM) MINIMUM BEYOND THE TOP AND BOTTOM RAMPS.

1012.7 PROJECTIONS. ON RAMPS, THE CLEAR WIDTH BETWEEN HANDRAILS SHALL BE 36 INCHES (914 MM) MINIMUM. PROJECTIONS INTO THE REQUIRED WIDTH OF STAIRWAYS AND RAMPS AT EACH HANDRAIL SHALL NOT EXCEED 4.5 INCHES (114 MM) AT OR BELOWTHE HANDRAIL HEIGHT. PROJECTIONS INTO THE REQUIRED WIDTH SHALL NOT BE LIMITED ABOVE THE MINIMUM HEADROOM HEIGHT REQUIRED IN SECTION 1009.2.

1012.8 INTERMEDIATE HANDRAILS. STAIRWAYS SHALL HAVE INTERMEDIATE HANDRAILS LOCATED IN SUCH A MANNER SO THAT ALL PORTIONS OF THE STAIRWAY WIDTH REQUIRED FOR EGRESS CAPACITY ARE WITHIN 30 INCHES (762 MM) OF A HANDRAIL OR MONUMENTAL STAIRS. HANDRAILS SHALL BE LOCATED ALONG THE MOST DIRECT PATH OF EGRESS TRAVEL.

SECTION 1013 – GAURDS

1013.1 WHERE REQUIRED. GUARDS SHALL BE LOCATED ALONG OPEN–SIDED WALKING SURFACES, MEZZANINES, INDUSTRIAL EQUIPMENT PLATFORMS, STAIRWAYS, RAMPS AND LANDINGS THAT ARE LOCATED MORE THAN 30 INCHES (762 MM) ABOVE THE FLOOR OR GRADE BELOW. GUARDS SHALL BE ADEQUATE IN STRENGTH AND ATTACHMENT IN ACCORDANCE WITH SECTION 1607.7. WHERE GLASS IS USED TO PROVIDE A GUARD OR AS A PORTION OF THE GUARD SYSTEM, THE GUARD SHALL ALSO COMPLY WITH SECTION 2407. GUARDS SHALL ALSO BE LOCATED ALONG GLAZED SIDES OF STAIRWAYS, RAMPS AND LANDINGS THAT ARE LOCATED MORE THAN 30 INCHES (762 MM) ABOVE THE FLOOR OR GRADE BELOW WHERE THE GLAZING PROVIDED DOES NOT MEET THE STRENGTH AND ATTACHMENT REQUIREMENTS IN SECTION 1607.7.

1013.2 HEIGHT. GUARDS SHALL FORM A PROTECTIVE BARRIER NOT LESS THAN 42 INCHES (1067 MM) HIGH, MEASURED VERTICALLY ABOVE THE LEADING EDGE OF THE TREAD, ADJACENT WALKING SURFACE OR ADJACENT SEATBOARD.

1013.3 OPENING LIMITATIONS. OPEN GUARDS SHALL HAVE BALUSTERS OR ORNAMENTAL PATTERNS SUCH THAT A 4–INCH–DIAMETER (102 MM) SPHERE CANNOT PASS THROUGH ANY OPENING UP TO A HEIGHT OF 34 INCHES (864 MM). FROM A HEIGHT OF 34 INCHES (864 MM) TO 42 INCHES (1067 MM) ABOVE THE ADJACENT WALKING SURFACES, A SPHERE 8 INCHES (203 MM) IN DIAMETER SHALL NOT PASS.

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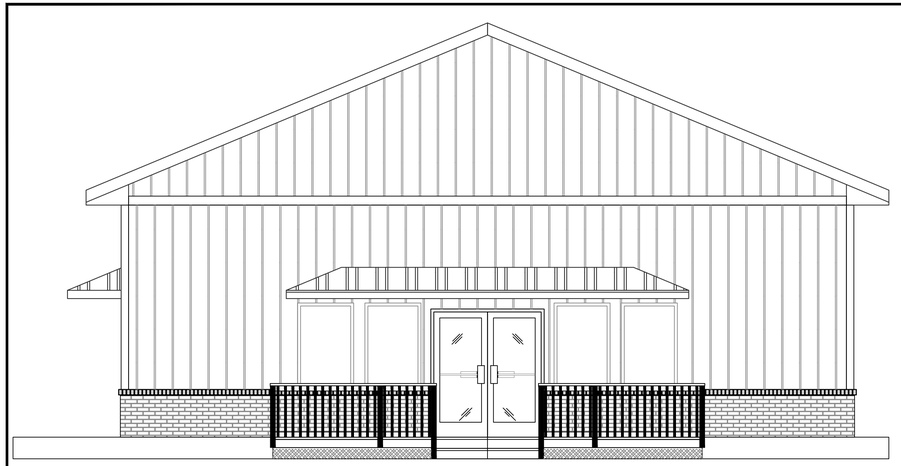
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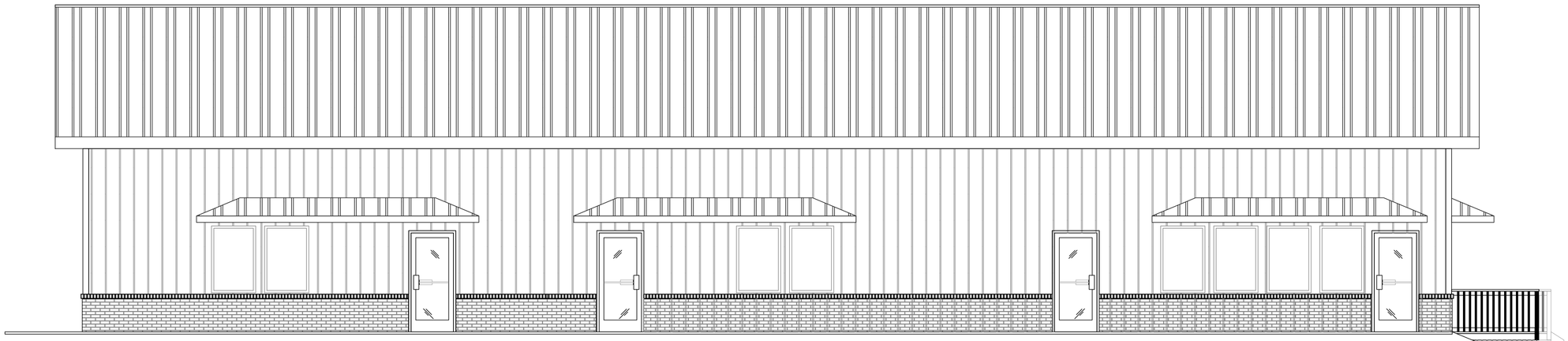
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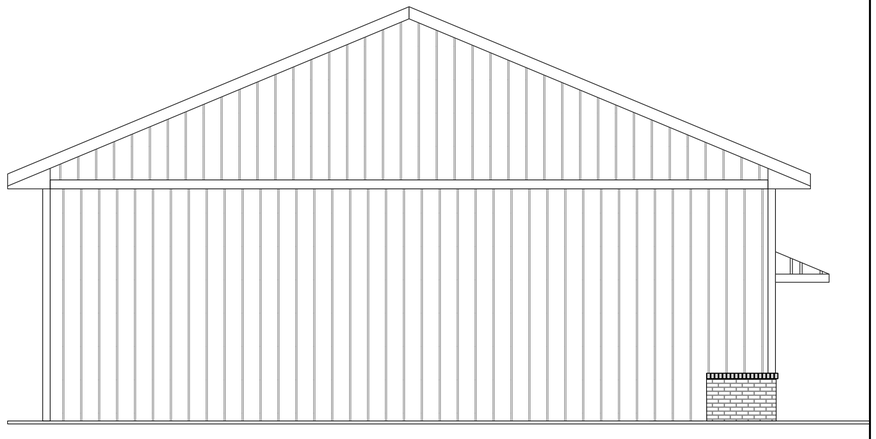
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NE FRONT (OPTION A)
SCALE: 1/4" = 1'-0"



N WASHINGTON (OPTION A)
SCALE: 3/16" = 1'-0"



NORTH SIDE (OPTION A)
SCALE: 1/4" = 1'-0"

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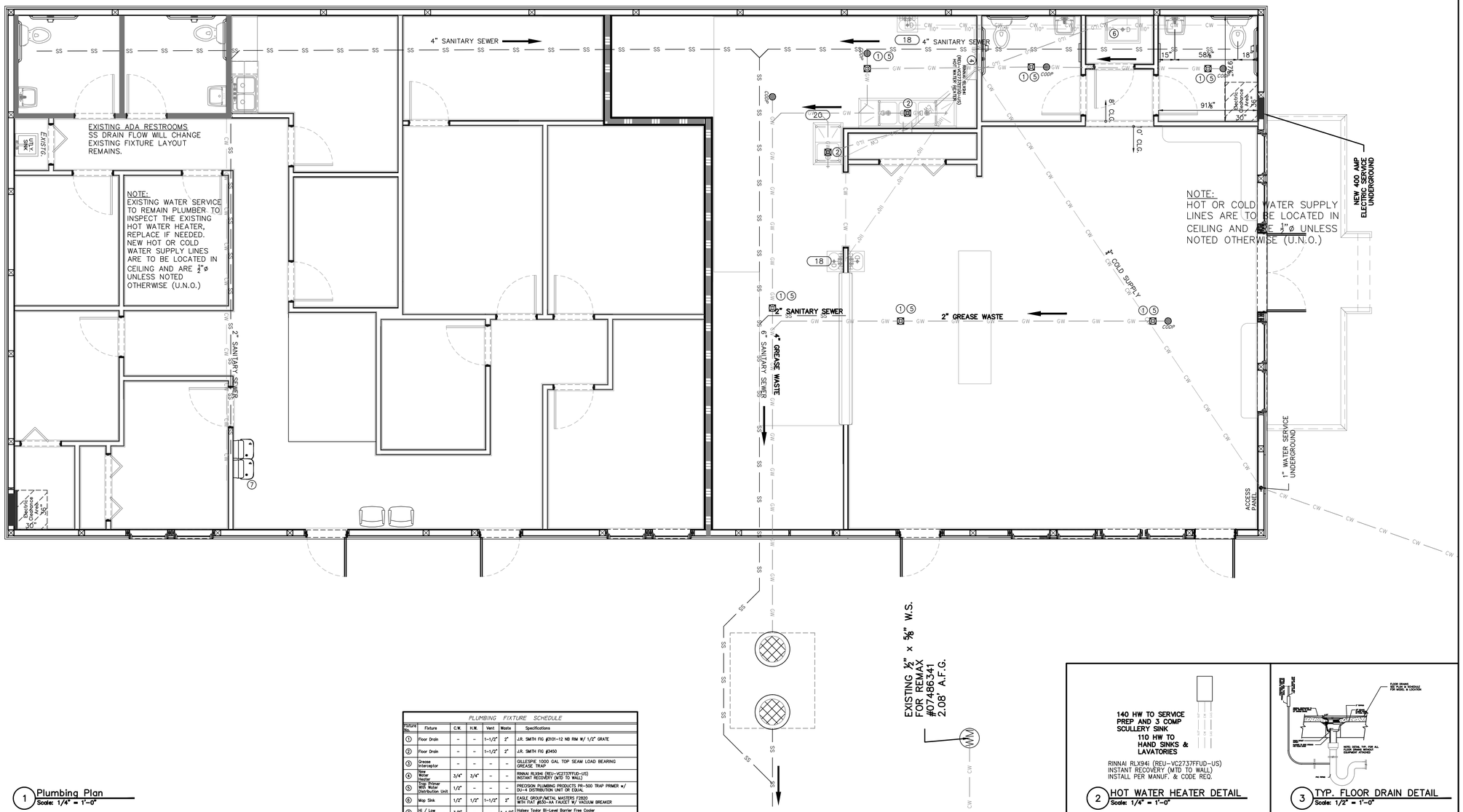
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25-Oct-17 LAST PRINTING

Warehouse R7.dwg



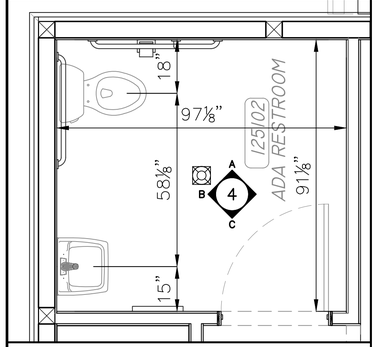
1 Plumbing Plan
Scale: 1/4" = 1'-0"

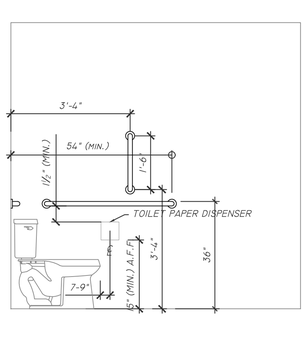
PLUMBING FIXTURE SCHEDULE						
Fixture No.	Fixture	C.W.	H.W.	Vent	Waste	Specifications
①	Floor Drain	–	–	1-1/2"	2"	J.R. SMITH FIG #3301-12 NB RIM W/ 1/2" GRATE
②	Floor Drain	–	–	1-1/2"	2"	J.R. SMITH FIG #3450
③	Grease Interceptor	–	–	–	–	GILLESPIE 1000 GAL TOP SEAM LOAD BEARING GREASE TRAP
④	Way Water Heater	3/4"	3/4"	–	–	RINNAI RL9541 (REU-VC2737FFUD-US) INSTANT RECOVERY (MTD TO WALL)
⑤	Trap Primer With Motor Distribution Unit	1/2"	–	–	–	PRECISION PLUMBING PRODUCTS PR-500 TRAP PRIMER w/ 0)1-4 DISTRIBUTION UNIT OF EQUAL
⑥	Mop Sink	1/2"	1/2"	1-1/2"	2"	EAGLE GROUP/METAL MASTERS F2820 WITH FIAT #850-AA FAUCET W/ VACUUM BREAKER
⑦	16 / Line Drinking Fountian	3/8"	–	–	1-1/2"	Halsey Taylor Bi-Level Barrier Free Cooler Model # HTHBBL-Q

2 HOT WATER HEATER DETAIL
Scale: 1/4" = 1'-0"

140 HW TO SERVICE PREP AND 3 COMP SCULLERY SINK
110 HW TO HAND SINKS & LAVATORIES
RINNAI RLX941 (REU-VC2737FFUD-US) INSTANT RECOVERY (MTD TO WALL) INSTALL PER MANUF. & CODE REQ.

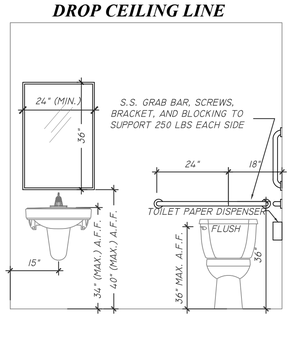
3 TYP. FLOOR DRAIN DETAIL
Scale: 1/2" = 1'-0"



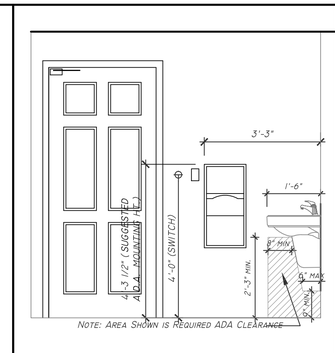


A

DROP CEILING LINE

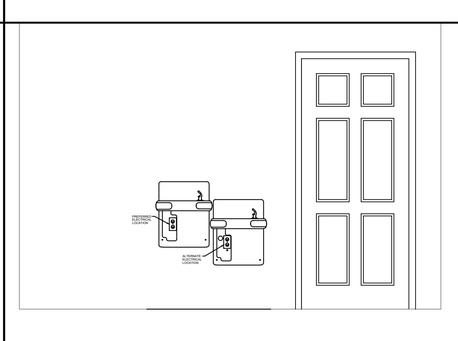


B

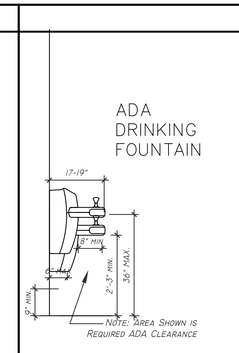


C

4 JAW KRACKERS ADA RESTROOM (1) AS SHOWN, (1) OPP. HAND
Scale: 1/2" = 1'-0"



5 REMAX DRINKING FOUNTAIN DETAILS
Scale: 1/2" = 1'-0"



PLUMBING REQUIREMENTS IN THE FOOD ESTABLISHMENT

4A. GENERAL ALL PLUMBING SHALL BE INSTALLED BY A LICENSED PLUMBER UNDER A VALID, CURRENT PLUMBING PERMIT IN ACCORDANCE WITH THE "STATE OF DELAWARE REGULATIONS GOVERNING A DETAILED PLUMBING CODE."

4B. WATER SUPPLY AND SEWAGE DISPOSAL FACILITIES SERVED BY A PUBLIC WATER SUPPLY AND SEWAGE SYSTEMS DO NOT REQUIRE FURTHER EVALUATION. PRIVATE WELLS MUST COMPLY WITH CHEMICAL AND BACTERIOLOGICAL STANDARDS; A SATISFACTORY ANALYSIS IS REQUIRED BEFORE AN OPERATING PERMIT MAY BE ISSUED. INDIVIDUAL SEWAGE DISPOSAL SYSTEMS REQUIRE THE APPROVAL OF THE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL PRIOR TO OPERATING THE FOOD ESTABLISHMENT.

4C. BACKFLOW PREVENTION

1. AIR GAP, SUPPLY: AN AIR GAP BETWEEN THE WATER SUPPLY AND THE FLOOD RIM LEVEL OF THE PLUMBING FIXTURE, EQUIPMENT, ORNONFOOD EQUIPMENT SHALL BE AT LEAST TWICE THE DIAMETER OF THE WATER SUPPLY INLET AND MAY NOT BE LESS THAN 1 INCH (DEFOOD CODE, §5-202.13).
2. AIR GAP, DRAINAGE: NO DIRECT CONNECTION MAY EXIST BETWEEN THE SEWAGE SYSTEM AND ANY DRAIN ORIGINATING FROMEQUIPMENT IN WHICH FOOD, PORTABLE EQUIPMENT, OR UTENSILS ARE PLACED (DE FOOD CODE, §5–402.11). EQUIPMENT ANDFIXTURES UTILIZED FOR THE STORAGE, PREPARATION AND HANDLING OF FOOD SHALL DISCHARGE THROUGH AN INDIRECT WASTE PIPE BYMEANS OF AN AIR GAP (DE PLUMBING CODE 2012,§802.1.1).
3. FLOOR DRAINS: FLOOR DRAINS LOCATED WITHIN WALK–IN REFRIGERATORS OR FREEZERS IN FOOD ESTABLISHMENTS SHALL BE INDIRECTLYCONNECTED TO THE SANITARY DRAINAGE SYSTEM BY MEANS OF AN AIR GAP (DE PLUMBING CODE 2012, §802.1.2).
4. BACKFLOW PREVENTION DEVICE: A BACKFLOW OR BACKSIPHONAGE PREVENTION DEVICE SHALL MEET AMERICAN SOCIETY OFSANITARY ENGINEERING (ASSE) STANDARDS FOR CONSTRUCTION, INSTALLATION, MAINTENANCE, INSPECTION, AND TESTING FOR THATSPECIFIC APPLICATION AND TYPE OF DEVICE (DE FOOD CODE, §5–202.14).
5. PLUMBING FIXTURES: THE SUPPLY LINES OR FITTINGS FOR EVERY PLUMBING FIXTURE SHALL BE INSTALLED SO AS TO PREVENT BACKFLOW (DE PLUMBING CODE 2012, §608.2).
6. DEVICES, APPLIANCES: ALL DEVICES THAT CONNECT TO THE WATER SUPPLY SHALL BE PROVIDED WITH PROTECTION AGAINSTBACKFLOW (DE PLUMBING CODE 2012, §608.3). THIS INCLUDES DEVICES USED FOR FOOD PREPARATION AND PROCESSING,STEAMERS, THE STORAGE OF ICE OR FOOD, WAREWASHING MACHINES, AND OTHER FOOD SERVICE EQUIPMENT.
7. HOSE CONNECTIONS: SILLCOCKS, HOSE BIBBS, WALL HYDRANTS AND OTHER OPENINGS WITH A HOSE CONNECTION SHALL BEPROTECTED BY AN ATMOSPHERIC–TYPE OR PRESSURE–TYPE VACUUM BREAKER OR A PERMANENTLY ATTACHED HOSE CONNECTIONVACUUM BREAKER. EXCEPTIONS: WATER HEATER DRAIN VALVE, CLOTHES WASHING MACHINE (DE PLUMBING CODE 2012, §608.15.4.2).
8. BEVERAGE DISPENSERS: THE WATER SUPPLY CONNECTION TO CARBONATED BEVERAGE DISPENSERS SHALL BE PROTECTED AGAINSTBACKFLOW BY A BACKFLOW PREVENTER CONFORMING TO ASSE 1022 OR BY AN AIR GAP. THE BACKFLOW PREVENTER DEVICE AND THEPIPING DOWNSTREAM THEREFROM SHALL NOT BE AFFECTED BY CARBON DIOXIDE GAS (DE PLUMBING CODE 2012, §608.16.1).

4D. UTILITY SERVICE INSTALLATION

1. UTILITY LINES INCLUDING GAS, PLUMBING AND ELECTRICAL SHALL BE INSTALLED INSIDE WALLS, ABOVE CEILINGS OR BELOW FLOORSWHENEVER STRUCTURALLY PRACTICAL, AND IN ACCORDANCE WITH APPLICABLE CODE REQUIREMENTS.
2. IF LINES ARE RUN IN FRONT OF WALLS, LINES SHALL BE INSTALLED WITH STAND–OFF BRACKETS OR OTHER SECURE MOUNTINGMETHOD, SUCH THAT A MINIMUM CLEARANCE OF ONE INCH (1") EXISTS BETWEEN LINE AND WALL.
3. EXPOSED HORIZONTAL UTILITY SERVICE, INCLUDING WATER SUPPLY AND DRAIN LINES, MAY NOT BE INSTALLED ON THE FLOOR.

4E. JOINT SEALING JOINTS FORMED BY FIXTURES IN CONTACT WITH WALLS OR FLOORS SHALL BE SEALED WITH AN APPROVED SEALANT. W HERE INSTALLATION DOES NOT ALLOW ACCESS FOR CLEANING, FIXTURES SHALL BE SEALED TO WALLS OR ADJOINING EQUIPMENT. W HERE NOT STRUCTURALLY PRACTICAL, A MINIMUM GAP OF ONE INCH (1") SHALL EXIST BETWEEN THE FIXTURE AND WALLS OR ADJOINING EQUIPMENT.

4G. SINKS ALL SINKS SHALL BE SUPPLIED WITH HOT AND COLD RUNNING WATER UNDER PRESSURE.

SPLASHGUARD DIVIDERS W HERE LESS THAN 18 INCHES LATERAL SEPARATION EXISTS BETWEEN SINKS AND ADJACENT FIXTURES, FOOD CONTACT SURFACES OR OPEN STORAGE SHELVING, A SPLASHGUARD DIVIDER CONSTRUCTED OF A MATERIAL WHICH IS DURABLE, EASILY CLEANABLE, NON–TOXIC AND IMPERVIOUS TO MOISTURE SHALL BE INSTALLED. SUCH DIVIDER MAY BE WALL–ATTACHED OR FIXTURE–ATTACHED, AND SHALL EXTEND OUTWARD TO THE LEADING EDGE OF THE SINK AND BE OF SUFFICIENT HEIGHT TO PREVENT WATER FROM SPLASHING ONTO AN ADJACENT PREPARATION OR STORAGE SURFACE. NOTE: IT IS RECOMMENDED THAT A MINIMUM SPLASHGUARD HEIGHT OF 8 TO 12 INCHES BE PROVIDED. DEPENDING UPON CASE– SPECIFIC SITUATIONS ENCOUNTERED IN THE FACILITY, A HIGHER MINIMUM HEIGHT MAY BE NECESSARY.

1. HANDWASHING SINKS THESE FIXTURES, WHEN LOCATED IN FOOD PREPARATION, FOOD DISPENSING, BEVERAGE DISPENSING (INCLUDING BAR SERVICE AREA), FOOD STORAGE AND WAREWASHING AREAS, MUST BE CERTIFIED OR CLASSIFIED UNDER AN APPROVED INDUSTRY STANDARD FOR FOOD EQUIPMENT, SUCH AS NSF INTERNATIONAL, ETL SANITATION, UL FOR SANITATION, BISSC, OR EQUIVALENT.
   - 1.A. A SEPARATE, SINGLE–COMPARTMENT HANDWASHING SINK IS REQUIRED IN FOOD PREPARATION, FOOD DISPENSING, AND WAREWASHING AREAS; AND IN, OR IMMEDIATELY ADJACENT TO, TOILET ROOMS. AT LEAST ONE HANDSINK IS REQUIRED WITHIN EACH DISTINCT WORK AREA USED FOR FOOD PREPARATION, FOOD DISPENSING OR WAREWASHING. HANDSINKS SHALL BE INSTALLED WITHIN A RADIUS OF APPROXIMATELY 15 FEET OF WORK STATIONS WITHIN EACH OF THESE AREAS AND ACCESSIBLE WITHIN DIRECT LINE ACCESS. HAND SOAP, PAPER TOWELS AND A TRASH RECEPTACLE MUST BE KEPT AT THESE SINKS.
   - 1.B. A MINIMUM HOT WATER TEMPERATURE OF 100f, DELIVERED THROUGH A MIXING VALVE OR COMBINATION FAUCET, IS REQUIRED.
   - 1.C. IF INSTALLED, SELF–CLOSING, SLOW–CLOSING, OR METERING FAUCETS SHALL PROVIDE A FLOW OF WATER FOR AT LEAST 15 SECONDS WITHOUT THE NEED TO REACTIVATE THE FAUCET.
   - 1.D. A HANDWASHING SINK MAY NOT BE USED FOR ANY OTHER PURPOSE.
   - 1.E. AN INDIRECT DRAINLINE CONNECTION IS NOT REQUIRED; CONNECTION TO A GREASE TRAP IS NOT REQUIRED.
2. FOOD PREPARATION SINK(S) ANY SINK IN WHICH FOOD IS WASHED OR THAWED UNDER RUNNING WATER AS PART OF THE FOOD PREPARATION PROCESS MUST BE CERTIFIED OR CLASSIFIED UNDER AN APPROVED INDUSTRY STANDARD FOR FOOD EQUIPMENT, SUCH AS NSF INTERNATIONAL, ETL SANITATION, UL FOR SANITATION, BISSC, OR EQUIVALENT.
   - 2.A. A FOOD PREPARATION SINK MAY NOT BE USED FOR DISPOSAL OF MOP WATER OR LIQUID WASTES.
   - 2.B. AN INDIRECT DRAINLINE CONNECTION THROUGH AN AIR–GAP IS REQUIRED.
   - 2.C. CONNECTION TO PROPERLY SIZED GREASE TRAP IS REQUIRED.
   - 2.D. IF A FOOD PREPARATION SINK HAS TWO OR MORE COMPARTMENTS, A SEPARATE WASTELINE CONNECTION FROM EACH SINK COMPARTMENT THROUGH AN AIR GAP INTO A FLOOR SINK IS REQUIRED.
3. WAREWASHING SINK THIS FIXTURE MUST BE CERTIFIED OR CLASSIFIED UNDER AN APPROVED INDUSTRY STANDARD FOR FOOD EQUIPMENT, SUCH AS NSF INTERNATIONAL, ETL SANITATION, UL FOR SANITATION, BISSC, OR EQUIVALENT.
   - 3.A. A SINK OF AT LEAST THREE SEPARATE COMPARTMENTS WITH COVED CORNERS AND INTEGRAL DRAINBOARDS AT EACH END SHALL BE PROVIDED FOR MANUALLY WASHING, RINSING AND SANITIZING EQUIPMENT AND UTENSILS. EACH SINK COMPARTMENT SHALL BE LARGE ENOUGH TO ACCOMMODATE THE IMMERSION OF THE LARGEST EQUIPMENT ITEM OR UTENSIL. A CHEMICAL TEST KIT THAT MATCHES THE TYPE OF SANITIZING AGENT IN USE IS REQUIRED IN THE WAREWASHING AREA.
   - 3.B. A WAREWASHING SINK MAY NOT BE USED FOR HANDWASHING OR DISPOSAL OF LIQUID WASTES.
   - 3.C. CONNECTION TO A PROPERLY SIZED GREASE TRAP IS REQUIRED.
   - 3.D. AN INDIRECT DRAINLINE PIPED SEPARATELY FROM EACH BOWL IS REQUIRED.
4. SERVICE SINK (FOR USE AS JANITORIAL SINK, UTILITY SINK OR MOP SINK)
   - 4.A. WHEREVER PRACTICAL, INSTALL THIS FIXTURE OUTSIDE OF THE FOOD PREPARATION, FOOD DISPENSING, FOOD STORAGE,AND WAREWASHING AREAS.
   - 4.B. THIS FIXTURE, WHEN LOCATED IN FOOD PREPARATION, FOOD DISPENSING, FOOD STORAGE AND WAREWASHING AREAS, MUSTBE CERTIFIED OR CLASSIFIED UNDER AN APPROVED INDUSTRY STANDARD FOR FOOD EQUIPMENT, SUCH AS NSFINTERNATIONAL, ETL SANITATION, UL FOR SANITATION, BISSC, OR EQUIVALENT.
   - 4.C. A MINIMUM OF ONE SERVICE SINK OR RECEPTOR IS REQUIRED ON EACH FLOOR LEVEL OF FOOD OPERATIONS. THIS FIXTURE MAY BE A SINK OR A CURBED RECEPTOR.
   - 4.D. THE DUAL USE OF A UTILITY SINK AS A HANDWASHING SINK IS NOT APPROVED IN NEW CONSTRUCTION, CONVERSION OF ASTRUCTURE TO A FOOD ESTABLISHMENT, NOR REMODELING OF AN EXISTING FACILITY.
   - 4.E. AN INDIRECT DRAINLINE CONNECTION IS NOT REQUIRED.(F)CONNECTION TO A GREASE TRAP NOT REQUIRED.
5. PREWASH SINK THIS FIXTURE MUST BE CERTIFIED OR CLASSIFIED UNDER AN APPROVED INDUSTRY STANDARD FOR FOOD EQUIPMENT,SUCH AS NSF INTERNATIONAL, ETL SANITATION, UL FOR SANITATION, BISSC, OR EQUIVALENT.
   - 5.A. AN INDIRECT DRAIN LINE THROUGH AN AIR GAP IS REQUIRED.
   - 5.B. CONNECTION TO A PROPERLY SIZED GREASE TRAP IS REQUIRED.
   - 5.C. IF A FOOD WASTE GRINDER IS INSTALLED ON THIS FIXTURE, THE GREASE TRAP MUST BE DESIGNED AND RATED FOR SUCHAPPLICATION, OR A SOLIDS INTERCEPTOR IS REQUIRED UPSTREAM OF THE GREASE TRAP.

4I. GREASE TRAP THE GREASE TRAP MUST BE SIZED IN ACCORDANCE WITH PDI STANDARD G101.

1. CONNECTION TO A PROPERLY SIZED GREASE TRAP IS REQUIRED FOR ALL FIXTURES THAT DISCHARGE GREASE–LADEN WASTE, E.G.WAREWASHING SINKS, FOOD PREP SINKS, PRE–WASH SINKS FOR WAREWASHERS, WOKS, AND OTHER COOKING EQUIPMENT.

4J. WATER HEATER – HOT WATER SUPPLY

1. THE WATER HEATER SHALL BE SIZED TO PROVIDE HOT WATER AS REQUIRED TO SUPPLY BOTH THE CONTINUOUS REQUIREMENTS AND THE HOURLY PEAK DEMANDS OF THE FACILITY. THE CONTINUOUS AND HOURLY DEMANDS ARE BASED ON THE TYPE OF EQUIPMENT AND NUMBER OF FIXTURES CONSUMING HOT WATER AS REQUIRED FOR FOOD OPERATIONS.
2. THE TOTAL HOT WATER AVAILABILITY IN GALLONS PER HOUR (GPH) FROM A WATER HEATER IS THE SUM OF THE UNIT STORAGE CAPACITY PLUS THE RECOVERY RATE AT A 100°F RISE;
3. A FUEL–FIRED (GAS OR OIL) WATER HEATER IN A FOOD ESTABLISHMENT SHALL HAVE A MINIMUM STORAGE CAPACITY OF THIRTY (30)GALLONS; AN ELECTRIC WATER HEATER SHALL HAVE A MINIMUM STORAGE CAPACITY OF FORTY (40) GALLONS. STORAGE CAPACITIES LARGER THAN THE MINIMUM SHALL BE REQUIRED, BASED THE TYPE OF EQUIPMENT AND NUMBER OF FIXTURES CONSUMING HOT WATER.

GENERAL NOTES ON SCOPE OF PLUMBING WORK

1. CONTRACTOR SHALL CLEAN ALL LINES BEFORE INSTALLATION; INSTALL FIXTURES COMPLETE W/ ALL RELATED TRAPS, TRIM, ETC., EXPOSED PIPING CHROME PLATED.
2. CONTRACTOR SHALL REROUTE ANY EXISTING PLUMBING WORK AS REQUIRED OR MADE NECESSARY BY THE ALTERATION WORK.
3. CONTRACTOR SHALL VISIT THE SITE BEFORE SUBMITTING A BID TO DETERMINE THE EXTENT OF THE WORK INVOLVED AND THE CONDITIONS UNDER WHICH HE WILL BE REQUIRED TO WORK.
4. THE DRAWINGS ARE DIAGRAMMATIC AND INDICATE THE GENERAL ARRANGEMENT OF SYSTEMS AND EQUIPMENT. FOR EXACT LOCATIONS OF EQUIPMENT AND MOUNTING HEIGHT OF FIXTURES, REFER TO THE KITCHEN AND ARCHITECTURAL DRAWINGS.
5. PLUMBING CONTRACTOR SHALL VERIFY ALL INVERTS PRIOR TO THE INSTALLATION ON NEW WORK.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR SECURING AND PAYING FOR ALL LICENSES, PERMITS OR INSPECTION FEES REQUIRED BY AGENCIES HAVING JURISDICTION TO COMPLETE THE SCOPE OF WORK.
7. ALL PLUMBING WORK SHALL COMPLY WITH ALL LATEST EDITION APPLICABLE–LOCAL, STATE, AND HEALTH CODES AND THE NATIONAL PLUMBING CODE. ALL MATERIALS, SANITARY PIPING, VENTS, STORM PIPING AS APPROVED BY LOCAL AUTHORITIES.
8. COORDINATE ALL PIPING RUNS WITH OTHER TRADES.
9. PROVIDE STOP VALVES ON ALL WATER SUPPLY BRANCH PIPING TO ALL FIXTURES. PROVIDE SHUT OFF VALVES ON GAS PIPING TO EACH PIECE OF EQUIPMENT.
10. SCHEDULE 40 PVC MAY BE USED FOR SOIL WASTE AND VENT LINES IF ALLOWED BY CODE.
11. SOLVENT WELD ALL JOINTS IN SCHEDULE 40 PVC PIPING. SCHEDULE 40 PIPE COMPLYING WITH SPVC SCHEDULE 40 SOCKET–TYPE FITTINGS.
12. FURNISH OWNER W/ ONE YEAR GUARANTEE ON ALL WORK AND EQUIPMENT FROM DATE OF FINAL ACCEPTANCE.
13. INSULATION:
    - a) ALL HOT AND COLD WATER PIPING– 1" THICK FIBERGLASS W/ VAPOR BARRIER– USE PRE MOLDED INSULATION AT ALL FITTINGS. PROVIDE INSULATION RINGS ON ALL RISERS.
    - b) TEST ALL PLUMBING SYSTEMS INCLUDING DRAINAGE, WATER SUPPLY AND GAS PRIOR TO APPLYING ANY INSULATION.
14. PROVIDE CLEAN OUTS IN ALL LOCATIONS REQUIRED BY CODE WHETHER INDICATED ON DWG'S OR NOT.
15. EXTEND ALL CONDENSATE AND INDIRECT DRAINS ON EQUIPMENT TO FLOOR DRAINS IN BUILDING.
16. PLUMBING VENTS THRU ROOF TO BE MINIMUM OF 10"–0" AWAY FROM FRESH AIR INTAKES.
17. PROVIDE VACUUM BREAKERS IN ACCORDANCE WITH CODE. PROVIDE VACUUM RELIEF VALVE ON H.W. HEATER PER CODE AND SAFETY RELIEF VALVE W/ DISCHARGE DIRECTLY TO FLOOR DRAIN.

PLUMBING NOTES

1. PURGE ALL WATER AND GAS LINES BEFORE CONNECTION.
2. A MINIMUM OF 20" IS REQUIRED BETWEEN ANY 2 ITEMS PENETRATING ROOF DECK.
3. SCHEDULE 40 PVC SHALL BE USED FOR ALL DRAIN, WASTE, AND VENT LINES WHERE PERMITTED BY LOCAL CODE.
4. ALL PLUMBING VENTS THRU ROOF SHALL BE A MINIMUM OF 10"–0" AWAY FROM FRESH AIR INTAKES.
5. PLUMBING CONTRACTOR TO INSTALL ALL PVC CONDENSATE TRAPS ON ALL HVAC UNITS. CONDENSATE TRAPS ARE FURNISHED WITH HVAC UNITS.
6. ALL FIXTURES– AT EACH HOT AND COLD WATER SUPPLY, PROVIDE 18" AIR CHAMBER– FULL SIZE PIPE.

ABBATE DRAFTING SERVICES
RESIDENTIAL & COMMERCIAL PLAN SERVICE
350 School Street (302) 422-5541 Phn.
Houston, DE 19954 (302) 422-7650 Fax.
E–mail: abbatedrafting@comcast.net

Carmine Casper P.E. # 4756
25–Oct–17 LAST PRINTING

ReMax Twin Counties Realtors &
Jaw Krackers Deli & BBQ
Plumbing Plan, Notes, Schedules, & Details
Owner: Glenn M. & Donna M. Watson
125 NE Front St
Milford, DE 19963
Tax Map # 5-16-18310-03-71.000 & 72.000

DATE	REVISION
-	-

SCALE: AS NOTED

SHEET NO.
P1.1

DATE: 26-JUL-17

Warehouse R7.dwg

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

The Planning Commission will hold a Public Hearing regarding the below ordinance on TUESDAY, DECEMBER 19, 2017 to hear evidence from interested parties and make a recommendation to City Council regarding the ordinance.

The City Council will hold a Public Hearing regarding the below ordinance on MONDAY, JANUARY 22, 2018 to hear evidence from interested parties and make a final determination regarding the ordinance.

Both meetings begin at 7:00 p.m. and will take place in the Joseph Ronnie Rogers Council Chambers of Milford City Hall at 201 South Walnut Street, Milford, Delaware at which times, the following ordinance will be considered:

ORDINANCE 2017-23

Glenn and Donna Watson for a Conditional Use to allow multiple permitted uses on .253+/- acres in a C2 (Central Business) Zoning District. Property is located at the northeast corner of intersection NE Front Street & N Washington Street; 111 N Washington Street, Milford, Delaware. Present Use: Office; Proposed Use: Office & Restaurant.
Tax Map MD-16-183.10-03-71.00 & -72.00

WHEREAS, the City of Milford Planning Commission considered the ordinance, as described, at a duly noticed Public Hearing on December 19, 2017 and recommended its adoption to City Council; and

WHEREAS, Milford City Council conducted a duly noticed Public Hearing on January 22, 2018 to consider all information presented by City Staff, the Applicant, and written and verbal public testimony; and

WHEREAS, it is deemed reasonable, beneficial, and in the best interest of the City of Milford to allow a Conditional Use to allow multiple permitted uses on a property as herein described.

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

Section l. Upon the adoption of this ordinance by City Council, Glenn and Donna Watson are hereby granted a Conditional Use Permit to allow multiple permitted uses on a property, in accordance with the application, effective on the date so noted.

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

Section 3. Dates.
Planning Commission Review & Public Hearing: December 19, 2017
City Council Introduction: December 11, 2017
City Council Public Hearing: January 22, 2018
Adoption: January 22, 2018
Effective: February 1, 2018
This ordinance shall take effect and be in force ten days after its adoption.

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

Advertised: Beacon 11/29/17

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

ORDINANCE NO. 2017-24
2018 COMPREHENSIVE PLAN

WHEREAS, Title 22, Section 702 of the Delaware Code, the Livable Delaware program of the Governor of the State of Delaware and House Bill 255 amending Title 9, Title 22 and Title 29 of the Delaware Code authorize Delaware municipalities to carefully prepare and adopt Comprehensive Land Use Plans to guide and regulate future growth and community development; and

WHEREAS, Delaware's Office of State Planning Coordination provides guidance to municipalities in order to effectuate the goal of having well-drawn and executed Comprehensive Plans for all Delaware counties and municipalities, including the provision that Comprehensive Plans be approved and certified by the Governor of Delaware upon their completion, and further requires that certified Comprehensive Plans be revised, updated and amended as necessary, and readopted on a ten-year cycle; and

WHEREAS, the City of Milford's Comprehensive Plan was last adopted in 2008, as amended, and requires revision to account for physical changes and revitalization accomplishments which have since occurred in both the built and natural environments of the community; and

WHEREAS, the City of Milford Planning Commission has prepared and approved, in consultation with the public, interested parties, and government agencies, a Comprehensive Plan for the City of Milford, which articulates an overall vision for the community's future, including goals, objectives, policies and action project recommendations for achieving that vision and has conducted a duly advertised public hearing for public review and comment on May 16, 2017 and September 19, 2017 and, at its meeting on December 19, 2017 recommends the 2018 City of Milford Comprehensive Plan be adopted by Milford City Council at their January 22, 2018 meeting; and

WHEREAS, the 2018 City of Milford Comprehensive Plan will be the foundation for revision or improvement of the City's Zoning Ordinance, Subdivision Regulations, Housing and Maintenance Codes, Capital Improvement Program, Community Development Program, Public-Private Agreements, Potential Annexation Plans, Strategic Plan and other implementation tools; and

WHEREAS, the Mayor and City Council held a duly advertised public hearing on the Plan on January 22, 2018, at which time the 2018 City of Milford Comprehensive Plan was reviewed with the public.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS that the 2018 City of Milford Comprehensive Plan is hereby adopted pending certification from the Governor of the State of Delaware and made effective this 22nd day of January, 2018.

Dates:
Planning Commission Recommendation of Approval: December 19, 2017
City Council Adoption: January 22, 2018
Effective: (Pending) Governor Certification Date

Advertised: Beacon 11/29/17

CITY HALL
201 South Walnut Street
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

TO: Mayor and City Council

FROM: Rob Pierce, Planning & Development Director

DATE: January 8, 2018

RE: Comprehensive Plan Update – Final Draft

Planning Process and Public Participation

Below is the sequence of events and meetings that were held in the preparation and review of the draft Comprehensive Plan;

April 2016 –	Planning Commission training
May & June 2016 –	Planning Commission reviewed goals and objectives from the 2008 plan
September 2016 –	Planning Commission training from UD IPA on comprehensive planning
October 2016 –	Visioning session
November 2016 –	Continued visioning session and reviewed Chapters 1-4 (Background, Community Character, Community Profile, Community Services and Infrastructure)
December 2016 –	Public mapping workshop for areas and populations vulnerable to flooding and increased temperatures
December 2016 –	Reviewed Chapters 5-7 (Housing, Transportation, Economic Development and Redevelopment)
January 2017 –	Reviewed Chapters 8 & 9 (Natural Resources, Parks, Recreation and Open Space)
February 2017 –	Began discussions on Chapter 10 (Land Use and Growth Management)
March 2017 –	Completed discussions on Chapter 10 & 11 (Land Use and Growth Management, Implementation)
April 2017 –	Planning Commission reviewed the final draft
May 2017 –	Public informational sessions to review the draft plan
May 2017 –	Planning Commission public hearing
June 2017 –	City Council public hearing
July 2017 –	PLUS meeting with the State of Delaware
August 2017 –	Received PLUS comments from the State
September 2017 –	Planning Commission public hearing and review of PLUS comments
December 2017 –	Planning Commission public hearing and recommendation to adopt Comprehensive Plan

Including the June 22, 2018 City Council adoption public hearing, the City has held seven (7) public meetings, five (5) public hearings and three (3) community workshops regarding the draft plan.

PLUS Comments and Comprehensive Plan Final Draft

A detailed presentation was made to City Council on June 26, 2017 outlining the major components of the draft plan, including specifics on housing, transportation, demographics, open space, natural resources, community services, infrastructure, land use and related goals and objectives.

Enclosed is a copy of the Comprehensive Plan final draft for adoption, including revisions based on Preliminary Land Use Service (PLUS) comments and City Council concerns identified during the June 26, 2017 public hearing. The Planning Commission reviewed the State's PLUS comments and text revisions are highlighted in yellow. A copy of the PLUS comments dated August 25, 2017 and staff's response dated October 6, 2017 are included in the packet. In addition, a copy of the June 26, 2017 City Council public hearing minutes are included for reference.

The primary revisions since June, include adding a position statement on housing and population growth, additional objectives and implementation strategies for each of the outlined goals, and strengthening the language in the future land use and zoning link sections.

The final draft will require some minor additions regarding the final adoption process and public meetings along with a few additional pictures and cover page. If City Council elects to adopt the Plan, final copies including those revisions outlined above will be forwarded to the Office of State Planning Coordination (OSPC) and the Governor's Office for certification. Please note the Plan does not go into effect until it is certified by the Governor.

Future Land Use and Zoning Changes

Enclosed are six exhibits showing forty-one (41) properties that will require a zoning change as a result of the adoption of the Comprehensive Plan. Many of these are "house-keeping" items from the current 2008 Plan, while others are a result of specific requests from property owners.

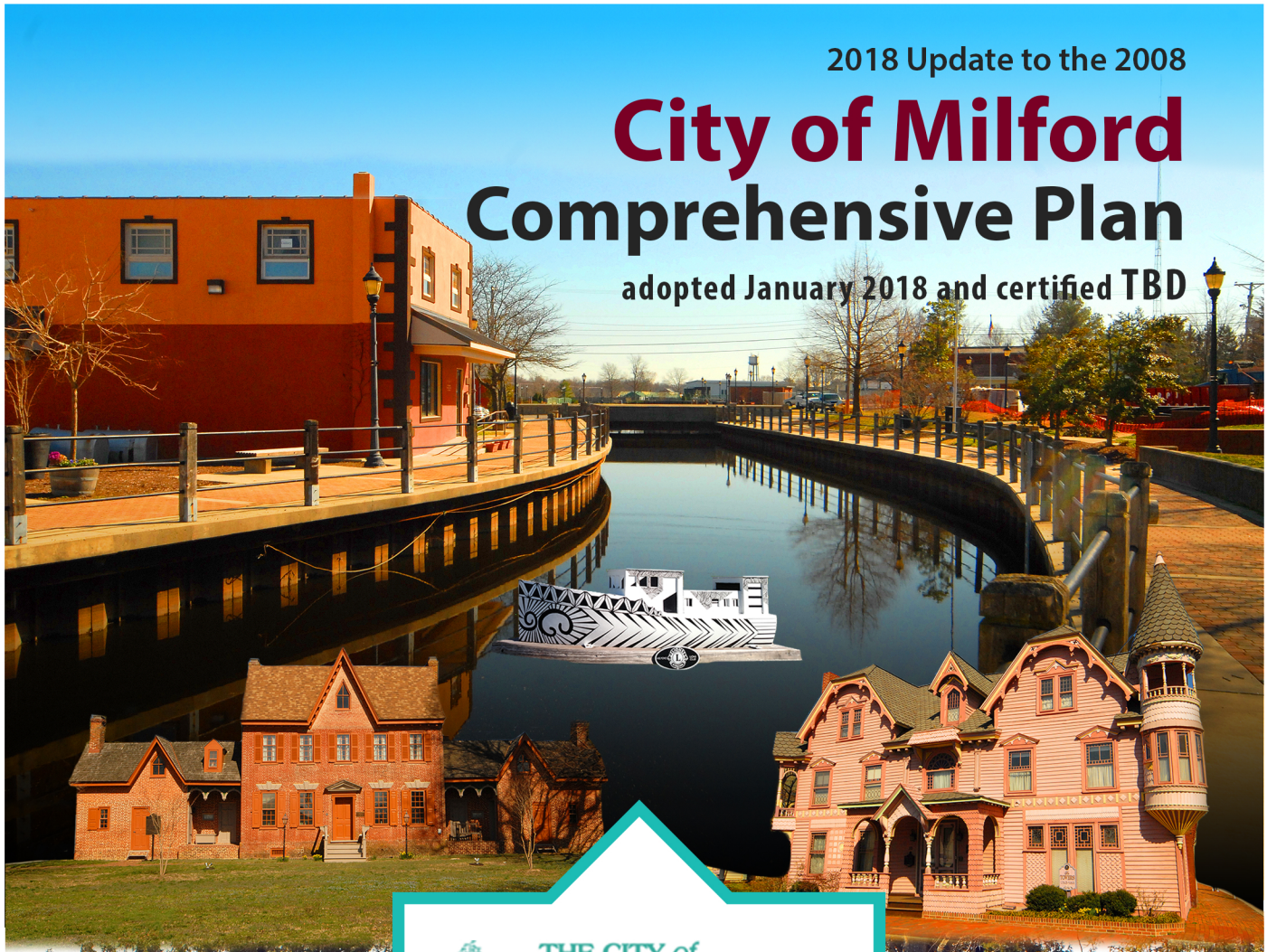
The draft Plan addresses concerns highlighted by Council at the June 26, 2017 public hearing. The areas surrounding Bayhealth's current Clarke Avenue facility will remain the same land use type (Institutional/Employment) shown in the 2008 Comprehensive Plan future land use exhibits. Based on the current 2008 Plan and the draft update, these properties may request a zoning change to H-1, IM or IS.

Please note, the adoption of the Comprehensive Plan will not change the zoning of these properties and the City is required by Code to hold public hearings prior to rezoning each property after the Plan adoption. These exhibits are included as part of the Comprehensive Plan adoption public hearings so that it is clear to the Planning Commission, City Council and the public which properties are impacted by the Plan update.

2018 Update to the 2008

City of Milford
Comprehensive Plan

adopted January 2018 and certified TBD



THE CITY of Milford DELAWARE



University of Delaware | IPA Institute for Public Administration

www.ipa.udel.edu

serving the public good, shaping tomorrow's leaders

STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

October 30, 2017

Mr. Rob Pierce
Coordinator of Planning &
Economic Development Activities
City of Milford
201 South Walnut Street
Milford, DE 19963

RE: Milford Comprehensive Plan 2017 – final review
PLUS 2017-07-08

Dear Mr. Rob Pierce:

I have received and reviewed the revised version of Milford's 2017 Comprehensive Plan. The plan has been revised to incorporate the comments found in our August 25, 2017 PLUS letter. I am pleased to inform you that all certification items have been addressed and our office will accept this version of the plan for certification. When adopting the plan, please be sure to adopt the plan "pending certification from the Governor." Notify our office once your Planning Commission and City Council have adopted the revised plan. Submit two final hard copies of the plan, an electronic copy and a copy of the adopting ordinance or resolution with your notification. We will then forward the plan and the other documentation to the Governor for his consideration.

We look forward to hearing from you regarding plan adoption. As always, please do not hesitate to contact me if I can be of any further assistance.

Sincerely,

David L. Edgell, AICP
Principal Planner

cc: Connie Holland
William Decoursey, UD IPA

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CITY, COUNTY, AND STATE OFFICIALS

City of Milford

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Planning and Zoning Commission	Marvin C. Sharp, Chair Michael J. Boyle Andrew P. Fulton W. Ed Holloway Raymond E. Lynch Rae M. Mims Sara M. Pletcher
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Department of Planning Services	Sarah E. Keifer, AICP - Director

Sussex County

County Administrator	Todd F. Lawson
Planning and Zoning Office	Janelle Cornwell, AICP - Director

State of Delaware

Governor	John C. Carney Jr.
Senate	F. Gary Simpson, Senator 18th District
House of Representatives	Harvey R. Kenton, Representative 36th District
Office of State Planning Coordination	Constance Holland, AICP

INSTITUTE FOR PUBLIC ADMINISTRATION

This plan was prepared by the City of Milford Planning and Zoning Commission with assistance from the Institute for Public Administration (IPA), a unit within the School of Public Policy & Administration at the University of Delaware. IPA links the research and resources of the University of Delaware with the management and information needs of local, state, and regional governments in the Delaware Valley. IPA provides assistance and research projects as well as training programs and policy forums.

Comprehensive plans produced by IPA are a true team effort. Troy Mix managed the IPA Planning Services group. William DeCoursey served as project manager for the Milford Comprehensive Plan. IPA Senior Planner, Linda Raab, was instrumental in assisting with training and visioning. Mapping and geo-spatial analysis was performed by Nicole Minni. Mr. Robert Pierce, the City's Planner, actively participated in the process and writing and contributed significantly. Mr. Martin Wollaston, IPA's retired Planning Services Group Manager, was instrumental in initiating the process and developing the scope of work.

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CHAPTER 1. Background

1-1. Authority to Plan

The City has vested the authority to plan with the Planning Commission, the City Planner and the City Manager, through its Charter. The Charter dictates there shall be a City Planning Commission consisting of nine (9) members appointed by the City Council. The Commission's responsibilities include the formulation of, and recommendation to, the City Manager a comprehensive plan and any amendments or updates. After receipt of the recommendations of the Planning Commission, City Planner and City Manager, the Council will hold a public hearing on the proposed plan and recommend it be approved with or without amendment. Once the plan is recommended by the Planning Commission and City Council and certified by the Office of State Planning Coordination, the Commission may also review and make recommendations regarding proposed Council action dealing with the implementation of the Comprehensive Plan.

Title 22, Chapter 7 of the Delaware Code provides that the City will review the Comprehensive Plan (a document of text, maps and other graphics) at least every five years and update the Plan at least every ten years. Under Title 29, Chapter 91 the proposed plan will also be submitted to the Office of State Planning Coordination for the Preliminary Land Use Service (PLUS) review process. The adopted Plan may be certified by the Governor, and will serve as a guide for future growth, development, and redevelopment within and around Milford.

1-2. Planning Process

The City has developed this Comprehensive Plan in recognition of the goals and objectives set forth in the comprehensive planning checklist for municipalities over 2,000 residents and Title 22.

1-2a. Reason for Plan Update

Since the adoption of its first comprehensive land use and development plan in 1990, Milford has actively planned for and sought economic growth, development, and vitality. The original plan was updated in 1995 and 2003. In 2008, Milford adopted an updated Comprehensive Plan.

Milford, and the surrounding areas, has seen significant growth and changes in that timeframe. The housing downturn in 2008 has given way to steady growth again. Milford has become an attractive destination for retiring boomers. Also, the city has seen major investments and expansion plans in some of its key industries and employment centers, most notably, healthcare. Milford has also applied for, and won, designation in the State's Downtown Development District (DDD) program and completed a comprehensive master plan for its Southeast Neighborhood.

Concurrently, the City worked to incorporate these developments into its planning process. The 2008 Plan was amended in July 2011 to reflect the results of the Southeast Master Plan effort. Another amendment in 2012 adjusted the City's Urban Growth Boundary to accommodate future utilities.

Three amendments were adopted in 2015. Two were largely housekeeping, to rectify the City's future land use map with its zoning ordinance. In July 2015, an amendment was adopted to the Southeast Master Plan allowing for medical and employment uses west of S.R. 1.

The City has chosen to update its Comprehensive Land Use and Development Plan at this time to incorporate its master planning activities, recent amendments, aspirations for its Downtown Development District, flood vulnerabilities and new demographic and utilities data into a unified, up-to-date, planning document.

1-2b. Comprehensive-Planning Approach

Milford understands that planning is a continuous process. The plan is based on the foundation that if a community knows where it wants to go, it possesses better prospects of getting there. From the outset, Milford has endeavored to cast as wide a net as possible and to gain a fuller understanding of its citizens' concerns, business community's interests, and the regional context, in which, the Milford Plan will function.

The comprehensive-planning process involves establishing goals for the future of a municipal government, analyzing current and projected conditions, and laying out steps that can be taken to help a municipality reach its goals. Considerable time was invested in updating information and data to summarize existing and projected conditions Milford faces, and will likely face in terms of demographic, infrastructure, environmental, economic, and land-use conditions.

Enhancing community resiliency in Milford was a common theme throughout the planning process. Resiliency is enhanced when the community can identify and reduce its vulnerabilities to external forces and factors, such as natural hazards and macroeconomic trends. Should unforeseen and undesirable events transpire, a resilient community "weathers the storm" and bounces back quickly because it has systems and programs in place that provide a buffer against negative consequences. Enhancing community resiliency also involves seizing opportunities when they present themselves, particularly when they involve avoiding long-term risk and creating a more diverse, balanced approach to development that benefits all members of the community.

As part of the effort to project future conditions in Milford and better plan for resilient community development that reduces vulnerabilities to current and future hazards, the city analyzed the impact of increased flooding from heavy precipitation events and sea level rise, as well as higher temperatures due to climate change. Data used in the City's climate impact assessment comes from a variety of sources. Data for flooding comes from the Federal Emergency Management Agency (FEMA)-designated Flood Insurance Rate Maps. Data for sea level rise is derived from the three rise scenarios of 0.5 meters, 1.0 meters, and 1.5 meters that were developed by the Delaware Department of Natural Resources and Environmental Control (DNREC). For more information on the methods used to generate these scenarios, please visit http://maps.dnrec.delaware.gov/dcmpslr/InundationDisclaimer_Methods.pdf. Temperature projections for Milford are gathered from the State's climate portal and were produced during the Delaware Climate Change Impact Assessment. For more information on the temperature data, please visit http://climate.udel.edu/declimateprojections/portal/ and select "Milford" from the drop-down menu.

It is critical to point out that there is strong evidence that the FEMA-designated flood zones underestimate flood risk (Brody, Blessing, Sebastian, & Bedient, 2014; Galloway et al., 2006; Highfield, Norman, & Brody, 2013). These FEMA zones are based on historic flood data and topography. They are not forward looking, nor do they consider the impact of recent development on local hydrologic processes and flows. The underestimation of risk is therefore due to intervening changes in impervious surfaces coverage, changes to local topographies through development, and the impact of future sea level rise.

The City began by utilizing the Pre-PLUS review process. The Preliminary Land Use Service (PLUS Process) is a program run by the Office of State Planning Coordination (OSPC). It is a preliminary review, typically of major subdivisions and developments and comprehensive plans. The intent being to advise developers, builders, and municipalities of potential issues very early in the process. Pre-PLUS is a relatively new service OSPC has added. Municipalities may submit their existing comprehensive plans, just prior to the update process to effectively receive input and guidance from all relevant state agencies and PLUS partners before beginning to draft the plan. In September 2016, Milford arranged for a "Planning 101" training session for its planning commission members as a refresher course. The City also produced and undertook an extensive public polling/community survey in the late summer and early fall of 2016. It was offered in English, Spanish, and Creole and received a robust 263 returns. The City also initiated early outreach to many of its major employers, civic groups, and law enforcement partners. Each was invited to speak at one of the first visioning sessions for this update.

1-3. Public Participation

A number of Planning and Zoning Commission meetings have been held throughout the City plan update process. After initially experimenting with discussing comprehensive plan update business within the normal order of the commission's meetings, a determination was made to expand the regularly scheduled planning and zoning meetings to ensure there was adequate time to discuss the comprehensive plan.

Throughout the process, the City utilized a number of outreach tools, including email, the city's website, local media, and social media, in addition to legally required notifications and postings.

Town officials and staff began the update process in May of 2016. Commissioners reviewed goals and objectives in May and June 2016 during the City's normal, public planning commission meetings. The Institute for Public Administration at the University of Delaware (IPA) joined the effort in July 2016.

In July 2016, the City distributed a citizen survey in English, Spanish, and Creole. Over 260 responses were received, tabulated, and presented to the planning commission. A copy of the citizen survey results can be found at http://cityofmilford.com/DocumentCenter/View/2436.

Beginning in September 2016, the commission decided to begin holding duly advertised, open to the public, comprehensive plan meetings at 5:30 p.m., just before the City's regularly scheduled planning commission meetings the third Tuesday of each month. The September meeting was a "Planning 101" presentation given by IPA.

A public engagement and visioning meeting was held in October 2016, with follow up in November 2016. Key business, civic, and government leaders were invited to, and did, speak. Public involvement was significant, with well over 50 residents attending the October meeting. The City's citizen survey was conducted from August through the end of September 2016. Planning meetings continued to be held monthly during December 2016 and into the new year in January and February 2017 as the commission worked its way through chapters of the update.

December 2016 public mapping workshop **-** Prolonged periods of high temperatures impact certain residents more than others. Research shows that the elderly, non-native English speakers, and families of lower economic means are at higher risk of heat-related health impacts such as heat stroke,

exhaustion, asthma, and other temperature-related complications. To ensure that Milford's most heat-vulnerable residents are provided adequate care and attention during heat waves, it is helpful to identify where, geographically, these residents live so that health services can be efficiently delivered and highly effective (see Section 4-2). This geographic information was collected at a public mapping workshop held at the Milford Public Library on December 14th, 2016.

The City was proactive in recruiting participants to attend the workshop, reaching out to civic leaders in the Haitian and Latino communities and asking them to help spread the word. Fliers were posted and the event and advertised on the City's Facebook page. Residents who attend watched a brief presentation on heat impacts and were then asked to help identify the locations in town where there are concentrations of low-income residents, non-native English speakers, and elderly residents. The attendees did this by placing colored sticker dots on large printed maps in locations corresponding to greater concentration of each demographic group (Figure 1 below). These resident-generated maps were then digitized and combined to create a single heat vulnerability map for Milford that is useful for planning the extension of public health services during periods of high temperature.



Figure 1 - Attendees at the December 14th, 2016 mapping workshop

March 2017 was the first detailed discussion of future land use. Between February and March, City staff conducted extensive outreach to landowners and stakeholders. All were encouraged to attend the March meeting or to submit any requests in writing and summaries of all discussions were presented to the commission during the March 2017 meeting. A number of local businesses took the opportunity to attend and share their visions at the March meeting. City staff also held meetings with the planning departments of Kent and Sussex Counties and requested, and received, written confirmation and suggested minor revisions from each.

On April 18 2017, the Planning Commission signed off on a plan draft to release for public scrutiny and the City held two public workshops (one afternoon, one early evening) on May 3, 2017, at the Milford Library. The commission considered the feedback received from the workshops, as well as input from a local developer during the May 16, 2017 comprehensive plan meeting/public hearing and approved a motion to submit the draft, with noted edits, for review by City Council and council's endorsement to submit the draft for PLUS review. Milford City Council held a public hearing on the plan draft June 26, 2017, passed a motion making a minor revision to the draft, and released the draft for state review.

The comprehensive plan PLUS meeting was held July 26, 2017. Written comments from the state agencies were sent to Milford late the following month. The Milford Planning Commission reviewed and deliberated on the agencies' comments at the Sept. 20, 2017 planning meeting and…

Planning and Zoning recommends for adoption by Council

Council Adoption

1-4. Overall Community Vision and Goals

Milford's Vision - Milford takes great pride in the beauty of its riverfront and its rich historic and cultural heritage, which dates back to the 18th Century. The City wishes to build upon these enduring and desirable attributes while enhancing community resiliency and see Milford grow into the "Riverfront Gateway to Southern Delaware."

With a commitment to thoughtful economic development, appropriate growth that is resilient to environmental change, and preservation and protection of its most cherished assets, the City envisions itself as a year-round, vibrant, employment and economic center that stays true to its small town roots and feel…. A small-town city where residents are able to live, work, go to school, and recreate.

Position on Housing and Population Growth – The City of Milford is prepared and poised for growth. The City has an ample housing pipeline, several developments coming online, recent infrastructure improvements, and construction of a regional health campus. The City seeks this growth in population and housing, as it works to fulfill its vision of becoming the "Riverfront Gateway to Southern Delaware."

Community Character

Goal - Encourage compatible, resilient, connected development, redevelopment, and growth within Milford's municipal boundary

Objective - Maintain a dialogue with the City's major employers and industries in order to anticipate and maximize potential investment in the City of Milford.
Objective - Ensure connections for all modes between commercial and residential uses, existing and proposed residential uses, and the southeast area and greater Milford.

Objective – Consider pursuing Certified Local Government (CLG) status to potentially access technical and financial assistance through the national CLG Program, administered by SHPO.

Objective – Consider an updated survey of municipal lands within Sussex County that may be eligible for the National Registry of Historic Places.

Objective – Review and update the City's sign ordinance.

Objective - Investigate the development of architectural design standards for new projects, specifically those within the City's designated historic districts.

Objective – Review and update site plan design requirements.

Goal - Prioritize growth on the significant developable and vacant areas within the existing municipal boundaries.

Objective - Encourage infill and redevelopment of vacant, under-utilized, or in-need of repair properties, particularly within the Downtown Development District.

Goal - Entertain annexation or growth opportunities within the municipality's established Urban Growth Boundary (UGB), provided cost-effective services can be provided.

Objective - Systematically consider and evaluate annexation requests from within the existing Urban Growth Boundary, accounting for projected revenues from annexation, the cost of service provision, capacity and capability of municipal service providers, and preservation of adequate utility capacity for growth expected or desired already within the City of Milford.

Government, Community Services, and Infrastructure

Goal – Ensure the safety and security of Milford's residents with first-class police, EMS, and fire protection services and provide adequate public utilities to provide for planned and desired growth in a managed, cost-effective manner.

Objective – Consult police, fire, and EMS personnel when considering significant development and redevelopment proposals, particularly in regards to response time and access.

Objective – Plan for and provide adequate utilities and services to accommodate occurring and planned for growth in Milford.

Objective – Consider additional electricity demand from increased air conditioning usage into electric infrastructure planning processes to ensure that power supply and system reliability are maintained during periods of sustained high temperature.

Objective – Encourage the appropriate use of low-impact development and resilient stormwater management practices contained in the Delaware Green Infrastructure Primer.
Objective – Review mutual aid agreements with surrounding jurisdictions and confirm the adequacy of Advanced Life Support (ALS) services for Milford residents. The City may wish to pursue offering these services.

Objective – Work with natural gas provider to service residential, commercial and industrial customers within City limits.

Objective – Incorporate language in the code related to commercial recycling and making recommendations on commercial site plans for space for recycling dumpsters and other facilities.

Objective – Engage with DNREC's Allocation Division to ensure all wells in service appear on a revised allocation permit for the City and that the City is able to document sufficient supply for present needs.

Objective – Engage with DNREC's Allocation Division to proactively coordinate anticipated future water allocation demands and needs and ensure that any new wells or infrastructure upgrades are coordinated with DNREC's approval process.

Housing

Goal – Encourage a balanced range of housing types and home-ownership opportunities for existing and future residents.

Objective –Engage DSHA in the City's planned Northeast Area Master Plan, particularly in regards to Census Tract 425, which DSHA characterizes as having an oversupply of subsidized rentals.

Goal – Promote opportunities for the creation of new clean, safe, and affordable housing, as well as ensure the continued quality of the existing stock of affordable units.

Objective - Market the low-income home weatherization assistance program that is designed to improve energy efficiency for low-income households.

Goal – Encourage the construction and maintenance of housing that is resilient to current and future hazards such as flooding and heat waves.

Objective – Update the City's floodplain ordinance and consider adopting a freeboard requirement.

Objective - Consider upgrading the City's building code standard from International Building Code 2006 to the most recent 2015 version that recommends stronger energy efficiency measures.

Transportation

Goal – Enable the safe and efficient mobility of residents utilizing all modes of travel, be they pedestrians, cyclists, drivers, or transit riders, via a safe and interconnected transportation system.

Objective – Work to address deficiencies and maintenance issues in the City's bicycle and pedestrian network by cataloging identified issues, engaging with DelDOT, and programming any available transportation funding.

Objective – Incorporate key recommendations from the City's Bicycle and Pedestrian Master Plan into its subdivision and street design standards.

Objective – Study and/or address parking deficiencies in the central business district.

Objective – Ensure connections for all modes between commercial and residential uses, existing and proposed residential uses, and the southeast area and greater Milford when considering development or redevelopment applications.

Objective – Continue to make use of the Riverwalk as a first-class recreational opportunity, as well as the connected pedestrian spine of the community.

Objective – Coordinate with DelDOT/DART regarding future transit needs and opportunities.

Objective – Preserve traffic capacity and prevent undue future congestion on the City's highways and arterials by planning for future growth and development with connected local streets and bicycle/pedestrian networks.

Objective – Coordinate with DelDOT and local businesses to address noted concerns of congestion, truck traffic, and difficult pedestrian crossings.

Objective - Collaborate with DelDOT to conduct a climate change vulnerability analysis to identify at-risk transportation assets and strategies for mitigating those risks.

Objective – Install electric vehicle charging stations in the central business district with designated parking spaces.

Goal - Pursue, in coordination with DelDOT, the creation of a Transportation Improvement District for areas subject to the updated Southeast Master Plan

Objective – Enter into a written agreement or MOU with DelDOT regarding a TID for the Southeast area, and develop an agreed-upon schedule of implementation steps.

Objective – Collaborate with DelDOT to investigate an east-west transportation solution between Route 113 and the new Bayhealth Health Campus.

Economic Development and Redevelopment

Goal – Pursue land-use, growth, and preservation strategies that will ensure that farms, agricultural properties, and agri-businesses remain an economically viable anchor to the Milford economy.

Objective - Promote preservation of agricultural and environmental resources beyond the city limits of Milford.

Objective - Systematically consider and evaluate annexation requests from within the existing Urban Growth Boundary, accounting for projected revenues from annexation, the cost of service provision, capacity and capability of municipal service providers, and preservation of adequate utility capacity for growth expected or desired already within the City of Milford.

Goal – Ensure the City's future land uses and zoning accommodate and allow for a variety of commercial and employment activities.

Objective - Encourage infill and redevelopment of vacant, under-utilized, or in-need of repair properties, particularly within the Downtown Development District.

Objective – Consider the development of a vacant building ordinance to address blighted and abandoned properties, possibly including a vacant building registration program.

Goal – Implement the policies and recommendations within the Southeast Master Plan and the Downtown Development District, both key tools for future development and redevelopment.

Objective – Incorporate and adopt the Southeast Master Plan as part of the Comprehensive Plan

Objective – Amend the municipality's zoning and subdivision ordinance, and any other relevant procedures, to reflect the updated master plan.

Goal – Broaden Milford's economic activity beyond Monday to Friday, nine to five by encouraging businesses, activities, and festivals that will help develop Milford's identity as a great place to have fun, as well as work and live.

Objective – Encourage and promote nightlife and cultural destinations in the Town Center

Objective – Consider the City's desire for cultural and evening destinations when deliberating conditional use applications.

Objective – Consider relaxing parking requirements, or permitting shared parking arrangements, for adjoining uses, or areas, where peak demands would be expected to occur at different points in the day/evening.

Goal – Enhance the City's economic resiliency by reducing the risk of flood damage and promoting the long-term cost savings of energy efficiency and renewable energy upgrades.

Objective – Support energy efficiency and renewable energy upgrades in new and existing developments by taking advantage of state-sponsored financial incentives.

Objective – Promote electrical vehicle charging in the central business district.

Natural Resources

Goal – Coordinate with relevant agencies and committees to improve water quality in the Mispillion and its tributaries.

Objective – Consider refining the City's buffering regulations to distinguish between built-up areas where the existing ten-foot buffer is the default, and more open areas where a more effectively sized buffer may be feasible.

Objective – Continue to pursue and support living shoreline installations along hardened sections of the Mispillion River.

Objective – Review parking and loading standards to ensure new site plans have adequate parking while limiting the amount of impervious coverage.

Objective – Consider relaxing parking requirements, or permitting shared parking arrangements, for adjoining uses, or areas, where peek demands would be expected to occur at different points in the day/evening.

Objective – Review and update the City's impervious coverage standards to ensure environmentally friendly site design.

Objective – Enhance the urban tree canopy by planting new trees in sparsely planted areas, for instance near parking lots and other impervious coverage areas near the downtown core.

Objective – Continue to avoid development in ecologically sensitive and flood-prone areas.

Objective - Participate in the Mispillion River Tributary Action Team to assist in the development of pollution control strategies for the river.

Objective - Promote the elimination of individual septic systems, where feasible near and adjacent to the Mispillion River.

Goal – Pursue agricultural preservation of high-value agricultural parcels, consistent with the master plan.

Objective – Incorporate and adopt the Southeast Master Plan as part of the Comprehensive Plan

Objective – Develop and implement a TDR program in the Southeast neighborhood and expand the developed program into the anticipated Northeast Master Plan

Objective – Amend the municipality's zoning and subdivision ordinance, and any other relevant procedures, to reflect the updated master plan.

Goal – Limit the growth of harmful atmospheric emissions attributable to Milford

Objective – Support energy efficiency and renewable energy upgrades in new and existing developments by taking advantage of state-sponsored financial incentives.

Objective – Promote electrical vehicle charging in the central business district.

Objective - Reduce future congestion, distance commuting, and emissions by developing as a year-round, live where you work community.

Goal – Protect the City's social and economic assets by enhancing environmental resiliency.
Objective – Form a Climate Change Adaptation Committee that will review Milford's climate vulnerabilities, evaluate appropriate adaptation options, and make recommendations to the City.
Objective – Consider a partnership with the Delaware Coastal Program's (DCP) Resilient Community Partnership to potentially access staff support, technical assistance, and funding in the coming years.

Objective - Utilize new data and analytical techniques to begin planning for elevated water levels and increasing periods of heat.

Parks, Recreation, and Open Space

Goal – Continue to enhance, improve, and promote the Riverwalk as a cornerstone of the community and make practical use of it as a connection to established, and future, recreational open spaces and parks.

Objective – Promote recreational activities and events

Objective – Consider existing, smaller, vacant or preserved parcels for use as community gardens.

Goal – Encourage the inclusion of connected, accessible parks and open spaces in new development.

Objective - Incorporate recreational opportunities into redevelopment plans and programs.

Objective - Actively support a regional blueway canoe and kayak trail from Abbott's Mill Nature Center through Haven Lake and Silver Lake to Goat Island. Extend to all of Mispillion to the new nature center at Slaughter Beach.

Objective – Establish a unified open space and greenways network that connects with City parks, areas adjacent to the Riverwalk and bicycle and pedestrian ways.

Goal - Encourage the preservation of areas along all streams, lakes and ponds as recreational uses.

Objective - Preserve and enhance buffer areas around water bodies to mitigate environmental and visual impact from adjacent uses and activities.

Objective – Develop and implement a TDR program in the Southeast neighborhood and expand the developed program into the anticipated Northeast Master Plan

Objective – Consider refining the City's buffering regulations to distinguish between built-up areas where the existing ten-foot buffer is the default, and more open areas where a more effectively sized buffer may be feasible.

Objective – Engage with DDA's Forestry Section to explore urban forestry programs

Land Use and Growth Management

Goal - Encourage compatible, resilient, connected development, redevelopment, and growth within Milford's municipal boundary and entertain annexation or growth opportunities within the municipality's established Urban Growth Boundary, provided cost-effective services can be provided.

Objective – create a variety of suitable zoning categories and targeted land use areas within the City to accommodate the assortment of business sectors.

Objective – update the zoning ordinance to reflect the objectives of the City's comprehensive plan.

Objective – refer to the Comprehensive Plan for rezoning and annexation agreements.

Objective – use the State Strategy mapping to guide growth.

Objective – Ensure that the design of new developments complement and enhance the City's unique character by developing and implementing architectural review standards for major residential and commercial developments.

Objective - Encourage infill and redevelopment of vacant, under-utilized, or in-need of repair properties, particularly within the Downtown Development District.

Objective - Prioritize growth on the significant developable and vacant areas within the existing municipal boundaries.

Objective – Establish a process to review Comprehensive Plan amendment requests once a year, which may be needed in order to harmonize proposed development plans with the Comprehensive Plan.

Objective - Prioritize growth on the significant developable and vacant areas within the existing municipal boundaries.

Objective - Systematically consider and evaluate annexation requests from within the existing Urban Growth Boundary, accounting for projected revenues from annexation, the cost of service provision, capacity and capability of municipal service providers, and preservation of adequate utility capacity for growth expected or desired already within the City of Milford.

Objective – Review and update Chapter 230 zoning, specifically the use and area regulations, to ensure the code is modern.

Objective – Review and update Chapter 200 subdivision in an effort to update project review and approval procedures, inclusion of a sunset provision, and the allowance for administrative review of minor applications.

Goal – Conduct a Master Plan for the City's Northeast Neighborhood

Objective – Work with OSPC to develop a Memorandum of Agreement and identify key stakeholders and state agency partners for master planning.

Objective - Undertake a master plan exercise, similar to that conducted for the City's southeastern area, for its northeastern neighborhood. Adopt the master plan's findings and results as an addendum to this document and fully incorporate it during the next comprehensive rewrite of Milford's Comprehensive Plan.

CHAPTER 2. Community Character

A community's character is what makes it a unique place. Milford is blessed with a rich historic and cultural heritage, and a riverfront location that contribute greatly to its identity and character. The City is committed to protecting and enhancing those qualities that have made it the desirable, identifiable community it is today. This chapter details some of the elements that define Milford's character and recommends approaches designed to protect and enhance those elements, while allowing for the growth and vitality Milford seeks to build upon and add to its relevance and identity in the coming decades.

2-1 Location

Figure 2 depicts Milford's regional location and the *Aerial View* map provides an aerial view of the city and surrounding area. Milford is located on the Mispillion River, within Kent and Sussex Counties. The historic center of Milford adjoins the river between U.S. Rt. 113 on its west and Delaware Business Route 1 to the east. The City is located in the Milford Hundred in Kent County and the Cedar Creek Hundred in Sussex.

It is also quite central to major regional cities, situated 95 miles from Philadelphia, Pennsylvania, 85 miles from Baltimore Maryland, and 100 miles to the national capitol, Washington, D.C. Milford is within 20 miles of the Kent and Sussex County seats, Dover and Georgetown, respectively.

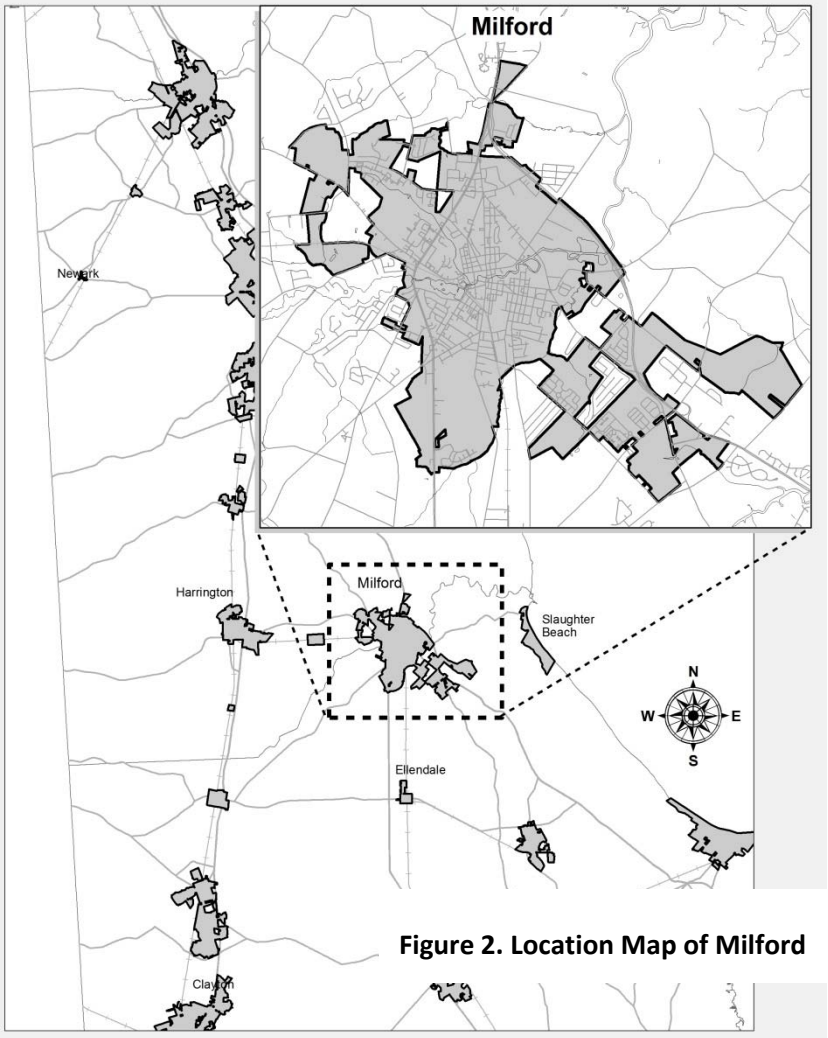


Figure 2. Location Map of Milford

2-2 History, Historic & Cultural Resources

While the Milford Hundred in eastern Kent County and the Cedar Creek Hundred in northeastern Sussex County were settled in colonial times as farming districts, the site of Milford was selected as a small, riverside manufacturing and shipping community organized by the Reverend Sydenham Thorne and Joseph Oliver in 1787. Oliver subdivided his farm into town lots and Thorne erected wharves and a sawmill. The

town grew rapidly on the north bank of the river and spread north and east, from the mill site that was located at Mill Street on the River. This mill was followed by a number of additional mills in the same area. The industries that first prospered in Milford, either supplied goods needed by the local farming community or processed products of the farms and forests. In 1807, the town on the north bank of the Mispillion was incorporated and a Board of Commissioners was established.

When Milford was first laid out in 1787, William Johnson took up a lot on the northwest corner of Walnut and Park Avenue and built a home and conducted a day school. The Methodist Church also received land at the same time and conducted a school, as did the Quaker Meeting. The most famous of Milford schools was the Milford Academy (later North Milford High School) that was in operation as early as 1803. Sometime after 1810, the Academy moved to a one-story brick building on the corner of NW Second Street and North Street. It was enlarged sometime around 1818 to two stories. This was a private school until 1846, when it was purchased for a public school. Other private schools in town were the Classical Academy, as well as a number of small schools conducted in people's homes.

With a good supply of different varieties of wood in the area, shipbuilding became an important industry in the 1820's and it expanded to its height between 1850 and 1890, when over 150 ships of 100 to 600 gross tons were built. Most of these were two masted wooden schooners. However, with the advent of the steel hull, the steamboat and the railroad, shipbuilding in Milford declined until the last yard, the Vinyard Shipyard, remained during the first half of the 20th century. During World War I, this yard built three submarine chasers and four Navy tugboats. During World War II, the shipyard launched 14 submarine chasers and 12 Navy leave boats.

Fortunately, other enterprises formed a diversified economy in Milford. In 1815, P.F. Causey and his family moved to Milford, and he and his son managed a variety of mercantile businesses and industries. The Causey's engaged in the mining of bog ore, operated two saw mills, a tannery and two flour mills. They made good use of the Mispillion River by shipping products to Philadelphia and New York. Eventually, the junior partner Peter F. Causey became sole owner of the business and in 1854 was elected Governor of Delaware.

The middle of the 19th century also saw Milford's economy participate in the industrial revolution. The City's industries included machine shops to support the surrounding agricultural businesses with the repair of steam engines, fruit evaporators and corn shellers.

In 1856 the town's population was 2000, according to one of Milford's newspapers, The Gleaner. The town had 25 stores, 2 hotels, and 12 schooners and sloops running to Philadelphia. Export items shipped to the major east coast ports included grains and other farm products, wood products and holly. As the economy grew, so did the need for financial services and in 1876, the First National Bank was established. At this time period, the First National Bank and most of Milford's businesses were headquartered in Kent County.

Milford continued to thrive into the 20th century. In 1887, the town re-incorporated to include the developed areas to the south, in Sussex County, and with the new charter, the City gave women the right to vote. Also in 1887, the first electric light plant built south of Wilmington was started as a private enterprise in Milford. Until the 1920's, electricity was provided only during nighttime hours. The construction of Delaware's first highways in the early 1900's assured continued transportation options for produce and manufactured goods from Milford. In 1925, the fire company raised funds to support a community building. Throughout the 1930's Milford's conservative business habits assisted in insulating

the local economy from the more serious impacts of the Great Depression. In 1936, a new sewage treatment plant began operations that began the slow recovery of the polluted Mispillion River.

The Milford Public Library was founded in 1882 with the organization of the Milford Library Association. The Grange Hall acted as Milford's first library with one room dedicated to the cause, and a librarian was hired who earned a salary of $30 per year. As the library grew in size, a children's library was added around 1912 making children's books and storytelling available.

2-2a Historic Structures and Districts

Most prominent of the historic structures preserved in Milford is the Parson Thorne Mansion located on NW Front Street. Surrounded by a spacious lawn and ancient linden trees, the building's beginnings date back to the early 1730's. During the subsequent 200 years, varied owners of the home added their own architectural imprints with additions in the Georgian and Victorian styles.



Parson Thorne Mansion

Three other notable historic homes include the Banking House (two brick buildings built in 1787 and 1811) and The Towers, a "Steamboat Gothic" inn, originally built in 1793, on NW Front Street and Causey Mansion, a Greek Revival-style home.

Three separate historic districts are found in the City of Milford. The *North Milford Historic District* is located north of the Mispillion River in Kent County. South of the Mispillion River in Sussex County are the *Shipyard* and the *Victorian Historic Districts*. These Districts are shown on the *Historic Resources* map.



The Banking House

The *North Milford Historic District* encompasses the area of Milford's earliest beginnings as a small riverside community. Its significance is defined by its development as an economic center, bringing craftsmen, farmers, carpenters and coopers to the area. These craftsmen relied on the local resources and also the river for transporting goods and materials. The District contains approximately 25 acres, extending from an easterly boundary of N Walnut Street, a westerly boundary near Truitt Avenue and a northerly boundary as far as NW Third Street. NW Front Street runs through the District and contains early nineteenth century structures. Federal, Greek and Gothic Revival structures are other examples of architecture represented in this District.

The *Shipyard Historic District* is the smallest district, containing only 4 acres. It is found along the Mispillion River in Sussex County and is bounded on the east by Franklin Street, extends across Columbia Street to McColley Street south of Mispillion Street. While small in size, this District contains Milford's only surviving shipyard and examples of worker's housing. Shipyards were established in Milford in the late eighteenth century. The river economy was of great importance to the area and to the movement of goods and materials, and eventually passenger traffic. Milford became second to Wilmington in the size and number of shipyards in the State of Delaware by 1859.



Vinyard Shipyard

The *Victorian Historic District* represents a building period during the prosperous decades of Milford's history when the south side of the River became integrated into Milford's society. It is also considered the last stage of Milford's early development as a community, with building in this area beginning after 1870. It consists of approximately 24 acres, starting at the southern bank of the Mispillion River and following a stretch of S Walnut Street to the railroad tracks and a part of S Washington Street. This District also extends along a portion of Causey Avenue. This District contains examples of the variety of decorative and ornamental elements used, as well as a breakaway from the traditional domestic floor plans.



The Towers

2-3 Historic and Cultural Resources Plan

Milford has a rich history that contributes to its community character and the quality of life within the City. Preservation of the physical artifacts that relate to this history, as well as protection of the environment of the Mispillion River, the heart of so much of that history, will maintain and enhance the appearance and ambience of the City and will continuously remind its citizens of their community's past.

Milford is fortunate to have the Milford Historical Society and the Milford Commission of Landmarks and Museum, two community-based organizations dedicated to history and its preservation. In addition, Milford has three designated Historic Districts, which include residential and historic industrial properties in both Kent and Sussex County. The City will continue to support these organizations through recognition and provision of City services to support their events and functions.

For historic properties that are vulnerable to current flooding and future inundation from sea level rise, the city should collaborate with the Milford Historical Society and the Milford Commission of Landmarks and Museum to mitigate risk to these assets. Supporting these groups to develop a historic preservation plan that places climate impacts at the center of the analysis, with adaptation strategies for the city's

historic assets, is recommended. The city could apply for funding assistance for plan development through the state's Surface Water Matching Planning Grant. Possible adaptation options that might be included in a plan include flood proofing, elevating vulnerable structures, and the installation of green storm water management landscaping such as swales, rain gardens, water retention systems, and permeable paving. Special care must be taken to avoid compromising the integrity of historic structures during any adaptation project, including attention to setting, materials, and workmanship. Funding for implementing adaptation efforts may be sourced from the Delaware Historic Preservation Tax Credit program as a qualified rehabilitation expenditure. In a future flood incident where there is a state declaration of disaster, the city could look to fund implementation by applying to the Delaware Emergency Management Agency's (DEMA) Hazard Mitigation Grant Program.

Markers have been placed to indicate the Historic Districts through a partnership with private interest groups. Promotion of the City's historic and cultural resources is one key to the success of Milford's integration of the Mispillion Riverwalk master plan and economic redevelopment of the Central Business District.

The City of Milford through Downtown Milford, Inc. was designated as a "Main Street" municipality which would further enhance the Downtown area and the three adjoining Historical Districts. Under this Update, the municipal departments and commissions will continue to work with private groups to recognize properties which are of significance to the Nation, to the State of Delaware or to the community. If requested to assist private preservation efforts, the City will support property owners' requests for federal funding for historic preservation.

Most recently, the City undertook an ambitious effort to gain designation as a Downtown Development District (DDD) through a competitive process administered by the State of Delaware, and was successful. The City's outlined district centers on Milford's historic central business district and the Mispillion River, and Riverwalk. Portions of each identified historic district fall within the DDD.

While the area does contain individual cultural and historic resources, the City has taken a broader view. It sees the entirety of its historic central business district and riverfront as an invaluable resource. A resource that has, because of the general economic patterns seen by nearly all communities over the past 50 years, experienced a lack of investment and maintenance.

Beginning in 2015, the City developed a comprehensive "Rivertown Rebirth" Plan. The Downtown Development District and the rebirth plan are discussed in detail in the economic development chapter of this document. However, each has a special bearing on the city's historic and cultural assets. Overall, the plans call for the revitalization of the district through the promotion of homeownership and neighborhood revitalization. Special attention is given to the adaptive re-use of vacant or underutilized properties, façade and streetscape programs, and the re-integration of the historic shipyard into the fabric of the community. Other initiatives to improve public space, encourage dining and retail, and improve the pedestrian experience are all intended not to simply preserve the city's historic core, but to re-energize and re-connect it to greater Milford.

The city has created a package of locally provided incentives, in addition to those offered by the state, to encourage the desired re-investment. These include utility fee impact waivers, property and realty tax abatements and rebates, and a simplified approval process for desired projects within the zone.

2-4 Community Design

Dating back to the previous 2008 plan document, Milford has taken the approach of identifying and planning for community character and design at the neighborhood level. The identified neighborhoods and boundaries are not regulatory divisions or set in stone. Their creation was solely for their utility as a planning tool.

Generally speaking, the City considers five areas on the neighborhood scale: Town Center, Southwest, Northeast, Northwest and Southeast.

The **Town Center** is comprised of roughly 75 square city blocks anchored upon the Riverwalk and Mispillion River. It links the water experience and the urban environment, and features an old-downtown feel with wide pedestrian pathways, accessible, walkable retail shopping, historic buildings, parks, schools, and employment.

Opportunities and Challenges

City representatives were supportive of the varied and intermixed land uses in the Town Center Neighborhood and didn't envision significant changes. It was this mix of uses, abundance of destinations, presence of sidewalks, and storefront retail that lead them to describe it as the City's classically walkable area.

With good bones, city representatives saw a lot to be optimistic about. However, some significant challenges were noted. The area hosts the vast majority of the City's older homes and some are not aging well and are in need of maintenance. Some noted that parking may sometimes be an issue. Semi-frequent flooding from the river was also a significant concern.

One thing, both an opportunity and a challenge, that City representatives made very clear, was that the area suffers from a lack of foot traffic and is in need of more anchor activities or businesses that would create a vibrant and active destination.

Volunteers noted several possible amenities, such as a small children's park. All felt that the Rivertown Rebirth plan and the Downtown Development District program would be key to the area's revitalization.

The **Southwest Neighborhood** is anchored by Route 113 as the spine and commercial area of this largely developing area slated for significant residential and some commercial growth. The former Milford Middle School and its associated open spaces and recreational offerings is central to this neighborhood.

Opportunities and Challenges

The future character of this neighborhood is not yet set. Nearly 2,000 residential units are slated to be built in the southern portion of this neighborhood; however, the closing of the middle school and the eventual relocation of the hospital has left the area with less of an identity.

Volunteers noted the area would be an excellent candidate as another master-planned area. The historic high school was seen as a potential asset, but also a possible hurdle, as redevelopment of older structures of its type can be difficult and buildings of its size are not easily repurposed.

City representatives tended to favor mixed use development and redevelopment that could co-exist with existing or future light industrial. Professional/office and residential, and multi-family residential were favored, as well as a strong desire to preserve open space and recreational opportunities. City representatives were also mindful of the potential, even likely, need for a new school, given the residential activity planned nearby.

The area often hosts walk-a-thons and the middle school facilities are enjoyed by the community. Some suggested a walking trail around the old middle school, or a marked, one-mile exercise/activity trail.

The **Northwest Neighborhood** is characterized as primarily an employment and commercial area with interwoven pockets of residential. Major employers include GROWMARK FS, Southern States, the Greater Milford Business Park, the veteran's home, a Boys and Girls Club, and the commercial shopping complex, anchored by Wal-Mart. Significant vacant and yet developed lands border this area.

Opportunities and Challenges

The industrial park was seen as a key opportunity for the Northwest Neighborhood. City volunteers wondered if tenants could be found, or incentives offered, to encourage occupants to also offer retail services in the Town Center.

The western edge of the neighborhood is residential and it was felt that protecting the character of these areas, as well as screening these from any more vigorous uses elsewhere in the neighborhood would be important. Though no parcel-specific changes in land-use were suggested, participants noted that some of the more central residentially planned areas were long-dormant and existed only on paper. This was viewed as an opportunity to reconsider or rebalance the land-use of the neighborhood.

Volunteers favored lower-impact, lower traffic commercial and professional services for the area. The existing proximity of retail and community services also make this an attractive area to consider affordable housing.

The **Northeast Neighborhood** is characterized as primarily an employment and commercial area with some areas of residential. Major employers include Perdue and Kent-Sussex Industries (KSI), along with several industrial-type uses along Rehoboth Boulevard and Route 14. The high school is also within this neighborhood. Significant vacant and yet developed lands border this area.

Proposed Northeast Master Plan

In 2013, a property owner east of Route 1 approached the City regarding annexation and a change in the future land use of several acres of undeveloped land from open space to commercial. As a result, the City prepared a Comprehensive Plan amendment to be reviewed by the Planning Commission, City Council, and the Office of State Planning Coordination through the PLUS process. In the end, State agencies recommended the development of a Master Plan for the Northeast area.

The City plans to work with the Office of State Planning Coordination (OSPC) to develop a Memorandum of Agreement (MOA) and identify key stakeholders and state agency partners. The development of a Master Plan will be done separate from this update and will be incorporated as an amendment to the adopted Comprehensive Plan.

Opportunities and Challenges

City volunteers indicated they felt the future of the Northeast Neighborhood was as an economic and industrial driver for the municipality and the region. Industrial and commercial was favored over future residential use and most felt new residential should be discouraged and existing homes shielded.

The likely expansion of the area's poultry industry was seen as a significant opportunity. The fact that the high-school is operating at capacity, can't expand, and may have to move was seen as a challenge, but also a significant opportunity to finish the neighborhood's transition to an employment center. A lack of pedestrian and bicycle connectivity to the central City was seen as a challenge, as was the volume of truck traffic. City representatives hoped this may be improved by the proposed overpass at NE Front St.

The possibility of conducting a master plan for this area is another significant opportunity. Such activities may align the visions and enable consensus from a range of important state and county agencies, potentially allowing for significant economic development.

The **Southeast Neighborhood** is the most recent addition and is comprised largely of areas along S.R. 1 that were annexed into Milford over the past fifteen years. The confluence of S.R. 1 and Business Route 1 center this large, developing neighborhood area. East of S.R. 1, the community envisions agricultural preservation and lower-impact residential development, while preserving some capacity for employment and some commercial. West of S.R. 1, closer to historic Milford, the City envisions significant development, including major healthcare services and employment centers, a range of residential densities, and highway commercial with some set asides for agricultural preservation.

Opportunities and Challenges

The Southeast Neighborhood has already been master-planned and the City has amended and adjusted the plan periodically in an attempt to see it realized. Clearly, the significant investments pledged by a major medical provider and the area's development as a regionally significant medical campus are key opportunities.

City representatives also saw the area as an important opportunity for agricultural preservation outside City limits and its ability to serve as a defined edge, or gateway, to the City.

The scale of the proposed economic activity was noted as a challenge. Presumably, the many employees who will one day work here would benefit from public transportation, which is not currently provided to the Eastern side of S.R. 1. Likewise, the Town Center neighborhood could certainly use the economic activity and foot traffic this area has the potential to produce. However, at present, the pedestrian and cycling connections to this area are marginal. The Southeast Master Plan is available for review on the City of Milford's website.

Since having broadly identified these neighborhood planning areas, the City has taken demonstrable steps towards fleshing out and implementing its vision. After an extensive visioning, outreach, analysis, and coordination effort, the City adopted and refined a Southeast Master plan for the aforementioned Southeast Neighborhood. Portions of which were in the process of being updated during this comprehensive plan update period. The final, updated master plan will be reflected in the future land use and economic development portions of this document and maps.

Also, the Downtown Development District designation broadly overlaps with the previously titled, "Town Center" neighborhood. It details, at length, the town-center neighborhood characteristics prevalent in the area. A mix of civic, residential, and commercial uses are interwoven with almost all uses directly addressing the street with porches or retail windows. The DDD applications also puts forth a number of development (amphitheater, mixed-use, apartments, and retail) projects favored for this neighborhood. Taken together, the Southeast Master Plan and the DDD Action Plan underline the City's strategies for future design.

2-5 Strategies for Future Design

Southeast Master Plan

The Southeast Master Plan lays out a detailed plan for residential, commercial, and employment clusters on both sides of S.R. 1 and provides for agricultural preservation. Its integration into this comprehensive plan and its associated future land uses (see Future Land-Use chapter) are likely to drive and shape the bulk of new development in the City of Milford in the coming years.

Downtown Development District

The Downtown Development District created by Milford is heavily focused on generating compatible reinvestment, homeownership, revitalization, and connectivity in the City's traditional/historic business district. Utilizing available local and state-offered incentives, the district plan aims to not only shape, but promote new uses, and adaptive re-uses within its boundaries compatible with a walkable downtown area.

Municipal Initiatives

The City has long held a commitment to cost-effective provision of public services for its citizens. Water, sewer and electric service are continuously maintained, and periodically expanded to meet the needs of a growing population. Long-range plans put forward by both Kent and Sussex Counties acknowledges and compliment Milford's role for the future. The City will continue to use a series of long-range facility management plans for expansion evaluation and implementation.

In addition to utility services, the City also plays a role in protecting the value of property and public safety. The City will continue to maintain its zoning map and will continue to work with Kent and Sussex Counties and the Office of State Planning Coordination to share Geographic Information Systems (GIS) data regarding annexations, zoning and tax parcels. The GIS data collected from the Census for this Plan Update will be utilized to review the City boundaries and update them in accordance with the City Charter.

The Zoning Ordinance will be updated to reflect the objectives, goals, and implementation strategies of the City's Comprehensive Plan. The current Zoning and Subdivision ordinances will first be reviewed for consistency with the Land Use Plan. Properties with zoning classifications that are not consistent with the Land Use Plan will be re-zoned. This process must be accomplished within 18 months of certification.

As re-zoning, conditional use and annexation agreements are being negotiated, the City will refer to this Plan Update to identify items which property owners and developers can provide to further the City's overall Community Development Plan.

The Annexation and Land Use Plan presented in the Update document will be used to assess the City's interest and ability to support annexation requests.

2-6 Community Character and Design Goals and Recommendations

Goal - Encourage compatible, resilient, connected development, redevelopment, and growth within Milford's municipal boundary

Objective - Maintain a dialogue with the City's major employers and industries in order to anticipate and maximize potential investment in the City of Milford.

Objective - Ensure connections for all modes between commercial and residential uses, existing and proposed residential uses, and the southeast area and greater Milford.

Objective – Consider pursuing Certified Local Government (CLG) status to potentially access technical and financial assistance through the national CLG Program, administered by SHPO.

Objective – Consider an updated survey of municipal lands within Sussex County that may be eligible for the National Registry of Historic Places.

Objective – Review and update the City's sign ordinance.

Objective - Investigate the development of architectural design standards for new projects, specifically those within the City's designated historic districts.

Objective – Review and update site plan design requirements.

Goal - Prioritize growth on the significant developable and vacant areas within the existing municipal boundaries.

Objective - Encourage infill and redevelopment of vacant, under-utilized, or in-need of repair properties, particularly within the Downtown Development District.

Goal - Entertain annexation or growth opportunities within the municipality's established Urban Growth Boundary (UGB), provided cost-effective services can be provided.

Objective - Systematically consider and evaluate annexation requests from within the existing Urban Growth Boundary, accounting for projected revenues from annexation, the cost of service provision, capacity and capability of municipal service providers, and preservation of adequate utility capacity for growth expected or desired already within the City of Milford.

CHAPTER 3. Community Profile

3-1. Population Trends

Though an economic downturn in 2008 dampened growth statewide, Milford seemingly emerged from it quicker than most and has seen continued interest in growth and development of all types. The city continues to be an attractive, year-round option for retiring boomers, still attracts families, and is in the process of absorbing once in a generation type investment from a regional healthcare provider, as well as significant continuing investment from some of its traditional major employers.

Just with approved and planned development, Milford can expect significant growth and development for the next decade. This growth is likely to bring with it increases in resident income, housing values, and average education levels. Milford's population is expected to increase from 9,559 to between 10,995 and 13,573 by 2020, based on statistical projections. However, in practical terms, the city's future population will hinge on the materialization (or not) of development in the housing pipeline, the build-out of major regional employment hubs, the availability of utilities and municipal services, and continued in-migration of retirees and families from elsewhere in Delaware and from neighboring states; more so than births or deaths among its current population.

Table 1. Population and Housing Units, 1940 to 2010

Year	Population				Housing Units			
	Milford	Kent County	Sussex County	Delaware	Milford	Kent County	Sussex County	Delaware
1940	4,214	34,441	52,502	266,505	1,425	10,362	17,617	75,567
1950	5,179	37,870	61,336	318,085	1,914	12,242	21,870	97,013
1960	5,795	65,651	73,195	446,292	2,039	19,915	29,122	143,725
1970	5,314	81,892	80,356	548,104	1,961	25,242	34,287	180,233
1980	5,366	98,219	98,004	594,338	2,290	35,354	54,694	238,611
1990	6,040	110,993	113,229	666,168	2,601	42,106	74,253	289,919
2000	6,732	126,697	156,638	783,600	2,897	50,481	93,070	343,072
2010	9,559	162,310	197,145	897,934	4,126	65,338	123,036	405,885

Source: 1940 through 2010 Censuses

3-1a. Population Projections

Table 1 summarizes the city's population between 1940 and 2010, alongside those of Kent and Sussex Counties. After having grown steadily, but slowly, each decade since 1940, the populations of Kent and Sussex began growing at a more significant rate from the late 1970's to present. Beginning in 1980, Milford's population began to increase at a similar pace. Milford's population has nearly doubled since that time.

Population projections for intermediately sized cities, particularly those undergoing rapid growth, are difficult to make with a significant degree of accuracy. This is because economic, more so than demographic, variables will weigh much more heavily on future population than standard variables such

as birthrate and deaths. A detailed discussion of Milford's housing pipeline and needs is discussed in the housing chapter. However, at the time of this update, planning staff indicated a sufficient number of already-approved residential units for the city to accommodate an additional 10,000 residents, assuming build-out. In this scenario, the City could see its population more than double by 2035.

For the purposes of this demographic section, projections will rely upon the established methodology used by the Delaware Population Consortium and estimates derived from the U.S. Census. Table 2, below, shows the projected population for Milford by year 2020.

Table 2. Milford Population Scenarios

Scenario 1 - Recent Growth Boom Continues				
2010	**2020**	**2030**	**2040**	**2050**
9559	11,662	14,228	17,359	21,179
Scenario 2 - Historic 30-year Growth Rate				
9559	11,160	13,029	15,211	17,758
Scenario 3 - Growth Follows Kent County Projections				
9559	10,655	11,369	11,940	12,383
Scenario 4 - Growth Follows Sussex County Projections				
9559	11,127	12,064	12,547	12,867

There is little doubt that Milford has been and will continue to grow, in terms of housing and overall population.

Population projections for communities like Milford (under 50,000 residents) are difficult. There are few Milford-specific data and even small errors in projected growth rates can equal wild swings in potential population levels over 20-30 years. Moreover, recent history has shown that growth and population are indeed often influenced by political events, market forces, or other factors beyond the purview of traditional demography. Milford is also very pro-growth and is actively working to attract new businesses, residents, and development. How successful the City is in these endeavors will, undoubtedly, have a much greater effect on its ultimate population that projected births, deaths, and migration.

A somewhat more reliable option is to try and establish a range, given certain assumptions, applicable to possible scenarios.

Scenario 1 – After steady, incremental growth from 1970 until 2000, growth in Milford picked up markedly, with the City adding roughly 2,800 residents from 2000 to 2010. Kent and Sussex also saw robust growth from 1990 on. Scenario one assumes major infrastructure upgrades (S.R. 1 and U.S. 113) have fundamentally altered the landscape in southern Kent/northern Sussex, and that growth of the type seen since 2000 is likely to continue. It should be noted that Milford has sufficient permit approvals and developable land to accommodate even this most aggressive scenario. If growth were to continue apace for the next 30-plus years, the City could be home to well over 20,000 residents by mid-century.

Scenario 2 – Takes a longer view in assigning a potential growth rate and somewhat discounts the housing bubble by utilizing a less aggressive growth rate (1970 to 2010). After a modest contraction

from 1960 to 1970, Milford has steadily grown, decade on decade. If Milford can maintain the reasonable sixteen percent decadal growth it has fairly steadily maintained since 1970, it could expect in excess of 17,000 residents by 2050.

Scenarios 3 and 4 – Another approach is to project Milford's growth relative to projections for Kent and Sussex Counties. Projections for larger geographic areas are more reliable than for small cities and towns. While there may be greater certainty regarding likely populations, there is more variability in where, within these larger areas, that population will reside.

The Delaware Population Consortium projects growth to slow considerably for Kent and Sussex Counties in the coming decades. They project decadal growth rates to almost halve from 2010 to 2020, and to halve again from 2020 to 2030, continuing a slow decline out as far as 2050. In the fairly near-term, Milford could expect to grow a bit faster if it were to follow Sussex's trend line, but in either case, the City could expect to still be shy of 13,000 residents by 2050.

3-1b. Demographic Characteristics

The Census Bureau has changed the method by which it now collects and disseminates much of its information. The Bureau no longer distributes the old long-form survey that historically provided data on a number of demographic factors that were published as "Summary File 3 & 4." These included indicators on social statistics such as education, poverty, income, and commuting patterns. These summary files were replaced by the American Community Survey (ACS) data, available in one, three, and five-year estimates.

The difference in the ACS (survey) and the old long form (count) data is analogous to polls versus elections. A poll extrapolates likely data based on a sampling of respondents. Whereas a full on counting of all respondents is akin to tallying votes. Obviously, a full count is much more accurate, but is also more costly. Surveys can be conducted more often. Unfortunately, in the case of municipalities or geographic areas below a threshold population of 50,000, the margin of error for the survey data can be very significant.

Household and Families

Table 3 summarizes household and family characteristics for Milford, Sussex and Kent Counties, and the State of Delaware. A household is any occupied housing unit comprising all of those people living in the unit. A family is a household with a householder and at least one other related person, whether it is by marriage, birth, or adoption. Families are also households, but households can sometimes consist of unrelated persons.

Milford's average family size was reportedly the same as the State's, roughly equal to Kent Counties and a little higher than that of Sussex. Sixty-three percent of Milford's households were classified family households. This was a marginally lower proportion than for Kent (70%), Sussex (67.6%) and the State of Delaware, (67.4%)

Table 3. Household and Family Characteristics, 2010

Item	Milford	Kent	Sussex	Delaware

		County	County	
Total Population	9,559	162,310	197,145	897,934
Total Households	3,743	60,278	79,368	342,297
Total Family Households	2,356	42,290	53,698	230,731
Average Household Size	2.48	2.62	2.45	2.55
Average Family Size	3.06	3.09	2.89	3.06

Source: 2010 Census

Racial Composition, Hispanic or Latino Origin

Tables 4 and 5 summarize changes in Milford's racial composition from 1990 to 2010 and compare its 2010 racial characteristics to those of the state and Kent and Sussex County. Milford's racial diversity in 2010 was on par for figures from Kent County and the State as a whole, with Sussex showing as somewhat less diverse. Milford's racial diversity increased significantly from 1990 to 2000 with little change from 2000 to the most recent figures. Residents reporting themselves as of Hispanic or Latino origin increased five percent and seven percent each reporting period for a total of nearly 16 percent in 2010.

Table 4. Racial Composition Milford, Kent and Sussex Counties, and State, 2010

Race	Milford		Kent County		Sussex County		Delaware	
	Number	%	Number	%	Number	%	Number	%
White	6,215	65	109,999	67.8	155,663	79	618,617	68.9
Black	2,128	22.3	38,913	24	25,115	12.7	191,814	21.4
Other	1,216	12.7	13,398	8.3	16,367	8.3	87,503	9.7
Totals	9,559	100	162,310	100	197,145	100	897,934	100

Source: 2010 Census, * White = reporting one race, Black- (or African American reporting one race) Other (including those reporting two or more races)

Table 5. Changes in Milford's Racial Composition, 1990-2010

Race	1990		2000		2010		Change, 2000 - 2010	
	Number	%	Number	%	Number	%	Number	%
White	4,763	78.9	4,576	68	6,215	65	1,639	+35.8
Black	1,130	18.7	1,566	23.3	2,128	22.3	562	+35.9
Other	147	2.4	590	8.8	1,216	12.7	626	+106.1
Totals	6,040	100	6,732	100	9,559	100	2,827	+42

Source: 1990, 2000, and 2010 Censuses, * White = reporting one race, Black- (or African American reporting one race) Other (including those reporting two or more races)

Table 6. Milford Population Reporting Hispanic or Latino Origin, 1990, 2000, and 2010

Item	1990		2000		2010	
	Number	Percent	Number	Percent	Number	Percent
Hispanic or Latino (of any race)	225	3.7	594	8.8	1,510	15.8
Not Hispanic or Latino	5,815	96.3	6,138	91.2	8,049	84.2
Total Population	6,040	100	6,732	100	9,559	100

Source: 1990, 2000, and 2010 Censuses

Table 7. Age Distribution, 2010

Age	Milford		Kent County		Sussex County		Delaware	
	Number	%	Number	%	Number	%	Number	%
Under 5 Years	743	7.8	11,150	6.9	11,487	5.8	55,886	6.2
5 to 19 Years	1,807	18.9	34,775	21.4	33,013	16.7	177,917	19.8
20 to 59 Years	4,749	49.7	85,429	52.6	95,836	48.6	481,741	53.6
60 Years and Over	2,260	23.6	30,956	19.1	56,809	28.8	182,390	20.7
Totals	9,559	100	162,310	100	197,145	100	897,934	100
Median Age	37.9		36.6		45.4		38.8	

Source: 2010 Census

Table 7 shows Milford's age distribution of its population. The City has a slightly higher percentage of children under five than either county or the state as a whole and slightly fewer school-aged children than all but Sussex County. Given that this data is several years old, the percentages may be higher for school aged. Roughly half of Milford's residents are in their prime working years, a touch lower than the state and Kent County, and a percentage point higher than Sussex. Adults over 60 years of age accounted for nearly a quarter of the population, higher than any other jurisdiction aside from Sussex County.

Table 8. Milford Age Distribution Change, 2000 to 2010

Age	2000		2010		Change	
	Number	Percent	Number	Percent	Number	Percent
Under 5 Years	469	7	743	7.8	274	+58.4
5 to 19 Years	1,534	22.8	1,807	18.9	273	+17.8
20 to 59 Years	3,315	49.2	4,749	49.7	1,434	+43.3
60 Years and Over	1,414	21	2,260	23.6	846	+59.8
Totals	6,732	100	9,559	100	2,827	+42

Source: 2000 and 2010 Censuses

Table 8 shows which age cohorts grew fastest in Milford from 2000 to 2010. Every category saw a substantial increase, as did the City's population. Most noteworthy is that Milford saw the smallest increase of all among school-aged children, but the largest among seniors and children under 5 years old. Working-aged adults ranked third. Based on these trends, the City can expect increased service demand on schools and senior care in the very near-term.

Education

Table 9 compares Milford's educational attainment for the population age 25 years or more with that of both counties and the state. As the table shows, Milford compares on-par or favorably with the counties and the state in regards to high school graduation, but trails when comparing two and four year degrees, particularly in regards to Sussex County and the state.

Table 9. Educational Attainment, 2014

Educational Level	Milford		Kent County		Sussex County		Delaware	
	#	%	#	%	#	%	#	%
Not HS Graduates	1,290	18.6	15,422	13.5	22,488	14.1	72,355	11.1
Graduated HS, No Degree	3,820	55.2	64,925	57	78,851	49.6	325,796	50
Associate's Degree	491	7.1	9,357	8.2	16,061	10.1	52,556	8.1
Bachelor's Degree or Greater	1,319	19.1	24,266	21.3	41,606	26.2	201,929	30.9

Source: 2010-2014 and 2015 American Community Survey

Educational attainment, particularly at the higher levels, may be a longer-term concern for the City as it endeavors to become a regional driver of economic growth that may require an increasingly skilled workforce.

Economic Characteristics

Tables 10 and 11 summarize 2010-2014 ACS income and poverty data for Milford, Kent and Sussex Counties, the state, and nation as a whole.

Table 10. Household and Family Annual Income, 2014

Income	Amount in Dollars				
	Milford	Kent County	Sussex County	Delaware	United States
Median Household Income	52,274	55,169	53,505	60,231	53,482
Median Family Income	59,365	64,357	62,502	72,683	65,443

Source: 2010-2014 American Community Survey

Milford trails Kent, Sussex, and the state in terms of median household income, with its median income of $52,274 close to the national median. Likewise, Milford's median family income sits significantly lower than the state's median and marginally lower than median incomes for both counties and the national median.

ACS data suggest poverty may also be an issue in Milford. On most indicators it ranked higher than either county or the state. Over a quarter of reporting households had an income of under $25,000 a year. Likewise, a smaller percentage of households reported being relatively affluent. Over thirteen percent of reporting households fell below the federal poverty line. Single-parent, female headed households appear to account for a significant proportion of struggling households.

Table 11. Selected 2014 Income Distribution and Poverty Data

Item	Milford		Kent County		Sussex County		Delaware		United States	
	#	%	#	%	#	%	#	%	#	%
Households with annual income under $25,000	995	26.7	12,213	20.7	7,450	13.9	63,368	18.7	26,987,652	23.2
Households with annual income of $100,000 or more	611	16.5	11,924	20.2	13,050	24.4	88,137	26	26,826,850	23
Families below poverty level	316	13.1	4,019	9.7	4,875	9.1	18,683	8.2	8,850,177	11.5
Female-headed families, no husband present, with related children under 18 years, below poverty level	184	53.2	2,014	31.7	2,226	36.3	9,332	30.5	4,018,530	40.5
Individuals below poverty level	1,378	14.4	20,938	12.9	26,583	13.3	107,101	12	47,755,606	15.6
Individuals 65 years and over, below poverty level	166	10.2	1,635	6.9	2,955	6.6	9,673	7.1	3,926,219	9.4

Source: 2010-2014 American Community Survey

3-2. Summary of Key Issues

Milford is clearly poised for growth. Demographic analysis and existing approved plans all but ensure the City is capable of growth in the coming decade, as it has seen in the past ten years. This growth may strain available resources and infrastructure if not thoughtfully planned for and addressed. A comparative influx of very young and over 60-year-old residents does not necessarily support the City's vision as an employment hub and regional economic driver. Certainly, care will need to be taken to be sure these net service-consuming demographic categories are provided for in the City's growing economy.

While lower than average wages may suggest the presence of a cost-effective source of labor for potential employers, recent U.S. Census data suggests the available workforce may require more additional training or education than similar labor pools in the surrounding county or elsewhere in the state. Also, though all demographic age-groups did show growth, adults in their prime working years was the second slowest growing cohort.

The City might consider measures to encourage local hiring to offset this and to help address poverty statistics that suggest some households in Milford are struggling more than their regional counterparts.

CHAPTER 4. Government, Community Services, and Infrastructure

4-1. Government

Milford's governing body consists of a mayor and eight council members. The council members are elected in staggered two (2) year terms. The mayor and four (4) council members are elected in even-numbered years. The remaining four (4) council members are elected in odd-numbered years. Elections for city officials are held on the fourth Saturday in April at City Hall located at 201 S. Walnut Street. The City includes four wards, of which there are two elected council members from each ward.

A Planning Commission has been established in accordance with Title 22, Section 701 of the Delaware Code. Section 702(a) charges municipal planning commissions with the task of preparing comprehensive plans. The Planning Commission also has the responsibility to review zoning changes, propose amendments to the zoning and subdivision ordinances, and make recommendations to the council on planning and development matters. The Mayor, with consent of the council, appoints members to the Planning Commission. There are nine members on the Planning Commission.

The Board of Adjustment has been established according to Chapter 3, Title 22 of the Delaware Code for the task of granting or denying variances and special exceptions and hearing appeals of administrative decisions. Board of Adjustment members are appointed by the Mayor with consent of the council. There are three members on the Board of Adjustment.

Along with a City Manager and Chief of Police, Milford employs a City Clerk, Finance Director, Public Works Director, Parks and Recreation Director and Planning Director for the administration and operation of city services. These Directors are in charge of the electric, water, wastewater, streets, maintenance, parks and recreation, planning and zoning, economic development, enforcement and inspections, finance and customer service departments. City employees number 105, including the Milford Police Department

4-2. Community Services

Police Service

The City of Milford currently maintains a full-time police force of 32 sworn officers and six full-time communication specialists assigned to the dispatch center. The Department is often called to provide Police assistance to the Delaware State Police and other local municipalities.

The Police Department's responsibilities include a wide range of security activities including investigating citizens' complaints, initiating criminal and traffic arrests, responding to accidents and performing crime prevention checks. While specifically organized to serve the citizens within the City limits, the Department is dispatched to calls beyond the City, and the security of persons living within the Greater Milford Area does have an impact on the operation of the Department.

The Department supports a variety of equipment and policing methods, including bike and foot patrol, drug unit, K-9 unit and community policing. The Department also utilizes social media to enhance its interaction with the public and community policing activities. The Milford Police Department headquarters are located at 400 NE Front Street.

Fire Protection and Emergency Medical Services (EMS)

The Carlisle Fire Company provides fire and emergency response for Milford and the surrounding area. The Fire Company is located at 615 NW Front Street, in Kent County, with approximately 65 volunteer members and full-time Basic Life Support Emergency Medical Services staffing. Sussex and Kent County governments provide Advanced Life Support Emergency Medical Services for the City and surrounding areas.

During heat waves and days with extremely high temperatures, certain populations are more likely to be at risk of heat stroke, exhaustion, and other temperature-related complications. These populations include the elderly, non-native English speakers, and those with lesser economic means. As part of the climate change vulnerability assessment and public engagement process for this plan, information was gathered from City residents to identify areas of City where there are higher concentrations of these vulnerable populations (see Section 1-3). The resulting map analysis showed where at-risk residents are likely to reside, which can be useful information for EMS and public health professionals during periods of extreme heat. For instance, cooling centers – which are public spaces where residents can find heat relief through air conditioning, shade, hydration, and on-site medical attention – can be set up at municipal facilities nearest to the populations that are most vulnerable. The exercise indicated that there is a concentration of non-native English speakers and low-income residents near the downtown area, whereas elderly residents are more dispersed to the west and southeast. Based on this information, if local EMS felt that a public cooling center was required during a period of extended high temperatures, the Milford Public Library would be a good location since it is near these heat-vulnerable populations.

Code Purple of Kent County and Sussex County are non-profit groups that provide shelters for the homeless when temperatures drop to 32 degrees. Guests are provided with dinner and breakfast, a warm bed, clothes, toiletries, blankets, tents and sleeping bags. Assistance with medical, employment and financial issues are also provided.

Solid-Waste Disposal

Milford provides weekly residential refuse and biweekly recycling and yard waste service to approximately 3,550 customers. The Streets Department collects and disposes of yard waste (grass, leaves and brush).

Libraries

The Milford Public Library was founded in 1882 with the organization of the Milford Library Association. The current Milford Public Library location opened in 1993 and underwent a 10,000-square foot addition in 2011. The Library provides a Children's Library, computers with English and bilingual educational programs, a Teen area, a computer lab, the Delaware Research Room and meeting rooms to accommodate small to large groups.

Postal Service

Milford is served by the United States Postal Service with Post Office buildings located at 110 Causey Avenue, Milford and 8419 Front Street, Lincoln. The City of Milford includes two zip codes; Milford 19963 and Lincoln 19960.

Senior Services

The Milford Senior Center is a non-profit organization which provides free services Monday through Friday, during business hours. Services include nutrition, counseling and recreational activities. Milford is also home to a number of nursing homes and senior care facilities. The City also includes housing specifically designated for seniors, including a private assisted living facility.

Health Care

The City of Milford is the location of the Bayhealth Milford Memorial Hospital located at 21 West Clarke Avenue. Bayhealth is currently in the process of relocating the hospital to 160-acres of land located at the intersection of Wilkins Road and Cedar Creek Road as part of a larger health campus.

State Service Center

Milford is serviced by the two State Service Centers located at 13 SW Front Street and in the Riverwalk Shopping Center at 253 NE Front Street. These centers offer a wide variety of public services to help people with their health and human- needs. The center can assist the public in obtaining services provided through the state Department of Health and Social Services, the State Department of Services for Children, Youth, and their Families, and the Delaware Department of State, as well as many nonprofit community service groups.

Veterans Services

Established in 2007, the Delaware Veterans Home provides long-term care to Delaware Veterans with the mission of upholding dignity and respect while sustaining and improving quality of life. The 150-bed facility is located in the Independence Commons Business Park in the Northwest Neighborhood and provides skilled nursing care. The facility is recognized as a state and national leader in long-term veteran care.

4-3. Education

Milford is located within the Milford School District. During the 2016-2017 school year, the district will have served over 4,100 students in southern Kent County and northern Sussex County. The district currently operates one early childhood center, three elementary schools, one middle school and one high school. Mispillion Elementary, Benjamin Banneker Elementary, Lulu M. Ross Elementary, Milford Central Academy and Milford Senior High School are located within City limits. The Evelyn I. Morris Early Childhood Center is located in Lincoln. Table 1 provides the enrollment for each school from 2006-2017.

Table 12. Milford School District Enrollment, 2006-2016

School	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Evelyn I. Morris Early Childhood Center	698	738	724	696	696	421	406	440	417	383	391
Mispillion Elem.						536	567	579	563	579	559
Benjamin Banneker Elem.	636	634	620	618	618	526	540	537	523	525	526
Lulu M. Ross Elem.	604	630	664	653	670	566	561	581	627	607	640
Milford Middle School	969	969	965	930	620	619	663				
Milford Central Academy					590	645	604	1002	1024	1017	969
Milford Senior H.S.	1103	1156	1178	1217	896	842	854	1064	1043	1008	1016
District Totals	4010	4127	4151	4114	4090	4155	4195	4203	4197	4119	4101

The City recognizes the importance of maintaining high-quality public education facilities. A connection exists between the land use decisions of a local jurisdiction and the ability of the public school facilities to handle the number of students attracted to the district through expanded residential development. An appropriate mix of land uses that include residential, commercial, institutional and industrial is needed to provide the adequate tax base for the school district to meet its financial needs of the future.

4-4. Water Supply, Wastewater Disposal, and Stormwater Management

4-4a. Water Supply

The City of Milford provides water service to approximately 3,500 residential customers and approximately 530 commercial/industrial customers. The City operates and maintains its own system of wells, water towers and pressure mains. The Public Works Department maintains twelve (12) wells, four (4) water towers, five (5) treatment facilities, and 450,000 feet of pressurize mains. Treatment facilities include iron removal and aeration, along with chlorination. The City averages 2,600,000 gallons per day in consumption.

Table 13. Proposed Water Demand

Projection	Projected 2020 Population	Projected 2020 Peak Daily Water Demand (gallons)	Projected 2020 Annual Water Demand (gallons)
Low Population Projection†	10,995	3,875,000	883,550,000
High Population Projection‡	13,573	4,780,000	1,090,695,000

†Low Population Projection based on exponential growth rate from 2010 Census to 2015 population estimate
‡High Population Projection based on exponential growth rate from 2000 Census to 2010 Census

Table 14. Milford Water Allocations

DNREC Water Allocation No.	88-0007-A	88-0007-B	88-0007-C	88-0007-D
Aquifer (per Allocation Permit)	Columbia	Frederica	Federalsburg	Cheswold
Daily Allocation per Aquifer (gallons)	691,000	623,000	618,000	707,000
Combined Daily Allocation All Aquifers (gallons)				2,369,000
30-day Allocation per Aquifer (gallons)	11,400,000	16,800,000	19,500,000	16,750,000
Combined 30-day Allocation All Aquifers (gallons)				64,000,000
12-month Allocation per Aquifer (gallons)	136,800,000	201,600,000	228,600,000	201,000,000
Combined 12-month Allocation All Aquifers (Gallons)				768,000,000

The current water demand and the projected 2020 annual water demand (low and high population projections) are in conflict with the combined 12-month allocation for all aquifers provided in Table 3. The City has submitted a request to the State of Delaware Department of Natural Resources and Environmental Control (DNREC) to update the City's allocation in regards to both production wells and volume allowed to be withdrawn from the aquifers. The City will continue this dialogue in order to meet the current and projected city water demands.

The City of Milford produced a Water Facilities Plan in 2011 outlining system components and recommended improvements to increase capacity and preserve water quality. Since the 2008 Comprehensive Plan update, the City has completed the following upgrades that will ensure adequate water capacity for the city's remaining development:

- Installation of Replacement Wells 3R, 4R and 11R
- Installation of New Production Wells 15 and 16
- Tenth Street Water Treatment Facility (WTF) Variable Frequency Drive (VFD) Enhancements
- Washington St. Water Treatment Facility Replacement & Elevated Storage Tank Improvements
- Construction of New SE Milford Water Treatment Facility and Elevated Storage Tank
- SE Milford Water Extension to New WTF and across Route 1
- NE, NW & SE Front Street Water Main and Service Improvements
- Miscellaneous Treatment, Monitoring and Controls Improvement

4-4b. Source Water Assessment and Protection (SWAP) Program

The Safe Drinking Water Act Amendments of 1996 mandated that each state develop a Source Water Assessment and Protection (SWAP) Program to better protect drinking water sources. There are three basic components of all SWAP Programs:

- Delineate the boundaries of the land area most important to public water sources.
- Identify the potential sources of contamination within those boundaries.
- Assess the susceptibility of the public water source to these contaminants.

SWAP Program requirements were established in the Delaware Code in Title 7, Chapter 60, Subchapter VI. The program is coordinated by DNREC and the State Division of Public Health. DNREC developed the majority of source-water assessments for public water in Delaware, including Milford. The assessment for Milford was completed in May 2005.

The Delaware Code also requires all jurisdictions with populations greater than 2,000 to adopt ordinances to protect these important source-water areas. In March 2008, Milford council originally adopted its source water protection ordinance and subsequently amended the ordinance in May 2009. The ordinance, §230-19.5, establishes three (3) types of source water resource protection zones within the City. Zone 1 includes a surface area extending in a radius of 150 feet around the wellhead. Zone 2 includes the remaining area of a delineated wellhead protection area outside zone 1. Zone 3 includes those areas of excellent groundwater recharge. Development in these areas must adhere to the criteria established by this ordinance which provides an additional layer of protection for these areas critical to maintain the quality and quantity of drinking water supplies located within city boundaries. The State is responsible for updating and revising the maps depicting the source water protection areas, and the City's ordinance must be applied to these areas as amended.

4-4c. Drinking Water Sources

Milford's drinking water supply is quite diverse, drawing from five aquifers and twelve wells. The City taps one unconfined aquifer, the Columbia, and the deeper, confined Milford, Frederica, Federalsburg, and Cheswold aquifers. Production from the unconfined aquifer is limited to one well, because the shallow water requires filtration for iron removal. Approximately 89% of the City's water production is from the deeper, confined aquifers: the Milford, Frederica and Federalsburg. Confinement in aquifers naturally protects the City's supply from surface contamination and reduces the City's exposure to reduced productivity during drought conditions.

The City's wellhead protection areas have been delineated by DNREC and are shown on the Environmental Features map in combination with the Excellent Groundwater Recharge zones as "Water Resource Protection Zone." To assure adequate water supplies, the City adjusted its land use ordinance, for areas designated "Water Resource Protection Zone" per DNREC regulations (in conformance with the Source Water Protection Law, Title 7, Delaware Code, Chapter 60, Subchapter VI). These regulations required the City to protect excellent recharge areas and recharge areas for wells in the unconfined aquifer. This was accomplished by placing limitations on the allowed uses on the land and the percent of impervious area permitted by new development in these identified areas.

4-4d. Excellent Recharge Areas

A recharge area is land on top of an aquifer. Precipitation falling on the land surface provides the water that recharges aquifers. Recharge areas are classified as excellent, good, fair, and poor according to how rapidly rain water filters through the ground to the underlying aquifer.

Aquifers are layers of gravel and sand, within which, water is stored and moves underground. Maintaining good water quality in local aquifers is especially important because Milford obtains drinking water from wells drilled into aquifers. Care must be taken when developing within recharge areas to ensure that precipitation is not contaminated with surface pollutants which could potentially carry these contaminants into the aquifers.

It is also vital that excellent recharge areas remain permeable and allow sufficient infiltration to recharge the aquifer below. Impervious surfaces such as rooftops, roads, parking lots, and soils compacted through construction or landscaping generally cause runoff, not infiltration.

The ability of soils to recharge groundwater resources has been approximated and mapped by the Delaware Geological Survey. Areas of excellent recharge are shown on the Environmental Features map. In general, large areas of excellent recharge have been mapped to the west of US Route 13, in both Kent and Sussex County. There are three excellent-recharge areas within the City's limits. Excellent-recharge areas consist of predominantly sandy soils that allow precipitation to rapidly infiltrate to the underlying aquifer. Good-, fair-, and-poor recharge areas have respectively slower infiltration rates.

DNREC regulations require the City to protect excellent recharge areas, through limitations on the percent of impervious area permitted by new development. These regulations have been incorporated into the land-use code.

4-4e. Wastewater Disposal

The City of Milford provides sewer service to approximately 3,500 residential customers and approximately 530 commercial/industrial customers. Milford is a municipal contract user with Kent County Levy Court for wastewater conveyance and treatment at the Kent County Regional Wastewater Treatment Facility (KCRWTF) located in Frederica, Delaware. In 2016, the KCRWTF has a permitted and hydraulic capacity of 20 million gallons per day.

The Public Works Department maintains an extensive gravity collection system comprised of approximately 275,000 feet of gravity sewer, 17 pumping stations and 52,000 feet of pressurized mains. Discharge to Kent County occurs at two locations, Pump Station 7 located on NE Front Street (owned by Kent County) and Pump Station 16 in Lighthouse Estates (owned by the City). There are two main transmission force mains (18"/24") between the City of Milford and the KCRWTF that provide additional capacity during high flow periods or redundancy during emergency repairs or maintenance. The City averages 2,600,000 gallons per day in discharge.

The City developed a Wastewater Facilities Plan in 2012 detailing system components and capital improvement recommendations. Since the 2008 Comprehensive Plan update, the City has completed the following upgrades that will ensure adequate sewer capacity for the city's remaining development:

- Truitt Avenue Pump Station Rehabilitation & Improvements
- Washington Street Pump Station Rehabilitation & Improvements
- Collection System Infiltration & Inflow (I&I) Repairs
- Shawnee Acres Discharge Forcemain Upgrades
- NE & NW Front Street Sewer Improvements
- SE Front Street Sewer Improvements

4-4f. Stormwater Management

Milford and DNREC have jurisdiction over stormwater management within the City. The stormwater-management system was constructed as a separate system from the sanitary sewer system, consisting of a series of drains, conveyance lines, and catch basins that direct stormwater into natural storm-water management areas or into the Mispillion River. Stormwater drainage on new construction is required to be constructed in conformance with DNREC erosion and sediment-control regulations and requires approval from the Kent or Sussex County Conservation District.

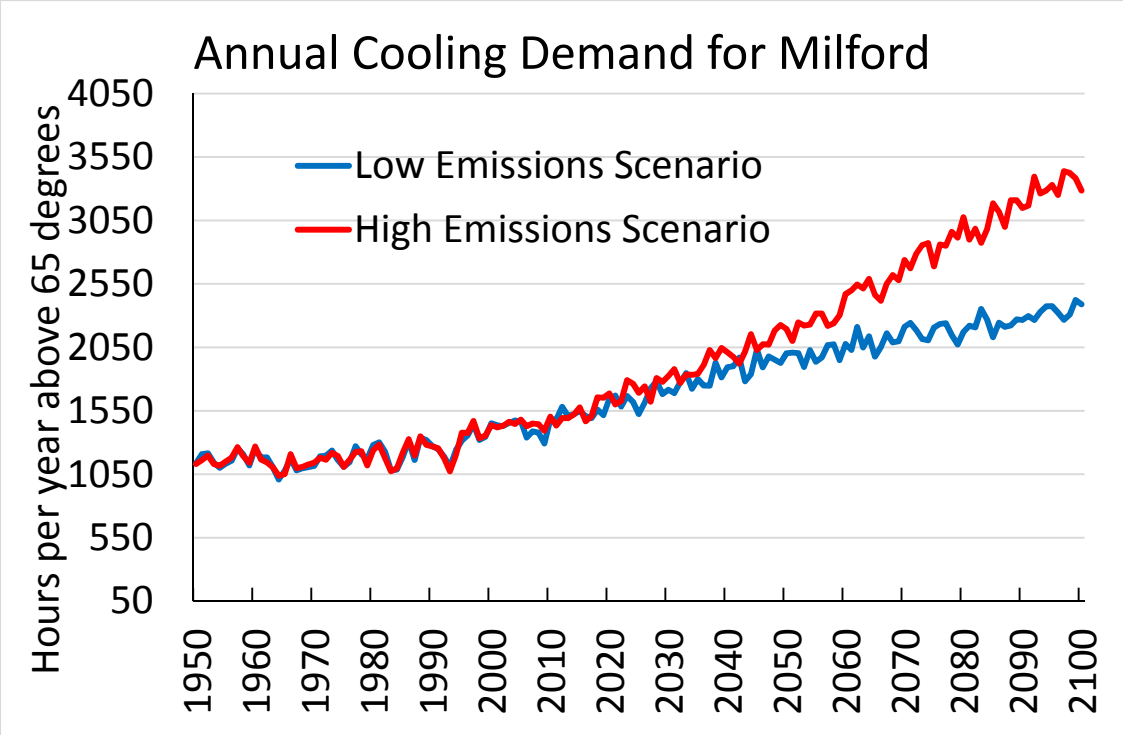
Stormwater management planning and flood risk mitigation efforts will be critically important processes for Milford as it seeks resilient growth and redevelopment of its core downtown area on the river. Some resilient stormwater management options include rain gardens, vegetated swales, tree boxes, green roofs, and rainwater barrels. Information on these and other low-impact development practices are contained in DNREC's Green Infrastructure Primer released in 2016 (see http://www.dnrec.delaware.gov/GI/Pages/index.aspx).

4-5. Electricity

Milford currently provides electric service to approximately 6,700 residential and 469 commercial/industrial customers. The City of Milford continues to be a member of the Delaware Municipal Electric Corporation (DEMEC). Through this corporation, the City, along with eight (8) other municipalities, negotiates the purchase of electricity for its customers.

During the past decade, the City has constructed a second substation in order to increase system reliability. Planned improvements to the City's electric system include the installation and integration of Smart Metering. This will both enable customers to more efficiently manage their usage and provide more efficient operation of the electric distribution system.

Temperature increases are expected for Milford and electricity demand will likewise increase during warmer periods when air conditioning is needed to cool indoor areas. Statistics from Delaware's Climate Projections Portal indicates that the number of hours above 65 degrees in Milford – a proxy for the air conditioning demand – will increase by a minimum of one third by 2050 (see the Figure below which was created using data from http://climate.udel.edu/declimateprojections/portal/).



4-6. Telecommunications

The City of Milford Electric Department has installed approximately 18 miles of fiber optic cable throughout the City to help connect the City's facilities (i.e. administrative offices and utility infrastructure) in order to run operations more efficiently and effectively. In addition, the City leases fiber optic space to major employers within the City limits.

Comcast and Verizon provide telephone and cable services throughout the City.

4-7. Natural Gas

Chesapeake Utilities provides natural gas service to approximately 1,169 residential and 169 commercial/industrial customers within the City of Milford.

4-8. Government, Community Services, and Infrastructure Goals and Recommendations

Goal – Ensure the safety and security of Milford's residents with first-class police, EMS, and fire protection services and provide adequate public utilities to provide for planned and desired growth in a managed, cost-effective manner.

Objective – Consult police, fire, and EMS personnel when considering significant development and redevelopment proposals, particularly in regards to response time and access.

Objective – Plan for and provide adequate utilities and services to accommodate occurring and planned for growth in Milford.

Objective – Consider additional electricity demand from increased air conditioning usage into electric infrastructure planning processes to ensure that power supply and system reliability are maintained during periods of sustained high temperature.

Objective – Encourage the appropriate use of low-impact development and resilient stormwater management practices contained in the Delaware Green Infrastructure Primer.

Objective – Review mutual aid agreements with surrounding jurisdictions and confirm the adequacy of Advanced Life Support (ALS) services for Milford residents. The City may wish to pursue offering these services.

Objective – Work with natural gas provider to service residential, commercial and industrial customers within City limits.

Objective – Incorporate language in the code related to commercial recycling and making recommendations on commercial site plans for space for recycling dumpsters and other facilities.

Objective – Engage with DNREC's Allocation Division to ensure all wells in service appear on a revised allocation permit for the City and that the City is able to document sufficient supply for present needs.

Objective – Engage with DNREC's Allocation Division to proactively coordinate anticipated future water allocation demands and needs and ensure that any new wells or infrastructure upgrades are coordinated with DNREC's approval process.

CHAPTER 5. Housing

Vision *- The City of Milford envisions itself transitioning into a year-round economic and employment center. It strives to provide and maintain a balanced housing inventory capable of accommodating residents from senior level executives to the many hourly-wage employees the City hopes to attract.*

Position on Housing and Population Growth – The City of Milford is prepared and poised for growth. The City has an ample housing pipeline, several developments coming online, recent infrastructure improvements, and construction of a regional health campus. The City seeks this growth in population and housing, as it works to fulfill its vision of becoming the "Riverfront Gateway to Southern Delaware."

5-1. Housing Characteristics

Significant growth, development, and new construction are changing the size and composition of Milford's housing stock. Most recent, and anticipated, residential construction is occurring on the City's periphery in greenfield development. The City's historic homes and older structures tend to be centered in the historic area of the city, close to the river. Milford does differ somewhat; however, from the typical pattern of a central core of older historic structures surrounded by new development of single-family detached homes. A significant portion of anticipated and approved growth is set for townhomes and multi-family development.

Given that Milford's population grew by nearly a third between 2000 and 2010, and that building seems to have recovered from the 2007-2008 downturn, it is reasonable to expect continued growth for the City in terms of population and residential structures.

5-2. Housing Inventory

Table 15 summarizes the distribution of housing unit types in Milford and contrasts Milford's housing stock with the counties it straddles, the state, and the nation. Milford's proportion of single-family detached units is marginally higher than the state's proportion, but very much in line with figures from Kent and Sussex Counties, and the national average, and the City hosts comparatively fewer attached homes or duplexes.

However, Milford far exceeds all comparison areas in the availability of multi-family housing. Nearly a third of the City's units are multi-family, two to three times the ratio for Kent and Sussex, respectively, near twice that of the State of Delaware, and six percentage points higher than the national figure.

Table 15. Housing Stock Composition, 2014

Housing Type	Milford		Kent County		Sussex County		Delaware		United States	
	#	%	#	%	#	%	#	%	#	%
Single-family detached	2,780	63.3	43,320	65	77,849	61.8	240,246	58.4	81,840,073	61.7
Single-family attached	209	4.8	5,650	8.5	10,328	8.2	60,677	14.8	7,725,793	5.8
Multi-family	1,404	32	8,949	13.4	14,438	11.4	73,024	17.7	34,559,219	26
Manufactured or other	0	0	8,733	13.1	23,394	18.5	37,303	9	8,615,948	6.5

Source: U.S. Census American Community Survey 2010-2014

Table 16 shows the occupancy status for structures in Milford, Kent County, Sussex County, and Delaware. As of the 2010-2014 American Community Survey, Milford's vacancy rate of 15.3 percent was just higher than that of Kent County, but compared very favorably to Sussex's rate and was generally in line with the figures for the entire state.

Table 16. Occupancy Status, 2014

Status	Milford		Kent County		Sussex County		Delaware	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Occupied	3,720	84.7	59,142	88.7	78,361	62.2	339,046	82.4
Vacant	673	15.3	7,510	11.3	47,648	37.8	72,204	17.6
Total	4,393	100	66,652	100	126,009	100	411,250	100

Source: U.S. Census American Community Survey 2010-2014

Table 17 compares the age of Milford's occupied housing stock to both counties, the state, and the nation. As with all geographies listed, a significant proportion of Milford's housing stock has been constructed since 2000, with nearly 1,200 units built from 2000 to 2009. The growth boom appears to have come a bit later to Milford, as both Kent and Sussex Counties showed stronger growth from 1990 to 1999, but are otherwise comparable to its host counties and nearly twice as robust as the state as a whole. Taken all together, the housing stock is fairly evenly distributed, with roughly half having been built prior to 1970, and half since.

Table 17. Age of Occupied Housing Units, 2014

Built	Milford		Kent County		Sussex County		Delaware		United States	
	#	%	#	%	#	%	#	%	#	%
2010 to present	50	1.1	1,806	2.7	2,337	1.9	6,019	1.5	1,315,426	1
2000 to 2009	1,199	27.3	19,034	28.6	37,125	29.5	81,093	19.7	19,803,260	14.9
1990 to 1999	397	9	12,552	18.8	24,160	19.2	67,167	16.3	18,512,067	13.9
1980 to 1989	389	8.9	8,966	13.5	23,468	18.6	61,682	15	18,346,272	13.8
1970 to 1979	674	15.3	8,344	12.5	15,496	12.3	50,385	12.3	20,978,482	15.8
1960 to 1969	433	9.9	5,978	9	8,726	6.9	46,353	11.3	14,626,326	11
1950 to 1959	500	11.4	4,277	6.4	5,242	4.2	42,469	10.3	14,374,462	10.8
1940 to 1949	178	4.1	1,492	2.2	2,623	2.1	18,786	4.6	7,119,373	5.4
1939 or earlier	573	13	4,203	6.3	6,832	5.4	37,296	9.1	17,665,365	13.3
Total	4,393	100	66,652	100	126,009	100	411,250	100	132,741,033	100

Source: U.S. Census American Community Survey 2010-2014

Census data suggests homeownership is relatively more affordable in Milford, compared to Sussex and Kent County, and the state. The median value of owner-occupied units in Milford was reported by the 2010-2014 American Community Survey as $181,300, significantly less than Kent ($200,200), Sussex ($231,400) or the State of Delaware ($232,900).

Home values have increased significantly across the board. In 2000, the U.S. Census reported the median owner-occupied home value in Milford as $93,600. The 2014 median value of $181,300 equals nearly a 94% increase in median value.

However, median home values in Milford have not risen as fast as some. Sussex County saw a 132 percent increase. Kent County's median home value grew at the same 94 percent rate as Milford. The state's median home value increased by 91 percent.

Data available from the Delaware State Housing Authority's (DSHA) October, 2016 Real Estate Report reinforces what is shown in the Census data. As of the third quarter of 2016, it showed median home prices for Kent County at $203,745 and Sussex at $312,479. Moreover, it depicted a sharp rise in home prices in Sussex since 2010, but only modest increases in Kent.

A cursory review of home listings late in 2016 suggest that newly constructed homes were available in the range of $240,000 - $280,000, though some extravagant homes were listed much higher. Existing homes that appeared to be in good condition were readily available in the $90,000 - $180,000 range, and handyman specials were available for roughly $50,000. Though somewhat anecdotal, it would seem Milford's home values are tracking more closely with Kent County's than those of Sussex.

5-3. Housing Pipeline

Milford appears to have weathered the housing downturn better than most, and permitting activity from 2010 on has held steady for single-family units and is beginning to show growth in other types.

There is significant growth potential in Milford's housing pipeline. As of late 2016, 5786 units are approved, awaiting construction. Of that number, 2,770 are multi-family, 1,596 single-family detached, 1,274 single-family attached, and 146 are approved duplexes.

Depending upon sales and construction, these figures have the potential to incrementally alter the composition of the City's housing stock. As of 2008, the City estimated that roughly two-thirds of its housing stock was single-family and one-third multi-family or apartments. At present, approved construction is split almost exactly in half. Fifty percent is slated for single family (attached and detached) and 50 percent is anticipated multi-family and duplex.

For the past several years, the majority of new construction has been single-family detached units. In 2010, 34 were built, with an additional 29, 33, 23, 25, 37, and 30 units added in the years 2011 to 2016, respectively.

However, recently, the City has seen villas and multi-family housing beginning to come online. After no permits being issued from 2010 through 2013, 54 have been approved since 2014, 16 villas, 12 multi-family units, and 26 townhomes.

Table 18. Existing and Planned Milford Residential Units

Unit Types	Census	2010 - Present	Approved to build	Total Existing or Proposed	% at build out
Single-Family Detached	2,701	191	1596	4,488	44.5%
Single-Family Attached	201	42	1274	1,517	15.0%
Duplex	183	20	146	349	3.5%
Multiple-Dwelling Units	892	12	2770	3,674	36.4%
Manufactured, Mobile	65	0	0	65	0.6%
Total Housing Units	4,042	265	5786	10,093	

Source: 2010 American Community Survey and City of Milford

5-4. Housing Needs

The preservation and provision of affordable housing for Milford's lower-income residents is always a concern, particularly given the sharp increase in home prices over the past two decades, only partially offset by the housing downturn. Equally important for the City of Milford, with significant growth, development, and employment aspirations, is the provision of a housing stock suitable for the residents, employees, and employers it wants to attract.

Demographics and Milford's future aspirations should both be impactful considerations. As the baby-boom generation retires, and, in Delaware's case, moved here from New Jersey and Pennsylvania, the migration drove home sales and construction. Today, the textbook boomer is nearly 60, and the true postwar cohort born between 1946 and 1964 is much closer to 70. It is reasonable to assume that demand for large, four-bedroom, suburban homes may not be this group's first choice, given cost, maintenance, and transportation considerations.

Likewise, the millennial generation, which now outnumbers boomers, has yet to demonstrate the same commitment to home-ownership and the suburban lifestyle.

Fortunately, the City of Milford appears to be very well positioned to accommodate these potential trends. Milford's zoning and subdivision regulations allow for a mix of housing types as well as communities and developments that blend a mixture of uses.

The City's Southeast Master Plan and its Downtown Development District are excellent examples of the municipality's pro-active efforts to encourage and support new, varied, residential, commercial, and employment activities in close proximity and its desire to stabilize and improve the diverse and affordable residential housing stock in the traditional town center.

Moreover, Milford has been successful. Beyond simply allowing for, or encouraging, the City has seen nearly 3,000 multi-family or duplex units approved for construction, and over 1,200 townhomes. Single-family detached homes account for less than half of all approved construction.

5-5. Affordable Housing and Housing Rehabilitation

Despite its diverse housing stock, according to the 2011 – 2015 American Community Survey, Milford does have a number of residents reportedly devoting unaffordable (over 30 percent) portions of their income to housing.

According to the survey, 43.7 percent of Milford renters pay over 30 percent of their income towards rent and over a quarter of renters spend at least half of their income on housing. Milford's figure is in line with Sussex County's 42.5 percent. The City's rents are reportedly more affordable to its resident renters than Kent County, 50.7 percent, or the State of Delaware, 46.2 percent.

Milford also compares favorably to both counties and the state in reported rent charged, according to the 2011-2015 American Community Survey. Median rent per-month in Milford was only $831, significantly lower that Kent County's median rent of $985, Sussex's $974, and the state's median of $1,018.

Given the City's comparatively lower rents, moderate increases in home prices, and availability of homeownership opportunities in most every price-point, it would be easy to assume that the City's housing and rental stock must be affordable. However, compared to the counties and state, a portion of Milford's residents are decidedly less well off. Roughly a quarter of families reported having median annual incomes below $25,000. A third of the full value equates to under $700 a month that could be affordably allocated to housing costs.

With the City's median rents already less that surrounding regions, this population could be especially vulnerable to the rising rents and home prices typically associated with strengthening economies, as they would have few alternatives.

Fortunately, the City has a number of properties and landlords that take part in the state's subsidized rental program to help insulate its most vulnerable residents from shifting market forces. According to DSHA records, 394 units receive rental subsidies and another 482 are income restricted.

Quality of affordable housing, still, is always a concern. While it is certainly desirable from an affordable housing standpoint that there are houses of a variety of ages, sizes, and values in a community, it is equally desirable that the housing stock be in adequate and safe condition.

Housing professionals suggest:

- The continuation of land use regulations that support a diverse housing stock
- Coordination with non-profits, county governments, DSHA, and private landlords and developers
- Ensuring all town regulations adhere fully with the Fair Housing Act
- Pursuing available funding and available tax credits from DSHA and the State Historic Preservation Office
- Encouraging Universal Design in any new independent living or retirement facility construction

5-6. Resilient Housing

Portions of Milford's housing stock are vulnerable to current flooding and future sea level rise. The inundation analysis conducted for this comprehensive plan update indicates that 60 acres of residential land lies within the FEMA-designated floodplain. For new housing development in these vulnerable areas, the City's floodplain ordinance currently permits minimal flood risk avoidance by allowing the lowest floor of new structures to be built at base flood elevation. Requiring a safety zone above base flood elevation (known as "freeboard") for new development would reduce vulnerability to future floods and enhance housing resiliency. The City could revise the floodplain management regulations so that projects involving new construction or substantial improvement in the FEMA-designated floodplain include a freeboard requirement. With an enhanced freeboard policy, the City would need to review and eliminate any barriers to development such as maximum building height restrictions and stair projections into setback areas. To further mitigate flood risk, projects in areas vulnerable to inundation should take additional floodproofing measures such as elevating critical systems (fuel tanks, HVAC, water heaters, electrical switches, etc.) above base flood elevation and future sea levels. Backflow check valves for wastewater systems can also be added. Limiting development in the floodplain, or requiring adequate setbacks, would also add resilience to the City's housing stock.

As noted in the section above, a large percentage of Milford residents spend one third or more of their income on rent. These same residents are more vulnerable to increased temperatures because they have less income to spend on electricity for air conditioning. Furthermore, they may live in housing conditions that are substandard, leaky, and energy-inefficient. The City could encourage and support the adoption of energy efficient building and property maintenance practices that foster increased energy efficiencies and resiliency to increasing temperatures, particularly for affordable housing.

5-7. Housing Goals and Recommendations

Goal – Encourage a balanced range of housing types and home-ownership opportunities for existing and future residents.

Objective –Engage DSHA in the City's planned Northeast Area Master Plan, particularly in regards to Census Tract 425, which DSHA characterizes as having an oversupply of subsidized rentals.

Goal – Promote opportunities for the creation of new clean, safe, and affordable housing, as well as ensure the continued quality of the existing stock of affordable units.

Objective - Market the low-income home weatherization assistance program that is designed to improve energy efficiency for low-income households.

Goal – Encourage the construction and maintenance of housing that is resilient to current and future hazards such as flooding and heat waves.

Objective – Update the City's floodplain ordinance and consider adopting a freeboard requirement.

Objective - Consider upgrading the City's building code standard from International Building Code 2006 to the most recent 2015 version that recommends stronger energy efficiency measures.

CHAPTER 6. Transportation

This chapter provides an inventory of the transportation system in Milford and identifies issues that may need to be addressed. It details planned transportation improvements and makes recommendations to foster maximum mobility, via all modes, for residents and visitors using Milford's transportation network.

The *Roads and Boundaries* map in the appendix shows Milford's transportation network. It includes streets and roads, sidewalks, trails, and bicycle routes.

6-1. Transportation Planning Trends and Developments

Since Milford's last plan update, the State has increasingly focused on non-motorized transportation modes, namely walking and cycling, in many of its planning and policy initiatives. Motor vehicle projects do, and likely will continue to be the largest recipient of infrastructure projects. However, the State has made significant investments in a series of trails and paths within major population and employment centers. Moreover, updated planning and engineering procedures have been enacted with the goal of ensuring bicycle and pedestrian improvements are incrementally built into the State's transportation network as regularly scheduled maintenance and construction is carried out.

Governor Jack Markell signed Executive Order Number Six in 2009, providing the policy underpinning of the administration's Complete Streets policy. A key provision of the order was that it compels DelDOT to ensure that the needs of bicyclists and pedestrians are taken into account whenever the state builds or does significant maintenance work to existing state-maintained roadways. Effectively, the order strengthened the standard concerning the presence of bike and pedestrian amenities to the level where their exclusion must be demonstrated to be wholly infeasible or impracticable.

In 2011, the State established dedicated funding with the passage of Senate Concurrent Resolution #13, to explore and plan how "to create contiguous systems or networks of walkways and bikeways within and between cities and towns in Delaware in order to provide travelers with the opportunity for safe, convenient, cost-effective and healthy transportation via walking and bicycling." Later that year, a memorandum of understanding (MOU) between DNREC and DelDOT was initiated to implement the resolution. A number of projects have been completed, are underway, or are being planned. Over 75 miles of trails and pathways have reportedly been installed since 2011 alone. For more information, please visit http://trails.delaware.gov/

Operationally, DelDOT has been making a concerted effort to connect directly with its customers electronically. In addition to traditional tools like variable message signs, traffic hotlines, and traffic radio, the State has deployed an interactive website and, more recently, a smartphone traffic application, the DelDOT App.

One feature in particular, the "Where's My Bus" tool, allows subscribed transit users to see when their bus will arrive and also to track their bus in real time. DelDOT also shares this data with Google, so transit riders using that service's navigation services will also see actual bus arrivals and departures, not scheduled times. This feature came online late in 2016 and its full impact has yet to be determined. However, it has the potential to make transit a much more attractive and viable option.

Most recently, in May 2016, Senate Bill 130 was signed into law, creating the framework for Complete Community Enterprise Districts. These districts would encourage master planning, development supportive of transit, and an interior transportation network conducive to the first and last mile pedestrian and cycling trips that are so often the weakest link in fixed-route transit. Creation of said districts would require one or several jurisdictions to enter into an MOU with DelDOT. No initiatives were yet underway at the time of this plan's completion.

Regionally, the proposed re-alignment of U.S. Rt. 113 has been tabled for the Milford and Lincoln areas. The 2008 Bond Bill specifically said, "DelDOT shall be prohibited from proceeding with the US 113 South/North Improvements Project in the Lincoln and Milford area as proposed in the Department's Capital Transportation Program," until a local consensus could be reached. Early in 2008, the State's Transportation Secretary reported to the General Assembly that no consensus could be reached and that DelDOT was suspending work on the proposed re-alignment in the Milford/Lincoln area.

6-2. Roads and Traffic

The transportation system in the City of Milford consists of roadways, rail, sidewalks, bicycle lanes and rideable shoulder, the Riverwalk, and DART First State buses. This section of the transportation chapter provides a brief overview of the major modes of transportation currently found in Milford.

6-2a. Roadways

The City lies at the dividing point between two major north-south transportation corridors. DE Route 1, also known as the Coastal Highway, runs southeast from Milford parallel to the Delaware Bay shoreline to Rehoboth Beach, where the highway swings south along the Atlantic Coast. DE Route 1 is a major hurricane evacuation route away from the Atlantic coast. US Route 113 runs south through Milford, which is located approximately midway between Dover and Georgetown. Also radiating out from Milford are: DE Route 36 east to Slaughter Beach, and west to Greenwood; DE Route 14 west to Harrington; DE Route 15 northwest to Camden and DE Route 30 south-southeast to the Milton area and onto Millsboro. Growth trends and pressures across central and eastern Sussex County will have significant impacts at Milford's location as an economic and employment designation.

Like most historic towns, the City of Milford's historic core is generally laid out in a grid pattern with frequent intersections and sidewalks. More contemporary development has tended to occur a significant distance from the historic town core. In some cases, the street networks are the familiar stem-and leaf pattern so typical of the recent suburban boom. However, in many cases this is not so. A number of recent subdivisions and developments in and around Milford have fairly good internal connectivity. More recent growth, particularly on the eastern and western edges of the City, do lack sidewalks and dedicated bicycle facilities.

Much of the City's street and roadway network; however, is still yet to be built. The City has significant vacant and developable land between existing subdivisions and other recent or proposed subdivisions, and between newer development and the historic town center. Unlike some other growing communities where rapid growth, in effect, established the transportation network, Milford still has a significant opportunity to affect the ultimate layout and disposition of its street network, ensuring adequate connections within and between developments, and sufficient connectivity to preserve capacity on its major and minor arterials.

According to DelDOT's counts of Average Annual Daily Traffic (AADT), automotive traffic has been fairly static for the past ten years. DelDOT maintains a system of automatic traffic recorders (ATRs) throughout the state and supplements its data with additional sources, such as required traffic impact studies.

ATR # 8062, located on US 113 immediately south of the confluence with S.R. 1, showed an AADT of 21,956 for 2015. This figure is only slightly higher than the 20,831 AADT recorded in 2006. As would be expected for any counter on a major north-south access route, the numbers peeked in the summer beach season and fell off sharply in the winter, spring, and fall.

ATR # 8092 monitors volumes bypassing the core of Milford at Tenth St. Volumes here were reportedly higher than in 2006. The 2015 AADT was 26,109. The 2014 AADT was 23,617. Both were higher than any recorded observation in the past ten years and up significantly from the 2006 mark of 19,685. Again, flows peeked during the traditional beach season. It is important to note that these increases are in traffic bypassing Milford. However, as the City realizes its Southeast Master Plan and grows beyond S.R. 1 to the east of its currently built-up areas, these volumes will be passing through, not around the City.

ATR # 8070 monitors traffic entering and exiting Milford on S.R. 36. The station is located outside the municipal boundary. The 2015 AADT of 15,362 was actually down slightly from the 2006 measure of 15,653.

Kent and Sussex Counties have yet to meet the population thresholds for a Congestion Management Plan (CMP), typically overseen by the Metropolitan Planning Organization (MPO). The Delaware Population Consortium estimates this may happen by 2035. According to the Dover/Kent MPO, CMP has not yet been a major factor in its project prioritization process.

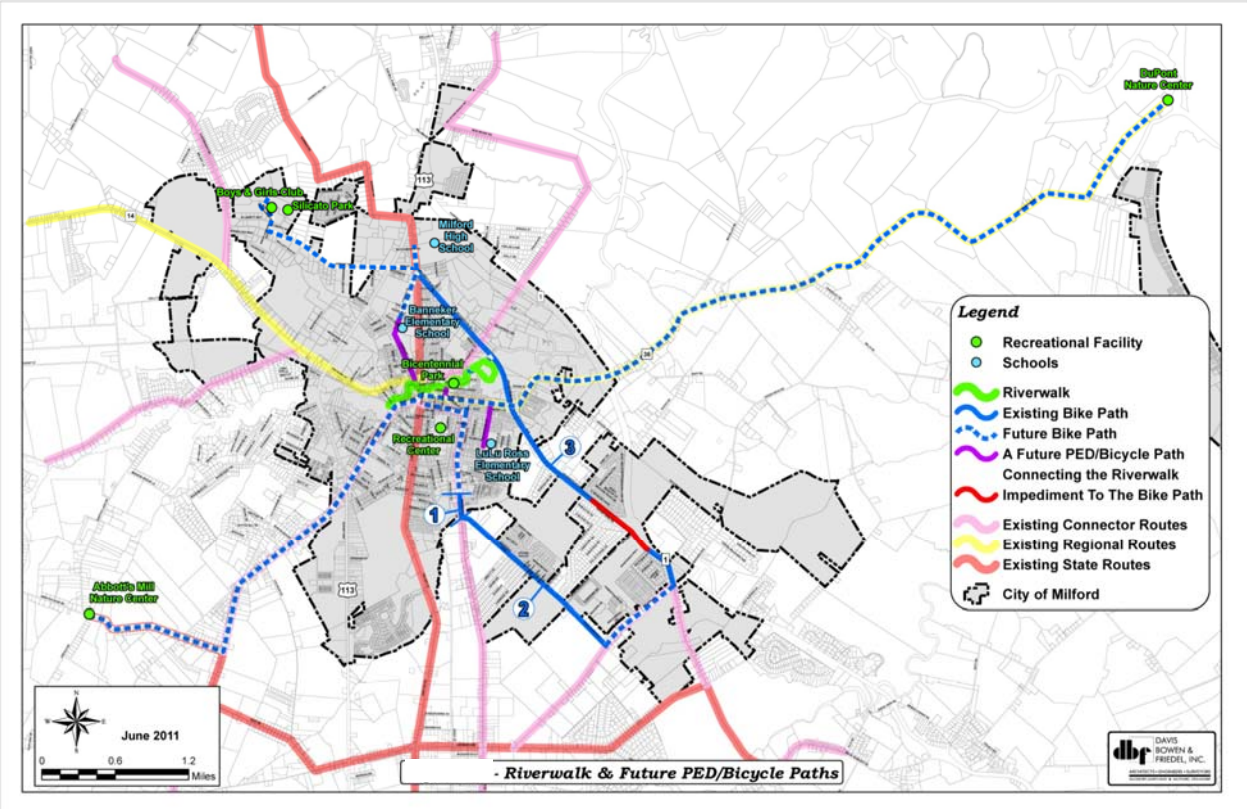
6-3. Non-Automotive Travel

6-3a. Bicycle Traffic

According to DelDOT's datasets, which can be viewed at www.bikemap.com/de/ , the entirety of South Walnut St./North Old State Road is a State bicycle route, bisecting the City north to south. It also lists the full east to west extent of North and Southeast Front Street as a regional bicycle route.

The City has actively planned for improved bicycle and pedestrian connections and facilities. In 2011, it published its Bicycle and Pedestrian Master Plan. Figure 3, below, shows existing and proposed cycling routes.

Figure 3. Proposed Cycling Routes



Milford's full Bicycle and Pedestrian Master Plan can be seen at http://cityofmilford.com/82/Projects. According to the plan, at least two connections to the Riverwalk are sought to expand its reach and utility and future bike paths would connect the City's core with the Abbott's Mill nature preserve to the southwest and the Boy's and Girl's Club in the northwest. Other improvements along S.R. 36 heading out of town to the northeast, along an existing regional bicycle route, would serve to better connect Milford residents to the DuPont nature preserve, and would offer ride of some distance.

The Bicycle and Pedestrian Master Plan makes a number of recommendations prioritizing connectivity to the town center, connectivity between population centers, and facility design of the type appropriate for use by children and seniors. Its recommendations are recounted in the goals and recommendations of this chapter.

Another, relatively new, way of gauging bikeability is Level of Traffic Stress, also known as Low-Stress Cycling. The central premise of the approach is that people choose to ride, or not to ride, their bicycle in very large part due to their discomfort interacting with motor vehicles. Recent research suggests that nearly all other factors, such as signs denoting a bike path, the presence of sharrows, or shoulders have a minimal comparative impact.

Potential users are categorized into four groups: Strong and fearless, the avid cyclists that ride racing-style bicycles and who will ride almost anywhere, Enthusiastic and Confident can generally be envisioned as high-school and college students, along with the cycle commute to work crowd.

Over 60 percent of users fall into the next category, interested but concerned. This is basically the rest of us. There are four bicycles in the garage that they'll ride around the neighborhood or put on a bike carrier and haul to the park and ride, but are uncomfortable venturing beyond purely residential streets where they would need to ride in proximity to more than the occasional car. The fourth group simply does not or will not ride bicycles.

The rationale is that to increase cycling, facilities must be offered that connect meaningful origins and destinations while not exceeding the interested but concerned group's tolerance for traffic stress. DelDOT planners have adapted this segment-scoring methodology into a Delaware-specific tool that can graphically depict levels of traffic stress. These levels correspond to the user groups. Level one is suitable for grade-school aged children, Level two for the interested but concerned, Level three for the enthusiastic, and Level four only for strong and fearless.

The *Level of Stress Analysis* map in the appendix shows a draft of this analysis for Milford. Please note, this is a new methodology and these results are offered as a planning tool and as an illustration Milford may use for critical analysis, NOT as a finding of fact. Key factors are vehicle speed, traffic volume, physical separation of cyclists from passing traffic, and the suitability of intersections.

For more information on Low-Stress Cycling and for a full explanation of how streets are scored, please visit http://www.ipa.udel.edu/publications/bikeability-assessment-tool.pdf

The map quickly reveals that the interior of Milford is quite accessible to cyclists, and while there are sections of red and yellow in Milford's interior, would be cyclists have any number of ways to avoid these without adding significantly to their trip. However, access to the Northwest and Southeast neighborhoods becomes more problematic, as do trips to either of the nature preserves, outlined in the City of Milford Bicycle and Pedestrian Master Plan. DelDOT's area analysis would seem to support the City's findings that further improvements would be needed to successfully catalog these routes as bike paths.

6-3b. Pedestrian Ways

The *Roads and Boundaries* map in the appendix details all existing sidewalks, paths, and trails in Milford, as well as the Riverwalk. The historic core of Milford has a high prevalence of sidewalks. Nearly every street bound by DuPont Boulevard and North Rehoboth has a sidewalk. Likewise, some of the more disparate developments in the northwest neighborhood have internal walkways. However, they do not connect to the rest of the system. The City's southwest and southeast neighborhoods have few, if any sidewalks.

Though the City and the Bicycle and Pedestrian Master plan note some concern with the maintenance of existing sidewalks, beyond the town core, the issue quickly becomes one of existence. Given the City's goal of revitalizing and drawing foot traffic to its central core, establishing theses connections may be a priority not only for transportation, but also economic development. The bulk of the City's anticipated growth is slated to occur outside of its historic core and some have already expressed concern that parking for more vehicles may be in issue downtown. Providing additional pedestrian and bicycle connections may be a more cost-effective way of achieving this goal, particularly in the context of cultural and night-life type attractions.

The 2011 City of Milford Bicycle and Pedestrian Master Plan recommends installing sidewalks in all new developments, ensuring adherence to the State's Complete Streets Policy in any municipal street improvements, and pedestrian and bicycle connectivity between any residential and adjoining commercial, as well as, at a minimum, bicycle and pedestrian connections between neighboring subdivisions, even if the vehicular connections dead end and cul-de-sacs or stub streets.

The Mispillion Riverwalk links the downtown business district on both sides of the River with pleasant sidewalks, boardwalk and footbridges. The Riverwalk Masterplan includes expansion of the greenway across the City's historic center. The Riverwalk and Streetscape projects are also central to linking the municipal parking lots with shopping, office use and cultural activities in the downtown district. Proposed additions include linking the Riverwalk with the two elementary schools through a system of pedestrian and bicycle trails and with future residential development.

6-3c. Railroads

The major north-south railroad line on the Delmarva Peninsula runs roughly parallel with S.R. 14, as it enters the City from the west and then turns due south, roughly following U.S. Rt. 13. The line is owned and operated by Norfolk Southern and presently only hauls freight. It connects Milford with the northeast corridor, providing important linkages to statewide and regional destinations.

6-3d. Public Transportation

Milford's public transportation is provided by DART First State. DART First State operates fixed-route service in all three counties. DART Paratransit service provides door-to-door transportation service for elderly and disabled riders statewide. Rides need to be arranged at least one day in advance.

Milford has five designated fixed-route bus stops. Only one, at North Walnut and Park Ave, services the core of the City. There is another further west on DuPont Highway near the Hardee's and Applebee's. The other three are clustered in the northwestern area of the City, west of U.S. 113 near the Super Wal-Mart and at Airpark Plaza.

Only one DART route, the 303, services Milford's bus stops. It provides weekday, commuter-style connections to and from Dover and Georgetown, roughly between the hours of 5:30a.m. and 7p.m.

The City should coordinate efforts with DART to establish local and regional public transportation loops to the Southeast Neighborhood and new hospital location consistent with the recommendations from the Southeast Master Plan document.

6-3e. Aviation

The Delaware Coastal Airport in Georgetown Delaware is the closest private airport to Milford. It provides small plane services, a tower, operates on visual flight rules, and has a 5,500' runway. The closest larger facility is the Dover Air Force Base's Civil Air Terminal, offering a 13,000-foot-long paved runway. The nearest regular passenger air services are provided at the Philadelphia International Airport and Baltimore-Washington International, each roughly 100 miles away. The Delaware Airpark in Cheswold, Del., 30 miles due North, is home to 45 aircraft and Delaware State University's flight-training program, serving corporate and recreational flyers year-round. The Wicomico Regional Airport located in Salisbury, Maryland, 50 miles due South, is the only commercial airport on the Delmarva Peninsula.

6-4. Planned Transportation Improvements and Studies

Since the City's most recent plan, a handful of transportation improvements have been completed, according to DelDOT. At-grade intersection improvements at S.R. 14 and S.R. 15 and a grade-separated interchange at S.R. 1 and Wilkins Road have been completed.

As previously explained, the significant study and associated work with the potential re-alignment of U.S. Rt. 113 in the Milford region has been indefinitely tabled due to lack of consensus. Likewise, slated interim improvements to Northeast Tenth Street and Northeast Front Street were cancelled due to community opposition.

SR1, NE Front Street Grade Separated Intersection – Following the S.R. 1 Corridor Capacity Study's recommendations, a grade-separated intersection is envisioned at Northeast Front Street and S.R. 1. Front Street is to be elevated to cross above S.R. 1 and a connector built to redirect at-grade traffic to the overpass. At present, right-of-way is being procured with a scheduled completion of construction late in 2019.

Corridor Capacity Preservation Program (CCPP) – This program impacts design considerations and future development patterns on both major highways (S.R. 1 and U.S. 13) in, or very near Milford. The CCPP approach began as a pilot project in the early 1990's. The aim was, and is, to avoid the cycle of building a highway, attracting economic development (driveways, intersections, traffic lights), experiencing congestion, building a bypass, and repeating the cycle on the bypass. The stretch of S.R. 1 from Dover Del., to Nassau passes directly past (partially through) Milford. The other preservation corridor follows U.S. 113 from Milford, south to the Maryland State line.

The program's main goals are to:

- Maintain a road's ability to handle traffic safely and efficiently
- Minimize the impacts of increased economic growth
- Preserve the ability to make future improvements
- Prevent the need to build an entirely new road
- Sort local and through traffic

The program is well coordinated and delineates areas, and potential remedies, based on the desirability of investment of State funds, very much in line with the 2015 State Strategies for Policies and Spending.

Dover/Kent County MPO Metropolitan Transportation Plan (MTP) 2040 update, 2013 – The MTP is a long-range, big picture, regional planning and guidance document compiled by the Dover/Kent MPO, in close coordination with Kent County, DelDOT, the Office of State Planning Coordination (OSPC), and municipalities, including Milford, which is discussed at some length in the document.

The most recent iteration was adopted in January 2013. The public engagement process for the next update is already underway. Update details, as well as the most recent document, can be viewed at http://doverkentmpo.delaware.gov/metropolitan-transportation-plan/.

The MTP's primary focus is to:

- Preserve the existing system to meet adopted standards of "good repair"
- Manage the system to meet adopted performance measures
- Expand travel options beyond the private automobile.
- Increase the highway system capacity where needed.
- Focus transportation investments so they match county and state growth and development goals

City of Milford Bicycle and Pedestrian Master Plan, 2011 – Milford has developed a comprehensive plan for the enhancement of its non-automotive transportation network. Elements and key recommendations from the master plan have been incorporated into this document. The plan delineates available pedestrian and bicycle infrastructure, notes deficiencies, and highlights desirable future projects and design features.

The master plan was a direct outgrowth of the City's 2008 plan and is very innovative in that it concerns itself, primarily, with allowing and encouraging transportation options for non-driving populations (children and seniors) and functional, utilitarian connections between meaningful convenience origins and destinations. It is far less concerned with cycling as pure recreation or providing bike-rack driving destinations for cycling. Furthermore, it makes significant land-use and street-standard recommendations aimed at encouraging, or even requiring, the provision of sidewalks, connections between adjacent, or existing and planned developments, and adherence to the state's Complete Streets policy during road construction and maintenance. It is available for review at http://cityofmilford.com/DocumentCenter/Home/View/686

6-5. Additional Transportation Issues

Parking – Parking may be an issue in City's downtown and steps may be required to address deficiencies. A parking study or inventory may be advisable to clearly illustrate the number of available spaces at various times of the day, and days of the week. The construction of parking can be expensive, and large areas of off-street parking, unless carefully designed, aren't entirely compatible with the City's vision for its downtown revitalization. A careful analysis may reveal if less intrusive options, such as shared parking for uses that draw patrons at different times of the day, or simply better signage to municipal or shared lots could ameliorate current issues. It may also reveal if existing spaces are being used for long-term parking or vehicle storage.

Truck Traffic – The City reported few traffic concerns. However, Northwest Front Street does have a significant volume of heavy truck traffic associated with the nearby industries/major employment centers. Though the traffic volumes don't seem to be causing significant congestion, some concerns have been expressed that the continual vibrations could eventually undermine close-by historic structures. As of this plan's drafting, the town was in discussions with industry representatives regarding possible solutions.

Transit and Multi-Modal Connectivity – Milford has grown significantly and embraces future growth. However, the City feels strongly that this new, planned growth (much of which borders or sits opposite S.R. 1 on the City's eastern edge) should connect to, and benefit, the established neighborhoods and businesses in the City. Once fully realized, the development and employment centers envisioned in the Southeast Master Plan could see hundreds of new jobs and residents in Milford. However, without convenient, direct, and accessible connections to the city's established neighborhoods, much of the potential economic impact, particularly upon the city's identified downtown development district, could

be left unrealized. Likewise, an employment center of the hoped for magnitude may benefit from a dedicated transit stop or transit hub.

Transportation Resiliency – There are 3.5 miles of roads vulnerable to inundation in the FEMA-designated floodplain. During intense storms coupled with future sea level rise, major transportation routes may be impacted due to inundation. Areas of potential inundation include S. Rehoboth Boulevard, NE Front Street, Park Avenue, N. & S. Walnut Street, SW Front Street, N. Maple Avenue, N. Church Street, N. Washington Street and Denny Road.

Higher temperatures can also impact the City's transportation infrastructure. Asphalt pavement softens and expands under elevated temperatures, making it more vulnerable to rutting and potholes. These impacts are important to consider when planning for long-term durability and functionality of Milford's road network.

The volatility of gasoline prices coupled with the improved range offered by today's electric vehicles (EV) means that more and more Delawareans are opting to purchase EVs. Electrical charging stations, where owners can "refuel" their vehicles while they are parked, are also becoming more popular as the EV infrastructure grows. However, there are currently no operational EV charging stations located within the City.

Transportation Improvement District (TID) – The City's Southeast Master Plan envisioned the creation of a Transportation Improvement District for the entire area in order to comprehensively plan for and anticipate necessary improvements, and also to spur timely development by relieving individual developers and/or builders from the necessity of conducting individual traffic impact studies.

DelDOT is amenable to such an agreement which requires an affirmative statement of intent in an adopted comprehensive plan (this document) and a map detailing the proposed TID's boundaries. A partnership would be formed between DelDOT and the City for the creation and operation of the TID. DelDOT also requested that recent changes in land use and layout in the Southeast Master Plan be updated in that document and reflected in the comprehensive plan.

6-6. Transportation Goals and Recommendations

Goal – Enable the safe and efficient mobility of residents utilizing all modes of travel, be they pedestrians, cyclists, drivers, or transit riders, via a safe and interconnected transportation system.

Objective – Work to address deficiencies and maintenance issues in the City's bicycle and pedestrian network by cataloging identified issues, engaging with DelDOT, and programming any available transportation funding.

Objective – Incorporate key recommendations from the City's Bicycle and Pedestrian Master Plan into its subdivision and street design standards.

Objective – Study and/or address parking deficiencies in the central business district.

Objective – Ensure connections for all modes between commercial and residential uses, existing and proposed residential uses, and the southeast area and greater Milford when considering development or redevelopment applications.

Objective – Continue to make use of the Riverwalk as a first-class recreational opportunity, as well as the connected pedestrian spine of the community.

Objective – Coordinate with DelDOT/DART regarding future transit needs and opportunities.

Objective – Preserve traffic capacity and prevent undue future congestion on the City's highways and arterials by planning for future growth and development with connected local streets and bicycle/pedestrian networks.

Objective – Coordinate with DelDOT and local businesses to address noted concerns of congestion, truck traffic, and difficult pedestrian crossings.

Objective - Collaborate with DelDOT to conduct a climate change vulnerability analysis to identify at-risk transportation assets and strategies for mitigating those risks.

Objective – Install electric vehicle charging stations in the central business district with designated parking spaces.

Goal - Pursue, in coordination with DelDOT, the creation of a Transportation Improvement District for areas subject to the updated Southeast Master Plan

Objective – Enter into a written agreement or MOU with DelDOT regarding a TID for the Southeast area, and develop an agreed-upon schedule of implementation steps.

Objective – Collaborate with DelDOT to investigate an east-west transportation solution between Route 113 and the new Bayhealth Health Campus.

CHAPTER 7. Economic Development and Redevelopment

Vision - *The City of Milford is dedicated to providing a quality living and working environment that will ensure a balanced mix of commercial development and employment opportunities, that serve its residents, and promotes its image as a desirable and economically stable community.*

Milford's economic base is strong through diversification. The business community is comprised of a mixture of small and mid-sized local businesses-and national firms such as Perdue Farms, Inc. and Dentsply Sirona, Inc. The business base includes manufacturing and industrial enterprises, an expanding healthcare sector, professional, educational and government services, and retail businesses.

7-1. Major Employers

The largest employers within the City are shown in Table 7-1 and include agribusiness, food processing facilities, manufacturing firms and medical service providers.

Table 19. Milford Major Employers, 2017

Employer Name	Type of Business	Number of Employees
Perdue Farms, Inc.	Poultry Processing	1550
Bayhealth, Inc.	Health Care	800
Milford School District	Education	558
Dentsply Sirona, Inc.	Dental Supply Manufacturer	525
Seawatch International, Inc.	Seafood Processing	280
Kent-Sussex Industries, Inc.	Sheltered Workshop	117
City of Milford	Government	105
First State Manufacturing, Inc.	Industrial Sewing	100
	Total	4035

Source: City of Milford, 2017

Perdue Farms, Inc. operates a poultry processing plant within the City. The plant provides employment opportunities for unskilled labor and is a significant employer for Milford's growing minority populations.

Bayhealth, Inc. currently owns and operates the Milford Memorial Hospital located along Clarke Avenue near downtown Milford. In 2016, Bayhealth began construction of a new state-of-the-art hospital and health campus on 160 acres of land located in the Southeast Neighborhood. This long-term investment in the City will secure quality healthcare for both local and regional residents. It is anticipated that the project will lead to additional residential, commercial and institutional growth in the Southeast Neighborhood along with other areas of the City. The new hospital facility is expected to be fully functional by January 2019.

Dentsply-Sirona is the world's largest manufacturer of professional dental products and technologies. The company maintains two facilities within City limits, one located on Lakeview Avenue and one located in the Masten Business Park.
Founded in Milford, Seawatch International, Inc. continues to be one of the biggest employers. The company is known as the largest harvester and processor of clam products in the world. Recent

company investments have expanded operations and employment at the Milford site, fueling the local economy.

First State Manufacturing (FSM) operates an industrial sewing facility located at the corner of Columbia Street and SE Fourth Street. FSM works with a wide range of products and businesses, from aircraft textiles and bus upholstery to restaurant refurbishments and contract sewing. FSM continues to expand production which may lead to additional employment opportunities.

The Milford School District is a major employer in the community and continues to expand to meet the growing needs of Milford's young residents. More information can be found in Chapter 4 related to the school district.

Kent-Sussex Industries is a non-profit vocational rehabilitation organization aimed at assisting people with disabilities attain employment and meaningful participation in their communities. The non-profit was founded in 1962 in Camden, DE and grew into multiple locations over the past few decades until consolidating into the current Milford location.

These organizations employ over 4,000 people, and together with many other smaller businesses, contribute to a healthy demand for employees, transportation options and housing within the City.

7-2. Employment and Unemployment

Information provided by the Delaware Department of Labor and the 2015 American Communities Survey showed Milford with an estimated labor force of 5,423 persons, and an unemployment rate of 4.1 Percent. Table 20 represents the employment status for persons in the labor force in Milford, Kent County, Sussex County, State of Delaware and the United States.

Table 20. Employment Status

Employment Status	Milford		Kent County		Sussex County		Delaware		United States	
	#	%	#	%	#	%	#	%	#	%
Employed	5,201	95.9	74,707	95.8	91,606	95.6%	449,673	95.7	159,640,000	95.3
Unemployed	222	4.1	3,131	4	4,239	4.4	20,380	4.3	7,529,000	4.7
Labor Force	5,423		77,983		95,845		470,053		152,111,000	

Sources - Delaware Department of Labor, U.S. Bureau of Labor Statistics. Figures from Dec., 2016.
Milford labor force drawn from 2015 American Communities Survey

7-3. Commuting to Work

According to 2015 ACS 5-year Estimates, the average commute time for employees within Milford is 20.9 minutes. This is lower than the averages for both Kent County, 25.2 minutes, and Sussex County, 23.7 minutes. The City maintains the policy to minimize commuting times and optimize alternative modes of travel.

7-4. Occupations

As shown in Table 7-3, Milford residents' employment by occupational category in 2010 was fairly stable. Due to changes in the methodology used by the U.S. Census Bureau, the table compares full-count data from 2000 to survey results as recent as 2014. Slight variations in how occupations are classified prevent direct comparisons in some cases.

Just under a third of Milford's residents were employed in management/professional fields, steady from 2000. These figures are on-par with Kent and Sussex Counties, but slightly less that the state or national averages.

Looking at production, transportation, and manufacturing, the data suggest Milford has made modest gains and employs a higher percentage of its residents in traditional blue-collar jobs than either county, the state, or the nation. Likewise, the City has a slightly lower percentage of its labor force employed in the service industry.

Table 21. Occupations in Milford, Kent County, Sussex County, Delaware and the United States

Occupational Category	Percent									
	Milford		Kent County		Sussex County		Delaware		United States	
	2000	2014*	2000	2014*	2000	2014*	2000	2014*	2000	2014*
Management, Professional, and Related (Business, Science, Arts)	29.6	29.9	28.5	32.7	27.2	30	35.3	38.1	33.6	36.4
Service	15.7	14.3	17	19.1	16.7	20.9	14.6	18.1	14.9	18.2
Sales & Office	24.8	21.7	26.9	24.1	25.3	24.5	27.6	24.4	26.7	24.4
Farming, Fishing and Forestry**	0.8	N	0.7	N	1.3	N	0.5	N	0.7	N
Construction, Extraction & Maintenance**	10	N	11.6	N	12.8	N	9.5	N	9.4	N
Natural Resource, Construction & Maintenance Operations**	N	14.2	N	10.6	N	11.4	N	8.6	N	9
Production, Transportation & Material Moving	19.2	19.9	15.3	13.5	16.6	13.3	12.5	10.8	14.6	12.1

N = No Data

*2014 data from the American Community Survey 5-year estimates program was collected from 2010-2014 and represents the average value over that time.

**In the latest datasets the categories "Farming, Fishing, and Forestry" and "Construction, Extraction, and Maintenance Occupations" were not included, but a new category entitled "Natural Resource, Construction, and Maintenance Operations" was created.

Source: 2000 Census; American Community Survey, 2010-2014.

7-5. Economic-Development Plan

One of Milford's strengths is the variety of business sectors and business sizes which operate within the City. This is the key to providing economic opportunity to all the citizens of Milford and the Greater Milford Area. Beyond the City limits, the City recognizes that agriculture and associated businesses are intimately tied to many of the City's large employers and product producers. The City Supports State and County programs that keep farming profitable, such as agricultural preservation and transfer development rights.

The fundamental principle to providing economic opportunity to the citizens of Milford is to encourage employment opportunities within the City. The City is committed to continuing its policy of providing suitable zoning categories and land areas within the City to accommodate the variety of business sectors that promote a diversified and stable economy. Manufacturing, retailing and other commercial enterprises, and profit and non-profit providers of educational and medical arts all have a place within the City as sources of quality employment, as directed by the land use plan.

The City will continue to promote Milford as an employment center through the provision of adequate water, sewer and natural gas, competitive electric rates and state-of-the-art telecommunications. Expansion of Milford's fiber optic data lines provides the latest technologies to existing companies. This infrastructure is an attractive amenity for which the City can market and use as a business recruitment tool.

To stimulate private investment in the community, the City has developed Specific Economic Development Incentive Programs (SEDIP) outlined in Chapter 19 Economic Development & Redevelopment of the City Code. Currently, there are SEDIPs for the Greater Milford Business Park and the Downtown Development District, as well as city-wide incentives for employment generation. These incentive programs provide targeted assistance for areas of desired economic growth.

7-5a. Redevelopment, Economic and Community Development

Milford recognizes that maintaining the appearance and functionality of the existing developed properties is an important aspect of providing a high quality of life for people living and working in the City.

Redevelopment of under-utilized properties will continue to be promoted by the City's Planning Department through partnerships with non-profit organizations and private investors. The City will coordinate with Downtown Milford, Inc. (DMI) to integrate downtown redevelopment efforts consistent with the Downtown Development District Plan. The City will also coordinate with the Delaware Economic Development Office to widen its opportunities to keep constructed facilities fully utilized.

Downtown Milford, Incorporated

The most successful redevelopment program has been through the public/private partnership with Downtown Milford, Inc. The non-profit organization has assisted with implementing Milford's streetscape projects and working with private developers on the rehabilitation of existing buildings in the center of the city.

DMI is organized to stimulate economic development: 1) by encouraging cooperation and building leadership in the business community, 2) by creating a positive image for the downtown area by promoting it as an exciting place to live, shop and invest, 3) through the improvement of the appearance of downtown, and 4) by rebuilding and diversifying the downtown economy.

DMI coordinates several downtown festivals and campaigns throughout the calendar year including Pub Crawl, Bud and Bug Festival, Brewgrass Festival, International Food Festival, Eat in the Street, Holiday Stroll, Farmers Market, Shop Local Campaign, Third Thursday, and Milford in Bloom. These events are designed to attract visitors to the downtown area and strengthen the sense of community.

DMI administers a "mini" revolving loan fund program and provides other types of financial assistance to downtown business and property owners. The goals and objectives of DMI are promoted by the City through the Central Business District zoning classification and the Mispillion Riverwalk master plan.

The City and DMI will continue efforts to develop a Historical Preservation Ordinance to improve and protect buildings in the three established Historical Districts.

Chamber of Commerce for Greater Milford

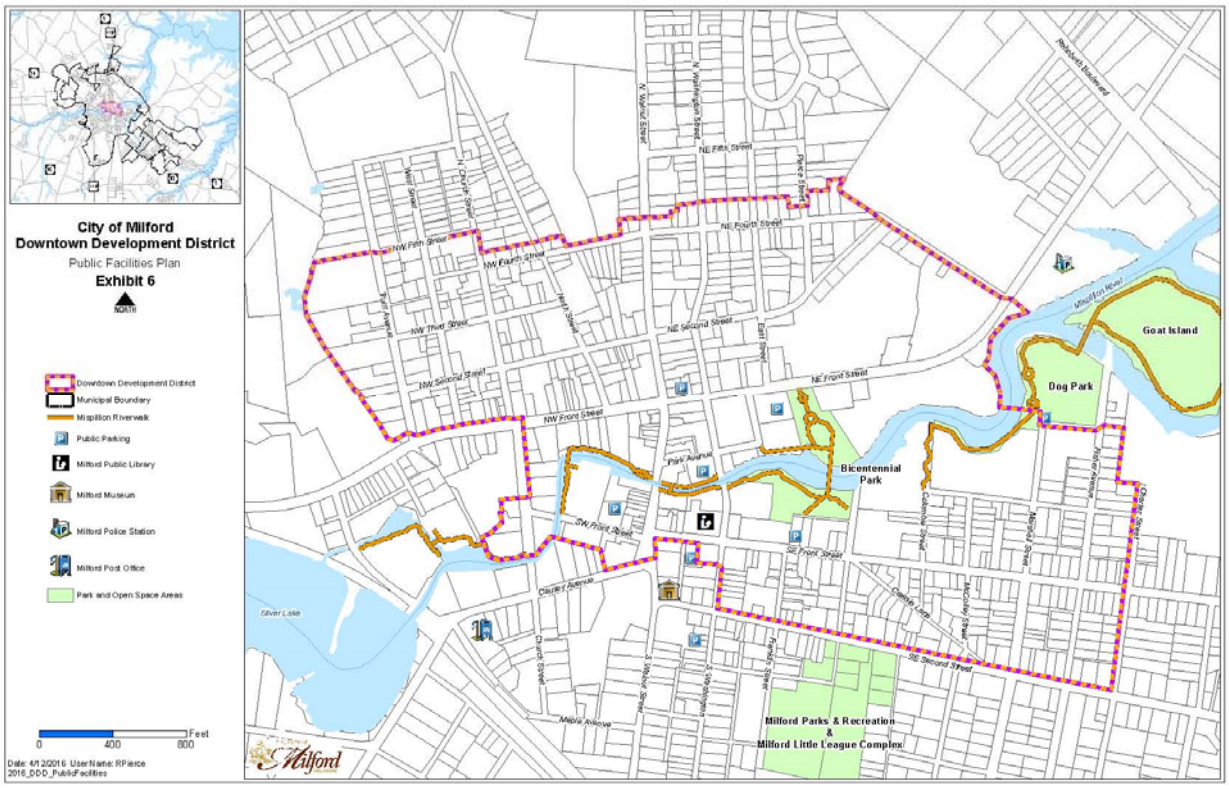
The Chamber of Commerce for Greater Milford (CCGM) serves the business community as a resource information center, referral source and networking base to facilitate and actively promote Milford. The Chamber of Commerce has established an Economic Development Commission comprised of seventeen (17) members representing education, government, health care, manufacturing, and commerce sectors serving the Greater Milford area. The Chamber and the Commission play an integral part in promoting existing businesses and attracting new businesses to the community and downtown area.

Downtown Development District

In September 2015, Arnett Muldrow & Associates conducted a series of public meetings and focus group sessions to develop a master plan for Downtown Milford. Over 250 citizens gathered together during the three-day charrette to create the Rivertown Rebirth Plan 2025. A copy of the Rivertown Rebirth Plan 2025 can be found at http://www.cityofmilford.com/documentcenter/view/1846. In January 2016, City Council adopted the Plan as the guide to development and revitalization in the Downtown Area.

In May 2016, the City submitted an application to the State of Delaware for the next round of Downtown Development District designations, for which the Rivertown Rebirth Plan 2025 was a primary component. In August 2016, the Governor announced Milford as one of the next five communities that received designation. The program combines State and local incentives to encourage private investment within the District area. State incentives include grants, historic preservation tax credits, and other resources for both residential and commercial development/redevelopment projects. As part of the designation, the City has committed to impact and other fee waivers and tax abatements for qualifying projects. Details can be found in Chapter 19 Economic Development & Redevelopment in the City Code. For more information on the City's Downtown Development District program, please go to www.cityofmilford.com/DDD.

Figure 4. Downtown Development District Map



The Rivertown Rebirth Plan 2025 contains a series of recommendations to further enhance the downtown and address some of the opportunities and concerns identified by stakeholders during the charrette. Some of these recommendations were tied to physical locations and included several large mixed-use projects located along the Mispillion River.

In addition to the Rivertown Rebirth Plan, the District Plan focuses on community redevelopment through the promotion of homeownership and neighborhood revitalization. The City has partnered with several non-profit and governmental agencies in promoting community development programs with the goal of reducing vacancy rates and code violations, and increasing safety and economic activity.

Greater Milford Business Park & Independence Commons Business Park

In the early 2000's, the City invested in developing a business park along the south side of Airport Road, west of Route 113 and Route 1. Called the Greater Milford Business Park (GMBP), this project created shovel-ready sites zoned BP (Business Park) ranging from one to twelve acres in size. The GMBP is home to the City's Public Works Department administrative office and warehouse, medical and dental clinics, contracting companies, supply warehouses and light manufacturing. There are only a few undeveloped lots remaining within the GMBP.

Located north of the GMBP along Airport Road, Independence Commons offers affordable land for medical and professional office-type uses. The complex includes Delaware Hospice, Veterans Home, Boys & Girls Club, Can-do Playground, Milford Parks and Recreation athletic fields and other professional offices. There are several one-acre lots available, along with larger tracts of land ranging from three to

eleven acres in size. The main sewer, water and electric infrastructure was installed by the City of Milford to promote quick development.

The Greater Milford Business Park and Independence Commons will be promoted through the City's own initiatives. The City has developed a SEDIP for new development in the Greater Milford Business Park, providing fee waivers and other incentive options for projects providing new employment opportunities for area residents.

7-5b. Economic Resiliency

Efforts to lower energy consumption in the City can bring local economic benefits in the form of energy cost savings, and DNREC's Division of Energy and Climate along with the Sustainable Energy Utility (SEU) offer a number of energy efficiency incentives that reduce operating costs of buildings. DNREC's Energy Efficiency Investment Fund is designed to assist commercial and industrial customers with swapping out their old, inefficient equipment with newer, more efficient replacement units. Their Revolving Loan Fund offers low-interest loans to public and private end-users for purchase of renewable energy systems and energy efficiency measures. The SEU's Solar Hot Water and Geothermal Grant offers financial assistance to non-residential users for the purchase and installation of solar hot water heaters. In addition to the long-term cost savings that renewable energy and energy efficiency upgrades achieve, these types of projects also help boost the local economy by making use of skilled labor for electrical, heating and plumbing, and other construction-related work.

In the Transportation chapter, it was noted that electric vehicle (EV) infrastructure does not yet exist in Milford. The installation of EV charging stations in the central business district would incentivize the growing number of EV owners into the downtown area, boosting economic activity. DNREC currently offers a rebate program that reimburses commercial businesses 75% of the cost of a charging station (up to a maximum of $2,500).

7-6. Economic Development and Redevelopment Goals and Recommendations

Goal – Pursue land-use, growth, and preservation strategies that will ensure that farms, agricultural properties, and agri-businesses remain an economically viable anchor to the Milford economy.

Objective - Promote preservation of agricultural and environmental resources beyond the city limits of Milford.

Objective - Systematically consider and evaluate annexation requests from within the existing Urban Growth Boundary, accounting for projected revenues from annexation, the cost of service provision, capacity and capability of municipal service providers, and preservation of adequate utility capacity for growth expected or desired already within the City of Milford.

Goal – Ensure the City's future land uses and zoning accommodate and allow for a variety of commercial and employment activities.

Objective - Encourage infill and redevelopment of vacant, under-utilized, or in-need of repair properties, particularly within the Downtown Development District.

Objective – Consider the development of a vacant building ordinance to address blighted and abandoned properties, possibly including a vacant building registration program.

Goal – Implement the policies and recommendations within the Southeast Master Plan and the Downtown Development District, both key tools for future development and redevelopment.

Objective – Incorporate and adopt the Southeast Master Plan as part of the Comprehensive Plan

Objective – Amend the municipality's zoning and subdivision ordinance, and any other relevant procedures, to reflect the updated master plan.

Goal – Broaden Milford's economic activity beyond Monday to Friday, nine to five by encouraging businesses, activities, and festivals that will help develop Milford's identity as a great place to have fun, as well as work and live.

Objective – Encourage and promote nightlife and cultural destinations in the Town Center

Objective – Consider the City's desire for cultural and evening destinations when deliberating conditional use applications.

Objective – Consider relaxing parking requirements, or permitting shared parking arrangements, for adjoining uses, or areas, where peak demands would be expected to occur at different points in the day/evening.

Goal – Enhance the City's economic resiliency by reducing the risk of flood damage and promoting the long-term cost savings of energy efficiency and renewable energy upgrades.

Objective – Support energy efficiency and renewable energy upgrades in new and existing developments by taking advantage of state-sponsored financial incentives.

Objective – Promote electrical vehicle charging in the central business district.

CHAPTER 8. Natural Resources

Milford owes its very identity to the river and rich farmland in and around the municipality. It is committed to playing its part in protecting and preserving these invaluable resources for the next generation of residents.

The Environmental Plan's place within the City's suite of policies is to assure that economic development can occur while recreational and natural assets are sustainably utilized. Milford is committed to the preservation of the Mispillion River as a cultural and economic asset. This chapter presents a summary of these natural resources and environmental policies, identifies issues of concern and provides recommended actions for implementing natural resource management policies.

8-1. Physical Characteristics

The City's physiographic location is described as the Atlantic Coastal Plain, and the Delmarva Peninsula. The significant feature of the province is its flat to rolling ground surface that lies at less than 50 feet above sea level and falls steadily to the Delaware Bay shore to the east. The City is less than 10 miles from the Bay, which generates a mild climate year-round. Average monthly temperatures range from 76° to 32° F. The average annual rainfall is 45 inches. Rainfall runoff flows to ditches, small streams and rivers dependent on the ground surface topography.

Milford is at the center of the Mispillion River Watershed, which is a tributary to the Delaware Bay drainage basin. The bay coastline is dominated by tidal wetlands, and is an area marked for preservation through National Wildlife Refuges, state and private reserves, enrollment in Delaware's agricultural preservation program, and wetland regulations.

8-2. Water Resources

The quality and quantity of water available in the City of Milford is key to both the health and well-being of its residents and to achieving the growth and development the City desires. This section discusses water-quality issues and actions the City can take, and has taken, to minimize negative impacts on water quality within Milford and the surrounding watershed.

Watersheds

A watershed is all of the land that water moves across or under while flowing to a specific body of water and includes the plants, animals, and humans who live within it. Milford is located within the Mispillion River watershed which has been assigned a range of nutrient (nitrogen and phosphorus) and bacterial Total Maximum Daily Load (TMDL) reduction requirements by the State of Delaware. These reductions must be met in order to comply with the State's Water Quality Standards.

Under Section 303(d) of the 1972 Federal Clean Water Act (CWA), States are required to identify all impaired waters and establish TMDLs to restore their beneficial uses (e.g. swimming, fishing, and drinking water). A TMDL defines the amount of a given pollutant that may be discharged to a water body from point, nonpoint, and natural background sources and still allows attainment of maintenance of the applicable narrative and numerical water quality standards. A TMDL is the sum of the individual Waste Load Allocations (WLAs) for point sources and Load Allocations (LAs) for nonpoint sources and natural background sources of pollution. A TMDL may include a reasonable margin of safety (MOS) to

account for uncertainties regarding the relationship between mass loading and resulting water quality. In simplistic terms, a TMDL matches the strength, location and timing of pollution sources within a watershed with the inherent ability of the receiving water to assimilate the pollutant without adverse impact. A Pollution Control Strategy (PCS) specifies actions necessary to systematically achieve pollutant load reductions specified by a Total Maximum Daily Load for a given water body, and must reduce pollutants to levels specified by State Water Quality Standards.

Wetlands

Tidal wetlands are present within the City along the banks of the Mispillion on Milford's east side. Small areas of tidal wetlands also touch the City's northern edges and the eastern boundary of the South East neighborhood. Non-tidal wetlands are also present, largely adjacent to the blue-line streams.

Much of the River has been diverted, channelized or impounded as part of the historic development of Milford. The Mispillion Riverwalk has sections of boardwalk, which elevate the system above the banks, and new wetlands landscaping has been introduced. The Parks and Recreation Department recently completed an extension of the Riverwalk system to the east, to a wooded wetland area called Goat Island. This natural area includes a walking trail and elevated boardwalk through some of these sensitive areas, providing education guideposts highlighting the wetland environment. Additional improvements to this nature area on Goat Island are outlined in the Parks Plan.

In addition to providing wildlife habitat, wetlands provide protection from flooding and protect water quality by naturally filtering runoff on its way to water bodies. Protection of wetlands falls under the regulatory jurisdiction of Section 404 provisions of the Federal Clean Water Act. In Delaware, tidal and non-tidal wetlands are regulated by the U.S. Army Corps of Engineers (USACE) under this act; however, tidal wetlands are subject to additional and more stringent regulatory protection under Title 7, Chapter 66 provisions of the Delaware State Code.

The Code of the City of Milford, Part II, Chapter 230-45.2 requires that wetlands delineation including jurisdictional determination is required as part of any conditional use, site plan or subdivision approval process. In addition, for cluster-type and planned unit development wetlands are excluded from gross area calculations.

Floodplains

A floodplain is the land area adjoining a stream or channel that is inundated or has been or may be covered by flood waters. Though each flood event is unique, the 100-year (commonly depicted in flood maps as, "AE") floodplain is accepted as the regulatory boundary for insurance purposes and for many municipal zoning and development standards. The term, "100-year" is often misunderstood. It does not mean that a flooding event should, or will, only occur once every 100 years. It is simply a statistical measure indicating that a flood event has an estimated one percent chance of occurring in any given year. The 100-year moniker is also given to weather events such as storms and droughts.

As shown on the *Floodplains* map, the 100-year floodplain in Milford bisects the historic core of the city east to west, covering significant areas of the town center, and south western neighborhoods. It also extends down the city center's eastern municipal boundary to the south, touches the norther extremes of the municipality, and impacts the far southeastern corner of the South East neighborhood. The

maintenance and protection of floodplains in the city are important to minimize property damage during storm events and maintain the natural filtration of stormwater runoff.

8-3. Relevant Programs, Policies, and Regulations

8-3a. Surface-Water Protection—Total Maximum Daily Load (TMDL)

Table 22. TMDL (Nitrogen, Phosphorus, Bacteria) Requirements for the Mispillion Watershed

Delaware River and Bay Drainage	N- reduction requirements	P- reduction requirements	Bacteria- reduction requirements
Mispillion	57%, 88% in Kings Causeway Branch	57%, 88% in Kings Causeway Branch	87%

The Clean Water Act and the U.S. Environmental Protection Agency's Water Quality Planning and Management Regulations were developed to maintain the health of our nation's waters. They provide for the regulation of impaired waters (those polluted to the extent that they no longer meet their designated uses). Designated uses are identified in state water-quality standards. The Mispillion watershed's uses are primarily recreation, fish and wildlife habitat, and agricultural/industrial water supply. When waters do not meet these designated uses, TMDLs are required. They serve to specify the maximum amount of pollution that may be allowed to enter a water body and allow it to still meet water-quality standards. The Mispillion Watershed's TMDL was most recently updated in 2006 (http://www.dnrec.delaware.gov/swc/wa/Documents/TMDL_TechnicalAnalysisDocuments/12_MispillionCedarTMDLAnalyses.pdf).

With participation from local stakeholders, DNREC developed a Pollution Control Strategy (PCS) to meet the TMDL designated reductions. Milford representatives were active partners in the Mispillion and Cedar Creek Watershed Tributary Action Team that coordinated with DNREC to develop the PCS. A PCS is a document that specifies where pollution reductions can be made to meet TMDL targets. The strategy was completed in December 2012 (http://www.dnrec.delaware.gov/swc/wa/Documents/WatershedPlans/Mispillion%20Pollution%20Control%20Strategy%202012%20final.pdf).

The strategy was designed to reduce nutrient loadings from existing and future land-use practices. If implemented as designed, the combination of actions delineated in the strategy should lead to the achievement of the TMDL. DNREC reviews the strategies every ten years to assess if adequate progress is being made.

8-3b. Subdivision Regulations

Sourcewater Protection

Article III, Section 230-29.5 of Milford's code delineates the City's wellhead protection standards and sets wellhead protection areas of 150 feet for confined wellheads and buffers determined by DNREC analysis for unconfined. It also prescribes maximum percentages of allowable impervious surfaces (20 percent), or requires an engineering assessment concluding a higher percentage will not impact upon water quality and supply. The code also restricts permitted uses in wellhead protection areas and regulates above, and underground storage tanks.

Wetlands and Buffers

Article VIII, Section 230-45.2 of the Milford code details the City's wetland preservation and protection regulations. Development activity in proximity to mapped wetlands requires a wetland delineation prior to any conditional use, site plan, or subdivision approval. Barring permission from multiple state, local, and federal agencies, wetlands are not allowed to be subdivided, filled, cleared of vegetation, or otherwise disturbed. It also establishes a buffer of 25 feet from delineated wetlands that must remain undisturbed.
Article VIII, Section 230-45.3 of the Milford code establishes 25 foot riparian buffers from the high-water mark of any tidal features and 50 feet from any non-tidal waterbodies or wetlands. A significant portion of Milford was developed during the Colonial era, close to, or within wetlands. In previously disturbed or developed areas, the code seeks a minimum of ten feet of buffer.

8-3c. Air Quality

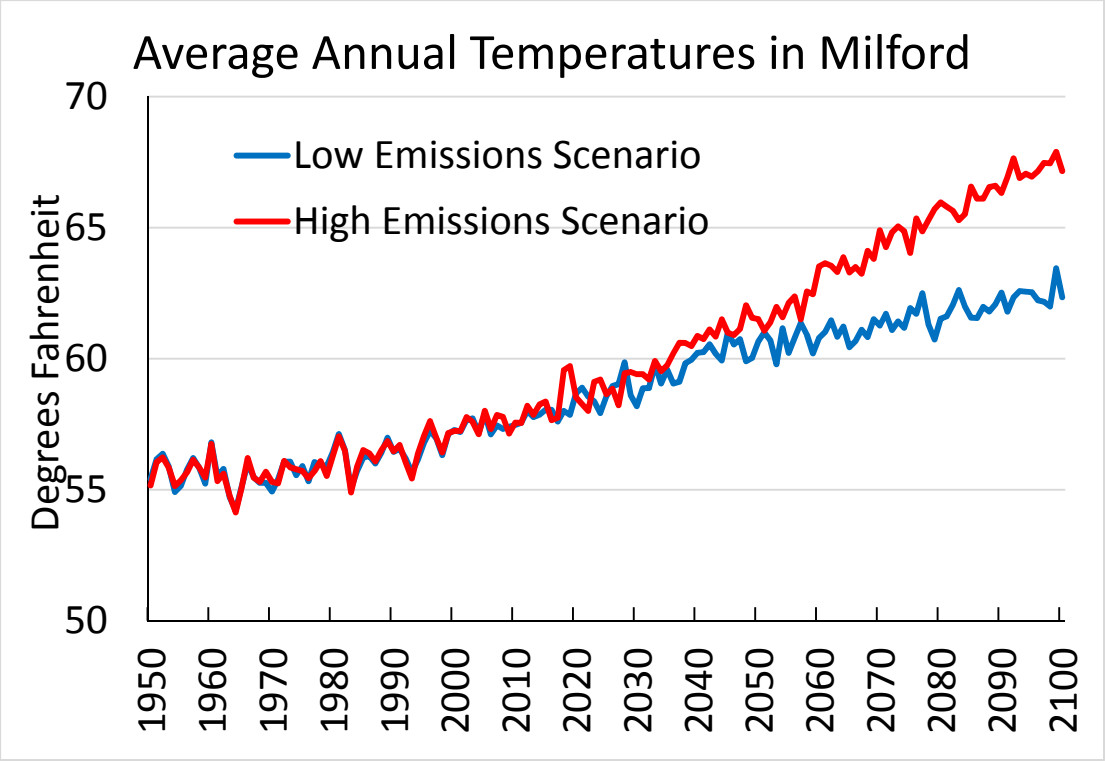
Though there have been marginal improvements in the past several years, according to the American Lung Association's "State of the Air" report (February 2017), air quality remains a significant regional concern. Kent County was graded a "B," and Sussex a "D."

The City is committed to playing its part in regional air quality. Though land-use regulations in Delaware for moderately sized municipalities don't typically regulate air quality, Milford's preference for a "Live Where You Work," pattern of development, it's commitment to multi-modal transportation, and its openness to electric vehicles may continue to incrementally improve the region's air quality.

8.4 Climate Change Impact Assessment

Like all towns and cities across Delaware, Milford is exposed to the impact of climate change. The two main consequences of climate change that are most critical to the City are rising temperatures and rising water levels along the Mispillion River.

As part of this comprehensive plan update, an analysis was conducted to determine Milford's vulnerability to these two major climate change impacts. The data used to predict future temperatures was pulled from the State's climate portal (http://climate.udel.edu/declimateprojections/portal/) and the data for sea level rise was pulled from DNREC's sea level rise assessment. The temperature data in the Figure below shows that under a low global greenhouse gas emissions scenario, Milford will experience a warmer environment (approximately 4-degree Fahrenheit increase).



To determine the impact of sea level rise on the City, there different sea level rise projections for the year 2100 (0.5 meter, 1.0 meter, and 1.5 meter rise) were mapped to give a range of possible inundation scenarios at the end of the century. These three scenarios, along with the current FEMA flood zone, were overlain onto a digital representation of the City to determine the impact of inundation on critical municipal assets such as roads, buildings, land, and economic assets. The resulting sea level rise map is shown in the *Delaware Sea Level Rise* map. The State currently recommends planning for a 1.0 meter sea level rise by 2100.

Environmental Resilience

Maintaining a thriving, ecologically diverse, and healthy natural environment is a critical step toward mitigating hazard vulnerabilities. For instance, as noted above, healthy wetland habitats act as absorptive buffers during storm surge and flooding events. A dense urban tree canopy cools and cleans the ambient air and minimizes heat island effects during extended periods of elevated temperatures. The benefits to the community from these ecological services are significant.

One strategy for regenerating degraded environments is through living shoreline projects. Living shorelines are an alternative approach to land stabilization near the water's edge. Bulkheads, concrete seawalls, riprap, and other inorganic shoreline stabilization techniques do not provide a suitable environment for a healthy, thriving ecosystem at the critical interface between land and water. Living shorelines are generally constructed using rolled coir logs made of natural fibers, oyster and shellfish reefs, and are planted with native grasses to maintain stability. The result is a land-water interface that still prevents shoreline erosion but has the important benefit of providing valuable ecosystem services. Much of Milford's tidal wetlands, riverbanks, and streambanks, have been developed for hundreds of years. The City's Living Shoreline Initiative was undertaken, in collaboration with the Partnership for the

Delaware Estuary, to determine the feasibility of utilizing living shorelines along specific tidal areas of Milford. A Surface Water Matching Planning Grant, provided through DNREC, that funded the initiative, is overseen by the Water Infrastructure Advisory Council. The project scope explores ways to increase ecotourism, remove a problematic causeway, and reduce runoff into the river. As part of the project, The Partnership for the Delaware Estuary recently completed a conceptual plan and study along sections of the Mispillion River and found it suitable for the installation of living shorelines. Because the riverfront area is also susceptible to flooding, replacing hard stabilization structures with living shorelines would help mitigate some of the inundation vulnerability.

Another strategy to mitigate against climate impacts is to support tree planting. Trees provide numerous benefits such as absorbing stormwater runoff, filtering air pollutants, limiting urban heat island effects, raising nearby property values, and providing natural shading and cooling effects during heat waves which saves energy on air conditioning. Street trees are also cost effective, as a recent study in California concluded that for every dollar spent on planting and management, nearly six dollars in benefits are returned to the municipality in the form of ecosystems services (McPherson, van Doorn, & Goede, 2016). The Delaware Forest Service has mapped the tree canopy in Milford (see http://delawaretrees.com/urbanmaps/Milford.pdf) and the results indicate that the sea level rise-vulnerable area along the Mispillion River between Goat Island and Silver Lake is sparsely planted.

Riparian buffers, which the City maintains at 25' from tidal waters and 50' from non-tidal waters, also help to improve environmental resilience. Limiting development in ecologically sensitive areas, such as along streams and near wetlands, preserves the critical environmental services that these ecosystems provide. If these areas are developed, it is prudent to utilize them as low-impact land uses, for instance parks and open space, to help maintain environmental quality, manage stormwater runoff, and avoid costly flood damage.

There are a wide range of additional climate adaptation and resiliency-enhancing development strategies that could be considered for Milford. The scope of the challenge – and opportunity – that the City faces can be met but it will require the dedication and effort of a wide range of community stakeholders. Truly effective solutions are more likely to come through the collective knowledge and cooperative involvement of residents, the business community, City administrators, and civil society groups. These sorts of bottom-up climate adaptation efforts can be more effective, feasible, efficient, and environmentally sound. The City could catalyze and support the formation of a Climate Change Adaptation Committee made up of diverse community stakeholders to start the process of a homegrown climate change adaptation response. The committee would review available evidence on future climate vulnerabilities, evaluate various adaptation options, and present recommendations to the City for consideration.

8.5 Natural Recourse Goals and Recommendations

Goal – Coordinate with relevant agencies and committees to improve water quality in the Mispillion and its tributaries.

Objective – Consider refining the City's buffering regulations to distinguish between built-up areas where the existing ten-foot buffer is the default, and more open areas where a more effectively sized buffer may be feasible.

Objective – Continue to pursue and support living shoreline installations along hardened sections of the Mispillion River.

Objective – Review parking and loading standards to ensure new site plans have adequate parking while limiting the amount of impervious coverage.

Objective – Consider relaxing parking requirements, or permitting shared parking arrangements, for adjoining uses, or areas, where peek demands would be expected to occur at different points in the day/evening.

Objective – Review and update the City's impervious coverage standards to ensure environmentally friendly site design.

Objective – Enhance the urban tree canopy by planting new trees in sparsely planted areas, for instance near parking lots and other impervious coverage areas near the downtown core.

Objective – Continue to avoid development in ecologically sensitive and flood-prone areas.

Objective - Participate in the Mispillion River Tributary Action Team to assist in the development of pollution control strategies for the river.

Objective - Promote the elimination of individual septic systems, where feasible near and adjacent to the Mispillion River.

Goal – Pursue agricultural preservation of high-value agricultural parcels, consistent with the master plan.

Objective – Incorporate and adopt the Southeast Master Plan as part of the Comprehensive Plan

Objective – Develop and implement a TDR program in the Southeast neighborhood and expand the developed program into the anticipated Northeast Master Plan

Objective – Amend the municipality's zoning and subdivision ordinance, and any other relevant procedures, to reflect the updated master plan.

Goal – Limit the growth of harmful atmospheric emissions attributable to Milford

Objective – Support energy efficiency and renewable energy upgrades in new and existing developments by taking advantage of state-sponsored financial incentives.

Objective – Promote electrical vehicle charging in the central business district.

Objective - Reduce future congestion, distance commuting, and emissions by developing as a year-round, live where you work community.

Goal – Protect the City's social and economic assets by enhancing environmental resiliency.

Objective – Form a Climate Change Adaptation Committee that will review Milford's climate vulnerabilities, evaluate appropriate adaptation options, and make recommendations to the City.

Objective – Consider a partnership with the Delaware Coastal Program's (DCP) Resilient Community Partnership to potentially access staff support, technical assistance, and funding in the coming years.

Objective - Utilize new data and analytical techniques to begin planning for elevated water levels and increasing periods of heat.

CHAPTER 9. Parks, Recreation, and Open Space

The City is committed to providing high quality public open space facilities and services. The City recognizes that public open space and recreational activities are an integral part in the development of the City.

The *Parks and Open Space* map shows Milford's parks, recreation areas, and open spaces. Some of these areas have passive and active recreation opportunities or stormwater-management facilities. It also details natural areas, nature preserves, and agricultural preservation districts, or parcels with agricultural easements, in the Milford area. This chapter also details state and county parkland and recreational opportunities in the Milford area.

9-1. Dedicated Open Space

Roughly 50 acres have been set aside in Milford as public open space and another 280 acres is set aside as private. Dedicated open space is generally associated with residential subdivisions. Some dedicated land is retained in its natural state. Other parcels are available for passive or active recreation. Stormwater-retention facilities cannot be developed, but can serve as water amenities and have been included in the discussion of open space.

Part II, Chapter 200 of the Milford code specifies that the planning department, planning commission, and city council may require up to a ten percent open space set aside, particularly in considering larger projects, of the project's gross area for the creation of parks and open space. Parcels of three to five acres, at a minimum, are preferred, though smaller areas can be considered.

Such lands may be dedicated to the city, or otherwise preserved. The commission also has latitude to require the intact preservation of natural features and to require set-asides for future schools. This ten percent maximum covers all areas within the city, unless the zoning ordinance dictates a higher set aside. Chapter 230, Article III of Milford's zoning ordinance specifies a 25% open space set-aside for major residential developments under its Planned Residential Neighborhood Development district. Set asides in this district may not contain wetlands, floodways, or other unusable/unbuildable areas.

9-2. Environmental Open Space

Environmental open space includes tidal and non-tidal wetlands, the 100-year floodplain, as well as lakes, ponds, and streams. They are show on the *Environmental Features* map as part of Milford's environmental resources, but also function as part of the city's open space inventory. As referenced in the environmental chapter, Milford's regulations significantly restrict new development within the floodplain and prohibit the development or subdivision of wetlands. In some instances, historic development is within the floodplain, or abuts wetlands or waterway buffers.

9-3. Parks and Recreation

Milford hosts a number of small community parks and recreational sites of which many are maintained by the City. Others are privately owned, or located at public school sites. There are also a handful of county and state parks and recreation areas within a reasonable drive of Milford.

9-3a. Local Park and Recreation Facilities

The *Parks and Open Space* map shows the locations of Milford's park and recreation facilities within its corporate limits, as well as natural areas and agricultural preservation parcels in its surrounds. Table 23 details the features of Milford's park and recreation facilities.

The largest facility is the Tony Silicato Memorial Park in the northwest corner of Milford. At nearly 18 acres, it boasts a highly accessible playground, and facilities for soccer, disc-golf, a walking track, and a large grassy area.

The Milford Memorial and Bicentennial Park areas are the city's key offering in its historic core. At over five acres, if offers activities appropriate for wide swaths of the population such as basketball, bocce ball, fishing, walking, and picnicking. It is also anchored by, and accessible from, the Milford Riverwalk.

Milford's public and private schools also have age-appropriate playgrounds, recess areas, and athletic fields and facilities, but are restricted largely to student use.

Table 23. Park and Recreation Facilities in Milford

Facility Name	Location	Acres	Features
Banneker Park	NW Fourth Street	2.5	Basketball Court, Gas Grills Permitted, Grassy Area, Limited Parking, No Shade
Bicentennial Park	NE Front Street	2.8	Benches, Electric, Grassy Area, Ample Parking, Pavilion, Pedestrian/Fishing Bridge, Picnic Tables, Ample Shade, Water
Riverwalk/Dog Park	Marshall Street	4.5	Benches, Drinking Fountain, Grassy Area, Limited Parking, Limited Shade
Goat Island	Marshall Street	6	Ample Shade, Walking Trail
Marshall's Pond Park	Lovers Lane	6.6	Amphitheatre, Gas Grills Permitted, Grassy Area, Open Space for Activities, Limited Parking, Picnic Tables, Pond, Ample Shade
Marvel Square	SE Second Street	1.82	Bocce Ball Court, Electric, Gas Grills Permitted, Grassy Area, Open Space for Activities, Ample Parking, Playground, Limited Shade, Water
Memorial Park/Riverwalk	Downtown	4.81	ADA Accessible, Amphitheatre, Basketball Court, Bocce Ball Court, Benches, Electric, Fishing, Gas Grills Permitted, Ample Parking, Picnic Areas, Ample Shade, Walking Track
Parks & Recreation Building	207 Franklin Street	2.51	Electric, Kitchen, Meeting Rooms, Ample Parking, Restrooms, Water
Tony Silicato Memorial Park	101 Patriots Way	17.83	Can-Do Playground (boundless park), Disk Golf Course, Grassy Area, Parking, Limited Shade, Soccer Fields, Walking Track, bathroom, water fountain.

Source: City of Milford

9-3b. County, State, and Federal Park and Recreation Facilities

Milford residents have a number of regional parks and recreational facilities to choose from, though most are beyond typical walking and biking distance.

Killen's Pond State Park – is the nearest State Park. The 66-acre Mill Pond is the park's centerpiece, supporting public boating and fishing activities. There is also a campground, playgrounds, exercise trail and waterpark.

Brown's Branch County Park – is the nearest county park. Opened in 2004 by Kent County, the park protects nearly 40 acres of forested wetland. The upland, formerly agricultural, portions of the park converted to active recreation (baseball, soccer, volleyball, horseshoes). Significant forested buffers and natural areas remain and support more passive activities like hiking and bird-watching.

Milford Neck Wildlife Area – Operated by the state, the wildlife area acts as a nature preserve and accommodates hunting, photography, and wildlife observation. It also boasts a 350-acre open area for the training of hunting dogs.

DuPont Nature Center – As much a cultural resource as a park, the DuPont Nature Center is one of the state's premier birding observatories, boasting well over 200 species. The surrounding wetlands team with undisturbed wildlife. The facility has a visitor's center, observation deck, and runs year-round educational programs.

Abbott's Mill Nature Center – Operated by the Delaware Nature Society, Abbott's Mill sports a working grist-mil, extensive nature preserve, visitor's center, miles of trails, and seasonal educational programming.

Redden State Forest – Operated by the Delaware Department of Agriculture (DDA), at 12,400 acres, Redden is the largest state forest in Delaware. Its 44 miles of trails support hiking, horseback riding, cycling, and birdwatching.

Cape Henlopen State Park – is somewhat distant, but provides sun and fun within a reasonable drive of Milford. Surf fishing, picnic areas, and a variety of recreational activities accompany its sandy shoreline offerings.

Prime Hook National Wildlife Refuge – the 10,144-acre refuge located along the Delaware Bay serves as a sanctuary for migratory birds. Activities such as lecture programs, bird walks and educational activities are provided throughout the year.

Cedar Creek Boat Ramp – Located in Slaughter Beach, the facility provides eight 16-foot wide concrete launch lanes, five floating boarding docks and a lighted parking area to accommodate 141 vehicle/trailer combinations.

Several private campgrounds operate close to Milford, as well as privately owned BMX facility for its most adventurous residents. A planned regional sports complex is being constructed in Frederica, Delaware, which will host soccer, lacrosse and field hockey sporting tournaments and events.

9-4. Recreation Needs—State Comprehensive Outdoor Recreation Plan (SCORP)

The State Comprehensive Outdoor Recreation Plan (SCORP) is a statewide plan prepared by DNREC every five years. It assesses public outdoor recreation use, analyzing the estimated supply and demand for various activities. Data is gathered via an extensive phone survey and the results assist the state in future planning and investment for recreation facilities.

Recurring recommendations include incorporating sidewalks and paths into comprehensive planning efforts; identifying and implementing routes for cyclists, pedestrians, and joggers; integrating regional greenways and regional trails with new development; collaboration with DelDOT on bicycle/pedestrian improvements in municipalities; and using the collected data to fill gaps in an area's recreational offerings.

Milford straddles two of the SCORP's identified analysis zones, region three and region five. Region three covers all areas north, as far as the New Castle County line. Region five includes all of south eastern Sussex County east of Georgetown. The 2013-2018 SCORP lists the following facilities as high priorities for Region Three:

- Walking/Jogging Paths
- Swimming Pools
- Bike Paths
- Fishing Areas
- Playgrounds
- Community Gardens
- Picnic Areas
- Off-Leash Dog Areas

Region Five lists the same activities as high priorities and also identifies basketball courts as a key need.

9-5. Agricultural Open Space

The Milford region hosts a great deal of agriculture, working farms, and agri-industry. The City is ringed by agricultural uses. Many of these larger parcels are under some form of preservation, be they agricultural easements or through designation as a State Agricultural Preservation District (See the *Environmental Features* map).

Participants in the State Agricultural Preservation district designate a minimum of 200 contiguous acres that must be used for agriculture or forest land for ten years. Owners of smaller tracts of land can also enroll in the program, provided the parcel is within three miles of an established district. This is presently the case for all farmland south of the C&D Canal. After this period, the owner may withdraw, continue in the program, or apply for an agricultural easement. Those wishing to sell a preservation easement to the state may do so after being enrolled as a preservation district for a full year.

Participants in the State Agricultural Easement program have participated in the preservation district program for at least ten years. Once property owners have agreed to compensation for potential development rights foregone in favor of continued agricultural use, a permanent agricultural conservation easement is applied to the parcel(s).

9-6. Acquiring and Preserving Open Space

Looking, in total, at the facilities in and around Milford in comparison to the priorities identified in the SCORP, the city and its surrounding recreational facilities appears to quite neatly address most of the key concerns. However, it is advisable for the City to continue taking advantage of opportunities to provide these amenities. As a rapidly growing area, the most obvious way to obtain the areas and uses residents of Milford and the region require is to continue to conscientiously utilize the open-space set aside regulations in the Milford Code (particularly the 25 percent set aside for large planned residential) to gain important, usable open space as the City builds out.

Municipal support for community gardens is becoming increasingly popular in Delaware. Community gardens provide many benefits such as offering an active recreational option for residents, increasing nearby property values, and fostering local food security. They are also a high priority on the SCORP assessment, and are the only high priority item not readily found in the area. Open land acquisition is a major challenge to setting up and starting a community garden, and local governments can facilitate the process by permitting gardens on municipally-owned property. Another strategy is to offer tax breaks to property owners who own vacant land and make it available to residents. At present, there are no community gardens in Milford.

For homes and structures that experience repetitive flood damage and that wish to voluntarily participate in the FEMA buyout programs, in order to receive funding those properties become deed-restricted so they cannot be redeveloped. The property is generally converted to open space to restore the natural floodplain functions. Participating in such a program would avoid future economic loss, provide the City with additional open space, and conserve a vital flood mitigation service.

Mispillion Riverwalk

Though not technically a park, the Riverwalk is a key asset in the City's plans for future recreational offerings. The City recently expanded the Riverwalk to the east to Goat Island and constructed a nature trail and raised boardwalk around the island. As a result, City envisions adding additional overlooks and a pavilion on the island for the public to enjoy the natural beauty of the Mispillion River and the sensitive ecosystems along its banks. The City's vision is to promote additional events and activities that highlight the River. It wishes to construct an additional kayak launch on the northern banks of the River in the immediate downtown area for more recreational activities on the river. It also wishes to establish pedestrian and bicyclist-friendly connections to the Riverwalk wherever possible, so that it may serve as to move people from place to place, as well as for recreation. A key theme discussed was linking the walk to as many of the city's park and recreation sites as possible. This will require a thoughtful, long-term strategy of securing open space, easements, and rights-of-way as opportunities present themselves.

The City's Parks and Recreation Department is faced with the challenge of maintaining the Riverwalk infrastructure, including aging wooden boardwalks, and is developing a long-term maintenance plan to repair and replace its components.

9-7. Parks, Recreation, and Open Space Goals and Recommendations

Goal – Continue to enhance, improve, and promote the Riverwalk as a cornerstone of the community and make practical use of it as a connection to established, and future, recreational open spaces and parks.

Objective – Promote recreational activities and events

Objective – Consider existing, smaller, vacant or preserved parcels for use as community gardens.

Goal – Encourage the inclusion of connected, accessible parks and open spaces in new development.

Objective - Incorporate recreational opportunities into redevelopment plans and programs.

Objective - Actively support a regional blueway canoe and kayak trail from Abbott's Mill Nature Center through Haven Lake and Silver Lake to Goat Island. Extend to all of Mispillion to the new nature center at Slaughter Beach.

Objective – Establish a unified open space and greenways network that connects with City parks, areas adjacent to the Riverwalk and bicycle and pedestrian ways.

Goal - Encourage the preservation of areas along all streams, lakes and ponds as recreational uses.

Objective - Preserve and enhance buffer areas around water bodies to mitigate environmental and visual impact from adjacent uses and activities.

Objective – Develop and implement a TDR program in the Southeast neighborhood and expand the developed program into the anticipated Northeast Master Plan

Objective – Consider refining the City's buffering regulations to distinguish between built-up areas where the existing ten-foot buffer is the default, and more open areas where a more effectively sized buffer may be feasible.

Objective – Engage with DDA's Forestry Section to explore urban forestry programs

CHAPTER 10. Land Use and Growth Management

This chapter begins with a discussion of Milford's existing land use and highlights of approved and ongoing development projects. It then focuses on the discussion of planning efforts that have been considered during the development of Milford's future land uses. The future land uses are designated for the area within the Urban Growth Boundary (UGB), and the link between land use and zoning is provided. The chapter discusses recommendations concerning land use and zoning, concluding with a discussion on growth and annexation.

10-1. Existing Land Use

Existing land use is a snapshot of the City's current development pattern. This development pattern is depicted on the *Existing Landuse* map. The map identifies the land use for each parcel as of September 2016.

10-1a. Existing Land Use Designations

Table 24 explains how land was classified into the uses shown on the *Existing Landuse* map.

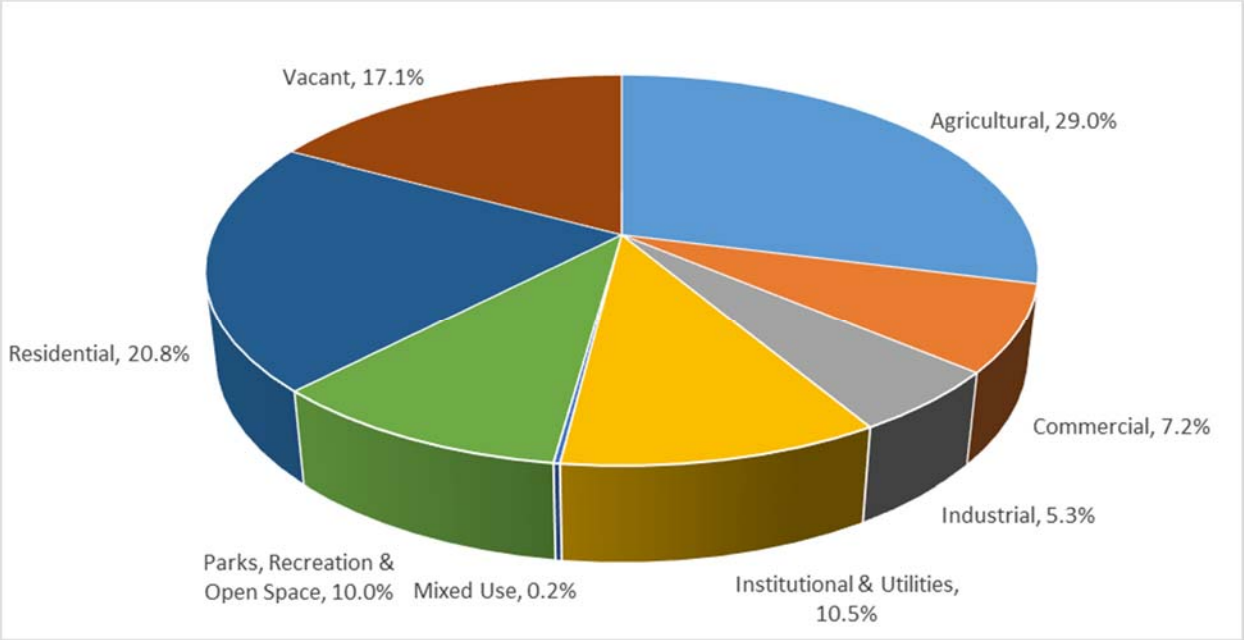
Table 24. Existing Land Use Designations

Land Use	Description
Agriculture	Land actively being farmed.
Park, Recreation & Open Space	Public and private open space primarily dedicated in connection with land development; stormwater facilities; parks; recreation facilities.
Residential	Areas developed with any type of dwelling unit.
Commercial	Areas developed with retail, office, service and similar uses.
Institutional & Utilities	Federal, state, and local facilities, public safety facilities, public and private schools; places of worship; public works buildings; water and wastewater facilities.
Industrial	Areas developed with manufacturing, processing and similar uses.
Mixed Use	Areas developed with a mixture of commercial and residential uses.
Vacant Land	Undeveloped lots in recorded subdivisions, other undeveloped lots not being farmed.

Figure 6 summarizes the distribution of land uses within the City. As shown below, 29 percent of the City is designated agricultural land that consists of recorded subdivisions that have not begun site construction or unrecorded land development sites. Vacant land makes up approximately 17 percent and includes vacant lots within the developed areas, but is primarily comprised of vacant lots within recorded subdivisions. Vacant and Agricultural land makes up almost 50 percent of the land area within City limits. Development should be encouraged on these lands before focusing on annexation for new development.

The second largest category is residential at a little over 20 percent, with Institutional/Utilities and Parks/Recreation/Open Space at 10 percent each. Commercial and Industrial total approximately 12 percent, while mixed use is less than 1 percent.

Figure 6. Milford's Land Use Distribution, 2016



10-1b. Land Use Highlights

This section provides information about undeveloped areas and areas that are undergoing development. Tables 25 and 26 provide information about the types and statuses of these areas. Figures 7 and 8 depict their locations.

Residential – As earlier noted in the housing chapter, there is significant growth potential in Milford's housing pipeline. As of late 2016, 5786 units are approved, awaiting construction. Of that number, 2,770 are multi-family, 1,596 single-family detached, 1,274 single-family attached, and 146 are approved duplexes. Significant vacant developable lands remain available for future development within the city's existing municipal boundary, with an ample reserve identified within Milford's Urban Growth Boundary.

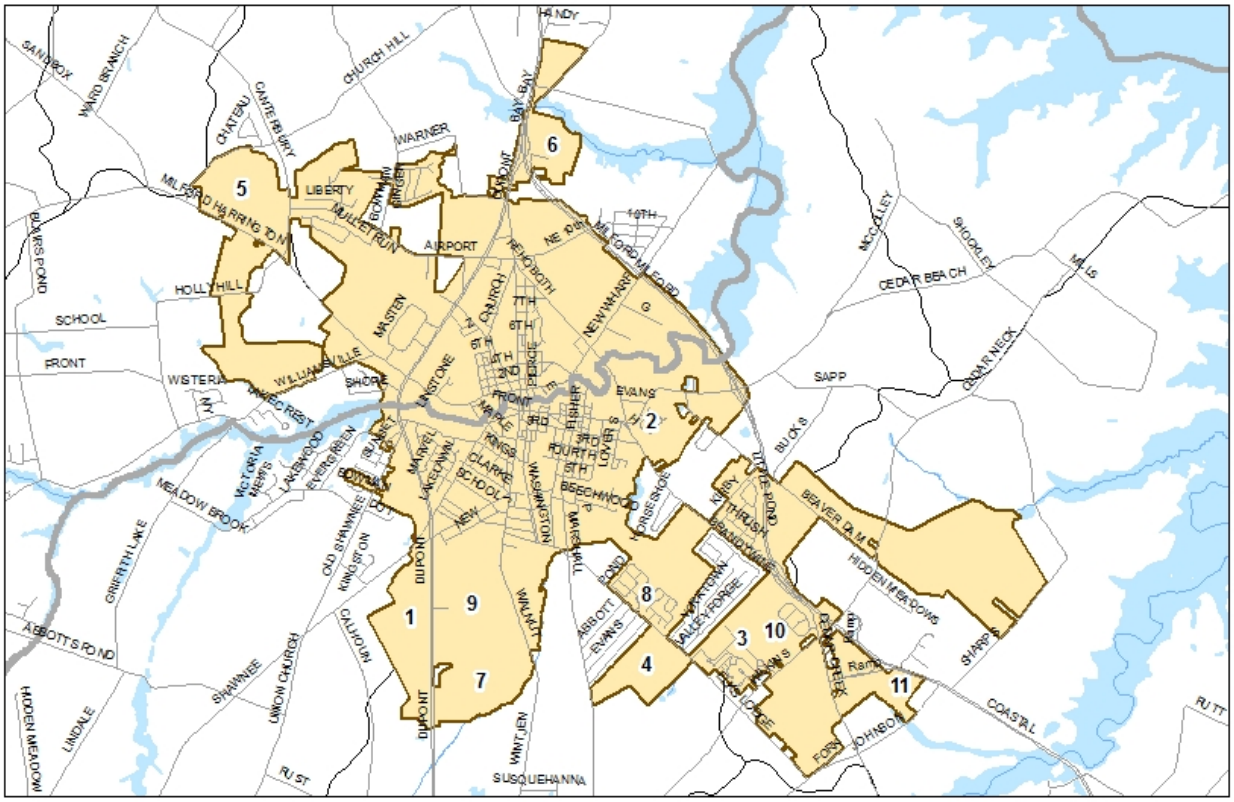
For the most part, the new development outlined in Table 25 is occurring on the periphery of the city's established neighborhoods, or in relatively recently annexed areas. Fork Landing sits aside the City's established downtown areas.

Lighthouse Estates and Homestead sit at the city's northern and northwester extremes. Cypress Hall, Simpson Crossings, and Milford Ponds represent significant residential growth due south of the city's established center. Orchard Hill, Hearthstone Manor, and West Shores are clustered in the City's southeastern neighborhood.

Table 25. Residential Land Use Highlights

Map Ref	Subdivision Name	Status
1	Cypress Hall	A 384 unit Planned Unit Development project that is currently vacant.
2	Fork Landing	A development originally recorded with both single family detached and duplex type housing options. The current owner recently consolidated the remaining duplex lots into single family detached units. The project totals 65 units, of which 6 duplexes and 22 single family detached homes have been constructed.
3	Hearthstone Manor I	A 1,130 unit Planned Unit Development project consisting of 178 single family detached units and 952 condominium and villa units.
4	Hearthstone Manor II	A Planned Unit Development subdivision, approved for Phase I consisting of 40 single family detached, 24 villa units, and 176 apartment units.
5	Homestead	A Planned Unit Development currently undeveloped consisting of 151 single family detached lots, 148 single family villas, 82 duplex units, 276 townhouse lots and 400 condominiums for a total of 1,057 residential units.
6	Lighthouse Estates	A community under construction containing 68 single family detached lots.
7	Milford Ponds - Phase I & II	A Planned Unit Development community located in the Southwest neighborhood that has infrastructure installed but no homes built. There are 300 planned single-family detached units and 182 planned townhouses.
8	Orchard Hill	A single family detached unit development consisting of 187 single family detached units.
9	Simpsons Crossing	A 1,023 unit Planned Unit Development consisting of 450 single family detached, 231 multifamily townhouse, and 342 townhouses.
10	West Shores at New Milford	A single family detached unit development with most infrastructure installed but no homes constructed. Consists of 112 buildable lots.
11	Wickersham	A planned townhouse community in the Southeast neighborhood consisting of 200 units. Currently undeveloped.

Figure 7. Residential land Use Highlights



Non-Residential – Milford also boasts a diverse inventory of commercial, retail, agri-industry, and employment uses. Similar to its residential offerings, the City has significant, as of yet undeveloped, acreage that should be sufficient to meet demand in the short to medium term.

In the City's northwest neighborhood, the Greater Milford Business Park is largely built-out while there is still significant land available in the Independence Commons professional park. Aside from various medical and dental facilities, Independence Commons hosts a number of civic and recreational uses. The business park also has medical and dental tenants, along with heavier commercial uses, as well as the City's Department of Public Works.

Southwest of the established city center, the Cypress Hall commercial development includes a large grocery store and several retail and service oriented businesses. The commercial center is not completely built-out and has available retail strip and pad site space.

To the east, non-residential projects and properties are still largely undeveloped. The McColley property and the Milford Marina property have highway commercial potential, sitting adjacent to S.R. 1 at existing or proposed grade separated interchanges.

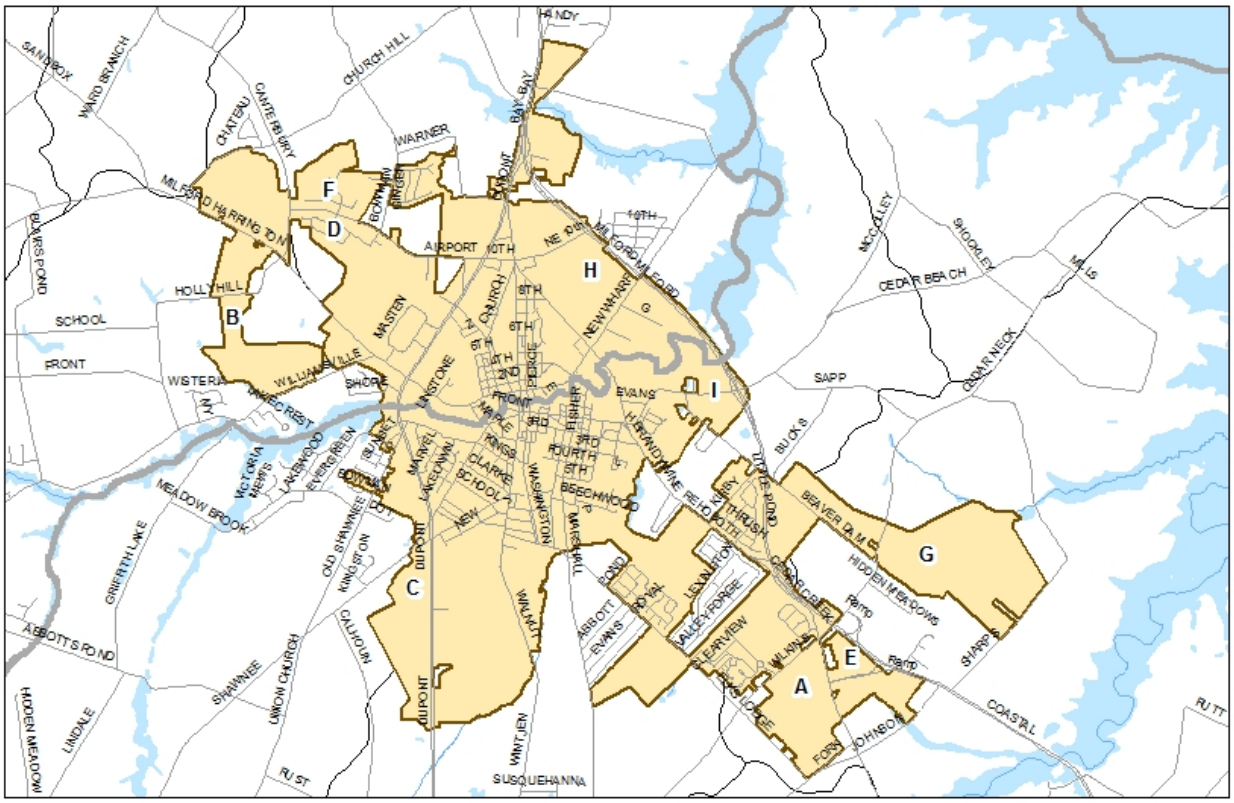
In the southeast area, west of S.R. 1, the Bayhealth property is approved and moving forward, culminating in the development of a full health campus, anchored by a five-story hospital and emergency room. The Hall property, adjacent to Bayhealth, has commercial potential. East of S.R. 1, Innovation Park is presently undeveloped with no approved plans. It has potential employment uses.

All projects in the City's southeastern area are governed by the Southeast Master Plan, which has been incorporated into this document.

Table 26. Non-Residential Land Use Highlights

Map Ref	Name	Status
A	Bayhealth	A 160 acre property which will be home to the planned 142 bed, five story hospital, emergency room and ambulatory care facility. With ample room for growth, the health campus will develop into a major employment center for Milford and the Delmarva peninsula.
B	Crop Production Services	The proposed site of a fertilizar distribution facility. The will be moving their Rehoboth Boulevard operation in hopes for expansion and utilization of the adjacent rail.
C	Cypress Hall	A commercial shopping center containing the recently built Redner's grocery store and other commercial retail pace.
D	Greater Milford Business Park	A City business park, this complex is home to the Public Works department office and maintenance yard, various medical and dental clinics, contractors offices and yards, warehouses and other businesses.
E	Hall Property	A vacant commercial parcel adjacent to the developing health campus facility.
F	Independence Commons	A City professional park, this complex is home to the Veterans Home, Hospice, Boys and Girls Club, Can-Do Playground, Milford Parks and Recreation athletic fields, medical and dental offices and other
G	Innovation Park	The former proposed location for the hospital facility, this property still has potential employment capabilities.
H	McColley Property	Undeveloped highway commercial property adjacent to Milford High School. This property will benefit from the planned NE Front Street and SR1 Grade Separated Interchange project.
I	Milford Marina Property	Undeveloped highway commercial located at the Route 36 and SR1 interchange. The property has highway exposure and easy access to Route 1.

Figure 8. Non-Residential Land Use Highlights



10-2 Planning Environment

10-2a. Strategies for State Policies and Spending

In 1999 the Cabinet Committee on State Planning Issues adopted the Strategies for State Policies and Spending, outlining needs and concerns for future state planning and growth, and identifying geographic areas where the state was most prepared for growth. This document was updated in 2004, 2010, and again in 2015. Consisting of text and maps, the Strategies document is important for municipal planning because it depicts graphically, as well as describes, the areas to which the State will channel its financial resources.

It also identifies the areas that are not intended for development. While the state does not intend that this document direct local land use decisions, it does intend that the Strategies document guide its funding decisions. Delaware local governments must incorporate these strategies in their comprehensive plans and land use decisions, because they form the basis for state review of local land use actions as required under the Preliminary Land Use Service (PLUS).

The Strategies document classifies the entire state into four investment levels based on the predominant type of development. These levels form the basis for identifying locations where state-supported growth should occur and establishes guidelines for state investment in those areas. The state is most prepared for growth to occur in Levels 1 and 2 and plans to channel intensive investments, such as new schools, roads, state service centers, and public-safety facilities, in these areas. In Level 3 areas,

development, and therefore state investment, is not anticipated in the immediate future. These areas are adjacent to, and sometimes within, built-up areas in Levels 1 or 2. In Level 4 areas, state investment will be made only when necessary to preserve the rural character of these lands.

The state strategies are important because municipal and county comprehensive plans must consider them in the development of future land use within their boundaries and, for municipalities, the identification of annexation areas. As the *State Strategies for Policy and Spending* map shows, Milford's corporate limits are mostly within Levels 1 and 2 with a small portion in Level 3 in the western and southern edges. Except for lands in either the state or the county's agricultural-preservation programs, or areas that are environmentally sensitive, the areas within the Urban Growth Boundary (UGB) are in Levels 1, 2, or 3. The environmentally sensitive areas are "Out of Play" and much of the area adjacent to the City's UGB is in Level 4.

10-2b. Kent County

As of this plan's writing, Kent County was in the process of publishing its ten-year update to its 2007 Comprehensive Plan.

A longstanding principle of the county, that appears largely unchanged from a review of 2018 update materials, is its growth overlay feature. Kent has long sought to direct and encourage residential growth to areas and municipalities within the identified zone. It aims to discourage unnecessary sprawl, preserve high-value agricultural lands, promote growth near existing infrastructure and services, and increase efficiencies in the provision of public services.

A key feature of this approach is the county's recognition of municipalities as central to this approach. The county's 2008 Plan shows Milford as almost entirely within this favored growth zone. Only the City's eastern extremes and a small area east of S.R. 1, within the City's southeast master plan, were not in the county's growth overlay in 2008. It is recommended that the City perform outreach and reciprocal engagement with Kent County, as each is concurrently updating its comprehensive plan.

10-2c. Sussex County

Sussex County's most recent comprehensive plan was produced in 2008. Since that time, the county has made a number of housekeeping and text revisions to the County Code to keep the plan relevant. This was accomplished most recently in 2016. It has retained its underlying goals throughout the revision process.

Sussex also has in interest in directing growth to areas with existing services, or developing areas where services can be provided affordably. Its plan makes specific mention of agricultural preservation. Much like Milford, the Sussex plan also seeks growth and development in commercial and industrial sectors to spur job creation.

Sussex does not have a delineated growth zonel; however, its existing land use and future land use maps show the portions of Milford that are within Sussex County as "Town Center" which denotes the most permissive growth and development. The City's recent annexations and all of the southeast master-planned areas are within this category.

It is recommended that the City continue to perform outreach and engagement with Sussex County.

10-2d. Southeast Master Plan

The Southeast Neighborhood contains the newest and fastest growing section of the City. The neighborhood includes several Planned Unit Development subdivisions, the Bayhealth Health Campus and approximately 650 acres of undeveloped commercial, institutional and residential land. The neighborhood was subject to a Master Plan that resulted from the signing of a Memorandum of Agreement (MOA) between the City and the State in 2008. The Master Plan was finalized in 2011 and addressed utility and road infrastructure, protection of agricultural and natural resources and ensured an appropriate mix of land uses in the developed area.

The partners in the SE Master Plan included the City, the Office of State Planning Coordination (OSPC), the Delaware Department of Transportation (DelDOT) and the Delaware Department of Agriculture (DDA), the Delaware Department of Natural Resources and Environmental Control (DNREC), the Delaware State Housing Authority (DSHA), and the State Historic Preservation Office (SHPO).

The master plan was revised in 2015 changing commercial land west of Route 1 to employment to accommodate the new regional healthcare complex.

City commitments from the SE Master Plan included the development of a Transfer of Development Rights (TDR) program, the implementation of a Transportation Improvement District (TID), the installation of water infrastructure and the design and permitting of wastewater infrastructure for the planned area. These commitments, along with future land use designations, have been included in this Comprehensive Plan update.

The Southeast Master Plan has been routinely updated, amended, and adopted. It continues as the City's vision for growth and development in the delineated areas. The master plan is again being adopted as part of the 2017 Comprehensive Plan Update and is included in the appendix to this document. The maps and verbiage of this update make every effort to accurately describe and reflect the Southeast Master Plan. In any instances where mapping inconsistencies are discovered or ambiguity in language may exist or arise between this comprehensive land use plan update and the Southeast Master Plan (as shown in the appendix), the Southeast Master Plan's maps, language, and descriptions should be considered to be controlling for the area defined.

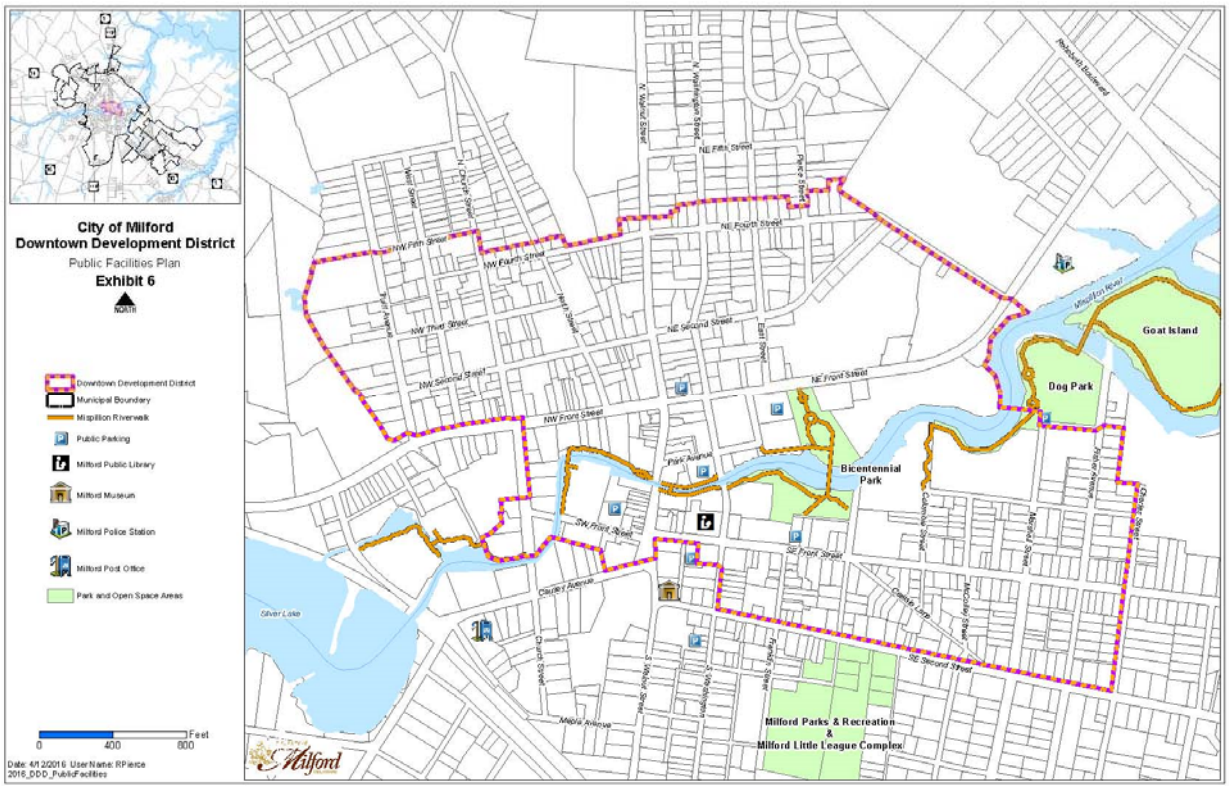
10-2e. Downtown Development District

The Downtown Development District Plan, depicted in Figure 8, is a redevelopment strategy for the City's historic central business district and surrounding residential areas. In September 2015, Arnett Muldrow & Associates conducted a series of public meetings and focus group sessions to develop a master plan for Downtown Milford. Over 250 citizens gathered together during the three-day charrette to create the Rivertown Rebirth Plan 2025. In January 2016, City Council adopted the Plan as the guide to development and revitalization in the Downtown Area.

In May 2016, the City submitted an application to the State of Delaware for the next round of Downtown Development District (DDD) designations, for which the Rivertown Rebirth Plan 2025 was a primary component. In August 2016, the Governor announced Milford as one of the next five communities to received designation. The program combines State and local incentives to encourage private investment within the District area. State incentives include grants, historic preservation tax credits, and other resources for both residential and commercial development/redevelopment projects.

As part of the designation, the City has committed to impact and other fee waivers and tax abatements for qualifying projects. Details can be found in Chapter 19 Economic Development & Redevelopment in the City Code. For more information on the City's Downtown Development District program and the Rivertown Rebirth 2025 plan, please go to www.cityofmilford.com/DDD.

Figure 9. Downtown Development District Plan



The Rivertown Rebirth Plan 2025 contains a series of recommendations to further enhance the downtown and address some of the opportunities and concerns identified by stakeholders during the charrette. Some of these recommendations were tied to physical locations and included several large mixed-use projects located along the Mispillion River.

In addition to the Rivertown Rebirth Plan, the District Plan focuses on community redevelopment through the promotion of homeownership and neighborhood revitalization. The City has partnered with several non-profit and governmental agencies in promoting community development programs with the goal of reducing vacancy rates and code violations, and increasing safety and economic activity.

10-3. Future Land use Within Town

The *Future Landuse and Urban Growth Boundary map* depicts future land use within the City of Milford. Milford has also created a series of neighborhood-scale maps depicting future land use, also available in the appendix.

With the obvious exception of the Southeast Master Planned Area, future land use is largely unchanged from the City's most recently adopted comprehensive plan. Staff and commission propose a number of housekeeping adjustments to ensure the adopted future land use map would coincide with the municipality's zoning ordinance. The plan proposes the substantial preservation of open space east of S.R. 1, with the exception of parcels and properties across the highway from the Bayhealth facility and a few existing or approved residential areas. The plan also proposes that a master plan be conducted for the City's northeast area to more fully explore development capacity, preferred land uses, and engage the community to solicit consensus. Significant tracts of land along S.R. 1 and U.S. 113 are envisioned as highway commercial, with a general commercial pocket also shown in the city's northwest. The City also envisions preserving substantial industrial uses throughout the municipality. The remainder of lands within town are largely designated as low or medium density residential. A discussion of each neighborhood appears in the community character section of this document.

Milford has given considerable thought to the connection between future land use and zoning (see section 10-4). Readers should rely upon the specifics outlined there, and within the municipal zoning ordinance, for a more detailed description of anticipated and allowable uses.

Milford's development of its future land use map was done with several key considerations in mind.

1) The City wished to logically and rationally illustrate its preferred pattern of future growth and development with an understandable connection to its anticipated zoning, in order to provide a measure of predictability and assurance to property owners, builders, and developers.
2) Limiting the potential need for comprehensive plan amendments – Milford is aware of its obligation to demonstrate continuity between its future land use map and its zoning ordinance. Accordingly, City staff proactively reached out to a number of property owners during the comprehensive land-use plan update and discussed, whenever possible, likely re-zonings.
3) Maintaining flexibility for future growth – Related to item two, the City prefers to entertain requests for re-zonings from property owners and generally prefers not to initiate significant re-zonings on its own (though it, of course, reserves its right to do so). The City's future land use map is largely a reflection of its understanding of likely growth and development. Wherever possible, the future land use attempts to anticipate likely changes. A key feature of the 2017 update is the "transition" future land use category.

The "transition" future land use designation, conceptually, helps with all three key considerations. It is straightforward and simple to see on the overall and neighborhood maps. It limits the potential need for plan amendments, in that each time a residential property requests re-zoning to a commercial or industrial use, it will still be in compliance with the existing future land use map. It maintains flexibility in the identified areas. If and when properties petition for re-zoning, procedural changes can be made to the zoning ordinance without it conflicting with the comprehensive plan.

The transitional future land use classification has the added benefit of allowing the existing, largely residential uses, as by-right uses to ensure that existing property owners who wish to remain residential are not classified as non-conforming uses.

10-4. Land Use and Zoning

10-4a. Future Land Use Categories

Employment

The employment category is intended to serve as a primary location for a large employer to bring jobs and economic development to the City. Potential uses include schools and health-care related uses that would provide many jobs and services for the region. This land use category is similar to the H-1, IM, and IS zoning districts found in the Milford Zoning Ordinance.

Commercial

The commercial category allows for different levels of commercial development intensity. This category includes neighborhood commercial, central business district, highway development, office buildings and medical services. The *Future Land Use and Urban Growth Boundary* map designates all commercial areas in one category, but the individual characteristics of each site would be considered before identifying the level of commercial development that is suitable for each property. Each level of commercial use differs by the size of the site and use intensity. This land use is similar to the C-1, C-2, C-2A, C-3, BP, OC-1 and H-1 zoning districts found in the Milford Zoning Ordinance.

Regular Highway Commercial for the City of Milford is located along Major State Transportation Routes, including DEL 1, Route 113, Route 14 and Business 1.

Industrial

The industrial category is intended to serve as a primary location for light to moderate industrial and manufacturing uses. This land use is similar to the I-1 and I-2 zoning districts found in the Milford Zoning Ordinance.

Institutional

The institutional category includes government, civic and community facilities such as libraries, schools, colleges, hospitals, medical facilities, community centers, places of worship, nursing homes, assisted living facilities and other similar uses. Institutional uses may be found within residential, commercial and employment areas.

Low Density Residential

The Low Density Residential District represents typical single family detached dwellings and duplex development. These units receive full urban services. Other dwelling types may be allowed as part of a Density Bonus by providing additional Open Space and amenities of development or through a conditional use of a Planned Unit Development by City Council. Neighborhood commercial and office-type uses that do not detract from the residential character of the area may be found in this area as well. This land use is similar to the R-1, R-2, C-1 and OB-1 zoning districts found in the Milford Zoning Ordinance.

Moderate Density Residential

The Moderate Density Residential District represents typical single family detached dwellings, attached single family dwelling units, patio homes, duplexes, triplexes, quadplexes, townhomes/row houses, condominiums, apartments and loft style units. Availability of open space and walkable sidewalks are also key components. Neighborhood commercial and office-type uses that do not detract from the residential character of the area may be found in this area as well. This land use is similar to the R-3, R-8, C-1 and OB-1 zoning districts and the PUD conditional use for residential development found in the Milford Zoning Ordinance.

Transitional Commercial and Industrial Areas

These areas are designed to allow for a migration from residential to the underlying future land use categories depicted on the *Future Landuse and Urban Growth Boundary* map. There are two main transitional areas, commercial and industrial. The commercial transition areas are located along major roadways, including Route 113 and Rehoboth Boulevard (Route 1A). The Industrial transition area is located along Route 14 between Route 1A and Route 1.

The transitional areas will allow the property owners to maintain their current residential zoning until such time they wish to change their zoning to either commercial or industrial. This will allow the area to transition slowly along these corridors, without forcefully rezoning properties and potentially creating non-conforming properties and uses. Once the property owner changes the zoning of the property from residential to commercial or industrial, the property will remain industrial or commercial unless there is an amendment to the comprehensive plan that would allow otherwise. The comprehensive plan will be reviewed again in 5-years, where the future land use exhibits can be updated to permanently show the properties that have transitioned from the residential categories to the more intense uses, and reduce the footprint of the transitional area on the maps.

Open Space

The Open Space category includes both existing open space owned by the City as well as the large area of Open Space located east of DEL 1. The City may elect to annex existing developed residential properties within the proposed Open Space future land use areas at the lowest intensity residential zoning category and provide services if deemed cost effective.

One of the recommendations of the Comprehensive Plan is to prepare an Open Space Preservation Plan. Local governments and conservation groups offer many tools to preserve farmland and other open space. Some rely on the donation or sale of property development rights by a property owner, while other tools may include marketing assistance or protective planning and zoning. The primary goals of the Open Space designation east of DEL 1 are the following:

- Promote the Transfer of Development Rights (TDR) – A TDR is a legal agreement that allows a developer who wants to build at a higher density that is permitted to purchase or trade for additional development rights from a willing seller who owns land in an area designated for preservation. The goal of the Open Space designation for this area is to use this area as a sending area either into designated areas of the City of Milford or designated areas of Sussex County, thus protecting the open space area.

- Promote Conservation Easements – A conservation easement is a legal agreement between a landowner and a land trust or government agency whereby a landowner sells or donates the rights to develop his or her property to a conservation organization.
- Protective Rural Zoning – this type of zoning allows a very low density per acre. This is one of the most effective ways to protect rural and agricultural land and to maintain a mass of land required to support agriculture economies without buying conservation easements.
- Purchase of Land – In the interest of City Council to protect our recharge areas, funding could be used to protect our recharge areas and preserve open space.

10-4b. Land Use and Zoning Link

The link between land use and zoning is important because Title 22, Section 702(c) of the Delaware Code requires that Milford:

"…within 18 months of the adoption of a comprehensive development plan or revision thereof, amend its official zoning map to rezone all lands within the municipality in accordance with the uses of land provided for in the comprehensive development plan."

Table 27 shows the link between the future land use designations depicted on the *Future Landuse and Urban Growth Boundary* map and the zoning districts summarized in Table 28. Table 27 provides guidance as to the zoning districts that would be considered consistent with each land use designation.

Table 27. Land Use and Zoning Link

Future Land Use Designation	Corresponding Zoning District(s)
Employment	H-1 - Institutional Development
	IM - Institutional Medical
	IS - Institutional Service
Commercial	C-1 - Community Commercial
	C-2 - Central Business
	C-2A - Riverfront Development
	C-3 - Highway Commercial
	OC-1 - Office Complex
	BP - Business Park
	H-1 - Institutional Development
Industrial	I-1 - Limited Industrial
	I-2 - General Industrial
Institutional	Institutional uses may be permitted or conditionally permitted in residential, commercial and employment zones
Low Density Residential	R-1 - Single Family Residential
	R-2 - Residential
	C-1 - Community Commercial
	OB-1 - Office Building
Moderate Density Residential	R-3 - Garden Apartment & Townhouse
	R-8 - Garden Apartment & Townhouse
	C-1 - Community Commercial
	OB-1 - Office Building
Open Space	Designed for Preservation. Existing residential properties may be zoned R-1.

Disclaimer: Table 27 shows the relationship between the future land use designations depicted on the future land use map and the zoning districts summarized in Table 28. This table describes how Milford's zoning districts might match up with the land uses recommended on the future land use map. These match ups are intended as guidance for the City Council to consider during the rezoning process. They are not intended to preclude the development of new zoning districts or revisions to the zoning ordinance, the subdivision ordinance or any other land use regulations.

10-4c. Zoning Districts

The current zoning map depicts Milford's zoning districts and Table 28 provides a list of the current zoning classifications.

Table 28. Milford Zoning Districts

Zoning District
BP - Business Park
R-1 - Single Family Residential
R-2 - Residential
R-3 - Garden Apartment & Townhouse
R-8 - Garden Apartment & Townhouse
C-1 - Community Commercial
C-2 - Central Business
C-2A - Riverfront Development
C-3 - Highway Commercial
H-1 - Institutional Development
IM - Institutional Medical
IS - Institutional Service
I-1 - Limited Industrial
I-2 - General Industrial
OB-1 - Office Building
OC-1 - Office Complex

As of the date of the plan adoption, Table 28 and the existing zoning exhibit represent a fixed period in time and the City reserves the right to create new zoning categories and change property zonings as long as the intent of the Comprehensive Plan is upheld. This table and section is for informational purposes only.

Zoning is the chief means for implementing the comprehensive plan, consisting of a written document and a series of maps. The maps show a number of districts or zones into which the municipality is divided in order to regulate the use of land. The document specifies the types of activities (uses) that can occur in each district either as a matter of right (in all circumstances) or under certain conditions (conditional uses). It also regulates building height, lot sizes, setbacks, yards and green space, the number and sizes of signs, and space for off-street parking. Some municipalities incorporate environmental-protection standards in zoning ordinances, while others have stand-alone ordinances with cross-references to zoning standards.

Zoning works with subdivision regulations. Subdivision refers to the process of splitting up or assembling land for development. The regulations governing this process designate utility locations, street rights-of-way, open space, and common areas. They also outline the services, such as water, sewer, gas, and electricity, and amenities that a developer must supply prior to sale of subdivided (or assembled) land. Increasingly, the distinction between zoning and subdivision regulations is becoming blurred.

Development plan approvals cannot take place without making sure that plans are in compliance with zoning and subdivision codes. Over the past several years, a number of Delaware municipalities have consolidated subdivision and zoning regulations into a single land use code.

10-5. Land Use and Growth Management Goals and Recommendations

The City has, and continues to, work diligently to build its economic and employment base through development of all types. It has also made significant efforts to include relevant state agencies, county and municipal governments, school districts, property owners, and development interests. The city has successfully utilized a master planning approach for its southeastern areas and now envisions undertaking a similar initiative for potential growth, development, and redevelopment in its northeastern areas.

Goal - Encourage compatible, resilient, connected development, redevelopment, and growth within Milford's municipal boundary and entertain annexation or growth opportunities within the municipality's established Urban Growth Boundary, provided cost-effective services can be provided.

Objective – create a variety of suitable zoning categories and targeted land use areas within the City to accommodate the assortment of business sectors.

Objective – update the zoning ordinance to reflect the objectives of the City's comprehensive plan.

Objective – refer to the Comprehensive Plan for rezoning and annexation agreements.

Objective – use the State Strategy mapping to guide growth.

Objective – Ensure that the design of new developments complement and enhance the City's unique character by developing and implementing architectural review standards for major residential and commercial developments.

Objective - Encourage infill and redevelopment of vacant, under-utilized, or in-need of repair properties, particularly within the Downtown Development District.

Objective - Prioritize growth on the significant developable and vacant areas within the existing municipal boundaries.

Objective – Establish a process to review Comprehensive Plan amendment requests once a year, which may be needed in order to harmonize proposed development plans with the Comprehensive Plan.

Objective - Prioritize growth on the significant developable and vacant areas within the existing municipal boundaries.

Objective - Systematically consider and evaluate annexation requests from within the existing Urban Growth Boundary, accounting for projected revenues from annexation, the cost of service provision, capacity and capability of municipal service providers, and preservation of adequate utility capacity for growth expected or desired already within the City of Milford.

Objective – Review and update Chapter 230 zoning, specifically the use and area regulations, to ensure the code is modern.

Objective – Review and update Chapter 200 subdivision in an effort to update project review and approval procedures, inclusion of a sunset provision, and the allowance for administrative review of minor applications.

Goal – Conduct a Master Plan for the City's Northeast Neighborhood

Objective – Work with OSPC to develop a Memorandum of Agreement and identify key stakeholders and state agency partners for master planning.

Objective - Undertake a master plan exercise, similar to that conducted for the City's southeastern area, for its northeastern neighborhood. Adopt the master plan's findings and results as an addendum to this document and fully incorporate it during the next comprehensive rewrite of Milford's Comprehensive Plan.

10-6. Growth and Annexation

This section discusses areas proposed for annexation into Milford and areas of concerns.

10-6a. Urban Growth Boundary

The Urban Growth Boundary (UGB) is a planning tool that promotes more efficient, orderly, and compact development. The UGB for the City of Milford is part of a growth management program that is designed to uphold the character of the City, protect the water supply and other natural resources, promote efficient development and use of public infrastructure, stimulate community and economic development, and impart long term, comprehensive thinking about the community's future.

The UGB for the City of Milford is a line on a map showing the demarcation between land that has or may receive concentrated development and land that has or may receive less development. On the outside of the UGB are predominantly low-density land uses, such as farms and large residential lots, and natural or protected lands. On the inside of the UGB are more intensive land uses and densely developed lands, such as commercial and industrial uses, multi-family and small lot residential, schools, government facilities, and transit services. For the City of Milford, we have designated a large part of the area east of Del 1 which is inside of the UGB as Open Space. The explanation for this area is that the City would like to maintain the existing uses in this area and consider this designated area of Open Space as a sending area for future development under a proposed Transfer of Development Rights program to ensure that property owners receive fair compensation for their land or purchase of the land for future open space uses and opportunities.

The UGB is an area in which urban services will be provided and outside the UGB services will not be extended thus hopefully discouraging development sprawl, with the exception of the areas designated as Open Space in which development will be discouraged and conservation will be encouraged. Within the UGB, the City of Milford will plan for, coordinate and maintain municipal services and facilities such as sewer, water, and public services such as fire, police and coordination with the school district. The area within the UGB will hopefully stimulate infill development and provide more efficient use of land, preserve more usable open space, recreation areas and expand the opportunities for the development of affordable housing and housing that is close to employment opportunities.

The area within UGB contains the primary retail shopping area, the location of a majority of the public school facilities, and the location of the greater part of the churches and other service organizations as well as the major employers.

The UGB was developed in conjunction with the 2008 Comprehensive Plan update and is a product of City Council, the Planning Commission and various land owners. The initial development of this concept was that both City Council and members of the Planning Commission were given blank base maps and instructed to draw what they thought would be the Urban Growth Boundary for the City of Milford. After this exercise various surrounding land owners expressed an interest in being included within the UGB for reasons such as the availability of public utilities and public services. Thus a map was developed showing the Urban Growth Boundary for the City of Milford. During the 2017 plan update, the Planning Commission eliminated an enclave within the UGB in the northwest neighborhood but did not expand the overall limits of the boundary.

In summary, an UGB is an officially adopted and mapped line beyond which the City of Milford does not support development for a specified period of time. Growth is supported inside the boundary with utilities and development-friendly policies. Growth is discouraged outside the boundary. The UGB for the City of Milford hopefully will include enough land for development over a twenty (20) year period and will be reviewed every five (5) years to ensure that adequate land remains win the boundary.

10-6b. Annexation Recommendations

Objective - Prioritize growth on the significant developable and vacant areas within the existing municipal boundaries.

Objective - Systematically consider and evaluate annexation requests from within the existing Urban Growth Boundary, accounting for projected revenues from annexation, the cost of service provision, capacity and capability of municipal service providers, and preservation of adequate utility capacity for growth expected or desired already within the City of Milford.

10-7. Resilient Land Use

As outlined in this chapter, The City has land use practices in place that help decrease vulnerability to natural hazards such as flooding and sea level rise. Areas east of Del 1 are prone to these impacts, and are largely designated as open space, thus preserving a valuable flood risk mitigation function. The TDR program also assists in avoiding potentially costly development in these vulnerable areas. The desire to increase density through infill development enhances walkability, bikeability, and potential for successful public transit service. Recommendations contained in other chapters of this plan will further enhance resilient land use practices, such as conversion of chronically-flooded properties to open space through FEMA buyout programs, the maintenance of riparian buffer and ecologically sensitive areas, and the use of vacant parcels for community gardening activities.

CHAPTER 11. IMPLEMENTATION AND INTERGOVERNMENTAL COORDINATION

11-1. Post-Plan Requirements

This section summarizes the provisions of the *Delaware Code* that must be complied with following adoption of this plan.

- Section 702(c) – Adopt comprehensive rezoning within 18 months after adopting this plan.
- Section 702(e) - Within five years following adoption, review this plan to determine if its provisions are still relevant.
- Section 702(f) – Submit annual reports to OSPC each July 1.

11-2. Recommendations for Consideration

Table 29, below, summarizes all of the City's goals and objectives for each issue area.

Table 29. Summary of Goals and Objectives

Milford's Vision Statement	
Milford takes great pride in the beauty of its riverfront and its rich historic and cultural heritage, which dates back to the 18th Century. The City wishes to build upon these enduring and desirable attributes while enhancing community resiliency and see Milford grow into the "Riverfront Gateway to Southern Delaware." *With a commitment to thoughtful economic development, appropriate growth that is resilient to environmental change, and preservation and protection of its most cherished assets, the City envisions itself as a year-round, vibrant, employment and economic center that stays true to its small town roots and feel…. A small-town city where residents are able to live, work, go to school, and recreate.*	
Community Character	
Goal - Encourage compatible, resilient, connected development, redevelopment, and growth within Milford's municipal boundary	
Objective - Maintain a dialogue with the City's major employers and industries in order to anticipate and maximize potential investment in the City of Milford.	Ongoing
Objective - Ensure connections for all modes between commercial and residential uses, existing and proposed residential uses, and the southeast area and greater Milford.	Ongoing
Objective – Consider pursuing Certified Local Government (CLG) status to potentially access technical and financial assistance through the national CLG Program, administered by SHPO.	Medium
Objective – Consider an updated survey of municipal lands with Sussex County that may be eligible for the National Registry of Historic Places.	Medium
Objective – Review and update the City's sign ordinance.	Medium
Objective - Investigate the development of architectural design standards for new projects, specifically those within the City's designated historic districts.	Medium
Objective – Review and update site plan design requirements.	Medium
Goal - Prioritize growth on the significant developable and vacant areas within the existing municipal boundaries.	
Objective - Encourage infill and redevelopment of vacant, under-utilized, or in-need of repair properties, particularly within the Downtown Development District.	Ongoing
Goal - Entertain annexation or growth opportunities within the municipality's established Urban Growth Boundary (UGB), provided cost-effective services can be provided.	
Objective - Systematically consider and evaluate annexation requests from within the existing Urban Growth Boundary, accounting for projected revenues from annexation, the cost of service provision, capacity and capability of municipal service providers, and preservation of adequate utility capacity for growth expected or desired already within the City of Milford.	Ongoing
Government, Community Services and Infrastructure	
Goal – Ensure the safety and security of Milford's residents with first-class police, EMS, and fire protection services and provide adequate public utilities to provide for planned and desired growth in a managed, cost-effective manner.	
Objective – Consult police, fire, and EMS personnel when considering significant development and redevelopment proposals, particularly in regards to response time and access.	Ongoing
Objective – Plan for and provide adequate utilities and services to accommodate occurring	Ongoing

and planned for growth in Milford.	
Objective – Consider additional electricity demand from increased air conditioning usage into electric infrastructure planning processes to ensure that power supply and system reliability are maintained during periods of sustained high temperature.	Ongoing
Objective – Encourage the appropriate use of low-impact development and resilient stormwater management practices contained in the Delaware Green Infrastructure Primer.	Ongoing
Objective – Review mutual aid agreements with surrounding jurisdictions and confirm the adequacy of Advanced Life Support (ALS) services for Milford residents. The City may wish to pursue offering these services.	Medium
Objective – Work with natural gas provider to service residential, commercial and industrial customers within City limits.	Medium
Objective – Incorporate language in the code related to commercial recycling and making recommendations on commercial site plans for space for recycling dumpsters and other facilities.	Medium
Objective – Engage with DNREC's Allocation Division to ensure all wells in service appear on a revised allocation permit for the City and that the City is able to document sufficient supply for present needs.	Short
Objective – Engage with DNREC's Allocation Division to proactively coordinate anticipated future water allocation demands and needs and ensure that any new wells or infrastructure upgrades are coordinated with DNREC's approval process.	Short
Housing	
Vision - The City of Milford envisions itself transitioning into a year-round economic and employment center. It strives to provide and maintain a balanced housing inventory capable of accommodating residents from senior level executives to the many hourly-wage employees the City hopes to attract.	
Goal – Encourage a balanced range of housing types and home-ownership opportunities for existing and future residents.	
Objective –Engage DSHA in the City's planned Northeast Area Master Plan, particularly in regards to Census Tract 425, which DSHA characterizes as having an oversupply of subsidized rentals.	Medium
Goal – Promote opportunities for the creation of new clean, safe, and affordable housing, as well as ensure the continued quality of the existing stock of affordable units.	
Objective - Market the low-income home weatherization assistance program that is designed to improve energy efficiency for low-income households.	Ongoing
Goal – Encourage the construction and maintenance of housing that is resilient to current and future hazards such as flooding and heat waves.	
Objective – Update the City's floodplain ordinance and consider adopting a freeboard requirement.	Short
Objective - Consider upgrading the City's building code standard from International Building Code 2006 to the most recent 2015 version that recommends stronger energy efficiency measures.	Short
Transportation	
Goal – Enable the safe and efficient mobility of residents utilizing all modes of	

travel, be they pedestrians, cyclists, drivers, or transit riders, via a safe and interconnected transportation system.	
Objective – Work to address deficiencies and maintenance issues in the City's bicycle and pedestrian network by cataloging identified issues, engaging with DelDOT, and programming any available transportation funding.	Ongoing
Objective – Incorporate key recommendations from the City's Bicycle and Pedestrian Master Plan into its subdivision and street design standards.	Medium
Objective – Study and/or address parking deficiencies in the central business district.	Short
Objective – Ensure connections for all modes between commercial and residential uses, existing and proposed residential uses, and the southeast area and greater Milford when considering development or redevelopment applications.	Ongoing
Objective – Continue to make use of the Riverwalk as a first-class recreational opportunity, as well as the connected pedestrian spine of the community.	Ongoing
Objective – Coordinate with DelDOT/DART regarding future transit needs and opportunities.	Long
Objective – Preserve traffic capacity and prevent undue future congestion on the City's highways and arterials by planning for future growth and development with connected local streets and bicycle/pedestrian networks.	Ongoing
Objective – Coordinate with DelDOT and local businesses to address noted concerns of congestion, truck traffic, and difficult pedestrian crossings.	Short
Objective - Collaborate with DelDOT to conduct a climate change vulnerability analysis to identify at-risk transportation assets and strategies for mitigating those risks.	Long
Objective – Install electric vehicle charging stations in the central business district with designated parking spaces.	Medium
Goal - Pursue, in coordination with DelDOT, the creation of a Transportation Improvement District for areas subject to the updated Southeast Master Plan	
Objective – Enter into a written agreement or MOU with DelDOT regarding a TID for the Southeast area, and develop an agreed-upon schedule of implementation steps.	Short
Objective – Collaborate with DelDOT to investigate an east-west transportation solution between Route 113 and the new Bayhealth Health Campus.	Medium
Economic Development and Redevelopment	
Vision - The City of Milford is dedicated to providing a quality living and working environment that will ensure a balanced mix of commercial development and employment opportunities, that serve its residents, and promotes its image as a desirable and economically stable community.	
Goal – Pursue land-use, growth, and preservation strategies that will ensure that farms, agricultural properties, and agri-businesses remain an economically viable anchor to the Milford economy.	
Objective - Promote preservation of agricultural and environmental resources beyond the city limits of Milford.	Ongoing
Objective - Systematically consider and evaluate annexation requests from within the existing Urban Growth Boundary, accounting for projected revenues from annexation, the cost of service provision, capacity and capability of municipal service providers, and preservation of adequate utility capacity for growth expected or desired already within the City of Milford.	Ongoing

Goal – Ensure the City's future land uses and zoning accommodate and allow for a variety of commercial and employment activities.	
Objective - Encourage infill and redevelopment of vacant, under-utilized, or in-need of repair properties, particularly within the Downtown Development District.	Ongoing
Objective – Consider the development of a vacant building ordinance to address blighted and abandoned properties, possibly including a vacant building registration program.	Medium
Goal – Implement the policies and recommendations within the Southeast Master Plan and the Downtown Development District, both key tools for future development and redevelopment.	
Objective – Incorporate and adopt the Southeast Master Plan as part of the Comprehensive Plan	Short
Objective – Amend the municipality's zoning and subdivision ordinance, and any other relevant procedures, to reflect the updated master plan.	Medium
Goal – Broaden Milford's economic activity beyond Monday to Friday, nine to five by encouraging businesses, activities, and festivals that will help develop Milford's identity as a great place to have fun, as well as work and live.	
Objective – Encourage and promote nightlife and cultural destinations in the Town Center	Ongoing
Objective – Consider the City's desire for cultural and evening destinations when deliberating conditional use applications.	Ongoing
Objective – Consider relaxing parking requirements, or permitting shared parking arrangements, for adjoining uses, or areas, where peak demands would be expected to occur at different points in the day/evening.	Medium
Goal – Enhance the City's economic resiliency by reducing the risk of flood damage and promoting the long-term cost savings of energy efficiency and renewable energy upgrades.	
Objective – Support energy efficiency and renewable energy upgrades in new and existing developments by taking advantage of state-sponsored financial incentives.	Ongoing
Objective – Promote electrical vehicle charging in the central business district.	Medium
Natural Resources	
Goal – Coordinate with relevant agencies and committees to improve water quality in the Mispillion and its tributaries.	
Objective – Consider refining the City's buffering regulations to distinguish between built-up areas where the existing ten-foot buffer is the default, and more open areas where a more effectively sized buffer may be feasible.	Medium
Objective – Continue to pursue and support living shoreline installations along hardened sections of the Mispillion River.	Medium
Objective – Review parking and loading standards to ensure new site plans have adequate parking while limiting the amount of impervious coverage.	Medium
Objective – Consider relaxing parking requirements, or permitting shared parking arrangements, for adjoining uses, or areas, where peek demands would be expected to occur at different points in the day/evening.	Medium
Objective – Review and update the City's impervious coverage standards to ensure environmentally friendly site design.	Medium
Objective – Enhance the urban tree canopy by planting new trees in sparsely planted areas, for instance near parking lots and other impervious coverage areas near the downtown	Long

core.	
Objective – Continue to avoid development in ecologically sensitive and flood-prone areas.	Ongoing
Objective - Participate in the Mispillion River Tributary Action Team to assist in the development of pollution control strategies for the river.	Long
Objective - Promote the elimination of individual septic systems, where feasible near and adjacent to the Mispillion River.	Long
Goal – Pursue agricultural preservation of high-value agricultural parcels, consistent with the master plan.	
Objective – Incorporate and adopt the Southeast Master Plan as part of the Comprehensive Plan	Short
Objective – Develop and implement a TDR program in the Southeast neighborhood and expand the developed program into the anticipated Northeast Master Plan	Short
Objective – Amend the municipality's zoning and subdivision ordinance, and any other relevant procedures, to reflect the updated master plan.	Medium
Goal – Limit the growth of harmful atmospheric emissions attributable to Milford	
Objective – Support energy efficiency and renewable energy upgrades in new and existing developments by taking advantage of state-sponsored financial incentives.	Medium
Objective – Promote electrical vehicle charging in the central business district.	Long
Objective - Reduce future congestion, distance commuting, and emissions by developing as a year-round, live where you work community.	Ongoing
Goal – Protect the City's social and economic assets by enhancing environmental resiliency.	
Objective – Form a Climate Change Adaptation Committee that will review Milford's climate vulnerabilities, evaluate appropriate adaptation options, and make recommendations to the City.	Medium
Objective – Consider a partnership with the Delaware Coastal Program's (DCP) Resilient Community Partnership to potentially access staff support, technical assistance, and funding in the coming years.	Medium
Objective - Utilize new data and analytical techniques to begin planning for elevated water levels and increasing periods of heat.	Ongoing
Parks, Recreation and Open Space	
Vision - The City is committed to providing high quality public open space facilities and services. The City recognizes that public open space and recreational activities are an integral part in the development of the City.	
Goal – Continue to enhance, improve, and promote the Riverwalk as a cornerstone of the community and make practical use of it as a connection to established and future recreational open spaces and parks.	
Objective – Promote recreational activities and events	Ongoing
Objective – Consider existing, smaller, vacant or preserved parcels for use as community gardens.	Ongoing
Goal – Encourage the inclusion of connected, accessible parks and open spaces in new development.	
Objective - Incorporate recreational opportunities into redevelopment plans and programs.	Ongoing
Objective - Actively support a regional blueway canoe and kayak trail from Abbott's Mill Nature Center through Haven Lake and Silver Lake to Goat Island. Extend to all of Mispillion	Long

to the new nature center at Slaughter Beach.	
Objective – Establish a unified open space and greenways network that connects with City parks, areas adjacent to the Riverwalk and bicycle and pedestrian ways.	Long
Goal - Encourage the preservation of areas along all streams, lakes and ponds as recreational uses.	
Objective - Preserve and enhance buffer areas around water bodies to mitigate environmental and visual impact from adjacent uses and activities.	Long
Objective – Develop and implement a TDR program in the Southeast neighborhood and expand the developed program into the anticipated Northeast Master Plan	Short
Objective – Consider refining the City's buffering regulations to distinguish between built-up areas where the existing ten-foot buffer is the default, and more open areas where a more effectively sized buffer may be feasible.	Medium
Objective – Engage with DDA's Forestry Section to explore urban forestry programs	Medium
Land Use and Growth Management	
Goal - Encourage compatible, resilient, connected development, redevelopment, and growth within Milford's municipal boundary and entertain annexation or growth opportunities within the municipality's established Urban Growth Boundary, provided cost-effective services can be provided.	
Objective – create a variety of suitable zoning categories and targeted land use areas within the City to accommodate the assortment of business sectors.	Ongoing
Objective – update the zoning ordinance to reflect the objectives of the City's comprehensive plan.	Medium
Objective – refer to the Comprehensive Plan for rezoning and annexation agreements.	Ongoing
Objective – use the State Strategy mapping to guide growth.	Ongoing
Objective – Ensure that the design of new developments complement and enhance the City's unique character by developing and implementing architectural review standards for major residential and commercial developments.	Medium
Objective - Encourage infill and redevelopment of vacant, under-utilized, or in-need of repair properties, particularly within the Downtown Development District.	Ongoing
Objective - Prioritize growth on the significant developable and vacant areas within the existing municipal boundaries.	Ongoing
Objective – Establish a process to review Comprehensive Plan amendment requests once a year, which may be needed in order to harmonize proposed development plans with the Comprehensive Plan.	Short
Objective - Prioritize growth on the significant developable and vacant areas within the existing municipal boundaries.	Ongoing
Objective - Systematically consider and evaluate annexation requests from within the existing Urban Growth Boundary, accounting for projected revenues from annexation, the cost of service provision, capacity and capability of municipal service providers, and preservation of adequate utility capacity for growth expected or desired already within the City of Milford.	Ongoing
Objective – Review and update Chapter 230 zoning, specifically the use and area regulations, to ensure the code is modern.	Medium
Objective – Review and update Chapter 200 subdivision in an effort to update project review and approval procedures, inclusion of a sunset provision, and the allowance for administrative review of minor applications.	Medium

Goal – Conduct a Master Plan for the City's Northeast Neighborhood	
Objective – Work with OSPC to develop a Memorandum of Agreement and identify key stakeholders and state agency partners for master planning.	Medium
Objective - Undertake a master plan exercise, similar to that conducted for the City's southeastern area, for its northeastern neighborhood. Adopt the master plan's findings and results as an addendum to this document and fully incorporate it during the next comprehensive rewrite of Milford's Comprehensive Plan.	Medium

11-3. Continuing Intergovernmental Coordination

Planning is a process, and even a fully reviewed, certified, and adopted comprehensive plan represents only a point in that process. As Milford plans for its future, it recognizes that other municipalities in the region, as well as the two counties it straddles, are doing likewise.

Moreover, Milford has existing MOUs with DelDOT, OSPC, and other state agencies in regards to its southeastern area, and hopes to implement a similar process and agreements regarding its northeast neighborhood.

Planned for initiatives such as Transportation Improvement Districts, master plans, agricultural preservation, school siting and redevelopment, and annexation all require significant, ongoing cooperation with state agencies and county governments. Milford has no immediate municipal neighbors. However, it is more than willing to meet and correspond with nearby municipalities on any areas of common interest or concern.

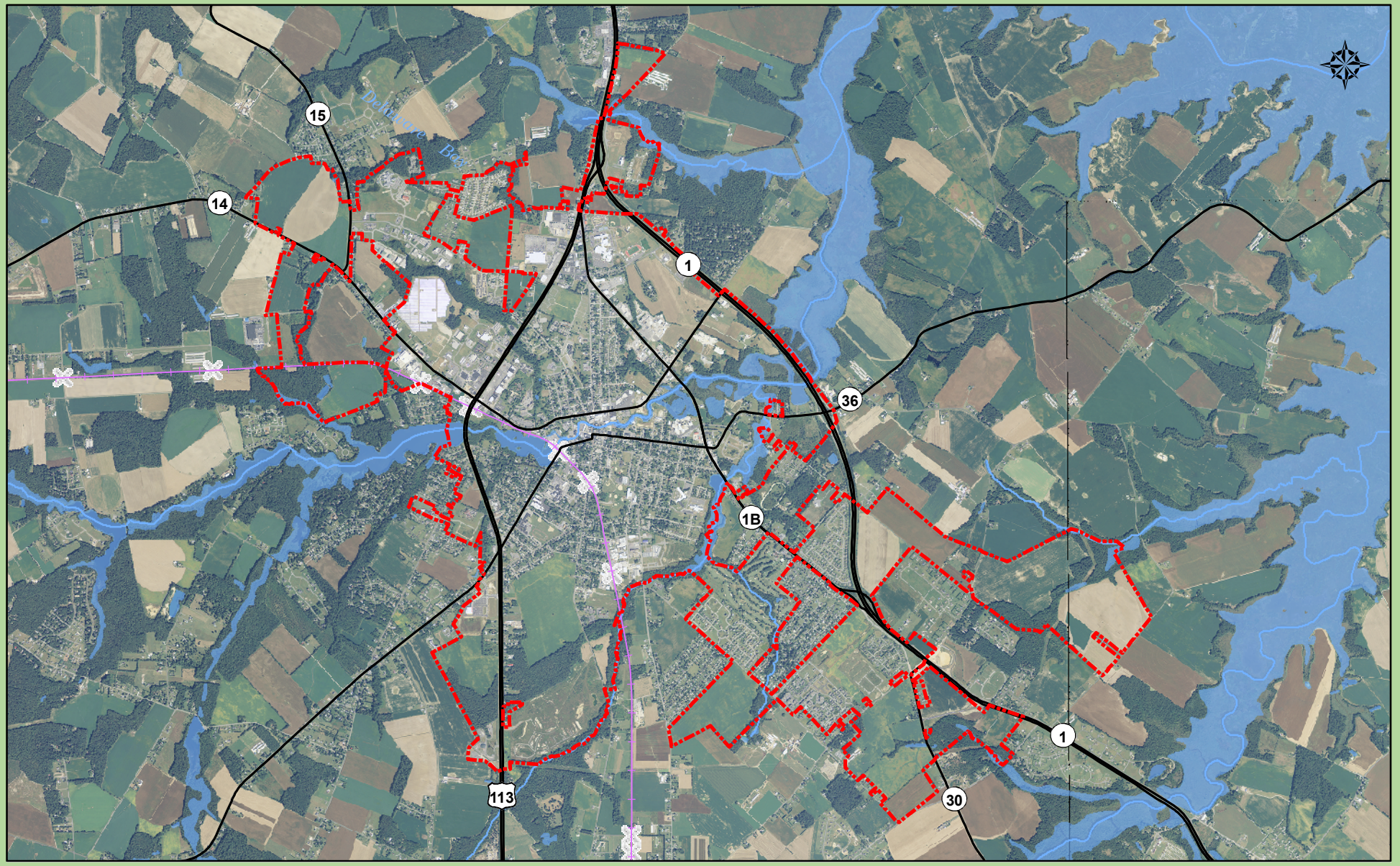
This plan recommends that Milford consider the following:

- Notifying affected jurisdictions and agencies of proposed development-related actions in Milford.
- Requesting information on, and opportunities to provide input into, proposed actions of governments and quasi-governments that affect Milford.
- Sending copies of and/or web links to city council and planning commission agendas to Kent County, Sussex County, OSPC, and any neighboring municipalities that request them.
- Requesting comment from affected jurisdictions and agencies on proposed development-related actions in Milford that are of interest to them.
- Attending meetings of other agencies and jurisdictions when appropriate.
- Asking other agencies and jurisdictions to send agendas and request the opportunity to review and comment on proposed actions in and around Milford when relevant.

Acronym Index

AADT – Average Annual Daily Traffic
USACE – United States Army Corps of Engineers
ACS – American Community Survey
ALS – Advanced Life Support
ATR – automatic traffic recorder
BP – Business Park
CCGM – the Chamber of Commerce for Greater Milford
CCP - Corridor Capacity Preservation
CMP – Congestion Management Plan
CWA – Federal Clean Water Act
DART – Delaware Area Regional Transit
DDD – Downtown Development District
DelDot – Delaware Department of Transportation
DEMA –Delaware Emergency Management Agency
DEMEC – the Delaware Municipal Electric Corporation
DMI – Downtown Milford, Inc.
DNREC – Delaware Department of Natural Resources and Environmental Control
DSHA – Delaware State Housing Authority
EMS – Emergency Medical Services
EV – electrical vehicle
FEMA – Federal Emergency Management Agency
FSM – First State Manufacturing
GIS – Geographical Information Systems
GMBP – Greater Milford Business Park
HVAC – Heating, Ventilation, and Air Conditioning
I&I – Infiltration & Inflow
IPA – The Institute for Public Administration at the University of Delaware
KCRWTF – Kent County Regional Wastewater Treatment Facility
KSI – Kent-Sussex Industries
LA – Load Allocation
MOA – Memorandum of Agreement
MOS – Margin of Safety
MOU – memorandum of understanding
MPO – Metropolitan Planning Organization
MTP – Metropolitan Transportation Plan
OSPC – Office of State Planning Coordination
PCS – Pollution Control Strategy
PLUS – the Preliminary Land Use Service
SCORP – State Comprehensive Outdoor Recreation Plan
SEDIP – Specific Economic Development Incentive Program
SEU – Sustainable Energy Utility
SHPO – State Historic Prosecution Office
SWAP – Source Water Assessment and Protection
TDR – Transfer of Development Rights
TMDL – Total Maximum Daily Load
TID – Transportation Improvement District

UGB – Urban Growth Boundary
VFD – Variable Frequency Drive
WLA – Waste Load Allocation
WTF – Water Treatment Facility



City of Milford
Major Routes
Major Rivers
Water Bodies
Rail lines
Railroad crossing

City of Milford, Delaware

Aerial View

DRAFT - September 2017

0 0.2 0.4 0.8 1.2 1.6 Miles

Sources:
Orthophotography - DEMAC 2013.
Municipal Boundaries - City of Milford, Delaware, 09/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17.

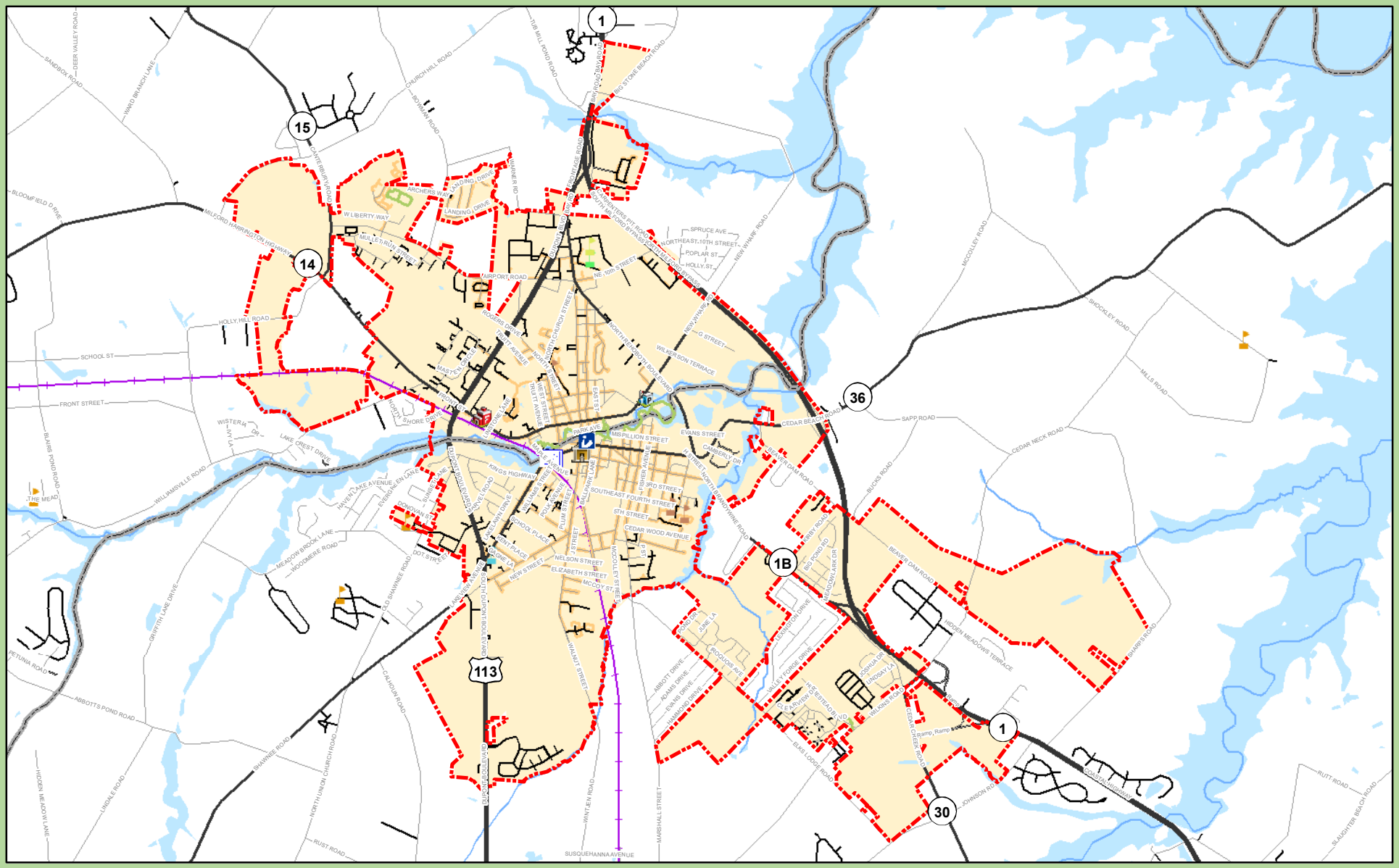
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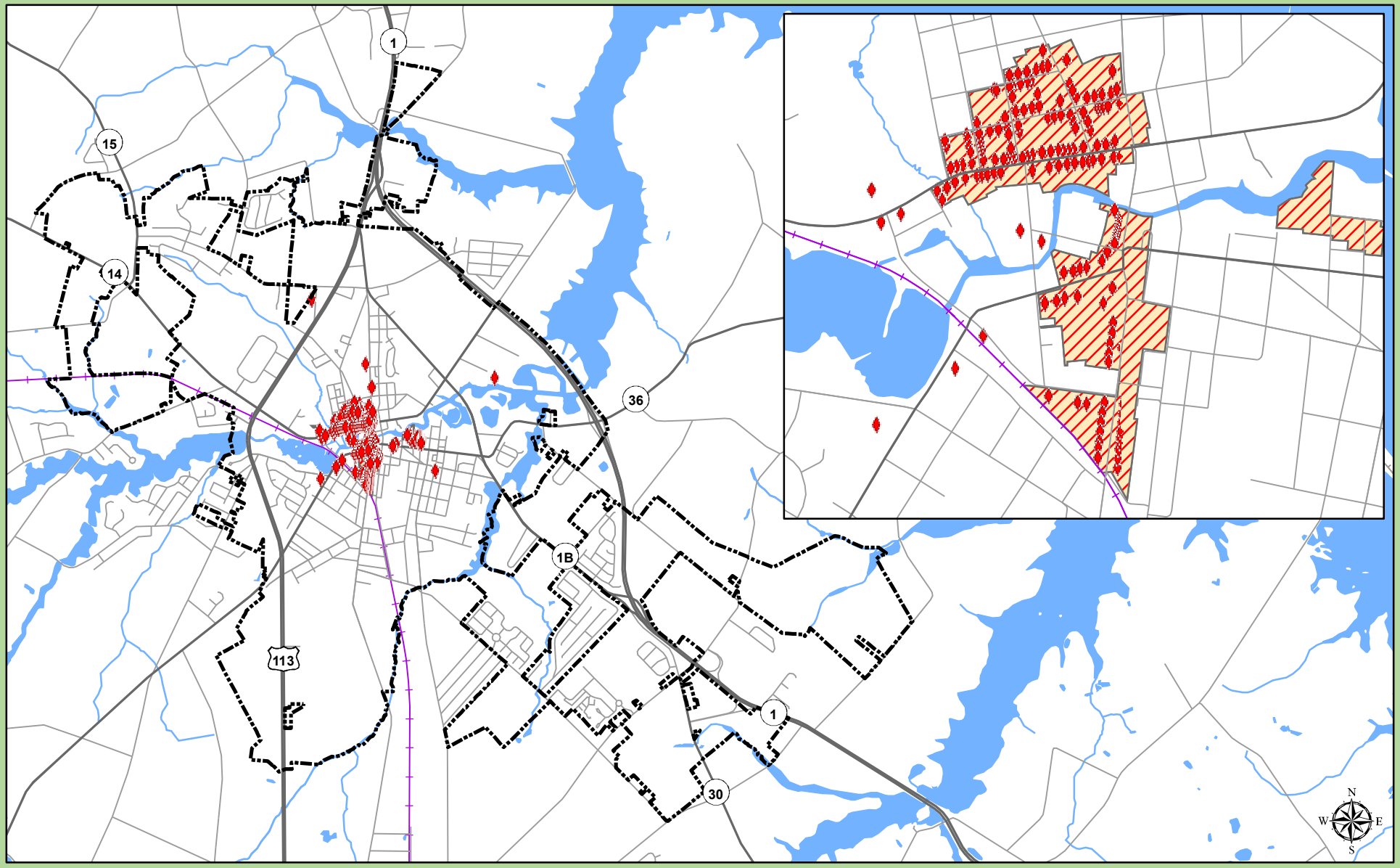
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Institute for Public Administration


1
15
14
36
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SUSQUEHANNA AVENUE
KINGS HIGHWAY
SOUTHEAST FOURTH STREET
NORTHEAST FRONT STREET
FRONT STREET
SCHOOL ST
WILLIAMSVILLE ROAD
HOLLY HILL ROAD
AIRPORT ROAD
CEDAR BEACH ROAD
SAPP ROAD
CEDAR NECK ROAD
BEAVER DAM ROAD
BUCKS ROAD
MILLS ROAD
SHOCKLEY ROAD
MCCOLLEY ROAD
NEW WHARF ROAD
BIG STONE BEACH ROAD
CHURCH HILL ROAD
ROSEDALE AVENUE
CEDAR WOOD AVENUE
MISPILLION STREET
EVANS STREET
WILKINS ROAD
CEDAR CREEK ROAD
HIDDEN MEADOWS TERRACE
SHAWNEE ROAD
NORTH UNION CHURCH ROAD
RUST ROAD
SLAUGHTER BEACH ROAD
JOHNSON ROAD
ABBOTTS POND ROAD
PETUNIA ROAD
LINDALE ROAD
HIDDEN MEADOW LANE
WINTER ROAD
MARSHALL STREET
CALHOUN ROAD
GRIFFITH LAKE DRIVE
BLAIRS POND ROAD
BLOOMFIELD DRIVE
SANDBOX ROAD
DEER VALLEY ROAD
WARD BRANCH LANE
CANTERBURY ROAD
MILFORD HARRINGTON HIGHWAY
ROMAN ROAD
108 MILL POND ROAD
WARNER RD
W LIBERTY WAY
MULLET RUN
ARCHERS WAY
LANDING DRIVE
SPRUCE AVE
NORTHEAST 10TH STREET
POPLAR ST
HOLLY ST
NE 10TH STREET
ROGERS DRIVE
NORTH WALNUT STREET
NORTH CHURCH STREET
EAST STREET
NORTH WASHINGTON STREET
NORTH WEST STREET
NORTH WALNUT STREET
MASTEN LANE
NORTH SHORE DRIVE
WISTERIA DR
LAKE CREST DRIVE
THE MEAD
HAVEN LAKE AVENUE
EVERGREEN LANE
SUNSET LANE
MEADOW BROOK LANE
WOODMERE ROAD
DOT STREET
NOVA ST
SOUTH SHORE DRIVE
SOUTH WALNUT STREET
SOUTH CHURCH STREET
SOUTH WASHINGTON STREET
SOUTH WEST STREET
SOUTH RIVERSID



Municipal Boundary
National Historic Landmark
National Register
National Register Historic Districts
Routes
Centerline
Rail Lines

City of Milford, Delaware

Historic Resources

DRAFT - September 2017

0 0.275 0.55 1.1 1.65 2.2 Miles

Sources:

Municipal Boundaries - Delaware OSPC and the City of Milford, 09/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Historic Locations - National Register of Historic District and Places, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17.

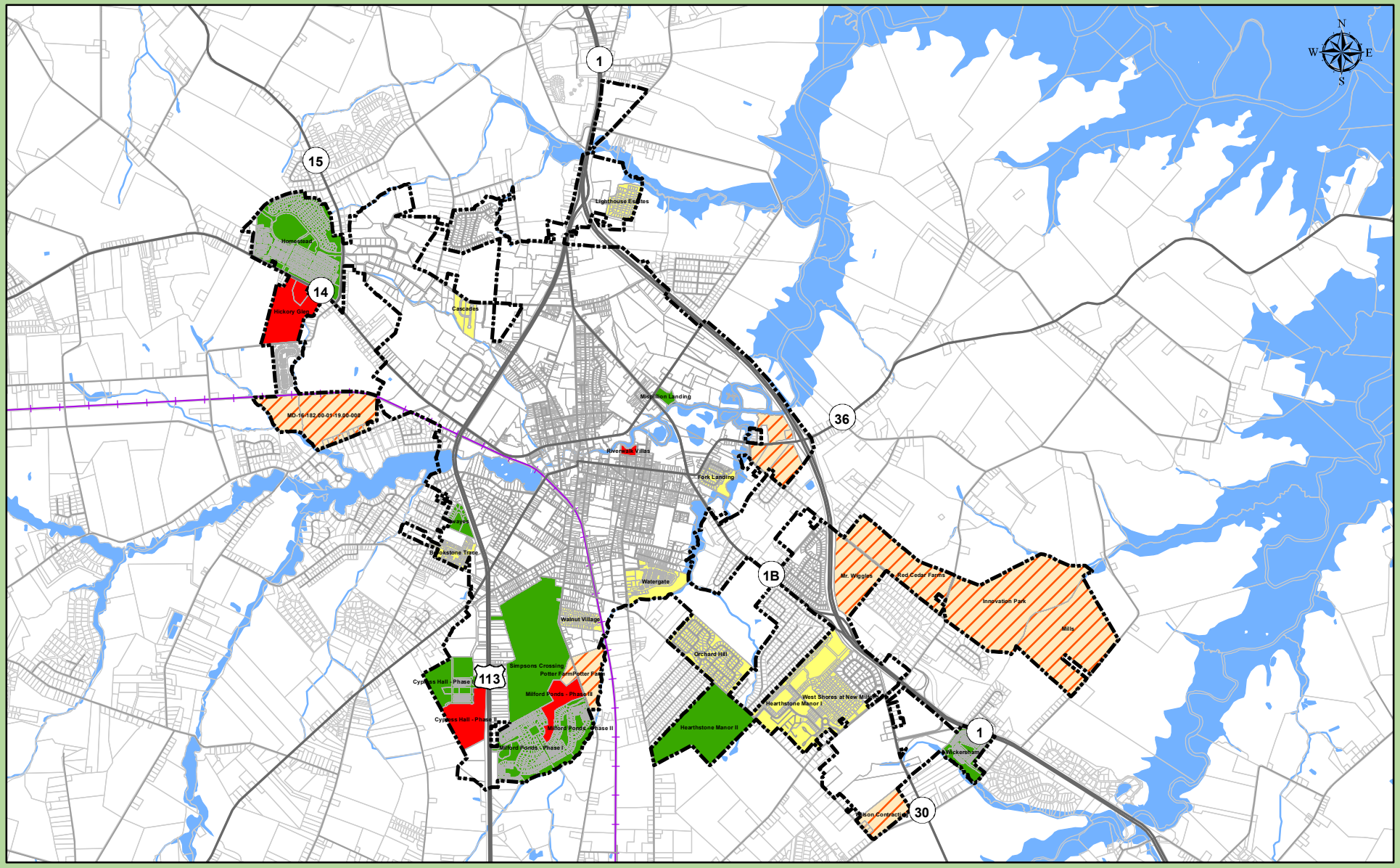
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Municipal Boundary

Housing Pipeline Status

- In Progress
- Proposed
- Recorded
- Other

Parcel Boundaries

Routes

Centerline

Rail Lines

City of Milford, Delaware

Housing Pipeline

DRAFT - September 2017

0 0.275 0.55 1.1 1.65 2.2 Miles

Sources:

Municipal Boundaries - Delaware OSPC and the City of Milford, 09/17.
Housing Pipeline - City of Milford, Delaware 10/16.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17.

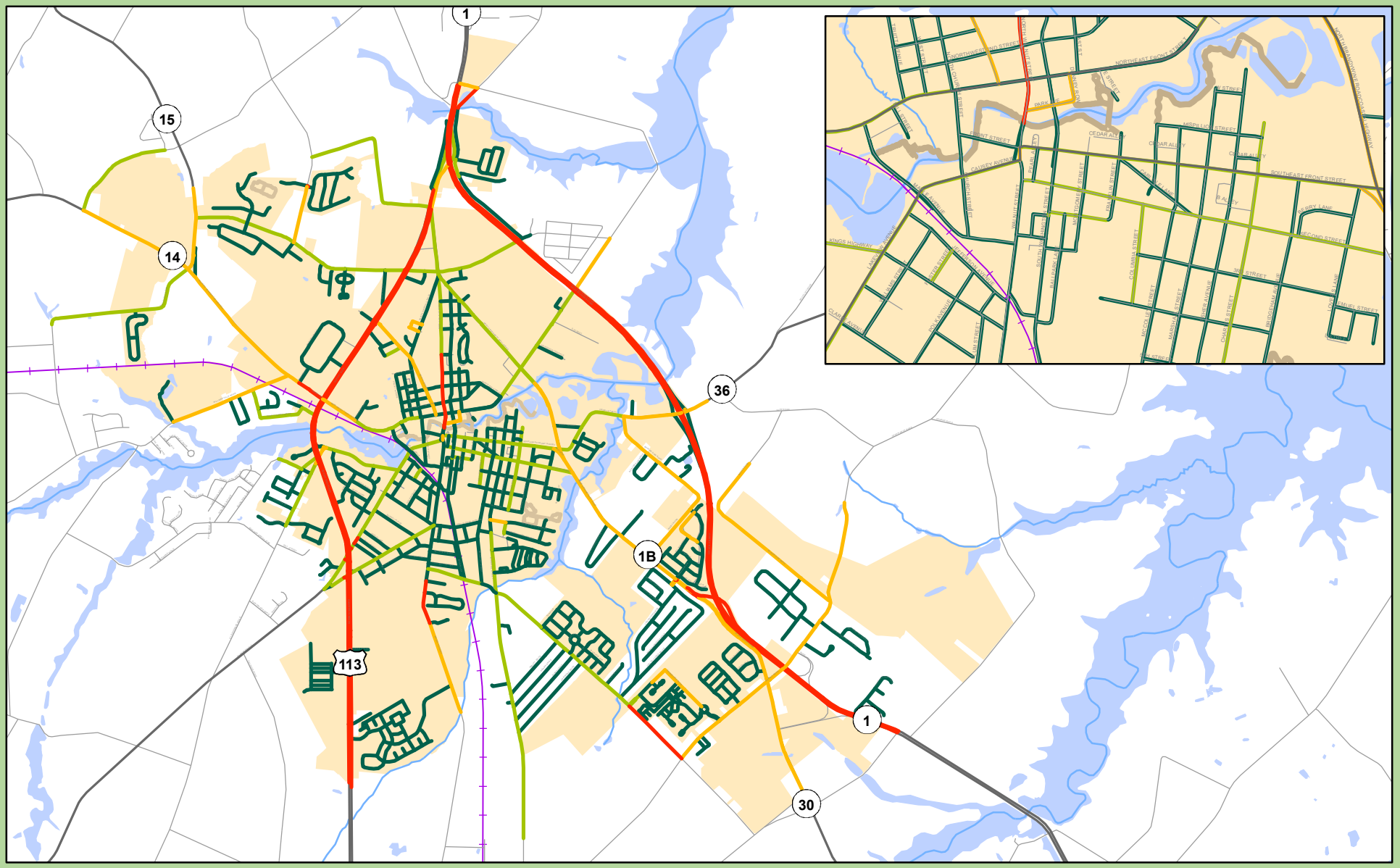
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Municipal Boundary
Routes
Level of Traffic Stress
Centerline
1
Rail Lines
2
Major Rivers
3
Water Bodies
4
Trails

City of Milford, Delaware

Level of Stress Analysis

DRAFT - September 2017

0 0.25 0.5 1 1.5 2 Miles

Sources:

Municipal Boundaries - Delaware OSPC and the City of Milford, 09/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Level of Stress Analysis - DelDOT, 09/17.
Trails - Delaware State Parks, 09/17.
Hydrology - USGS and EPA, FirstMap 09/17.

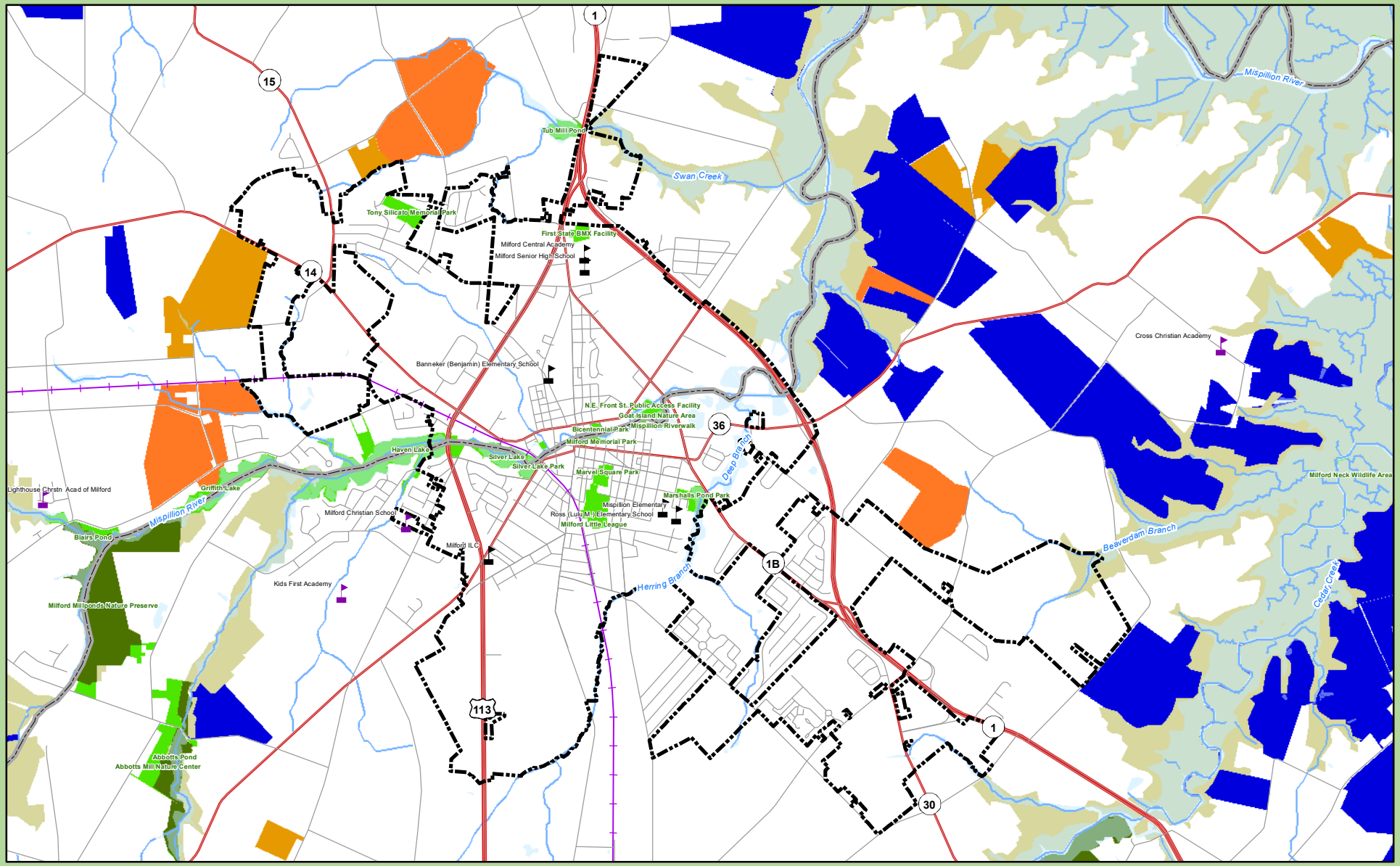
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Nature Preserves
Natural Areas
Municipal Boundary
Public Protected Lands
Agricultural Easement
Agricultural District
Agricultural Expansion

Private Schools
Public Schools
County Boudaries
Routes
Centerline

Major Rivers
Water Bodies
Rail Lines

City of Milford, Delaware

Parks and Open Space

DRAFT - September 2017

0 0.275 0.55 1.1 1.65 2.2 Miles

Sources:

Municipal Boundaries - Delaware OSPC and the City of Milford, 09/17,
Schools - Delaware Department of Education, FirstMap 09/17.
Public and Protected Lands - DNREC Parks and Recreation, FirstMap 09/17.
Ag Lands Preservation - Delaware Department of Agriculture, FirstMap 09/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17.

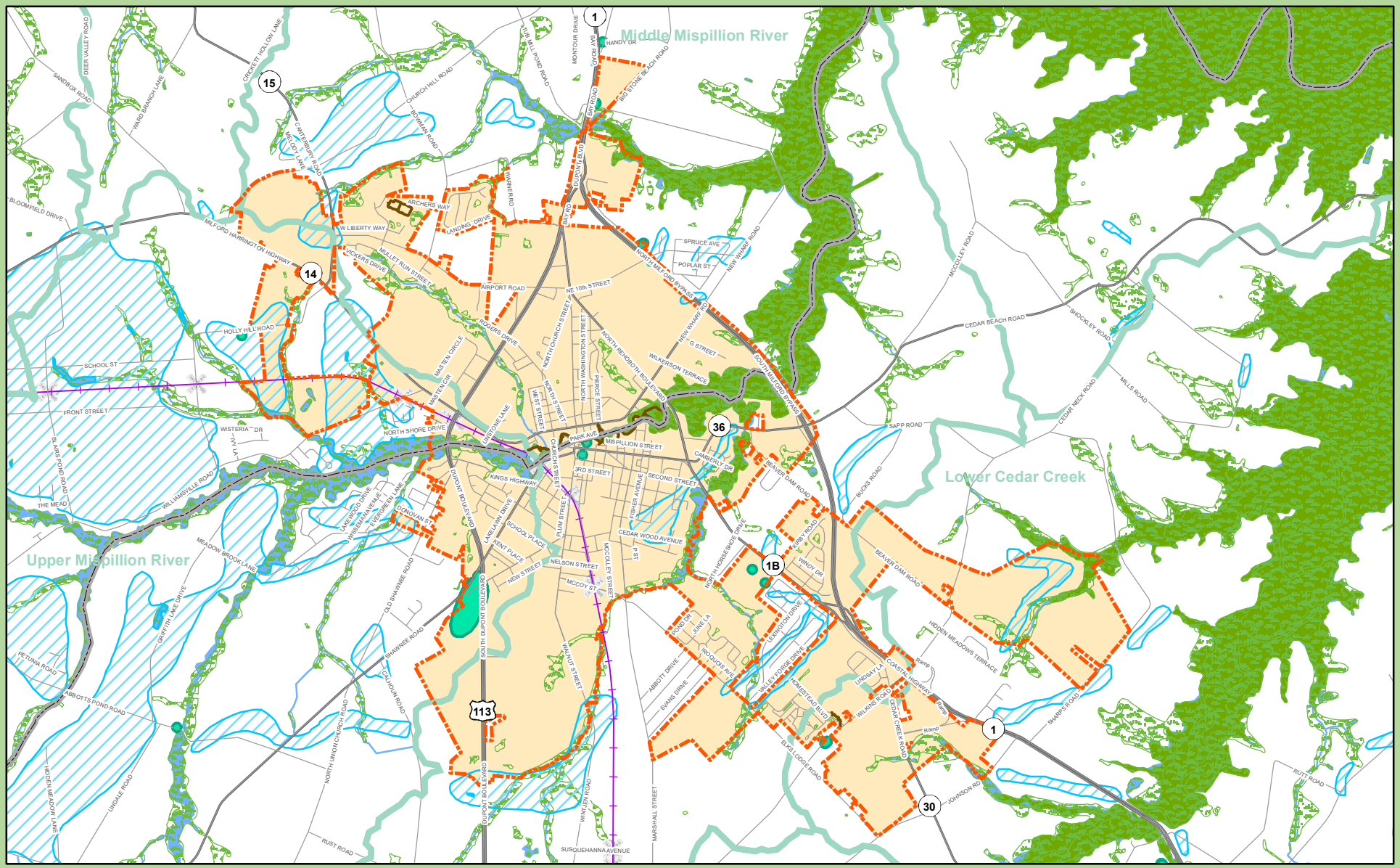
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City of Milford, Delaware

Environmental Features

DRAFT - September 2017

0 0.275 0.55 1.1 1.65 2.2 Miles

Sources:

Municipal Boundaries - Delaware OSPC and the City of Milford, 09/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17.
Groundwater Recharge Area - Delaware Geological Survey, FirstMap 09/17.
Wetlands - Head of Tide Wetlands 2007, FirstMap 09/17.
Wellhead Protection Areas - DNREC, FirstMap 09/17.

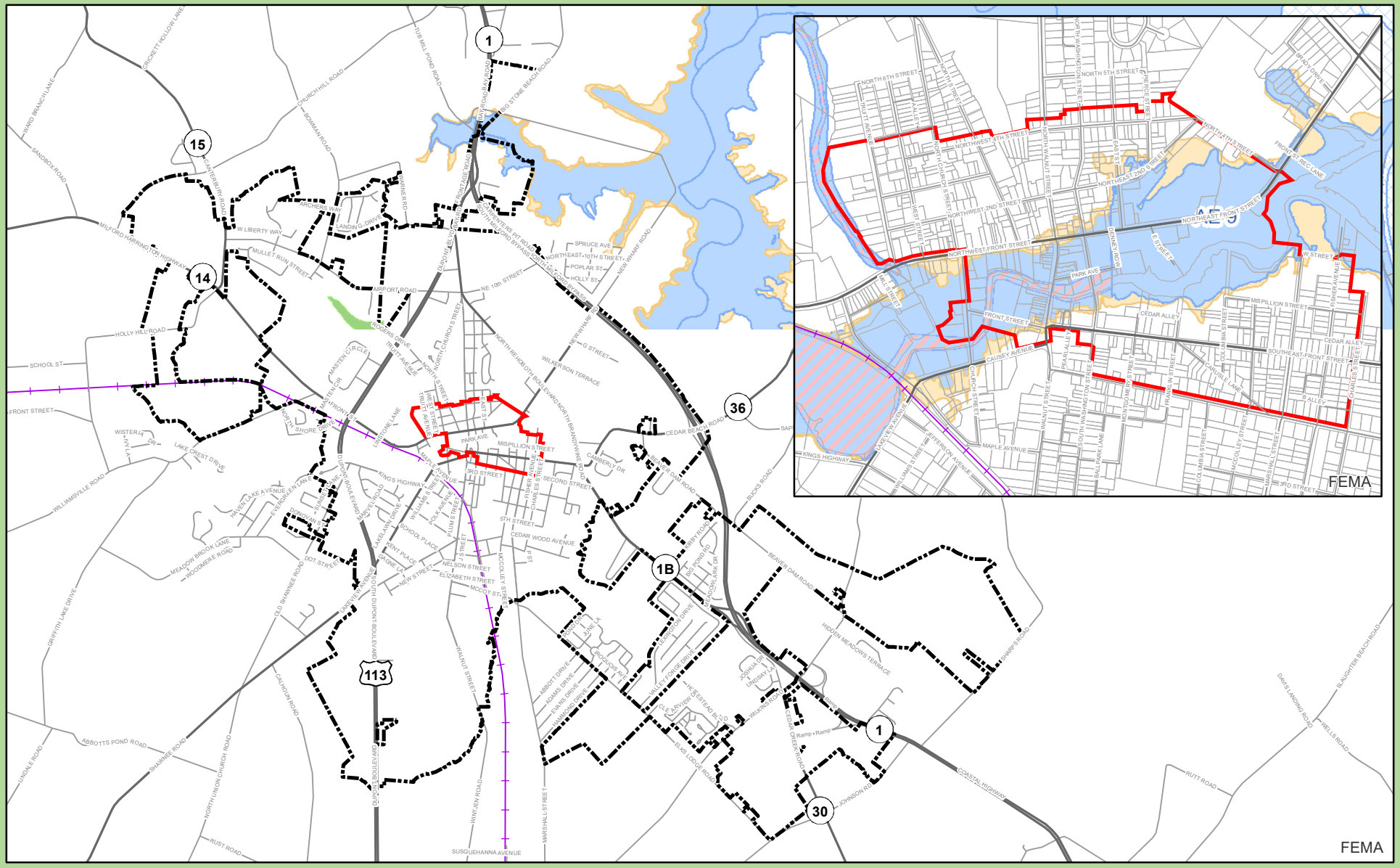
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Flood Zone

- A
- AE
- AE, FLOODWAY
- AO
- VE
- X, 0.2 PCT ANNUAL CHANCE FLOOD HAZARD
- Municipal Boundary
- Downtown Development Districts
- Routes
- Centerline
- Rail Lines

City of Milford, Delaware

Floodplains

DRAFT - September 2017

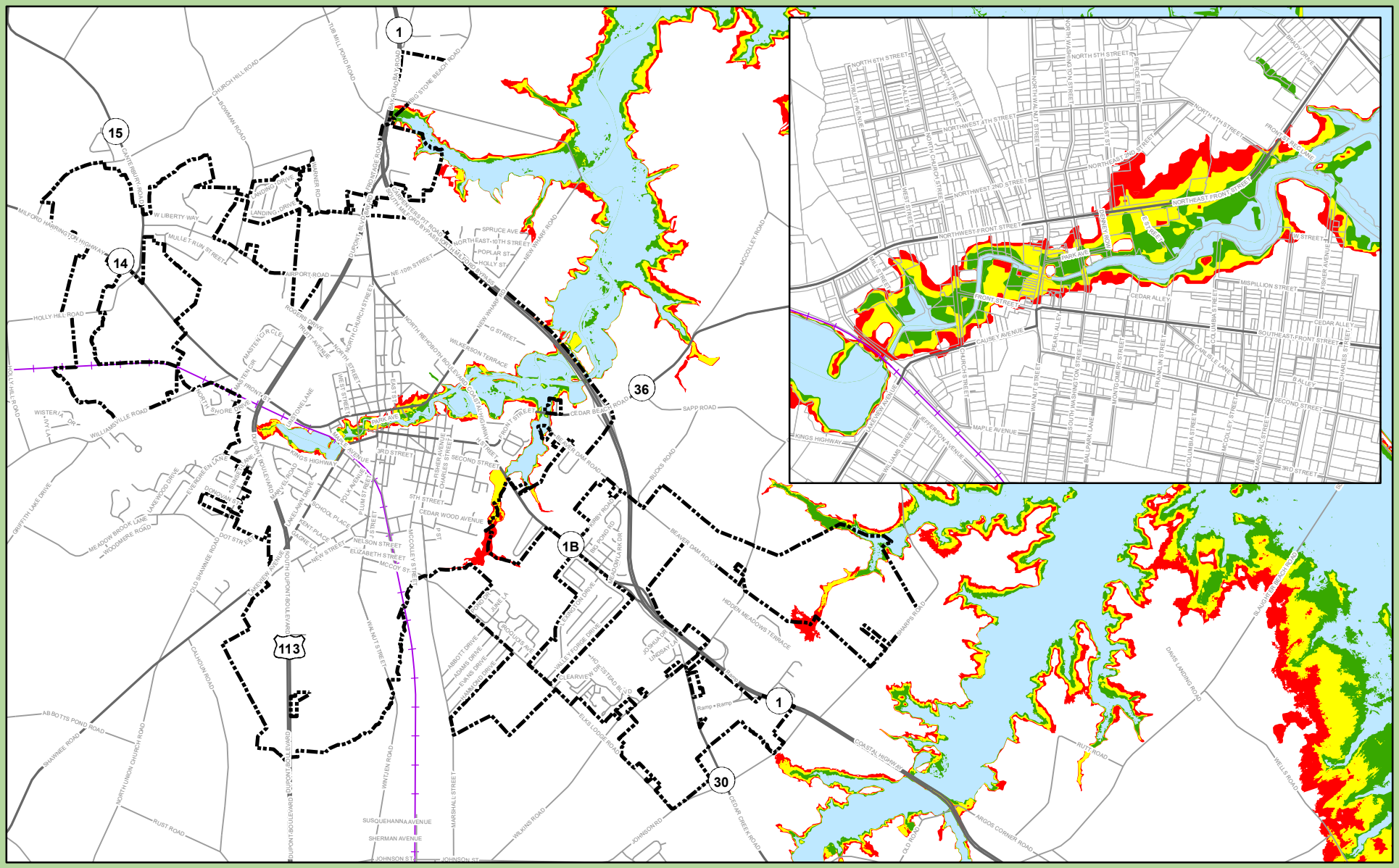
0 0.275 0.55 1.1 1.65 2.2 Miles

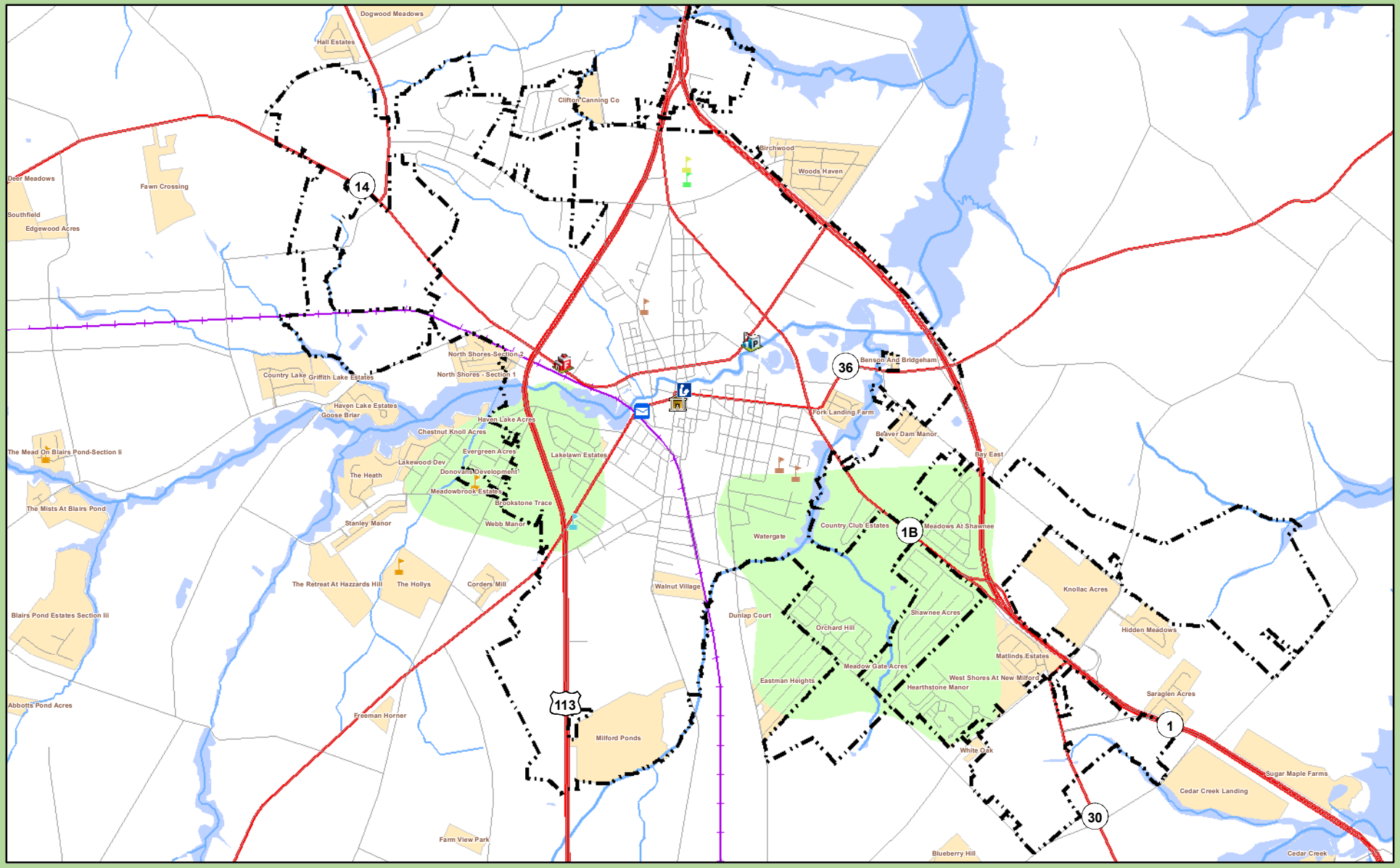
Sources:

Municipal Boundaries - Delaware OSPC and the City of Milford, 09/17.
Downtown Development District - OSPC, FirstMap 09/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Floodplains - FEMA, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17.

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1
15
14
36
1B
113
30
1
Environmental / Seal Level Rise
Mean Higher High Water (MHHW)
0.5 Meters
1.0 Meter
1.5 Meters
Municipalities
Routes
Centerline
Rail Lines
City of Milford, Delaware
Delaware Sea Level Rise
DRAFT - September 2017
0
0.275
0.55
1.1
1.65
2.2
Miles
Sources:
Delaware Sea Level Rise - Delaware Coastal Programs, FirstMap 09/17.
Municipal Boundaries - Delaware OSPC and the City of Milford, 09/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17.
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Communities
Elderly Area Clusters
Elementary School
High School
Intensive Learning Center
Middle School
Private Schools
Museum
Library
Fire Station
Police Station
Post Office
Municipal Boundary
Centerline
Routes
Rail Lines
Major Rivers
Water Bodies

City of Milford, Delaware

Elderly HEAT Map

DRAFT - September 2017

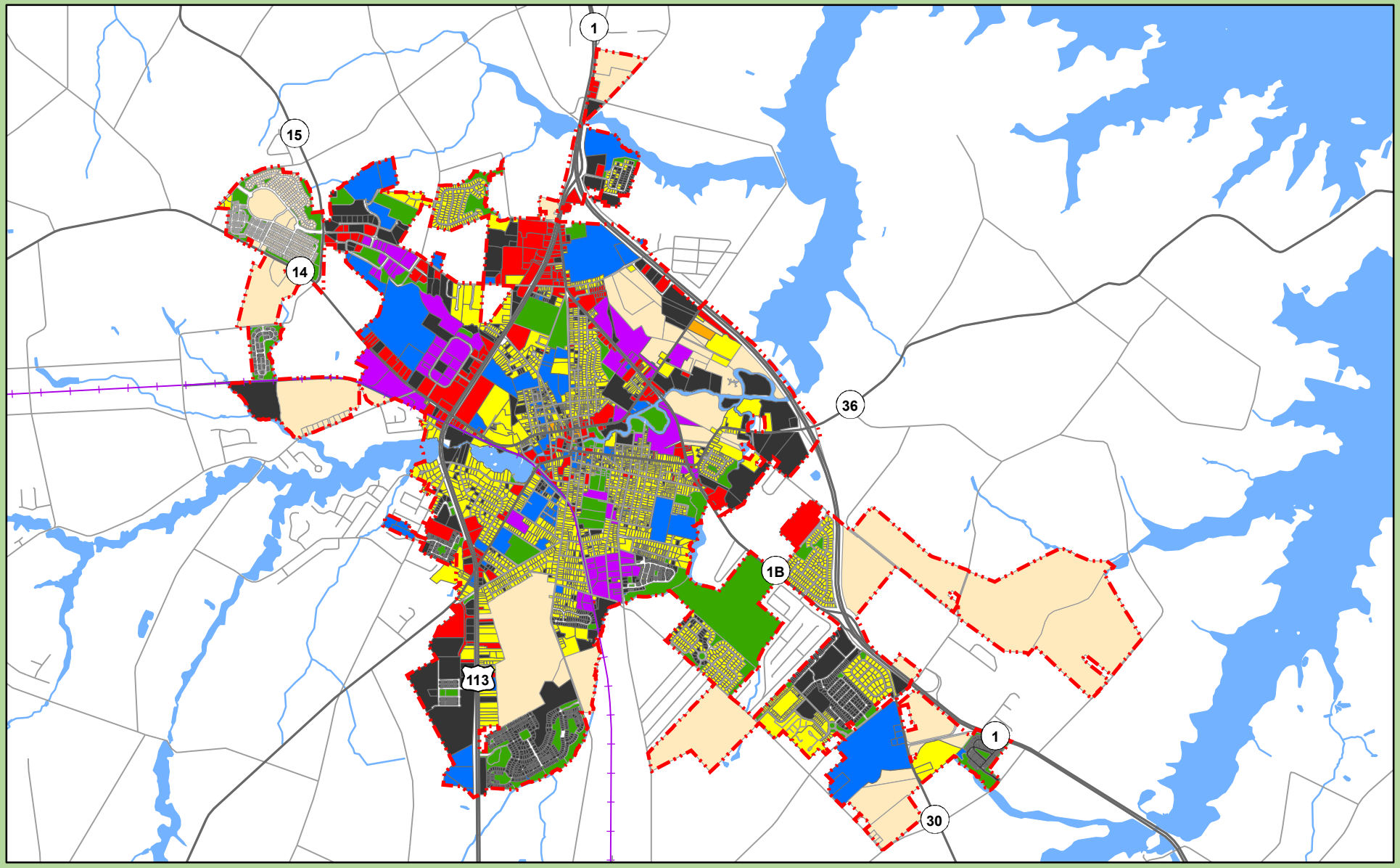
0 0.225 0.45 0.9 1.35 1.8 Miles

Sources:

Low Income Cluster Areas - Data collected by the citizens of the City of Milford, 01/17.
Municipal Boundaries - Delaware OSPC and the City of Milford, 09/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17.
Schools - Delaware Department of Education, FirstMap 09/17.

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Agriculture
Parks, Recreation & Open Space
Residential
Mixed Use
Commercial
Industrial
Institutional & Utilities
Vacant

Municipal Boundary
Routes
Centerline
Rail Lines

City of Milford, Delaware

Existing Landuse

DRAFT - September 2017

0 0.25 0.5 1 1.5 2 Miles

Sources:

Municipal Boundaries - Delaware OSPC and the City of Milford, 09/17.
Existing Landuse - City of Milford, Delaware 10/16.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17.

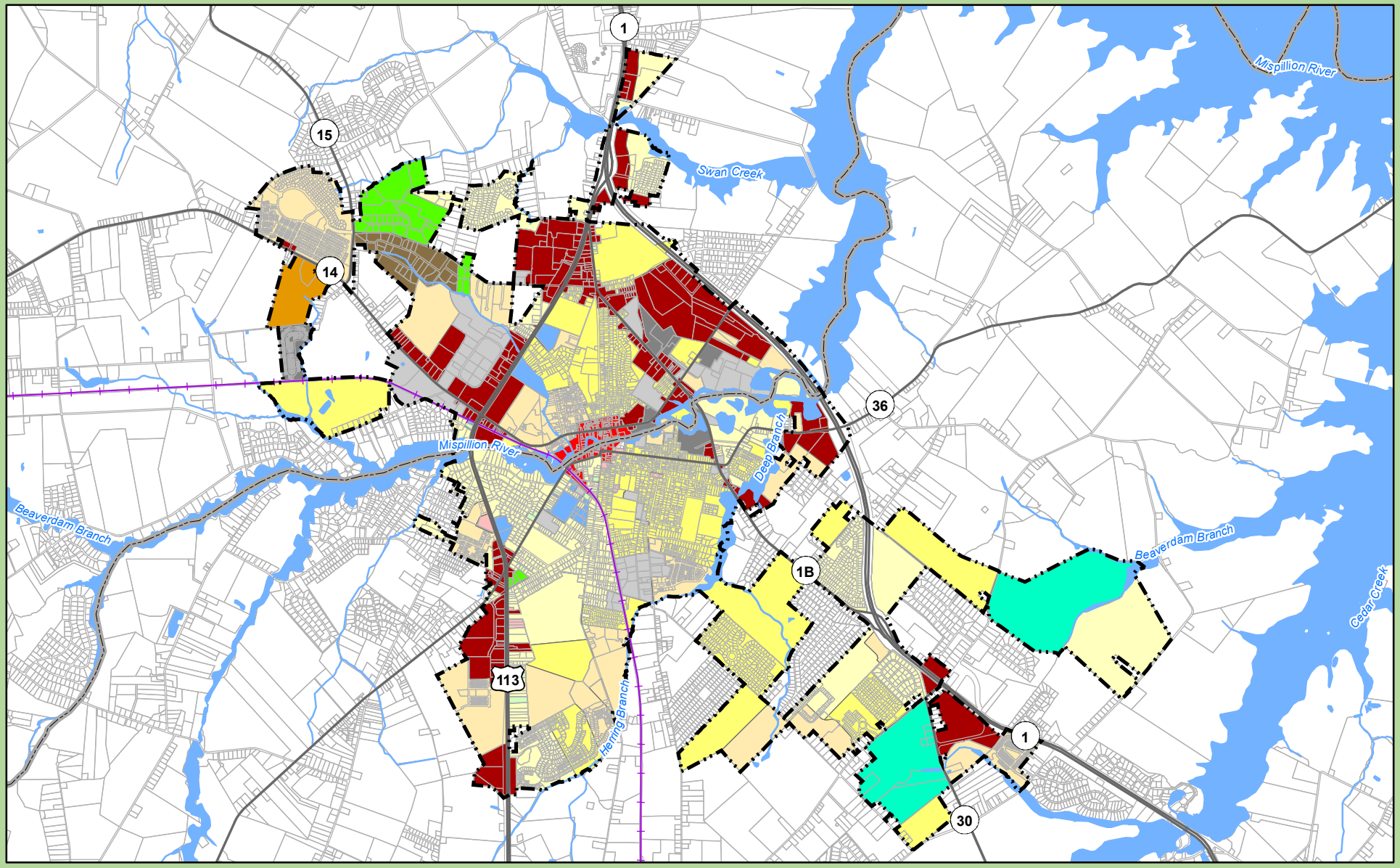
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ZONE CLASS

- BP
- C-1
- C-2
- C-2A
- C-3
- H-1
- I-1
- I-2
- IS
- OB-1
- OC-1
- R-1
- R-2
- R-3
- R-8

- County Boundaries
- Municipal Boundary
- State Parcels
- Routes
- Future US 301
- Rail Lines
- Hydrology
- Bodies of Water

City of Milford, Delaware

Zoning Map

DRAFT - September 2017

0 0.25 0.5 1 1.5 2 Miles

Sources:

Municipal Boundaries - Delaware OSPC and the City of Milford, 09/17.
DRAFT Zoning - City of Milford, Delaware 04/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17.

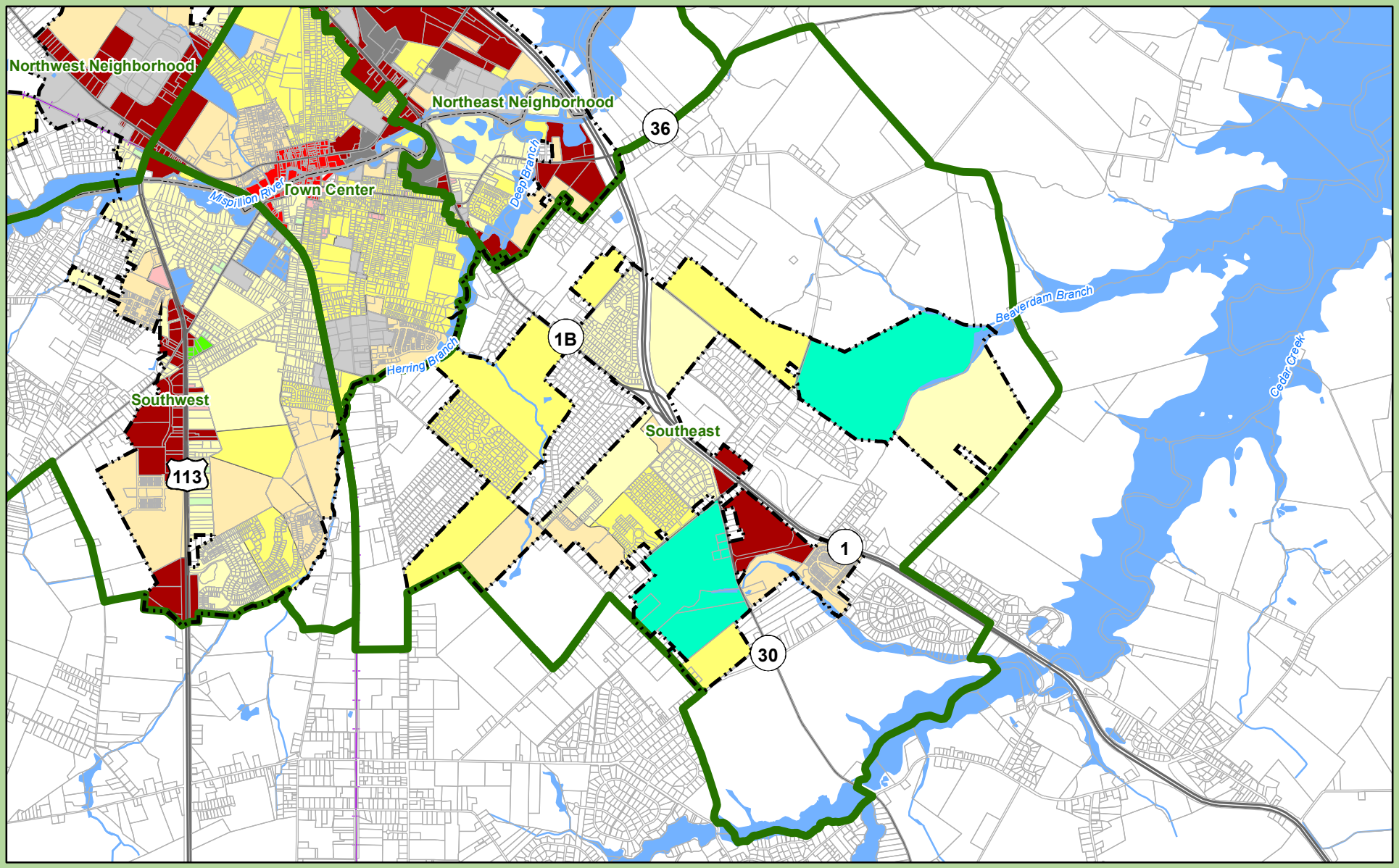
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Municipal Boundary

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BP
C-1
C-2
C-2A
C-3
H-1
I-1
I-2
IS
OB-1
OC-1
R-1
R-2
R-3
R-8

Neighborhoods
County Boundaries
State Parcels
Routes
Rail Lines
Hydrology
Bodies of Water

City of Milford, Delaware

Zoning

Southeast

DRAFT - September 2017

0 0.2 0.4 0.8 1.2 1.6 Miles

Sources:

Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 09/17.
DRAFT Zoning - City of Milford, Delaware 04/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17.

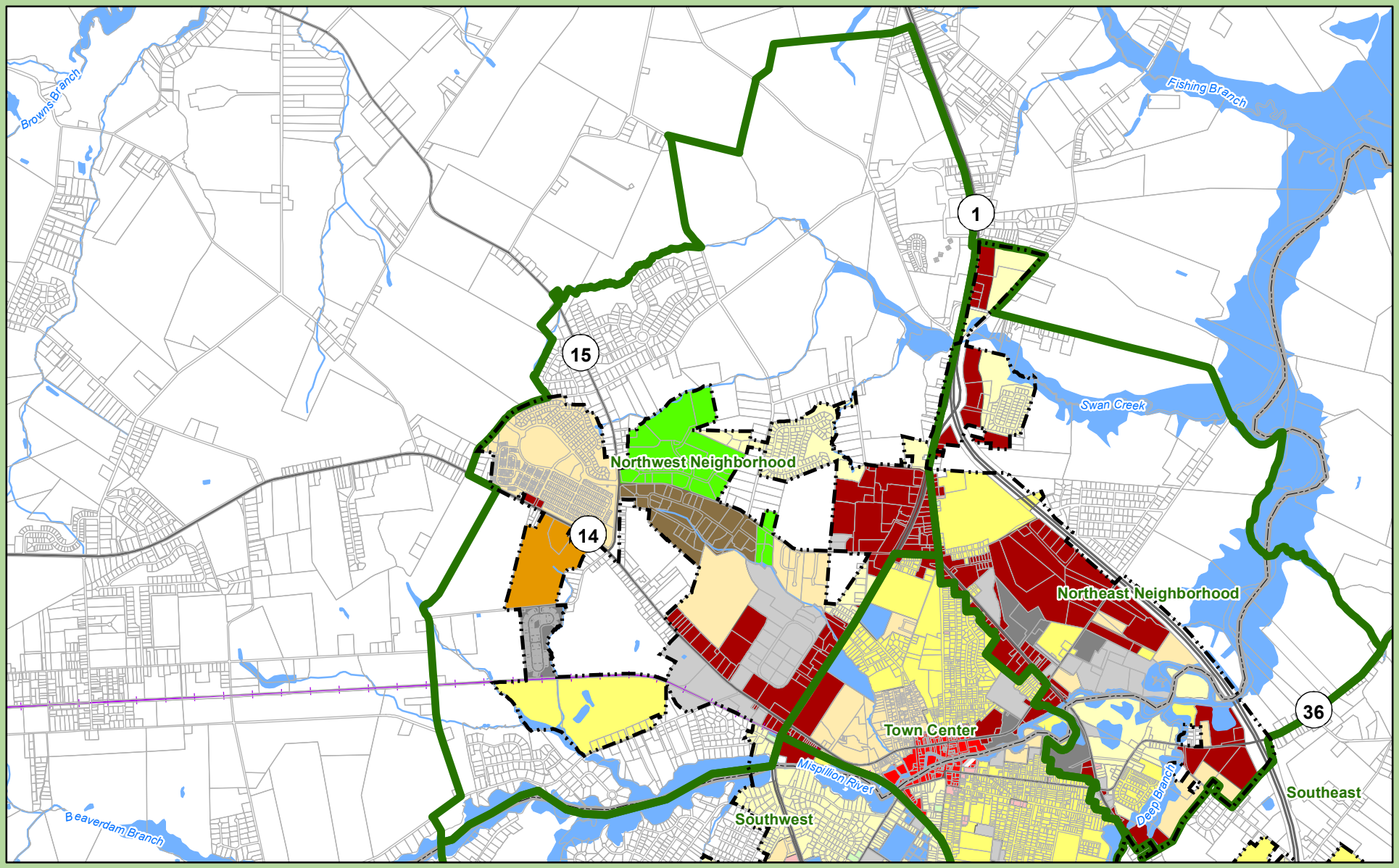
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Municipal Boundary

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- C-2A
- C-3
- H-1
- I-1
- I-2
- IS
- OB-1
- OC-1
- R-1
- R-2
- R-3
- R-8

Neighborhoods
County Boundaries
State Parcels
Routes
Rail Lines
Hydrology
Bodies of Water

City of Milford, Delaware

Zoning

Northwest Neighborhood

DRAFT - September 2017

0 0.2 0.4 0.8 1.2 1.6 Miles

Sources:

Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 09/17.
DRAFT Zoning - City of Milford, Delaware 04/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17.

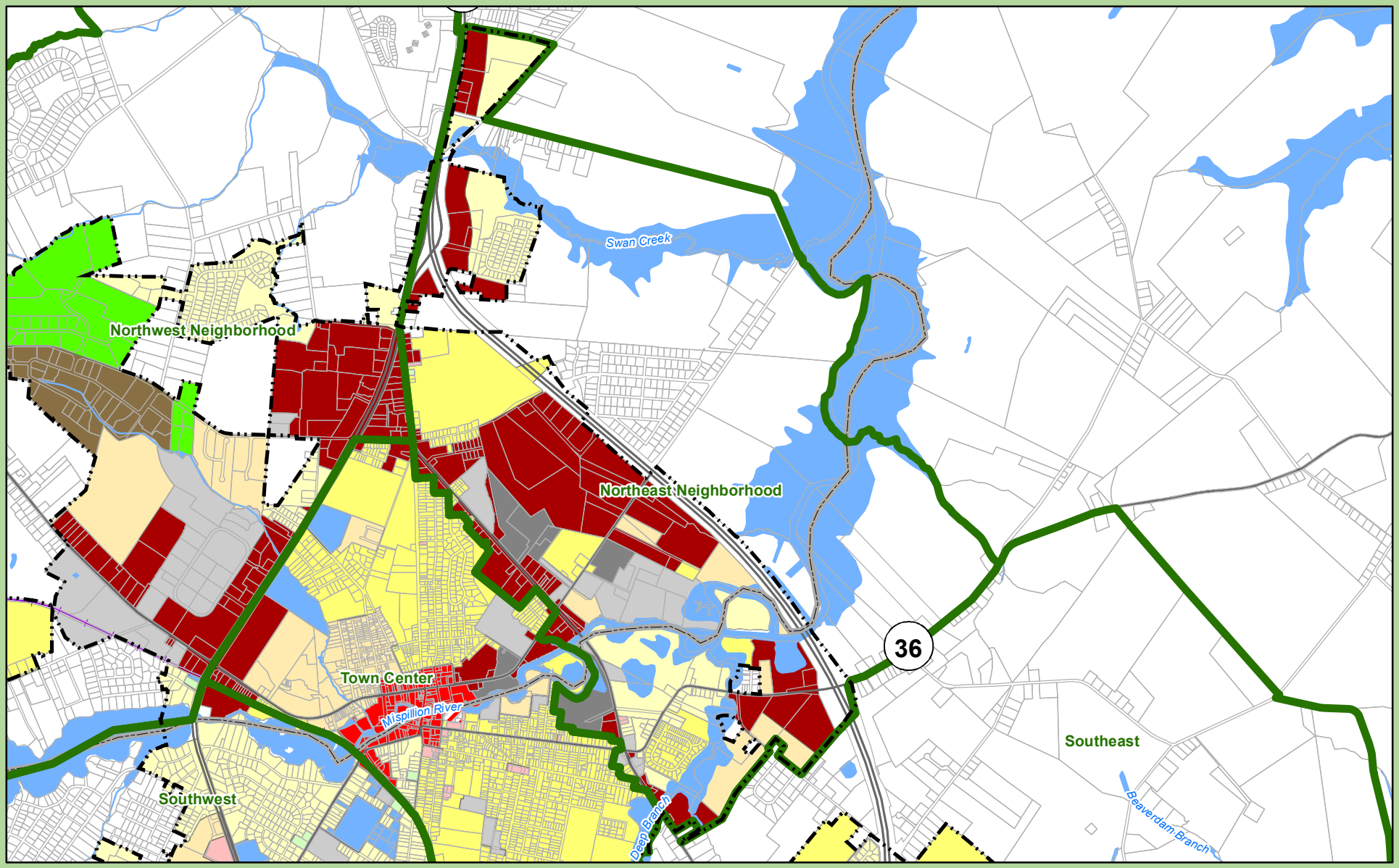
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Municipal Boundary

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- I-1
- I-2
- IS
- OB-1
- OC-1
- R-1
- R-2
- R-3
- R-8

Neighborhoods
County Boundaries
State Parcels
Routes
Rail Lines
Hydrology
Bodies of Water

City of Milford, Delaware

Zoning

Northeast Neighborhood

DRAFT - September 2017

0 0.15 0.3 0.6 0.9 1.2 Miles

Sources:

Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 09/17.
DRAFT Zoning - City of Milford, Delaware 04/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17.

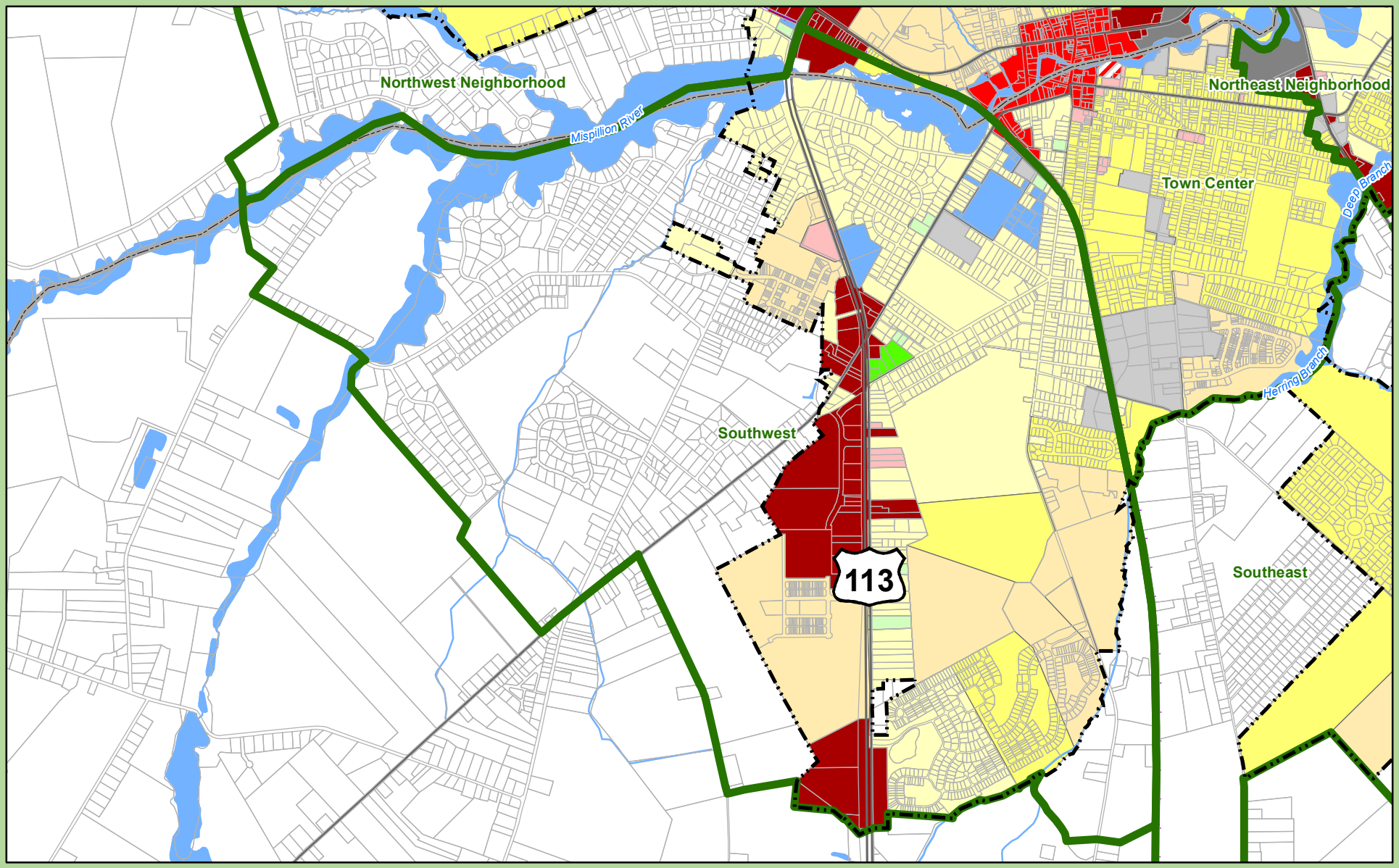
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- R-2
- R-3
- R-8

Neighborhoods
County Boundaries
State Parcels
Routes
Rail Lines
Hydrology
Bodies of Water

City of Milford, Delaware

Zoning

Southwest

DRAFT - September 2017

0 0.1 0.2 0.4 0.6 0.8 Miles

Sources:

Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 09/17.
DRAFT Zoning - City of Milford, Delaware 04/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17.

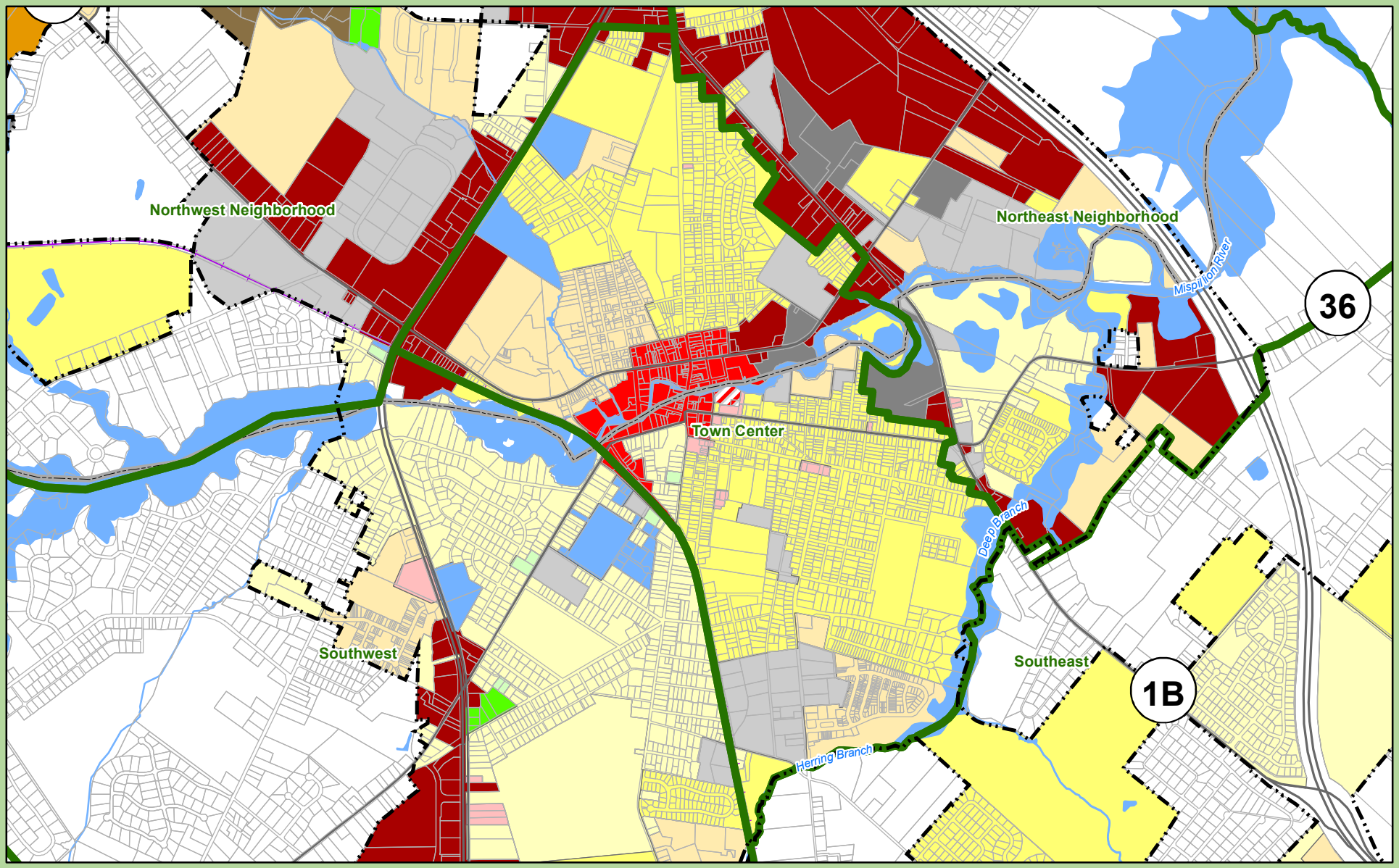
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- OC-1
- R-1
- R-2
- R-3
- R-8

Neighborhoods
County Boundaries
State Parcels
Routes
Rail Lines
Hydrology
Bodies of Water

City of Milford, Delaware

Zoning

Town Center

DRAFT - September 2017

0 0.1 0.2 0.4 0.6 0.8 Miles

Sources:

Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 09/17.
DRAFT Zoning - City of Milford, Delaware 04/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17.

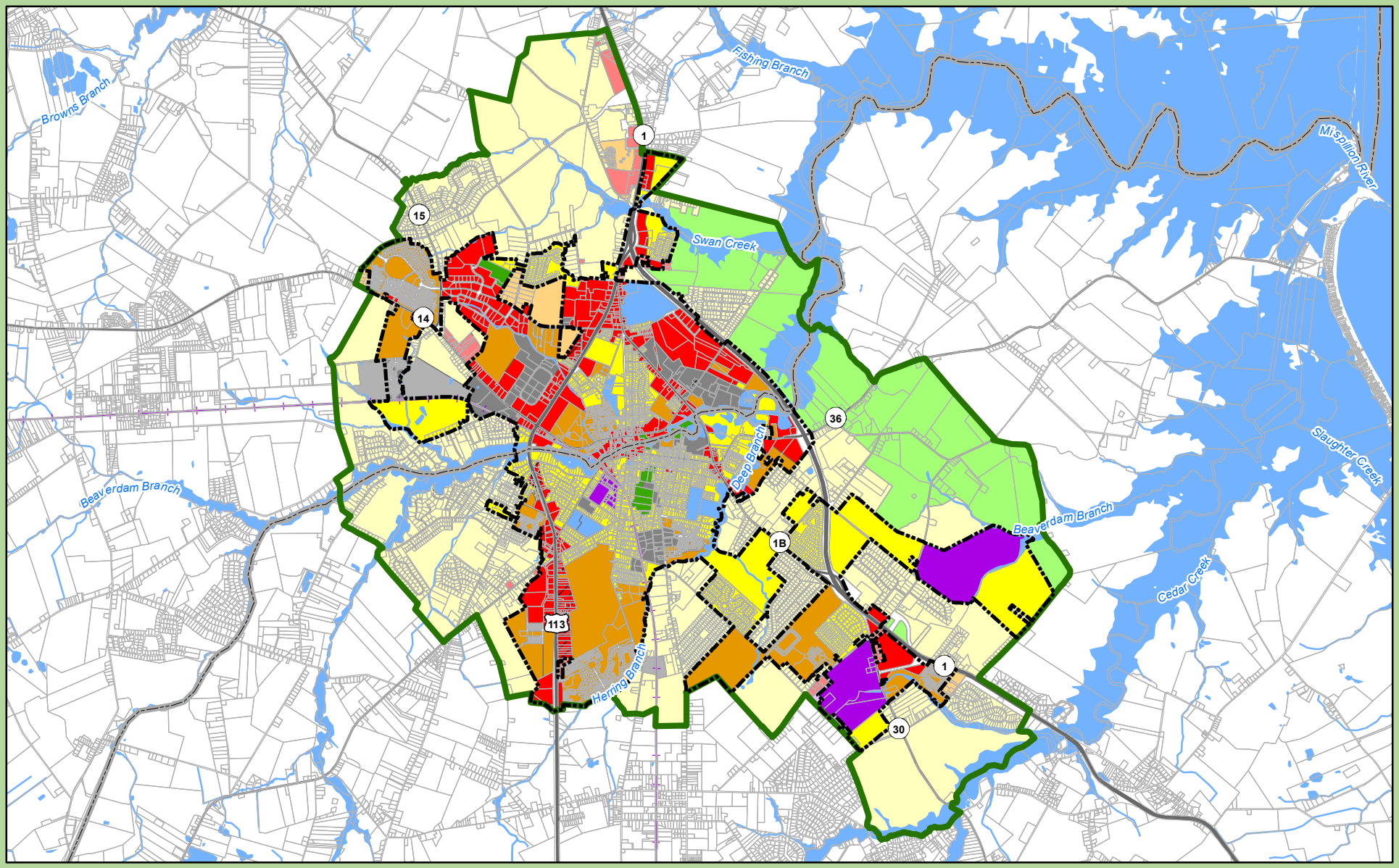
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Land Use Type

- Open Space
- Proposed Open Space
- Low Density Residential
- Proposed Low Density Residential
- Moderate Density Residential
- Proposed Moderate Density Residential
- Employment
- Proposed Employment
- Institutional
- Commercial
- Proposed Commercial
- Industrial
- Proposed Industrial
- Transition
- Municipal Boundary
- Urban Growth Boundary
- County Boundaries
- State Parcels
- Routes
- Future US 301
- Rail Lines
- Hydrology
- Bodies of Water

City of Milford, Delaware

Future Land Use and Urban Growth Boundary

DRAFT - September 2017

0 0.35 0.7 1.4 2.1 2.8 Miles

Sources:

Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 09/17.
DRAFT Future Landuse - City of Milford, Delaware 09/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17..
Hydrology - USGS and EPA, FirstMap 09/17.

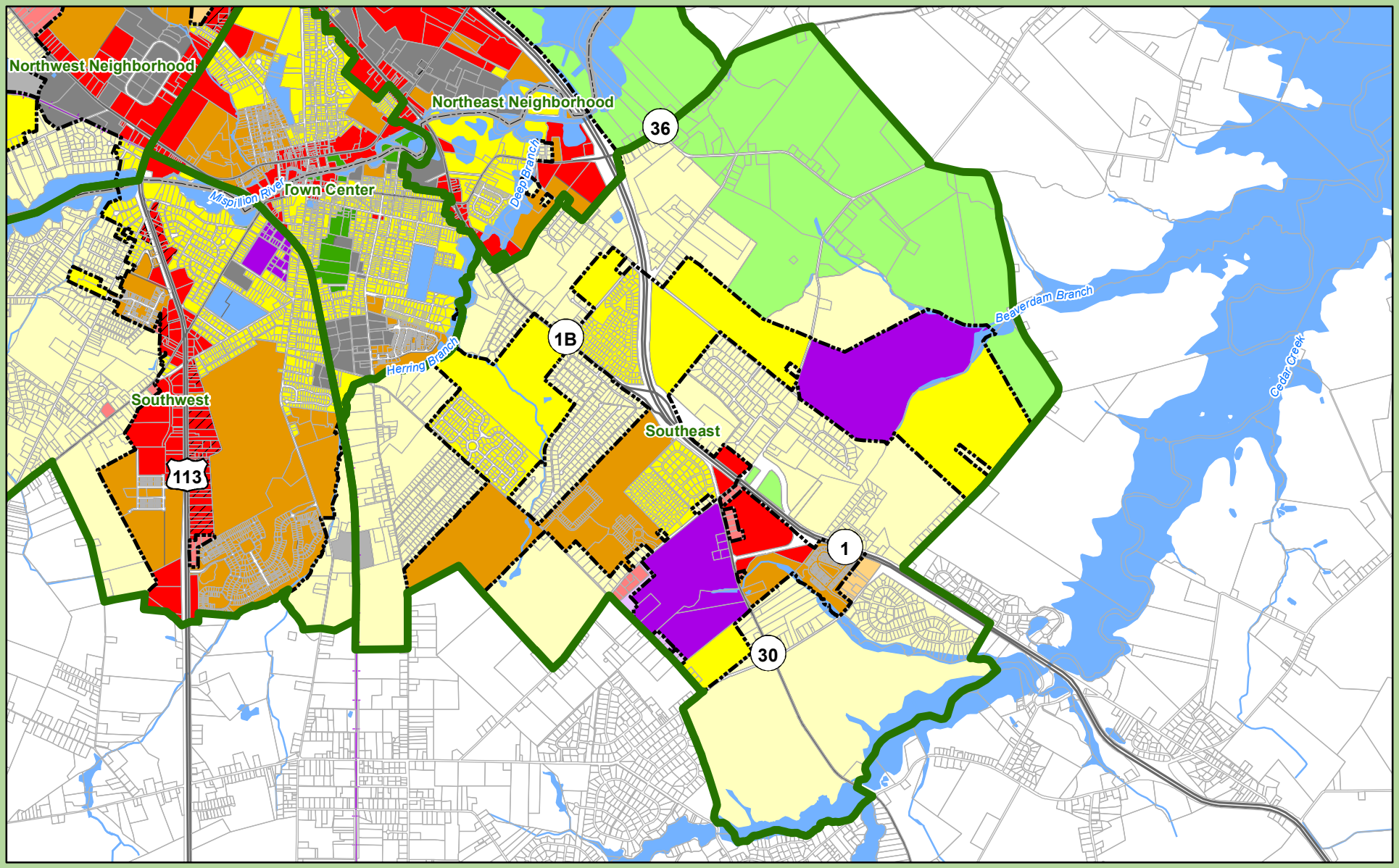
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Neighborhoods

Land Use Type

- Open Space
- Proposed Open Space
- Low Density Residential
- Proposed Low Density Residential
- Moderate Density Residential
- Proposed Moderate Density Residential
- Employment
- Proposed Employment
- Institutional
- Commercial
- Proposed Commercial
- Industrial
- Proposed Industrial
- Transition Area
- Municipal Boundary
- County Boundaries
- State Parcels
- Routes
- Rail Lines
- Hydrology
- Bodies of Water

City of Milford, Delaware

Future Land Use

Southeast

DRAFT - September 2017

0 0.2 0.4 0.8 1.2 1.6 Miles

Sources:

Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 09/17.
DRAFT Future Landuse - City of Milford, Delaware 09/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17..

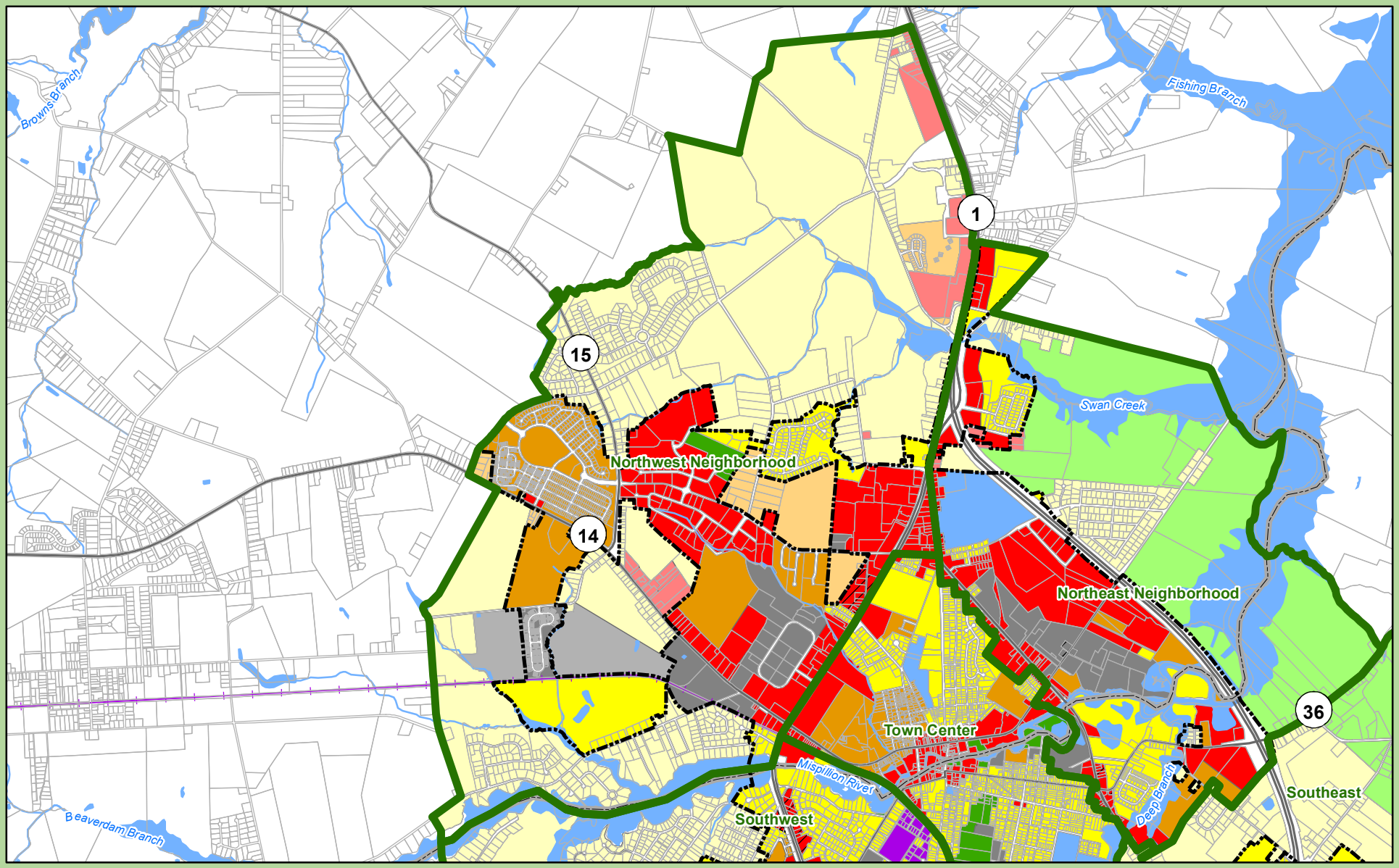
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Neighborhoods

Land Use Type

- Open Space
- Proposed Open Space
- Low Density Residential
- Proposed Low Density Residential
- Moderate Density Residential
- Proposed Moderate Density Residential
- Employment
- Proposed Employment
- Institutional
- Commercial
- Proposed Commercial
- Industrial
- Proposed Industrial
- Transition Area
- Municipal Boundary
- County Boundaries
- State Parcels
- Routes
- Rail Lines
- Hydrology
- Bodies of Water

City of Milford, Delaware

Future Land Use

Northwest Neighborhood

DRAFT - September 2017

0 0.2 0.4 0.8 1.2 1.6 Miles

Sources:

Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 09/17.
DRAFT Future Landuse - City of Milford, Delaware 09/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
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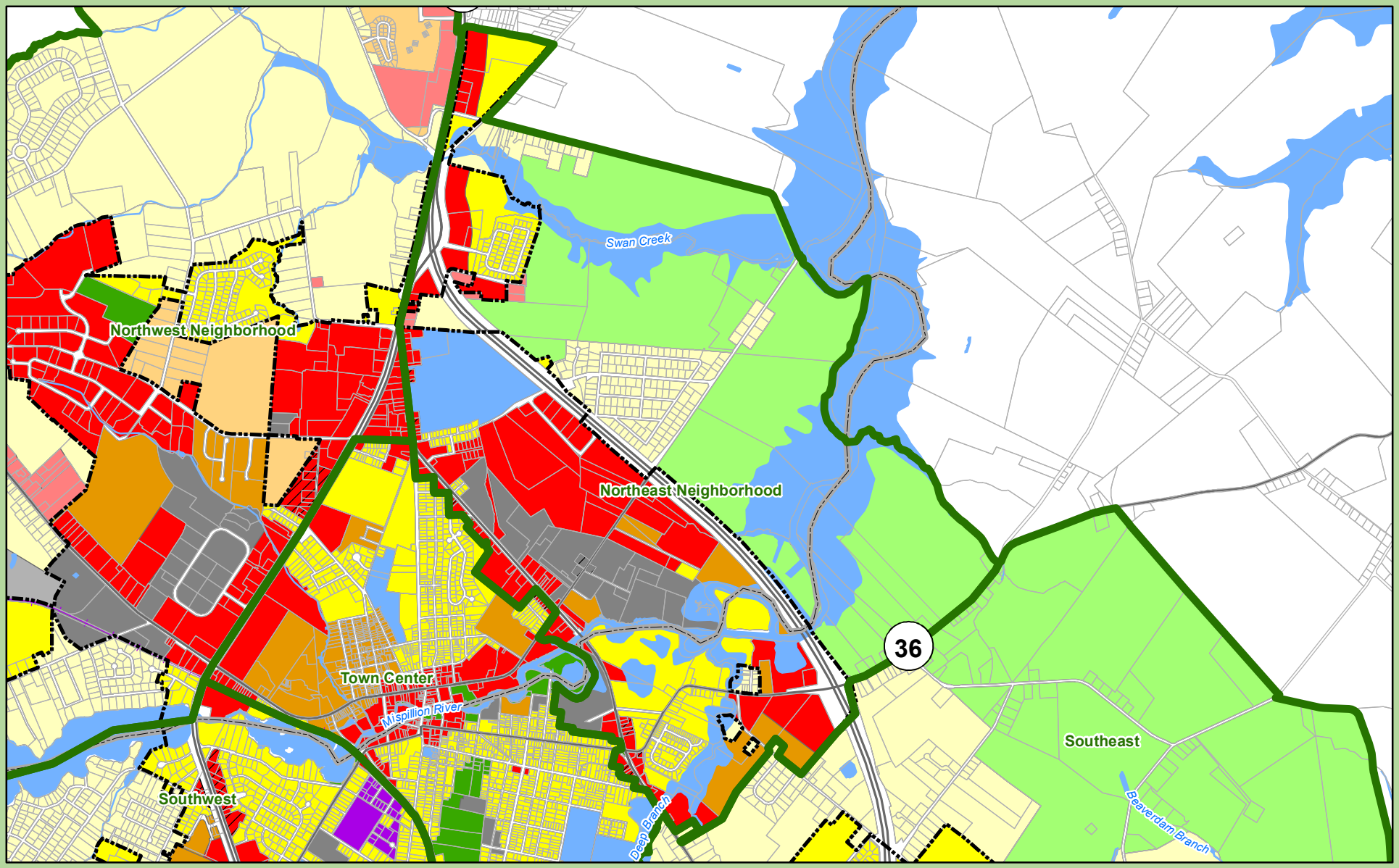
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Neighborhoods

Land Use Type

- Open Space
- Proposed Open Space
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- Proposed Low Density Residential
- Moderate Density Residential
- Proposed Moderate Density Residential
- Employment
- Proposed Employment
- Institutional
- Commercial
- Proposed Commercial
- Industrial
- Proposed Industrial
- Transition Area
- Municipal Boundary
- County Boundaries
- State Parcels
- Routes
- Rail Lines
- Hydrology
- Bodies of Water

City of Milford, Delaware

Future Land Use

Northeast Neighborhood

DRAFT - September 2017

0 0.15 0.3 0.6 0.9 1.2 Miles

Sources:

Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 09/17.
DRAFT Future Landuse - City of Milford, Delaware 09/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17..

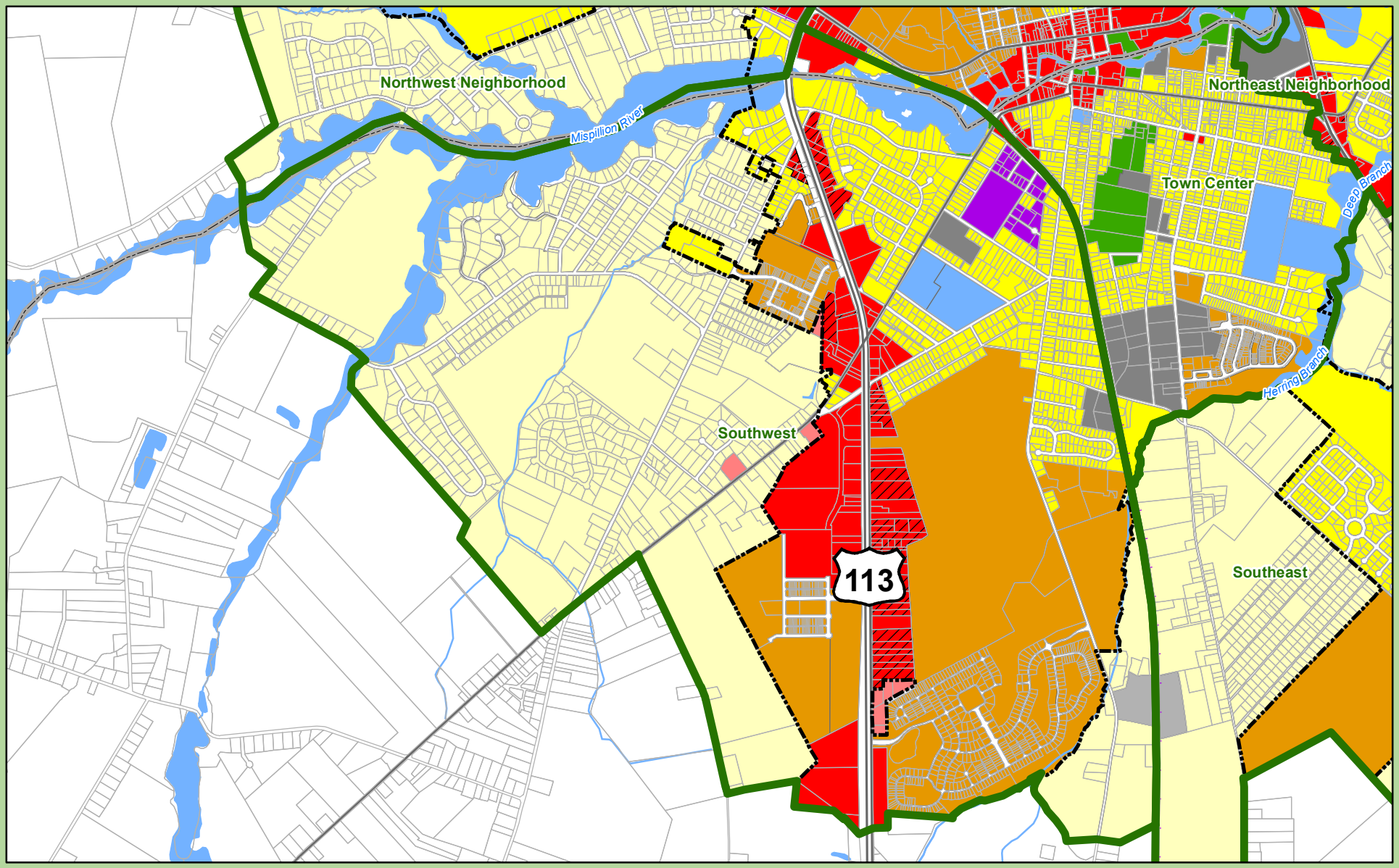
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Neighborhoods

Land Use Type

- Open Space
- Proposed Open Space
- Low Density Residential
- Proposed Low Density Residential
- Moderate Density Residential
- Proposed Moderate Density Residential
- Employment
- Proposed Employment
- Institutional
- Commercial
- Proposed Commercial
- Industrial
- Proposed Industrial
- Transition Area
- Municipal Boundary
- County Boundaries
- State Parcels
- Routes
- Rail Lines
- Hydrology
- Bodies of Water

City of Milford, Delaware

Future Land Use

Southwest

DRAFT - September 2017

0 0.1 0.2 0.4 0.6 0.8 Miles

Sources:

Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 09/17.
DRAFT Future Landuse - City of Milford, Delaware 09/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
Hydrology - USGS and EPA, FirstMap 09/17..

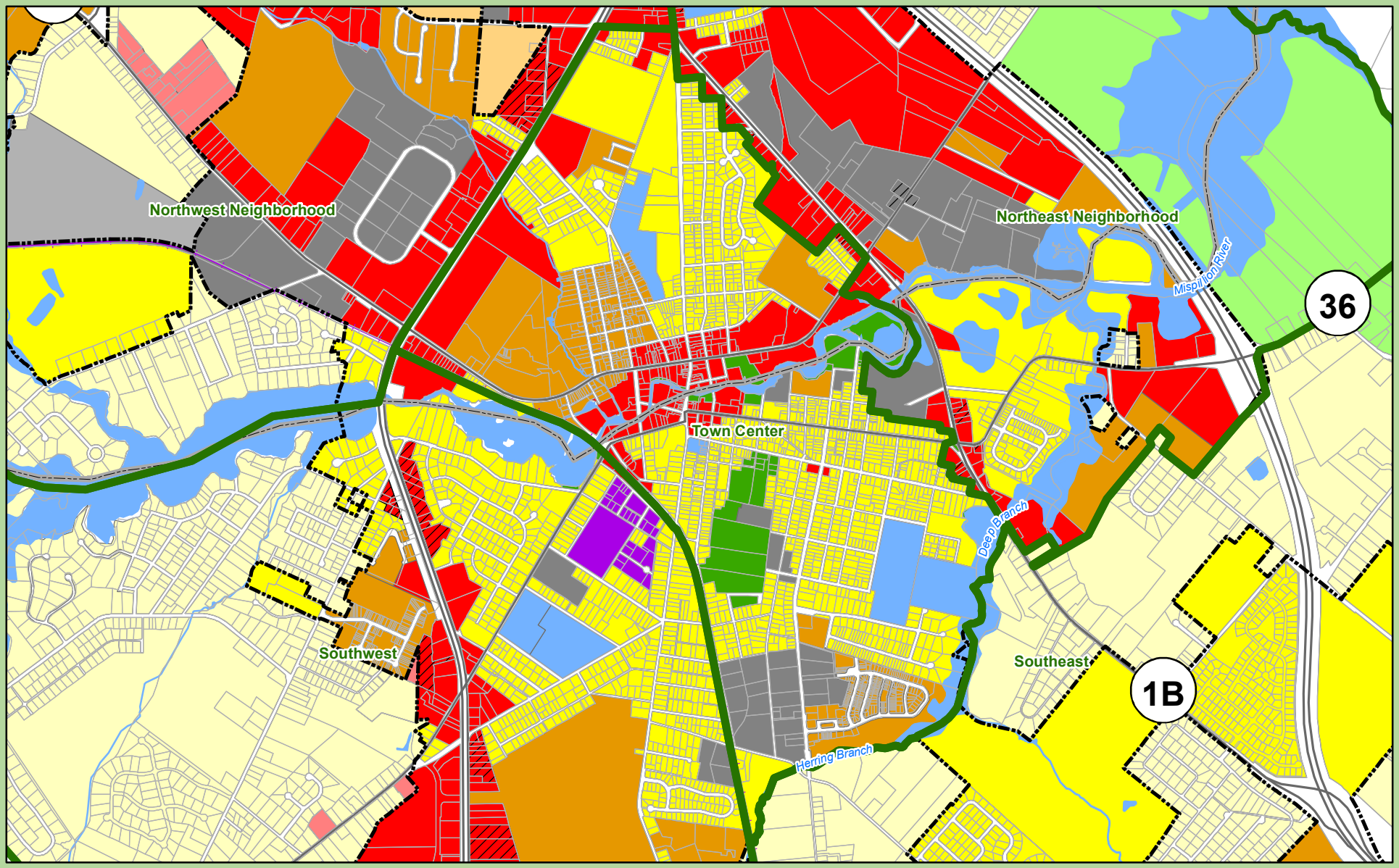
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Neighborhoods

Land Use Type

- Open Space
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- Proposed Low Density Residential
- Moderate Density Residential
- Proposed Moderate Density Residential
- Employment
- Proposed Employment
- Institutional
- Commercial
- Proposed Commercial
- Industrial
- Proposed Industrial
- Transition Area
- Municipal Boundary
- County Boundaries
- State Parcels
- Routes
- Rail Lines
- Hydrology
- Bodies of Water

City of Milford, Delaware

Future Land Use

Town Center

DRAFT - September 2017

0 0.1 0.2 0.4 0.6 0.8 Miles

Sources:

Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 09/17.
DRAFT Future Landuse - City of Milford, Delaware 09/17.
Road and Rail Network - Delaware Department of Transportation, FirstMap 09/17.
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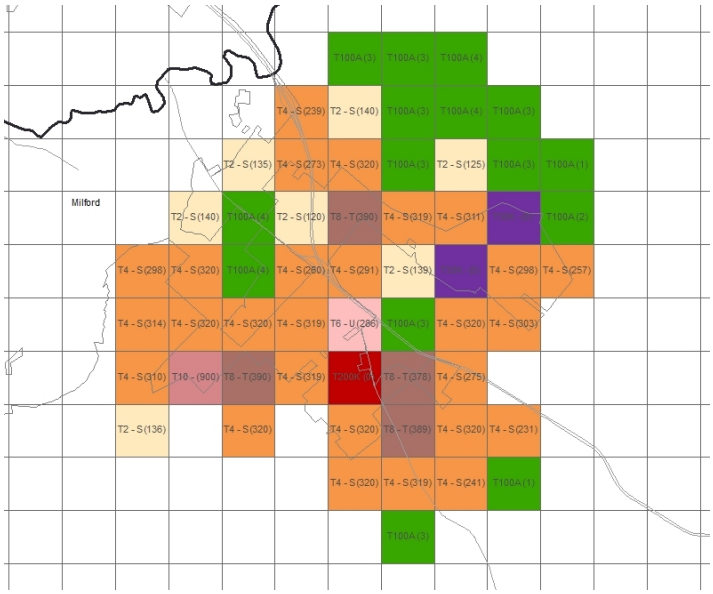
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Appendix A Southeast Master Plan

Milford Southeast Neighborhood Master Plan

July 25, 2011



Adopted and Certified as an Amendment to the
City of Milford Comprehensive Plan
July 25, 2011

Prepared by

The City of Milford, Delaware

In conjunction with

The State of Delaware

With assistance from the

University of Delaware
Sustainable Coastal Communities Initiative

Acknowledgements

The Milford Southeast Neighborhood Master Plan was developed as a partnership between the City of Milford and the State of Delaware and its Agencies. The University of Delaware's Sustainable Coastal Communities Initiative provided invaluable support during the public participation workshops and through the use of their UD-SCC Model for land use modeling throughout the project.

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Chapter 1
Overview of the Master Plan

Milford's Comprehensive Plans

The City of Milford has a long history of comprehensive planning. In the early 1990s the City developed a comprehensive plan that included land use, growth, and annexation recommendations for an area that surrounded the existing city. Despite a rather large growth area, annexations were slow during this time. In 2003 Milford updated that plan with a new comprehensive plan designed to comply with the State's new planning statutes. That plan was eventually reviewed and certified by the State of Delaware in accordance with the new requirements in the Delaware Code.

During the mid-2000s, the national economy experienced what was then thought of as a "housing boom." Milford was not immune to this economic force and experienced a rapid increase in annexation and subdivision requests during this time period. The development community aggressively sought to take advantage of new market opportunities, eventually subdividing over 8,000 lots in the city alone. Some of these lots were in projects that were not recorded or otherwise did not move forward, so the current estimate is that approximately 4,500 lots were created in Milford during this period. Several of the annexations requested required amendments to Milford's plan. Milford amended its plan in 2004, 2005 and 2006 to address new annexation opportunities, among other changes to its plan document.

Annexation in the Southeast Neighborhood

Prior to 2005, the land to the east of State Route 1 (SR 1) Southeast of Milford was farmland interspersed with a few large-lot subdivisions and various rural homes on large lots. In 2005 a developer proposed a major subdivision consisting of approximately 780 single-family homes in this area. The developer's intention was to develop this subdivision under existing Sussex County regulations. This property was not adjacent to the City of Milford but was very close to property that was already within the City limits. The City became concerned that if this subdivision were to be constructed, it would be the *de facto* provider of services (fire, police, library, parks, and eventually even sewer and water) without the benefit of a tax base to support those services.

Milford engaged in discussions with the developer, other adjacent property owners, and the Office of State Planning Coordination to explore the annexation of this area. The City was neutral on whether or not this area should be developed. However, if the area was to be

developed the City's position was that they would rather have it in the municipal jurisdiction in order to provide necessary public services and infrastructure in a cost-effective manner. The State and its agencies were concerned about "urban sprawl" in this area compromising active, productive farmland, some of which had been permanently protected using State tax dollars. There are also many environmentally sensitive resources in this area associated with Cedar Creek and its tributaries. And finally, the location east of SR1 was difficult and dangerous to access due to an at-grade cross over and heavy traffic, especially during the summer months.

After much discussion, a consensus was reached. The State supported a comprehensive plan amendment that would allow for annexation and development of this area. The caveat was that the development must occur in accordance with a Master Plan to be developed collaboratively by the city and the state. This Master Plan would address detailed strategies to protect farmland and open space, provide needed transportation and utility infrastructure, and prevent further development activities to the east of this area. This document is the Master Plan that was envisioned during these discussions.

Milford's comprehensive plan was amended in 2006 to include this area as an annexation area, subject to the Master Plan. Annexations of some of these parcels began shortly thereafter.

The Memorandum of Agreement

The process of developing this Master Plan began in earnest with the signing of a Memorandum of Agreement (MOA) by the City and the State in March 2008. The MOA set out the general parameters that formed the consensus of all parties for working together on development in this area. These parameters included a commitment to work collaboratively, include other stakeholders, address utility and road infrastructure in a comprehensive manner, protect the agricultural economy through farmland preservation and limits on further utility expansions, protect natural resources, and ensure an appropriate mix of land uses in the developed area.

The original signatories of the MOA included the city, the Office of State Planning Coordination, the Delaware Department of Transportation (DelDOT) and the Delaware Department of Agriculture (DDA). As the development of this document has progressed, the Delaware Department of Natural Resources and Environmental Control (DNREC), the Delaware State Housing Authority (DSHA), and the State Historic Preservation Office (SHPO) have all contributed materials and have become partners in this endeavor.

The project area covered by the MOA was originally limited to areas east of SR1. In 2008 the City engaged in a complete re-write of its comprehensive plan which culminated in an entirely

new document that was adopted in early 2009. The new plan separated the city into several "neighborhoods" for planning purposes. The area covered by the MOA was located in the Southeast Neighborhood, which also included lands west of SR1, including a number of existing and developing subdivisions. By mutual consent, all parties agreed that it made sense to adopt the entire Southeast Neighborhood as the project boundary for this Master Plan. The City's new 2009 comprehensive plan included other planning concepts that have been integrated into the Master Plan, including an urban-growth boundary and a greenbelt with open space and farmland within and adjacent to the eastern edge of the project area.

What is a Master Plan?

> Definition of a Master Plan
>
> A land use plan focused on one or more sites within an area that identifies access and general improvements, and is intended to guide growth and development over a number of years or in phases.
>
> From the Planners Dictionary, American Planning Association

While the City's comprehensive plan forms the foundation for the Master Plan, the Master Plan differs from a local government's comprehensive plan in a number of ways:

- A more detailed plan for land use, including build-out calculations
- Detailed planning for the provision of infrastructure and services, including timing, phasing, and funding
- Partnerships and collaborative planning between and among various levels of government
- A more predictable plan that addresses items necessary for implementation
- Commitments, agreements and timeframes for implementation coordinated among the various partners in the planning process.

The Master Plan Process

The development of the Master Plan has proceeded from 2008 until today. The City and the Office of State Planning Coordination have been the co-chairs of this planning effort. The process was kicked off with a series of three public meetings to consider ideas and public opinions about the future of this area. The University of Delaware's Sustainable Coastal

Communities Initiative provided support for these workshops and has continued to work with the city to assist with land use modeling and phasing of development.
After gathering public input, Milford's City Planner developed a consensus land use plan that reflected a composite of the public's input. That land use plan has continued to be revised based on input from the other stakeholder agencies and the City's plans for utilities in the area. All of the stakeholder agencies have worked with the co-chairs to develop chapters for this Master Plan. The stakeholders have included the city itself, DDA, DNREC, and DelDOT. In addition, DSHA and SHPO have provided valuable input.

The Result: Predictable, Shovel-Ready Development Along with Proactive Preservation
This process has resulted in the achievement of two complementary goals for this Master Plan Area.

Ready for Economic Development
The detail of this Master Plan has addressed many of the infrastructure issues that would have been managed in an ad-hoc manner through conventional development practices. As such, in the areas that are identified for future development, developers will know in advance how utilities will be provided and what their other contributions and requirements would be. Notably, the City and State have designed the following "package" of infrastructure improvements for the area:

- DelDOT will be constructing a new grade-separated intersection at SR1 and SR30. Construction is currently scheduled for 2012 and 2013, with completion due in late 2013. This improvement will allow safe, efficient movement of traffic between the east and west sides of the Master Plan Area and enable the development of the area east of SR 1. See Chapter 8 for more details.

- The City will be constructing a new water system in the Master Plan Area that will include a water tower and distribution lines. Depending on the acquisition of easements and other siting factors, this infrastructure may extend east of SR 1. Funding is in place to construct this system in the immediate-term future. See Chapter 9 for more details.

- The City has commissioned its engineering consultant to design the sewer transmission system for the Master Plan Area. The basics of the design are described further in Chapter 9. The City's commitment extends to actually completing the engineering necessary to have the system installed and permitted so that it is ready to be constructed as soon as there is a user ready to build a new project and tie in to it. The City will work with interested developers to identify financing options that will enable development to occur in accordance with the Master Plan.

The impact of these infrastructure commitments is that virtually any parcel within the Master Plan Area will be ready for development and occupancy. Areas to the west of SR 1 could be constructed at any time, pending completion of the water system. Areas to the east of SR 1 could be ready for occupancy in late 2013, which is when the road access is projected to be completed by DelDOT.

Poised for Preservation

The Master Plan is not only about preparing land for development. Much of the detailed work that has gone into preparing this Master Plan has been done to assure that any new development is completed in a way that does not negatively impact the natural environment or the viability of the agricultural lands located in the Master Plan Area.

- The Delaware Department of Agriculture has developed an innovative Transfer of Development Rights (TDR) program that provides land owners incentives and options to preserve the lands that are identified as Open Space Agriculture in this plan. This program is but one of many options land owners have to remain in farming and protect their land. The Land Use Plan clearly identifies where land is to be protected and where development is to be promoted so that issues of fragmentation and encroachment are minimized. See Chapter 4 for more details.

- DNREC has identified significant natural resources in the Master Plan Area and promoted design guidelines to protect these areas. Most of the critical resources are located along the tributaries of Cedar Creek and include wooded areas, rare species, excellent wildlife habitat, wetlands, and sensitive watercourses. The Master Plan directs dense development away from these areas. When parcels that contain sensitive resources are subject to future development, DNREC has offered design guidelines that will enable development that does not degrade or encroach on these important natural features. See Chapter 5 for more details.

Chapter 2
Public Workshop Sessions

To kick off the Master Plan process, the City held three public workshops at the Carlyle Fire Hall in September and October of 2009. The goal was to engage citizens and property owners in the Master Plan area in a discussion about the future of the neighborhood. Over 1,000 invitations were mailed to those who lived or owned property in this area. Only a portion of this land is currently in the city limits, so both city and county residents were included in this mailing. The meetings were also widely advertised through newspapers and on the city's website.

The University of Delaware's Sustainable Coastal Communities Initiative was engaged to help structure and run the workshops to maximize public participation and ensure that productive input was received. UD devised the three workshops as a series: the expectation was for residents to attend all three in sequence as each built upon the last. More than 70 individuals attended the first workshop, and of those more than 30 remained with the process for all three.

The UD project team used CommunityViz® (an ArcGIS software extension from Placeways, LLC) geographic information system software to develop the "University of Delaware SCC Land Use Model (UD-SCC Model)." This model was developed for use throughout Sussex County and was immediately useful for this process because the entire Southeast Neighborhood is in Sussex County. The model uses 100-acre tiles in a grid across Sussex County to illustrate potential development patterns. A palette of colors ("crayons") represents 13 typical land use types (4 rural, 6 suburban/urban mixed, and 3 non-residential), each with its associated residential and non-residential densities, population, employment, tax, water and wastewater usage, and traffic-generation characteristics. To help people visualize the land uses, the team used computer graphics programs including CommunityViz® Scenario 3D and Google Earth to create three-dimensional models for each of the 13 land use types.

At Meeting One, citizens reviewed current plans for the neighborhood, learned about constraints to development, and identified their values. They viewed and deliberated about three potential long-range growth scenarios based on 3D representations of land use types and their associated demographics.

At Meeting Two, citizens used a table exercise to plan the Southeast Neighborhood, using colored tile "crayons" placed on an aerial map. The attendees produced seven plans that were

merged into three scenarios: "Current Trends," "New Community," and "Suburban." Build-outs of each scenario were analyzed in numeric terms, mapped, and visualized in 3D, and had their associated demographic impacts estimated.

At Meeting Three, citizens viewed the results of the analyses and discussed the benefits, challenges, and cost implications of each. They used keypads to vote on preferred scenarios. A resulting Composite Scenario was developed by Milford's City Planner and has become the basis for this Master Plan for the neighborhood.

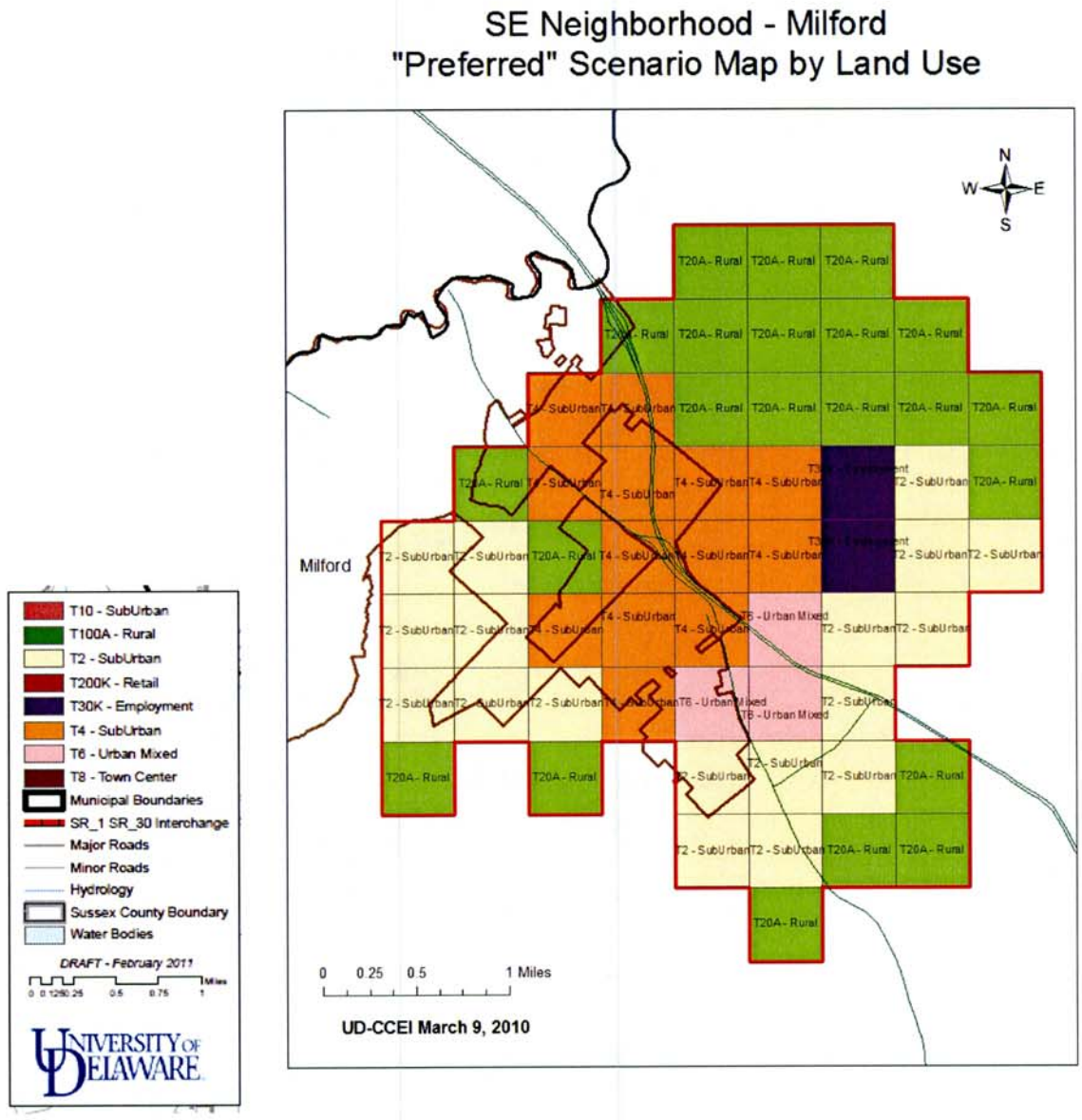
The project modeled an expanded public process combining scenario development and deliberation, analysis, and decision-making. According to UD project leaders, citizens were astounded to be able to significantly influence the resulting plan. The County Plan had envisioned approximately 18,000 dwelling units for the area, and the City Plan showed approximately 15,000 dwelling units. The agreed-upon Composite Scenario (labeled Preferred – Alt) results in only 8,500 dwelling units, incorporates open space, consolidates commercial areas, and retains areas of farmland. Map 2.1 shows the Preferred-Alt Scenario developed at the workshops.

UD has continued to assist the partners as they have developed detailed plan elements. UD-SCC Model has been very helpful to estimate build-out potential for the area and phasing for infrastructure improvements. The final version of the land use plan (known as Preferred – Revised) contains the potential for approximately 11,700 dwelling units and corresponding increases in commercial space and jobs. The increases over the Preferred-Alt scenario are due to a more accurate accounting of existing units and approved and recorded subdivisions, as well as a reflection that the base density in the city is approximately 3 du/acre corresponding to the least dense zoning district available. The Preferred-Revised Scenario is more fully described in the Land Use Plan, Chapter 3.

Portions of this chapter have been adapted from a CommunityViz® case study titled "Community Planning with Digital Crayons and Real-Time 3D" written by Carol Bason and Bill McGowan of the University of Delaware Sustainable Coastal Communities Initiative. This document has been used with permission. The software vendor, Placeways LLC, has this case study on their website. To view the full case study, please visit:

http://placeways.com/communityviz/gallery/casestudies.php

Map 2.1. The Preferred – Alt Scenario



Chapter 3
Land Use Plan

The standard way of thinking about land use for the Southeast Neighborhood was that it would continue as it had in the past, in a rather haphazard way, commonly referred to as "urban sprawl." As a result of public input at the workshop series and through many meetings and with input from state agencies including the Office of State Planning Coordination, DelDOT, DNREC, and DDA, as well as the University of Delaware, and the City of Milford, a new planning concept has emerged. As proposed, this new "planning model" protects and preserves valuable farm land from development through a program called Transfer of Development Rights, conserving approximately over 500 acres of agricultural lands for future generations. This plan shields the environment through recommendations from DNREC concerning encroachment of the flood plain, storm water management in designated water-recharge areas, and the protection of aquifer areas. With the cooperation of DelDOT, a Transportation Element has been developed for the Southeast Neighborhood Planning Area that identified and analyzed the transportation improvements that will be required to accommodate the expected changes in land use and increases in traffic volumes for this area. The City of Milford's part in this program was the preparation of a master plan for the construction of water and sewer utilities to serve this neighborhood in a cost-efficient manner, ensuring that development would be served adequately and that this new development would pay its fair share through a variety of options. The second contribution from the City was the preparation of a Land-Use Plan for this area, which would reflect the actual development presently occurring in this neighborhood and guide future development in accordance with this Master Plan.

Public Input: The "Preferred – Alt" Plan

The public input received at the three public meetings described in Chapter 2 formed the basis for this Land-Use Plan. The final result of these three meetings was the development, by the public, of three (3) Future Land-Use Map Scenarios. The first was labeled "Current Trends" because it reflected a business-as-usual approach to development. The second was called "New Community" because it consolidated growth, particularly non-residential uses, around the grade separated intersection that was to be built at SR30 and SR1. The third was labeled "Suburban." This scenario drastically reduced density and removed most commercial or employment uses. At the last civic meeting the participants voted on the three Scenarios. After the vote was tallied, there was no clear-cut preference for the most representative Future Land Use Map. Milford's City Planner took the three scenarios and consolidated them into the "best choice" Future Land Use Map. This version of the map was titled Preferred – Alt (see Map 2.1).

All of the partners agreed that this map reflected the goals of the public during the public workshops, while also reflecting existing conditions, approved subdivisions, and known infrastructure improvements occurring in the neighborhood. Density and commercial development were reduced from the current comprehensive plan, development was concentrated around the interchange, and open space and agricultural lands were protected around the periphery of the planning area.

Refining the Public's Vision: The "Preferred – Revised" Plan

The City and the partner agencies worked over the next year and a half to refine the Preferred – Alt Land Use Plan into the plan that has become the Future Land Use Plan for this Master Plan. The important components of the revision process are described below.

Moving from 100-Acre Grids to Parcels

The UD-SCC model was designed using 100-acre grids as a unit of measure. This makes it easy for planners and members of the public to visualize various land use and neighborhood types. It is easy to move the grids around to create various land use scenarios, even in public meeting settings such as those held at the fire hall. The relative simplicity of this model allows the software to "recalculate" the impact of new land use scenarios quickly, even when using a standard laptop computer.

While this model is perfect for working with the public to visualize various land use scenarios, it is not accurate enough to plan for new infrastructure such as sewer, water, and roads. DelDOT, a partner in this project, offered its staff expertise to provide detailed mapping of the Master Plan Area using its geographic information system (GIS) software. Very early on in the process, the project team worked with DelDOT GIS and planning staff to develop a version of the preferred scenario at the parcel level. This map has continued to be refined and is now known as the Land Use Map, Map 1.

Accurately Reflecting Existing Units and Approved Subdivisions

The Master Plan Area currently contains many existing houses, subdivisions, and approved subdivisions. Moving to a parcel-based map allowed the project team to accurately count those units. Although the area is quite large and has a lot of land left to develop, the team quickly realized that many of the parcels already had approved and recorded subdivisions located on them. Some of those subdivisions had already started to be constructed, although construction had slowed by this time due to economic conditions. The decision was made to assume that these subdivisions would eventually be built as they are currently designed. This

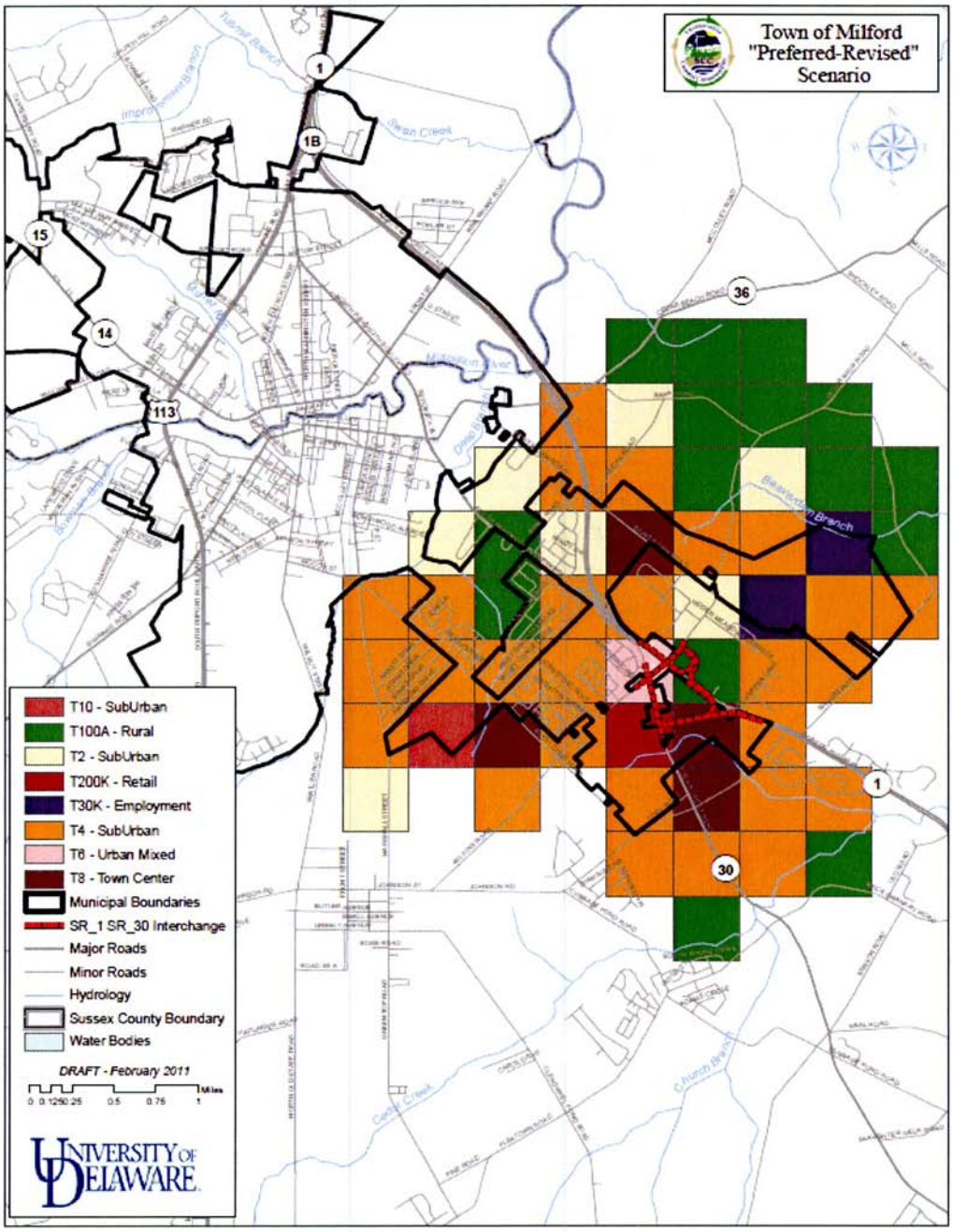
left a smaller subset of parcels that would be the focus of new residential, commercial, and employment land uses. This information is reflected on the Future Land Use Map (Map 1), and eventually was fed back in to the UD-SCC Model to become the Preferred – Revised Scenario (Map 3.1).

Coordinate Land Use Plan with Agricultural Preservation

As a partner in this project, the Delaware Department of Agriculture (DDA) worked to develop a strategy to preserve the agricultural lands along the eastern portion of the Master Plan Area. A number of large farms have already been preserved in this area, and they developed a program to encourage land owners of nearby farms to preserve their land as well. This program is called Transfer of Development Rights (TDRs) and is fully described in Chapter 4.

DDA evaluated the lands within the Master Plan Area in detail and determined which farms had the characteristics and suitability to remain productive. These were identified for future preservation and have been shown as Open Space Agriculture on Map 1. Should the land owners choose to preserve their land using the TDR program, they would be compensated for their "development rights," and those rights would be transferred to another area. Those areas would be called "receiving areas," where higher densities would be permitted only by redeeming rights purchased from landowners willing to sell them and protect their land. The land use plan identified three receiving areas where up to eight units per acre would be permitted. These areas are shown as hatch marks on Map 1.

Map 3.1. The Preferred – Revised Scenario



The Land Use and Transportation Connection

As DelDOT was developing its transportation plan for the Master Plan Area (see Chapter 8), it identified the concept of transit loops that would link residential, employment, and commercial uses in the developing area with the existing downtown. Transit service is not viable at the low densities that are present in the area today. In order for transit to be efficient and cost effective, there must be "nodes" or locations of activity where people or jobs are clustered together, so that they might take advantage of bus service or other transit.

The Master Plan initially provided two important nodes of activity. The first is a commercial center or district that is planned west of SR 1 in the vicinity of the planned grade-separated intersection at SR1 and SR30. The other is the proposed employment center located to the east of the same interchange. Both areas will provide a concentration of jobs and services that make them ideal locations for future bus stops. The TDR receiving areas conceived by DDA would also be ideal locations because they would allow for higher-density residential uses, up to 8 du/acre. The project team carefully planned the location of the TDR receiving areas so that they would be along the bus routes, providing bus stop locations to ensure the future viability of transit service for the Master Plan Area.

Base Density in Milford

The Preferred – Alt land use scenario developed as a composite of the public input received at the workshops identified a large portion of the land area to be for single family housing at a density of 2 du/acre. This is consistent with the density permitted by-right under Sussex County's regulations with access to sewer and water. The City's position is that any lands that will receive sewer and water must annex into the City limits. Milford's zoning ordinance allows for a minimum base density of approximately 3 du/acre through their R-1 Zoning District. The City finds that sewer and water utilities are not cost effective with densities of less than this. This information was loaded back into the Community Viz model as a part of the Preferred – Revised scenario.

Milford Southeast Neighborhood Master Plan - Land Use Plan

The final map that will guide future land use in the Master Plan Area is the Land Use Plan, included as Map 1. The land uses identified on this are described as follows:

Residential – Low Density. The majority of the residential land uses in the Master Plan Area are low density, which includes many existing homes and subdivisions, some of which are unbuilt. It

Is assumed that undeveloped lands would be built as mostly single-family homes at a density of about 3 units per acre if annexed into Milford.

Residential – High Density. This land use category is assigned to three approved subdivisions that range from 5 to 12 dwelling units per acre. It is expected and encouraged that these subdivisions will build out as currently approved and/or recorded. Any new residential subdivisions or land developments in this land use category are to be constructed at a density not to exceed 6 dwelling units per acre.

Open Space Agriculture. The eastern portion of the Master Plan Area is identified for open space and agriculture. This will protect the viability of the agricultural industry in this area, protect the environment, and create a "greenbelt" to prevent future development from encroaching to the east toward Slaughter Beach and the sensitive coastal environment near the Delaware Bay.

Employment Center. This land use category is identified with a large employer to bring jobs and economic development to the Master Plan Area. The current concept is a medical campus and/or educational institution that would provide many jobs and services for the region.

Commercial. This land use category is used to identify a future commercial use or district in the vicinity of the proposed interchange at SR 1 and SR 30. It is expected and encouraged that this commercial district may include some mixed uses, such as residential condos or apartments overstores, to provide a vibrant community center that will serve the entire Master Plan Area with needed services and recreation.

TDR Receiving Areas. In these areas the City will allow residential development of up to 3 du/acre "by-right." In addition to this, developers will be given the opportunity to purchase TDR credits through the program described in Chapter 4 and build at a density of up to 8 du/acre. The areas are hatch-marked to indicate that the boundaries are subject to change based on the design review at the time of development. The only criterion is that all of the higher-density units must be within 1.4 mile of a current or future transit stop. Mixed uses, such as small scale commercial to serve the residents, may be considered at the time of development.

Table 3.1 shows a comparison of the land use categories used on Map 1 with the land use categories used by the UD-SCC Model. This table will allow the reader to compare the

Preferred-Revised Scenario (Map 3.1) to Map 1. Keep in mind that the Preferred-Revised Scenario shown as Map 3.1 is the result of UD's modeling work. Map 3.1 was completed using 100 acre grids, not parcels, so it is not possible to directly compare the two maps. Although Map 3.1 was important in developing the land use concept for the Southeast Neighborhood, please be aware that Map 1 is the final map which guides future land use in the Southeast Neighborhood governed by this plan.

Table 3.1 Land Use Categories in Map 1 Compared to Land Use Categories in Map 3.1

Land Use Category on Map 1, Land Use	Land Use Category in Preferred Revised Scenario, Map 3.1
Residential – Low Density	T2 Suburban; T4 Suburban
Residential – High Density	T10 Suburban
Open Space Agriculture	T100 Rural
Employment Center	T30 Employment
Commercial	T6 Urban Mixed; T8 Town Center; T200 Retail
TDR Receiving	T8 Town Center
DelDOT-Owned Property	T100 Rural

Sources: Map 1 created by City of Milford with assistance from the Office of State Planning Coordination and DelDOT. Map 3.1 created by the City of Milford with assistance from the Office of State Planning Coordination and the University of Delaware Sustainable Coastal Communities Initiative. Map 3.1 developed using the UD-SCC Model.

By the Numbers: Build-Out Timing and Phasing

The land use details included in Map 1 were loaded back into the UD-SCC Model in order to generate build-out calculations for the area. This allowed the project team to compare the Land Use Plan with the Preferred – Alt scenario developed as a composite from the workshops. It also allowed comparisons to the current Milford Comprehensive Plan. See Table 3.2 for a summary of the differences and Appendix 1 for a more detailed review of the model output.

Build-Out: How Much Could be Built Some Day?

Planners use the term "build-out" to describe how much development could be achieved in a given plan or planning area. This is a very effective and necessary exercise for this Master Plan, as it has allowed the project team to properly design and size infrastructure improvements such as roads, water, and sewer.

The current Milford Comprehensive Plan would allow for up to 15,000 new dwelling units and approximately 39,700 new residents. The Preferred – Alt scenario yielded approximately 7,600 new homes and 19,500 residents. The Land Use Plan, reflected by the Preferred – Revised scenario on Table 3.1, has room for about 11,800 homes and 30,700 residents. This is less than

the current comprehensive plan but more than the Preferred – Alt scenario. The increases are due to Milford's base density for low-density development and the higher accuracy in accounting for existing homes as well as approved subdivisions.

In terms of jobs and non-residential space, the relationship is similar. The current comprehensive plan would allow for a massive amount of commercial space, almost 8 million square feet and 10,200 jobs. In the workshops, the public drastically reduced this amount of commercial to just less than 1 million square feet and about 2,500 jobs. Perhaps more importantly, the commercial activities and employment land uses were clustered around the new grade separated intersection to allow for safe road access. Other positive effects of this choice were that these areas can be served by transit and have the potential to serve as a commercial district for the new community. The project team revised the amount of building square footage up to about 3 million and 4,800 jobs to account for developer's plans for these areas, but it did not increase the overall amount of land devoted to commercial and employment uses. In fact, the team realized that some of the commercial lands identified in the current comprehensive plan were not able to be safely accessed from the roadways and were thus changed to low-density residential future land use.

Timing and Phasing: How Long Will This Take?

While the "build-out" exercise is important for planners and engineers, the question that most people want to know the answer to is, "When will all of this development be built?" The answer to this question is very important to planners as well because it is necessary to develop timing and phasing plans to ensure that infrastructure is in place when it is needed by new residents and businesses. It is not a cost effective use of tax dollars to build infrastructure before it is needed, either. So timing is critical.

The project team developed some realistic assumptions about the pace and timing of development based on regional and statewide data about population growth and data specific to Milford in the form of building and development permits. Many people can remember the frantic pace of building and land-development activity just a few short years ago in the mid-2000s. We all know now that this was what economists call a "bubble" and was an unusual and short term phenomenon that does not reflect what might happen in the future over a longer period of time. Actual growth and development rates will be much more modest and sustainable based on economic realities, not market "bubbles."

The team selected a growth rate of approximately 2% per year for Milford, including the Master Plan Area. This averages out to about 40 new houses and 80 new residents per year, which is similar to the historic average experienced in Milford. Using the UD-SCC Model, two future scenarios were developed to reflect what is expected in future years. In 2020 it is expected that an additional 491 houses and 1,251 residents would be in the Master Plan Area. This scenario also assumes that a small amount of new commercial is constructed, only 160,000 square feet employing 462 people. The second scenario assumes the same rate for residential growth, with an additional 525 houses and 1,330 people. However, by 2030 the team assumed that some of the larger commercial and employment uses would be constructed and operational (perhaps a new shopping center, or even a medical campus at the Innovation Park site). As such, more than 1 million non-residential square feet of building space and over 1,100 new employees would be expected by 2030.

Table 3.2. Summary of Alternative Plan Scenarios from Community Viz

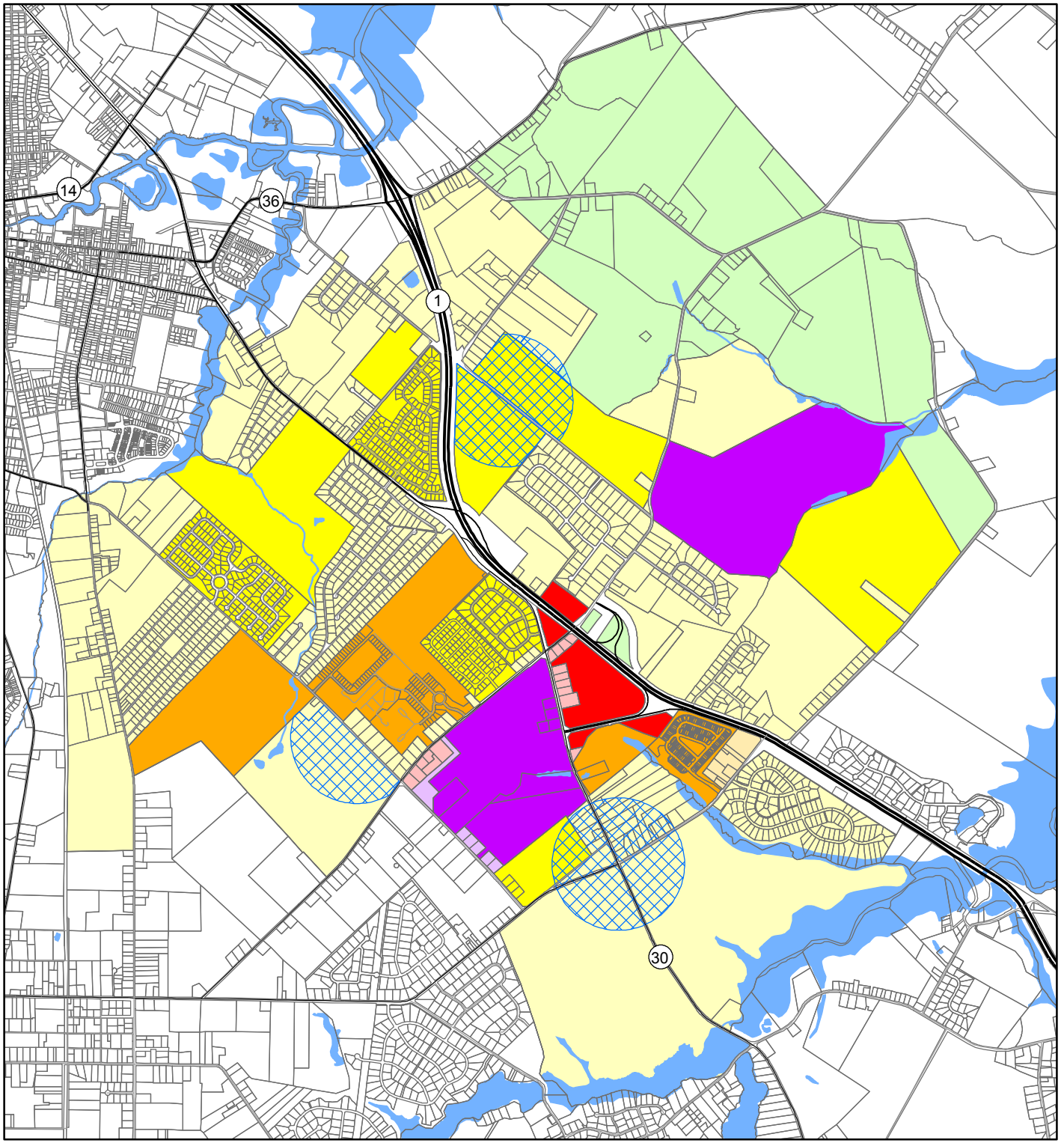
	Existing Land Use	Preferred Alt (at buildout)	Preferred Revised (at buildout)	Growth 2020	Growth 2030	Milford Comp Plan as adopted (at buildout)
Dwelling Units	1,943	7,626	11,769	2,434	2,959	15,083
Number of Residents	4,709	19,459	30,739	5,960	7,290	39,659
Commercial Floor Area	0	995,000	2,985,000	160,000	1,185,000	7,970,000
Employees	262	2,519	4,875	724	1,854	10,275
Date Created	Oct. 2009	Oct. 2009	Dec. 2010	Apr. 2011	Apr 2011	Jan. 2009

Sources: University of Delaware Sustainable Coastal Communities Initiative. Growth 2020 and 2030 scenarios developed by City of Milford, Office of State Planning Coordination, and UD based on Delaware Population Consortium growth rates and City of Milford building permit information.

Milford South East Neighborhood Master Plan

Map #1 Land Use

Revised March 2017



Legend

- TDR Receiving Areas
- Employment Center
- Commercial
- Residential - Low Density
- Residential - High Density
- Open Space Agriculture
- Proposed Employment
- Proposed Commercial
- Proposed Residential - Low Density
- Proposed Residential - High Density
- Proposed Open Space Agriculture

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Chapter 4
Agricultural Preservation

The Delaware Department of Agriculture (DDA) supports and endorses the City of Milford Southeast Neighborhood Master Plan. The Department is especially encouraged to see the large area of farmland to southeast designated as continued agricultural use. The state has already made a significant investment of taxpayer's money to permanently preserve a number of farms in this area through the Delaware Agricultural Lands Preservation Foundation (DALPF). In addition, the Department has performed a Land Evaluation/Site Assessment (LESA) analysis of the parcels designated as Open Space-Agricultural in the plan. The LESA model was developed by the United State Department of Agriculture (USDA) to evaluate a parcel of land's suitability to remain in agriculture for the foreseeable future. The analysis showed all of the parcels are well-suited, and best used, for agricultural in the future. The DDA will continue to work with land owners in this area to preserve their farms permanently, and build on the investment the state has already made.

Simply preserving farmland is not enough to encourage and support farming in the state. State government and municipalities must make the occupation of farming a viable and rewarding living for the farmer and their family. The Department offers some suggestions below that are mutually beneficial to both the city and the surrounding farms. In addition, the Department has outlined a plan for a transfer of development rights (TDR) program whereby the city and DALPF can partner to permanently preserve the farmland identified in the master plan.

In addition to providing a living to farmers, farmland provides a number of intangible benefits to the cities and people who live around them. In the case of Milford, preserving the farmland to the southeast will create a predictable city limit, with no threat that the land can be developed into residential developments through Sussex County. This would ensure that city's services and infrastructure will not be stressed and overextended without additional tax base to support it.

The farmland will also provide a visual amenity of open green space to city residents along the southeast boundary of the city. There are also environmental benefits such as cleansing precipitation before it recharges the underlying aquifers that feed the city's well fields. The surrounding farm businesses will also be a source of income for the city's businesses, when farm families shop in city. Nearby farms also present the possibility of providing fresh local fruits and vegetables to city residents via roadside produce stands or "u-picks."

Milford Southeast Neighborhood Master Plan
Transfer of Development Rights Program

The Delaware Agricultural Lands Preservation Foundation (DALPF) will partner with the City to develop a Transfer of Development Rights (TDR) program. The Department suggests a program whereby the city selects which farms it wants to permanently preserve, and which properties within the city would be allowed to use the TDR credits to build additional dwelling units.

Although the city would have discretion in choosing which farms to preserve, the Department recommends the farms be enrolled in the DALPF program first in order to be eligible. The DALPF is a voluntary program whereby the landowner initially agrees not to develop the land for 10 years. During that 10-year period, the landowner is eligible to sell his/her developments rights to the state and receive money in exchange for permanently preserving the property in agriculture. In this area, the landowner will also have the option to sell Transfer of Development Rights through the program that will be described in this chapter. Landowners will have at least two options for preservation from which to choose.

The DALPF is a well-established program for preserving farmland. It has been in operation for nearly 20 years and has permanently preserved over 100,000 acres in Delaware. This 100,000 acres represents nearly 20% of the state's available farmland and approximately 8% of the state's total land area.

By partnering with DALPF, the City will avoid the initial financial expenditures required to preserve a parcel of land. These expenditures include paying to survey the property, paying the legal costs of a real estate settlement, and other associated administrative costs. DALPF would bear those costs. In addition, the City would avoid the future obligation of monitoring the preserved farms to make sure they remain in compliance with the preservation agreement (easement). DALPF would assume that responsibility and would add any properties preserved by Milford to the hundreds of permanently preserved farms it already monitors. In addition, should any future litigation be required to uphold the preservation easement, the City would not have to incur any legal costs.

How a Transfer of Development Rights (TDR) Program Works:

In order for a TDR program to work, a viable market has to be created through a number of steps, including ordinances.

The first step in the process is for the City of Milford to identify "sending areas" and "receiving areas." TDR sending areas are defined as the areas, and properties, from which TDR credits will come. The goal is to permanently preserve these areas as farmland and open space through deed restriction/easement. In return for agreeing to permanently preserve a farm, the landowner would be compensated monetarily. The number of dwelling units (DUs) that could have been built on the property would then be "sent," or "transferred," to a previously designated receiving area where the City is prepared for development at higher densities.
In addition to sending areas, the City would also have to identify "receiving areas" within its municipal boundary. These areas would have to have the available infrastructure to accept higher density. The City would also need strong ordinances in place that would only allow additional density if the developer participated in the city's TDR program. In addition, the ordinance must make the addition of more DUs (higher density) through the TDR program "by right."

Milford's TDR Program

Selecting the Sending Areas

In order to identify suitable sending areas, DDA performed a GIS analysis of properties just outside, or straddling, the city's future projected growth boundary to the southeast. In order to determine which farm parcels would be most suitable for preservation, the department applied the same qualifying criteria used by the state's Agricultural Lands Preservation Program. The analysis identified 11 farm parcels encompassing 720 acres. These properties are shown in Table 4.1 and on the Agriculture Map, Map 2. This area is ideal because a number of farms have already been permanently preserved by the Delaware Agricultural Lands Preservation Program. In addition, there are several other farms in the area that are currently enrolled in the DALPF program, waiting to be permanently preserved. The farms in the sending area are currently zoned for two (2) units to the acre under the Sussex County zoning code. Therefore, approximately 1,452 dwelling units could be transferred into the City of Milford and used on properties designated as receiving areas. The proposed sending areas are shown as "Open Space Agriculture" (green color on legend) on the land use map (Map 1).

Selecting the Receiving Areas

Finding eligible farms willing to sell their development rights is only one side of the equation. The City must also identify areas prepared to accept additional dwelling units above the maximum number allowed by the underlying zoning. The additional DUs would only be allowed if the developer participated in the city's TDR program. Receiving areas have been identified based on a number of enabling factors, including sewer and water availability, road and traffic

considerations, availability of public transportation, existing density in the area, proximity to public services, environmental considerations, and other factors.

After considering and weighing all the factors previously discussed, DDA supports the city using the three (3) areas defined by the hatch-marked areas on the Land Use Map (Map 1). These areas are centered on future public transportation locations, or nodes. These areas are in proximity to future employment centers and commercial services and are not located on environmentally sensitive lands as identified by DNREC. See Table 4.2 for more details.

Some the land in the receiving areas is already within Milford's municipal boundaries. In order for the other lands to participate as receiving areas through this program, they will have to be annexed into the City of Milford. Upon annexation, these lands will be zoned at the base density, currently known as R-1 under Milford's existing zoning ordinance. This ordinance currently allows development at up to approximately 3 du/acre. Property owners/developers would be allowed to develop at that density under the current regulations. However, if the property owner/developer choose to participate in the TDR program, the land could be developed at up to 8 du/acre if there is a transfer of units from the sending area. This transfer would be "by-right," meaning that there is no special approval needed to complete the transfer as long as the parameters and requirements of the program are met. The developer's plan would still have to go through the standard subdivision review process through the Planning Commission and City Council, to ensure it meets city code requirements. The area encompassed by the hatch-marked areas equals approximately 280 acres. Therefore, multiplying that area by five (5) additional units per acre would allow up to 1,400 units to be transferred, potentially preserving 720 acres of farmland in the receiving area.

Table 4.1. TDR Sending Area Analysis

Parcel Number	LESA Score	Acres	Zoning Yield[1]
330-12.00-10.00	185.08	60	120
330-08.00-47.00	220.19	14.7	28
330-12.00-08.00	222.51	117.4	235
330-08.00-28.00	172.61	46.2	92
330-08.00-24.00	189.26	41.29	101
330-12.00-01.03[2]	210.7	118.18	236
330-12.00-01.02[2]	Part of 330-12.00		
330-12.00-01.02[2] (Unit 21805)	Part of 330-12.00		
330-12.00-01.00	181.54	66.8	132
330-08.00-19.00	192.19	85.5	170
330-08.00-19.02	192.19	16.3	32
330-08.00-20.00	232.5	105.6	210
330-07.00-75.00	184.27	48.4	96
Totals		*720.37*	***1,452***

Source: Delaware Department of Agriculture

[1] Zoning Yield reflects 2 dwelling units per acre, which is currently allowed in the Sussex County AR-1 Zoning District

[2] Shaded parcels are currently enrolled in an existing Agricultural District.

Table 4.2. TDR Receiving Area Analysis

Milford TDR Receiving Areas: Located within ¼ Mile of Public Transportation Nodes				
Node	Acres	Base Zoning at 3 DU / Acre	TDR Zoning at 8 DU / Acre	Additional DUs through TDR Use
1	58	174	696	522
2	118	354	1,416	1,062
3	104	312	1,248	936
Totals	*280*	*840*	*2,240*	***1,400***

Source: Delaware Department of Agriculture, City of Milford, and Office of State Planning Coordination

<u>Purchasing Development Rights Using a TDR Bank Concept</u>

Some traditional TDR programs require the developer to find a suitable farm to preserve and a landowner willing to sell his/her development rights. The developer would have to negotiate a price with the owner and handle all of the legal and administrative requirements to permanently preserve a parcel of land from future development. This process typically requires a lot of time and money from the developer. This is generally not in the developer's best interest if they are trying to take advantage of prevailing real estate market conditions favoring building at higher densities.

DDA will assist the city in the creation and administration of a TDR bank in lieu of the aforementioned process. In a TDR bank concept, the City would begin with either seed money or TDR credits from lands already preserved. Developers would purchase TDR units to allow them to build at higher density from the bank. An administrative fee may also be assessed to account for legal and other costs that may be necessary to complete the transfer. The City (aka "the bank") would aggregate all the funds it collects from developers who purchase these rights and use that money to purchase the development rights on properties enrolled in the DALPF program and located in the city's designated sending area. These units would then be available to be re-sold to future developers. The City would choose which farms it wanted to purchase based on predetermined criteria they establish.

In addition to the funds the City would have, the City would also be eligible for state-matching funds from DALPF, as well as any federal matching funds from United States Department of Agriculture (USDA) Farm and Ranch Lands Protection Program (FRPP). As allowed by law, these matching funds would be awarded to the city based on availability. If the City were able to capture state and federal matching funds, it could significantly leverage funds with additional money and preserve additional farm land.

Setting the Cost of TDR Credits or Units

DALPF recommends that the value/cost of a unit of development rights for transfer be based on the most recent real estate appraisals done on properties near the designated sending areas. If there are insufficient real estate appraisals to determine a value, DALPF could undertake a sample appraisal process to establish a fair value. The value could be established for a given calendar year, or on any other schedule the City deems appropriate. Pricing could be done by land classification if the rights were variable in the city's system, again based on recent appraisal information. As another option, the City could set values based on the presumed value of the rights, with a deduction for the developer's profit. Studies have shown that a developer needs to realize a 35 percent profit margin when buying TDR credits in order to have an incentive to buy them.

Summary of Benefits of this Program

- The TDR bank allows developers to purchase rights as pre-set prices. No need to locate willing land owners and negotiate prices.
- Farmers and landowners can sell directly to the TDR bank at pre-set prices, determined through fair appraisal methods. No need to negotiate with developers.

- TDRs can be sold and purchased in appropriate increments based on needs and market conditions at the time. No need to match a farmer/landowner with a developer who needs exactly the number of TDRs they wish to sell.
- Additional density would be allowed "by right," and the developer will not have to go through a separate public approval process to use the credits.
- As a part of this program, the use of TDRs will entitle the builder/developer to all of the benefits of expedited review and processing that accrue to those who adhere to the recommendations and requirements in the Master Plan area.
- The City and the State will also dedicate a permanent plaque or marker in the development, and the farmland that was preserved, that memorializes and recognizes the developer's contribution.

Additional Recommendations for Implementation of Agricultural Preservation:

1) DDA recommends that the City require any property developed adjacent to land designated as Open Space Agriculture to include a forested buffer between the property and adjacent farmland. This is already required by Sussex County. As a courtesy to Sussex County, DDA's Forest Service reviews the effectiveness of the buffer and makes a recommendation to the county on whether or not to accept the buffer as is, or require modifications. The Department would offer the same service to the city.

2) In addition to a forested-buffer requirement, DDA also asks that the City work with developers on where they "mass" their houses or buildings. Whenever practical the Department requests that the City require developers to cluster their approved building lots and place as much of the residual community open space near adjacent farm parcels. This would further help eliminate or mitigate any conflict that may arise from dissimilar land uses.

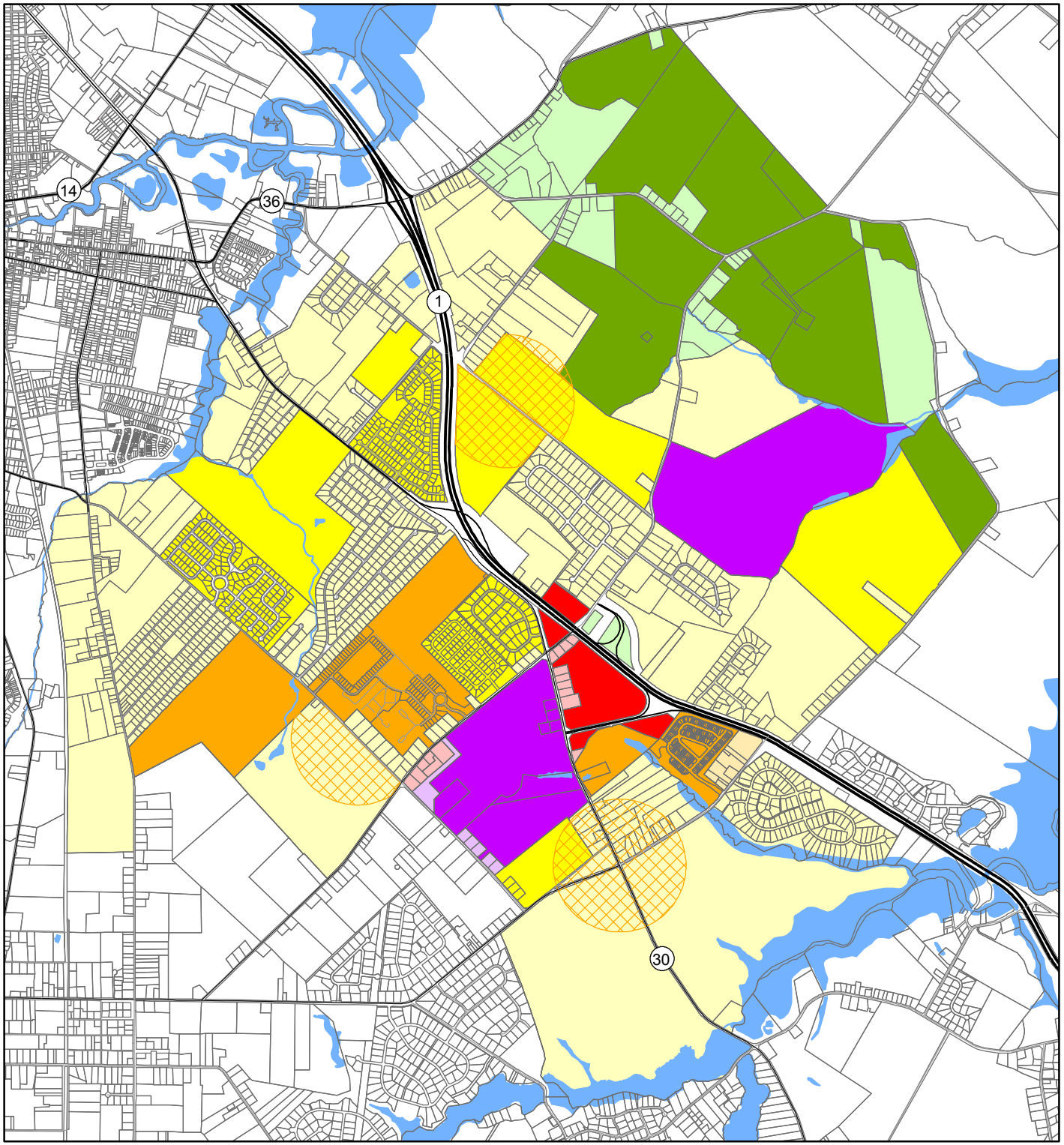
3) DDA asks that the city review its zoning ordinances for compatibility with future agricultural business or agriculture related uses. It is important to provide provisions and flexibility in the zoning code to accommodate future agriculture related activities.

4) DDA would note that all properties enrolled in the state's farmland preservation program are afforded the protections listed in Appendix 3. In addition, Sussex County adopted a "mirror" ordinance to provide these protections to all farms located in Sussex County. These protections should be considered during the city's planning process in an attempt to place more compatible land uses next to properties engaged in agriculture. In addition, there is a restriction on the location of water wells in DNREC's regulations that should be considered.

Milford South East Neighborhood Master Plan

Map #3 Land Use & Environment

Revised March 2017



Legend

- TDR Receiving Areas
- TDR Sending Areas
- Employment Center
- Commercial
- Residential - Low Density
- Residential - High Density
- Open Space Agriculture
- Proposed Employment
- Proposed Commercial
- Proposed Residential - Low Density
- Proposed Residential - High Density
- Proposed Open Space Agriculture

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Chapter 5
Environmental Protection

The Delaware Department and Natural Resources and Environmental Control (DNREC) has evaluated Milford's Southeast Neighborhood in order to develop a proactive environmental protection strategy to be a part of this plan. This plan will allow the development of the master plan area to proceed while protecting key resources and creating more livable and connected communities in that area. DNREC utilized GIS resources and a collaborative planning process involving several programs within the Department to identify three opportunity areas for preservation and environmental protection. The first area is the medical/commercial area east of SR1 (Area 1). The second is the mixed-use shopping area at the intersection of SR30 and Johnson Road (Area 2). The third area is the southernmost boundary of the Southeast Neighborhood along Swiggetts Pond and Cedar Creek (Area 3).

Environmental Overview of the Master Plan Area

Delaware's natural life-support system (often referred to as green infrastructure) is a network of natural areas, parks, conservation areas, and working lands all with conservation value. Many of these areas are carefully planned and managed by federal, state, or local governments, not-for-profit organizations and individual landowners. These components support native species, maintain natural ecological processes, sustain air and water resources and agricultural enterprises, and contribute to the health and quality of life for Delaware's communities and people.

DNREC has embraced as its core policy for natural-resource protection, the following eight Ecological Guidelines:

1) Maintain large areas of contiguous habitat and avoid fragmenting these areas.
2) Maintain meaningful wildlife corridors and potential non-consumptive bicycle and pedestrian connections between habitat areas and adjacent land uses.
3) Protect rare landscape elements, sensitive areas, and associated species.
4) Allow natural patterns of disturbance to continue to maintain diversity and resilience of habitat types.
5) Minimize direct and indirect human disturbances and the introduction and spread of non-native species and favor native plants and animals.
6) Minimize human introduction of nutrients, chemicals, and pollutants.

7) Avoid land uses that deplete natural resources over a broad area and allocating such land uses to areas of minimal natural resource impacts.
8) Compensate for adverse effects of development on natural processes.

Excellent Recharge Areas

There are several excellent recharge areas within the Southeast Neighborhood, notably in the vicinity of the employment center proposed east of SR 1 (Area One). The protection of excellent-recharge areas offers multiple long-term environmental benefits. These benefits include water quantity, water quality, and the preservation of stream/wetland ecological functions. An estimated one-third of Milford's total drinking water supply is withdrawn from a shallow unconfined aquifer known as the Columbia aquifer. The Columbia aquifer's major source of water recharge is from those areas delineated as areas of excellent recharge. Therefore, using this area of excellent recharge to site building structures and/or water-infiltration structures may reduce the quality and quantity of water available to existing and future residents from wells that obtain drinking water from this aquifer. Moreover, the impact to water quality and quantity is likely to extend to those residents who live far beyond the proposed project site, as the Columbia aquifer is a major drinking water source for a significant portion of the population who reside in Kent and Sussex counties. The upshot to development in the area of excellent water recharge is to pass those water-quality and water-quantity impacts in the form of increased water utility rates to existing and future residents as the waters of the Columbia aquifer are depleted and/or contaminated.

Regional Stormwater Management

Originally DNREC had urged the City to consider regional approaches to stormwater management for new development in the planning area. A GIS review of the terrain and natural features indicated that a regional stormwater-management approach is not practical at this time. In order to obtain sufficient drainage area for a regional system to work, existing subdivisions would need to be retrofitted and stormwater from DelDOT roads and road improvements would have to be included. Neither is likely to happen in the short term, or on a regional scale in this area. This is due to both the topography as well as the fact that there are numerous existing developments that are not likely to re-develop in the foreseeable future.

However, there is an opportunity for greater communication and coordination between DNREC and DelDOT with regard to stormwater management and road improvements. This coordination will be ongoing throughout the development of this master-plan area.

Opportunities to share facilities and streamline the review process will be continually evaluated and implemented as individual properties within the master plan area develop and re-develop.

A stormwater utility is a legal and financial structure to allow stormwater facilities to be constructed, managed, and maintained in common by a local government or other entity that functions as a public utility. A stormwater utility would be modeled after a sewer or water utility, only the infrastructure would be stormwater ponds, pipes, outfalls, ditches, drainage ways and the like. Stormwater-management facilities rarely impact only one property, which is what makes the utility approach a logical tool for managing drainage. This master-plan area is well suited to such a utility, although there are many ways to structure such an entity. Both the City and DNREC agree to explore this option in more detail as this area develops in accordance with this master plan.

Cedar Creek Natural Area.

Sections of the wooded areas of the Milford Southeast Master Plan Area are part of the Cedar Creek Natural Area (see Map 5.1). Natural Areas contain lands of statewide significance identified by the Natural Areas Advisory Council as the highest quality and most important natural lands remaining in Delaware. The Milford Southeast Area Master Plan acknowledges and provides protection for the Cedar Creek Natural Area.

Natural Area protection recommendations are listed below. These protections are included as Design Guidelines in Chapter 10:

1. Prohibit/limit the removal of trees within the Natural Area.
2. Provide buffers to the Natural Area. Prohibit additional development within 300 ft. of the existing Natural Area.
3. Prohibit storm water structures in the Natural Area.
4. Require green technologies to manage stormwater in the master-plan area, and particularly in the vicinity of the Natural Area. These best management practices use the natural processes of vegetation to filter stormwater, take up harmful pollutants, and improve groundwater recharge without expensive infrastructure.

Cedar Creek Nature Preserve

Cedar Creek Nature Preserve is adjacent to the south end of the Southeast Planning Area (see Map 5.1). A number of rare species can be found in association with this habitat type. To protect the rest of this contiguous forest area, it should be preserved as a Nature Preserve. A Nature Preserve is a special designation that provides additional protection for this important natural-resource area. Such a designation would be achieved with the assistance of the State Office of Nature Preserves within DNREC. Should these areas be annexed as envisioned by the Master Plan, Milford will work with private landowners and the State Office of Nature Preserves to promote the dedication of the Natural Area as a Nature Preserve.

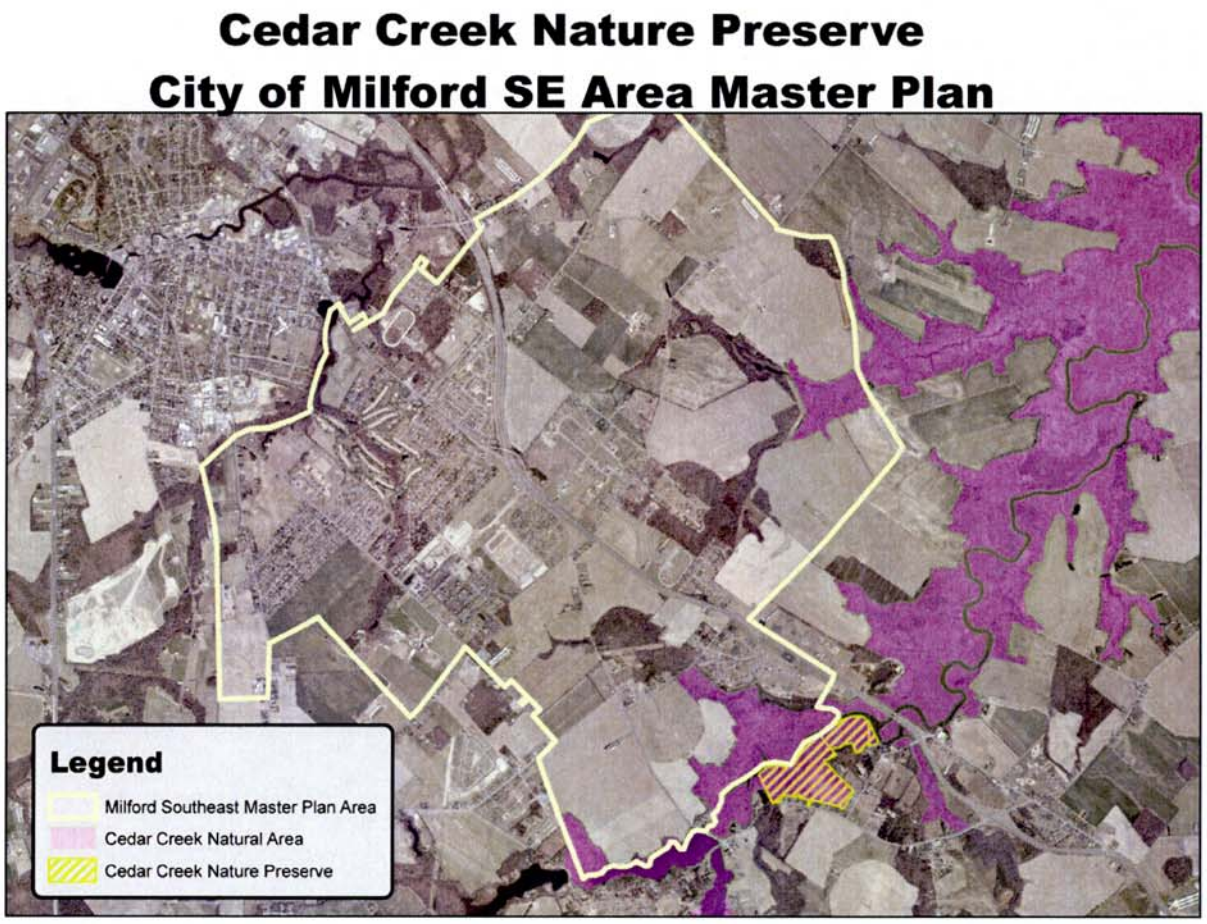
Wildlife Habitat

There are several significant natural features in the Southeast Master Plan Area, including the aforementioned Cedar Creek Natural Area and Cedar Creek Nature Preserve, which provide habitat for a wide variety of plant and animal species. Key Wildlife Habitats (KWH), a designation found within the Delaware Wildlife Action Plan (DEWAP) are rare, have special significance in Delaware, are particularly sensitive to disturbance, and/or have a high diversity of rare plants. Large blocks of unfragmented forests and wetlands are also considered to be KWH because of their importance to area-sensitive species, particularly vertebrates.

Priority areas include riparian buffers, contiguous forest blocks, and forested corridors. In order to retain the ecological function of the forests within the Southeast Master Plan Area, fragmentation of existing forest blocks would need to be minimized. Preserving larger, connected areas of forest as open space will provide wildlife with needed food, water, shelter, and places to raise young.

A 300-foot minimum upland buffer is recommended in all areas that support State-rare Atlantic White Cedar Wetlands (AWCW), specifically in Area One and Area Three. Swamp pink, a federally threatened plant, occurs within the AWCW and is very sensitive to changes in hydrology, especially increases in pH and sediment. To protect water quality for other wetlands, water courses, and water bodies, and to provide wildlife habitat for wetland dependent species, upland buffers of at least 100 feet are recommended within the planning area.

Map 5.1. Cedar Creek Natural Area and Nature Preserve

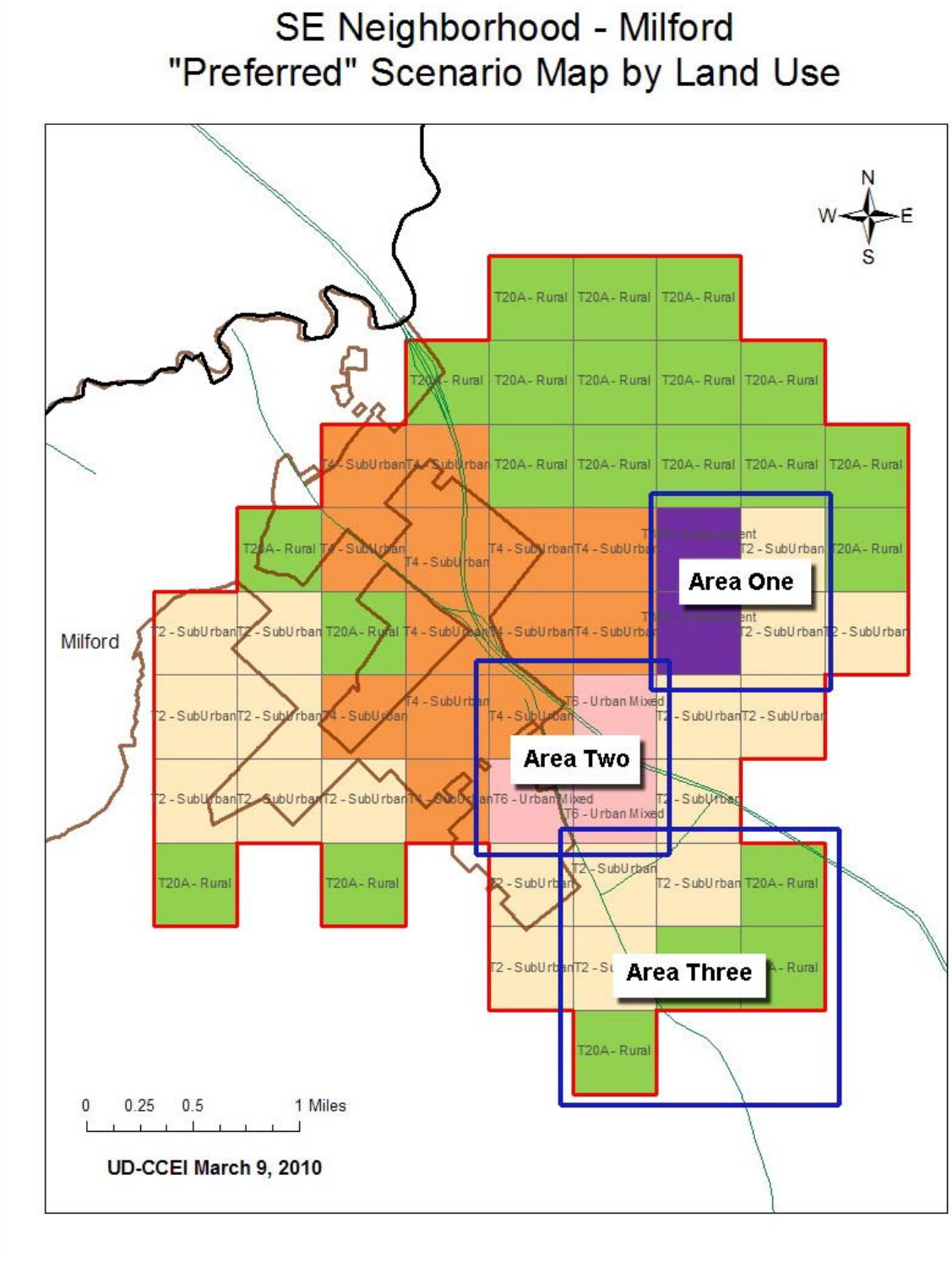


Parks and Recreation

The City of Milford has been awarded a grant through the Delaware Land and Water Conservation Trust Fund (DTF) to develop a Pedestrian/Multi-Modal Master Plan. The purpose of this plan will be to identify new routes within the City of Milford that need to be designated for bicycle facilities and multi-modal paths as well as gaps in the existing connectivity system and links to other modes of transportation. The plan will expand the existing transportation system and will support economic activity and growth by integrating land use and transportation planning through coordinated bike and multi-modal routes. The recommendations and findings of this plan will be implemented in the Master Plan area in coordination with Chapter 8, Transportation.

The 2008 - 2011 Statewide Comprehensive Outdoor Recreation Plan (SCORP) provides guidance for investments in needed outdoor recreation facilities. Citizens surveyed in Milford and eastern Sussex County list the following as high priorities for recreation: walking/jogging paths, bicycle paths, public swimming pools, playgrounds, open space/passive recreation, picnic areas, hiking trails, and fishing areas. In the Master Plan area, these outdoor recreation priorities will be implemented through the development of complete streets and a multi-modal transportation network as described in Chapter 8, Transportation. They will also be addressed through the design of new communities in accordance with Chapter 10, Design Guidelines, and the other ordinances found within the City of Milford Subdivision Ordinance.

Map 5.2. Specific Conservation Areas in the Master Plan



Specific Conservation Areas

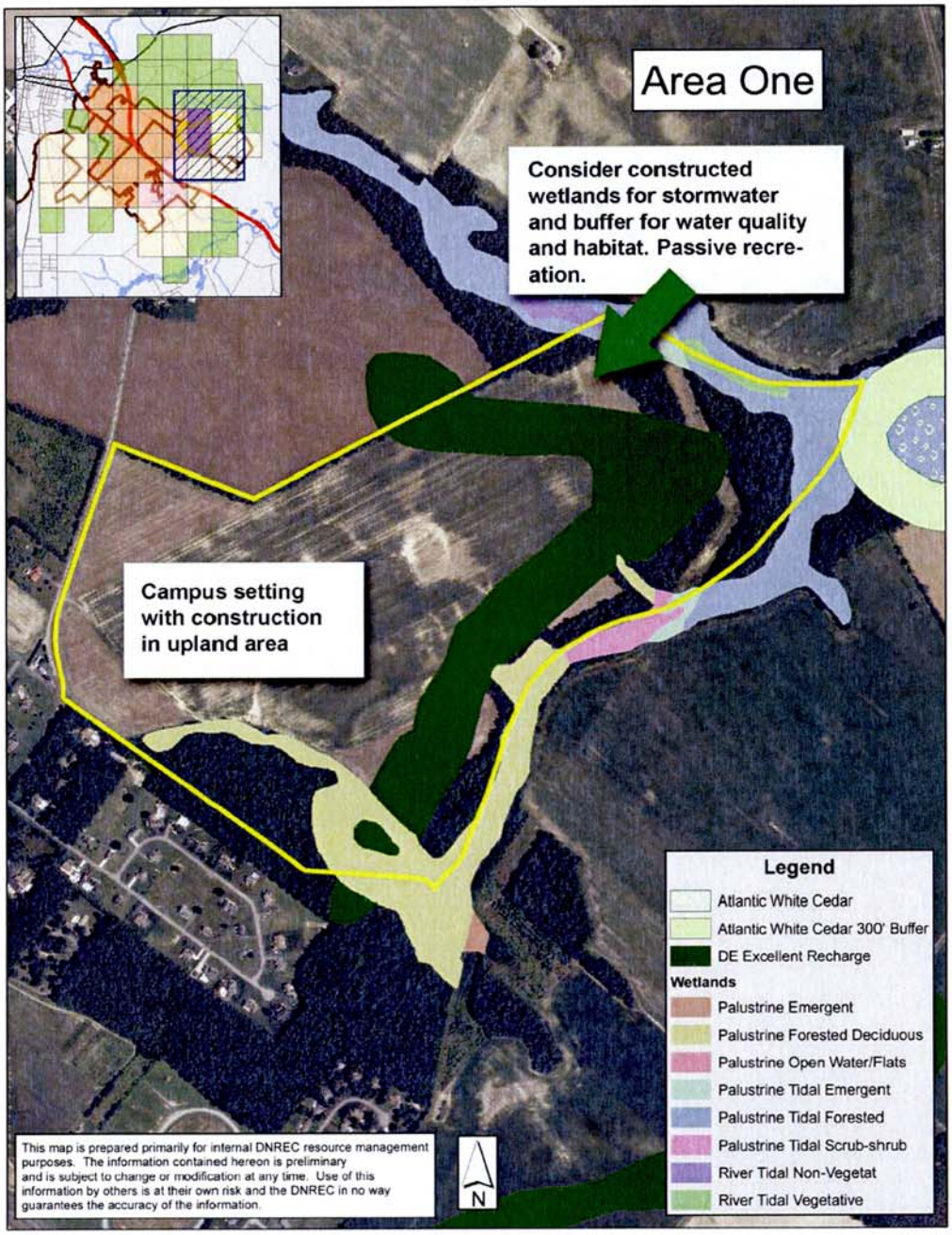
Area One - Employment Center

Area One consists of the lands proposed for an employment center in the master plan. The current proposal for the development of this area contains a commercial and medical campus. This area contains a large excellent-recharge area (see Map 5.3, Area One) and forested tidal wetlands on its easternmost edge.

The current developers have said they intend for this complex to be developed as a campus, with the likelihood of multiple stories and even structured parking. Such an approach is necessary to limit impervious cover and protect these key resources. Intense development should be clustered on the upland portion of the parcel, and the eastern portion would be used for passive recreation and open space.

The Downer and Ingleside soils in Area One are the preferred location for stormwater infiltration. The excellent-recharge areas should be protected so that they may function for the maximum benefit possible to limit the generation of stormwater runoff. When these areas are to be utilized for any stormwater runoff-management practices, the pretreatment of stormwater may be necessary prior to infiltration. Another possibility is to construct wetlands between the excellent-recharge area and the forested tidal wetlands to manage stormwater and strengthen the buffer between the tidal areas and the developed portion of the property. This is one area that could benefit from a stormwater utility approach. Revenues from a stormwater utility could be used to purchase easements and/or construct and maintain those wetlands as stormwater facilities by the city or other management entity identified in the design of the utility.

Map 5.3. Area One

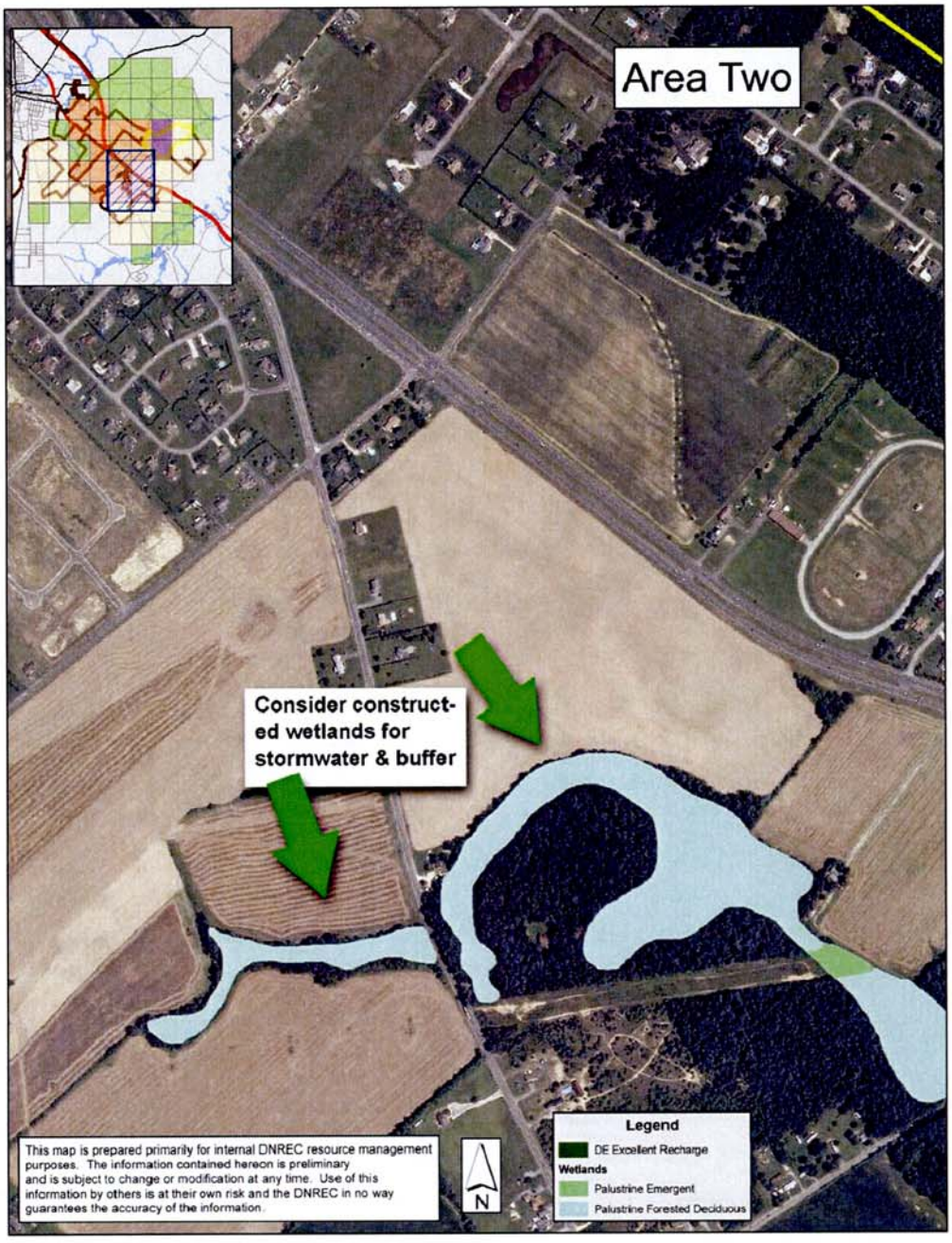


Area Two- Commercial/Mixed-Use Area

A large mixed-use residential and retail development is planned for Area Two (see Map 5.4, Area Two). Our chief area of concern here is protecting the forested wetlands that are mapped in the southern end of this area, on both sides of SR 30. Because of the falling elevations from the north end of this area toward the mapped wetlands, optimal stormwater management would be constructed wetlands or other green-technology best management practices in the area immediately north of the forested wetlands, on either side of SR 30. They would help buffer the wooded wetlands from development.

The wooded section in this area also supports Key Wildlife Habitat. Generous riparian buffers (300 feet or greater) are important to protect water quality and preserve forested areas surrounding the tributaries of Cedar Creek to enable these rare species to thrive.

Map 5.4. Area Two



Area Three – Southern Master Plan Area

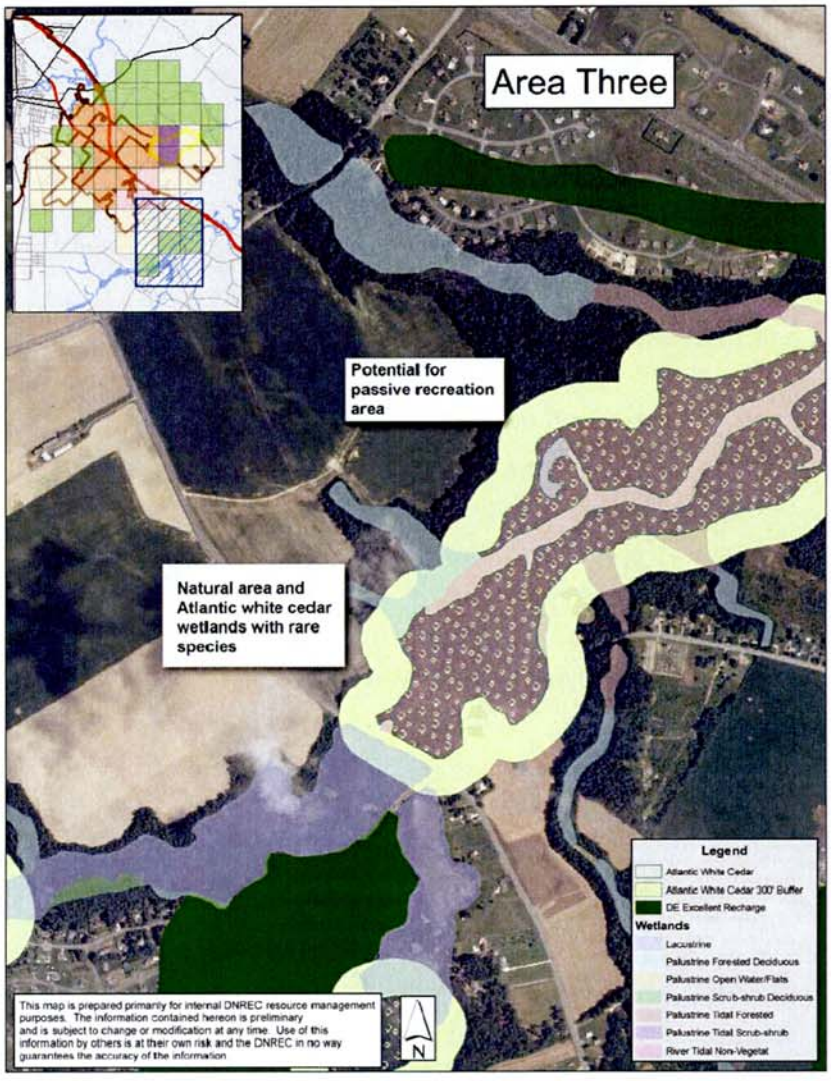
Area Three (see Map 5.5, Area Three) contains Atlantic White Cedar Wetlands, which are considered very rare within the state and support rare species. This vegetative community grows under unique conditions and is sensitive to changes in water quality, especially pH. Adequate upland buffers are extremely important to the persistence of these wetlands and the species it supports.

Rare plant, insect, mussel, fish, and birds occur within the forest and wetland areas associated with the Cedar Creek drainage, as well as impoundments such as Swiggetts Pond and Cubbage Pond. Known occurrences of the federally threatened plant swamp pink (Hellonias bullata) have been documented within wetlands associated with Beaverdam Branch and Cedar Creek.

In most cases, a 300 foot minimum upland buffer is recommended primarily due to the presence of or potential for swamp pink. The buffer would also be instrumental in achieving the Total Maximum Daily Load (TMDL) pollution limits for this portion of the Mispillion watershed.

It is believed that the recommended buffer also provides an opportunity for Milford to work with landowners, DNREC, and other partners to establish a passive-recreation resource that could include a kayak launch and allow for birding and hiking on unpaved trails in and around the Cedar Creek Natural Area.

Map 5.5. Area Three



Chapter 6
Housing

The Delaware State Housing Authority (DSHA) supports the inclusion of affordable housing in the Master Plan area. The Master Plan area includes all of the elements of a complete community, including employment, transit, commercial services, and opportunities for the construction of a variety of housing types, especially in Transfer of Development Rights (TDR) receiving areas. Consider these factors:

- Moderate-income working families benefit the most from having access to transit, employment, retail, and services. They are also the most likely to use transit. Typically, well-designed developments on transit and nearby community amenities become desirable places to live. As a result, if left unchecked, prices quickly rise beyond the reach of the families that would most benefit.

- Even though there is a surplus of housing on the market, most of the surplus are large homes for move-up buyers. As a result, there is a significant mismatch between product available and housing demand. To better meet demand, these master-planned areas should provide various types of housing in more compact configurations to create more housing choices, which often means more affordable options.

How DSHA can contribute to the current master planning efforts

Low Income Housing Tax Credit Program

DSHA administers the Low Income Housing Tax Credit program, which provides direct federal income tax credit to qualified owners and investors to build, acquire, or rehabilitate rental housing units. DSHA has just revised its Qualified Allocation Plan (QAP), which is the selection criteria to be used to determine housing priorities, to ensure developments facilitated through the LIHTC program are well integrated into communities.

Up to fifteen (15) points can now be awarded to developments that demonstrate overall quality of location, access to services and transit, community design and compatibility, connectivity to surrounding communities (via Complete Streets), and protection of environmental resources. DSHA is exploring other incentives to include in the QAP to prioritize affordable housing in areas that are considered "strategically important" by the state. Master Plan areas such as this

one in Milford may be considered as we work with the Office of State Planning Coordination to define "strategically important" and integrate those areas into our criteria.

Affordable Housing Resource Center

DSHA has developed an online Affordable Housing Resource Center that communities can access to learn about various strategies that can be used to encourage affordable housing. In addition, DSHA has a range of homeownership, rental, and rehabilitation programs, as well as relationships with nonprofits, that are familiar with DSHA's programs that we can bring into these master planning efforts.

Design Assistance

DSHA finds value in Form-Based Codes (FBCs) in that they emphasize the physical character of development and de-emphasize the regulation of land use. FBCs provide greater predictability about the look and feel of development and offer developers a clearer understanding of what the community seeks. More importantly, they emphasize site design and building form over density and land uses and, therefore, encourage a mix of uses and housing types. As this master plan area develops, DSHA would be willing to work with the City of Milford, the Office of State Planning Coordination and others to develop a FBC or something similar to ensure good design in the master plan area.

Future Grant Opportunities

The Partnership for Sustainable Communities is a national effort to coordinate the activities of the Department of Housing and Urban Development (HUD), the Department of Transportation (DOT), and the Environmental Protection Agency (EPA) to help communities become economically strong and environmentally sustainable. Through the Partnership and guided by six Livability Principles, the three agencies are coordinating investments and aligning policies to support communities that want to give Americans more housing choices, make transportation systems more efficient and reliable, reinforce existing investments, and support vibrant and healthy neighborhoods that attract businesses. Last year, this Partnership provided several grant opportunities that supported activities similar to those being considered in the Milford and Georgetown master plan areas.

While we realize that the federal government is going through severe budget cuts and that these initiatives may suffer as a result, DSHA would be interested in participating on a working group to do some of the pre-planning work that would be needed if another grant opportunity is available, either from the Sustainable Communities effort or some other effort, that the master planning efforts would be competitive.

Chapter 7
Historic and Cultural Preservation

The Division of Historical and Cultural Affairs/State Historic Preservation Office (DHCA/ SHPO) is the state agency responsible for promoting and protecting Delaware's historic identity through its leadership in museums, collections, historic preservation, and stewardship of historic properties. The DE SHPO Research Center manages information collected statewide about historic buildings and structures, archaeological sites, and cultural landscapes. SHPO provides project developers, interested parties, and agencies with information on historic buildings and sites that may be affected by their projects and makes recommendations on how to avoid or reduce any adverse effects.

In general, SHPO performs the following services:

- Reviews federally funded, permitted, or licensed undertakings/projects and advises the sponsors of the effects on cultural resources that include historic properties and sites
- Reviews and comments on land use and development proposals under the state Preliminary Land Use Service
- Leads efforts in securing and accepting nominations of significant properties and sites to the National Register of Historic Places in conjunction with the Delaware State Review Board for Historic Preservation
- Encourages and assists local governments in securing Certified Local Government designation for potential awarding of federal grants for historic-preservation activities
- Administers federal and state historic preservation tax incentive programs for the rehabilitation of properties listed in the National Register of Historic Places
- Monitors and enforces the terms of maintenance and public benefit covenants and easements under the stewardship of the Division of Historical and Cultural Affairs
- Provides guidance upon the discovery of historical unmarked human remains and for the identification, treatment, and disposition of non-Native-American historical unmarked human burials and/or skeletal remains

- Conducts, or supports others in conducting, statewide cultural-resource surveys of historic properties

- Maintains a central research repository of historical and cultural-resource information related to historic properties and sites in Delaware

- Provides technical assistance to the public regarding historic-preservation topics

- Provides and participates in educational programs about Delaware history, archaeology, and historic architecture

- Drafts every five years and maintains a commitment to Delaware's State Historic Preservation Plan

- Disseminates historic-preservation information via the latest information technology

DHCA is responsible for overseeing the requirements of three major preservation laws in Delaware: the National Historic Preservation Act of 1966 (as amended), the State Antiquities Act of 1933 (last amended 2005), and the Unmarked Human Remains Act of 1987. All of these laws are applicable to future preservation and development activities in the Milford Master Plan Area.

National Historic Preservation Act

The National Historic Preservation Act established a federal-state partnership approach to the identification, study, and preservation of historic properties, creating the National Register of Historic Places as the standard for determining if a property is worthy of preservation. Section 106 of the Act mandates a review process for all federally funded, permitted, or licensed projects that may impact properties listed or eligible for listing, in the National Register. The main purpose of the Section 106-review process is to minimize potential harm to historic properties and sites. A federal agency whose project (undertaking) may harm a historic property must consider alternative plans for its project. If it is believed that such a project would not have an adverse effect, the federal agency is required to document this finding. If an adverse effect is expected, the agency is required to work with SHPO to ensure that all interested parties are given an opportunity to review the proposed work and provide comments. SHPO staff members assist planners, developers, research consultants, agencies,

and interested parties in planning for projects while maintaining compliance with applicable laws and regulations and protecting important resources from adverse effects. This federal review often requires that an agency or its client conduct architectural and/or archaeological surveys and mitigations prior to any construction. Much of the information and reports in the Research Center has been generated by these reviews.

Delaware State Antiquities Act

The State Antiquities Act requires that archaeological excavations on state-owned or controlled lands must be done under a permit from the Director of DHCA. Recent amendments also give the Director authority to close or restrict access to state lands, including sections of public beaches and shorelines, if needed, to protect an archaeological resource from damage.

Delaware Unmarked Human Remains Act

SHPO administers provisions under Delaware's Unmarked Human Burials and Human Skeletal Remains law, 7 Delaware Code, Chapter 54. The law is generally triggered when, in the course of construction or archaeological activities, human remains are discovered. The law assigns certain duties to the Division of Historical and Cultural Affairs to investigate, attempt to identify, protect, and ensure the proper treatment of historical unmarked human remains that do not fall under the jurisdiction of the State Medical Examiner.

SHPO staff carries out procedures under this law relating to public notification, assisting in the development of treatment and disposition plans, and, where indicated, conducting the dignified reburying of disturbed remains.

Discovery of Forgotten Burials and Cemeteries

On occasion, historical human remains (that is, remains that were interred a long time ago) are accidentally discovered in Delaware. These discoveries are often made during construction and other earth-moving activities. In such cases, state law protects the historical remains from further damage, first by requiring that the actions that uncovered the remains stop immediately, and then that the Division of Historical and Cultural Affairs and the state Medical Examiner's Office be notified.

Within 24 hours of notification, a SHPO archaeologist will visit the discovery site to determine if the remains are human and to ascertain the approximate time period in which the remains were interred. Any time that remains are determined to be of human origin, the Division of Historical and Cultural Affairs is required to notify the state Medical Examiner's Office of the

discovery. The Medical Examiner's Office then determines whether or not the case is under its jurisdiction.

The preferred approach for managing historical human remains that have been discovered is to leave them *in situ*—that is, to keep them where they have been found—until a treatment and disposition plan can be developed. In the event that historical remains need to be removed for safekeeping, they will be transported to SHPO's curation facility. SHPO holds any recovered remains for appropriate study and storage until they can be respectfully re-interred. Generally, the project, developer, or agency that inadvertently disturbed the remains pays for historical research and an archaeological survey of the area to determine the extent of possible other burials or remains that could be damaged by the project, and the approximate date and origin of the remains. (Because this process is costly in both money and time, SHPO often advises developers to hire an archaeological consultant prior to any construction and have the project area investigated for the presence of a small family cemetery or Native American site with burials.)

If the remains are determined to be from a historical period cemetery or burial, SHPO advertises for next-of-kin, based on the date of the burials and the ownership history of the property. If the remains are determined to be Native American, a committee defined by law convenes to develop a treatment and disposition plan.

In both cases, SHPO writes the plan for the treatment and ultimate disposition of the remains in consultation with the next-of-kin (if any come forward), or the committee, the land owner, and the project developer, or other representative. Once agreement is reached, the plan is put into action.

The preferred option for reburial is always in the original location. If this is possible, a preservation covenant recorded with the deed is usually placed on the area to prevent any disturbance of the remains in the future. If removal and re-interment in another location is the decision, any associated archaeological, acreage, reburial, and marking costs are borne by the project, developer, or agency requiring the removal. Next-of-kin have the option of claiming their kin and paying for re-interment in a cemetery and plot of their choice.

What if one uncovers or sees remains that may be human?

First, the finder should leave them in place if at all possible. If he/she thinks the remains are recent in origin, perhaps due to accident or criminal action, he/she should notify the police (911) immediately. If not, call SHPO at 302-736-7400.

Historic Properties Research and Assistance

DHCA staff members are available to assist agencies and developers with questions about any of these processes and with information on historic properties. The SHPO Research Center is open Monday through Friday, 8:30 a.m. to 4:00 p.m., except for state holidays; an appointment is recommended to use the Center. DHCA also has an on-line web portal, the Cultural and Historical Resource Information System (CHRIS). While the public has some access, full access to archaeological site location information and other features requires a password. Information on this system and an application form for a password can be found at http://history.delaware.gov/preservation/research/gis.shtml.

Historical and Cultural Resources in the Milford Master Plan Area

This area falls within Cedar Creek Hundred. Native Americans began populating this area thousands of years ago. European settlement began in Cedar Creek as early as the 1670s. Milford was an early crossing point, and the area around it quickly became farmland.

The first historic-architecture survey of Cedar Creek Hundred was in 1983. The located buildings and structures included 19th- and 20th-century farms with dwellings, barns, and other outbuildings; a school; and bridges. These have not been evaluated for their importance to Delaware's history at this point, but theses probably would contribute to our understanding of farming, settlement, education, and transportation in this area.

More recently, DelDOT hired consultants to perform further historic-architecture survey of this area in preparation for the U.S. Route 113 project. This survey added a number of early- to mid-20th-century dwellings and commercial buildings to DHCA's inventory. Much of this area, however, is now outside of the narrowed project area under consideration, and these properties will not be evaluated further. They, too, probably contribute to our understanding of changes in settlement in this area during the 20th century.

The area has not been comprehensively surveyed for archaeological sites. Two small projects have been done, with reports on file at DHCA. There are several areas of high probability for the location of prehistoric, colonial, and 19th-century sites. Such sites have the potential to contain significant information to our understanding of prehistoric and historic settlement and ways of life in Delaware.

Because many family farms included family cemeteries, this area also has a high potential for containing unmarked human burials. Two cemeteries are recorded in the area. Unmarked human remains are protected in state law (see 7 Del. Code Ch. 57).

A table describing known historic properties and sites and some aerial pictures showing their locations is included as Appendix 4.

Milford South East Neighborhood Master Plan

Map #3 Land Use & Environment

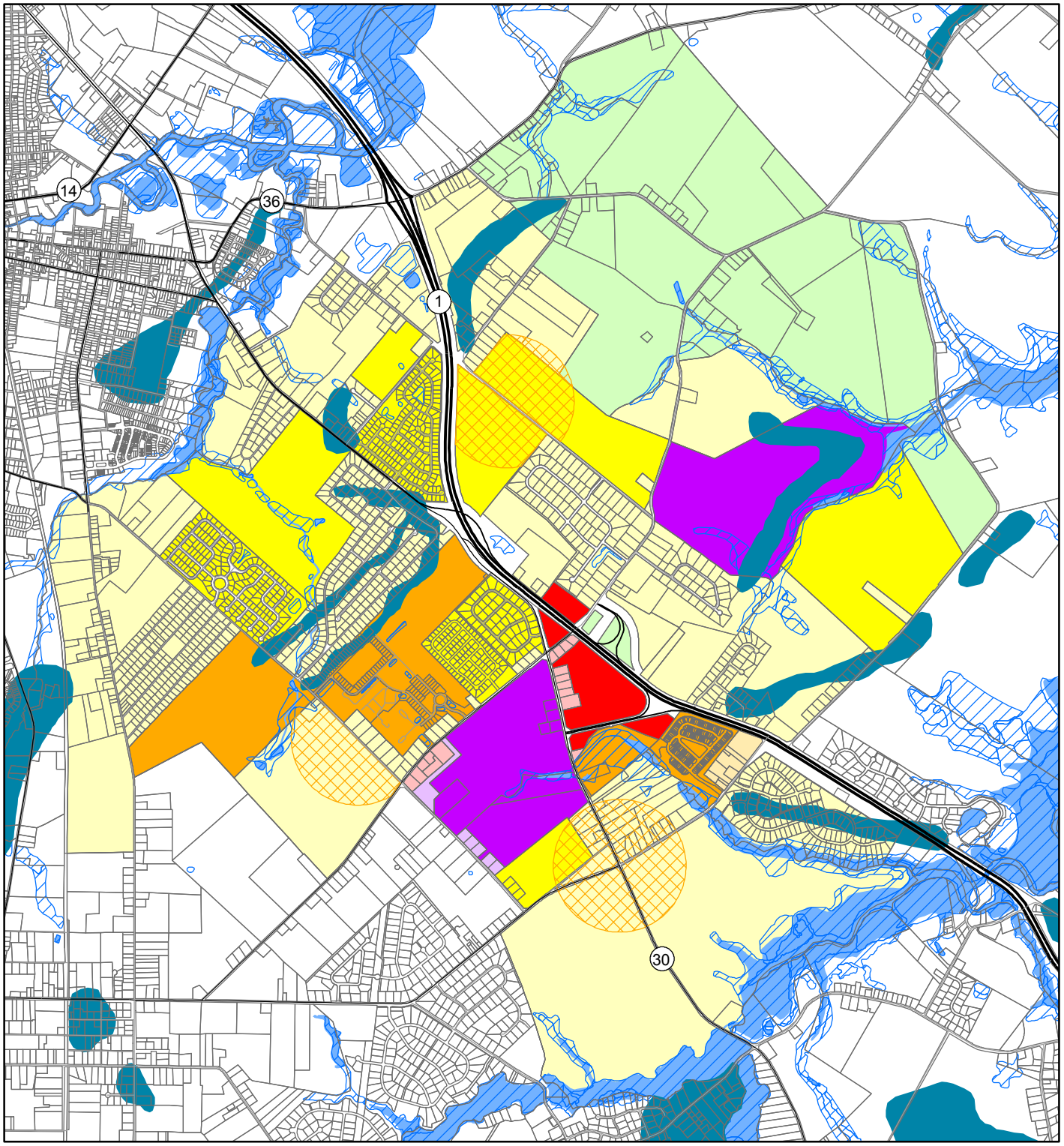
Revised March 2017

Legend

- TDR Receiving Areas
- Excellent Recharge Area
- Wetlands
- Employment Center
- Commercial
- Residential - Low Density
- Residential - High Density
- Open Space Agriculture
- Proposed Employment
- Proposed Commercial
- Proposed Residential - Low Density
- Proposed Residential - High Density
- Proposed Open Space Agriculture

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Chapter 8
Transportation Plan

This chapter documents transportation recommendations developed by the Delaware Department of Transportation (DelDOT) Division of Planning that are required to support the implementation of the Milford Southeast Neighborhood Master Plan (the Master Plan). The Master Plan was developed by the city (with assistance from the Office of State Planning Coordination, State agencies including DelDOT, and the University of Delaware) to provide the community with a plan that will be used to oversee the orderly development of southeast Milford, including those areas identified in the City's Comprehensive Plan Urban Growth Boundary.

The Master Plan also seeks to ensure that new residential and commercial growth within the study area encompasses the goals and objectives of good planning practice, including:

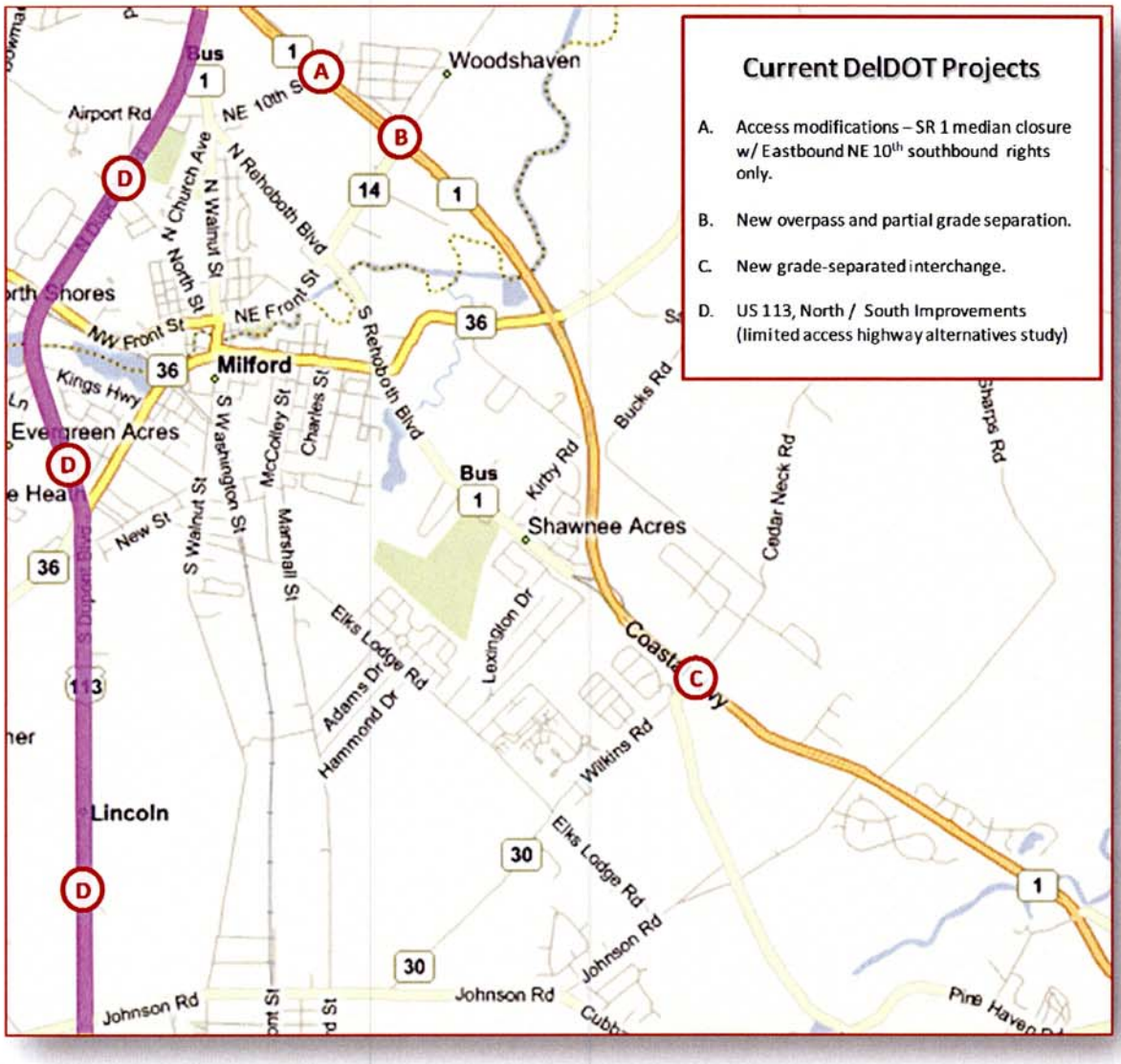
- More efficient and land use
- Farmland preservation
- Greater variety in housing types and affordability
- More bicycle and pedestrian facilities and connections
- Transit Opportunities
- Natural Resource Preservation

Current DelDOT Projects

DelDOT currently has several capital projects (see Map 8.1) within or near the study area that are either in the planning, design, or construction stages. The DelDOT Capital Transportation Program (FY 2010-2015) contains the following major projects:

(a) SR 1 / NE 10th Street – access modifications
(b) SR 1 / NE Front Street – new overpass and partial grade separation
(c) SR 1 / SR 10 – new grade-separated intersection
(d) U.S. 113 – limited access highway study

Map 8.1. Current DelDOT Projects



Master Plan – Transportation Element

The primary role of DelDOT in the development and implementation of the Master Plan is to identify and analyze transportation improvements that will be required to accommodate projected traffic volume associated with the Plan's land use designations and demographic projections. Many of the transportation project recommendations found in this report will be implemented in conjunction with private and/or public land use development as it occurs. This document provides a framework by which those future projects will be identified and implemented and includes the following goals and objectives:

- Establish the Master Plan study area as a DelDOT Transportation Investment District (TID).

- Increase the mode share of non-vehicle trips by supporting and proposing transportation projects that enhance the expansion of pedestrian, bicycle, and transit facilities within the study area.

- Formally partner with the development community and the public to ensure that transportation improvements are constructed and sequenced in a proper order that supports the quality of life goals and objectives of the Master Plan.

- Ensure that traffic studies associated with DelDOT projects or new development are coordinated in a manner that improves efficiency and reduces costs.

- Support smart growth concepts and design in all future proposed land use development and implement the DelDOT Complete Streets program when designing and constructing any transportation projects deemed necessary to support the Master Plan.

Similar to other Master Plan agreements within the state, DelDOT will work with the city, development community, and the public to forge an agreement that encompasses the following responsibilities:

1. DelDOT – Conduct traffic analysis for the purposes of identifying needed roadway improvements, rights-of-way, and funding requirements by the public and private sectors.

2. City – Plan and identify and funding mechanisms for needed electrical, water, and sewer service.

3. Development Community – contribute equitable funding to roadway projects, donate rights-of-way where necessary, and work with the city and DelDOT to maximize the most efficient vehicle, transit, bicycle, and pedestrian connections and services.

Master Plan Preferred Land Use Scenario

The Master Plan preferred land use scenario was developed by the city with assistance from the Office of State Planning Coordination and the University of Delaware. Community VIZ software was utilized at several public workshops to gather input from the public regarding what type of land uses they desired for the study area. Land use preferences derived from the public workshops were at the grid level and did not follow any natural or man-made boundaries. A final land use map produced at the tax parcel level that also included three transfer-of-development right (TDR) receiving areas was created and adopted by the technical working group in October, 2010 (see Map 1 and Map 4).

Outputs from the UD-SCC Model included daily residential and commercial vehicle trips for each grid within the study area. The Preferred Land Use Scenario is considered a build-out plan.

Projected demographic changes (Table 8.1) associated with the scenario, as compared to existing land use, are as follows:

* +5,581 dwelling units (+272%)
* +14,503 population (+292%)
* +2,268 employment (+903%)
* +76,260 daily residential vehicle trips (+272%)
* +24,875 daily commercial vehicle trips (n/a)

Editor's Note: DelDOT model runs are based upon the first UD SCC Model future land use scenario, labeled "Preferred Alt" in Table 8.1 below. The City of Milford and the University of Delaware continued to refine this scenario from October 2009 through December 2010. The resulting final scenario, labeled "Preferred Revised," reflects a more accurate count of existing dwelling units, approved and recorded subdivisions, and a based density of approximately 3 du/acre in Milford's R-1 zoning district, the least dense available. This resulted in +9,826 dwelling units and corresponding increases in population and employment as well. At time of publication we consider these model runs adequate to address growth for the foreseeable future. Growth projections indicate that only +1,016 dwelling units are expected through 2030 (see Chapter 3). Additional model runs can be considered in the future if the pace and timing of growth changes.

Table 8.1. Summary of Alternative Plan Scenarios from UD-SCC Model

	Existing Land Use	Preferred Alt (at buildout)	Preferred Revised (at buildout)	Growth 2020	Growth 2040	Milford Comp Plan as adopted (at buildout)
Dwelling Units	1,943	7,626	11,769	2,434	2,959	15,083
Number of Residents	4,709	19,459	30,739	5,960	7,290	39,659
Commercial Floor Area	0	995,000	2,985,000	160,000	1,185,000	7,970,000
Employees	262	2,519	4,875	724	1,854	10,275
Date Created	Oct. 2009	Oct. 2009	Dec. 2010	Apr. 2011	Apr 2011	Jan. 2009

Source: University of Delaware's Sustainable Coastal Communities Initiative, UD-SCC Model

Methodology

DelDOT utilized the following methodology for incorporating and analyzing the daily vehicle trip outputs from Community VIZ into the DelDOT Travel Demand Model (CUBE 5):

1. Create new traffic analysis zones (TAZs) in CUBE 5 model to match UD-SCC Model grids.
2. Create additional road network detail in CUBE 5 model to match the study area.
3. Import UD-SCC Model daily trip data into CUBE 5 model.
4. Run CUBE 5 model.
5. Analyze outputs (Level of Service and Volume/Capacity ratio) from model to compare existing conditions with Preferred Scenario.
6. Create and analyze additional road network improvements as necessary.
7. Develop recommendations.

Recommendations

Project recommendations contained in this chapter are broken into the following categories and are reflective of both quantitative results from the travel demand model and qualitative goals aimed at improving transportation choices for residents and employees within the study area:

- Bicycle facilities
- Pedestrian facilities
- Transit facilities
- Park-and-ride facilities
- Intersection upgrades or modification

- Road upgrades
- Smart growth
- Policy

The project and policy recommendations contained in this report are also reflective of the DelDOT Complete Streets policy, which was adopted in 2009. This policy mandates that any new transportation projects in the state right-of-way (road reconstruction and/or widening) take into consideration all transportation modes and accommodate accordingly. This includes public transit users, bicyclists, pedestrians and motorists.

Please note that a summary listing of this report's transportation recommendations can be found in Table 8.2 at the end of this chapter.

Bicycle Facilities

Currently, there are no DelDOT designated bicycle routes within the study area. While bicycle use is allowed by law on all of the study area roads (with the exception of SR 1) many of these roads do not include shoulders, which enhance rider safety (see Map 8.2). Approximately 28% of the study area roadways have hard surface shoulders with a width of three feet or greater. Similarly, there are few sidewalks or other pedestrian facilities within the study area.

Recommendations:

On-road bicycle facilities should be included as part of any new roadway construction, entrance plans, widening and rehabilitation of existing roadway facilities. Implement specific bicycle recommendations as per Table 8.2.

Pedestrian Facilities

Currently, there are limited pedestrian facilities within the study area (see Map 8.2). The City of Milford does now require, however, the construction of sidewalk facilities for new residential streets within its municipal boundaries.

DelDOT is in the process of implementing the Delaware Statewide Pedestrian Action Plan, which includes the following elements:

(1) Inventory of pedestrian facilities
(2) Transition Plan identifying all gaps and facilities not in compliance with the Americans with Disabilities Act (ADA).
(3) Complete Streets policy and implementation plan

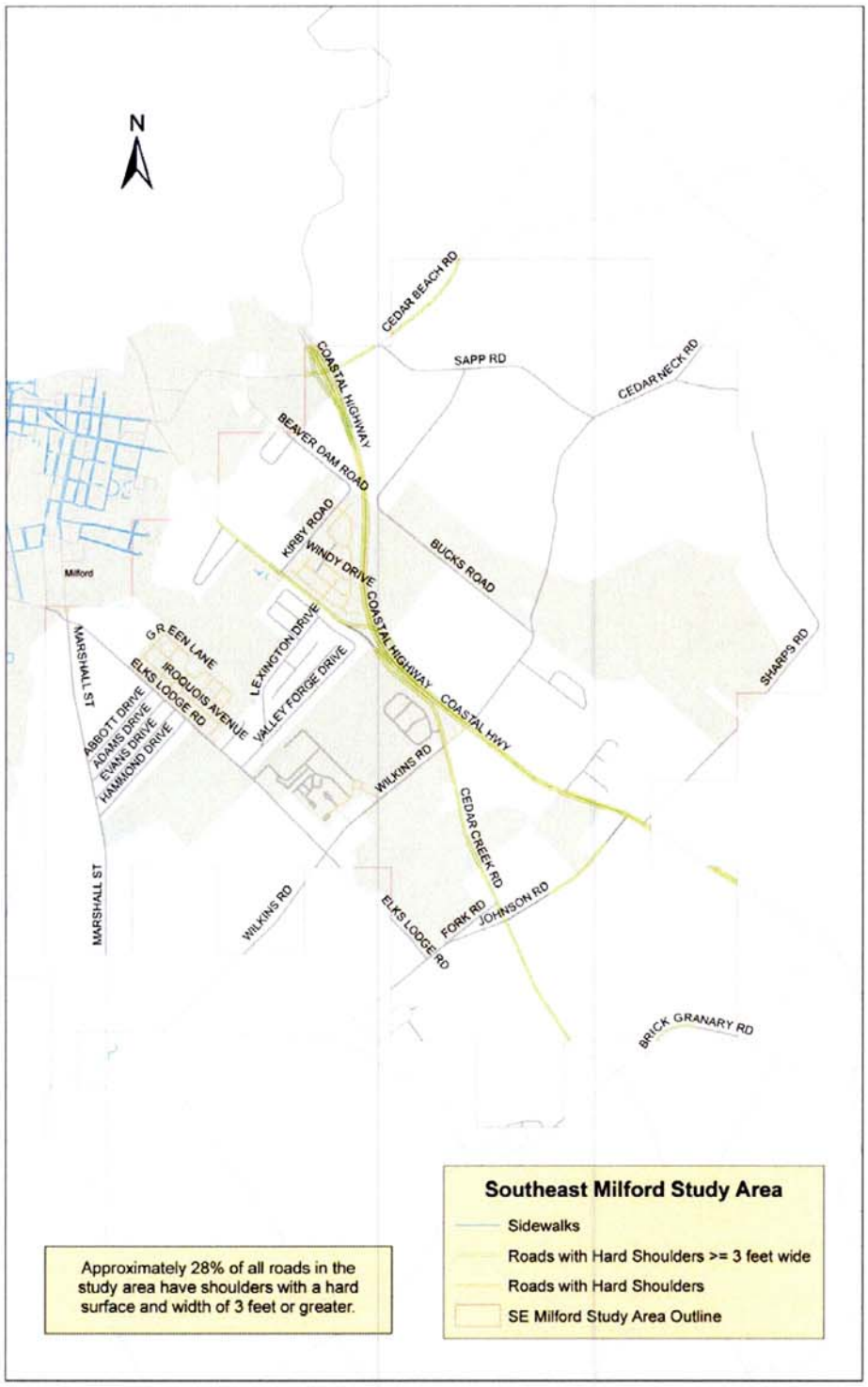
(4) Development of a transition plan

The Pedestrian Action Plan will identify gaps in the system and opportunities for enhanced pedestrian facilities for the City of Milford. It will also highlight access issues to transit locations and include recommendations for improvements.

Recommendations:

Evaluate the need for bicycle and pedestrian facilities and transit stops as part of any new roadway construction, entrance plans, widening and rehabilitation of existing roadway facilities in accordance with the Complete Streets Policy, the Statewide Bicycle Plan, and the Statewide Pedestrian Action Plan. Implement specific recommendations as per Table 8.2.

Map 8.2. Existing Pedestrian and Roadway Shoulder Facilities



Transit Facilities

Between 2,500 and 4,900 new employees are projected to be added to the City of Milford's Southeast Neighborhood under the adopted Master Plan. Many of these new employees are expected to work at a new major employment center east of SR 1 along Cedar Neck Rd. This employment center, currently known as "Innovation Park" presents DelDOT with a unique opportunity to establish a new transit loop that would service the employment center while also making a connection to currently established residential neighborhoods and businesses west of SR 1.

Recommendations:

Establish a new DART transit loop to connect existing and new development on the east and west sides of SR 1. The transit loop would consist of the following three phases and locations:

Phase I – Establish a new transit route adjacent to existing and developing residential and employment areas west of SR 1 utilizing the following road network:

- Business Route 1
- Wilkens Rd.
- SE Front St.
- State Route 36
- Marshall St.
- Elks Lodge Rd.

Phase II – Establish a new transit route east of SR 1 for the purpose of providing access between the eastern and western side of Milford and to service the proposed "Innovation Park" employment center utilizing the following road network:

- Cedar Neck Rd.
- Bucks Rd.
- Sapp Rd.
- State Route 36

Phase III – Establish a new transit route west of SR 1 in the southern portion of study area for the purpose of servicing proposed new residential and employment areas utilizing the following road network:

- Elks Lodge Rd.
- Johnson Rd.
- State Route 30

Intersection Upgrades or Modifications

A projected increase of nearly 100,000 new daily residential and commercial vehicle trips in the study area will require upgrades or modifications to several existing intersections within the study area.

The proposed adoption by the City of Milford to require traffic-impact studies for new residential and employment developments within the study area will serve to provide DelDOT with additional analysis needed to determine the various geometric improvements required for each intersection to function in an efficient manner. It is anticipated that additional intersections will need to be improved as development of the study area progresses in the future.

Preliminary traffic-capacity analysis has identified the following intersections that would require improvements under the land use projections of the Master Plan:

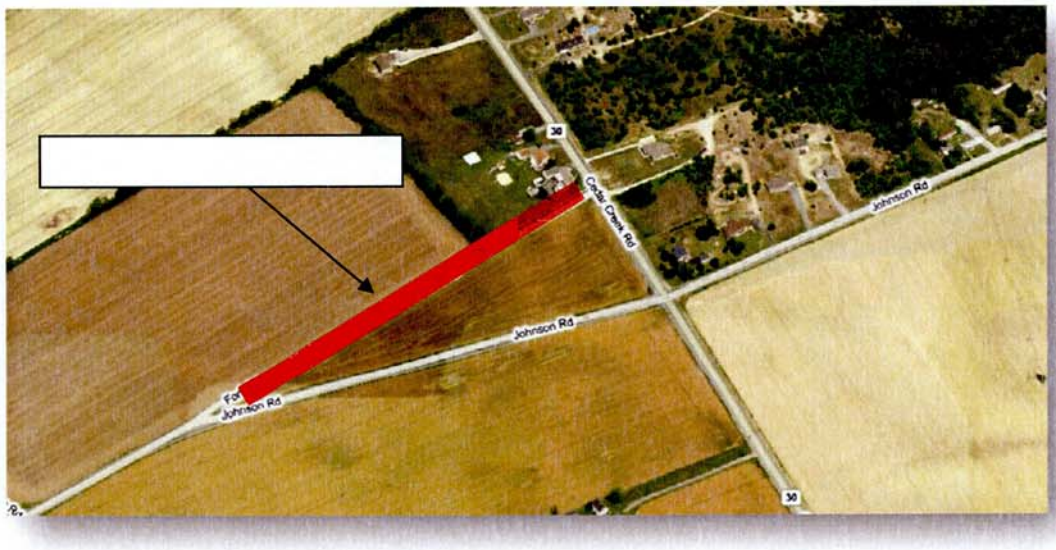
- State Route 30 and Johnson Rd.
- Elks Lodge Rd and Wilkens Rd.
- Cedar Neck Rd and Bucks Rd.

The following intersections or road segments have been identified for either removal or access modifications:

- SR 30 (Cedar Creek Rd) and Fork Rd. – the removal of Fork Rd. has inherent safety benefits that would result from the shifting of vehicles from Fork Rd. to the Johnson Rd. / SR 30 intersection.

The existing intersection approaches (Fork Rd at Johnson Rd/SR 30) are under-utilized and not necessary for area traffic-flow needs.

Map 8.3: Fork Rd and SR 30



- SR 1 and Sharps Rd / Johnson Rd

DelDOT is aware of and actively involved in identifying and proposing solutions for potentially unsafe median crossings onto SR 1. The SR 1 / Sharps Rd. – Johnson Rd. intersections are two closely spaced (425 ft.) facilities that gain access to SR 1 via a median crossing. Due to the close proximity of the intersections it is recommended that DelDOT investigate possible re-configuration alternatives that could enhance the safety of the intersection.

Roadway Upgrades

Much of the study area road network east of SR 1 and south of Wilkins Rd. on the west side of SR 1 has served primarily rural and/or agricultural land uses in the past. A majority of these roads do not include any shoulders. In fact, only 28% of the entire study area roadways contain hard surface shoulders with a width of three feet or greater. As the study area continues to accommodate new and projected future residents and employers much of the transportation network will require upgrades including shoulders, intersection improvements, capacity increases, and possible new connections.

Recommendations:

Improve the following roadway facilities to meet a minimum standard of two 11-ft. travel lanes and 5-ft. shoulders:

(1) Kirby Rd. (from RD 14 to Cedar Beach Rd.)
(2) Bucks Rd. – (from Sapp Rd to Cedar Neck Rd.)
(3) Sapp Rd. (from Bucks Rd. to Cedar Beach Rd.)
(4) Cedar Neck Rd. (from Sapp Rd. to SR 1)
(5) Sharps Rd. (from 1 mile north of SR 1 to SR 1)
(6) Business Route 1 (from Wilkins Rd. to SE Front St)
(7) Cedar Beach Rd./SR 36 (from Sapp Rd. to Business Route 1)
(8) Wilkens Rd.
(9) Elks Lodge Rd. south of Wilkins Rd.

The preceding road-segment improvements also overlap proposed new transit routes, which will, in turn, support pedestrian and bicycle accessibility to future bus stop locations.

Smart Growth

DelDOT seeks to further support the land use designations contained in the Milford Master Plan by implementing projects and policies that encourage the construction of smart growth-based residential and commercial spaces.

Smart growth is a set of principles and guidelines that attempts to create a nexus between land use and transportation in which zoning, subdivision regulations, architectural standards, and transportation design act as mutually supporting entities, leading to greater efficiencies in vehicle and person movements and an enhanced sense of quality of life.

DelDOT supports the creation and adoption of a unified development ordinance by the City of Milford as a means for maximizing DelDOT's transportation investments in the study area.

Map 8.4. Bucks Rd Area - Conceptual New Residential Development



Map 8.5. Bucks Rd Area - Conceptual New Residential Development



Policy

The successful adoption and implementation of several policy initiatives are necessary for the Transportation Element to function as a successful component of the overall Master Plan for southeast Milford.

Recommendations:

- Work with the City to assist in the creation of a Transportation Investment District (TID) for the purpose of allowing the City to enter into agreements with the private sector community for the development and implementation of cost-sharing mechanisms to fund transportation improvements identified in this report.

- Adoption of provision requiring traffic studies by the City of Milford to be undertaken when proposed residential or commercial development exceeds particular dwelling unit and/or commercial square footage thresholds.

- Adoption of development ordinances by the City of Milford for the purpose of providing land development standards that support transportation improvement projects.

Table 8.2. Transportation Recommendations

Improvement	Area or Location	Type	Goal
Bicycle	Statewide connector, regional, and statewide bike routes within Study Area	Install bike facilities as part of roadway improvements as per the Delaware Bicycle Facility Master Plan.	Improve multi-modal options for residents.
Pedestrian	Existing DART bus stop locations	Provide safe pedestrian access to stops.	Improve multi-modal options for residents.
	Existing bus stops in the study area	Install improvements at bus stops (bus stop signs, bus pad, benches, lighting, shelters).	Improve multi-modal options for residents.
Transit	New Local Circulator Routes Phase I (see Map 4) Phase II Phase III	Increase frequency of bus service to provide access to downtown and new residential development / employment centers east of SR 1.	Improve multi-modal options for residents .
Park and Rides	To be identified		Reduce congestion
Intersection Upgrades	(1) Elks Lodge Rd. / Wilkins Rd. (2) SR 30 / Johnson Rd. (3) Bucks Rd. / Cedar Neck Rd. (4) SE Front St. / Marshall St.	Add turn lanes and/or signalization to be determined by existing and projected traffic-count data and studies.	Improve safety and reduce delay.

Intersection Modifications	(1) SR 1 / Johnson Rd. (2) SR 1 / Sharps Rd.	Revise movements to rights-in and rights-out only. Remove SR 1 median crossover. Add NB SR 1 acceleration lane.	Improve safety.
Road Upgrades	(1) Kirby Rd. (from SR 14 to Cedar Beach Rd.) (2) Bucks Rd. – (from Sapp Rd. to Cedar Neck Rd.) (3) Sapp Rd. (from Bucks Rd. to Cedar Beach Rd.) (4) Cedar Neck Rd. (from Sapp Rd. to SR 1) (5) Sharps Rd. (from 1 mile north of SR 1 to SR 1) (6) Business Route 1 (from Wilkins Rd. to SE Front St.) (7) Cedar Beach Rd./SR 36 (from Sapp Rd. Business Route 1) (8) Wilkins Rd. (9) Elks Lodge Rd. south of Wilkins Rd.	Improve to a minimum of two 11 ft. travel lanes and 5 ft. shoulders	Improve safety, reduce delay, enhance multi-modes of travel.
Smart Growth	Master Plan Study Area	Assist city with integration of smart growth transportation designs and principles.	Enhance quality of life.

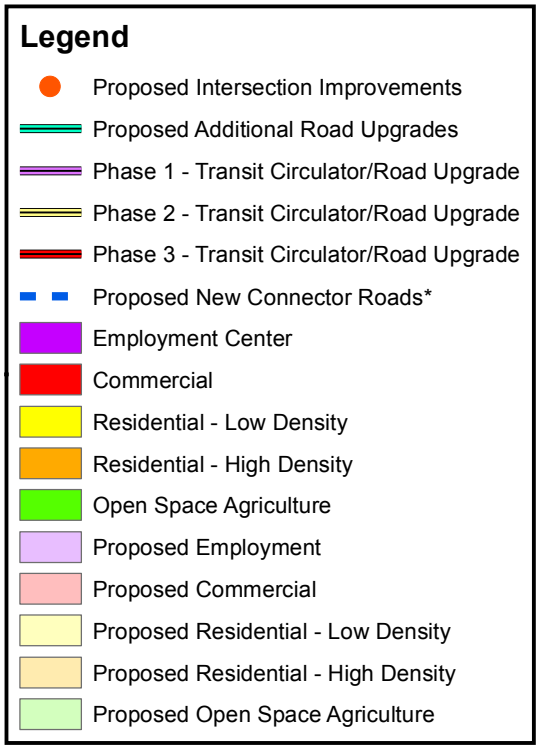
Table 8.2 – Transportation Recommendations (cont.)

Policy	Master Plan study area	Transportation Investment District (TID)	(1) Coordination of land use and transportation projects as per DelDOT Complete Streets Policy (2) Private / Public partnership to identify and share costs associated with required capital transportation projects within study area
Policy	Master Plan study area	Development Ordinances	Efficient use of land use and transportation design standards
Policy	Assist City of Milford with drafting a traffic impact study requirement.	City code	Collection of existing and projected traffic data

Milford South East Neighborhood Master Plan

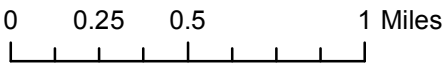
Map #4 Land Use & Transportation Recommendations

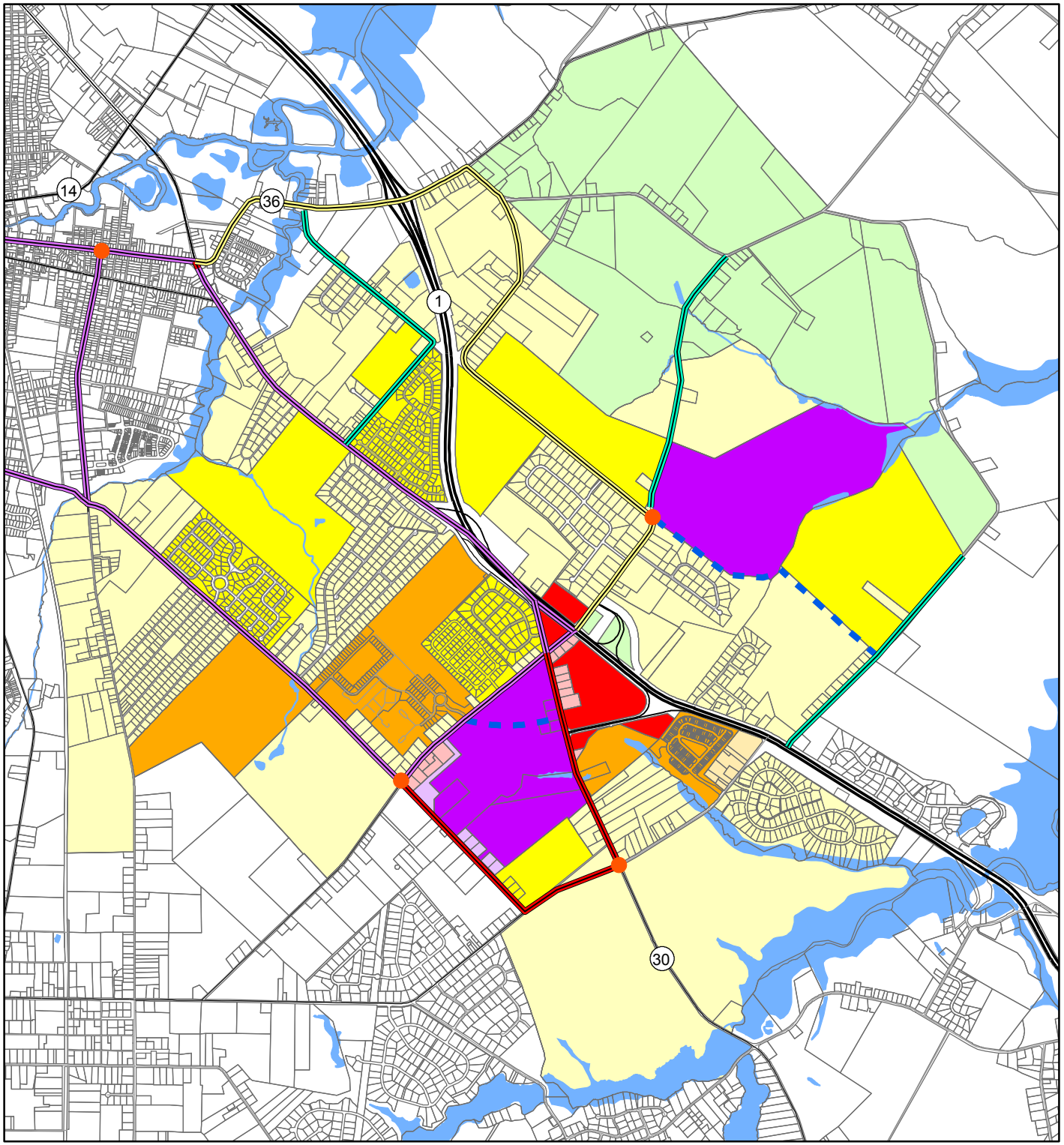
Revised March 2017



*Conceptual alignment subject to change







Chapter 9
Water and Sewer Infrastructure

One responsibility of the City of Milford for the Southeast Neighborhood is the planning, financing, and construction of public utilities for this area. These public utilities include water, sewer and electricity.

The City of Milford has engaged the engineering firm of Davis, Bowen, & Friedel (DB&F)to prepare the water and sewer extensions east of SR 1. After reviewing proposed and existing development, DB&F has prepared cost estimates and schematic drawings showing the proposed location of these public utilities (see Map 5).

Public Water System Improvements

The water extensions include a new elevated storage facility, water treatment facility and a new proposed well either east of SR 1 or west of SR 1, depending on the availability of land and locating a sufficient water source. Additional water facilities include extension of a 12 inch water line from an existing connection near Meadows at Shawnee running southward near the three major properties east of SR 1 (Dugan Property, Isaac Property, and the Mills Property) then westward along Johnson Road until it meets Cedar Creek Road. At this intersection the water line is reduced to a 10 inch water line then continues in a westerly direction until it meets Elks Lodge Road. At Elks Lodge Road it continues in a northerly direction until it connects with an existing water line near the Orchard Hills development. This proposed extension of the water utility into the Southeast Neighborhood includes additional wells and will loop with the existing City of Milford water system to provide improved water supply and storage and fire fighting capabilities.

The estimated cost of these improvements according to DB&F is approximately $5.25 million. Presently the City of Milford has funding in place through the U.S. Department of Agriculture for the construction of these water facilities.

Public Sewer System Improvements

Regarding the proposed sewer extensions for the Southeast Neighborhood, again DB&F has provided cost estimates and schematic drawings showing the proposed location of these public utilities. The sewer extensions include the construction of a proposed 12 inch force main from an existing 18 inch force main near the Meadows of Shawnee along Rehoboth Blvd. running eastward then southward along the Dugan property, which would serve the area east of SR 1.

Additional construction in this area would include the erection of a pump station on the Isaacs property.

Proposed sewer extension for the area west of SR1 include the construction of a 12 inch force main near the Meadows at Shawnee on Rehoboth Blvd., continuing southward along Rehoboth Blvd. then along the right-of-way of SR 1 near the Matlinds Estate housing development, then southward along Cedar Creek Road. This proposed sewer extension would serve all the proposed development west of SR 1 and south of existing development within the corporate limits of the City of Milford (see Map 6).

Costs estimates prepared by DB&F for this sewer extension amount to $9 million.

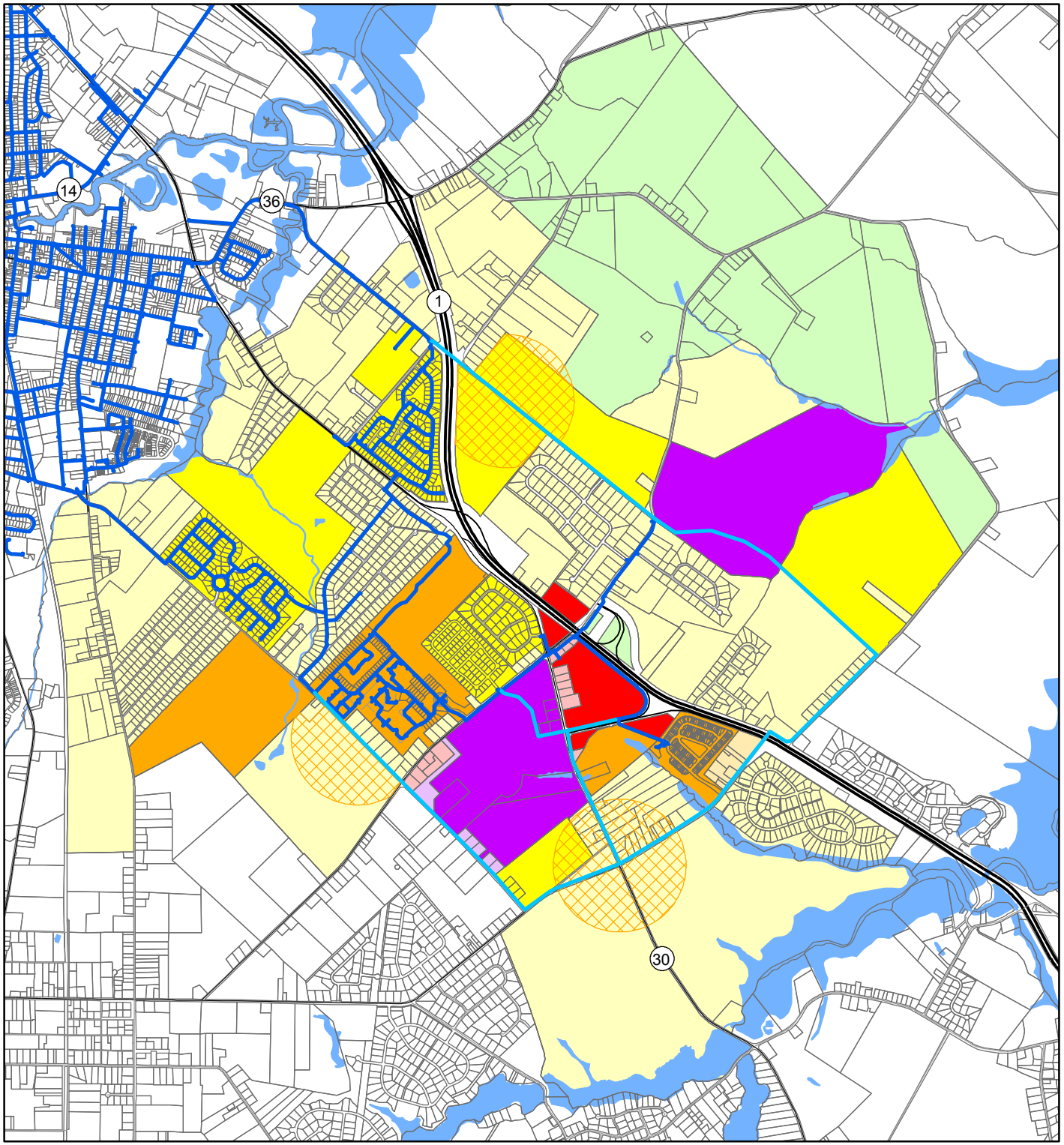
Electric Utility

The City's electric utility currently serves a majority of the area included in the Southeast Neighborhood planning area. Areas currently not included in the City's service territory will e added once they are annexed in to the City limits.

Milford South East Neighborhood Master Plan

Map #5 Land Use & Water

Revised March 2017



Legend

- Proposed Water System
- Existing Water System
- TDR Receiving Areas
- Employment Center
- Commercial
- Residential - Low Density
- Residential - High Density
- Open Space Agriculture
- Proposed Employment
- Proposed Commercial
- Proposed Residential - Low Density
- Proposed Residential - High Density
- Proposed Open Space Agriculture

*Conceptual alignment subject to change

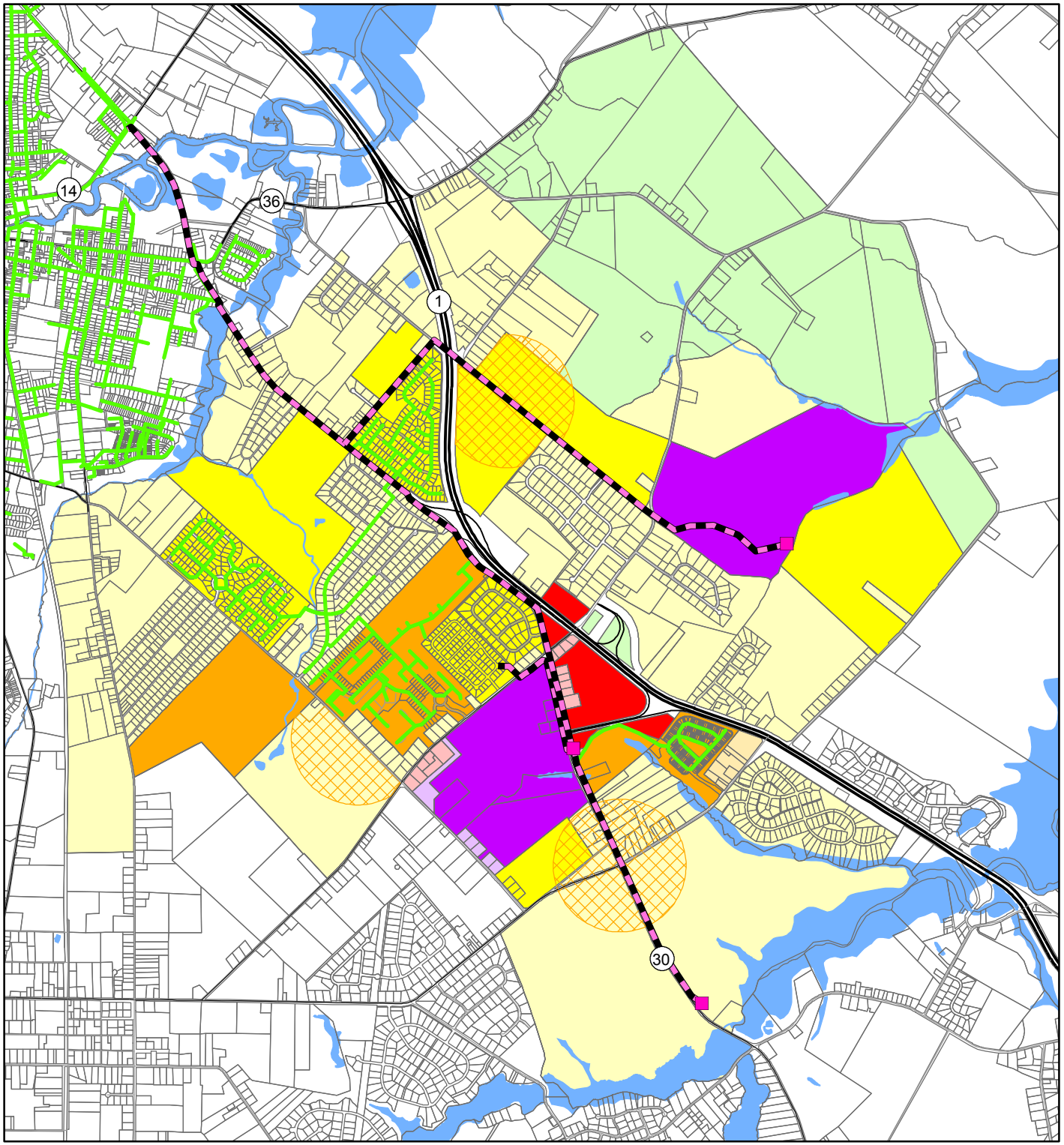
N W E S

0 0.25 0.5 1 Miles

Milford South East Neighborhood Master Plan

Map #6 Land Use & Wastewater

Revised March 2017



Legend

- Proposed PS
- Proposed FM
- Existing Gravity Sewer
- TDR Receiving Areas
- Employment Center
- Commercial
- Residential - Low Density
- Residential - High Density
- Open Space Agriculture
- Proposed Employment
- Proposed Commercial
- Proposed Residential - Low Density
- Proposed Residential - High Density
- Proposed Open Space Agriculture

*Conceptual alignment subject to change

N W E S

0 0.25 0.5 1 Miles

Chapter 10
Design Guidelines

1. DDA recommends that the city require any property developed adjacent to land designated as Open Space Agriculture to include a forested buffer between the property and adjacent farmland. This is already required by Sussex County. As a courtesy to Sussex County, the DDA Forest Service reviews the effectiveness of the buffer and makes a recommendation to the County on whether or not to accept the buffer as is, or require modifications. DDA would offer the same service to the City.

2. In addition to a forested buffer requirement, the DDA also asks that the City work with developers on where they "mass" their houses or buildings. Whenever practical, the Department requests that the City require developers to cluster their approved building lots and place as much of the residual community open space near adjacent farm parcels. This would further help eliminate or mitigate any conflict that may arise from dissimilar land uses.

3. When considering site plan and subdivision design, the placement of active and passive open space is important. Passive open space should be located to give a priority to protecting existing natural resources on the site. Active open space (for recreational use) is better placed in a more centralized location in order to be more accessible to future residents of the subdivision.

4. As each new project is proposed, the City, DNREC, DelDOT, and the developer should discuss opportunities to develop shared stormwater management facilities that integrate best practices for maximum flood protection and water quality protection and enhancement.

5. Utilize green technologies to manage stormwater. Green technology stormwater management is a best practice that uses the natural processes of vegetation to filter stormwater, and take up harmful pollutants, and improve groundwater recharge without expensive infrastructure.

6. Minimize the removal of trees within the Cedar Creek Natural Area to the greatest extent possible with the goal of preserving all existing trees and all contiguous forested blocks (see map 5.1).

7. Provide buffers to the Cedar Creek Natural Area and the Cedar Creek Nature Preserve. DNREC recommends prohibiting additional development within 300 ft. of the existing Natural Area (see map 5.1).

8. Do not place stormwater structures, including stormwater outfalls, in the Cedar Creek Natural Area (see map 5.1).

9. Incorporate sidewalks, bike lanes, and multi-modal paths in the Master Plan Area in accordance with Chapter 8 and the Milford Pedestrian/Multi-Modal Master Plan.

10. Specific Conservation Areas, Area One (see Chapter 5 and Map 5.3, Area One)
    a. Avoid building and/or stormwater infiltration in the area of excellent recharge
    b. Limit intense development to the upland portion of the parcel; the eastern portion should be used for passive recreation and open space.
    c. The Downer and Ingleside soils in Area One should be the preferred location for stormwater infiltration.

11. Specific Conservation Areas, Area Two (see Chapter 5 and Map 5.4, Area Two)
    a. Protect the forested wetlands that are mapped in the southern end of Area Two, on both sides of SR 30. Because of the falling elevation from the north end of this area toward the mapped wetlands, we advise that optimal stormwater management would be constructed wetlands or other green-technology best management practices in the area immediately north of the forested wetlands, on either side of SR 30.
    b. The wooded section in this area also supports Key Wildlife Habitat. Generous riparian buffers (300 feet or greater) are recommended to protect water quality, and preserve forested areas surrounding the tributaries of Cedar Creek to enable rare species to thrive.

12. Specific Conservation Areas, Area Three (see Chapter 5 and Map 5.5, Area Three)
    a. Provide at least a 300 ft upland buffer because of the presence of or potential for swamp pink. The buffer would also be instrumental in protecting the Atlantic

White Cedar wetlands as well as achieving the Total Maximum Daily Load (TMDL) pollution limits for this portion of the Mispillion watershed.

Chapter 11
Implementation

Commitments:

The City of Milford

1. The City will develop and adopt an ordinance to enable to use of transfer-of-development rights (TDRs) credits in receiving zones. This ordinance will enable developers build at up to eight (8) units per acre by-right through the purchase of TDR credits from farms in the sending areas.
2. A stormwater utility is a legal and financial structure to allow stormwater management facilities to be constructed, managed, and maintained in common by a local government or other entity. This master plan area is well suited to such a utility, although there are many ways to structure such an entity. Both the City and DNREC agree to explore this option in more detail as this area develops in accordance with this master plan.
3. The City will construct a public water system as described in Chapter 9 to serve the Master Plan Area. This is a funded project.
4. The City will design and permit a sewer system to serve the Master Plan Area as described in Chapter 9. Private developers will be responsible for funding and constructing this system. The City will discuss various financing and construction options with any developer.

Delaware Department of Agriculture

1. The Delaware Department of Agriculture (DDA) and the Delaware Agricultural Lands Preservation Foundation (DALPF) will partner with the City to establish a Transfer of Development Rights program as described in the Agricultural Preservation chapter of this document (Chapter 4).
2. By partnering with DALPF, the City will avoid the initial financial expenditures required to preserve a parcel of land. These expenditures include paying to survey the property, paying the legal costs of a real estate settlement, and other associated administrative costs. DALPF would bear those costs.
3. The City would avoid the future obligation of monitoring the preserved farms to make sure they remain in compliance with the preservation agreement (easement). DALPF would assume that responsibility and add any properties preserved by Milford to the hundreds of permanently preserved farms it already monitors. In addition, should any

future litigation be required to uphold the preservation easement, the City would not have to incur any legal costs.

4. DDA will assist the City in the creation and administration of a TDR bank as described in the Agricultural Preservation chapter of this document (Chapter 4). This includes assistance with appraisals to set the fair market value of TDR units.
5. In addition to any funds the City would have for agricultural preservation and the TDR bank, they would also be eligible for state matching funds from DALPF, as well as any federal matching funds from United States Department of Agriculture (USDA) Farm and Ranch Lands Protection Program (FRPP). As allowed by law, these matching funds would be awarded to the city based on availability. If the City were able to capture state and federal matching funds, it could significantly leverage its funds with additional money and preserve additional farmland.

Delaware Department of Natural Resources and Environmental Control (DNREC)

1. There is an opportunity for greater communication and coordination between DNREC and DelDOT with regard to stormwater management and road improvements. This coordination will be ongoing throughout the development of this master plan area. Opportunities to share facilities and streamline the review process will be continually evaluated and implemented as individual properties within the master plan area develop and re-develop. Streamlined review and approval processes will only be available in return for implementing "best practice" designs.
2. DNREC will work with the city to explore and implement the concept of a stormwater utility in the master plan area as development occurs.

Delaware State Housing Authority (DSHA)

If requested, the DSHA stands ready to assist in the development of affordable housing opportunities in the Master Plan Area in the following ways:

1. Work with the Office of State Planning Coordination to further refine its criteria for tax credits, which may give more weight to Master Plan areas such as this one in the future.
2. Continue to provide developers information and resources through its Affordable Housing Resource Center and other sources.
3. Work with the City and the Office of State Planning Coordination on the development of ordinances, such as Form Based Codes, to ensure quality design in the Master Plan Area.
4. Participate with the City on future grant applications to facilitate development in the Master Plan Area.

Delaware Department of Transportation (DelDOT)

1. DelDOT will fund and construct the grade separated interchange at SR 1 and SR 30 as per the current Capital Transportation Plan (CTP). The current timeline involves construction in 2012 and 2013, with completion in late 2013. Please note that the CTP is subject to amendment annually.
2. Work with the City of Milford to adopt this master plan area as a Transportation Improvement District (TID) to enable equitable and timely funding for roadway improvements within the area in accordance with the recommendations in this Master Plan.
3. DelDOT will work with the City to ensure that the road improvements identified in this report are implemented by the public and/or private sector in a phased manner that is paced with the timing of development activities.

Requirements:

Division of Historical and Cultural Resources: Delaware State Historic Preservation Office

1. Any project that involves federal funds or permits must comply with Section 106 of the National Historic Preservation Act.
2. The State Antiquities Act requires that archaeological excavations on state-owned or controlled lands must be done under a permit from the Director of DHCA.
3. Any unmarked human remains that are disturbed during construction must be respectfully handled in conformance with the Delaware Unmarked Human Remains Act.

Recommendations:

Recommendations for Implementation of Agricultural Preservation:

1. DDA recommends the that the city require any property developed adjacent to land designated Open Space Agriculture to include a forested buffer between the property and adjacent farmland. This is already required by Sussex County. As a courtesy to Sussex County, the DDA Forest Service reviews the effectiveness of the buffer and makes a recommendation to the County on whether or not to accept the buffer as is, or require modifications. The Department would offer the same service to the City.

2. In addition to a forested-buffer requirement, the Department also asks that the City work with developers on where they "mass" their houses or buildings. Whenever

practical, DDA requests that the City require developers to cluster their approved building lots, and place as much of the residual community open space near adjacent farm parcels. This would further help eliminate or mitigate any conflict that may arise from dissimilar land uses.

3. DDA asks that the city review its zoning ordinances for compatibility with future agricultural business or agriculture related uses. It is important to provide provisions and flexibility in the zoning code to accommodate future agriculture related activities.

4. DDA would note that all properties enrolled in the state's farmland preservation program are afforded the protections listed in Appendix 3. In addition, Sussex County adopted a "mirror" ordinance to provide these protections to all farms located in Sussex County. These protections should be considered during the city's planning process in an attempt to place more compatible land uses next to properties engaged in agriculture. In addition, DNREC's regulations include a restriction on the location of water wells that should be considered.

Recommendations for Protection of the Cedar Creek Natural Area

1. Sections of the wooded areas of the Milford Southeast Neighborhood Master Plan Area are part of the Cedar Creek Natural Area (see Map 5.1). All developments near or adjacent to this Natural Area are recommended to follow the design guidelines regarding protection of the Natural Area, found in Chapter 5.
2. Cedar Creek Nature Preserve is adjacent to the south end of the Southeast Planning Area (see Map 5.1). A number of rare species can be found in association with this habitat type. To protect the rest of this contiguous forest area, it should be designated as a Nature Preserve, a special designation that provides additional protection for an important natural resource area. Such a designation would be achieved with the assistance of DNREC's State Office of Nature Preserves. Should these areas be annexed as envisioned by the Master Plan, Milford will work with private landowners and the State Office of Nature Preserves to promote the dedication of the Natural Area as a Nature Preserve.

Recommendations for the Protection of Specific Conservation Areas

1. When designing development projects within Specific Conservation Areas One, Two and Three (see Chapter 5 and Maps 5.3, 5.4 and 5.5), the land developers and the City will collaborate to ensure that the specific design guidelines related to these important conservation areas are incorporated into the site designs. The design guidelines are specifically listed in Chapter 10.

Transportation Recommendations

1. Upgrade primary circulation and transit routes (see Chapter 8, and Map 4) to 11 ft. lanes and 5 ft. shoulders.
2. Along these same routes, construct bicycle and pedestrian improvements to ensure interconnectivity, multi-modal connections, and "complete streets."
3. In order to accommodate increased traffic from new development activities, upgrade the intersections identified in Chapter 8 and shown on Map 4.
4. Encourage the use of TDR to enable higher density developments (up to 8 du/acre) at the designated TDR receiving areas. These areas are planned around bus stops to enable the transit improvements envisioned to operate smoothly.

Signatures:

The undersigned agree to honor the above stated commitments, agreements, requirements and recommendations as they relate to the development and preservation of land within the Milford Southeast Neighborhood Master Plan area. This document, including text and maps, shall guide land development, agricultural preservation, environmental protection, and infrastructure investments in the Southeast Neighborhood Master Plan Area described herein. This document shall be in full force and effect until such time as all parties reconvene and mutually consent to amend this document and the commitments, agreements, requirements, and recommendations.

Mayor, City of Milford

Director, Office of State Planning Coordination

Secretary, Delaware Department of Agriculture

Secretary, Delaware Department of Natural Resources and Environmental Control

Secretary, Delaware Department of Transportation

Appendices

Appendix 1. Southeast Neighborhood Master Plan Land Use Scenarios Comparison

Appendix 2. TDR Sending and Receiving Area Analysis

Appendix 3. Proposed Agricultural Use Protections

Appendix 4. Historic and Cultural Resources in or Near the Master Plan Area

Appendix 1.

Southeast Neighborhood Master Plan Land Use Scenarios Comparison

South Milford Master Plan

SE Neighborhood Land Use Scenarios - Demographic Comparative Analysis

April 2011

Build-Out Results	Existing Land Use	Master Plan Build-Out Scenarios				Milford Comp Plan (SE Neighborhood)
		SE_Neighborhood Public Option Preferred (ALT) Scenario[2] October, 2009	SE_Neighborhood Master Plan Preferred (Revised) Scenario[3] December, 2010	Growth 2020[4] April, 2011	Growth 2030[4] April, 2011	July, 2008
Build-Out Numeric Dwelling Units	1,943	7,626	11,769	2,434	2,959	15,083
Build-Out Numeric Buildings	1,943	6,815	10,103	2,438	2,693	7,570
Build-Out Numeric Floor Area	0	995,000	2,985,000	160,000	1,185,000	7,970,000
RESIDENTIAL						
Dwelling Units	1,943	7,626	11,769	2,434	2,959	15,083
Residents	4,709	19,459	30,739	5,960	7,290	39,659
Children	1,360	3,885	4,692	1,608	1,884	4,414
Residential Taxes	184,295	756,930	1,153,035	234,535	287,905	1,384,985
Residential VTD	19,430	76,260	114,596	24,340	29,590	134,488
Residential Waste Water	582,900	2,287,800	3,530,700	730,200	887,700	4,524,900
Residential Water Use	582,900	2,287,800	3,530,700	730,200	887,700	4,524,900
NONRESIDENTIAL						
Commercial FloorArea (SQFT)	0	995,000	2,985,000	160,000	1,185,000	7,970,000
Employees[1]	262	2,519	4,875	724	1,854	10,275
Commercial Taxes	0	49,539	137,065	7,966	65,371	320,632
Commercial VTD	0	24,875	70,692	4,000	30,692	178,000
Commercial Waste Water	0	32,875	70,158	8,000	30,158	186,000
CommercialWater Use	0	41,094	87,698	10,000	37,698	232,500

[1] *Existing Land Use Scenario employees are calculated as home-based employees, therefore no associated nonresidential space.*

[2] *SE_Neighborhood "Preferred (ALT)" Scenario - composite of scenarios developed at Public Workshop, October, 2009*

[3] *SE_Neighborhood "Preferred (Revised)" - Public Option composite revised December 2010 by City of Milford Planning after reviewing State Agency input & PLUS project constraints*

[4] *Growth 2020 and Growth 2030 Scenarios assume a growth rate of 2% per year*

*Source: **UD-SCC Community Land Use Model***

Analysis performed by the University of Delaware, Sustainable Coastal Communities (SCC) Program, 2011

UNIVERSITY OF DELAWARE

5/3/2011 SE_Neighborhood_Indicators_22APR11_UD Page 1 of 1

Appendix 2.
TDR Sending and Receiving Area Analysis

TDR Sending Area Analysis for Select Parcels East of Milford

Parcel Number	Owner Name	LESA Score	Acres	Zoning Yield[1]	Build Yield[2]	Septic Yield[3]
330-12.00-10.00	Ruth Williams	185.08	60	120	78	78
330-08.00-47.00	Richard,Fay Shockley	220.19	14.7	28	19	19
330-12.00-08.00	GW Shockley & Sons, Inc.	222.51	117.4	235	153	99
330-08.00 28.00	Alan and Arenath Mills	172.61	46.2	92	60	60
330-08.00-24.00	Beverely & Louis C'Day	189.26	41.29	101	66	66
330-12.00-01.03	Howard & Katherine Webb[4]	210.7	118.18	236	153	99
330-12.00-01.02	Howard & Katherine Webb[4]	Part of 330-12.00				
33C-12.00-01.02 (Unit 21805)	Howard & Katherine Webb[4]	Part of 330-12.00				
330-12.00-01.00	BKW Farm Limited	181.54	66.8	132	86	86
330-08.00-19.00	Alan & Arenath Mills	192.19	85.5	170	111	99
330-08.00-19.02	Alan & Arenath Mills	192.19	16.3	32	21	21
330-08.00 20.00	Warnock Farms, LLC	232.5	105.6	210	137	99
330-07.00-75.00	GW Shockley & Sons, Inc.	184.27	48.4	96	63	63
Totals			**720.37**	**1,452**	**947**	**789**

[1] Sussex County AR-1 zoning provides for 2 units to the acre

[2] In practice, the average subdivision yields 1.3 units per acre

[3] Del Code Title 7, Chapter 60 limits the number of individual on-site septic systems to 99, a community wastewater system is required to achieve the max. dwelling units allowed by zoning.

[4] Existing Agricultural District

Milford TDR Receiving Areas
Located within 1/4 Mile of Public Transportaion Nodes

Node	Acres	Base Zoning 3 DUs/acre	TDR Zoning 8 DUs/acres	Additional DUs through TDR use
1	58	174	696	522
2	118	354	1416	1062
3	104	312	1248	936
Total	280	840	2240	**1,400**

Appendix 3.
Proposed Agricultural Use Protections

The following is sample language that the Delaware Department of Agriculture recommends the City of Milford integrate into their review of any subdivision located adjacent to an Agricultural Preservation District:

The proposed development is near two properties currently enrolled in the State's Agricultural Lands Preservation Program (Example: N & M Burton Farm Agricultural District, (Parcel Numbers # 2.34-16.00-11.00 and 2.34-16.00-17.00). Therefore, the activities conducted on these preserved properties will be protected by the agricultural use protections outlined in Title 3, Del. C., Chapter 9. These protections effect adjoining developing properties. The 300 foot notification requirement affects all new deeds in a subdivision located in whole or part within 300 feet of an Agricultural District. Please take note of these restrictions as follows:

> § 910. Agricultural use protections.
> (a) Normal agricultural uses and activities conducted in a lawful manner are preferred and priority uses and activities in Agricultural Preservation Districts. In order to establish and maintain a preference and priority for such normal agricultural uses and activities and avert and negate complaints arising from normal noise, dust, manure and other odors, the use of agricultural chemicals and nighttime farm operations, land use adjacent to Agricultural Preservation Districts shall be subject to the following restrictions:
>
> > (1) For any new subdivision development located in whole or in part within 300 feet of the boundary of an Agricultural Preservation District, the owner of the development shall provide in the deed restrictions and any leases or agreements of sale for any residential lot or dwelling unit the following notice:
> >
> > > This property is located in the vicinity of an established Agricultural Preservation District in which normal agricultural uses and activities have been afforded the highest priority use status. It can be anticipated that such agricultural uses and activities may now or in the future involve noise, dust, manure and other odors, the use of agricultural chemicals and nighttime farm operations. The use and enjoyment of this property is

expressly conditioned on acceptance of any annoyance or inconvenience which may result from such normal agricultural uses and activities."

(2) For any new subdivision development located in whole or in part within 50 feet of the boundary of an Agricultural Preservation District, no improvement requiring an occupancy approval shall be constructed within 50 feet of the boundary of the Agricultural Preservation District.

(b) Normal agricultural uses and activities conducted in accordance with good husbandry and best management practices in Agricultural Preservation Districts shall be deemed protected actions and not subject to any claim or complaint of nuisance, including any such claims under any existing or future county or municipal code or ordinance. In the event a formal complaint alleging nuisance related to normal agricultural uses and activities is filed against an owner of lands located in an Agricultural Preservation District, such owner, upon prevailing in any such action, shall be entitled to recover reasonably incurred costs and expenses related to the defense of any such action, including reasonable attorney's fees (68 Del. Laws, c. 118, § 2.).

In addition, if any wells are to be installed, Section 4.01(A)(2) of the Delaware Regulations Governing the Construction and Use of Wells will apply. This regulation states:

(2) For any parcel, lot, or subdivision created or recorded within fifty (50) feet of, or within the boundaries of, an Agricultural Lands Preservation District (as defined in Title 3, Del. C., Chapter 9); all wells constructed on such parcels shall be located a minimum of fifty (50) feet from any boundary of the Agricultural Lands Preservation District. This requirement does not apply to parcels recorded prior to the implementation date of these Regulations. However, it is recommended that all wells be placed the maximum distance possible from lands which are or have been used for the production of crops which have been subjected to the application of land applied federally regulated chemicals.

Section 1. Chapter 99, Code of Sussex Section 99-6 may also apply to this subdivision. The applicant should verify the applicability of this provision with Sussex County. This Section of the Code states:

G. Agricultural Use Protections.

(1) Normal agricultural uses and activities conducted in a lawful manner are preferred. In order to establish and maintain a preference and priority for such normal agricultural uses and activities and avert and negate complaints arising from normal noise, dust, manure and other odors, the use of agricultural

chemicals and nighttime farm operations, land uses adjacent to land used primarily for agricultural purposes shall be subject to the following restrictions:

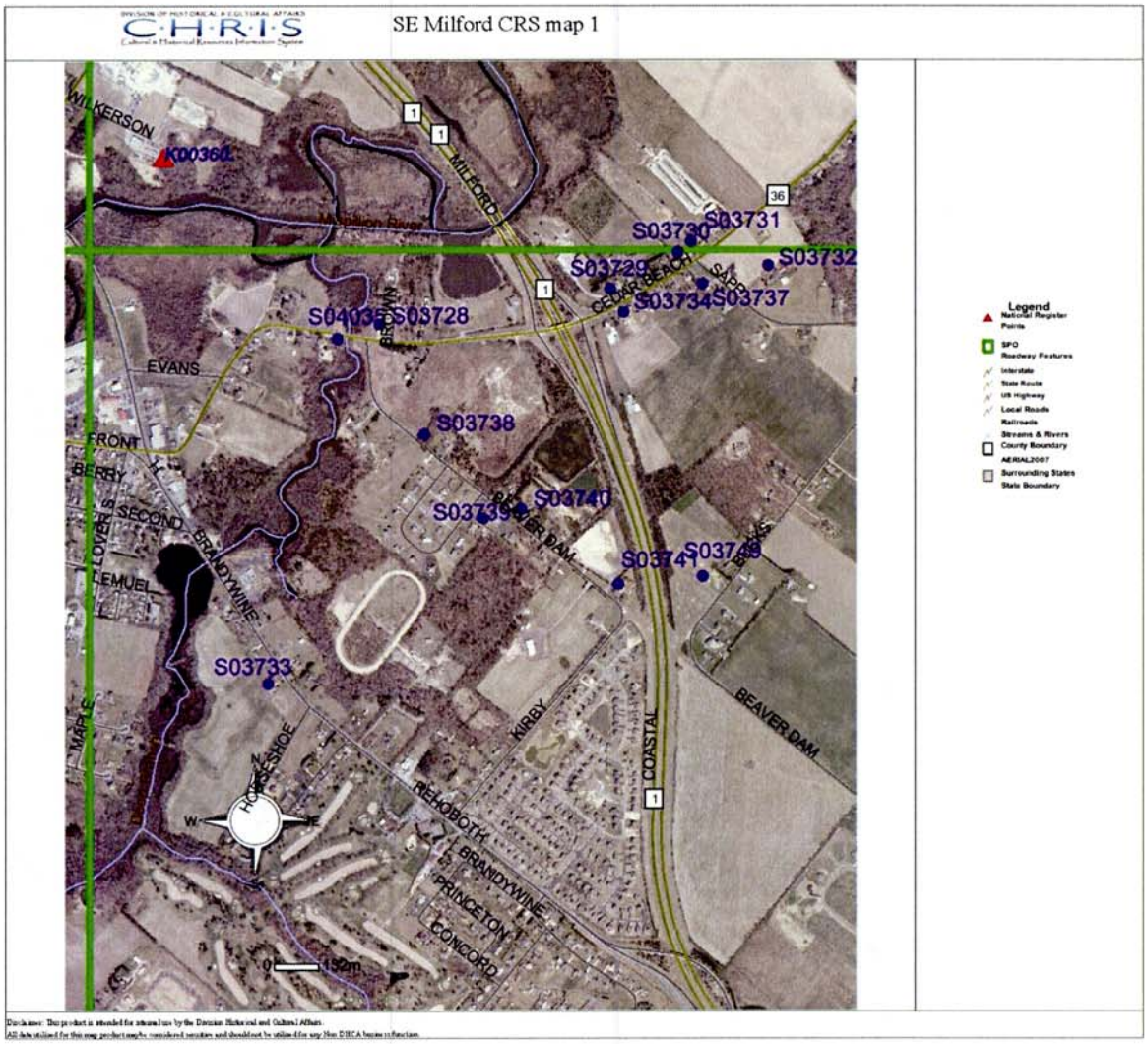
(a) For any new subdivision development located in whole or in part within three hundred (300) feet of the boundary of land used primarily for agricultural purposes, the owner of the development shall provide in the deed restrictions and any leases or agreements of sale for any residential lot or dwelling unit the following notice:

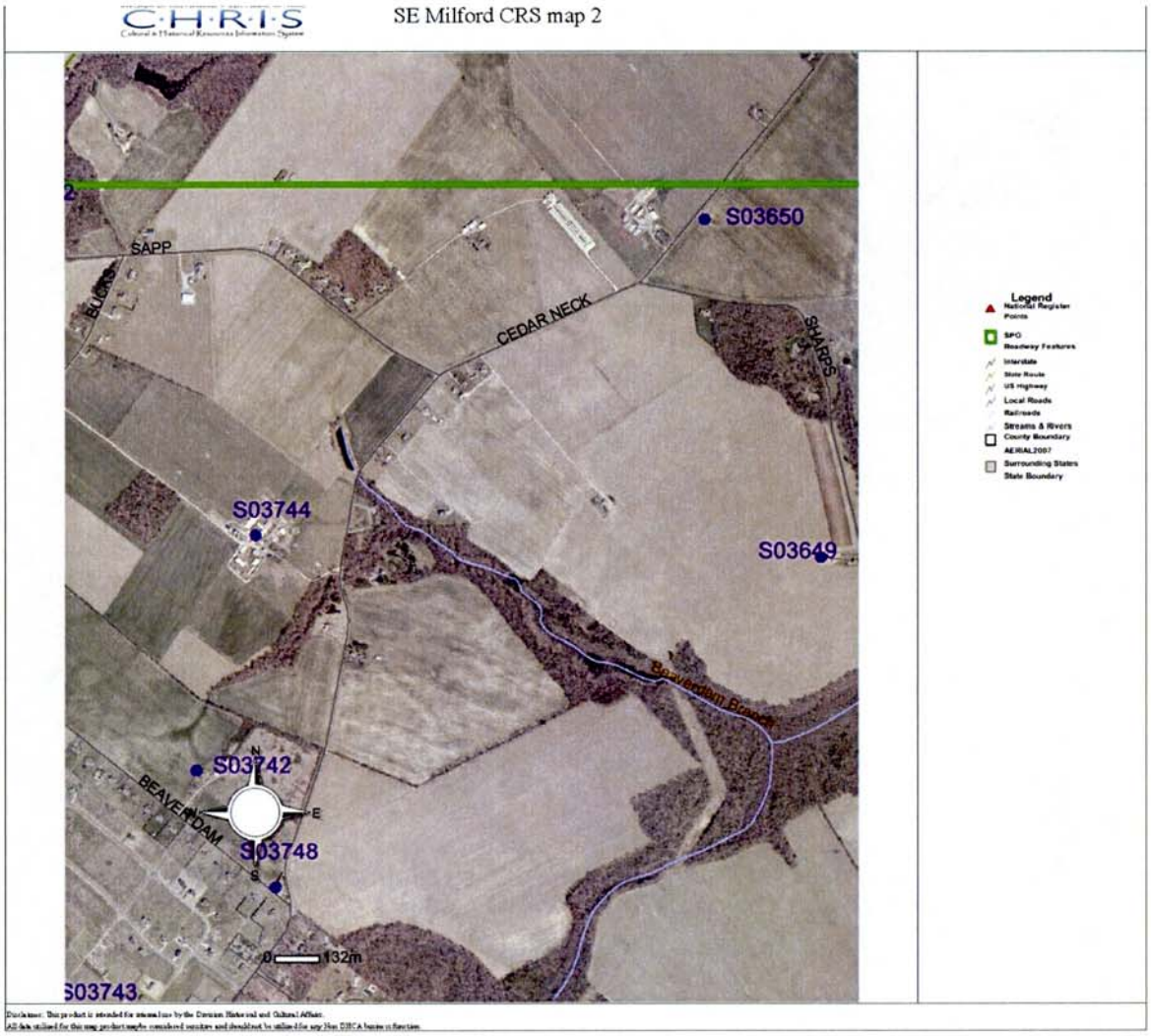
"This property is located in the vicinity of land used primarily for agricultural purposes on which normal agricultural uses and activities have been afforded the highest priority use status. It can be anticipated that such agricultural uses and activities may now or in the future involve noise, dust, manure and other odors, the use of agricultural chemicals and nighttime farm operations. The use and enjoyment of this property is expressly conditioned on acceptance of any annoyance or inconvenience which may result from such normal agricultural uses and activities."

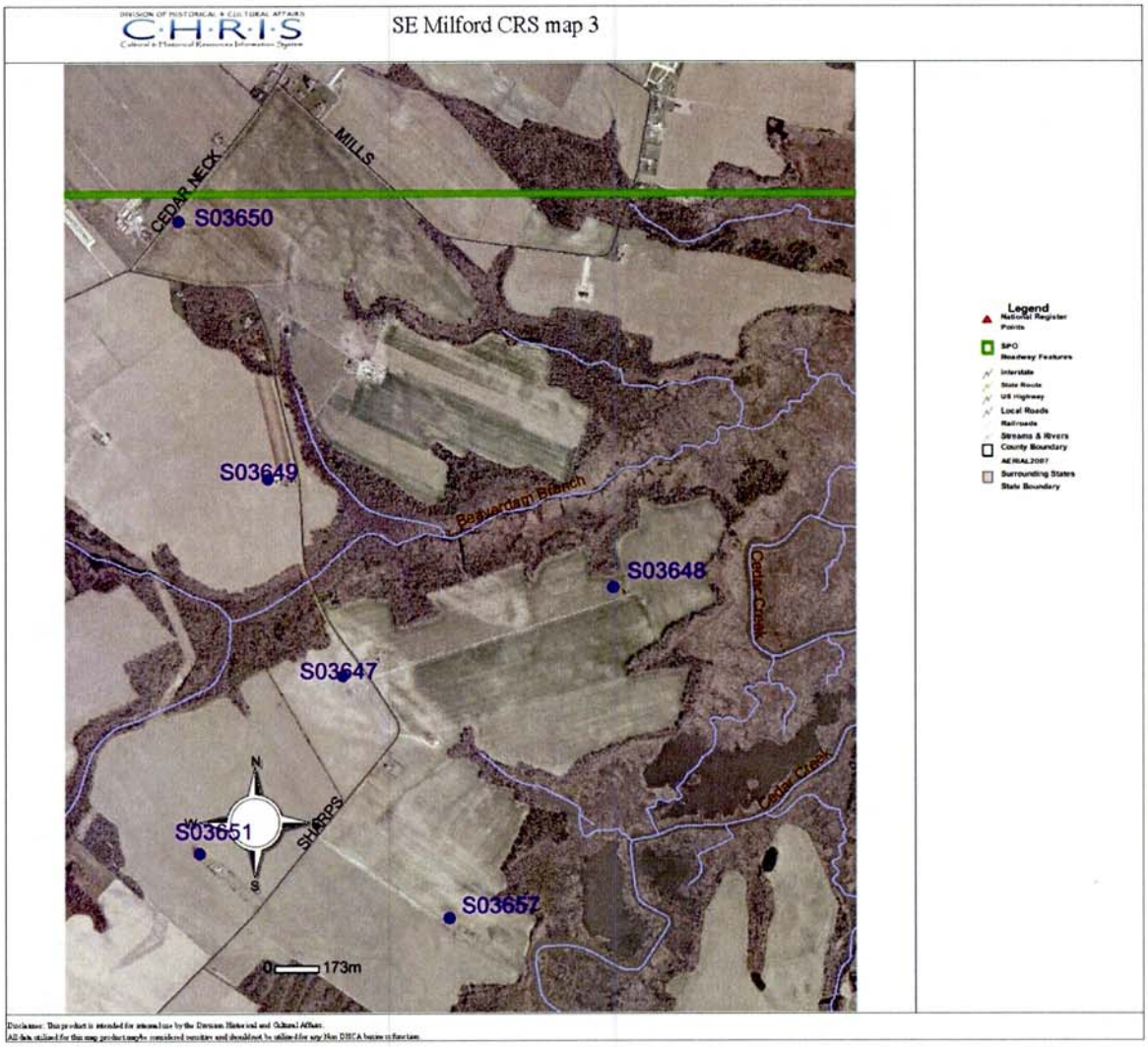
(b) For any new subdivision development located in whole or in part within fifty (50) feet of the boundary of land used primarily for agricultural purposes no improvement requiring and occupancy approval for a residential type use shall be constructed within fifty (50) feet of the boundary of land used primarily for agricultural purposes.

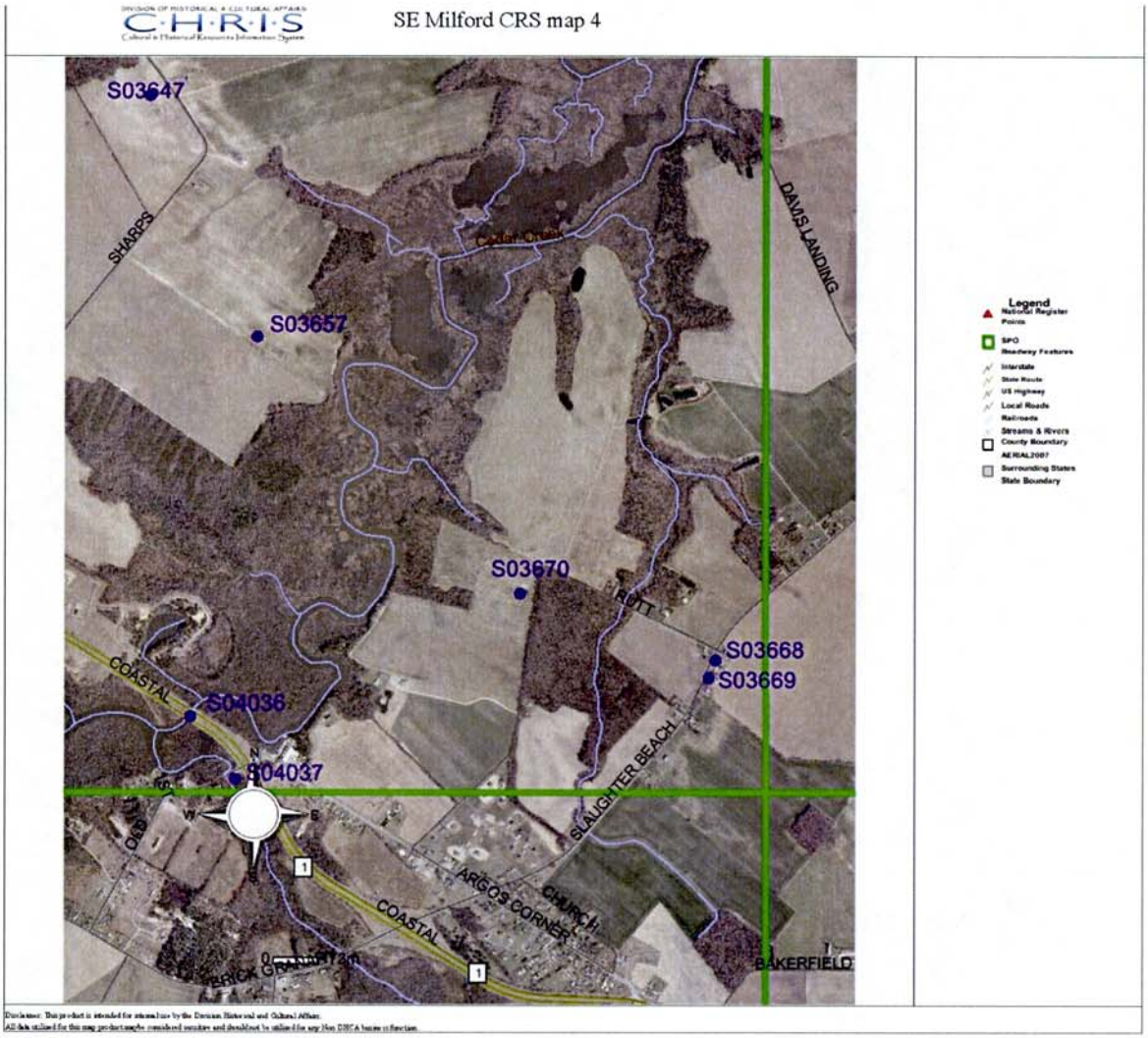
Appendix 4.

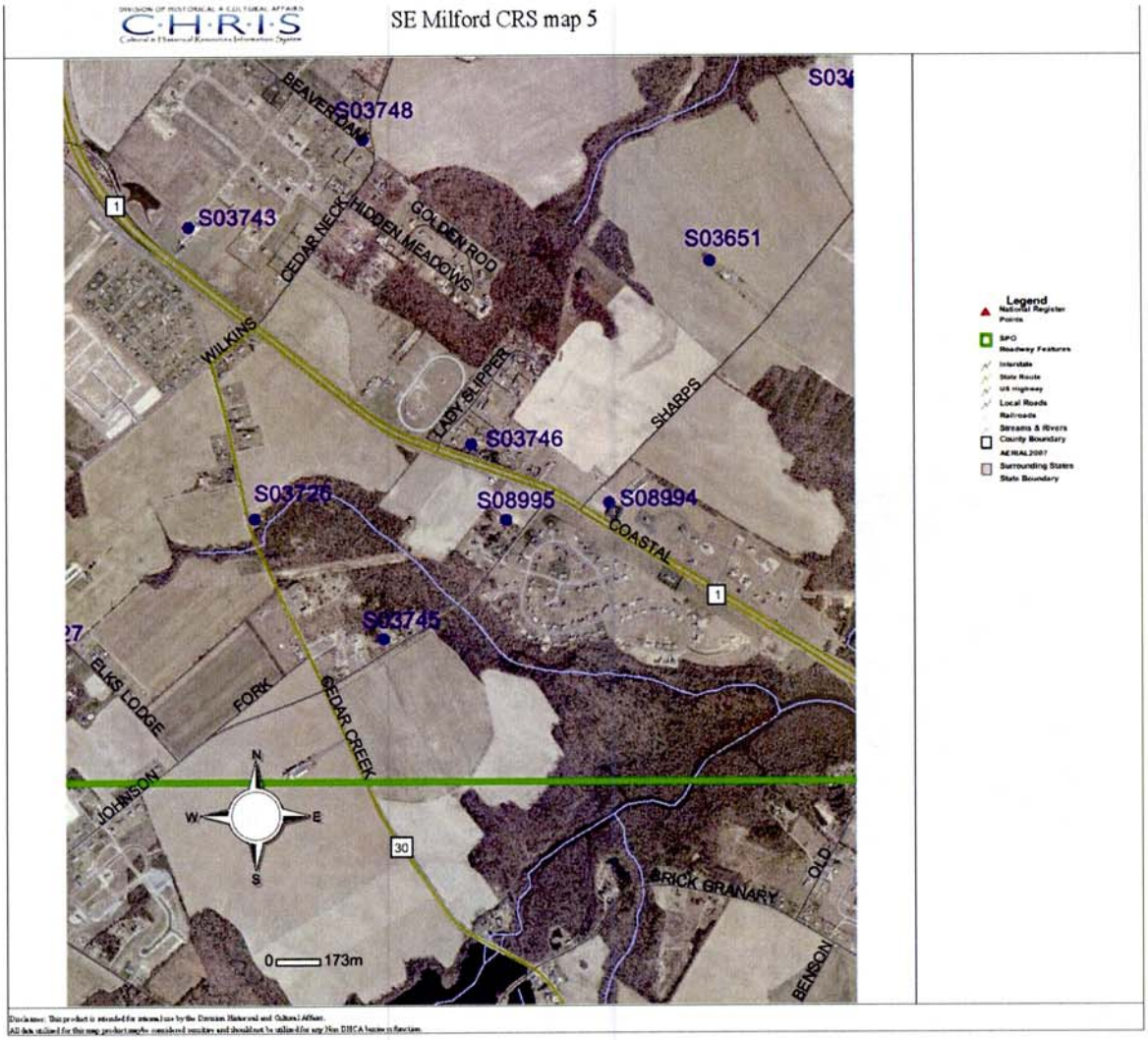
Historical and Cultural Resources in or Near the Master Plan Area

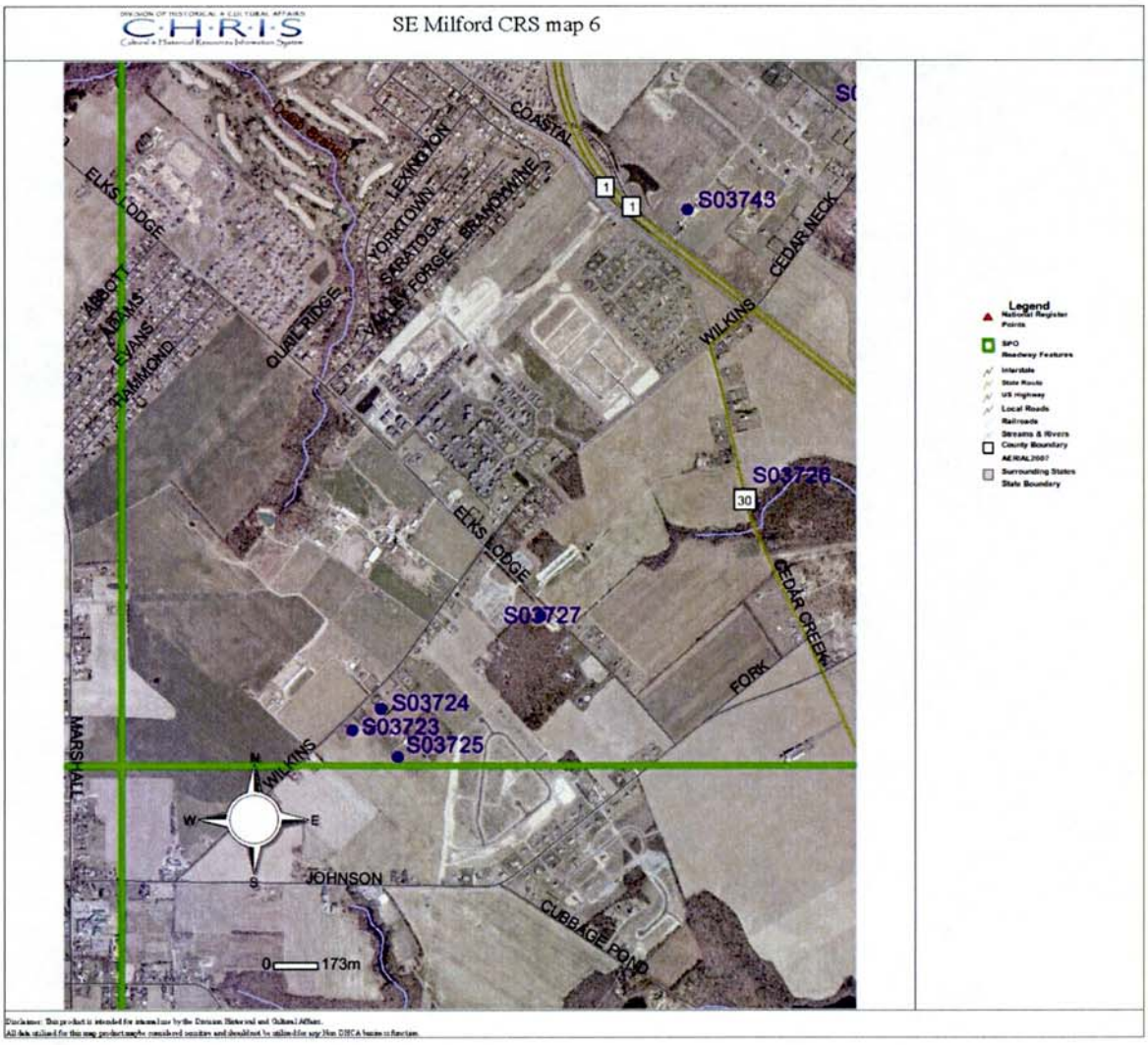



C·H·R·I·S
SE Milford CRS map 2
S03650
SAPP
CEDAR NECK
SHARPS
S03744
S03649
S03742
S03748
S03743
BEAVERDAM
N
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0
132m
Legend
Streams & Rivers
County Boundary
AERIAL2007
Surrounding States
State Boundary


DIVISION OF HISTORICAL & CULTURAL AFFAIRS
C·H·R·I·S
Cultural & Historical Resources Information System
SE Milford CRS map 3
CEDAR NECK
MILLS
S03650
S03649
Beaverdam Branch
S03648
Cedar Creek
S03647
Cedar Creek
N
W
E
S
SHARPS
S03651
S03657
0
173m
Legend
National Register Points
SPO Roadway Features
Interstate
State Route
US Highway
Local Roads
Railroads
Streams & Rivers
County Boundary
AERIAL2007
Surrounding States
State Boundary
Disclaimer: This product is intended for research use by the Division Historical and Cultural Affairs.
All data utilized for this map product may be considered sensitive and should not be utilized for any Non DHCA business function.


C·H·R·I·S
SE Milford CRS map 4
S03647
SHARPS
DAMS LANDING
S03657
S03670
FOTT
S03668
S03669
COASTAL
S04036
S04037
SLAUGHTER BEACH
ARGOS CORNER
CHURCH
COASTAL
BAKERFIELD
Legend


CHRIS
SE Milford CRS map 5
S03748
S03743
S03651
S03746
S03726
S08995
S08994
S03745
BEAVER DAM
CEDAR NECK
HIDDEN MEADOWS
GOLDEN ROD
WILKINS
LADY SLIPPER
SHARPS
COASTAL
ELKS LODGE
FORK
CEDAR CREEK
JOHNSON
BRICK GRANARY
OLD
BENSON
1
30
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0 173m
Legend
National Register Points
SPG
Roadway Features
Interstate
State Route
US Highway
Local Roads
Railroads
Streams & Rivers
County Boundary
AERIAL2007
Surrounding States
State Boundary


C·H·R·I·S
SE Milford CRS map 6
COASTAL
LEXINGTON
YORKTOWN
SARATOGA
VALLEY FORGE
BRANDYWINE
ELKS LODGE
ABBOTT
ADAMS
EVANS
RAMMOND
QUAIL RIDGE
WILKINS
CEDAR NECK
S03743
S03726
S03727
S03724
S03723
S03725
CEDAR CREEK
FORK
MARSHALL
JOHNSON
CUBBAGE POND
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173m
Legend
Disclaimer:

State Historic Preservation Office Map Key			
Map Number	**Item**	**Type**	**Location**
CRS Map 3, 4	S03647	dwelling	Sharps Rd
CRS Map 3	S03648	agricultural complex	Sharps Rd
CRS Map 2, 3	S03649	dwelling	Sharps Rd
CRS Map 2, 3	S03650	dwelling	Cedar Neck Rd
CRS Map 3, 5	S03651	agricultural complex	Sharps Rd
CRS Map 3, 4	S03657	agricultural complex	Sharps Rd
CRS Map 4	S03668	dwelling	Slaughter Beach Rd
CRS Map 4	S03669	dwelling	Slaughter Beach Rd
CRS Map 4	S03670	dwelling	Rutt Rd
CRS Map 6	S03723	agricultural complex	Wilkins Rd
CRS Map 6	S03724	agricultural complex	Wilkins Rd
CRS Map 6	S03725	dwelling	Wilkins Rd
CRS Map 5, 6	S03726	dwelling	Cedar Creek Rd
CRS Map 6	S03727	dwelling	Elks Lodge Rd
CRS Map 1	S03728	dwelling	Cedar Beach Rd
CRS Map 1	S03729	dwelling	Cedar Beach Rd
CRS Map 1	S03730	dwelling complex	Cedar Beach Rd
CRS Map 1	S03731	agricultural complex	Cedar Beach Rd
CRS Map 1	S03732	dwelling complex	Sapp Rd
CRS Map 1	S03733	agricultural complex	Rehoboth Blvd
CRS Map 1	S03734	dwelling	Cedar Beach Rd
CRS Map 1	S03737	dwelling	Sapp Rd
CRS Map 1	S03738	dwelling	Beaver Dam Rd
CRS Map 1	S03739	dwelling	Beaver Dam Rd
CRS Map 1	S03740	agricultural complex	Beaver Dam Rd
CRS Map 1	S03741	agricultural complex	Beaver Dam Rd
CRS Map 2	S03742	agricultural complex	Beaver Dam Rd
CRS Map 2, 6	S03743	agricultural complex	Coastal Hwy
CRS Map 2	S03744	agricultural complex	Cedar Neck Rd
CRS Map 5	S03745	dwelling	Johnson Rd
CRS Map 5	S03746	dwelling	Coastal Hwy
CRS Map 2, 5	S03748	school	Cedar Neck Rd
CRS Map 1	S04035	State Bridge No. 927	Cedar Beach Rd
CRS Map 4	S04036	State Bridge No. 933A	Coastal Hwy
CRS Map 4	S04037	State Bridge No. 934	Brick Granary Rd
CRS Map 5	S08994	Promise Land Farm	Coastal Hwy
CRS Map 5	S08995	dwelling	Coastal Hwy

STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

August 25, 2017

Mr. Rob Pierce
City of Milford
119 S. Walnut St.
Milford, DE 19963

RE: PLUS review 2017-07-08; City of Milford Comprehensive Plan

Dear Rob:

Thank you for meeting with State agency planners on July 26, 2017 to discuss Milford's comprehensive plan. State agencies have reviewed the documents submitted and offer the following comments. Please note that changes to the plan, other than those suggested in this letter, could result in additional comments from the State. Additionally, these comments reflect only issues that are the responsibility of the agencies represented at the meeting.

Certification Comments: These comments must be addressed in order for our office to consider the plan update consistent with the requirements of Title 22, § 702 and Title 29, § 9103 of the Del. Code.

- Document via letter or email that the plan has been reviewed by Kent County and Sussex County, and any comments or recommendations they note have been addressed.
- Page 8, Section 1-1 – The Office of State Planning Coordination does not certify comprehensive plans. Plans are certified by the Governor. Please amend this section.
- Page 8, Section 1-1 – There is an incorrect reference to the Delaware Code. Comprehensive plan requirements for municipalities are in Title 22, Chapter 7. Also, the requirement is that the plans be at least reviewed every five years and updated every 10 years. Please amend the text.
- Articulate the City's position on population growth. Chapter 3 provides detailed data and population projections, and the "Summary of Key Findings" on page 36 includes some statements and ideas for policies. But the City's policy position on population growth is not clearly articulated.

- Page 95, there is language which states that future land use designations are not strictly literal, and that community scale commercial may be allowed in areas shown as residential. As written, this seems to indicate that the City does not need to abide by future land use when making zoning decisions. If this is the case, then the plan does not meet the requirements of Del. C. because the future land use is to be the basis for developing zoning ordinances and maps that implement the plan. Please clarify what is meant here, and demonstrate that the plan meets this basic requirement of Del. C.

- Section 10-6, pages 101-102. The annexation text describes the City's intention to preserve open space E of Rt. 1 inside the UGB, but then in the next paragraph states that "The UGB is an area in which urban services will be provided. . ." Presumably urban services will not be provided in preserved open space. Please clarify this section.

- Page 40-41, please be aware that DNREC's water section is reviewing the City's water allocation. There may be additional issues that become a certification issue. Please reserve a section in the plan for such issues.

- Page 42, please be aware that no comments were available for source water protection at the time this letter was issued. Comments may be forthcoming. Please reserve a section in the plan for such issues.

Recommendations: Our office strongly recommends that the Town consider these recommendations from the various State agencies as you review your plan for final approval.

Office of State Planning Coordination – Contact: David Edgell 739-3090

The Office of State Planning Coordination would like to commend the City of Milford for holding a very inclusive planning process, and creating a very detailed and thoughtful plan document that reflects the community's character and addresses the City's needs as it grows. Each plan chapter and element was carefully drafted and clearly represented community input as well as operational considerations that will allow for implementation by the City and other partners. The format if this plan is streamlined when compared to the 2008 plan, resulting in a document that is easier to read. The integration of climate change resiliency throughout the plan elements is noteworthy in that it is much easier to see the steps that the City and the development community can take to prepare for a changing climate. Overall the plan's balance of open space preservation, economic development, and quality of life will serve the City well as it grows in the next decade and beyond.

The following recommendations are intended to help clarify and strengthen the plan document.

- As the plan is formatted, each section has "Goals" which are policy statements / aspirations and "Objectives" which are actionable steps the City intends to take to achieve the Goals.

  - Objectives are only provided some of the Goals. Objectives should be provided for each Goal. Why have a Goal if the City does not intend to work towards achieving it?
  - Some of the Objectives are written is such general terms that they don't identify what is to happen to achieve the goal. Objectives should be actionable and measurable.
  - Throughout the text there are items that should be tied to Goals and Objectives, but are not. Review the text and add Goals and Objectives as necessary.
    - Example: the text of the water supply chapter identifies a shortfall in water allocation, and indicates that the City is "working with DNREC." This should be translated into a Goal to "obtain an adequate water allocation to supply future growth" and an Objective to "obtain the proper water allocation permits from DNREC in advance of growth and increased water demand."

- It is not recommended that the zoning map be included in the comprehensive plan. The zoning map and ordinance implement the comprehensive plan, they need not be a part of it. The plan is a ten year document, and zoning and other land use regulations may need to be amended and updated within that time period in order to implement the plan and respond to changing conditions. Because the comprehensive plan has the force of law, a plan amendment (PLUS review, PC, Council action) may be required every time there is a rezoning. Please discuss this with the City Solicitor.

- As currently written Chapter 10 confuses the role of zoning and land use. Starting at Section 10-4 it is recommended that the section on "Future Land Use Categories" be moved to the beginning, and that discussion of the "land use and zoning link" be simplified and placed after the future land use categories. The comprehensive plan and the future land use categories and map guide future development. The zoning ordinance and other land use regulations implement the plan

- The Future Land Use Maps have one commercial designation, Highway Commercial. It is recommend that this be changed to simply "Commercial" so that it is applicable in all commercial areas. For instance, "Highway Commercial" does not appear to be the proper designation for downtown in the DDD area.

- It is unusual that there is not an "Institutional" future land use category. Churches, schools, government buildings and the like all appear to be categorized as "Residential." Is this the intended future land use? If the use is institutional and is intended to remain so, it is recommended that it be categorized as such. Otherwise, the City is signaling that it intends all institutional uses be transitioned to residential uses over time.

- Pages 96 – 100, Section 10-4 – The use of the land use and zoning table may not provide the City with the desired flexibility to implement the plan over the next decade. When discussing the land use and zoning link, it is recommended that a disclaimer be added that reserves the City's right to create new zoning districts or modify existing districts as

needed in order to implement the comprehensive plan. As such, appropriate zoning districts for each land use category would not limited to those shown on Table 28.

- Here is an example of plan text from the Camden 2014 Plan Amendment for your reference:

  "Table 2013-4 shows the relationship between the future land use designations depicted on the future land use map and the zoning districts summarized in Table 2013-3. This table describes how Camden's zoning districts might match up with the land uses recommended on the future land use map. These match ups are intended as guidance for the Town Council to consider during the rezoning process. They are not intended to preclude the development of new zoning districts or revisions to the zoning ordinance, the subdivision ordinance, or any other land use regulations."

- Page 104, Chapter 11 – It is recommended that the City review the Objectives and develop a short, medium and long term work plan to implement the comprehensive plan. What projects will the City initiate in the first year? What should be done within five years, and in ten?

Department of Transportation – Contact: Bill Brockenbrough 760-2109

- In the list of City, County and State Officials, note that the County Administrator is a member of the American Institute of Certified Planners (AICP).

- On page 52, in Section 6-1, in the first paragraph, consider amending the third sentence to read "However, the State has made significant investments in a series of trails and paths within major population and employment centers." While there are exceptions, most of our investments in bicycle and pedestrian projects have been within developed areas, rather than linking developed areas.

- On page 54, in Section 6-2a, the location of Automated Traffic Recorder (ATR) #8062 is described incorrectly, apparently due to an error on a map in DelDOT's Vehicle Volume Summary Manual. The ATR is on US 113 immediately south of that road's confluence with Delaware Route 1.

- On page 58, in Section 6-4, there are references to a "Corridor Capacity Preservation Study" that more properly should be references to the "Corridor Capacity Preservation Program (CCPP)." There were initial studies that DelDOT has since updated but this effort is an ongoing DelDOT program. While the discussion in the Plan seems adequate, more information on the CCPP is available from DelDOT's CCPP manager, Mr. Tom Felice. He can be reached at (302) 760-2338 or Tom.Felice@state.de.us.

- On pages 56 and 59, and perhaps elsewhere in the Plan, there are references to "City representatives" and "The City" having concerns and reporting things to the author(s) of the Plan. While DelDOT appreciates that the University of Delaware is assisting the City

with the Plan, ultimately it is the City that will adopt the document as theirs and the document should be written from that perspective.

- On page 60, in the paragraph on Transportation Resiliency, there are two statements that DelDOT believes warrant further discussion in the Plan. First, the Plan states that 3.5 miles of roads are vulnerable to inundation in the FEMA designated floodplain. For the reader's convenience, DelDOT recommends that the Plan include a list of those road segments.

  Second, the Plan states that DEMA-designated evacuation routes are "likely to be impassable due to inundation." As written, the statement is vague and alarmist. If the City wants to keep it in the Plan, DelDOT recommends that they include more information that would give that reader a better idea of the circumstances under which that inundation might occur. As necessary, Dr. Silvana Croope, Ph.D., DelDOT's Sustainability Strategist, may be contacted for assistance in quantifying the risk to the evacuation routes. Dr. Croope can be reached at (302) 760-2708 or Silvana.Croope@state.de.us.

- Again on page 60, in the section regarding the Transportation Improvement District (TID) there is a reference to "traffic improvement studies," where it appears that "Traffic Impact Studies" was intended.

  Perhaps more importantly, the statement that "DelDOT staff…requires only an affirmative statement of intent in an adopted comprehensive plan (this document) and a map detailing the proposed TID's boundaries," could mislead a casual reader. While these requirements do appear in Section 2.4.2.7 of DelDOT's Development Coordination Manual, and are things that DelDOT requires as preconditions for entering a TID Agreement, the City should be aware that a significant effort on their part will be necessary to create and operate a TID in partnership with DelDOT.

- On page 61, there is an Objective "Collaborate with DelDOT to investigate an east-west transportation solution between Route 113 and the new Bayhealth Health Campus." DelDOT recommends that supporting text be added to the Plan, explaining what is meant and why it is important. If "an east-west transportation solution" means improvements to Johnson Road and Wilkens Road, DelDOT is committed to managing these roads as they are to managing all State-maintained roads and will consider the need for improvements as it arises. The planning effort associated with the TID for the Southeast Master Plan should be helpful in this regard.

  If it means adding through lanes to these roads or building new roads in that general corridor, DelDOT believes such an effort would be subject to the same lack of consensus that stopped them from proceeding with the US 113 North/South Improvements Project in the Lincoln and Milford area in 2008. Complicating that effort, ongoing development in the area in the nine years since then has created further constraints on what can be done in that regard.

State Historic Preservation Office – Contact: Terrence Burns 302-736-7404

- The City should build on their preservation efforts, regarding the Certified Local Government (CLG) Program. Local governments that recognize the importance of historic preservation, are encouraged to pursue Certified Local Government (CLG) status. This program strengthens preservation efforts, by providing technical and financial assistance, while encouraging preservation programs and practices. (As part of the nationwide CLG Program, Delaware's CLG Program is administered by the Delaware State Historic Preservation Office, in partnership with the National Park Service).

- The City of Milford has a large area on the Sussex County side which may now be eligible and could be included in an expanded National Register historic district. The City should consider an updated survey and a possible expansion of the district. Our office would be happy to provide technical assistance for this effort; if interested, please contact Madeline Dunn (302-736-7417), National Register Coordinator.

State Housing Authority – Contact: Karen Horton 739-4263

- DSHA has no objections and supports the City's goals and objectives as they relate to housing. The City critically examined the range of housing challenges facing their community and developed integrated strategies to encourage compatible, resilient, connected development and redevelopment that represents a variety of housing types.
- DSHA also supports the public participation process used to engage all residents of Milford, including those who do not speak English as a primary language, in participating in the Comprehensive Plan update.
- We take this opportunity to advise that the DSHA *Live Near Your Work* program listed on page 64 is no longer active.
- The plan proposes that a master plan be conducted for the City's northeast area (which encompasses most of Census Tract 425) to more fully explore development capacity, preferred land uses, and engage the community to solicit consensus. DSHA shares the City's interest in this area as we have identified census tract 425 as being distressed due to its' very low homeownership rate and high percentage of subsidized rental units. DSHA would welcome the opportunity to participate in the master plan process.

If you have any questions, please feel free to call me at (302) 739-4263 or via e-mail at karenh@destatehousing.com. Thank you.

Department of Agriculture – Contact: Scott Blaier 698-4532

- The Department of Agriculture (DDA) would like to congratulate the city on a well-written comprehensive plan update. DDA appreciates the city's attention, discussion, and support of agriculture and farmland preservation throughout the plan (i.e. page 16 Natural

Resources and page 83 Agricultural Open Space). Please consider the following suggestions and comments.

Page 83 (9-5. Agricultural Open Space)

- Please note that parcels smaller than 200 acres are also eligible for the Agricultural Lands Preservation Program. Smaller parcels can enroll in the program by "expanding" off existing 200 acre districts if they are located within 3 miles of the district. All farm parcels in the state located below the C&D Canal are within 3 miles of an established district, and therefore eligible to participate in the program based on that criterion.

- Please note that landowners do not have to wait for 10 years (as a district or expansion) to sell a preservation easement to the state. Landowners may sell their development rights as soon as 1 year after they enroll in the Agricultural Lands Preservation Program.

Page 93 (10-2d. Southeast Master Plan)

- The department continues to endorse and support the city's SE Master Plan. At the city's request, the department will continue consult with the city to "fine tune" and implement their TDR program.

- The department encourages the city to contact its Forestry Section (698-4578) to learn about urban forestry programs that may help it meet its tree canopy and green infrastructure goals.

The Department of Natural Resources and Environmental Control – Contact: Kevin Coyle 739-9071

The Department envisions a Delaware that offers a healthy environment where people embrace a commitment to the protection, enhancement and enjoyment of the environment in their daily lives; where Delawareans' stewardship of natural resources ensures the sustainability of these resources for the appreciation and enjoyment of future generations; and where people recognize that a healthy environment and a strong economy support one another.

In the Plan's Overall Community Vision and Goals (pp. 12-18), Milford is to be commended for identifying and discussing in more detail throughout the Plan the following: resiliency, high temperatures, green stormwater management practices, weatherization, energy efficiency, flooding, and climate change.

DNREC's intent is to offer recommendations to improve conservation and protection of the City's resources and to improve the plan elements related to environmental protection, open space, recreation and water quality and supply. DNREC would welcome the opportunity to meet with the City in a collaborative manner to discuss these recommendations and possible future ordinances.

Recommendations for Comprehensive Plan Revisions

Recycling (p. 38).

- The Universal Recycling Law (7 *Del. C.* §6053) requires all waste service providers (including a municipality that uses contractors for service) to provide recycling collection to their residential customers (including multi-family settings). Municipalities that provide trash and recycling services can demonstrate some of the lowest prices in Delaware. Municipalities should plan for outreach/educational strategies for constituents, as well as continued implementation.

- Delaware Law (7 *Del. C.* §6053) and Regulations (7 *Del. Admin. C.* §1305) specify that the 'commercial sector' shall participate in a comprehensive recycling program. As such, all those involved with the planning of the commercial sector should give consideration to space for collection of recyclables that would be typically generated. For example, space for a recycling dumpster should be provided adjacent to each trash dumpster. The commercial sector includes all for-profit, not-for-profit, institutional, charitable, educational, health care, and government organizations.

- For more information or assistance related to recycling requirements, benefits, tools, and assistance, please call 302-739-9403.

Stormwater Management.

- The Department recommends that the City of Milford incorporate a requirement for a stormwater review into the City's preliminary approval requirements for new development requests. The *Delaware Sediment and Stormwater Regulations* have been revised and became effective January 1, 2014. A three-step plan review process is now prescribed in the regulations:

    1. Submit a Stormwater Assessment Study for the project limits of disturbance and hold a project application meeting with the reviewing delegated agency,
    2. Submit stormwater calculations, and
    3. Submit construction drawings

- Following the project application meeting, a Stormwater Assessment Report will be completed by the reviewing agency and the developer and forwarded to the City. This Stormwater Assessment Report will rate the anticipated engineering effort necessary to overcome certain stormwater assessment items such as soils, drainage outlets, and impervious cover. The Sediment and Stormwater Program recommends that the City consider the ratings from the Stormwater Assessment Report in making a decision to issue preliminary approval for any development request. Further, the Sediment and Stormwater Program recommends that the City incorporate the Stormwater Assessment Report as a required element when a plan is submitted to the City's preliminary plan approval process.

- The revised *Delaware Sediment and Stormwater Regulations*, effective January 1, 2014, have a goal of reducing stormwater runoff for rainfall events up to the equivalent one-year storm, 2.7 inches of rainfall in 24 hours. Runoff reduction encourages runoff to infiltrate back into the soil as in the natural pre-development system and results in pollutant removal and stream protection. Best management practices (BMPs) that encourage infiltration or reuse of runoff, such as porous pavements, rain gardens, rain barrels and cisterns, green roofs, open vegetated swales, and infiltration systems should be allowed for new development sites within the City. Furthermore, limiting land disturbance on new development projects and limiting impervious surfaces by allowing narrower street widths, reducing parking requirements, and allowing pervious sidewalk materials will be necessary to help achieve the runoff reduction goals in the revised regulations.

Economic Resiliency (p. 69).

- The Energy Efficiency Investment Fund is administered by DNREC's Division of Energy and Climate, not the Sustainable Energy Utility (SEU).

Water Resources (pp. 71-72).

- Recommend moving the sections on Drinking Water Sources (pp. 71-72) and Excellent Recharge Areas (p. 72) to the Section on Water Supply (pp. 40-42).

Wetlands and Buffers (p. 75).

- While we appreciate that riparian buffers are considered in the Comprehensive Plan, Milford could do more to improve their buffer requirements. The comprehensive plan indicates that in areas previously disturbed or developed, the code will only seek a 10-foot buffer. While larger buffers may not always be feasible in these areas, there are likely cases where there is space available to expand a buffer through plantings. Milford should consider incorporating language to encourage riparian buffer expansion in these areas, where feasible, so that these sites are not limited to 10-foot buffers.

Sea Level Rise.

- The Plan appears to have assessed Sea Level Rise issues and set goals. The Delaware Coastal Programs has resources that may assist the City of Milford in achieving its goals.

  Delaware Sea Level Rise Advisory Committee

  To adapt to sea level rise the Delaware Sea Level Rise Advisory Committee published the Preparing for Tomorrow's High Tide: Recommendations for Adapting to Sea Level Rise in Delaware, (September 2013) http://www.dnrec.delaware.gov/coastal/Documents/SeaLevelRise/FinalAdaptationPlanasPublished.pdf

Executive Order Number Forty-One

"Preparing Delaware for Emerging Climate Impacts and Seizing Economic Opportunities from Reducing Emissions" was signed on September 12, 2013. http://governor.delaware.gov/wp-content/uploads/sites/24/2016/12/EO041.pdf

Determination of Future Sea-Level Rise Planning Scenarios

- The Delaware Geological Survey will review recent scientific literature and assessments of sea-level change in Delaware and identify appropriate scenarios to use for planning purposes throughout the state. The release of the International Panel on Climate Change (IPCC) Fifth Assessment Report (AR5) in 2013 and the NOAA National Climate Assessment indicates that the rate of sea level rise is likely to increase. This project will also develop new inundation maps along Delaware's coast that correspond to the identified projections. It is not clear if this project will be completed in time for the City's new plan but it should be helpful for the City of Milford to have the information when it is available. http://www.dgs.udel.edu/projects/determination-future-sea-level-rise-planning-scenarios-delaware

Resilient Community Partnership

- The Delaware Coastal Programs (DCP) intends to repeat implementation of its "Resilient Community Partnership" program to assist a community with improving its resilience to hazardous weather and climate change. Resilience planning improves a community's capacity to prepare for and recover from coastal and inland flooding, erosion, sea level rise and other impacts.

- Through the partnership, DCP offers direct staff support, policy expertise, technical assistance and funding to help a community through the resilience planning process. Recognizing communities may just be starting the process or several steps along the way, the DCP will provide the support necessary to further a community's efforts through the stages of assessment, planning and implementation.

- Typical eligible communities are any incorporated municipality or county within the State of Delaware. An unincorporated area may also apply with an expressed commitment by the county in which it is located to serve as a project sponsor and support its efforts throughout the process.

- If you have questions or would like additional information about the partnership, please contact the Delaware Coastal Programs at (302) 739-9283 to speak with (or email) Danielle Swallow or Dr. Bob Scarborough.

Coastal Training Program

- The Delaware National Estuarine Research Reserve's Coastal Training Program is serving on the Steering Committee for the Delaware Resilient and Sustainable Communities League (RASCL). RASCL is made up of practitioners from across Delaware who interface with community decision makers in order to help them create more sustainable and resilient communities. Members include representatives from several DNREC Divisions, DelDOT, DEMA, Sea Grant, Delaware Geographic Survey, UD Institute for Public Administration, Delaware Center for Inland Bays, and the Office of State Planning Coordination.

  For more information, please contact Kelly Valencik, the Coastal Training Program Coordinator at kelly.valencik@state.de.us or (302) 739-6377.

Sea Level Rise Inundation Maps

- Portions of the City of Milford and its surroundings will be subject to direct and permanent inundation from sea level rise. For more information on the Sea Level Rise Inundation Maps please see: (http://www.dnrec.delaware.gov/Pages/SLRMaps.aspx).

- Sea levels in Delaware have risen by about a foot over the past century (NOAA, 2014). This rate of sea level rise is likely to accelerate in the coming decades as a result of global climate change and local subsidence. Accelerated sea level rise will result in permanent flooding of low-lying coastal areas and increased risk of flood damage during storms (DNREC, 2012).

Recommendations:

1. The City should consider additional land use controls for the areas subject to 1.5 meter of sea level rise.

2. To reduce the costs of providing infrastructure the City should consider not permitting roads, sewer or water to be extended into areas subject to 1.5 meter of sea level rise.

3. The City should consider avoiding new structures within a mapped Sea Level Rise Area. Where such development cannot be avoided, new structures should be built with an additional 18 inches of freeboard to protect the health, safety and general welfare of people occupying and using the structures.

4. If you would like any additional information please contact Delaware Coastal Programs at (302) 739-9283.

References:

NOAA (National Oceanic and Atmospheric Administration). (2014). Mean Sea Level Trend, Lewes, DE. Retrieved from http://tidesandcurrents.noaa.gov/sltrends/sltrends_station.shtml?stnid=8557380.

DNREC Delaware Coastal Programs. (2012). Preparing for Tomorrow's High Tide: Sea Level Rise Vulnerability Assessment for the State of Delaware. Dover, DE: Department of Natural Resources and Environmental Control. Retrieved from http://www.dnrec.delaware.gov/coastal/Pages/DESLRAdvisoryCommittee.aspx

Air Quality.

- The American Lung Association released its latest "State of the Air" report in February of this year. Although the air quality has somewhat improved in Sussex County, Sussex County as a whole still received a grade of "D." Air quality remains a regional issue in Delaware. In addition, according to the comprehensive plan document, the City of Milford has "seen the smallest increase of all in school-aged children but the largest among seniors and children under 5 years old" (page 33). Both children under 5 years old and the elderly as well as those with pre-existing cardiopulmonary conditions such as those with asthma or emphysema are at an increased risk of experiencing negative health effects due to air pollution.

- DNREC was pleased to see that Milford has been taking steps to facilitate non-automotive travel options including the publishing of a robust bike plan in 2011 (page 54). The City of Milford is encouraged to continue its pursuit of multi-modal transportation options in the area including expanding its bicycle and pedestrian network. Another crucial component to driving the push from vehicle-centric travel to other modes is the availability of transit. The City of Milford is urged to coordinate with DART and the Delaware Transit Corporation to ensure adequate opportunities for transit are made available. DNREC is in full support of innovative technologies that allow real time tracking of transit including DelDOT's "Where is My Bus?" tool. Technologies such as these ensure the efficiency of transit customer service and promote transit as a viable option for travel.

- DNREC also supports the City of Milford's goal of promoting electric vehicle charging including dedicated parking areas for alternatively fueled vehicles (page 70). Implementing changes such as these will help to promote electricity as not merely a service but another fuel that will be readily available to commuter. DNREC encourages the continuation of telecommuting where possible and creative options that decrease vehicular travel and congestion such as Milford's year round "Live Where you Work" program.

- In addition, DNREC was delighted to see the inclusion of enhancing the city's urban tree canopy listed as a goal in the "Natural Resources" portion of the document. According to the Delaware Forest Service, in 2014 the City of Milford had an urban tree canopy of 20.7%. DNREC supports the City of Milford's efforts to expand its existing urban tree canopy. Planting trees, particularly in parking areas, helps to reduce heat island effects while also trapping harmful particulate matter, which has the ability to be inhaled and has the potential to cause negative health effects.

- Other suggestions that DNREC would provide are finding creative solutions to alleviate the city's truck traffic issues through Northwest Front Street as well as parking problems but that does not dramatically increase impervious surface cover (page 59). One suggestion would be to use the minimal amount of parking spaces when possible and to also make parking spaces smaller so that they take up less surface area. DNREC also noticed in the "Housing" section of the document that up to 63.3% of the development in the City of Milford primarily contains housing that is single-family detached while only 4.8% is single family attached (page 46). The City of Milford is urged to continue incorporating mixed-use development when and where possible including the use of compact (cluster) development which has the effect of preserving open space and minimizing the scope of environmental effects. Mixed use developments also help to support non-automotive forms of travel and would add to the existing and expanding bicycle and pedestrian networks.

- Should the developer have any more questions or concerns, the Division of Air Quality (DAQ) point of contact is Lauren DeVore, and she may be reached at (302) 739-9437 or lauren.devore@state.de.us.

Recommendations for Ordinances and Plan Implementation

Wetlands Delineations:

- *Recommendation*: Require all applicants to submit to the City a copy of the development site plan showing the extent of State-regulated wetlands (as depicted by the State Wetland Regulatory Maps), and a United States Army Corps of Engineers (USACE) approved wetlands delineation as conditional approval for any new commercial and/or residential development. Additionally, the site plan should depict all streams and ditches which are jurisdictional pursuant to the Subaqueous Act (7 Del. C., Chapter 72) as determined by DNREC.

Freshwater Wetlands Protections:

- *Recommendation*: Implement regulations to protect freshwater wetlands where regulatory gaps exist (i.e., isolated wetlands and headwater wetlands).

100 Foot Upland Buffer:

- Based on a review of existing buffer research by Castelle et al. (Castelle, A. J., A. W. Johnson and C. Conolly. 1994. *Wetland and Stream Buffer Requirements – A Review.* J. Environ. Qual. 23: 878-882.), an adequately-sized buffer that effectively protects water

quality in wetlands and streams, in most circumstances, is about 100 feet in width. In recognition of this research and the need to protect water quality, the Watershed Assessment Section recommends that the applicant maintain/establish a minimum 100-foot upland buffer (planted in native vegetation) from all water bodies (including ditches) and wetlands.

Recommendation: Require a 100-foot upland buffer width from all delineated wetlands (approved by the USACE and DNREC) or water bodies (including ditches).

Impervious Surface Mitigation Plan:

- *Recommendation*: Require the calculation for surface imperviousness (for both commercial and residential development) take in to account all constructed forms of surface imperviousness - including all paved surfaces (roads, parking lots, and sidewalks), rooftops, and open-water storm water management structures.

- *Recommendation*: To encourage compact development and redevelopment in the City's central business area, require an impervious surface mitigation plan for all residential and commercial developments exceeding 20% imperviousness outside that area, or at least in excellent recharge areas outside that area. The impervious surface mitigation plan should demonstrate that the impervious cover in excess of 20% will not impact ground water recharge, surface water hydrology, and/or water quality of the site and/or adjacent properties. If impacts to groundwater recharge, surface water hydrology will occur, the plan should then demonstrate how these impacts will be mitigated. If the impacts cannot be mitigated, the site plan should then be modified to reduce the impacts from impervious cover.

Poorly Drained (Hydric) Soils:

- *Recommendation*: Prohibit development in poorly or very poorly-drained (hydric) soil mapping units. Building in such areas predictably leads to flooding and drainage concerns from homeowners, as well as significant expense for them and, often, taxpayers. Proof or evidence of hydric soil mapping units should be provided through the submission of the most recent NRCS soil survey mapping of the parcel, or through the submission of a field soil survey of the parcel by a licensed soil scientist.

Green Technology Stormwater Management:

- *Recommendation*: Require the applicant to use "green-technology" storm water management in lieu of "open-water" storm water management ponds whenever practicable.

Stormwater Utility:

- *Recommendation*: Explore the feasibility of a stormwater utility to fund upgrades to existing stormwater infrastructure. Upgrades to the stormwater system may reduce pollutant loads and help reach the established total maximum daily load for nitrogen, phosphorus, and bacteria. Reach out to Kent and Sussex Counties, the Kent and Sussex

Conservation Districts, and the Delaware Clean Water Advisory Council as partners in funding stormwater retrofits.

Drainage Easements:

- *Recommendation*: The City should pursue drainage easements along waterways and storm drains where currently there is none.

Approval Procedures:

- Once all edits, changes and corrections have been made to the Plan, please submit the completed document (text and maps) to our office for review. **Your PLUS response letter should accompany this submission.** Also include documentation about the public review process. In addition, please include documentation that the plan has been sent to other jurisdictions for review and comment, and include any comments received and your response to them. Substantial changes to this draft could warrant another PLUS review.

- Our office will require a maximum of 20 working days to complete this review.
  - If our review determines that the revisions have adequately addressed all certification items (if applicable), we will forward you a letter to this effect.
  - If there are outstanding items we will document them in a letter, and ask the town to resubmit the plan once the items are addressed. Once all items are addressed, we will send you the letter as described above.

- Once you receive our letter stating that all certification items (if applicable) have been addressed, the Planning Commission and Council should adopt the plan pending State certification. We strongly recommend that your Council adopt the plan by ordinance. The ordinance should be written so that the plan will go into effect upon receipt of the certification letter from the Governor.

- Send our office a copy of the adopted plan along with the ordinance (or other documentation) that formally adopts your plan. We will forward these materials to the Governor for his consideration.

- At his discretion, the Governor will issue a certification letter to your Town.

- Once you receive your certification letter, please forward two (2) bound paper copies and one electronic copy of your plan to our office for our records.

Thank you for the opportunity to review this Comprehensive Plan. If you have any questions, please contact me at 302-739-3090.

Sincerely,

Constance C. Holland, AICP
Director, Office of State Planning Coordination

CITY HALL
201 South Walnut Street
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

October 6, 2017

Constance Holland, AICP
State Planning Director
Office of State Planning Coordination
122 William Penn Street, Suite 302
Haslet Building, Third Floor
Dover, DE 19901

RE: PLUS 2017-07-08; City of Milford Draft Comprehensive Plan Update

Dear Mrs. Holland,

Thank you for your letter of August 25, 2017 regarding the PLUS comments for the City of Milford Comprehensive Plan Update. This letter, in response to those comments, provides the City's response to specific agencies' comments, suggestions, and observations, as well as its response to certification comments. Please note that the page numbers offered with each response refers to the page number from the PLUS letter. The City wishes to thank all the reviewing agencies for their thoughtful comments

Certification Issues

Page 1, first bullet – Attached, are emails demonstrating correspondence and cooperation with Kent and Sussex Counties.

Sussex's planning department noted a handful of sentences that, because of grammar or style, could confuse the reader as to which plan (Sussex's or Milford's) the text was referring, and to updates to plans vs. codes. Sussex planning also asked for a statement expressing the City would proactively coordinate and work with Sussex County.

All of these concerns were addressed with minor text revisions in section 10-2c, and are reflected in the plan's intergovernmental coordination section.

Page 1, second bullet – Plan amended to reflect that comp plans are certified by the Governor.

Page 1, third bullet – Erroneous reference to the Delaware Code was corrected. Also, an edit was made to convey that the Governor certifies plans, and that plans are to be reviewed every five years and updated every ten. All accomplished with minor text revisions to section 1-1.

Page 1, fourth bullet – Position on population and housing growth. The City's position on both issues is bullish and intertwined. The planning commission crafted a formal position on

population and housing growth at its September meeting. The position is now featured prominently in section 1-4 and at the top of the housing chapter.

Page 2, first bullet – The specific sentence referenced has been deleted to avoid any confusion over compliance with the Delaware Code. The explanation that areas shown on the FLU map as residential, may, in some cases, not preclude community commercial is made more appropriately in section 10-4a, where textual descriptions are given for the intent of each FLU category. Milford, in fact, has no residential FLU designation (or residential zoning category) that absolutely precludes non-residential uses the City deems compatible. "Residential" is a bit of a legacy title common to Milford, and most other municipalities within the State.

Page 2, second bullet – Text amended in section 10-6a to note an exception to service provision in preserved areas.

Page 2, third bullet and fourth bullets – City staff corresponded with DNREC, following the receipt of the PLUS comments letter. It is the City's understanding that there were no certification issues. Goals and objectives have been added to the government services section that should facilitate a more orderly process between the city and the allocation division.

Recommendations/Additional Information

Office of State Planning Coordination (OSPC)

Page 2, Last Bullet (and sub-bullets) – The goals and objectives were reformatted throughout the plan in order to list the most applicable objectives beneath the parent goal. Also, at the September 2017 PC meeting, City staff and IPA proposed a number of new objectives (many a result of the PLUS letter). These are generally less aspirational, more achievable, and more reportable. The specific example regarding water allocation was addressed.

Page 3, First Bullet – Disclaimers were added to the text and zoning maps to clarify that they illustrate the City's zoning as it exists/existed as the plan was being prepared and adopted. They do not represent the updated zoning and subdivision ordinance that will follow the adoption of this plan. Language is included that explicitly reserves, for the City, the right to develop or amend zoning districts and classifications to achieve the goals and vision of the plan.

Page 3, Second Bullet – The order of discussing the FLU Zoning link and FLU areas was reversed and simplified, as suggested.

Page 3, Third Bullet – "Highway Commercial" designation changed to simply "Commercial," as suggested.

Page 3, Fourth Bullet – "Institutional" added to the shapefile and appears as a FLU category in Chapter 10.

Page 3, Fifth Bullet – Disclaimers were added to the text and zoning maps to clarify that they illustrate the City's zoning as it exists/existed as the plan was being prepared and adopted. They do not represent the updated zoning and subdivision ordinance that will follow the adoption of this plan. Language is included that explicitly reserves, for the City, the right to develop or

amend zoning districts and classifications to achieve the goals and vision of the plan. The example language, kindly provided, was adapted and inserted into Milford's Plan.

Page 4, First Bullet- Following a discussion at the September 2017 PC meeting, City staff ordered the agreed-upon objectives into short-, medium-, and long-term, as well as ongoing. This is not reflected in the implementation table in the final chapter.

Department of Transportation (DelDOT)

Page 4, Second Bullet – AICP added for County Administrator

Page 4, Third Bullet – suggested wording change made

Page 4, Fourth Bullet – ATR location description fixed as suggested

Page 4, Fifth Bullet – Corridor Capacity Preservation Study… "Study" replaced with "Program," as suggested.

Page 4, Last Bullet – addressed. The City now speaks for itself.

Page 5, First Bullet – The language regarding the likely impassability of evacuation routes has been removed. The City identifies the 3.5 miles of at-risk roadways as "major transportation routes" and provided specific road names.

Page 5, Second Bullet – "improvement" replaced with "impact." Also, the "only," in regards to TID was removed. The plan also has a specific goal of pursuing a TID with DelDOT, for the master-planned area. An objective was also added to illustrate it is a considerable endeavor

Objective – Enter into a written agreement or MOU with DelDOT regarding a TID for the Southeast area, and develop an agreed-upon schedule of implementation steps.

Page 5, Last Bullet – The City is aware of the potential difficulties associated with this language. Nevertheless, it is committed to the development and orderly, efficient function of the health campus. The City prefers the somewhat open-ended language currently in the plan. Also, "collaborate to investigate" isn't very compulsory. The objective is listed as medium-term (2-5) years, and the City would like to leave it as is, as a placeholder, should substantial private sector investment help to achieve consensus.

State Historic Preservation Office (SHPO)

Page 6, First Bullet – exploring CGL certification added to plan objectives

Page 6, Second Bullet – objective added to explore an updated survey with Sussex County.

Delaware State Housing Authority

Page 6, Fifth Bullet – Live Near Your Work reference removed

Page 6, Seventh Bullet – Objective added to Housing chapter to engage DSHA when conducting the proposed NE Master Plan.

Department of Agriculture

Page 7, First Two Bullets – text amended to describe how smaller parcels can enroll, and that participants need not wait ten years to sell a preservation easement.

Page 7, Fourth Bullet – objective added to Parks, Rec, and Open Space section to engage with the department's forestry section.

Department of Natural Resource and Environmental Control (DNREC)

Page 8, Second Bullet – Objective added to plan to amend code and site plan review to accommodate commercial recycling.

Page 8, Fourth and Fifth Bullet, Page 9, First Bullet – The City appreciates the importance of stormwater management and has added an objective to consider more robust buffers. However, stormwater approvals for Milford are not run in house and flow through either to Kent or Sussex Conservation Districts.

Page 9, Second Bullet – agency name change noted and made, as suggested.

Page 9, Third Bullet – Drinking water sources and excellent recharge discussion moved to water supply section of document, as suggested.

Page 9, Fourth Bullet – an objective was added to the plan's natural resources section encouraging the city to distinguish between heavily built up, and more open areas in its buffering requirement.

Page 9 and 10 – As a river-city, Milford takes a deep interest in state-level efforts for adapting to sea-level rise. Specific to page ten, bullet four, an objective was inserted into the natural resources section to consider a partnership and engagement with DCP.

Page 11, Recommendations 1,2 and 3 – The City is considering adjusting its floodplain ordinance to increase the minimum freeboard. Hypothetical goals and objectives were presented to the City regarding avoiding additional and future development in areas at risk of inundation. The economic core of Milford is in such an area. The commission was uncomfortable with the "retreat" approach to climate change adaptation and takes more of an "entrench" mentality.

Page 12, First Bullet – reference to the state of the air report added to plan text in environmental chapter, as well as Milford's desire to do its part to improve air quality. This is expressed in one of the plan objectives to reduce harmful emissions by developing as a live where you work destination.

Page 12, Third Bullet – The transportation section of the plan includes an objective to work with DTC on ensuring adequate public transit.

Page 13, Second Bullet – The natural resources objectives in the plan now encourage shared parking for compatible uses, and a review of site plan procedures to ensure adequate parking without unnecessarily adding impervious surface area.

Page 13, Last Three Bullets – Milford's regulations do require wetland delineations. The City is not aware of any wetlands within its regulatory purview that are not adequately regulated. The Cities' buffers are regulated, largely, by the KCD and SCD, though an objective was added to consider flexibility in built up areas above the 10' required.

Page 14, First Bullet – The plan contains an objective to "Review and update the City's impervious coverage standards to ensure environmentally friendly site design." Accounting for all impervious surfaces is an expected outcome.

Page 14, Second Bullet – Milford has a sourcewater protection ordinance and will be exploring methods of reducing impervious cover.

Page 14, Third Bullet – Milford agrees with DNREC's sentiment on development on poorly drained soils. It will consider such regulation in its code rewrite.

Page 14, Last Two Bullets – Milford works closely with the KCD and SCD, and relies on stormwater approvals from those agencies. The City is certainly amenable go green stormwater management practices. Very initial discussions were had regarding possibly exploring a stormwater utility. However, they have not progressed far enough for the City to comfortably document expected steps in this plan document.

Page 15, First Bullet – the City is not aware of significant lengths of storm drains or waterways where it lacks easements

The City anticipates placing the 2017 Draft Comprehensive Plan on the November and December Planning Commission and City Council agendas for adoption; therefore, the City respectfully requests a timely review of the provided revised draft plan. Feel free to contact me at 302-424-8395 or via email at rpierce@milford-de.gov should you have any questions or additional concerns.

Sincerely,

William R. Pierce II

Rob Pierce
Coordinator of Planning &
Economic Development Activities

cc: David Edgell, State of Delaware, Office of State Planning Coordination
William DeCoursey, University of Delaware, IPA

The conditional use application was reviewed by the Planning Commission on May 16, 2017, at which time they recommended approval of the application by unanimous decision.

Mr. Pierce referred to the site plan showing entrances off Route 113/North Street, the three existing medical buildings and an existing parking lot that extends to the northeast. The proposed building would be constructed at the end of the parking lot with some minor improvements to the curbing and sidewalk, as well as additional handicapped accessible parking. Utilities would be extended from North Street to the building.

Michael Reed from Becker Morgan Group, the architects and engineers representing Bayhealth, was present.

Councilwoman Wilson asked what will happen to the existing main building; Mr. Reed said to the best of his knowledge, that building will be renovated and continue to be used. The goal of the proposal is to provide the community with top doctors for improving the general health of the community.

When questioned by Solicitor Rutt, Mr. Reed concurred with the former facts presented by Planning Coordinator Pierce.

Mayor Shupe opened the floor to public comment; no one responded. The Mayor closed the public hearing to further comments.

Councilwoman Wilson moved to adopt Ordinance 2017-15 to allow a Conditional Use requested by Bayhealth Medical Center, Incorporated at the Milford Professional Center at 800 N Dupont Boulevard, Milford, Delaware, seconded by Councilman Starling. Motion carried by the following unanimous 7-0 vote:

Councilman Mergner votes yes based on the Planning Commission's recommendation.

Councilman Campbell votes yes based on the recommendation and report from the Planning Commission.

Councilman Burk votes yes based on the unanimous recommendation for approval by the Planning Commission.

Councilman Brooks votes yes based on the recommendation of the Planning Commission's recommendation.

Councilman Morrow votes yes based on the unanimous recommendation of the Planning Commission.

Councilman Starling votes yes based on the recommendation of the Planning Commission. He noted this was the site of a drive-in theater years ago.

Councilwoman Wilson votes yes based on the Planning Commission's recommendation adding it is a good land use of that area.

2017 City of Milford Comprehensive Plan

The Comprehensive Plan sets forth in graphic and textual form policies to govern the future physical development of the City. Title 22 Municipalities § 702 of the Delaware Code states the City shall review the Plan every five years to determine if its provisions are still relevant and the adopted plan shall be revised, updated and readopted at least every ten years. Such plan shall cover the entire City as well as areas delineated as the Greater Milford Area and all of its functions and services and/or a combination of plans governing specific functions and services of specific geographic areas.

This plan shall serve as a municipal development strategy setting forth the City's position on population and housing growth, expansion of boundaries, development of adjacent areas, redevelopment potential, community character, the general uses of land within the community and critical community development and infrastructure issues. The enactment of the comprehensive plan is through final adoption by City Council.

Mr. Pierce reviewed the plan and asked for authorization from City Council to submit the draft plan to the Office of State

-Community Profile
-Government, Community Services & Infrastructure
-Housing
-Transportation
-Economic Development and Redevelopment
-Natural Resources
-Parks, Recreation and Open Space
-Land Use and Growth Management
-Implementation and Intergovernmental Coordination

Mr. Pierce then presented the following population projections. The bottom two numbers were provided by the Delaware Population Consortium:

Demographics--Milford Population Scenarios
Table 2-Recent Growth Boom Continues

	Scenario 1-Recent Growth Boom Continues				
2010	2020	2030	2040	2050	
9559	11,662	14,228	17,359	21,179	-
	Scenario 2-Historic 30-year Growth Rate				
9559	11,160	13,029	15,211	17,758	
	Scenario 3-Growth Follows Kent County Projections				
9559	10,655	11,369	11,940	12,383	
	Scenario 4 - Growth Follows Sussex County Projections				
9559	11,127	12,064	12,547	12,867	

The Housing Pipeline is another exercise performed in the plan update. The 2010 Census indicates Milford has slightly more than 4,000 housing units. An estimate based on public records in the Planning Department shows we have had 265 building permits issued since 2010. Based on the land development plans, almost 5,800 have been approved to be built.

In the Transportation Chapter, the existing bicycle and pedestrian master plan prepared by our previous planner was highlighted. Public transportation was discussed along with SR1 and NE Front Street, the proposed overpass, downtown parking, downtown truck traffic studies and a transportation improvement district associated with the SE Master Plan.

Major employers in Milford continue to be as follows:

Perdue Farms, Inc.
Bayhealth, Inc. Health Care
Milford School District
Dentsply Sirona, Inc.
Seawatch International, Inc.
Kent-Sussex Industries, Inc.
City of Milford
First State Manufacturing, Inc.

It was noted that the City of Milford has a slightly lower employment rate than Sussex County, Delaware and the nation on average.

The plan focuses on Natural Resources including:

Sourcewater protection
Wetlands and Buffers
Floodplains

Planning for PLUS review. He is not asking Council to adopt the plan or change any zoning within the City. At this point, he is only asking to move onto the next step.

Mr. Pierce then introduced the City's Comprehensive Plan Team that includes the University of Delaware Institute for Public Administration's Assistant Policy Scientists William DeCoursey and Dr. Philip Barnes. He then thanked them for all of their efforts in keeping the plan update on track.

He then summarized the plan schedule. He explained that they began the plan process last April with Solicitor Rutt. In the meantime, Deputy City Clerk Christine Crouch prepared information for the Planning Commission to review that included the 2008 plan goals, objectives and related items.

The review continued in May at which time a community questionnaire was released over the summer to obtain some feedback on particular land development questions.

University of Delaware staff was hired to assist with the update process. They joined our efforts at the September Planning Commission meeting at which time they provided a comprehensive plan training course.

The Commission then held a visioning session with representatives from major employers, the school district, police department, fire company and other civic organizations to discuss the short and long range plans.

From November to March, the Commission met monthly to review an update of each component of the plan.

All meetings were properly advertised and open to the public. Staff held an informational session at Milford Public Library in early May to review the draft plan.

The Commission also held a public hearing in late May to solicit additional comments and discuss any further land use changes that were not included in the initial discussion. In total, the City has held nine public meetings and two community workshops.

The City is hoping to submit 2017 Draft Comprehensive Plan to the Office of State Planning Coordination for Preliminary Land Use Service (PLUS) review in early July and the PLUS hearing scheduled at the end of the month. Comments would be received by the end of August and brought back to the Planning Commission to be discussed at both the September and October meetings.

A response to those comments would be sent to the State of Delaware before it was returned to the Planning Commission and Council for the final adoption hearings. The overall goal is to have this completed by the end of the calendar year though three to four more public meetings are scheduled.

At the vision sessions in October and November 2016, the Planning Commission developed the following statement:

Milford's Vision for Development – Milford takes great pride in the beauty of its riverfront and its rich historic and cultural heritage, which dates back to the 18th Century. The City wishes to build upon these enduring and desirable attributes while enhancing community resiliency and see Milford grow into the "Riverfront Gateway to Southern Delaware."

With a commitment to thoughtful economic development, appropriate growth that is resilient to environmental change, and preservation and protection of its most cherished assets, the City envisions itself as a year-round, vibrant, employment and economic center that stays true to its small town roots and feel....a small-town city where residents are able to live, work, go to school, and recreate.

The plan components are as follows:

-Background
-Community Character

Environmental Resiliency
Sea Level Rise
Heat vulnerability assessment

Two of the main focuses were sea level rise and heat vulnerability. DNREC recommends planning for a one- meter sea level rise by the year 2100. Some of the components were goals in the Floodplain Management Ordinance.

Parks and Open Space was addressed with the Mispillion Riverwalk, Recreational Needs, Agricultural Open Space and Community Gardens given a great deal of attention.

It was determined that approximately 46% of the land within the City is either vacant or being used for agricultural purposes. This ties in with the Housing Pipeline and a number of the approved developments that remain vacant.

Mr. Pierce then referred to maps showing the existing land use and existing zoning map.

In coordination with a study prepared by the Office of State Planning of the Route 1 and Route 13 corridor between Smyrna and Milford, there was a breakdown of existing and future commercial development planned along that stretch. As part of that exercise, the City went in-depth with its C3 Highway Commercial zone. The existing C3 category includes about 304 acres of developed land. Approximately 386 acres are vacant or under utilized.

He explained that Delaware Code requires the official zoning map to comply with the comp plan within 18 months of adoption. The future land use and zoning link table illustrates the connection between the land use categories and our underlying zoning districts. During the public hearings, there will be a breakdown of the parcels that will require a change of zone related to this land use and zoning link table.

Simplifying the land use and zoning link table minimizes the need to rezone a lot of properties. They broadened the land use categories to allow for more flexibility in determining what category could be approved by the Planning Commission and City Council for a particular property.

Written requests from property owners were evaluated by the Planning Commission and if appropriate, were incorporated into the draft plan. Some property owners were also notified that their properties could be affected by the potential change of zone.

Mr. Pierce recalled that around 2013, Planning Commission and City Council analyzed an area east of Route 113 for a change to commercial. Based on the Title 22, all of those properties would have to be rezoned.

The Planning Commission developed a concept of a transitional area which would allow the migration from residential to the underlying future land use zoning category over time. This would eliminate the need to forcefully rezone properties within 18 months. Therefore, the City would entertain commercial rezoning applications property by property and allow that area to slowly migrate.

It is recognized that the SE Master Plan will govern all land use developments in that area and no major changes are proposed.

In 2013, the Planning Commission and City Council also discussed a proposed land use change east of Route 1 on New Wharf Road which prompted a discussion to create a potential NE Neighborhood Plan. That isn't going to be carried into this plan and instead they may move forward with a master plan and exercise in this neighborhood though that does not mean the land use will change.

The 2008 plan included a recommendation to develop an Open Space Preservation Plan. That would include the implementation of a transfer of development right's program, conservation easements and potential purchase of land. The Open Space Preservation Plan recommendation has been included in the 2017 update.

At the end of Land Use Chapter, the Planning Commission provided some recommendations on how we should analyze

annexations and our position on expanding our boundaries. They felt we should prioritize growth on the significant developable and vacant areas within the existing municipal boundaries.

Anything outside our municipal boundaries should be systematically considered and evaluated based on projected revenues, utility capacity and capability and the cost of providing services.

Finally, the implementation includes rezoning properties within 18 months of the plan adoption to bring them into compliance with the land use scenario. Within five years of adoption, the plan should be reviewed to determine if its provisions are still relevant. Annual reports shall be submitted to the Office of State Planning and the goals and objectives analyzed that are outlined in the plan.

One of the key items was to develop a procedure for reviewing annual comprehensive plan amendment requests.

Mr. Pierce announced there is an application on the website that illustrates the proposed land use scenario for properties. A property owner can type their address in and be provided with the zoning designation of that area as well as other land data.

He explained that the area east of US 113 contains few commercial properties but there are a number that are residential in nature. The City would entertain a commercial zoning application but will not forcefully rezone any residential property which would put the city in a non-conforming use situation or impact someone's capability of receiving a traditional home loan, for example.

Mayor Shupe asked if there were any recommendations made by the Planning Commission for a change of zone in the various areas. Also, at this point what does that mean in moving forward.

Mr. Pierce explained this document includes a draft plan they would like to submit to the Office of State Planning. At that point, the State will comment on the overall text and exhibits in the plan. Modifications can be made in the fall. If there are public hearings next year, Council can deny a change of zone request though the land use scenario would have to be changed in order to be compliant.

Tonight is an informative presentation only.

Solicitor Rutt explained the comp plan is a vision or a recommendation of what the City would like to see in moving forward. For example, there are properties that were zoned industrial, but are not legally industrial and should be commercial. In that case, it should be changed to commercial. Mr. Pierce has been in contact with those property owners who seem receptive to that change.

During the 18 months, Mr. Rutt explained the rezonings have to either occur or the plan must stay as it is.

Mayor Shupe confirmed that as we move forward, the public needs to understand that this is a vision with how the City wants to move forward, but does not change those zones at the time of the adoption.

Solicitor Rutt said there is no adoption tonight. Council needs to give the City Planner the authority to move forward with the State's PLUS process though it can still be based on tonight's comments. It then comes back to the City and eventually goes to the Governor's office. If the Governor does not sign off on it, it comes back to the City. The ultimate approval is through City Council. There are numerous steps and this is just one.

Councilman Mergner referenced the employment land use category and the highway commercial area in the area near the hospital. He assumes that employment is the parcel the hospital is on and asked if that means there is some flexibility there; Mr. Pierce explained that employment is either I-S (institutional service) or I-M (institutional medical) or H-1 (institutional development). Employment is primarily institutional categories, but when the SE Master Plan was done, those areas were identified as employment. To avoid making a lot of modifications to that SE Master Plan, the employment designation was added.

When asked the process, Solicitor Rutt said recommendations can be made this evening. Mr. Pierce explained that any recommendations from the public and Council this evening, can be combined with the PLUS comments received at the end of August and incorporated in the future discussions with the Planning Commission and Council in the fall.

Solicitor Rutt said this is not the final go-around. However, as Mr. Pierce suggested, any comments can be considered.

Mr. Pierce noted the one thing he wants to do this fall is to make it easier for everyone to see what areas would be affected. He would provide a list of properties with the current zoning designation and proposed zoning designation. It would be a list of possibly two dozen properties so Council can see which will be impacted and coming back in for a change of zone request.

The area the Solicitor was referring to is the memorial business and a couple of businesses near the intersection of Rehoboth Boulevard and Southeast Front. There is a hodgepodge of properties and Mr. Pierce told them their use would be permitted in a commercial zoning district and how it should be made into a local commercial corridor. The same applies to the collision center and auto business by the river. They are non-conforming industrial lots and not large enough to be industrial.

Mr. Pierce understands there are some residents present that would like to comment on the hospital. He is aware there are some smaller parcels with houses that were converted to medical offices. They had H-1 designations and he is making recommendations to change some of those even though it is more of a compliance issue with the zoning ordinance. A lot have minimal impact on neighboring properties and the uses are not going to change like the hospital site where there is some redevelopment discussion that is occurring.

Councilman Burk then read the following letter into record from Councilwoman Peel dated June 26, 2017 who was unable to attend due to being on vacation:

Dear City Council and Mayor Shupe:

I regret that I cannot be in attendance at tonight's meeting. I had hoped to participate in the discussion about updates to the City's comprehensive plan. I understand the need to update this plan to reflect the vision and expected development in Milford, and I would like to share feedback from Ward 2 residents regarding the proposed changes at the Clarke Avenue property recently acquired by Nationwide.
In an effort to understand the request for changes in the comprehensive plan, I have been in communication with Nationwide representatives. On June 20, 2017, Nationwide's CEO Meir Gelley and counsel Alan Levin presented the initial plans for the property. Neighbors of the property, residents of Ward 2, Mayor Shupe, Councilman Burk and I attended to learn more about the upcoming project. For many residents this was the first time they had heard the proposal in full and had an opportunity to ask questions about this project. Residents, in general, felt positively about the Nationwide project on the current Clarke Avenue footprint as well as the partnership with DENTSPLY to move its executive offices into the current Bayhealth facility. There were concerns raised, however, regarding the increased density housing on the parcels along Jefferson Avenue and Kings Highway.
While the residents of Ward 2 and I are pleased that Nationwide has acquired this property and wholeheartedly support the wellness village endeavor to be completed by this reputable company, we need time to consider the best use for all the portions of the property involved in the acquisition. I am reassured that the dialogue will remain open between the residents of Ward 2, the city planner, City Council, and Nationwide.
Although submitting the comprehensive plan to the State for feedback is an initial step, it does outline proposed changes to include moderate residential housing. Based on the feedback from Ward 2 residents, I respectfully request a review of these changes to the comprehensive plan and would like to take steps to reconsider any increase in the housing density of the parcels along Jefferson Avenue and Kings Highway.

Councilman Burk, Councilwoman Peel and Mayor Shupe met with Alan Levin and Nationwide's CEO to hear some concerns from Ward 2 residents. They are concerned about the R-3 (higher density) request in a traditional R-1 setting.

Mr. Pierce explained the large tract of land is the current Bayhealth/Milford Memorial Hospital who has purchased several of the lots surrounding the hospital site. They were converted into medical offices though some of the land has been

converted into parking.

He referred to the current zoning map showing properties designated H-1(industrial development) and properties designated OB-1 (office building). One property was zoned I-1 (limited industrial). There is also a parcel that includes the walk-in that is designated C-2 (central business district). Others are low density single family residential zoning parcels. As a result, there is a hodgepodge of zoning categories in that area.

Mr. Pierce then referred to the 2008 comprehensive land use plan that identifies the parcels as institutional. Currently the zoning categories are not in compliance with the state mandate of 18 months.

With the announcement that Nationwide was going to purchase the hospital site, they also approached the City about the ten acres of residual land made up of a dozen or so parcels. They are trying to redevelop an adaptive use of those properties that would compliment the skilled nursing care and other proposed uses of the main hospital site.

Nationwide presented a very general concept with some potential multi-family housing in that area. There have been discussions from the meeting on June 20th that Councilwoman Peel, Councilman Burk and Mayor Shupe attended about trying to make the proposal age-restricted. The idea was to provide 55 and over apartment type complex adjacent to the skilled nursing care. There are some benefits from the nursing care side of things though consideration must be given to the public and surrounding property owners.

They presented the land use change request at the May Planning Commission hearing at which time the Planning Commission agreed to move forward in concept knowing that additional meetings and public hearings are scheduled. They recommended Nationwide reach out to the Ward 2 residents to try and get some feedback on what they would like to see.

Mr. Pierce emphasized this is still in the very early preliminary stages and it can go to PLUS this way; if it is changed, he does not feel it will impact the re-certification process with the State. They are willing to have some meetings regarding the proposal in the fall as well. Ultimately, City Council will need to make a proposed land use decision by the end of the calendar year.

It was confirmed that the earlier 5,000 plus housing unit number presented does not include this area. Mr. Pierce explained this is ten acres and in theory, 16 units per acre can be developed, but typically that is governed by the required amount of parking needed on the site.

Councilman Mergner expressed concerned about building more condos and townhomes versus single family homes.

Mr. Pierce said from the planning perspective, a lot of the multi-family concept is tied up as condominiums in a couple of proposals. A lot are located on the outskirts of the City. Traditional planning requires higher density in the downtown where more services are available.

Solicitor Rutt then informed Council that they are unable to impose a 55 and older requirement. It could be considered contract zoning, but more important, it would be in violation of fair housing regulations and statutes.

However, if Nationwide added a deed restriction or made an offer of a condition that it be restricted to 55 and older, Council could adopt that as a condition. But the City cannot require that.

Mr. Rutt said one of the other things to consider are the long plans of Nationwide. He is unsure if Council is familiar with the Westminister Village in Dover. They have assisted living units which are similar to apartment buildings. They then transition into the nursing home and so forth. However, he is unsure if that is something they are considering or not. But that is an example of where it is technically multi-family under the zoning in Dover, even though they are not being used by families so to speak.

Councilman Brooks asked how many stories the buildings were; Mr. Rutt said some are three but most are two. Councilman Brooks said he rode down to this area by the hospital where Downing and the lumber yard used to be. He thinks there are

only two houses on the whole block.

Mr. Pierce asked if the deed restriction would run with the land; Mr. Rutt confirmed it would. Councilman Burk asked if it could be removed; Mr. Rutt said it could be removed by the owner of the property. However, if it was a condition of the approval, the removal would be in violation. Regardless of any transfers, the restriction is still locked in.

Mayor Shupe asked if there are any other properties that need to be discussed; Mr. Morrow asked if there are any properties that need to be rezoned upon the City's request and implied there may be a dozen or so according to Mr. Pierce. Mr. Pierce said the properties need to be rezoned to comply with the comp plan or the land use plan needs to be changed.

Mr. Pierce asked who would bear the cost of those rezonings and would that be the City or would it be the owner. Mr. Pierce said that it is his opinion if it is needed part of the comp plan update, the City would not make the property owner financially responsible.

Mr. Brooks asked if the owners are contacted before the zonings are changed. Mr. Pierce said he does and he has already been in contact with an overwhelming majority of those affected and has received approval to move forward. As we get closer to the fall meetings, he will try to identify which owners have consented to the change of zone. At that point, Council can decide if it is an overall benefit to the community. If it is a nonconforming use and the change will make it conforming, he thinks it is something we should move forward with. If we have a commercial property in an R1 district, that needs to be made commercial.

He will identify that in the outline table this fall. He will also contact the property owners as part of the process.

Mr. Pierce hopes to obtain written consent from each property owner.

Mayor Shupe pointed out there are more than 300 acres that are already developed and 380 commercial acres that have been zoned commercial but have not yet been developed.

When asked for an example of a transition from commercial to residential, Mr. Pierce explained the Route 113 corridor Planning Commission reviewed in 2013 as a possible amendment to the comp plan. There was some interest from a property owner that wanted highway commercial status. He referenced a number of the areas near the SE Front Street and Rehoboth Boulevard area, in addition to the Route 113 corridor area. In the 2008 plan, it was actually shown as commercial but it was another item where the City did not enforce the 18-month provision.

Mr. Pierce referenced the various parcels along Rehoboth Boulevard that is a business route. They will also be given this opportunity. There is one little parcel of land in the middle of the industrial area that would request I-1 or I-2, which would naturally be in the City's best interest to consider.

The Planning Coordinator also referenced the parcels adjacent to the hospital site in the SE Master Plan Land Use that are out of town and being identified as potential commercial. Councilman Mergner likes that specific area for some potential commercial such as a convenience store or something similar. Mr. Pierce pointed out the commercially-zoned areas surrounding the hospital.

Councilman Mergner asked if there is a possibility for a multi-purpose zone. It was noted that a PUD would allow up to 25% of the site to contain small-sized commercial that could serve the local residents and visitors to the hospital.

Councilwoman Wilson recalls doing this in 2008 and emphasized that Council wants to feel good about the plan they will present. It is important to take the entire area into consideration and not be one-sided. Basically whatever decisions are made need to be supported by Council before it is submitted.

Councilman Mergner thanked Mr. Pierce for the work he has put into this.

Mayor Shupe then opened the floor to the 2017 City of Milford Comprehensive Plan and asked for any public comments.

Virginia Boutin lives at 308 South Walnut Street and has lived there almost fifty years. She is concerned about the new hospital zoning. She agrees that most of the people that attended the meeting were well satisfied with Nationwide's decision, but now the 5,600 number has been thrown out and at the meeting they were told housing would be placed on the little 10-acre area that would accommodate 160 individual people. She pointed out that most people live with someone. So doubling 160 is 320 people. Now we are talking an additional 400 people living on a 10-acre lot backing onto Jefferson Avenue.

Ms. Boutin's concern is that today, it sometimes takes three to four minutes to back out of her driveway on Walnut Street. In addition, they have to deal with a train that impacts traffic when it goes through town. As a result, there is congestion on that street and she cannot imagine adding another 300 people. Because it may not be age restricted, it could involve young families which means even more people. She likes the idea of that, but the problem is when you talk about the word density, that does not meet her idea of a small town. She and her neighbors have bought homes to live by themselves and that residential feeling will be gone once these large buildings are constructed. Their idea was that the people who are working for Nationwide would not have far to walk to work. Instead they will be renting the houses. At this point, Nationwide does not know that and neither does she.

Ms. Boutin is not happy there will be any type of housing complex in this area.

She also hears the terms "Council feels" and "Council wants". She feels that her representative is supposed to be representing their people and not themselves. She is aware that some of the people here are only interested in their own little group and are only open to feedback from them. She feels like she is her own voice and does not believe her Councilperson is representing her, or if he is siding with the developer which makes her very nervous.

Ms. Boutin said this bothers her about this town. When they moved her in 1965, young people went to the Tastee Freeze. When her kids were in Middle School, they wanted to go to the skating rink. An all-night skating rink for twelve hours and they loved that. Her grandchildren came along and wanted to do the same thing. It makes her sad that there is no place like the skating rink for them to go anymore. She sees children playing basketball on the courts which is wonderful. But they need a place and having to walk out to the Boys and Girls Club is a distance. She asked how many children are actually going to be allowed to walk out to the Boys and Girls Club. She also remembers people walking by her house to go to the football games.

They would walk from this side of town all the way at to the high school. They could do that then and they loved that. She compared this to watching people at the boardwalk in Rehoboth but instead they would watch people walking to the game and then coming home. It was a wonderful, loving hometown feeling. She does not want Milford to lose that because a developer wants to start constructing buildings and putting lots of people in them. She feels she is connected because she has invested fifty years here and she wants to feel like she still lives in a neighborhood. She wants to end her life with people that are interested in Milford and not just passing through. She thinks it is important to keep in mind Milford is a small town and wants to stay a small town.

Ms. Boutin does want Council to think about kids only being able to play basketball. That can only be done for so long. If there is no room in your backyard, they are going to go somewhere they shouldn't go or somewhere it is dangerous to go. She asked Council to think about that.

Alan Levin then addressed Council stating he is with the law firm of Drinker Biddle and is representing Nationwide Healthcare. He thanks the City for the reception they have given to Nationwide Healthcare. It has proven that Milford wants to see things happen and move forward.

Mr. Levin would like to correct a statement that Councilman Burk said. Nationwide Healthcare has not acquired the property yet. It is conditioned on a number of contingencies and due diligence in moving forward. It will probably not happen until Bayhealth vacates the property and moves to their new location.

Councilman Burk clarified that was a comment made by Councilwoman Peel.

Mr. Levin said they have every intention of moving forward and their vision for the property is to be a wellness village which

relates to the continuum of life. It will have every facet of life from infant daycare, adult daycare to nursing homes and every with every stage between. They have worked with Dentsply so they can rent 30,000 square feet and expand and continue to grow in Milford where LD Caulk started back in the 1800's.

Mr. Levin reported they are also working with Milford School District so they can take their Pathways to Prosperity Program for Culinary Arts and Healthcare to this facility. The intent is that Milford School District and Del Tech take over the culinary program and provide the food service for the facility to prevent bringing a company in from the outside. These kids would then get the experience needed for jobs immediately in the food service are because they have had the proper training and are ready to go.

They are also working with Bayhealth for a daycare. Daycare has been a terrible problem for Bayhealth. They have a daycare facility in Dover but need daycare in Milford. Dentsply needs daycare, Perdue needs daycare and this facility would provide that. They intend to take out the heliport and turn that into a gym area for kids to run around with exercise equipment and a grass area as opposed to asphalt. But they will also have a 10-acre area that is of concern to the residents of Ward 2.

Mr. Levin will say that restricting it to a 55 and older community provides for that continuum of life. There will be less individuals living there. Ms. Boutin is correct because they do not know what the density will be, but they do know that at 55 and older, that restricts it to only 20% that can be under the age of 55. Anything over 80% has to be 55 and older.

He further explained the owners of Nationwide are willing to make that part of the deed restrictions because they feel it is important to the success of that entire project. Mr. Gelley mentioned that these people may be working in the facility. They also may be making the transition from that facility to the nursing home. Mr. Levin pointed out that is a fact of life because we are all getting older.

The last thing he wants to discuss is that they will be contracting with St. Francis Healthcare. St. Francis has the exclusive for doing senior care through a program called a 'Life Center' where they take individuals who are confined to their homes. They pick them up every day and bring them to the facility, where they have activities, are fed two meals a day and are then taken back to their homes so they can live in their homes where they are most comfortable.

St. Francis would take over the care for these individuals and when they needed nursing home care, they would go into the facility at Nationwide. If they needed hospital care, they would not go to St. Francis but would go to Bayhealth. That gives them the opportunity to stay in this community and work within a ten-mile radius of Milford. The only thing he disagrees that the Planning Coordinator said relates to the numbers, which actually came from Kent County. He feels Milford is going to grow a lot more than 1,000 people in the next thirty years. He thinks that Milford is on the verge of amazing things and the Bayhealth Campus will be the epicenter of the State of Delaware in his opinion. He feels that 1,000 people is a great understatement but politicians do what they have to though he is talking about Kent County politicians and not Milford.

Nationwide wants to work this out and they feel it is important that the recommendation as presented moves forward. He reminded Council that they appeared before the Planning Commission who unanimously recommended the plan move forward. However, the door is open and they are happy to further discussion.

Mr. Levin emphasized that both Mayor Shupe and Councilman Burk know Meir Gelley who is the CEO of Nationwide and believe he is very reasonable. He wants to make this work and wants this project to move forward.

Linda Barr of 226 Jefferson Avenue then asked what happens if Nationwide does not get the zoning that is being requested and will they not purchase the hospital; Mr. Levin stated no. Ms. Barr said she hopes that will not be used to influence City Council's decision.

Mr. Levin responded by stating it is not a do all or end all, but is part of the success of the project and an interval part of the 55 and older complex. Something will go into that residential area. They think this is the least onerous of the building construction that can go on there. This will involve 55 and older individuals, or at least 80% of them, who are helping pay the City tax base, but not taxing the schools because they will not have children going to our schools. So the school district benefits from that.

In addition, he pointed out that people 55 and older drive less and have fewer cars. They just think this would make the easiest transition. Mr. Levin said they can put single family homes there but that may involve a lot more kids and a lot more problems though he cannot provide exact answers to that situation.

Ms. Barr personally does not think there will be that many 55 and older that will want to live there. If that plan goes through and it does not go well, she asked what will happen with the empty building. Mr. Levin said there is nothing they can do at that point because of the deed restrictions. They will find people to live there. Ms. Barr said she does not believe 55 and over. He agreed that the rent would need to be lowered or (unintelligible).

Ms. Boutin then asked for clarification about the red strip on the map next to the railroad track. She can see it starting at Lakeview Avenue, coming by the doctors' offices and extending to Walnut Street. She asked if that is the area Mr. Pierce is talking about putting in these housing units.

Mr. Levin said no; Mr. Pierce referred to the area of Kings Highway and Jefferson Street. Ms. Boutin indicated that when they canvassed the area and everyone supported it, she is hoping they did not only talk to the residents on Lakeview Avenue because the rear of most of their properties is on Williams Street. Those neighbors will not be impacted because their houses front Lakeview and the rear is on a street that is only used to access their properties and park their vehicles. Therefore, they will not encounter the problems the other residents in the area will. She emphasized that not everyone was contacted that will be affected by this.

Mr. Pierce said she is correct, he did not canvass the area regarding this particular change. He only contacted the property owners whose zoning would be impacted. In the case of the area surrounding hospital, there are two houses that were converted to office buildings. He has contacted those two doctors and they have agreed to a change of zone to OB-1 (office building) as opposed to the H-1 (industrial).

Stuart Barr of 319 South Walnut Street then asked if Nationwide is stating that they cannot fit or won't construct an apartment building on the strip between Jefferson and the railroad track; Mr. Pierce explained it is less than an acre so an apartment complex is prohibited on that individual piece of property. However, portions of the right-of-way could be eliminated to create a larger parcel of land. But in theory, the R-3 category has some restrictions on the minimum lot size sin addition to the setbacks that would make it nearly impossible to develop it as it stands today.

Mr. Barr asked if there will be additional offices built there; he understands they are looking for internal investments and will do whatever they can. Mr. Levin responded by stating that would be zoned residential and not zoned for an office so it could not become an office (inaudible).

Councilman Mergner asked if this apartment complex has to be right there or if it can be considered in another area. He asked if it has to be in proximity of the main facility or can another space make it work.

Mr. Levin explained that the synergies you get from having it in that area help make the project work better. Part of the contract is the purchase of that land. If it is purchased, something has to be done there. This is a use at that site that makes sense for the entire project. He said if Councilman Mergner is talking about the strip, he is unsure what they could do with the strip because it is not big enough to do anything with.

Mr. Barr said that is nice to hear (inaudible); Mr. Levin said he understands but it is being zoned residential. Mr. Barr pointed out that density was not there when he born though it built out quickly when he was ten years old or so.

Mr. Pierce emphasized that property is zoned C-2, which is a Central Business District. There are minimal lot area requirements and pretty much no setback requirements in that category. However, it is primarily downtown commercial type uses that could be medical offices and is probably how they fit those buildings there.

Mr. Barr then stated the other problem is trying to find the volume to fill 160 units with 55 and older persons. When you don't do that and now Mr. Levin says they are willing to lower the rent. He asked if Nationwide intends on selling or renting them. Mr. Levin said they are not there yet so he is unable to answer that.

Mr. Barr noted that Nationwide wants to jam 160 units in and potentially 300 people as has been discussed. Now 30 of those units will have the ability to house people under the age of 55 which could be 120 on top of that. He said this is all being jammed into Ward 2 which is disrupting the voter base and everyone will be located in one concentrated area. He feels that will be very disruptive and asked if that is being considered.

Mr. Barr then continued by stating that single family dwellings were also mentioned and he asked if that is off the table; Mr. Levin said it is not off the table but there is a question of what the area can afford. The cost of land (inaudible) return on investment. He is not sure that a $275,000 or $300,000 per home can be sold there. They would also be on small lots, maybe quarter-acre sized lots.

Mr. Barr asked about completely selling off those assets and if that is out of the question as well. Mr. Levin said that nothing is off the table at this point.

Mr. Barr concluded by stating that where they are building appears to be on the ten acres on the south side of Jefferson Avenue. Mr. Levin confirmed it is between Kings Highway and Jefferson. Mr. Barr verified the location of the planned area and asked about the front. Mr. Levin explained the front would be the current hospital.

Solicitor Rutt asked Mr. Pierce to display the slide showing the current use/zoning of the property. It was confirmed it is H-1 (institutional development) and I-1 (limited industrial). In addition, the office buildings are OB-1 (office building).

Mr. Rutt emphasized that if the change of zone does not occur, there could be manufacturing, assembling, finishing, baking, cooking, research, design, printing, publishing, municipal services, truck or large vehicle repairs on the gray area shown on the map. In addition, there are numerous conditional uses that could be approved as well.

Mr. Pierce confirmed that permitted uses would include medical and surgical hospitals, medical and dental centers, medical arts offices and buildings, accessory uses incidental to the permitted uses and all types of municipal services. It also has a list of conditional uses such as nursing homes, sanatoriums, multi-level parking facilities and community residential treatment programs.

The OB-1 is similar, but more low profile, low traffic medical office buildings or professional office buildings, geared for a residential setting.

Mr. Rutt announced there can also be a number of uses allowed that are not residential in nature.

There being no more comments from the public, Mayor Shupe closed the floor to comments regarding the comprehensive plan.

Councilman Burk moved to recommend the Planning Coordinator present the comprehensive plan to State Planning Office with the condition that the R-3 request for the ten acres not be included.

Mr. Pierce asked for clarification on what it should be; Councilman Burk stated that he recommends the current zone remain. Mr. Pierce stated it is currently institutional; Councilman Burk noted that it is residential and institutional. Mr. Pierce stated the 2008 comprehensive land use plan shows institutional. Councilman Burk asked which lot; Mr. Pierce explained that is on the zoning map, but the 2008 land use plan shows it green, which is institutional. Councilman Burk said he cannot support the R-3 zone.

Councilman Mergner then seconded the motion.

When asked if Mr. Pierce understands the motion, he stated that the motion is to keep the zoning institutional. Councilman Burk reiterated the motion is not to change it to R-3 and what it is now is what it will be until a future amendment is made.

Mayor Shupe asked if he is talking about the current zoning maps; Councilman Burk stated land use maps.

When asked for discussion, Councilwoman Wilson confirmed that Councilman Burk wants it stopped as it is and he does not want it to go further. Councilman Burk repeated he is not in favor of moving ahead with the R-3. That is the feedback he has gotten from his constituents and he has had only one person support it. That is what happened in the meeting the other night. He tried to read the Planning Commission minutes though they are not on line and he was unable to get a feel of what happened at that meeting. He noted that Council is not permitted to go to Planning Commission meetings and this is his motion.

Councilwoman Wilson asked if his constituents went to the Planning Commission meeting; Councilman Burk stated he is unsure because he does not go to those meetings. However, he stated that they did have a full board room at the hospital last week, including people in the hallway.

Solicitor Rutt stated that for the record, there was no one present at the Planning Commission meeting to voice any comment about the matter.

Councilwoman Wilson said she is concerned without considering other possibilities and we do not know what we will end up with. Councilman Burk understands. Councilwoman Wilson feels that with the possibilities, we can still voice our concerns and possibly even the density concerns. But to not allow it at all appears as though we are hindering a new business that is coming to our town that is needed and will enhance our town.

Councilman Burk shared that he lives across the street from an abandoned building and he does not want to see another abandoned building like the hospital. But if there was a similar proposal for the area around the old middle school, he would have the same problem. He has to voice the concerns of his constituents. He understands it and it was explained at the meeting that this ten-acres was not going to be a deal breaker. He is making this motion with that in mind.

He also commends Councilwoman Peel for going door-to-door to get people involved and get people to the meeting. He knows she is sorry she is not here but she had some positive feedback and some additional comments to add. As of right now, he cannot see 160 units on that ten-acre parcel. It is not downtown and not in an area where there are other multi-family complexes. In the pipeline, Milford has 2,770 multi-family units approved so there is no shortage of that type of housing.

From Mr. Pierce's definition, it establishes the goals for the future of the City and he does not think that R-3 in this ten-acre parcel is in the best interest of the residential area surrounding this site. He does not like the idea of a vacant building either and that is not where he is coming from.

Councilman Campbell asked if it could be zoned something other than an R-3; Mr. Pierce explained that if we leave the land use as institutional, which will become employment, it remains consistent with the 2008 comp plan. The parcels would have to be rezoned to either H-1 (medical offices), I-S or I-M. He referred to the previous uses permitted for each.

Mr. Pierce clarified that the I-S permits:

Any residential housing owned, maintained and operated by a healthcare organization for the primary benefit of its patients, patient families, students and/or residents and/or healthcare employers and their employees.

The I-M zone permits:

Any residential housing owned, maintained and operated by a healthcare organization for the primary benefit of its patients, patient families, and/or healthcare employers and their employees as well as overnight accommodations for patient families and individuals that are receiving treatment from a hospital or other healthcare facility.

Councilman Burk asked the density for I-S if it were going to be housing; Mr. Pierce stated that the code says all permitted uses within the R-8 so it would allow 8 units per acre.

Councilman Burk confirmed it would be reduced from 16 to 8 units. He is willing to work with them and confirmed we have an R-8 designation. Mr. Pierce stated that is correct and if Council were to make that area moderate density residential,

Council could decide whether it was R-3 or R-8. Those are two of the uses within that zoning designation.

Councilwoman Wilson agrees with what the residents are saying but feels the R-8 zoning would be a compromise. If the wish would be to move forward with Nationwide, they could still construct the multi-dwelling units there. Councilman Burk confirmed that Councilwoman Wilson is proposing that instead of R-3 making it R-8 on the land use plan; Councilwoman Wilson feels they are still getting what they want, just not at the high density they originally requested.

It was confirmed the motion was to not go forward with the R-3.

Mr. Pierce reminded Council this will only allow him to go to PLUS. They can continue these discussions at upcoming Planning Commission and City Council meetings to get a better feel of what both bodies want and what the public would like to see. If there is some additional research that Council would like, it could be brought back at a later date with additional possibilities.

Mr. Pierce reiterated that we have heard the concerns from City Council and the residents this evening in addition to the meeting that was held last Tuesday. He is willing to continue on this property and find the City's vision for the property. It does not have to be determined this evening though it is good to get the dialogue started.

Councilwoman Wilson said she is in agreement with part of Councilman Burk's motion, but in the best scenario, she would prefer for the motion to allow the Planning Coordinator to move forward without the stipulation.

Councilman Mergner thinks he is in agreement with Councilman Burk to leave it as is and not change it. Because it really does not matter in his opinion. He said let it go to PLUS and allow them to have continued dialogue to determine the best fit for the community and the City. There will be a final vote at some point. At that point, he hopes everything can be resolved.

Councilman Morrow confirmed that Councilman Burk's motion is not to allow R-3. Councilman Burk said because of the push back in that area, he prefers to come out of the meeting without the R-3 because that worries him and it worries his constituents. He wasn't even thinking about R-8 because only the R-3 was presented. He is not in agreement with it and he feels the density is too high for that area. He may consider something different down the road, but at this point that is the motion that is on the floor.

Solicitor Rutt asked for clarification purposes, is the orange on the map representing R-3 or residential. Mr. Pierce explained it is moderate density residential and could be R-8 or R-3. Mr. Rutt explained it is moderate residential without a designation of a specific zone. Mr. Pierce stated that is correct adding that there is some flexibility in the land use plan. Councilman Burk said he apologizes but was told in the meeting it was R-3.

Councilman Morrow asked if it is R-3; Councilman Mergner said it is moderate density housing which he was unaware of as well. Councilman Burk said that would have been good to bring up at last week's meeting.

City Manager Norenberg stated that the motion can be amended and if Councilman Mergner agrees, move forward with the plan. The record tonight will establish that the Councilmembers and their constituents could work with the applicant to discuss and explore some alternatives which may provide a more workable solution. This could be done in parallel to the Office of State Planning working on the PLUS review.

Councilman Burk said he is happy with his motion.

Mayor Shupe asked Solictor Rutt to repeat the motion.

Solicitor Rutt explained the motion is to authorize the Planning Coordinator to present the comp plan to PLUS but to exclude the R-3 in the designated 10-acre multi-family area as has been discussed.

Motion carried by the following 7-0 vote:

Councilman Mergner stated he is voting yes based on the residents' desires in that ward and the feedback. He feels it is too much for such a small piece of property.

Councilman Campbell stated he is voting yes and is concerned with the density.

Councilman Burk votes yes and feels the density allowed in the R-3 is too high. He has heard the constituents and believes it can be worked out but at this point votes yes in favor of the motion.

Councilman Brooks votes yes to support the other Councilmembers.

Councilman Morrow votes yes and feels that the R-3 density is too high. There are a ton of options that can be considered and we can get to home plate a lot faster and votes yes.

Councilman Starling votes yes.

Councilwoman Wilson votes yes now that she has been educated only because she knows there is still a possibility we can get a blend of residential within that area.

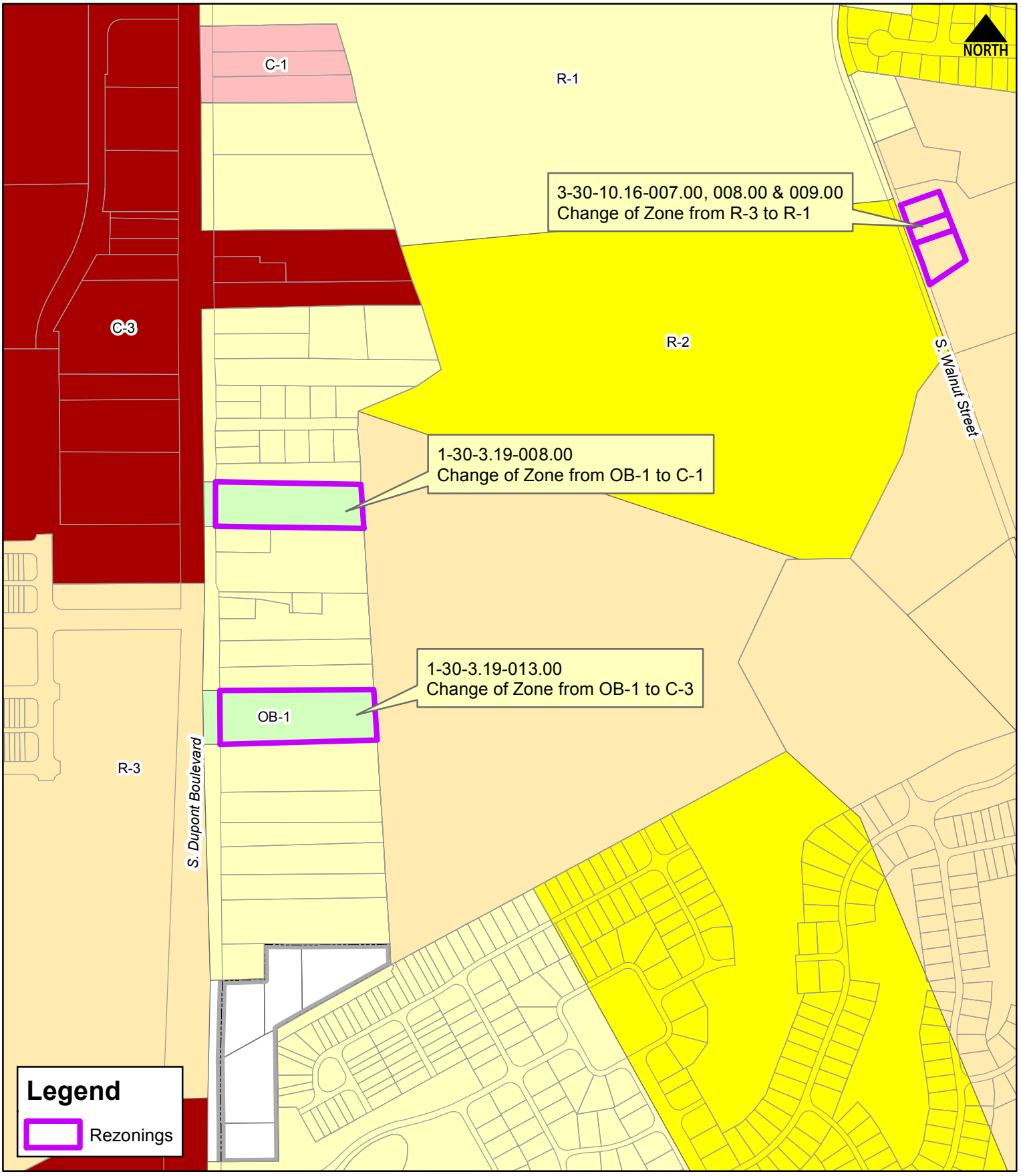
Mayor Shupe said let the record show that Council has approved by a 7-0 vote that the comp plan be presented to the State Planning Office for the PLUS process with the exclusion of the R-3 designation of the 10-acre property as discussed and that one Councilmember was absent.

There being no further business, Mayor Shupe adjourned the Public Hearing at 9:05 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Transcriber

Parcel	2008 FLU	Current Zoning	2017 FLU	Proposed Zoning	Exhibit
3-30-10.16-007.00	Low Density Residential	R-3	Low Density Residential	R-1	A
3-30-10.16-008.00	Low Density Residential	R-3	Low Density Residential	R-1	A
3-30-10.16-009.00	Low Density Residential	R-3	Low Density Residential	R-1	A
1-30-3.19-008.00	Low Density Residential	OB-1	Commercial	C-1	A
1-30-3.19-013.00	Low Density Residential	OB-1	Commercial	C-3	A
1-30-3.08-007.00	Low Density Residential	H-1	Low Density Residential	OB-1	B
1-30-3.08-026.00	Low Density Residential	H-1	Low Density Residential	OB-1	B
1-30-1.20-009.00	Institutional	R-1	Employment	H-1, IM, OR IM	B
1-30-3.08-107.00	Institutional	R-1	Employment	H-1, IM, OR IM	B
1-30-3.08-106.00	Institutional	R-1	Employment	H-1, IM, OR IM	B
1-30-3.08-105.01	Institutional	R-1	Employment	H-1, IM, OR IM	B
1-30-3.08-105.00	Institutional	R-1	Employment	H-1, IM, OR IM	B
1-30-3.08-102.00	Institutional	R-1	Employment	H-1, IM, OR IM	B
1-30-3.08-101.00	Institutional	R-1	Employment	H-1, IM, OR IM	B
1-30-3.08-100.00	Institutional	R-1	Employment	H-1, IM, OR IM	B
1-30-3.08-098.00	Institutional	R-1	Employment	H-1, IM, OR IM	B
1-30-3.08-096.00	Institutional	OC-1	Employment	H-1, IM, OR IM	B
1-30-3.08-104.00	Institutional	I-1	Employment	H-1, IM, OR IM	B
1-30-3.11-051.00	Highway/Commercial	R-1	Commercial	C-3	B
1-30-3.11-052.01	Low Density Residential	R-1	Commercial	C-3	B
3-30-7.17-269.00	Highway/Commercial	I-1	Commercial	C-3	C
3-30-7.17-270.00	Low Density Residential	R-2	Commercial	C-3	C
3-30-7.18-010.00	Highway/Commercial	I-1	Commercial	C-3	C
3-30-7.18-011.00	Open Space	I-1	Open Space	R-2	C
3-30-7.18-022.00	Highway/Commercial	I-1	Commercial	C-3	C
3-30-7.18-023.00	Highway/Commercial	I-1	Commercial	C-3	C
3-30-7.13-002.00	Moderate Density Residential	I-1	Commercial	C-3	C
3-30-7.13-001.00	Employment	I-1	Commercial	C-3	C
3-30-10.08-064.00	Low Density Residential	C-1	Low Density Residential	R-2	D
3-30-10.08-065.00	Low Density Residential	C-1	Low Density Residential	R-2	D
3-30-10.08-066.00	Low Density Residential	C-1	Low Density Residential	R-2	D
3-30-10.08-067.00	Low Density Residential	C-1	Low Density Residential	R-2	D
3-30-10.08-068.00	Low Density Residential	C-1	Low Density Residential	R-2	D
MD-16-183.07-01-65.00-000	Moderate Density Residential	I-1	Moderate Density Residential	R-3	D
MD-16-183.10-04-23.00-000	Highway/Commercial	I-2	Commercial	C-3	D
MD-16-183.10-04-27.00-000	Highway/Commercial	I-2	Commercial	C-3	D
MD-16-183.10-04-70.00-000	Highway/Commercial	I-2	Commercial	C-3	D
3-30-7.17-293.00	Low Density Residential	C-1	Low Density Residential	R-2	D
MD-16-182.00-01-04.00-000	Highway/Commercial	I-1	Commercial	C-3	E
MD-16-183.09-01-52.00-000	Low Density Residential	H-1	Low Density Residential	OB-1	E
MD-16-183.06-02-14.00-000	Employment	R-2	Low Density Residential	OB-1	F



THE CITY of Milford DELAWARE

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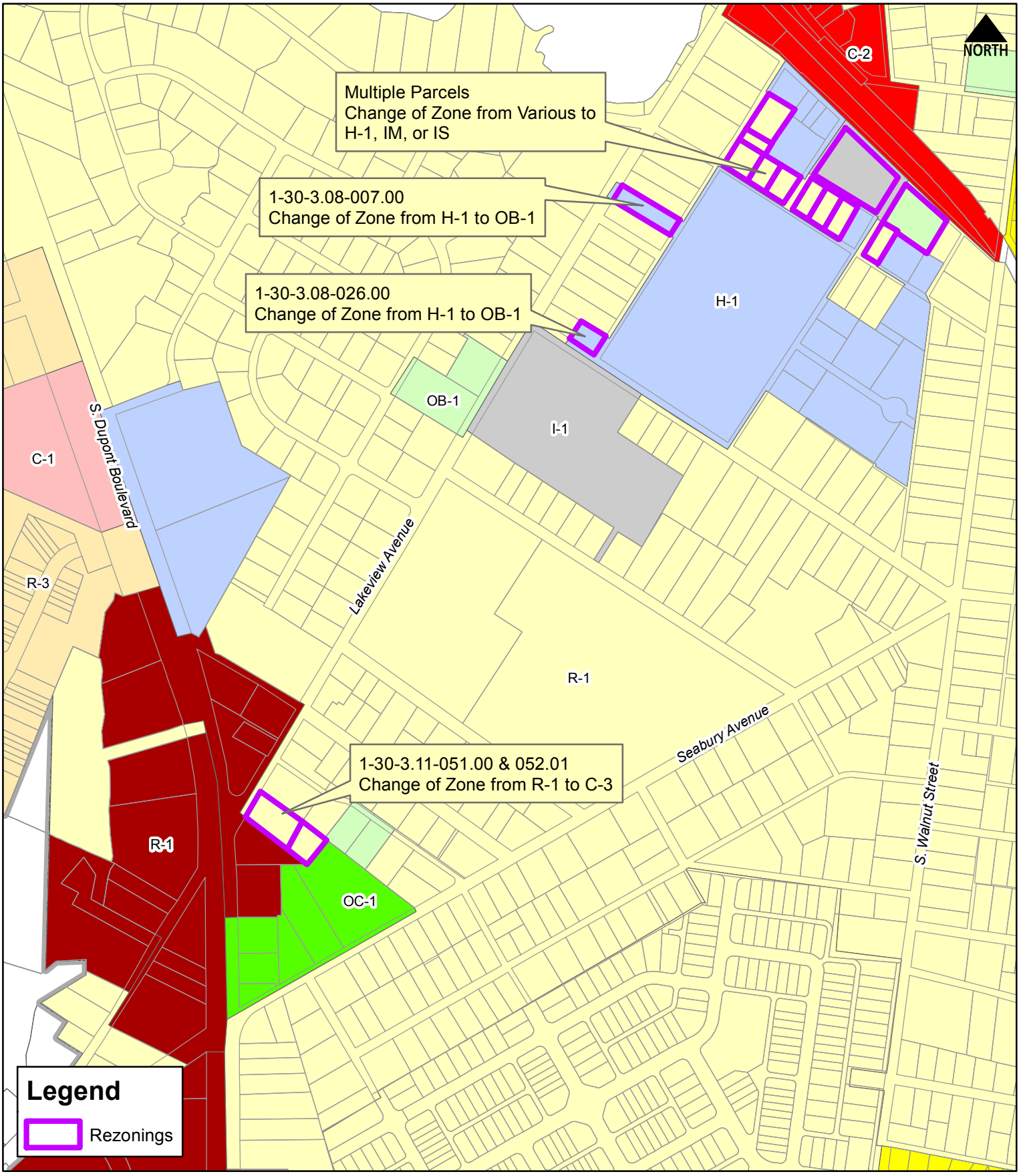
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Exhibit A - Rezonings

2017 Comprehensive Plan Update

Location & Zoning Map



THE CITY of Milford DELAWARE

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Date: 09/06/17

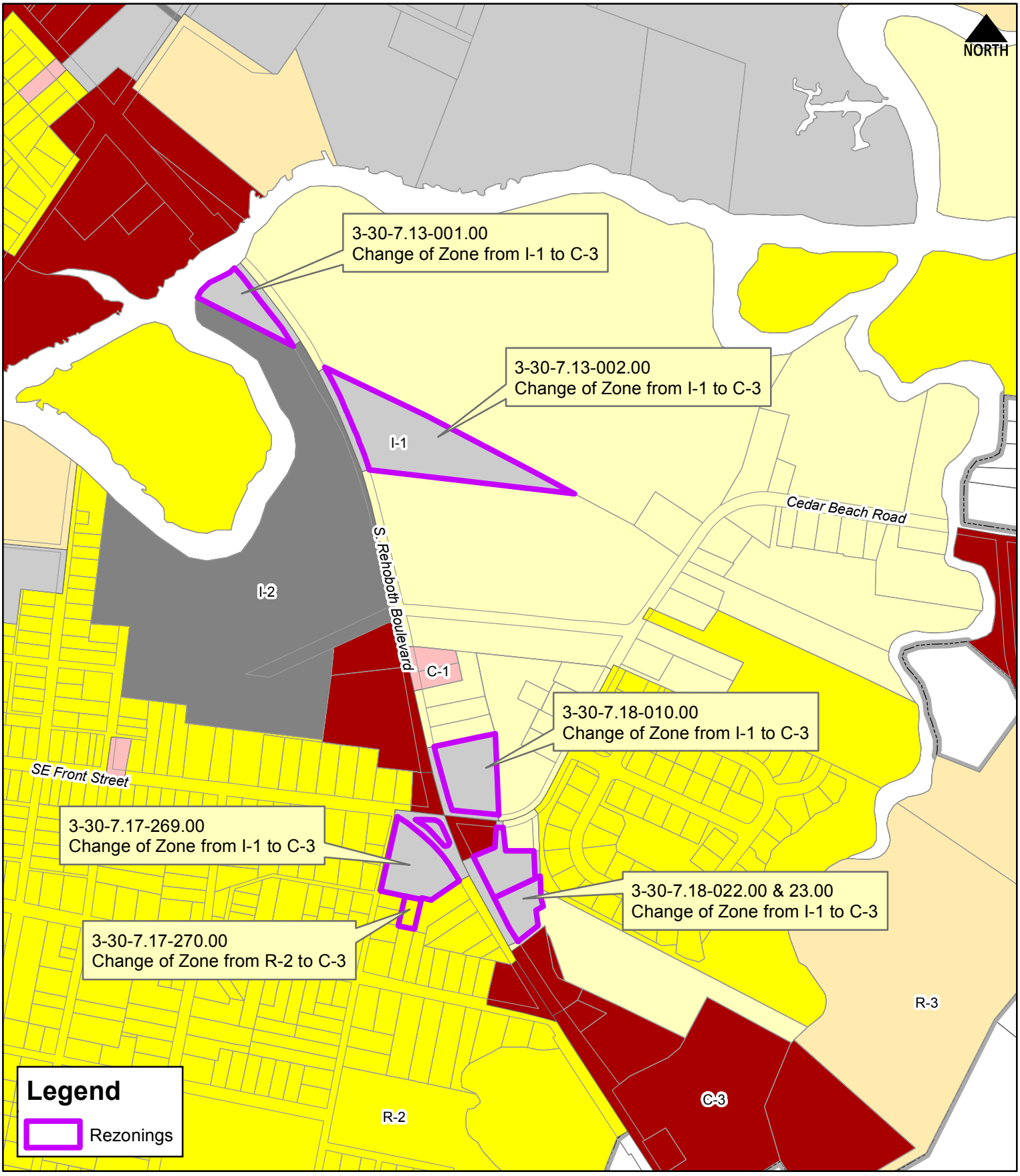
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Title:

Exhibit B - Rezonings

2017 Comprehensive Plan Update

Location & Zoning Map



THE CITY of Milford DELAWARE

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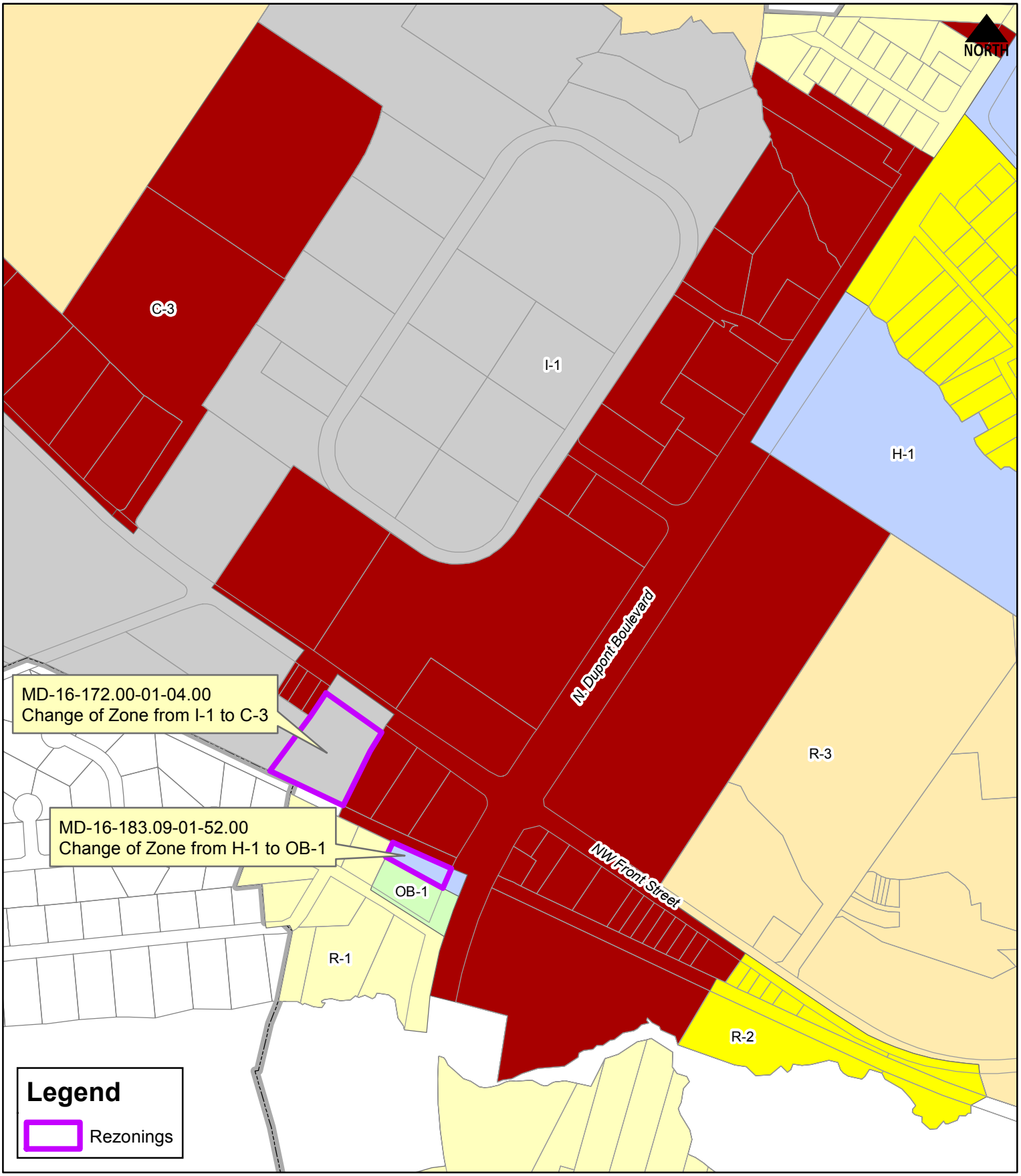
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Title:

Exhibit C - Rezonings

2017 Comprehensive Plan Update

Location & Zoning Map



THE CITY of Milford DELAWARE

Scale: Feet
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Drawn by: WRP Date: 09/06/17

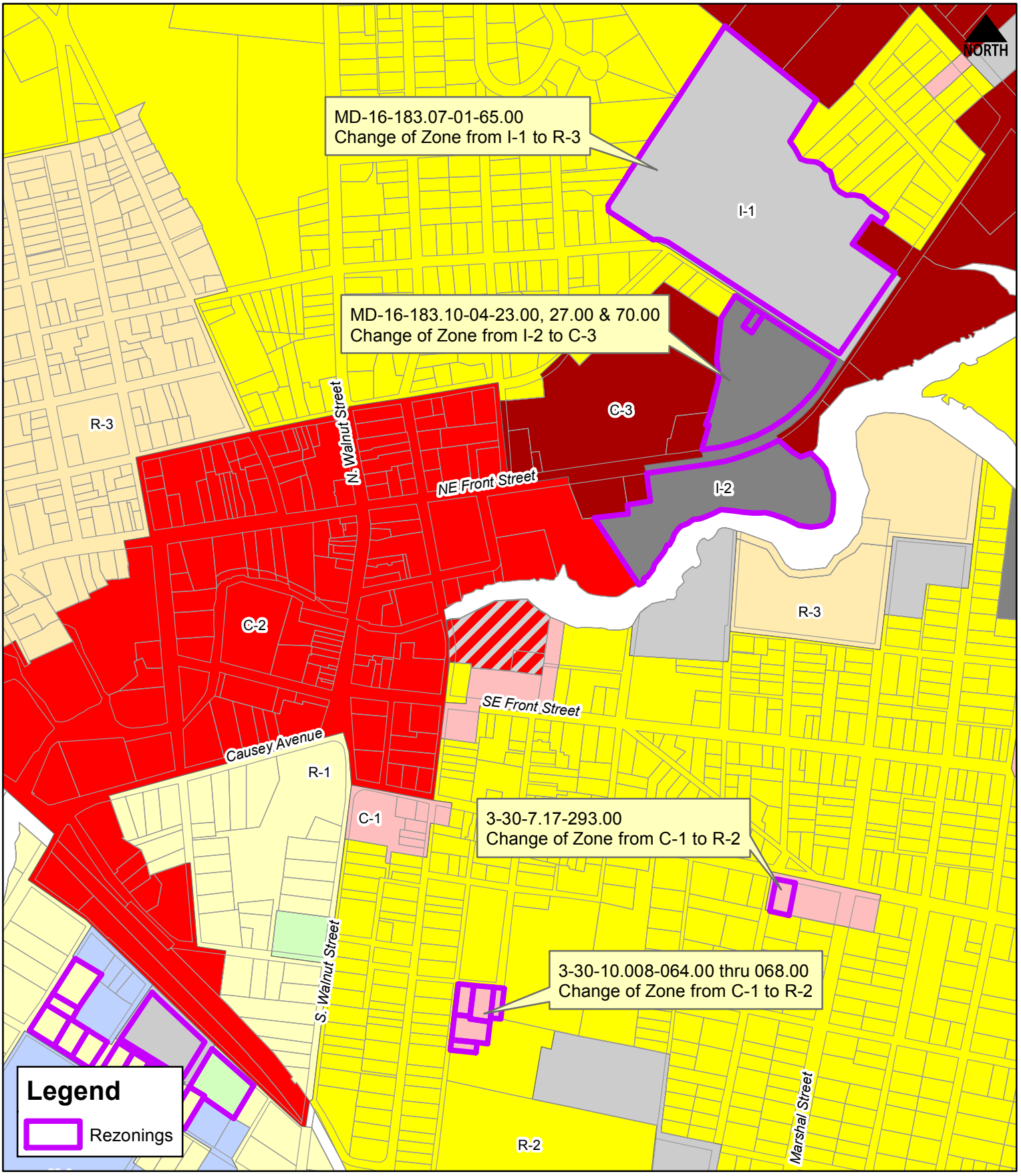
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Title:

Exhibit E - Rezonings

2017 Comprehensive Plan Update

Location & Zoning Map



THE CITY of Milford DELAWARE

Scale: 0 250 500 Feet

Drawn by: WRP

Date: 09/06/17

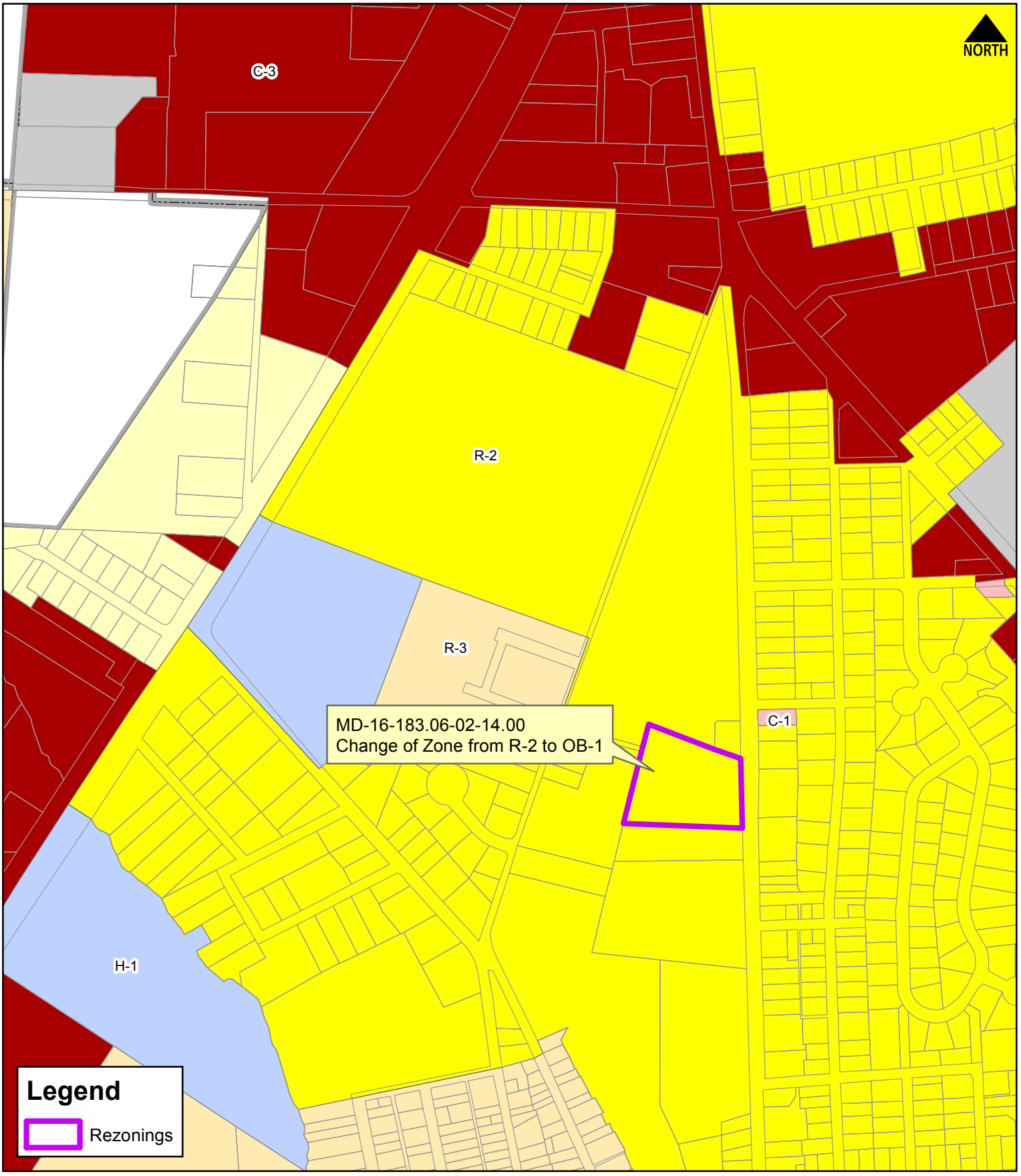
Filepath: ComprehensiveRezoning_ExhibitD.mxd

Title:

Exhibit D - Rezonings

2017 Comprehensive Plan Update

Location & Zoning Map



THE CITY of Milford DELAWARE

Scale: 0 250 500 Feet

Drawn by: WRP

Date: 09/06/17

Filepath: ComprehensiveRezoning_ExhibitF.mxd

Title:

Exhibit F - Rezoning

2017 Comprehensive Plan Update

Location & Zoning Map

City of Milford

NOTICE OF PUBLIC HEARINGS

PLANNING COMMISSION PUBLIC HEARING: DECEMBER 19, 2017
CITY COUNCIL PUBLIC HEARING: JANUARY 22, 2017

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on Tuesday, December 19, 2017 at 7:00 p.m. or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, January 22, 2018 at 7:00 p.m. before Milford City Council to hear the following matter:

DR Horton Homebuilders on behalf of RB Land Holding LP and D R Horton Inc-New Jersey for a Revised Final Major Subdivision known as West Shores at New Milford of 38.00+/- acres for the purpose of relocating three property lines associated with lots 49, 50, 58, 59, 60 & 61 to eliminate encroachments into the side yard setbacks for three structures currently under construction. Property is located on the north side of Wilkins Rd between Elks Lodge Rd and Cedar Creek Rd zoned R2 (Residential District); Tax Map 3-30-11.00-006.06, -857.00 through -967.00.

All interested parties are hereby notified to be present for the review and recommendation by the Planning Commission to City Council and express their views before a final decision is rendered by City Council. If unable to attend the hearings, written comments will be accepted up to one week prior to the hearings.

For additional information, please contact Rob Pierce in the Planning Department at Milford City Hall, via email at RPierce@milford-de.gov or by calling 302.424.8396 x1311.

By: Christine Crouch
Deputy City Clerk

Advertised: Beacon 11/29/17

CITY HALL
201 South Walnut Street
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

DATA SHEET FOR WEST SHORES AT NEW MILFORD

Planning Commission: December 19, 2017

Application Number / Name	:	17-023 / West Shores at New Milford
Applicant	:	DR Horton Homebuilders 679 S. Carter Road, Suite 1 Smyrna, DE 19977
Owner	:	DR Horton Homebuilders 679 S. Carter Road, Suite 1 Smyrna, DE 19977 & RB Land Holding LP 2205 Commerce Road Foresthill, MD 21050
Application Type	:	Revised Final Major Subdivision
Present Comprehensive Plan Map Designation	:	Low Density Residential
Present Zoning District	:	R-2 (Residential District)
Proposed Use	:	Single-family Detached
Size and Location	:	38.00 +/- acres of land located along the north side of Wilkens Road between Elks Lodge Road and Cedar Creek Road known as the West Shores at New Milford subdivision.
Tax Map & Parcel	:	3-30-11.00-006.06, 3-30-11.00-857.00 thru 967.00

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

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PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

STAFF REPORT
November 10, 2017

Application Number / Name	**:**	17-023 / West Shores at New Milford
Tax Map & Parcel	**:**	3-30-11.00-006.06, 3-30-11.00-857.00 thru 967.00
Size and Location	**:**	38.00 +/- acres of land located along the north side of Wilkens Road between Elks Lodge Road and Cedar Creek Road known as the West Shores at New Milford subdivision.

I. NATURE OF REQUEST:

The applicant is requesting approval to revise the final subdivision record plan for the West Shores at New Milford subdivision in order to eliminate three side yard setback encroachments resulting in a survey stakeout error that occurred during the construction of the dwelling units. The result of the revised record plan would shift the property lines between lots 49 and 50, lots 58 and 59, and 60 and 61 in order to eliminate these encroachments. Other encroachments into the front and rear setback areas will need to be reviewed by the Board of Adjustment.

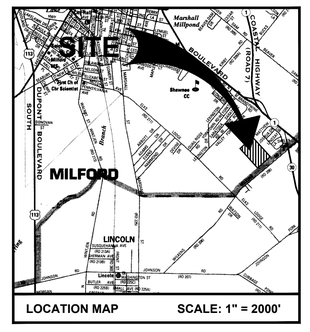
II. STAFF ANALYSIS:

The staff has reviewed the information presented by the applicant, the City of Milford Code and the Comprehensive Plan, staff submits the following regarding the request for a revised Final Major Subdivision;

- The revised Final Major Subdivision record plan is consistent with previous approvals and lot area regulations for the West Shores at New Milford record plan. Lots 50, 58 and 61 have increased in size and lot width and meet Chapter 230 Zoning requirements. Lots 49, 59 and 60 will be reduced in size but are consistent with previously approved corner lot areas within the West Shores at New Milford subdivision.

- Staff has no objection to the proposed modifications; however, staff recommends showing an electric easements dedicated to the City of Milford on the record plan in areas where primary has been installed, specifically in the open space/stormwater management pond area.




SITE
MILFORD
LINCOLN
Marshall Millpond
Rose Dr & Ox Branch
Banneker ES
Rivers
Cypress Hall Rd
Cypress Hall Rd
Rivers
Rivers
Rivers


MATCHLINE A-A, SHEET 2 OF 3
SMITHFIELD CIRCLE (50' ROW)
SMITHFIELD CIRCLE (50' ROW)
PARKFIELD LANE (50' ROW)
UNIONFIELD LANE (50' ROW)
INFILTRATION BASIN 2
31,261 SF ±
PROPOSED 10' UTILITY EASEMENT
PROPOSED 10' UTILITY EASEMENT
PROPOSED 10' UTILITY EASEMENT
PROPOSED 10' UTILITY EASEMENT
PROPOSED 10' UTILITY EASEMENT
15.00' WIDE UTILITY EASEMENT
OPEN SPACE/ PROPOSED UTILITY EASEMENT 3,696 SF ±
EXISTING 20' EASEMENT
28 8,012 SF ±
29 8,205 SF ±
30 8,000 SF ±
31 8,000 SF ±
32 8,000 SF ±
33 8,000 SF ±
34 8,000 SF ±
35 8,000 SF ±
78 12,286 SF ±
79 8,000 SF ±
80 8,000 SF ±
81 8,000 SF ±
82 8,000 SF ±
83 8,000 SF ±
84 11,899 SF ±
85 12,048 SF ±
86 8,000 SF ±
87 8,000 SF ±
88 8,000 SF ±
89 8,000 SF ±
90 8,000 SF ±
91 12,138 SF ±
92 12,287 SF ±
93 8,000 SF ±
94 8,000 SF ±
95 8,000 SF ±
96 8,000 SF ±
97 8,000 SF ±
98 11,900 SF ± B.R.L.
99 12,200 SF ±
100 8,000 SF ±
101 8,000 SF ±
102 8,000 SF ±
103 8,000 SF ±
104 8,000 SF ±
105 11,989 SF ±
106 11,025 SF ±
107 8,000 SF ±
108 8,000 SF ±
109 8,000 SF ±
110 8,000 SF ±
111 8,000 SF ±
112 11,017 SF ±
27 8,000 SF ±
26 8,000 SF ±
25 8,000 SF ±
24 8,000 SF ±
23 8,000 SF ±
22 7,984 SF ±
21 16,639 SF ±
20 11,461 SF ±
19 8,004 SF ±
18 8,000 SF ±
17 8,000 SF ±
16 8,000 SF ±
15 8,000 SF ±
14 8,000 SF ±
FIP
S 44°45'09" E
S 44°45'30" E
N 44°45'30" W
N 44°20'03" E
S 44°20'03" W
N 45°39'57" W
S 45°39'57" E
S 45°14'51" W
N 45°14'51" E
S 21°13'59" W 9.46'
N 44°20'03" E
S 44°20'03" W
N 80°08'05" E 149.41'
S 85°42'49" E 63.79'
N 45°14'30" E
S 45°14'30" W
N 44°45'30" W
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N 44°45'30" W
S 44°45'09" E
N 44°45'30" W
S 44°45'09



EASEMENT LINE TABLE

LINE	BEARING	DIST.
L1	S 44°45'30" E	258.03
L2	S 56°29'19" E	210.36
L3	S 33°30'41" W	10.00
L4	N 56°29'19" W	211.03
L5	N 44°45'46" W	924.41
L6	N 45°14'18" E	10.00
L7	S 44°45'30" E	241.42
L8	N 45°14'30" E	90.00
L9	S 44°45'30" E	10.00
L10	S 45°14'30" W	90.00
L11	S 44°45'30" E	389.98
L12	N 65°30'41" E	10.40
L13	S 03°07'36" W	10.00
L14	N 86°52'24" W	43.45
L15	S 44°20'03" W	547.40
L16	S 00°39'57" E	20.66
L17	S 45°39'57" E	51.92
L18	S 62°21'32" E	30.00
L19	N 44°20'03" E	622.31
L20	S 86°52'24" E	47.98
L21	S 45° 14' 51" W	10.00
L22	S 44° 45' 09" E	237.50
L23	S 45° 14' 51" W	90.00
L24	N 45° 14' 51" E	90.00
L25	S 44° 45' 09" E	145.00
L26	S 45° 14' 51" W	90.00
L27	N 45° 14' 51" E	90.00
L28	S 44° 45' 09" E	385.00
L29	S 45° 14' 51" W	123.79
L30	N 45° 14' 51" E	124.47
L31	S 44° 45' 09" E	145.00
L32	N 45° 14' 51" E	125.00
L33	S 45° 14' 51" W	125.00
L34	S 44° 45 09" E	253.67
L35	S 08° 53' 48" E	53.84
L36	N 81° 06' 12" E	10.00
L37	N 08° 53' 48" W	57.08
L38	N 44° 45' 09" W	1229.41
L39	N 85° 16' 04" E	151.86
L40	N 44° 45' 09" W	19.45
L41	N 38° 03' 50" E	15.12
L42	S 44° 45' 09" E	14.35
L43	S 85° 16' 04" W	146.38
L44	N/A	N/A
L45	N/A	N/A
L46	N/A	N/A
L47	N/A	N/A
L48	N/A	N/A
L49	N/A	N/A
L50	N/A	N/A

CURVE TABLE

CURVE	RADIUS	LENGTH	BEARING	CHD. LENGTH	DELTA
C1	30.00	47.12	S 84°12'04" E	42.43	90°00'00"
C2	1030.00	103.71	N 42°05'08" W	103.66	5°46'08"
C3	25.00	38.97	S 00°19'05" E	35.14	89°18'15"
C4	125.00	33.00	N 36°46'19" E	32.90	15°07'28"
C5	17.50	18.72	S 59°51'30" W	17.84	61°17'51"
C6	52.50	166.25	N 00°12'32" W	104.99	181°32'32"
C7	17.50	18.72	S 60°16'36" E	17.84	61°17'51"
C8	125.00	33.00	N 37°11'25" W	32.90	15°07'28"
C9	825.00	167.70	S 38°55'45" E	167.41	11°38'47"
C10	875.00	177.86	N 38°55'45" W	177.55	11°38'47"
C11	125.00	198.34	S 89°47'27" W	178.18	90°54'49"
C12	125.00	194.37	S 00°12'44" E	175.37	89°05'33"
C13	875.00	177.86	S 50°34'54" E	177.55	11°38'47"
C14	825.00	167.70	N 50°34'54" W	167.41	11°38'47"
C15	125.00	34.98	S 52°46'33" E	34.87	16°02'06"
C16	17.50	18.72	N 30°08'41" W	17.84	61°17'51"
C17	52.50	166.25	N 89°47'16" E	104.99	181°25'57"
C18	17.50	18.72	S 29°43'13" W	17.84	61°17'51"
C19	125.00	34.98	N 52°21'06" E	34.87	16°02'06"
C20	25.00	39.61	S 89°43'21" W	35.59	90°46'37"
C21	970.00	96.30	N 42°02'42" W	96.26	5°41'17"
C22	30.00	47.12	N 05°47'56" E	42.43	90°00'00"
C23	25.00	39.27	N 89°20'03" E	35.36	90°00'00"
C24	75.00	116.61	N 00°12'33" W	105.22	89°05'11"
C25	875.00	177.86	S 38°55'45" E	177.55	11°38'47"
C26	825.00	64.18	N 35°20'05" W	64.17	4°27'27"
C27	25.00	42.81	N 86°36'53" W	37.76	98°06'09"
C28	25.00	39.27	S 00°39'57" E	35.36	90°00'00"
C29	25.00	39.27	N 00°39'57" W	35.36	90°00'00"
C30	25.00	39.27	S 89°20'03" W	35.36	90°00'00"
C31	25.00	42.00	S 03°47'58" E	37.24	96°16'01"
C32	825.00	64.39	S 54°10'08" E	64.38	4°28'19"
C33	875.00	177.86	N 50°34'54" W	177.55	11°38'47"
C34	75.00	119.00	N 89°47'16" E	106.90	90°54'27"
C35	25.00	39.67	N 89°47'16" E	35.63	90°54'27"
C36	25.00	38.87	N 00°12'33" W	35.07	89°05'11"
C37	25.00	39.67	S 89°47'27" W	35.64	90°54'49"
C38	25.00	38.87	S 00°12'44" E	35.07	89°05'33"
C39	25.00	39.67	N 89°47'16" E	35.63	90°54'27"
C40	25.00	38.87	N 00°12'33" W	35.07	89°05'11"
C41	25.00	39.67	S 89°47'27" W	35.64	90°54'49"
C42	25.00	38.87	S 00°12'44" E	35.07	89°05'33"
C43	25.00	39.67	N 89°47'16" E	35.63	90°54'28"
C44	25.00	38.87	N 00°12'33" W	35.07	89°05'11"
C45	75.00	119.01	S 89°47'27" W	106.91	90°54'49"
C46	75.00	116.62	S 00°12'44" E	105.22	89°05'33"

LEGEND

ITEM	EXISTING	PROPOSED
LOT LINE	N/A	
CENTERLINE		
IRON ROD	FIP	N/A
CONCRETE MONUMENT	N/A	SCM
EASEMENT LINE LABEL	N/A	L00
FENCE		N/A
CONTOUR	49 / 50	N/A
BUILDING RESTRICTION LINE	N/A	
RIGHT-OF-WAY LINE/PROPERTY LINE	N/A	
UTILITY EASEMENT	N/A	
DELDOT PERMANENT EASEMENT	N/A	
SEWER EASEMENT	N/A	

0 25 50 100

SCALE : 1" = 50'

- [ ] FINAL
- [ ] PRELIMINARY

ISSUED:

PRINTS ISSUED FOR :
- [ ] INFORMATION ONLY
- [ ] REVIEW
- [ ] APPROVAL
- [ ] PERMITS
- [ ] BIDDING
- [ ] CONSTRUCTION
- [ ] AS-BUILTS

NO.	DATE	ITEM
1.	1/24/05	REVISED PER CITY OF MILFORD COMMENTS.
2.	8/3/05	REVISED PER DELDOT SOUTH DISTRICT COMMENTS.
4.	6/6/14	REVISED PER DELDOT SOUTH DISTRICT COMMENTS.
5.	08/27/14	REVISED PER CITY OF MILFORD COMMENTS.

REVISIONS

BECKER MORGAN GROUP

ARCHITECTURE ENGINEERING

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309 S. Governors Ave.
Dover, DE 19904
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Ph. 410.546.9100
Fax 410.546.5824

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307 A Street
Wilmington, DE 19801
Ph. 302.888.2600
Fax 302.888.2427

www.beckermorgan.com

TROLLEY SQUARE PARTNERS, L.L.C.

WEST SHORES AT NEW MILFORD

PROPOSED SUBDIVISION

WILKENS ROAD
CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

LOT LINE REVISION PLAN SOUTH

BMG: 2003113.00	DRAWN BY: BCH
SCALE: 1"=50'	SHEET
DATE: 10/27/2017	2 OF 3
ACAD: 2003113-PLAT	

F:\AutoCAD\Projects\2003\2003113\dwg\2003113-PLAT.dwg 12/13/2007 10:54:42 AM EST

SCAT

Town of Bethany Beach
Town of Bethel
Town of Blades
Town of Bridgeville
Town of Dagsboro
Town of Delmar
Town of Dewey Beach
Town of Ellendale
Town of Fenwick Island
Town of Frankford
Town of Georgetown
Town of Greenwood
Town of Henlopen Acres
Town of Laurel
City of Lewes
City of Milford
Town of Millsboro
Town of Milltville
Town of Milton
Town of Ocean View
City of Rehoboth Beach
City of Seaford
Town of Selbyville
Town of Slaughter Beach
Town of South Bethany
Sussex County Council

Sussex County Association of Towns

20 W Fourth Street, Blades, Delaware 19973

S.C.A.T. Dinner for Wednesday, February 7th, 2018

LOCATION: CHEER Community Center
20520 Sand Hill Road
Georgetown, DE 19947

TIME: 6:00 pm - Guest Social Hour w/ Appetizers
6:30 pm - Dinner

"Comcost is proud to support the Sussex County Association of Towns Legislative Night. This is an unrestricted sponsorship of the Sussex County Association of Towns and is not meant to be used for the benefit of any particular invitee"

HOST: Town of Georgetown

SPEAKER: Sussex County Legislators

COST: $35.00

MENU: **Buffet Dinner**
Made from scratch, multigrain, rolls with exotic flavorings and butter
Garden Salad with our 15 ingredient house and ranch dressings
Filet Mignon au poivre with fresh cracked pepper and brandy sauce
Manicotti with 3 kinds of cheese and our marinara sauce
Seafood Imperial shrimp, crab, scallop, and fish combined with imperial sauce
Baked golden Mashed Red Potatoes with roasted garlic and gravy on the side
Vegetable medley with fresh herbs, olive oil, and spices
Dessert Cheese Cake with fresh Strawberry topping
Iced tea both sweet & regular, Coffee, Water ice

For reservations, please contact Laura Givens at **302-856-7391** or via email to lsgivens@georgetowndel.com no later than **JANUARY 30TH, 2018 BY NOON**

Please make checks payable to the **Town of Georgetown**
Mail to: Town of Georgetown
39 The Circle
Georgetown, DE 19947

Reminder: S.C.A.T. Steering Committee Breakfast

Friday, February 9th at 9AM, ARENA's Delaware Coastal Airport
Cost $11.00 (checks written to Arena's)
RSVP to vikkiprettyman@townofblades.com

You are cordially invited to

A Retirement Dinner

honoring

Dolores J. Slatcher

For her 40 years of service with the

City of Seaford

Saturday, March 10, 2018
5:00 p.m. Social/Cash Bar
5:30 p.m. Dinner/Program
Seaford Fire Hall

Reservations Required
Please R.S.V.P. by February 26 to
Tracy Torbert at 302-629-9173

$25 per person
Advanced payment is required; no tickets will be sold at the door.
A limited number of tickets will be sold.
Attire is business casual.

**If you would like to make a presentation, please indicate when giving your R.S.V.P.*
Presentations must be no longer than two minutes each.

DELAWARE LEAGUE OF LOCAL GOVERNMENTS

P.O. BOX 484, DOVER, DE 19903-0484
Phone: 302-678-0991 Fax: 302-678-4777 Email: cfluft@udel.edu

President Jermaine Hatton *Executive Director Carl F. Luft*

To: League Members
From: Carl F. Luft, Executive Director
Subject: 2018 Congressional Visit
Date: January 17, 2018

The annual Congressional visit to Washington, D. C. will be on Wednesday, March 14, 2018. The meeting will begin at 10 a. m. in the Capitol Visitor Center, Room SVC-203. Both Senators Carper and Coons and Congresswoman Lisa Blunt Rochester will speak to our group. This meeting date is set annually at the same time the National League of Cities Congressional City Conference occurs.

The tentative schedule of speaking order has not been set yet, but will be similar to past years with each Senator and Representative devoting roughly 45 minutes or so to the League. Check in is at the Senate Appointments Desk, near the gift shop. Each attendee will obtain a pass upon check in.

If you are planning to attend, please call, email or fax your reservation to the League office no later than February 28, 2018. For security purposes, be sure to include First and Last Name, Title and Municipality for each attendee. In addition, list any Federal issues or topics you would like to discuss with our delegation.

Thank you.

DLLG Members & Associates:

Happy New Year! The 2nd session of the 149th General Assembly tipped off yesterday. Now is a good time for local officials to meet with your legislators and develop good working relationships as we progress into Spring and to June 30.

Other news:

- Dinner Meetings.

January 25 - Delaware Municipal Electric Corporation
February 22 - OMB Secretary Michael Jackson
March 22 - Department of Safety and Homeland Security Secretary Robert Coupe
April 26 - Governor John Carney (tentative)

- Capitol Hill Visit. The annual visit to Washington, DC on the Hill with our Federal delegation occurs on Wednesday, March 14. This event takes place on the last day of the National League of Cities Congressional City Conference. Please mark your calendars. We are firming up plans with our Federal representatives, and will send out details shortly.

- Legislative Advocacy Committee. The League's Legislative Committee will begin meeting regularly as the General Assembly session moves forward. The next meeting is Friday, at which the status of the Adult Use Cannabis Task Force report will be discussed. We have met with the Governor's staff to commence a preliminary review of local issues and Governor Carney's priorities.

Speaking of which, municipal and county autonomy is a critical element of all DLLG discussions with State officials and representatives. As we move forward from 2017, are the problems we face now the same ones we had last year? At the State level, many are. However, locally our governments often have more of an ability for a bias for action. Local control gives us the opportunity to take a chance once in awhile, even if it involves a small risk from time to time. It is important.

Carl

--
Carl F. Luft
Executive Director
Delaware League of Local Governments
P. O. Box 484
Dover, DE 19903
cfluft@udel.edu
302-678-0991
302-678-4777 (fax)

Why Cities Struggle to Fund Infrastructure

By NLC Staff on January 8, 2018

As President Trump and Congressional leadership emerge from a strategy meeting at Camp David this week, the infrastructure debate is heating up. There is now little doubt: Trump, Ryan, and McConnell are expected to announce that they intend to prioritize infrastructure on their 2018 to-do list.

For cities, the coming focus on America's long infrastructure to-do list will come as a relief. City leaders know the horror stories of emergency repairs and incidents — but also the looming needs as very old systems approach the end of their lifespans.

To tackle this long-awaited issue, Congress will need to leverage every funding tool in their arsenal. A significant amount will be needed to make a dent in the $2 trillion dollar infrastructure gap, which been accumulating for some time. They've also stated they will be looking to states and cities to use all the tools at their disposal as well.

However, as they start digging into the details, Congress may be surprised to find that many cities are actually missing some of the most common tools to help raise local funds infrastructure. That's the simple fact: Not every city can pass a sales tax, or put a fee on vehicle registration, or enter into a well-thought-out public-private partnership — even if they wanted to.

These tools are missing from their infrastructure toolbox because of a variety of factors outside of a city's control — often because of their state's structure, limitations placed on certain taxes at the state level or perhaps due to a lack of statewide legislation that allows them to enter into public-private partnerships. A lot has been made of cities that raise their own funds to "self-help" for infrastructure through these mechanisms, but often they are the exception rather than the rule.

To help illustrate this, in addition to our comprehensive report, Paying for Infrastructure in a New Era of Federalism that took a state-by-state look at limitations, NLC's City Solutions team has also taken a sample of fifteen cities across the country to highlight the limitations that exist in a new brief, Missing Infrastructure Tools for Cities.

These resources highlight what we all know — states and the federal government must make sure all tools to finance infrastructure are available to cities because infrastructure is a critical partnership. Cities are financing two out of every three infrastructure projects, but a strong federal partnership is essential to create a seamless, integrated and efficient network of infrastructure that meets our national economy's needs.

The needs are vast, and more significant partnership is needed now to correct course. The federal government must invest significantly as a national economic priority, states must lift their limitations on cities, and cities must continue to identify the where infrastructure needs are greatest and fulfill them with their partners.

As Congress puts pen to paper on a package that can draw bipartisan support, cities will continue to be a significant partner. Hopefully that partnership will be met with equal commitment from Washington.

Author: Brittney Kohler is NLC's Program Director for Transportation and Infrastructure.

CITY HALL
201 South Walnut Street
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

TO: Mayor and City Council

FROM: Rob Pierce, Planning & Development Director

DATE: January 22, 2018

RE: Residential Rental Inspections

Rental Inspection Services Contract

During September and October 2017, the Planning Department solicited proposals from qualified firms for Residential Rental Inspection Services. The Department received one proposal in response to the Request for Qualifications (RFQ) from First State Inspection Agency, Inc (FSIA). Enclosed is a copy of the submission. Staff reviewed the submission and found the firm qualified to perform the work as outlined in the RFQ documents. The City met with the firm and negotiated a unit price of fifty ($50.00) dollars per initial and follow-up inspections as outlined in the attached draft contract/agreement.

Staff recommends utilizing a third party inspection agency to perform all rental unit inspections over a two-year period. The Department will use the county boundaries to divide the rental inspections into two geographic areas. Sussex County has approximately 600 rental units while Kent County has approximately 1040. Due to the delay in implementation during the 2018 calendar year, staff recommends performing Sussex County inspections in Year 1 and Kent County inspections in Year 2. Upon completion of the two-year program, the City will transition into a four year inspection cycle based on Ward boundaries and will continue the inspection program beginning with Ward 1 and ending with Ward 4. The two-year inspection contract is a one-time expense that can be paid for using general fund reserves from excess building permit revenues from FY2018. Staff estimates the total contract to cost to be approximately $131,200.00.

	Year 1	Year 2
Initial Inspection	600	1,040
Follow up Inspection	360	624
Total Inspections	960	1,664
Total Cost	$ 48,000.00	$ 83,200.00
		$ 131,200.00

Hiring of an Additional Code Official

Staff recommends hiring a second code official to assist the Department with property maintenance, rental inspection, and zoning enforcement. At the end of the two-year period, the two full-time code officials would take on the responsibility of the four year ward-based rental inspection program. The City will accept HUD inspections for those subsidized housing units, which will reduce the number of rental inspections required under the above Rental Inspection Services Contract and the in-house inspections.

A second code official would cost approximately $75,000 in salary and benefits per year. Since this is not a one-time expense, staff recommends reviewing the financial impact of this position during the upcoming FY2019 budget review.

If Council wishes to hire an additional code official before the end of the fiscal year, the approximate cost per month will be $6,300. It is estimated that it will take several months before the position would be filled, with an anticipated start date of May 1, 2018.

Rental Inspection Procedures

The Department has been performing rental inspections internally since 2008, but has not had sufficient staffing levels to proactively complete all inspections as intended under the adoption of the amendments to Chapter 180. Each rental inspection includes general exterior, general interior, structural, plumbing, electrical and fire inspections as outlined in the International Property Maintenance Code (IPMC) 2015. See attached for sample inspection checklist. A copy of the IPMC 2015 can be found at https://codes.iccsafe.org/public/document/toc/551/.

The City will provide landlords with information related to inspection guidelines and scheduling procedures in advance of inspections. The same information and links to the checklist, IPMC, Chapter 174, Chapter 88 and other ordinances will be provided on the Department website.

During the initial two-year period, the majority of the administrative functions of the rental inspection program will be performed by the inspection agency, including the scheduling of the initial and subsequent re-inspections. Properties that do not comply after re-inspection will be forwarded to the Department for formal issuance of violations. The City will issue violation notices to those property owners who fail to respond, register or remedy infractions after re-inspections are completed. Violations are subject to fines and penalties as outlined in Chapters 180 and 174 of the City Code.

Recommendation

Staff recommends the following;

"A motion to authorize the Mayor to execute the provided contract for Residential Rental Inspection Services with First State Inspection Agency, Inc. for a period of Twenty-three (23) months, scheduled to terminate on December 31, 2019,"

AND

"A motion to appropriate $131,200 from General Fund Reserves from additional Building Permit Revenue from FY2018 to fund the Rental Inspection Services Contract through December 31, 2019."

FIRST STATE INSPECTION AGENCY, INC.
1001 MATTLIND WAY
MILFORD, DELAWARE 19963
PHONE: 302.422.3859

City of Milford, Planning Department
Request for Qualifications
2017 Residential Rental Inspection Services

First State Inspection Agency, Inc., is pleased to offer our inspection services to the City of Milford for the purpose of inspecting residential rental properties to assure compliance with the adopted property maintenance code of the City of Milford. The following is a statement of qualifications as requested in the public notice given by the City of Milford Planning Department.

A. Demonstrated capability and expertise of the firm. First State Inspection Agency., Inc. is a third party inspection service that has provided electrical, building, plumbing, HVAC and Property Maintenance inspection services to various states, counties and municipalities since 1985. During that period we have performed approximately 760,000 electrical inspections, 240,000 building inspections, 9,600 HVAC inspections and 1,440 Property Maintenance inspections. We continue to provide timely professional inspections throughout the State of Delaware and numerous Maryland Counties. Our same day service is the foundation of our business. If a request for inspection is received prior to 9:00am, we will provide the inspection that same business day. This prompt service allows the building industry to meet scheduling deadlines and adjust for variations in the weather during the construction process. Rental inspections are typically scheduled at a time when the tenant or landlord can provide access to the rental unit. We will confirm an appointment time and perform the rental unit inspection. The rental inspection form will be

completed during the inspection and available for signature by the property owner/landlord at the conclusion of the inspection.

B. **Staff expertise, including Qualifications of Staff who will be assigned directly to the rental inspections.** Out of our current staff of 11 inspectors and 5 office clerks, we plan to assign 2 inspectors and 1 of our clerks directly to the City of Milford Rental inspections. Along with other duties, 1 of the inspectors will be available for morning inspections and the other inspector will be available for afternoon inspections. We plan to have 2 additional inspectors familiar with the Rental Unit Inspection Form so they can be available during vacations or illness of the 2 assigned inspectors. All of the available inspectors will take the ICC certification exam for the 2015 International Property Maintenance Code in order to update their knowledge of the adopted code of the City of Milford. Each of the inspectors assigned have many years of experience in the construction trades as well as code enforcement. They have exhibited customer service abilities and are sensitive to the application of adopted codes and the legal aspects of code enforcement. Should the need arise for court testimony, they will provide concise and accurate testimony on behalf of the City of Milford.

C. **Staffing capacity to meet expected work load.** Our plan is to provide 2 inspectors and 1 clerk as previously stated. Should the expected work load require additional staffing, we are capable of adjusting our current staff to meet that need.

D. **Location of Office.** First State Inspection Agency, Inc. currently has an office within the city limits of Milford. Located at 1001 Mattlind Way, Milford, Delaware 19963.

E. **Demonstrated ability in previous projects.** Since 1985 First State Inspection agency, Inc. has provided contract inspection services to:

Sussex County, DE from 1992 until 2007, Building inspections
Milton, DE from 2006 to present, Building inspections
Milford, DE 2017 to present, Building Inspections
Middletown, DE 2004 to present, Building, Plumbing, HVAC
Odessa, DE 2010 to present, Building, Plumbing, Electrical
Easton, MD 2012 to present, Electrical
Caroline County, MD 2008 to present, Building, Plumbing, Electrical
Sudlersville, MD 2013 to present, Building, Plumbing, Electrical, Property Maintenance
Barclay, MD 2014 to present, Building, Property Maintenance
Ocean City, MD 2004 to present, HVAC

In addition to these contracts, First State Inspection Agency, Inc. provides daily inspection services to the entire State of Delaware and 5 Counties in the State of Maryland.

F. **Familiarity with IPMC 2015 and residential building construction standards.** Our inspection services, as listed, include residential inspections based on the International Residential Code as adopted by the local jurisdiction. The Property Maintenance Code inspections are performed using an inspection form based on the edition of the IPMC adopted by the local jurisdiction. The assigned inspectors to the Milford

Residential Rental Inspections will have taken and passed the ICC certification exams for the 2015 IPMC.

G. A unit price for each initial inspection and follow-up inspection.

The unit price for each rental unit initial inspection will be: $70.00

The unit price for each rental unit follow-up inspection: $40.00

Respectfully Submitted;

Robert Smith, Vice-President

First State Inspection Agency, Inc.

Plan Review/Inspection Agreement

THIS AGREEMENT, made this ____ day of _____, by and between the **CITY OF MILFORD**, a political subdivision of the State of Delaware, (Hereinafter referred to as "City") and **FIRST STATE INSPECTION AGENCY, INC.** (Hereinafter referred to as "FSIA").

WHEREAS, the parties desire to enter into a contract with respect to residential rental inspections of properties within the City of Milford;

NOW THEREFORE, in consideration of the mutual promises contained herein, and other good and valuable consideration, the parties agree as follows:

1. FSIA shall conduct residential rental inspection services as requested by the City of Milford Planning Department.

2. FSIA shall conduct rental inspections based on the requirements of Chapter 180 Residential Rental Operating Licenses, Chapter 174 Property Maintenance, the 2015 International Property Maintenance Code (IPMC), and other City Code requirements as may be adopted, including any amendments thereto.

3. FSIA shall maintain written records of on-site inspections and provide a copy of all inspection records to the City. FSIA shall provide written documentation and pictures of all violations cited during on-site inspections. Inspections shall be performed based on the checklist provided by the City.

4. FSIA will provide the landlord a copy of all completed inspection reports and determine the necessary corrective actions and timing.

5. Outstanding violations from rental inspections will be forwarded to the City Code Official for further enforcement and legal action.

6. The City will notify landlords in writing of pending rental inspections approximately three (3) weeks in advance and all inspection requests shall be to the FSIA office.

7. FSIA shall provide technical advice and information, as requested by the City.

8. The City agrees to pay FSIA fifty ($50.00) dollars for each inspection, including both the initial and any follow-up inspection performed and approved by the City of Milford. FSIA shall bill the City upon performance of each inspection. Payment is due thirty (30) days after receipt of invoice.

9. FSIA shall, during the entire term hereof, and any extension thereof, keep in full force and effect, a policy of general liability insurance with respect to its obligations under this agreement, which is approved by the City and in which the limits of liability shall not be less than one million ($1,000,000.00) for each accident or occurrence. FSIA also agrees to maintain an Errors and Omissions Policy approved by the City, and in which the limits of liability shall be not less than one million ($1,000,000.00). FSIA shall furnish the City with the certificate or certificates of insurance or other acceptable evidence that such insurance is in full force at all times during the term hereof.

10. This agreement shall remain in effect for a period of Twenty-three (23) Months, with the option of an additional Two (2) Years with a review of the services provided and the fee schedule at that time, to determine the necessity of a possible increase of fees. This agreement will commence February 1, 2018, and end December 31, 2019, provided, however, that the City shall have the sole option to terminate this contract after Twenty-three (23) Months, by providing FSIA written notice at least 30 days prior to termination.

IN WITNESS THEREOF:

Signed, sealed and delivered in the presence of:

FIRST STATE INSPECTION AGENCY, INC.

_____ _____(SEAL)
Attest Printed Name:_____
Title:_____

Sworn to and subscribed before me this ____ day of _____, 2018.

_____ _____
Notary Public Date Commission Expires

CITY OF MILFORD

_____ _____(SEAL)
Attest/City Clerk By: Mayor Bryan W Shupe

Sworn to and subscribed before me this ____ day of _____, 2018.

_____ _____
Notary Public Date Commission Expires

THE CITY of Milford DELAWARE

CITY OF MILFORD
RENTAL UNIT INSPECTION FORM

Date:_____

Appt. Time: _____

License Number:_____ **Inspector:**_____

Contact Name: _____ **Phone #:**_____

Rental Property Location: _____

Street Address **Unit Number**

Email Address:_____ **Inspection #:**_____ **Invoice #:**_____

GENERAL EXTERIOR		**PASS**	**FAIL**	**NOTES**
PM.302.4	Weeds	☐	☐	_____
PM.308.1	Accumulation of Rubbish and Garbage	☐	☐	_____
PM.308.3.2	Rubbish and Garbage Containers	☐	☐	_____
PM.302.3	Sidewalks and Driveways	☐	☐	_____
PM.304.7	Roofs and Drainage	☐	☐	_____
PM.304.11	Chimneys and Towers	☐	☐	_____
PM.304.9	Overhang Extensions	☐	☐	_____
PM.304.2	Protective Treatment	☐	☐	_____
PM.304.13	Windows, Skylight, and Door Frames	☐	☐	_____
PM.304.13.1	Glazing	☐	☐	_____
PM.304.10	Stairways, Decks, Porches, Balconies	☐	☐	_____
PM.304.4	Structural Members	☐	☐	_____
PM.304.5	Foundation Walls	☐	☐	_____
PM.604.3	Electrical System Hazard	☐	☐	_____
PM.304.12	Handrails and Guards	☐	☐	_____
PM.702.3	Locked Doors / Egress	☐	☐	_____

GENERAL INTERIOR		**PASS**	**FAIL**	**NOTES**
PM.304.15	Doors	☐	☐	_____
PM.305.3	Interior Surfaces	☐	☐	_____
PM.305.4	Stairs and Walking Surfaces	☐	☐	_____
PM.305.5	Handrails and Guards	☐	☐	_____
PM.701.2	Fire Safety Requirements	☐	☐	_____
PM.305.6	Interior Doors	☐	☐	_____
PM.309.1	Infestation	☐	☐	_____
PM.602.3	Heat Supply	☐	☐	_____
PM.603.1/607.1	Mechanical Appliances/Duct Systems	☐	☐	_____
PM.603.2	Removal of Combustion Products	☐	☐	_____
PM.605.1	Electrical Equipment - Installation	☐	☐	_____
PM.403.5	Clothes Dryer Exhaust	☐	☐	_____
PM.704.2.1.2	Smoke Detector	☐	☐	_____

(RIF 110316)

LIVING ROOM		**PASS**	**FAIL**	**NOTES**
PM.304.13.2	Openable Windows	☐	☐	_____
PM.304.14	Insect Screens	☐	☐	_____
PM.305.3	Interior Surfaces	☐	☐	_____
PM.305.4	Stairs and Walking Surfaces	☐	☐	_____
PM.604.3	Electrical System Hazard	☐	☐	_____
PM.704.2	Single and Multiple Station Smoke Alarms	☐	☐	_____

DINING ROOM				**NOTES**
PM.304.13.2	Openable Windows	☐	☐	_____
PM.304.14	Insect Screens	☐	☐	_____
PM.305.3	Interior Surfaces	☐	☐	_____
PM.305.4	Stairs and Walking Surfaces	☐	☐	_____
PM.604.3	Electrical System Hazard	☐	☐	_____

KITCHEN				**NOTES**
PM.304.13.2	Openable Windows	☐	☐	_____
PM.304.14	Insect Screens	☐	☐	_____
PM.305.3	Interior Surfaces	☐	☐	_____
PM.305.4	Stairs and Walking Surfaces	☐	☐	_____
PM.504.1	Plumbing Systems and Fixtures - General	☐	☐	_____
PM.505.1	Water System – General	☐	☐	_____
PM.603.1	Mechanical Appliances	☐	☐	_____
PM.604.3	Electrical System Hazards	☐	☐	_____

HALLWAYS		**PASS**	**FAIL**	**NOTES**
PM.304.13.2	Openable Windows	☐	☐	_____
PM.304.14	Insect Screens	☐	☐	_____
PM.305.3	Interior Surfaces	☐	☐	_____
PM.305.4	Stairs and Walking Surfaces	☐	☐	_____
PM.604.3	Electrical System Hazards	☐	☐	_____
PM.704.2	Single and Multiple Station Smoke Alarms	☐	☐	_____

BATHROOM #1		**PASS**	**FAIL**	**NOTES**
PM.304.13.2	Openable Windows	☐	☐	_____
PM.305.3	Interior Surfaces	☐	☐	_____
PM.305.4	Stairs and Walking Surfaces	☐	☐	_____
PM.607.1	Operational Exhaust	☐	☐	_____
PM.504.1	Plumbing Systems & Fixtures	☐	☐	_____
PM.604.3	Electrical System Hazards	☐	☐	_____

BATHROOM #2		**PASS**	**FAIL**	**NOTES**
PM.304.13.2	Openable Windows	☐	☐	_____
PM.305.3	Interior Surfaces	☐	☐	_____
PM.305.4	Stairs and Walking Surfaces	☐	☐	_____
PM.607.1	Operational Exhaust	☐	☐	_____
PM.504.1	Plumbing Systems & Fixtures	☐	☐	_____
PM.604.3	Electrical System Hazards	☐	☐	_____

BEDROOM #1		**PASS**	**FAIL**	**NOTES**
PM.304.13.2	Openable Windows	☐	☐	_____
PM.304.14	Insect Screens	☐	☐	_____
PM.305.3	Interior Surfaces	☐	☐	_____
PM.305.4	Stairs and Walking Surfaces	☐	☐	_____
PM.305.6	Interior Doors	☐	☐	_____
PM.604.3	Electrical System Hazards	☐	☐	_____
PM.704.2	Single and Multiple Station Smoke Alarms	☐	☐	_____

BEDROOM #2		**PASS**	**FAIL**	**NOTES**
PM.304.13.2	Openable Windows	☐	☐	_____
PM.304.14	Insect Screens	☐	☐	_____
PM.305.3	Interior Surfaces	☐	☐	_____
PM.305.4	Stairs and Walking Surfaces	☐	☐	_____
PM.305.6	Interior Doors	☐	☐	_____
PM.604.3	Electrical System Hazards	☐	☐	_____
PM.704.2	Single and Multiple Station Smoke Alarms	☐	☐	_____

BEDROOM #3		**PASS**	**FAIL**	**NOTES**
PM.304.13.2	Openable Windows	☐	☐	_____
PM.304.14	Insect Screens	☐	☐	_____
PM.305.3	Interior Surfaces	☐	☐	_____
PM.305.4	Stairs and Walking Surfaces	☐	☐	_____
PM.305.6	Interior Doors	☐	☐	_____
PM.604.3	Electrical System Hazards	☐	☐	_____
PM.704.2	Single and Multiple Station Smoke Alarms	☐	☐	_____

DEN (IF APPLICABLE)		**PASS**	**FAIL**	**NOTES**
PM.304.13.2	Openable Windows	☐	☐	_____
PM.304.14	Insect Screens	☐	☐	_____
PM.305.3	Interior Surfaces	☐	☐	_____
PM.305.4	Stairs and Walking Surfaces	☐	☐	_____
PM.604.3	Electrical System Hazards	☐	☐	_____

OTHER VIOLATIONS

CODE SECTION:_____ VIOLATION:_____

CODE SECTION:_____ VIOLATION:_____

NOTES:_____

NOTES:

☐ Rental unit is found to be in compliance with all codes/ordinances. **No Further action required**.

☐ The above non-compliant items must be remedied within _____ calendar days from the date of inspection. The Inspection Office will contact you in regards to scheduling a re-inspection. Be advised that if the property is still not found to be in compliance, a $50 fee will be assessed for each additional re-inspection scheduled.

I, the owner/caretaker of the above referenced rental unit, acknowledges the property must comply at all times with Chapter 174 (Property Maintenance), including the 2015 International Property Maintenance Code (IPMC), Chapter 230 (Zoning) and other City ordinances. By signing below, I acknowledge that the residential rental unit inspection has been performed by the Inspection Official in my presence and agree that any non-compliant items must be corrected within the time frame provided above.

_____ _____

Property Owner/Landlord **Date**

_____

Print Name

_____ _____

Inspector **Date**

From: niecy.m.lebright@wilmu.edu <niecy.m.lebright@wilmu.edu>

Sent: Wednesday, January 17, 2018 2:48 PM

To: Burk, James

Subject: 3rd Party Rental Inspection Feedback

Jamie,

In response to the article published regarding the Counsel's recent discussion on the 3rd party rental inspection plan, we appreciate your comments to exercise caution and wisdom in making this decision.

We think that all property owners should be held to the same standards, whether they rent their house, live in it, or it is vacant. Every property owner should ensure their property is meeting city code. If neighbors or tenants make a complaint about a unit, then code enforcement should inspect and require compliance, if warranted. But should landlords be held to higher standards than owner-occupants? Inspections are invasive for tenants and landlords, and the current practice is why we've personally shifted from investing in Harrington to Milford. Our properties are well maintained and provide safe, affordable places for tenants to live. We purchase homes that were not previously rentals and were run down and renovate them into desirable homes. We encourage the City of Milford to not pass any 3rd party inspection plan. At the very least, we ask to be informed of the specifics of the inspections before this is voted on. We would argue that the vacant homes that are sitting in disrepair for years are the properties that are running down the appeal of our town.

Please convey our thoughts as landlords to the Counsel. Thanks very much for your time and service,

Craig and Niecy Roberts

Roberts I, LLC

10 E Clarke Ave.

Milford, DE

January 17, 2018

To Whom It May Concern:

In regards to the rental inspections discussion, I would like to further clarify that I recommended keeping the inspections in house. There is already a system in place where you can contact C.C., and he is available to meet and inspect your property.

At the last meeting, a gentleman stood up and stated that he was in favor of the proposed new rental inspections because of an overcrowding issue down the street from his residence. He stated that all he would have to do is call C.C. and get the issue worked out. He also stated he wanted the houses inspected for over crowding so he could buy them at a much lower price later after the current landlord can't rent them for a higher occupancy rate and building infractions.

The workshop was not well attended, so I contacted a number of landlords (18) to inform them of the rental inspection discussion. After calling each one of them, overwhelmingly, they had no idea that a vote was this close. They agreed that it is a waste of time and a waste of resources. The landlords contacted also believed that their rentals were well kept and cared for to the best of their ability. When we discussed their rent range, most were significantly below market value. Most of these rentals have maintained the same tenants for 10 years or more; therefore, the tenant must be content with the property. My point is that there is an entire demographic that the council and mayor are missing. These landlords are not only not aware of the meetings, but they are older and do not drive in the dark, don't have email, or do not have social media. In any case, these landlords should not be forgotten when you consider voting on this matter.

To sum it up, neighboring landlords like myself feel it's a waste of money to spend approximately $135,000 to inspect all the area rentals. It appears that you have a very small percentage of people wanting to change old Milford. These people attend all the meetings, workshops, functions, and mixers around Milford and may even host a small party around the holidays and have a fundraiser. Then voila, they are seen and heard all over town. In actuality, they are only 1 percent of the real landlords in and around Milford.

In conclusion, Rob Pierce admitted that C.C. has only done 20 or 30 inspections in 2016 concerning rentals. Rob had all the confidence that him and C.C. could do a couple hundred inspections a year. This would, again, allow Milford to keep it in house. With that being said, this should satisfy all the concerned citizens of Milford and show good stewardship with Milford's money.

Respectfully,
Mark Davis

From: Lebright Joyce <joyce.lebright@cr.k12.de.us>
Sent: Thursday, January 18, 2018 2:41 PM
To: Burk, James
Subject: Inspections for Rentals

Good Afternoon, Mr. Burk:

This letter is in response to the article regarding an Inspection Plan for Rental properties within the City of Milford.

We have purchased four homes in the City of Milford and have turned run-down, "eye-sore" properties into very attractive and safe homes for our tenants. We take pride in our properties, but also see properties in the City which are abandoned, boarded up, or are currently lived in, but are still very neglected. So a system of inspections only for Rental properties does not seem fair or equitable as ALL homes in the city would not be subjected to the same ongoing standards.

Another fear is that the cost would become increasingly prohibitive and the annual $50 fee would continue to be raised to cover increasing costs of the program. Normally, isn't that how government works? We already pay exorbitant taxes since we are "double taxed" by city and county. Realtors will tell you it is difficult to attract homebuyers within city limits for this reason. The City needs to consider how to *attract* businesses and home-owners to the city. As landlords, we believe we provide a much needed service to the community.

We have heard of landlords who are leaving other municipalities, and are selling off their properties due to increasing Government regulations and fees. As requirements have become increasingly burdensome, landlords have felt that they have been "held hostage" by unreasonable regulations and demands made. Once implemented, Government regulations have a tendency to become even more restrictive over the years. Our response has always been "*I am so glad that we have bought our rental properties in Milford!"*

Most of the landlords we are acquainted with have been part of the housing SOLUTION in Milford and have only improved property values within the City. We believe a better solution to annual inspections may be to implement a complaint process. Residents could notify a City Inspector who could investigate when someone felt there is a code violation of any kind. But that right should be given to **ALL** residents and Rental properties should not be singled out as they are not the only violators.

At the very minimum, we would agree to an initial inspection when our Rental property is first ready for occupancy. Beyond that, we do NOT support annual or continued inspections. We feel this would not only be a burden for the property owner, but for the tenant as well.

We appreciate your dedication and service to the City of Milford and realize what a difficult job it is to serve the best interests of all residents. We would encourage an open and ***on-going*** dialog to ensure that whatever is approved is fair and equitable for everyone. We would value continued input into this issue from all landlords in the City.

Sincerely,
Dan and Joyce LeBright
2721 Canterbury Road
Milford, DE
302-542-5405

City of Milford

RESOLUTION 2018-01

ADOPTING MILFORD CITY COUNCIL RULES OF PROCEDURE

WHEREAS, the government of the City and exercise of all powers conferred by the Charter of the City of Milford is vested in an elective body consisting of the Mayor and eight Councilpersons ("City Council"); and

WHEREAS, the Mayor and City Council has traditionally followed Robert's Rules of Order, with modifications, to provide structure for the conduct of business during its meetings; and

WHEREAS, Article IV, Section 4.08(b) of the Charter states that the City Council "shall determine its own rules and order of business"; and

WHEREAS, the City Council of the City of Milford recognizes that rules are necessary for the orderly conduct of business.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Milford, Delaware that the Procedural Rules hereto attached, as 'Exhibit A', are hereby adopted.

_____

Bryan W. Shupe
Mayor

IN WITNESS WHEREOF, the foregoing was adopted by the City Council of the City of Milford, Delaware on January 8, 2018 as Resolution 2018-01.

_____

Teresa K. Hudson, MMC
City Clerk

Attachment:
Exhibit A

EXHIBIT A

City of Milford
City Council
Rules of Procedure

Regular meetings of City Council shall be held on the second and fourth Monday of each month at Milford City Hall and shall commence at 7:00 p.m. In the case of a holiday on said Monday, the meeting shall be on the next business day. There shall be only one regular City Council meeting held on the second Monday of the month in December. Additional meetings, workshop meetings and/or committee meetings may be held on alternate Mondays, prior to regular meetings, or alternate days of the week with start and end times to be set at the discretion of the Mayor or Committee Chair.

City Council Regular Meetings
Order of Business

1. Call to Order
2. Invocation & Pledge of Allegiance
3. Approval of Previous Minutes (On second Monday only.)
4. Public Hearing (On fourth Monday only, if needed. See below for procedures.)
5. Approval of Consent Agenda

6. Council Business
   a. Recognition (If needed, this item is for recognition of City staff (new or special achievements) or Proclamations or Tributes for community members who have made special contributions to improve the quality of life of our community.)
   b. Special Informational Presentations
   c. Communications and Correspondence (On second Monday only.)
      i. Committee and Ward Reports
      ii. City Manager's Report
      iii. Police Chief's Report
      iv. Finance Report
   d. Appointments to Boards, Committees and Commissions (if needed)

7. Unfinished Business (Items included in this section are ordinances introduced at a prior meeting, or items postponed from previous City Council meetings. The order in which items will be addressed is as follows:)
   a. Presentation / Report by staff, consultants or others
   b. City Council Discussion / Questions
   c. Public Comment as applicable, see below
   d. City Council Deliberation
   e. Council Action (Approve, Deny or Postpone)

8. New Business (The order in which items will be addressed is as follows:)
   a. Presentation / Report by staff, consultants or others
   b. City Council Discussion / Questions
   c. Public Comment as applicable, see below
   d. City Council Deliberation
   e. Council Action (Approve, Deny or Postpone)

9. Executive Session (If needed and only if included on agenda.)
10. Adjourn

City Council Workshop Meetings
Order of Business

1. Call to Order
2. Unfinished Business
3. New Business (The order in which items will be addressed is as follows:)
   a. Presentation / Report by staff, consultants or others
   b. City Council Discussion / Questions
   c. Public Comment as applicable, see below
   d. City Council Deliberation
4. Adjourn

City Council Committee Meetings
Order of Business

1. Call to Order
2. Approval of Previous Minutes
3. Unfinished Business
4. New Business (The order in which items will be addressed is as follows:)
   a. Presentation / Report by staff, consultants or others
   b. City Council Discussion / Questions
   c. Public Comment as applicable, see below
   d. City Council Deliberation
5. Adjourn

City Council Public Hearing
Procedures
Effective: September 1, 2017

The Mayor shall preside over Public Hearings and follow these steps:

1. Call the Public Hearing to order.
2. Mayor or City Solicitor will explain the procedure.
3. Mayor will identify the application or subject by name and number.
4. In the case of land use or similar matters, the Mayor will call on the City Planner or other appropriate staff to establish advertising was done as required by law and to review the application or subject.
5. Mayor will then call on the applicant or representative to concisely present their application. The applicant is asked to limit their presentation to 15 minutes. If the application is sufficiently complex that more time is necessary, the applicant should notify the City Clerk prior to the meeting and the Mayor will determine and announce if additional time is granted.

   Questions may be asked by the City Council or the Mayor during the testimony to clarify comments or statements made during the remarks. The Mayor must recognize speakers first. However, City Councilmembers should reserve discussion or expression of opinions until the deliberation portion of the Public Hearing.

6. The Mayor will then invite testimony from all who favor the application (up to three minutes per person).
7. The Mayor will then invite testimony from all opposed to the application (up to three minutes per person).
8. The Mayor will then invite testimony from those not opposed or in support of the application (up to three minutes per person).

9. After everyone has spoken, the Mayor declares the public hearing closed.
10. The City Council discusses the application based on the merits presented, after which the Mayor will call for a motion.
11. A roll call vote will be conducted on the motion with each Councilmember voicing her/his vote (aye or nay) followed by a brief reason for supporting or opposing the motion based information presented on the record. The order of the roll call vote will change with each such vote and will be tracked by the City Clerk.

City Council Public Comment Procedures

Public Comment (non-Public Hearings) is an opportunity for individuals to speak before City Council at designated times during meetings.

1. The public may comment on Ordinances and Resolutions that are on the agenda for consideration by City Council. Those agenda items on which the public may comment will be designed with a symbol on the published agenda.
2. Individuals wishing to speak during said times shall complete a colored Public Comment card provided at the entrance of the Council Chamber and place the completed card in the box at the end of the Council desk prior to the start of the meeting.
3. Public Comment on Ordinances or Resolutions will follow any staff report and any discussion by the City Council.
4. At the appropriate time, individuals who have signed up for public comment will be called forward to the podium by the Mayor or Committee Chair to speak. When recognized by the Mayor or Committee Chair, a speaker should approach and speak from the podium, if they are able, state their name and address and commence with their comments. Speakers are asked to please be sure to speak into the microphone so comments are recorded and to provide the City Clerk with a copy of any comments read into the record. Speakers are limited to three minutes each. These time limits may be extended by the Mayor or Committee Chair, if in his/her opinion, the speaker is representing a contingent of individuals present at the meeting and the speaker is acting as spokesperson so that every individual will not need to speak.
5. If the speaker has items to be distributed to the City Council or to staff, they are asked to please provide them to the City Clerk's Office by noon on the Wednesday prior to the meeting. No items will be distributed during the meeting.
6. Speakers shall remain polite, civil and respect the decorum of the City Council meeting. Comments are to be addressed to the Mayor and City Council as a whole, and should not include insults, personal attacks, etc. Certain topics are not appropriate for public discussion or to be addressed to City Council per the City Charter and the Delaware Code. Accordingly, speakers are asked to refrain from addressing personnel matters, topics that should only be discussed in Executive Session, or subjects that are not otherwise within the authority or responsibility of the City of Milford or the City Council. Speakers who, in the opinion of the Mayor or Committee Chair, are not following these expectations may be cut off and asked to leave the podium. Once the comments are completed, the speaker should be seated or may leave the Council Chambers.
7. Audience members are asked to please be courteous to those who are speaking during public comment by refraining from applause, cheers or commenting from while others are speaking.

Additional Procedures

Public Posting Compliance: In accordance with state FOIA regulations and the Charter, the final agenda for all City Council meetings will be prepared and posted by the City Clerk at least seven days prior to the meeting. The final agenda will be posted on the City website and the link will be emailed to the Mayor, City Council members, the City Manager and department heads no later than seven days prior to the meeting.

Agenda items will be established by the City Manager, the Mayor or Committee Chair and the City Clerk. Staff reports, supporting materials, presentations, memos, etc. for the packet shall be emailed to the City Clerk's Office no later than the Wednesday prior to the meeting. The packet will be posted on the City website and the link emailed to the Mayor, City Councilmembers, the City Manager and department heads no later than the Friday morning prior to the meeting.

Councilmembers are encouraged to review the agenda and packet prior to the meeting and are requested to contact the City Manager or Police Chief, in the case of items originating from the Police Department, with questions that may require additional information or research by noon on the day of the meeting.

Cancellation of Meetings: Cancellation of any meeting shall be at the discretion of the Mayor as circumstances may require. In any case, as much notice of said cancellation as is practical shall be given through the City Clerk's Office to City Council members, the City Manager and department heads and shall be posted on the City's website.

Minutes: Minutes shall be kept of all City Council meetings, including the language of and votes upon all motions. The City Clerk's Office will strive to have minutes of the prior meeting prepared and included in the appropriate monthly packet. Audio recordings shall record the business transacted at all City Council meetings and shall be stored for future reference according to the approved Record Retention Schedule for the State of Delaware. Minutes shall be prepared of all executive session meetings by the City Clerk and shall be maintained under the custody, control, and supervision of the City Clerk.

Consent Agenda: A Consent Agenda may be used to approve a group of matters with one motion and vote at the beginning of the meeting. This is used for routine matters and/or items that have been vetted through committees or prior City Council discussion. Prior to approving the Consent Agenda, the items are to be read aloud by the City Clerk so that everyone in the room is aware of the items that will be approved together, with one vote. Prior to the vote, any Councilmember may request an item be removed from the Consent Agenda for more detailed discussion.

Parliamentary Procedure: The Mayor or Committee Chair shall have authority to manage meetings in accordance with the Charter and these procedures, with the City Solicitor serving as Parliamentarian when in attendance. In matters not covered by these Rules, and where not in conflict with the Laws of Delaware or the Ordinances of the City of Milford, Robert's Rules of Order (most current published edition) shall be the parliamentary authority.

MORRIS & RITCHIE ASSOCIATES, INC.

ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS,
AND LANDSCAPE ARCHITECTS

Date: November 15, 2017

City of Milford
201 S. Walnut St.
P.O. Box 159
Milford, DE 19963

Attention: Mr. Robert Pierce

Subject: Hickory Glen (Project No. 13-196)
Preliminary Plan Approval Extension

Dear Mr. Pierce:

On behalf of our client, Mr. Eric Dunn of Dunn Development, LLC, and in regards to the above referenced plan, we hereby formally request a twelve (12) month extension for the previously approved Preliminary Plan. The Preliminary Site Plan was previously granted extension approval by the Milford Planning Commission on January 17, 2017, and in the near future is scheduled to expire in accordance with Section 200-4.A.(5) of the City Subdivision Ordinance. The Preliminary Major Subdivision Plan was previously granted extension approval by the Milford City Council on January 23, 2017, and is also scheduled to expire in accordance with Section 200-4.A.(5) of the City Subdivision Ordinance.

We have been diligently working on developing the construction plans related to this project and this 12 month extension is necessary in order to obtain all approvals related to the final engineering plans. To facilitate the extension request we would like Hickory Glen to be placed on the Planning Commission and City Council agendas.

Should you have any questions or comments regarding this issue, please feel free to contact me.

Very Truly Yours,
Morris & Ritchie Associates, Inc.

PHILLIP LEE TOLLIVER REGISTERED No. 12489 PROFESSIONAL ENGINEER DELAWARE

Phillip L. Tolliver, P.E.
Principal

18 Boulden Circle, Suite 36, New Castle, DE 19720 (302) 326-2200 Fax: (302) 326-2399 www.mragta.com

Abingdon, MD (410) 515-9000 ✦ Laurel, MD (410) 792-9792 ✦ Towson, MD (410) 821-1690 ✦ Georgetown, DE (302) 855-5734 ✦ New Castle, DE (302) 326-2200 ✦ Sterling, VA (703) 674-0161

PLANNING & ZONING DEPARTMENT
P 302.424.3712, F 302.424.3559

201 SOUTH WALNUT STREET
MILFORD, DE 19963

www.cityofmilford.com

February 24, 2017

Mr. Phil Tolliver
Morris & Ritchie Associates, Inc.
18 Boulden Circle, Suite 36
Wilmington, DE 19720

RE: Application Number: 13-196
Application Name: Hickory Glen
Application Type: Preliminary Site Plan and Major Subdivision Extension
Tax Parcel Number(s): MD-16-173.00-01-21.00 & 22.00

Mr. Tolliver,

According to our records, the Planning Commission for the City of Milford granted you a one-year extension for Preliminary Site Plan approval for the proposed Hickory Glen subdivision on January 17, 2017. Per City Code, Chapter 230-52, Zoning, A (4), "*Preliminary approval from the Planning Commission shall be void after one year, unless an extension is requested by the owner and approved for good cause by the Planning Commission prior to the expiration.*" Final Site Plan Approval or an extension must be obtained prior to January 17, 2018 in order to avoid expiration of the preliminary approval.

Also, City Council granted you a one-year extension for the Preliminary Major Subdivision approval for the proposed Hickory Glen subdivision on January 23, 2017. Per City Code, Chapter 200-4, Subdivision of Land, A (5), *"Preliminary approval from City Council shall be void after one year, unless an extension is requested by the owner and approved by City Council prior to the expiration."* Final Major Subdivision Approval or an extension must be obtained prior to January 23, 2018 in order to avoid expiration of the preliminary approval.

Furthermore, please contact the Public Works Department to coordinate the Engineering review.

Feel free to contact me at 302-424-8396 or via email at rpierce@milford-de.gov should you have any questions.

Sincerely,

William R. Pierce II

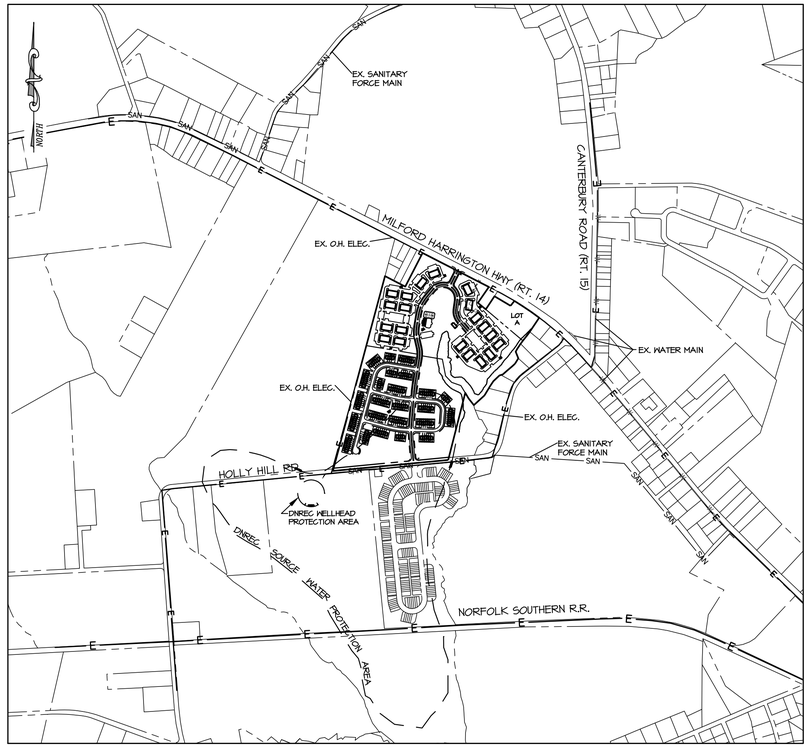
Rob Pierce
Coordinator of Planning &
Economic Development Activities

cc: Eric Dunn, Dunn Development LLC, 160 Seneca Shore Road, Perryville, MD 21903
Walter N. Thomas II, 1335 Milford-Harrington Hwy, Milford, DE 19963

HICKORY GLEN
PRELIMINARY PLAN

GENERAL NOTES

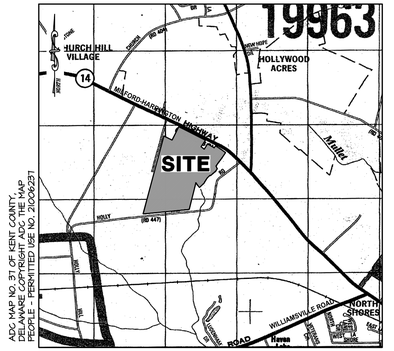
1. NO CERTIFICATES OF OCCUPANCY WILL BE ISSUED FOR ANY LOT UNTIL ALL STREET SIGNS ARE IN PLACE FOR THE STREETS LEADING FROM THE ENTRANCE TO THE DEVELOPMENT TO THE LOT FOR WHICH THE PERMIT IS TO BE ISSUED.
2. ALL LOTS WITHIN THIS DEVELOPMENT SHALL HAVE ACCESS FROM INTERNAL SUBDIVISION STREETS ONLY. DIRECT ACCESS TO COUNTY ROADS FROM INDIVIDUAL LOTS IS PROHIBITED.
3. A HOMEOWNERS ASSOCIATION SHALL BE ESTABLISHED FOR, BUT NOT LIMITED TO, ALL FUTURE MAINTENANCE AND REPAIRS OF ALL STORMWATER MANAGEMENT FACILITIES, SUBDIVISION ENTRANCE SIGNS, AND ALL OPEN SPACE AREAS.
4. ALL PUBLIC UTILITIES NOT LOCATED WITHIN COUNTY ROAD RIGHT-OF-WAY SHALL BE CONTAINED WITHIN A PUBLIC DRAINAGE AND UTILITY EASEMENT.
5. ALL OPEN SPACES AND STORMWATER MANAGEMENT FACILITIES SHALL BE MAINTAINED BY A HOMEOWNERS ASSOCIATION (H.O.A.) WITH THE RESPONSIBILITY OF MAINTENANCE FOR THE H.O.A. TO BEGIN AT THE COMPLETION OF THE PROJECT.
6. THE OWNER/DEVELOPER UNDERSTANDS THAT THE TRACT DEPICTED HEREON MAY BE IMPACTED BY WETLANDS REGULATED BY THE ARMY CORPS OF ENGINEERS AND IS ADVISED TO CONTACT THE ARMY CORPS OF ENGINEERS FOR INFORMATION AND GUIDANCE IN REGARD TO JURISDICTIONAL DETERMINATIONS AND FEDERAL PERMITS PRIOR TO THE START OF CONSTRUCTION.
7. THE KENT CONSERVATION DISTRICT RESERVES THE RIGHT TO ADD, MODIFY OR DELETE ANY EROSION AND SEDIMENT CONTROL MEASURES AS IT DEEMS NECESSARY.
8. THE KENT CONSERVATION DISTRICT RESERVES THE RIGHT TO ENTER PRIVATE PROPERTY FOR PURPOSES OF PERIODIC SITE INSPECTION.
9. ALL APARTMENT BUILDINGS SHALL HAVE SPRINKLER SYSTEMS AND SHALL MEET FIRE LANE MARKING REQUIREMENTS.
10. ALL FIRE LANES, FIRE HYDRANTS, EXITS, STANDPIPES, AND SPRINKLER SHALL BE MARKED IN ACCORDANCE WITH THE STATE FIRE PREVENTION REGULATIONS, DATED JANUARY 15, 1993 AND LAST REVISED JULY 1, 1997.
11. ALL SUBDIVISION STREETS AND ENTRANCES SHALL BE ACCESSIBLE TO FIRE APPARATUS. ALL STRUCTURES SHALL PROVIDE ACCESS TO FIRE APPARATUS WITHIN 100 FEET OF THE FRONT DOOR.
12. PRIOR TO FINAL PLAN APPROVAL AND RECORDATION, ALL DELAWARE FIRE MARSHAL REQUIREMENTS SHALL BE MET.
13. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL CONFORM TO THE DELAWARE EROSION AND SEDIMENT CONTROL HANDBOOK, DATED 1989.
14. ALL ROADWAYS SHALL BE CONSTRUCTED TO CITY OF MILFORD AND STATE OF DELAWARE, DEPARTMENT OF TRANSPORTATION STANDARDS AND SPECIFICATIONS AND SHALL BE DEDICATED TO PUBLIC USE.
15. AS PART OF THIS PRELIMINARY PLAN, A WAIVER FROM SECTION 230-19.4.B(3)(h) REFERING TO ALLEYS IN THE REAR OF TOWNHOME UNITS WILL BE REQUESTED.
16. ALL ELECTRICAL, TELEPHONE, TV CABLE, COMMUNICATIONS, ETC. LINES AND CABLES SHALL BE PLACED UNDERGROUND.
17. DECLARANT HEREBY GRANTS TO THE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL, DIVISION OF SOIL AND WATER CONSERVATION SEDIMENT AND STORMWATER PROGRAM OR ITS DELEGATED AGENCY, THE RIGHT, PRIVILEGE, AND AUTHORITY TO ENTER UPON SAID PREMISES AND INSPECT STORMWATER MANAGEMENT AREAS WITHIN STORMWATER MANAGEMENT EASEMENTS. IN EVENT THAT THE DELEGATED AGENCY DETERMINES THAT MAINTENANCE IS REQUIRED WITHIN SAID STORMWATER MANAGEMENT AREAS, ALL EXPENSES SHALL BE THE RESPONSIBILITY OF THE MAINTENANCE CORPORATION.
18. MAINTENANCE OF ALL STORMWATER FACILITIES ON SITE INCLUDING BUT NOT LIMITED TO STORMWATER PONDS, BIO-FILTRATION AREAS AND ROCK OUTLET PROTECTION, SHALL BE THE RESPONSIBILITY OF THE DEVELOPER UNTIL SUCH TIME AS ALL MAINTENANCE IS TURNED OVER TO THE HOMEOWNERS ASSOCIATION FOR LONG TERM MAINTENANCE.
19. ALL ENTRANCES SHALL CONFORM TO THE STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION STANDARDS AND SPECIFICATIONS AND WILL BE SUBJECTED TO ITS APPROVAL.
20. SUBDIVISION SIGNS WILL NOT BE PERMITTED WITHIN THE DEDICATED RIGHTS-OF-WAY.
21. IN NO CASE SHALL A TREE OVER 12 INCHES IN DIAMETER MEASURED THREE FEET FROM THE BASE BE REMOVED WITHOUT PRIOR APPROVAL BY THE CITY ARBORIST.
22. A LANDSCAPE PLAN SHALL BE APPROVED BY THE CITY PLANNER PRIOR TO THE FINAL PLAN APPROVAL. SAID LANDSCAPE PLAN SHALL CONFORM WITH SECTION 200-5 (H)(1)(e) & (f) OF THE MILFORD CODE.
23. A COMBINATION OF EARTHEN BERMS AND LANDSCAPE PLANTINGS WILL BE USED ALONG HOLLY HILL ROAD TO REDUCE NOISE FROM THE BALTIMORE AIRCOIL FACILITY.
24. PRIOR TO RECORD PLAT APPROVAL, A COPY OF THE HOA DOCUMENTS WILL BE SUBMITTED TO THE CITY OF MILFORD.
30. THE PURPOSE OF THE BOARDWALKS SHOWN ON THIS PLAN ARE TO ALLOW RESIDENTIAL ACCESS FROM APARTMENT BUILDINGS 1-10 TO THE CLUBHOUSE AREA. NO TREE CLEARING OR EARTHEN FILL SHALL TAKE PLACE AS A RESULT OF BOARDWALK CONSTRUCTION.
31. THE PURPOSE OF THE MAINTENANCE BUILDING SHOWN WITHIN THE APARTMENT SECTION WILL BE TO STORE TOOLS AND MATERIALS NECESSARY IN THE CONTINUAL MAINTENANCE AND UPKEEP OF THE APARTMENT UNITS AND WILL BE USED BY THE HOA-EMPLOYED MAINTENANCE COMPANY.
32. ALL OPEN SPACE WITHIN THE SUBDIVISION IS WITHIN AN ACCESS AND MAINTENANCE EASEMENT FOR THE RESIDENTS OF THE SUBDIVISION AND CAN THEREFORE BE USED FOR RECREATIONAL ACCESS AS WELL AS MAINTENANCE ACCESS (MOWING, ETC.)



VICINITY SKETCH
1"= 800'

INDEX OF DRAWINGS

SHEET 1	TITLE SHEET
SHEET 2	SITE PLAN
SHEET 3	EXISTING CONDITIONS PLAN



LOCATION MAP
SCALE: 1" = 2,000'

SITE DATA

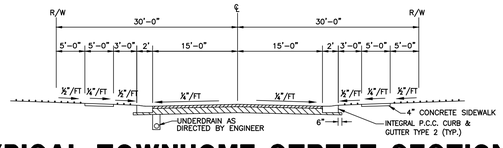
TAX MAP PARCELS:	5-16-173.00-01-21.00 5-16-173.00-01-22.00
DEED BVP:	D-2521-141
OWNER:	WALTER N. THOMAS, II 1335 MILFORD-HARRINGTON HIGHWAY MILFORD, DE 19963
SITE ADDRESS:	1335 MILFORD-HARRINGTON HIGHWAY MILFORD, DE 19963
DEVELOPER/APPLICANT:	DUNN DEVELOPMENT, LLC 160 SENECA SHORE ROAD PERRYVILLE, MD 21903 ATTN: MR. ERIC DUNN
EXISTING ZONING:	R-8 (CITY OF MILFORD)
PROPOSED ZONING:	R-8 (CITY OF MILFORD)
PROPOSED USE:	RESIDENTIAL
TOTAL SITE AREA:	71.918± AC (SURVEY)
AREA OF LOT A (OTHER LANDS OF DUNN DEVELOPMENT LLC):	3.268± AC
REMAINING SITE AREA:	68.65± AC
ALLOWABLE DENSITY:	68.65 AC. - 2.64 AC WETLANDS) = 66.01 AC X 8 UNITS/ACRE = 528 UNITS
PROPOSED DENSITY:	399 UNITS TOTAL 20 APARTMENT BUILDINGS, 12 UNITS PER BUILDING = 240 UNITS 24 TOWNHOME GROUPS (4-8 UNITS PER GROUP) = 159 TOWNHOMES
AREA CALCULATIONS:	
W/IN PROPOSED STREETS R.O.W.	9.50 ± AC (TOTAL SITE)
W/IN EXISTING WOODLAND	4.29 ± AC
W/IN WOODLAND PRESERVATION	3.84 ± AC
W/IN WETLANDS	2.64 ± AC
W/IN ZONE 3 SWA PROTECTION AREA	14.69 ± AC
AREA OF APARTMENT SECTION:	34.88 ± AC (INCLUDING R/W), 32.46 ± AC (NOT INCLUDING R/W), 2.42 ± AC R/W WITHIN APARTMENT AREA
OPEN SPACE REQUIRED:	40% = 12.98 ± AC
TOTAL OPEN SPACE PROVIDED:	16.93 ± AC (NOT INCLUDING WETLANDS AND SWM AREAS)
RECREATIONAL OPEN SPACE PROPOSED:	2.62 ± AC
MAXIMUM LOT COVERAGE:	20%
AREA OF TOWNHOME SECTION:	33.77 ± AC (INCLUDING R/W), 26.69 ± AC (NOT INCLUDING R/W), 7.08 ± AC R/W WITHIN TOWNHOME AREA
AREA OF TOWNHOUSE LOTS	10.00 ± AC
MINIMUM T.H. LOT SIZE:	2,200 SF
AVERAGE T.H. LOT SIZE	2,738 SF
MAXIMUM LOT COVERAGE:	60%
OPEN SPACE REQUIRED:	40% = 10.68 ± AC
TOTAL OPEN SPACE PROVIDED:	12.56 ± AC (NOT INCLUDING WETLANDS AND SWM AREAS)
RECREATIONAL OPEN SPACE PROPOSED:	3.16 ± AC
MAX. IMPERVIOUS W/IN ZONE 3 SWPA:	35% ALLOWED, 30% PROPOSED (4.37 ± AC)

PARKING SPACES:	REQUIRED	PROPOSED
APARTMENTS (2.5 SPACES PER UNIT):	600	742
TOWNHOMES (2.5 SPACES PER UNIT):	348	348
CLUBHOUSE (1 SPACE PER 150 S.F.G.F.A.):	21	26 (INCLUDES 2 FOR TOT LOT)

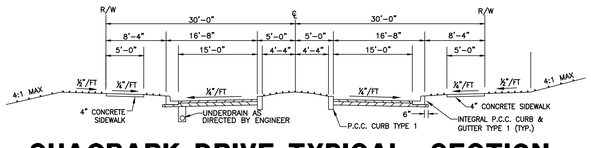
BUILDING SETBACKS:	TOWNHOMES	APARTMENTS
FRONT YARD	30'	35'
SIDE YARD	15'	N/A
REAR YARD	15'	N/A
BETWEEN UNITS (FACE/SIDE)	60'/30'	64'/45'
PROPERTY BOUNDARY	60'	35'

WATER:	CITY OF MILFORD PUBLIC WATER
SEWER	CITY OF MILFORD PUBLIC SEWER
TOPOGRAPHIC REFERENCE	HORIZONTAL - DELAWARE COORDINATE SYSTEM NAD 83/86 VERTICAL - NAVD 88
FLOODPLAIN REFERENCE:	FEMA MAP #10001C0362H, EFFECTIVE MAY 23, 2003
WETLAND REFERENCE:	DELINEATED BY GEO-TECHNOLOGY ASSOC., INC. ON JUNE 3, 2010

BUILDING HEIGHTS:	TOWNHOMES	APARTMENTS
MAX. PERMITTED	3 STORIES or 35'	3 STORIES
MAX. PROPOSED	3 STORIES (35')	3 STORIES



TYPICAL TOWNHOME STREET SECTION
NOT TO SCALE



SHAGBARK DRIVE TYPICAL SECTION
NOT TO SCALE

ENGINEER'S CERTIFICATION

I, PHILLIP L. TOLLIVER, HEREBY CERTIFY THAT I AM A REGISTERED ENGINEER IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO MY BEST KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

PHILLIP L. TOLLIVER, P.E. DATE

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
18 BOULDEN CIRCLE, SUITE 36
NEW CASTLE, DELAWARE 19720
(302) 326-2200
FAX: (302) 326-2399
WWW.MRAGTA.COM

PRELIMINARY PLAN
TITLE SHEET
FOR
HICKORY GLEN

ENGINEER'S SEAL | CITY OF MILFORD | KENT COUNTY, DELAWARE

DATE	REVISIONS	
6/03/13	PER DAC COMMENTS 4/17/13	JOB NO.: 16302.01
7/31/13	PER COMMENTS 7/16/13	SCALE: AS SHOWN
10/10/13	PER COMMENTS 8/16/13	DATE: 2/28/13
11/13/13	PER COMMENTS 11/7/13	DRAWN BY: CWB
		DESIGN BY: CWB
		REVIEW BY: PLT
		SHEET: 1 of 3

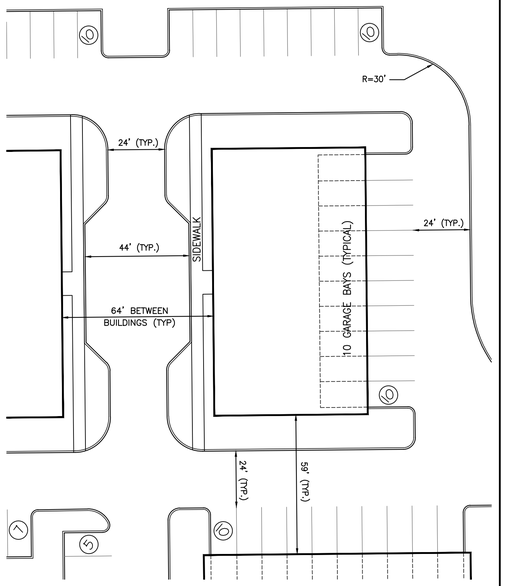
MILFORD HARRINGTON HIGHWAY (SR 14)
90' WIDE R/W
OPEN SPACE 3.22± AC.
LAND OF PHILLIP L. MASTER MOD-115.00-01-68.00 2205/214 ZONED AC
S 42°09'00" E 425.47'
NORTH
MATCHLINE - THIS SHEET

MATCHLINE - THIS SHEET
LAND OF ROBERT E. SOUTHARD III MOD00-115.00-01-63.00 1100/106 ZONED AC
LAND OF PHILLIP L. MASTER MOD-115.00-01-68.00 2205/214 ZONED AC
LAND OF DONALD E. SMITH, JR. MOD-115.00-01-62.00 2205/214 ZONED AC
S 42°09'00" E 256.00'
DUMPSTER AREA (TYP.)
BUS SHELTER
PROPOSED FRY FARM SUBDIVISION
MILFORD HARRINGTON HIGHWAY (SR 14)
90' WIDE R/W
S 50°00'00" E 893.01'
NORTH
OPEN SPACE 11.20± AC.
TAX PARCEL 22.00
TAX PARCEL 21.00
WETLANDS (TYP.)
MONITOR
MULTI-PURPOSE COURT
PROPOSED CLUBHOUSE 2,000± SF
REC. OS. 1.37± AC.
PROPOSED POOL 1,200± SF
TOT LOT
BOARDWALK
MAINT. BLDG.
SHAGBARK DRIVE
PARCEL 22.00 BOUNDARY (TO BE EXPUNGED)
REC. OS. 0.54± AC.
LOT A
OTHER LANDS OF DUNN DEVELOPMENT, LLC
9.21± AC
S 50°00'00" E 893.01'
N 42°09'00" W 425.47'
S 50°00'00" E 80.00'
LAND OF JON A. THOMAS MOD-115.00-01-54.01 1100/105 ZONED AC
LAND OF DUNN DEVELOPMENT, LLC MOD-115.00-01-54.00 2205/214 ZONED AC
LAND OF WALLACE I. STARNATI, TRUSTEE MOD00-115.00-01-50.00 1700/0298 ZONED RSH
LAND OF JASON R. FUME MOD-115.00-01-55.00 0415/229 ZONED RSH
LAND OF DENNISSE U. CARRASQUILLO MOD00-115.00-01-56.00 2205/0205 ZONED RSH
LAND OF NANCY LEHMAN MOD00-115.00-01-58.02 0275/041 ZONED RSH
LAND OF LOUIS F. SMITH MOD00-115.00-01-57.00 2205/0205 ZONED RSH
LAND OF GEORGE S. JESTER MOD00-115.00-01-59.00 0240/63 E02/146 1105/25 ZONED RSH
OPEN SPACE 3.22± AC.
OPEN SPACE 5.61± AC.
CLUSTER MAIL BOX
RECREATIONAL OPEN SPACE 1.15 ± AC.
SWM AREA 1.63± AC.
WALKING TRAIL (TYP.)
SWM AREA 1.36± AC.
BOARDWALK
OPEN SPACE 3.94± AC.
KINGNUT COURT
BITTERNUT DRIVE
SHAGBARK DRIVE
MAHOGONY LANE
RECREATIONAL OPEN SPACE 1.10 ± AC.
TOT LOT
RECREATIONAL OPEN SPACE 0.71 ± AC.
ZEBRAWOOD COURT
RUBRA WAY
LAND OF WAYNE L. HILL ESTATE TRUSTEES MOD00-115.00-01-68.00 2205/214 ZONED AC
SWM AREA 1.54± AC.
SWM AREA 1.31± AC.
OPEN SPACE 5.61± AC.
BUS SHELTER
WALKING TRAIL (TYP.)
HOLLY HILL ROAD (KCR 447)
R/W VARIES
S 84°32'09" W 1,245.05'
LAND OF JEFFREY A. THOMAS MOD00-115.00-01-61.01 K/402/68 0552/0350 ZONED AC
LAND OF THOMAS LEON LEHALS MOD00-115.00-01-61.03

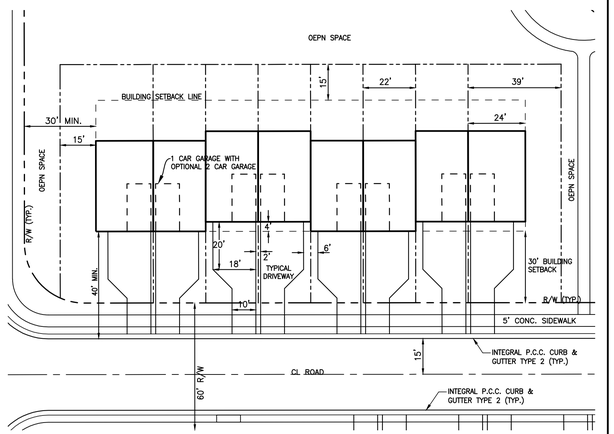
LEGEND

- EXISTING PROPERTY LINE
- EXISTING PARCEL TO BE EXPUNGED
- ADJACENT PROPERTY LINE
- EXISTING NON-TIDAL WETLNDS LINE
- EXISTING TREE LINE
- EXISTING SWPA (ZONE 3)
- PROPOSED LOT LINE
- PROPOSED RIGHT OF WAY LINE
- PROPOSED CURB
- WOODLAND PRESERVATION LINE
- PROPOSED STORMWATER MANAGEMENT AREA

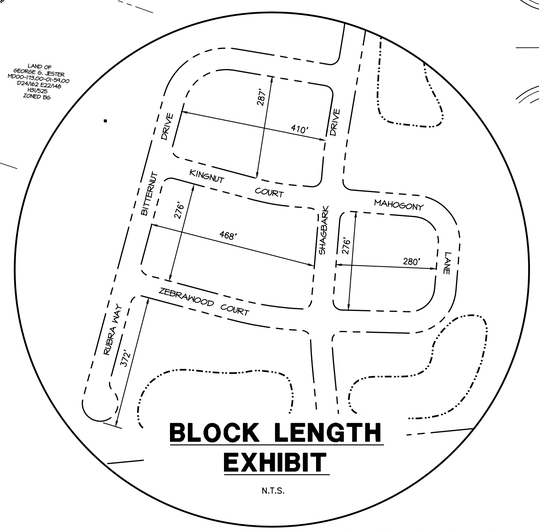
NOTE: FOR TOWNHOME LOT AREA TABLE, SEE SHEET 3 OF 3



TYPICAL APARTMENT DETAIL
SCALE: 1"= 30'



TYPICAL TOWNHOME BLOCK
SCALE: 1"= 30'



BLOCK LENGTH EXHIBIT
N.T.S.

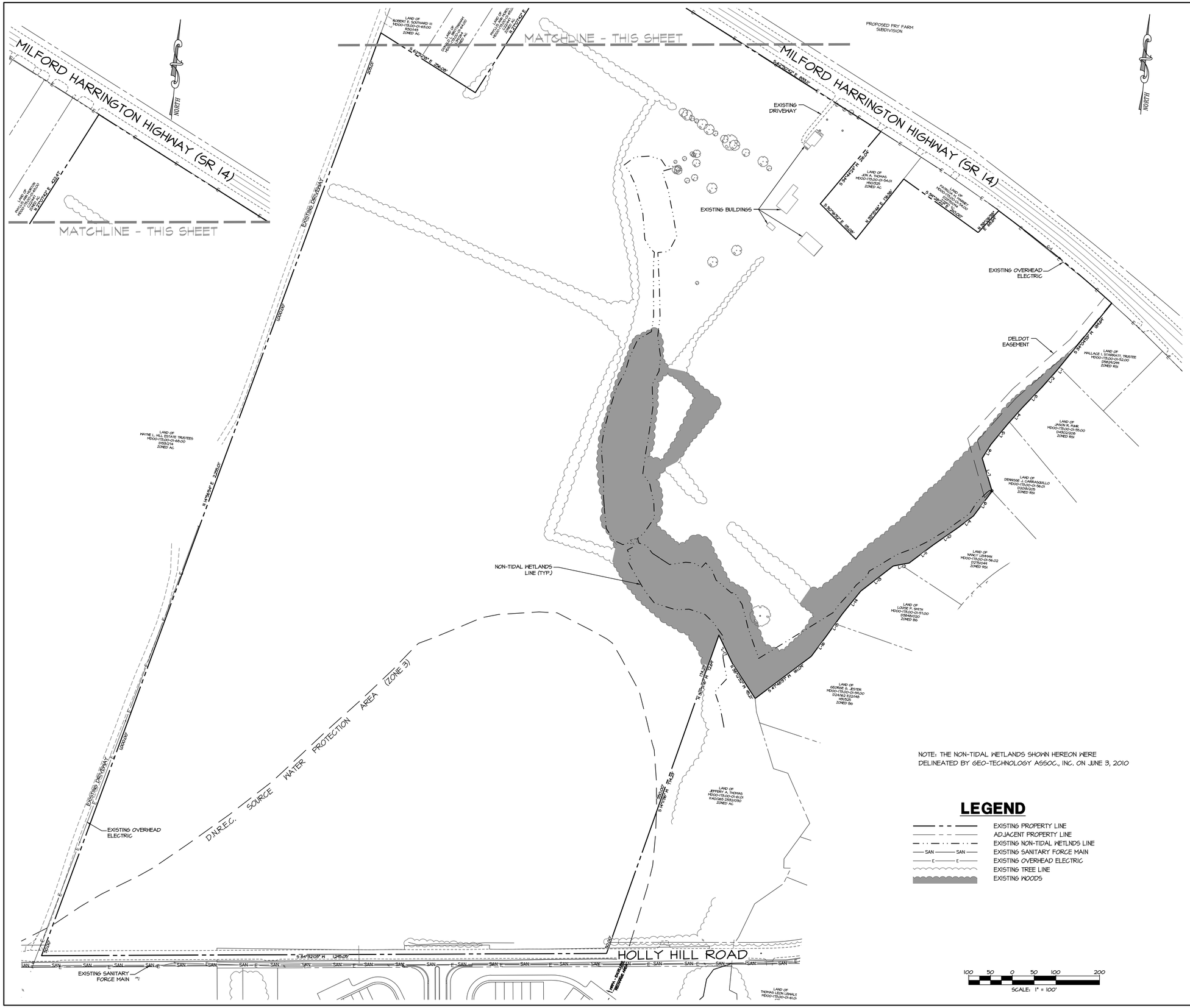
100 50 0 50 100 200
SCALE: 1" = 100'

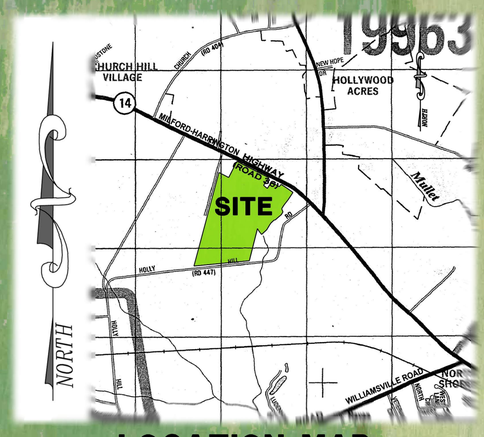
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PRELIMINARY PLAN
SITE PLAN
FOR
HICKORY GLEN

ENGINEER'S SEAL | CITY OF MILFORD | KENT COUNTY, DELAWARE

DATE	REVISIONS	JOB NO.: 16302.01
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11/13/13	PER COMMENTS 11/7/13	DESIGN BY: CWB
		REVIEW BY: PLT
		SHEET: 2 of 3


MILFORD HARRINGTON HIGHWAY (SR 14)
MATCHLINE - THIS SHEET
MATCHLINE - THIS SHEET
NORTH
NORTH
PROPOSED FRY FARM SUBDIVISION
EXISTING DRIVEWAY
EXISTING BUILDINGS
EXISTING OVERHEAD ELECTRIC
DELDOT EASEMENT
EXISTING DRIVEWAY
EXISTING OVERHEAD ELECTRIC
NON-TIDAL WETLANDS LINE (TYP.)
D.N.R.E.C. SOURCE WATER PROTECTION AREA (ZONE 3)
EXISTING SANITARY FORCE MAIN
HOLLY HILL ROAD
LAND OF ROBERT E. SOTHARD III MD00-1T3.00-01-65.00 R302/149 ZONED AC
LAND OF DONALD E. SOTHARD MD00-1T3.00-01-66.00 R302/149 ZONED AC
LAND OF MAYNE L. HILL ESTATE TRUSTEES MD00-1T3.00-01-68.00 D958/274 ZONED AC
LAND OF JON A. THOMAS MD00-1T3.00-01-54.01 R803/125 ZONED AC
LAND OF JEFFERY A. THOMAS MD00-1T3.00-01-54.00 K401/265 D582/050 ZONED AC
LAND OF GEORGE S. JESTER MD00-1T3.00-01-54.00 D224/162 E222/48 1400/125 ZONED B6
LAND OF MALLAGE L STARRATT, TRUSTEE MD00-1T3.00-01-52.00 D580/049 ZONED RS1
LAND OF JASON R. PUMP MD00-1T3.00-01-55.00 D478/228 ZONED RS1
LAND OF DENNISSE J. CARABAGUILLO MD00-1T3.00-01-56.03 D329/68 ZONED RS1
LAND OF NANCY LEHMAN MD00-1T3.00-01-56.02 D73/304 ZONED RS1
LAND OF LOUISE P. SMITH MD00-1T3.00-01-51.00 D584/020 ZONED B6
LAND OF THOMAS LEON LEWIS MD00-1T3.00-01-49.00
S 54°42'08" E 298.05'
S 54°42'08" E 888.11'
S 54°42'08" E 35.62'
S 54°42'08" E 191.06'
N 35°17'52" E 150.00'
S 54°42'08" E 200.00'
N 35°17'52" E 150.00'
S 54°42'08" W 422.71'
S 54°42'08" W 1324.28'
S 54°42'08" W 1208.28'
N 47°48'37" W 161.08'
N 35°17'52" E 1324.28'
N 35°17'52" E 1150.00'
N 35°17'52" E 1150.00'
N 35°17'52" E 1150.00



LOCATION MAP

SCALE: 1" = 2,000'

Milford-Harrington Highway (DE14)

CLUBHOUSE with POOL, TOT-LOT, & MULTI-PURPOSE COURT

WALKING TRAIL

MAINTENANCE BUILDING

DUMPSTER AREA

WALKING TRAIL

SWM FACILITY

TOT-LOT

CLUSTER MAILBOXES

SWM FACILITY

STORMWATER MANAGEMENT FACILITY

Holly Hill Road

Hickory Glen

CITY OF MILFORD, DELAWARE

MRA

302.326.2200
18 BOULDEN CIRCLE, SUITE 36
WILMINGTON, DELAWARE
WWW.MRAGTA.COM

Original Approval

THE CITY of Milford DELAWARE

PLANNING & ZONING DEPARTMENT
302.424.3712, FAX 302.424.3558

201 SOUTH WALNUT STREET
MILFORD, DE 19963

www.cityofmilford.com

March 5, 2014

Walter N. Thomas, II
1335 Milford Harrington Hwy
Milford, DE 19963

Dear Mr. Thomas:

RE: Project Number 13-196

According to our records, the City Council granted you Preliminary Approval for a Site Plan and Major Subdivision for tax map and parcel number (s) MD-16-173.00-01-21.00 & MD-16-173.00-01-22.00 on February 24, 2014.

Per the Code of the City of Milford, Chapter 200-4, Subdivision of Land, A (5):

(5) Preliminary approval from City Council shall be void after one year, unless an extension is requested by the owner and approved by City Council prior to the expiration.

Per the Code of the City of Milford, Chapter 230-52, Zoning, A (4):

(4) Preliminary approval from the Planning Commission shall be void after one year, unless an extension is requested by the owner and approved for good cause by the Planning Commission prior to the expiration.

Final Major Subdivision Approval and Final Site Plan Approval or an extension for this project must be obtained prior to February 24, 2015 in order to avoid voiding the preliminary approval.

Furthermore, please contact the Public Works Director, Brad Dennehy, at (302) 422-6616 ext 173 to have the Subdivision and Site Plan Departmental Review performed. Please note no applications will be accepted by the City until the currently outstanding fees in the amount of $2627.63 have been paid in full.

If you have any questions, feel free to contact me at ccrouch@milford-de.gov.

Sincerely,

Christine Crouch

Christine R. Crouch
Deputy City Clerk

/crc
cc: Project File
Public Works Director
Contact Person: Charlie Barnett, Morris, Ritchie Associate
Applicant: Eric Dunn, Dunn Development

Extension #1

PLANNING & ZONING DEPARTMENT
302.424.3712, FAX 302.424.3558

201 SOUTH WALNUT STREET
MILFORD, DE 19963

www.cityofmilford.com

February 24, 2015

Walter N. Thomas, II
1335 Milford Harrington Hwy
Milford, DE 19963

Dear Mr. Thomas:

RE: Project Number 13-196

According to our records, the City Council granted you a one year extension on your Preliminary Approval for a Major Subdivision for tax map and parcel number (s) MD-16-173.00-01-21.00 & MD-16-173.00-01-22.00 on February 23, 2015.

Per the Code of the City of Milford, Chapter 200-4, Subdivision of Land, A (5):

(5) Preliminary approval from City Council shall be void after one year, unless an extension is requested by the owner and approved by City Council prior to the expiration.

In addition, according to our records, the Planning Commission granted you a one year extension on your Preliminary Site Plan Approval for tax map and parcel number (s) MD-16-173.00-01-21.00 & MD-16-173.00-01-22.00 on February 17, 2015.

Per the Code of the City of Milford, Chapter 230-52, Zoning, A (4):

(4) Preliminary approval from the Planning Commission shall be void after one year, unless an extension is requested by the owner and approved for good cause by the Planning Commission prior to the expiration.

Final Major Subdivision Approval and Final Site Plan Approval or an extension for this project must be obtained prior to February 23, 2016 and February 17, 2016, respectively, in order to avoid voiding the preliminary approvals.

Furthermore, please contact the Engineer assigned to this project, Davis, Bowen & Friedel, at (302) 424-1441 to have the Subdivision and Site Plan Departmental Review performed.

If you have any questions, feel free to contact me at ccrouch@milford-de.gov.

Sincerely,

Christine R. Crouch
Deputy City Clerk

/crc
cc: Project File
Contact Person: Charlie Barnett, Morris, Ritchie Associate
Applicant: Eric Dunn, Dunn Development

Extension #2

PLANNING & ZONING DEPARTMENT
P 302.424.3712, F 302.424.3559

201 SOUTH WALNUT STREET
MILFORD, DE 19963

www.cityofmilford.com

March 16, 2016

Mr. Phil Tolliver
Morris & Ritchie Associates, Inc.
18 Boulden Circle, Suite 36
Wilmington, DE 19720

RE: Application Number: 13-196
Application Name: Hickory Glen
Application Type: Preliminary Site Plan and Major Subdivision Extension
Tax Parcel Number(s): MD-16-173.00-01-21.00 & 22.00

Mr. Tolliver,

According to our records, the Planning Commission for the City of Milford granted you a one-year extension for Preliminary Site Plan approval for the proposed Hickory Glen subdivision on February 16, 2016. Per City Code, Chapter 230-52, Zoning, A (4), "*Preliminary approval from the Planning Commission shall be void after one year, unless an extension is requested by the owner and approved for good cause by the Planning Commission prior to the expiration.*" Final Site Plan Approval or an extension must be obtained prior to February 16, 2017 in order to avoid expiration of the preliminary approval.

Also, City Council granted you a one-year extension for the Preliminary Major Subdivision approval for the proposed Hickory Glen subdivision on February 22, 2016. Per City Code, Chapter 200-4, Subdivision of Land, A (5), *"Preliminary approval from City Council shall be void after one year, unless an extension is requested by the owner and approved by City Council prior to the expiration."* Final Major Subdivision Approval or an extension must be obtained prior to February 22, 2017 in order to avoid expiration of the preliminary approval.

Furthermore, please contact the Planning and Zoning Department to coordinate the Engineering review.

Feel free to contact me at 302-424-3712 or via email at rpierce@milford-de.gov should you have any questions.

Sincerely,

William R. Pierce II

Rob Pierce
Coordinator of Planning &
Economic Development Activities

cc: Eric Dunn, Dunn Development LLC, 160 Seneca Shore Road, Perryville, MD 21903
Walter N. Thomas II, 1335 Milford-Harrington Hwy, Milford, DE 19963

He is excited about this new endeavor though he hopes he can bend a few ears as he encounters situations that are new to him.

COMMUNICATIONS & CORRESPONDENCE

Included in packet.

UNFINISHED BUSINESS

There being no Unfinished Business items on the agenda, Mayor Shupe proceeded to New Business.

NEW BUSINESS

Extension #3 Council Minutes

Hickory Glen Preliminary Subdivision Plan Approval Extension

Mr. Pierce referenced the request from Phillip Tolliver PE of Morris and Ritchie Associates in regard to an extension of the plan approval of Hickory Glen Preliminary located on the Milford-Harrington Highway/SR 14 and Holly Hill Road:

On behalf of our client, Mr. Eric Dunn of Dunn Development, LLC, and in regards to the above referenced plan, we hereby formally request a twelve (12) month extension for the previously approved Preliminary Plan. The Preliminary Site Plan was previously granted approval by the Milford Planning Commission on February 16, 2016, and is therefore scheduled to expire on February 16, 2017 in accordance with Section 200-4.A(5) of the City Subdivision Ordinance. The Preliminary Major Subdivision Plan was previously granted approval by the Milford City Council on February 22, 2016, and is therefore scheduled to expire on February 22, 2017 in accordance with Section 200-4.A(5) of the City Subdivision Ordinance.

We have been diligently working on developing the construction plans related to this project and this 12-month extension is necessary in order to obtain all necessary State, County, and City approvals related to the final engineering plans.

The Planning Director reported the City's Planning Commission recommended approval of the extension on January 17th.

Mr. Pierce confirmed this is the third extension requested for Hickory Glen. He explained that during the past year, they have come to terms on the Development Agreement with regard to the regional utilities and how it would be served by water, sewer, etc. Recently, infrastructure plans were submitted and are under review by City officials and State agencies.

He recalled that last year, the City performed a Northwest Area Study that included Homestead (Fry Farm), Hickory Glen, Amberwood and Draper properties. Some of those properties exchanged hands and in particular, the Amberwood project was reduced from a 200-unit subdivision and purchased by Crop Productions which is a 3-EDU water user. That change had a tremendous impact on the cost sharing aspect and was the reason for the most recent delay.

Mr. Pierce noted there has not been any modifications in the code; this is a bi-rite subdivision and not a Planned Unit Development/Conditional Use with no changes in street widths and any other requirements.

Councilman Brooks moved to approve a 12-month extension for the previously approved Preliminary Major Subdivision Plan, seconded by Councilwoman Wilson. Motion carried.

Introduction/Ordinance 2017-07
Chapter 185 Amendment/Sewer Code

Mr. Pierce informed Council this amendment involves removing some language related to the Sewer Impact Fee Waivers and moving that to the Economic Development and Redevelopment Code. It is scheduled for adoption at the February 13, 2017 Council meeting.

Introduction/Ordinance 2017-08
Chapter 222 Amendment/Water Code

Extension #3

PLANNING & ZONING DEPARTMENT
P 302.424.3712, F 302.424.3559

201 SOUTH WALNUT STREET
MILFORD, DE 19963

www.cityofmilford.com

February 24, 2017

Mr. Phil Tolliver
Morris & Ritchie Associates, Inc.
18 Boulden Circle, Suite 36
Wilmington, DE 19720

RE: Application Number: 13-196
Application Name: Hickory Glen
Application Type: Preliminary Site Plan and Major Subdivision Extension
Tax Parcel Number(s): MD-16-173.00-01-21.00 & 22.00

Mr. Tolliver,

According to our records, the Planning Commission for the City of Milford granted you a one-year extension for Preliminary Site Plan approval for the proposed Hickory Glen subdivision on January 17, 2017. Per City Code, Chapter 230-52, Zoning, A (4), "*Preliminary approval from the Planning Commission shall be void after one year, unless an extension is requested by the owner and approved for good cause by the Planning Commission prior to the expiration.*" Final Site Plan Approval or an extension must be obtained prior to January 17, 2018 in order to avoid expiration of the preliminary approval.

Also, City Council granted you a one-year extension for the Preliminary Major Subdivision approval for the proposed Hickory Glen subdivision on January 23, 2017. Per City Code, Chapter 200-4, Subdivision of Land, A (5), *"Preliminary approval from City Council shall be void after one year, unless an extension is requested by the owner and approved by City Council prior to the expiration."* Final Major Subdivision Approval or an extension must be obtained prior to January 23, 2018 in order to avoid expiration of the preliminary approval.

Furthermore, please contact the Public Works Department to coordinate the Engineering review.

Feel free to contact me at 302-424-8396 or via email at rpierce@milford-de.gov should you have any questions.

Sincerely,

William R. Pierce II

Rob Pierce
Coordinator of Planning &
Economic Development Activities

cc: Eric Dunn, Dunn Development LLC, 160 Seneca Shore Road, Perryville, MD 21903
Walter N. Thomas II, 1335 Milford-Harrington Hwy, Milford, DE 19963

MORRIS & RITCHIE ASSOCIATES, INC.

ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS,
AND LANDSCAPE ARCHITECTS

Extension #4 Request

Date: November 15, 2017

City of Milford
201 S. Walnut St.
P.O. Box 159
Milford, DE 19963

Attention: Mr. Robert Pierce

Subject: Hickory Glen (Project No. 13-196)
Preliminary Plan Approval Extension

Dear Mr. Pierce:

On behalf of our client, Mr. Eric Dunn of Dunn Development, LLC, and in regards to the above referenced plan, we hereby formally request a twelve (12) month extension for the previously approved Preliminary Plan. The Preliminary Site Plan was previously granted extension approval by the Milford Planning Commission on January 17, 2017, and in the near future is scheduled to expire in accordance with Section 200-4.A.(5) of the City Subdivision Ordinance. The Preliminary Major Subdivision Plan was previously granted extension approval by the Milford City Council on January 23, 2017, and is also scheduled to expire in accordance with Section 200-4.A.(5) of the City Subdivision Ordinance.

We have been diligently working on developing the construction plans related to this project and this 12 month extension is necessary in order to obtain all approvals related to the final engineering plans. To facilitate the extension request we would like Hickory Glen to be placed on the Planning Commission and City Council agendas.

Should you have any questions or comments regarding this issue, please feel free to contact me.

Very Truly Yours,
Morris & Ritchie Associates, Inc.

PHILLIP LEE TOLLIVER REGISTERED No. 12489 PROFESSIONAL ENGINEER DELAWARE

Phillip L. Tolliver, P.E.
Principal

18 Boulden Circle, Suite 36, New Castle, DE 19720 (302) 326-2200 Fax: (302) 326-2399 www.mragta.com

Abingdon, MD (410) 515-9000 ✦ Laurel, MD (410) 792-9792 ✦ Towson, MD (410) 821-1690 ✦ Georgetown, DE (302) 855-5734 ✦ New Castle, DE (302) 326-2200 ✦ Sterling, VA (703) 674-0161

CITY OF MILFORD

Milford, Delaware

Financial Statements

For The Year Ended June 30, 2017

CITY OF MILFORD, DELAWARE

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FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

TRANSMITTAL LETTER

December 15, 2017

The Honorable Mayor
and Members of the City Council
City of Milford
Milford, Delaware

The Finance Department and City Manager's Office are pleased to submit the Annual Financial Report for the City of Milford, Delaware for the fiscal year ended June 30, 2017.

This report is published to provide the City Council, City staff, our citizens, our bondholders and other interested parties with detailed information concerning the financial condition and activities of the City government. Responsibility for both the accuracy of the presented data and the completeness and fairness of the presentation, including all disclosures, rests with the City.

To the best of our knowledge and belief the enclosed data is accurate in all material respects, and is organized in a manner designed to fairly present the financial position and results of operations of the City as measured by the financial activity of its various funds. We also believe that all disclosures necessary to enable the reader to gain the maximum understanding of the City's financial affairs have been included.

THE REPORT

The accompanying financial section includes a Management's Discussion and Analysis (MD&A), basic financial statements and combining and individual fund statements, required supplementary information and schedules, and additional information and reports, as well as the independent auditor's report on the basic financial statements. Beck, Villata & Co., P.C., Certified Public Accountants, has issued an unmodified ("clean") opinion on the City's financial statements for the year ended June 30, 2017. The independent auditor's report is located at the front of the financial section of this report, pages 1-3.

The MD&A is a narrative introduction, overview, and analysis to accompany the basic financial statements. This letter of transmittal is designed to complement and should be read in conjunction with the MD&A. The City of Milford's MD&A can be found immediately following the report of the independent auditors.

The Financial Section described above is prepared in accordance with generally accepted accounting principles for governments as prescribed by the Governmental Accounting Standards Board (GASB) and other professional associations, as applicable.

CITY PROFILE

Location

The City of Milford is the sixth largest city in population in the State of Delaware, serving over 10,000 residents within a rapidly growing corridor along U.S. Route 113/DE Route 1 in Kent and Sussex Counties. Located on the Mispillion River, within both Kent and Sussex Counties, the City is approximately 95 miles from Philadelphia, Pennsylvania, 85 miles from Baltimore, Maryland, and 100 miles from Washington, D.C. Locally, the City is 19 miles south of Dover, the State Capital.

The City is a home rule city operating under the Council-Manager form of government. The City Council is comprised of the Mayor and eight Council members, who enact local laws, determine policies and adopt the annual budget. The City Manager is appointed by the City Council and is responsible for the daily management of the City. The Basic Financial Statements of the City include all government activities, organizations and functions for which the City is financially accountable as defined by the GASB. Based on these criteria no other governmental organizations are included in this report.

FINANCE

Services Provided

The City provides to its citizens those services that have proven to be necessary and meaningful and which the City at the least cost can provide. Major services provided under general government and enterprise functions are: police protection, water and sewer services, electric services, sanitation services, park and recreational facilities, street improvements and general administrative services.

Accounting System and Budgetary Control

The City's accounting records for general governmental operations are maintained on a modified accrual basis with the revenues being recorded when available and measurable and expenditures being recorded when the services or goods are received and the liabilities are incurred. Accounting records for the City's utilities and other proprietary activities are maintained on the accrual basis.

In developing and maintaining the City's accounting system, consideration is given to the adequacy of the internal control structure. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding (1) the safeguarding of assets against loss from unauthorized use or disposition; and (2) the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived, and (2) the evaluation of costs and benefits requires estimates and judgments by management.

All internal control evaluations occur within the above framework. We believe that the City's informal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

The City charter provides that the City Council shall adopt the annual budget prepared by City Management. This budget is reviewed by the City Council and is formally adopted by the passage of a budget ordinance. The City Manager is authorized to transfer budgeted amounts between the items and departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the City Council.

Budgetary control has been established at the general fund level. Financial reports are produced showing budget and actual expenditures by line item, and are distributed monthly to City departmental and divisional management and to others upon request.

Individual line items are reviewed and analyzed for budgetary compliance. Personnel expenditures are monitored and controlled at a position level and capital expenditures are monitored and controlled item by item. Revenue budgets are reviewed monthly.

OTHER INFORMATION

Independent Audit

The City Charter requires an annual audit of the accounts, financial records and transactions of the City by independent certified public accountants selected by the City Council. This requirement has been complied with, and the independent auditor's report has been included in this report. Additionally, the City of Milford's Director of Finance hears and reviews all recommendations made by the independent auditors.

Acknowledgments

The preparation of this report on a timely basis could not have been accomplished without the efficient and dedicated services of the entire staff of the Finance Department. Appreciation is expressed to City employees throughout the organization, especially those employees who were instrumental in the successful completion of this report.

We would like to thank the members of the City Council for their interest and support in planning and conducting the financial operation of the City in a responsible and progressive manner.

Respectively submitted,

Eric Norenberg
City Manager

Jeff Portmann
Finance Director

BV&CO.

Certified Public Accountants

Member Firm Private Companies Practice Section
AICPA Division for CPA Firms

BECK, VILLATA & CO., P.C.
www.beckvillata.com

Frank C. Beck, CPA/ABV
Vincent P. Villata, Jr., CPA
Robert K. Griffin, CPA

INDEPENDENT AUDITOR'S REPORT

To the Mayor and City Council
City of Milford, DE

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the City of Milford, DE as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the City of Milford, DE, as of June 30, 2017, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Milford, DE's basic financial statements. The introductory section is presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

BV&CO.
Certified Public Accountants

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 15, 2017, on our consideration of the City of Milford, DE's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Milford, DE's internal control over financial reporting and compliance.

Beck Villata & Co PC

Beck, Villata & Co., P.C.
Voorhees, NJ
December 15, 2017

BV&CO.
Certified Public Accountants

CITY OF MILFORD, DELAWARE

Management's Discussion and Analysis
For the Year Ended June 30, 2017
Amounts in Thousands Unless Stated Otherwise
(Unaudited)

As management of the City of Milford, we offer readers of the City's financial statements this narrative overview and analysis of the financial activities and financial position of the City for the fiscal year ended June 30, 2017. In the broadest context, the financial well-being of a government lies in the underlying wealth and willingness of its citizens and property owners to pay adequate taxes combined with the vision of the government's elected and appointed leadership to spend those taxes strategically so that the City's tax base, service levels, City assets and the City's desirability will be maintained not just for the current year but well into the future. Financial reporting is limited in its ability to provide this "big picture" but rather focuses on financial position and changes in financial position. In other words, are revenues and or expenses higher or lower than the previous year? Have net assets (containing both short and long term assets and liabilities) or fund balances (the current "spendable" assets less current liabilities) of the government been maintained? We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal (pages i-iii of this report) as well as information on the City's annual budget and other community information found on the City's website at www.cityofmilford.com. It should be noted that the Independent Auditor's Report describes the auditor's association with the various sections of this report and that all of the additional information from the website and other City sources is unaudited and has not been updated for events that may have occurred subsequent to the issuance of the respective report.

IN BRIEF

- The assets of the City exceeded its liabilities at the close of the most recent fiscal year by approximately $77.6 million (net position). This number must be viewed in the context that a significant portion of the City's net position, $38.6 million (49.7%) are invested in capital assets, net of related debt, and that most capital assets in government do not directly generate revenue nor can they be sold to generate liquid capital. Those net assets restricted for specific purposes total $8 million (10.3%). The remaining $31 million are unrestricted net assets and may be used to meet the government's ongoing obligations to citizens and creditors in accordance with the City's fund designation and fiscal policies. Unrestricted net position increased by approximately $2.1 million in fiscal year 2017.

- As of the close of the current fiscal year, the City's governmental funds reported combined ending fund balances of $8.9 million. Within this total $2 million is restricted by specific legal requirements and $2.5 million has been committed and assigned to specific types of expenditures. The remaining $4.4 million is unassigned fund balance in the general fund and can be used for any lawful purpose.

- Revenues from the City's governmental activities increased by approximately $696 thousand to $8.5 million, due mainly to increases in real estate transfer taxes, as well as increases in fees, fines, licenses and permits.

- The City had total liabilities of approximately $25 million as of June 30, 2017, remaining the same as the prior year.

- The City benefits from strong fund balances and conservative financial practices. The Economic Factors and Next Year's Budget section on the last page of this discussion provide additional information on the subject.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements are comprised of four components: 1) government wide financial statements, 2) fund financial statements 3) notes to the financial statements and 4) required supplementary information which includes this management's discussion and analysis. In addition to the basic financial statements, this report also contains other supplementary information as listed in the Table of Contents.

Government Wide Financial Statements - The government wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business. The Statement of Net Position presents information on all of the City's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. The Statement of Activities presents information showing how the City's net assets changed during the fiscal year. All changes in net assets are reported when the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused compensated absences.)

Both of the government-wide financial statements distinguish between functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government and administration, public safety, public works, and cultural and recreation. The business-type activities of the City include water and sewer, electric and sanitation operations. The government-wide financial statements can be found on pages 14 and 15 of this report.

Fund Financial Statements - A fund is a self-balancing set of accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into two categories-governmental funds and proprietary funds.

Governmental Funds - Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on current sources and uses of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Non-financial assets such as governmental buildings, roads, drainage ways, park land and long term liabilities such as bonds payable or long term liabilities that will not be paid with current assets are excluded. Such information may be useful in evaluating a government's near term financing requirements. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Proprietary Funds - The City maintains two types of proprietary funds. Enterprise funds are presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its water, sewer, electric and sanitation operations.

Internal service funds are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses its internal service funds to account for its fleet services, billing services and city hall building maintenance cost allocation programs. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Water, Sewer, Electric, and Sanitation funds, since all are considered to be major funds of the City. All internal service funds are combined into a single aggregated presentation in the proprietary fund financial statements. The basic proprietary fund financial statements can be found on pages 20 to 22 of this report.

Notes to the Financial Statements - The notes provide additional information that is essential to a full understanding of the data provided in the government wide and fund financial statements. The notes to the financial statements can be found on pages 24 through 44.

Other Information - In addition to the basic financial statements and accompanying notes, the basic financial statements contain required supplementary information including this discussion and analysis.

GOVERNMENTAL-WIDE FINANCIAL ANALYSIS

As noted earlier, net position and especially net position by category may serve over time as a useful indicator of a government's financial position. In the case of the City, total net position was $77.6 million as of June 30, 2017.

The largest portion of the City's net position, $38.6 million (49.7%) reflects its investments in capital assets (e.g., land, building, equipment, improvements and infrastructure), less any debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide service to citizens; consequently these assets are not available for future spending, and with the exception of business type assets, do not generate direct revenue for the City.

They do represent, however, an obligation on the part of the City to maintain these assets into the future. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position $8 million (10.3%) represents resources that are subject to restriction on how they may be used. The remaining balance of unrestricted net position of $31 million (40%) may be used to meet the government's ongoing obligations to citizens and creditors. The current and other assets increased in the Governmental activities by $518 thousand and increased in the Business type activities by $1.2 million. The City's total liabilities remained level at approximately $25 million

Overall the City had an increase in net position of $4 million (5.4%).

Governmental Activities – Governmental activities net position increased by $793 thousand. Net position invested in capital assets, net of related debt increased by $56 thousand, less than 1%. Unrestricted net position increased by $552 thousand or 9.3%.

Excluding transfers from business-type activities and special items, total revenues for governmental activities increased from the previous year by $1.2 million. General revenue (excluding transfers and special items) had a net increase of $346 thousand or 7.2%. Property taxes increased $80 thousand, fees and fines increased by $167 thousand and licenses and permits increased by $116 thousand. Total expenses for governmental activities increased by $15 thousand, less than 1%.

Business-Type Activities – Net position from business-type activities increased by $3.2 million, or 6.3% from $50.8 million to $54 million. Net position invested in capital assets, net of related debt, increased by $1.9 million. Unrestricted net position increased by $1.6 million, while restricted net position decreased by $279 thousand from the previous year.

CITY OF MILFORD'S NET POSITION
(Amounts in Thousands)

	Governmental Activities		Business-Type Activities		Total	
	2016	2017	2016	2017	2016	2017
Current and other assets	$ 9,086	$ 9,602	$ 32,531	$ 33,687	$ 41,617	$ 43,289
Capital assets, net	15,081	15,059	41,183	42,149	56,264	57,208
Total Assets	24,167	24,661	73,714	75,836	97,881	100,497
Deferred outflows of resources	466	1,516	83	378	549	1,894
Long term liabilities	614	1,777	19,647	18,064	20,261	19,841
Other liabilities	790	512	3,311	4,110	4,101	4,622
Total Liabilities	1,404	2,289	22,958	22,174	24,362	24,463
Deferred inflows of resources	452	318	-	-	452	318
Net Position						
Net investment in capital assets	15,003	15,059	21,623	23,548	36,626	38,607
Restricted	1,814	1,999	6,258	5,979	8,072	7,978
Unrestricted	5,960	6,512	22,958	24,513	28,918	31,025
Total Net Position	$ 22,777	$ 23,570	$ 50,839	$ 54,040	$ 73,616	$ 77,610

As of June 30, 2017, the City has positive balances in all three catagories of net position, both for the government as a whole, as well as for its separate governmental and business-type activities. The same situation held true for the prior fiscal year.

The following table provides a summary of the City's operations for the year ended June 30, 2017 with comparative totals for the year ended June 30, 2016.

CITY OF MILFORD'S CHANGES IN NET POSITION
(Amounts in Thousands)

	Governmental Activities		Business-Type Activities		Total	
	2016	2017	2016	2017	2016	2017
Revenues						
Program Revenues:						
Fees, fines and charges for services	$ 84	$ 122	$ 34,507	$ 33,618	$ 34,591	$ 33,740
Operating grants and contributions	385	493	-	-	385	493
General Revenues:						
Property taxes	4,347	4,742	-	-	4,347	4,742
Franchise taxes	441	720	-	-	441	720
Impact fees	-	-	254	276	254	276
Investment earnings	20	52	33	190	53	242
Miscelaneous	620	506	18	-	638	506
Total revenues	5,897	6,635	34,812	34,084	40,709	40,719
Expenses						
General government	2,120	2,020	-	-	2,120	2,020
Public safety	4,292	4,679	-	-	4,292	4,679
Public works	719	593	-	-	719	593
Culture and recreation	907	1,047	-	-	907	1,047
Interest on long term debt	3	3	557	744	560	747
Electric	-	-	21,949	21,632	21,949	21,632
Water	-	-	1,552	1,659	1,552	1,659
Sewer	-	-	3,496	3,246	3,496	3,246
Trash	-	-	1,031	1,102	1,031	1,102
Total expenses	8,041	8,342	28,585	28,383	36,626	36,725
Increase (decrease) in net assets before transfers and special items	(2,144)	(1,707)	6,227	5,701	4,083	3,994
Transfers	2,500	2,500	(2,500)	(2,500)	-	-
Change in net position	356	793	3,727	3,201	4,083	3,994
Net position, July 1	22,421	22,777	47,112	50,839	69,533	73,616
Net position, June 30	$ 22,777	$ 23,570	$ 50,839	$ 54,040	$ 73,616	$ 77,610

Financial Analysis of the Government's Funds

Governmental Funds - The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unreserved fund balances may serve as a useful measure of a government's net resources available for spending in the next fiscal year. At the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of $8.9 million. Within this total $1.3 million is restricted by specific legal requirements, for street improvements, and $2.6 million has been committed and assigned to specific types of expenditures. The remaining $5 million is unassigned fund balance in the general fund and can be used for any lawful purpose. In the general fund, the City budgeted (as amended) a fund balance decrease in the current year of $874 thousand prior to the use of prior balances and reserves. The actual general fund balance increased by $338 thousand as the result primarily of reductions in general government costs as well as increases in certain government revenues as previously discussed. Actual general fund expenditures were 8% less than total budgeted expenses.

Proprietary Funds - The City's proprietary fund statements provide the same type of information found in the government-wide financial statements, but in more detail. Unrestricted net position of the respective enterprise funds are $9.7 million for water, $5.1 million for sewer, $12.5 million for electric and $377 thousand for Sanitation. The total of all enterprise funds' net position at the end of the fiscal year was $54 million. Change in net position for enterprise funds in 2017 were an increase of $1.1 million in the water fund, an increase of $1 million in the sewer fund, an increase of $1.1 million in the electric fund (net of $2.5 million transfer to the general fund) and a decrease of $15 thousand in the sanitation fund.

General Fund Budgetary Highlights - The City made revisions to the original appropriations approved by the City Council. Overall these changes resulted in an increase in budgeted expenditures from the original budget of .4% or $28 thousand. Management's estimate of the General Funds budgeted revenues increased $265 thousand or 3% from original budget based on year to date experience.

DEBT ADMINISTRATION

At the end of the current fiscal year, the City had a total bonded debt and note obligations of $18.6 million (down from $19.6 million in the prior year), all backed by the full faith and credit of the government.

Outstanding Debt at Year End
Bonds and Notes Payable

	Government Activities		Business-Type Activities		Total	
	2016	2017	2016	2017	2016	2017
General Obligation Bonds	$ 78	$ -	$ 9,827	$ 8,473	$ 9,905	$ 8,473
DE Revolving Fund Loans	-	-	3,999	4,454	3,999	4,454
USDA Loan	-	-	4,539	4,477	4,539	4,477
Kent County Note	-	-	1,220	1,196	1,220	1,196
Total	$ 78	$ -	$ 19,585	$ 18,600	$ 19,663	$ 18,600

During the fiscal year, the following significant transactions impacted the City's outstanding debt:
- --Issuance of Series 2016 General Obligation Bonds in the amount of $8,065,000 utilized in current refunding of Series A 2011 General Obligation Bonds.
- --Early buy-back of Series B 2011 Bonds in the amount of $1,192,403.
- --Early payoff of Delaware revolving fund loan in the amount of $619,909.
- --Additional borrowings under Delaware 2011 revolving loans of $1,125,137 in connection with continuing capital projects.

The City's General Obligation Bond rating is AA- as rated by Standard & Poor's. Additionally, several of the City's bonds are insured.

Additional information on the City's long term debt can be found in footnote 10 on pages 37 to 40 of this report.

CAPITAL ASSETS

The City's investment in capital assets for its governmental and business-type activities as of June 30, 2017 amounts to $57.2 million (net of accumulated depreciation). This investment in capital assets includes land, building, equipment, improvements, and infrastructure assets. The total increase in the City's investment in capital assets, net of accumulated depreciation, for the current fiscal year was $1 million or 1.8%. Additional information on the City's capital assets can be found in Note 9 on pages 34 and 35 of this report. Major capital asset events during the current fiscal year included the following:

General Fund
- $66 thousand to pave Bridgeham and Lindstone roads.
- $71 thousand for public safety vehicles.
- $55 thousand in IT costs for four servers.
- $22 thousand for a parks and recreation truck.

Electric Fund
- $31 thousand for a truck.

Water Fund
- $25 thousand for a service truck.

Sewer Fund
- $379 thousand for a sewer vac truck.

Solid Waste
- $220,000 for a trash truck.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The fiscal 2018 budget for general fund revenues increased 1.5% over fiscal 2017. In the upcoming fiscal year, the City continues to see improvements in housing starts and commercial property. Rates charged for water and sewer as well as property taxes remain unchanged. The solid waste revenue was increased by $50 cents per customer per month to offset additional costs of recycling and yard waste disposal. The electric rate was reduced by an average of 3% after a cost of power analysis was performed for each class of customer and a new rate structure was approved as a result. The city completed building a new water storage and treatment facility in the southeast area and also completed a new water treatment plant to replace the old Washington Street plant. A new SE regional sewer pumping station is being built, and Airport Road is being paved.

REQUEST FOR INFORMATION

The financial report is designed to provide our citizens, customers, investors and creditors with general overview of the City's finances. If you have questions about this report or need any additional information, contact the Department of Finance, Attention: Finance Director, 10 SE 2nd Street, Milford, DE 19963 or call 302-424-5141 or email: jportmann@milford-de.gov.

CITY OF MILFORD, DE
STATEMENT OF NET POSITION
June 30, 2017

	Governmental Activities	Business-type Activities	Total
ASSETS			
Current Assets			
Cash and Equivalents	$ 6,959,381	$ 9,195,591	$ 16,154,972
Investments	2,056,429	19,633,995	21,690,424
Receivables	516,261	3,664,591	4,180,852
Inventories	26,212	1,192,916	1,219,128
Prepaid Expenses	44,588	-	44,588
Total Current Assets	9,602,871	33,687,093	43,289,964
Capital Assets			
Land, Infrastructure and Other Assets not being depreciated	16,395,268	1,460,444	17,855,712
Utility System	-	58,837,467	58,837,467
Buildings and Improvements	4,473,766	7,048,390	11,522,156
Equipment and Vehicles	6,328,428	7,308,771	13,637,199
Construction in Progress	173,607	-	173,607
Less: Accumulated Depreciation	(12,312,375)	(32,506,527)	(44,818,902)
Net Capital Assets	15,058,694	42,148,545	57,207,239
Total Assets	24,661,565	75,835,638	100,497,203
Deferred Outflows of Resources	1,515,767	378,277	1,894,044
LIABILITIES			
Current Liabilities			
Accounts Payable and Accrued Expenses	330,495	2,767,998	3,098,493
Customer Deposits	-	599,803	599,803
Bonds and Notes Payable	-	701,384	701,384
Compensated Absences	181,374	41,190	222,564
Total Current Liabilities	511,869	4,110,375	4,622,244
Noncurrent Liabilities			
Net Pension Liability	1,051,155	-	1,051,155
Bonds and Notes Payable	-	17,899,350	17,899,350
Compensated Absences	725,499	164,762	890,261
Total Noncurrent Liabilities	1,776,654	18,064,112	19,840,766
Total Liabilities	2,288,523	22,174,487	24,463,010
Deferred Inflows of Resources	318,431	-	318,431
NET POSITION			
Net Investment in Capital Assets	15,058,694	23,547,811	38,606,505
Restricted for Capital Improvements:			
Budgeted by City Council	1,999,037	2,731,383	4,730,420
Impact Fees	-	3,247,476	3,247,476
Unrestricted	6,512,647	24,512,758	31,025,405
Total Net Position	$ 23,570,378	$ 54,039,428	$ 77,609,806

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2017

Functions/Programs	Expenses	Program Revenue: Charges for Services	Program Revenue: Operating Grants and Contributions	Program Revenue: Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Assets: Primary Government: Governmental Activities	Net (Expense) Revenue and Changes in Net Assets: Primary Government: Business-Type Activities	Net (Expense) Revenue and Changes in Net Assets: Primary Government: Total
Primary Government							
Governmental Activities							
General Government	$ 2,023,068	$ 23,738	$ -	$ -	$ (1,999,330)		$ (1,999,330)
Public Safety	4,679,409	-	99,706	-	(4,579,703)		(4,579,703)
Public Works	592,921	-	393,521	-	(199,400)		(199,400)
Culture and Recreation	1,047,207	97,807	-	-	(949,400)		(949,400)
Total Governmental Activities	8,342,605	121,545	493,227	-	(7,727,833)		(7,727,833)
Business-Type Activities							
Electric Fund	21,881,839	25,337,001	-	-		3,455,162	3,455,162
Water Fund	1,937,379	2,754,192	-	-		816,813	816,813
Sewer Fund	3,461,948	4,446,124	-	-		984,176	984,176
Trash Fund	1,101,577	1,080,114	-	-		(21,463)	(21,463)
Total Business-Type Activities	28,382,743	33,617,431	-	-		5,234,688	5,234,688
Total Primary Government	$ 36,725,348	$ 33,738,976	$ 493,227	$ -	(7,727,833)	5,234,688	(2,493,145)
General Revenues:							
Taxes:							
Property Taxes, Levied for General Purposes					4,742,295	-	4,742,295
Franchise Taxes					720,200	-	720,200
Public Service Taxes					-	-	-
Loss on Sale of Capital Assets					(34,577)	-	(34,577)
Impact Fees					-	276,325	276,325
Unrestricted Investment Earnings					52,337	189,760	242,097
Miscellaneous					533,412	-	533,412
Change in Net Position in Internal Service Fund					6,893	-	6,893
Transfers					2,500,000	(2,500,000)	-
Total General Revenues, Special Items, and Transfers					8,520,560	(2,033,915)	6,486,645
Change in Net Position					792,727	3,200,773	3,993,500
Net Position- Beginning of Year					22,777,651	50,838,655	73,616,306
Net Position - End of Year					$ 23,570,378	$ 54,039,428	$ 77,609,806

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
BALANCE SHEET
GOVERNMENTAL FUNDS
June 30, 2017

	General Fund	Special Revenue Fund	Non-Major Governmental Fund	Total Governmental Funds
ASSETS				
Cash and Cash Equivalents	$ 3,199,259	$ 3,663,250	$ 13,323	$ 6,875,832
Investments	2,056,429	-	-	2,056,429
Taxes Receivable, net of allowance for doubtful accounts	102,501	81,615	-	184,116
Other Receivables	190,703	102,560	-	293,263
Prepaid Expenses	44,588	-	-	44,588
Total Assets	$ 5,593,480	$ 3,847,425	$ 13,323	$ 9,454,228
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts Payable	$ 161,665	$ 21,260	$ 2,197	$ 185,122
Compensated Absences - Current	166,767	-	-	166,767
Other Accrued Expenses	85,345	-	-	85,345
Other Payables	77,644	-	831	78,475
Total Liabilities	491,421	21,260	3,028	515,709
Fund Balances:				
Restricted	692,770	1,306,267	-	1,999,037
Nonspendable	44,588	-	-	44,588
Assigned	-	2,519,898	10,295	2,530,193
Unassigned	4,364,701	-	-	4,364,701
Total Fund Balances	5,102,059	3,826,165	10,295	8,938,519
Total Liabilities and Fund Balances	$ 5,593,480	$ 3,847,425	$ 13,323	$ 9,454,228

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION
June 30, 2017

Total Fund Balance, Governmental Funds	$	8,938,519
Amounts reported for governmental activities in the Statement of Net Assets are different because:		
Capital assets used in governmental activities are not current financial resources and therefore are not reported in the fund financial statements, but are reported in the governmental activities of the Statement of Net Assets.		15,058,694
Internal Service funds are used by management to charge the costs of centrally managed services to using funds and departments. The assets and liabilities of the internal service fund is included in governmental activities in the Statement of Net Position. The increase is equal to the Internal Service Unrestricted Net Position.		26,212
Adjustment to prior period net position for pension related assets and liabilities		140,272
Some liabilities and other items are not due and payable in the current period and are not included in the fund financial statements, but are included in the governmental activities of the Statement of Net Assets. These items are as follows:		
Compensated Absences		(725,499)
Deferred Outflows of Resources-pension		1,515,767
Deferred Inflows of Resources-pension		(318,431)
Net Pension Liability		(1,051,155)
Other		(14,001)
Net Position of Governmental Activities	$	23,570,378

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2017

	General Fund	Special Revenue Fund	Non-Major Governmental Fund	Total Governmental Funds
REVENUES				
Property Taxes	$ 3,847,196	$ -	$ -	$ 3,847,196
Real Estate Transfer Taxes	-	895,099	-	895,099
Fees and Fines	349,548	-	-	349,548
Licenses and Permits	370,652	-	-	370,652
Intergovernmental	-	493,227	-	493,227
Charges for Services	23,738	-	97,807	121,545
Investment Earnings	35,650	16,687	-	52,337
Miscellaneous	527,104	13,000	-	540,104
Total Revenues	5,153,888	1,418,013	97,807	6,669,708
EXPENDITURES				
Current:				
General Government	1,450,142	-	-	1,450,142
Public Safety	4,457,449	208,696	-	4,666,145
Public Works	592,921	-	-	592,921
Culture and Recreation	945,459	-	101,748	1,047,207
Debt Service:				
Principal	77,597	-	-	77,597
Interest	3,555	-	-	3,555
Capital Outlay	288,482	347,268	-	635,750
Total Expenditures	7,815,605	555,964	101,748	8,473,317
(Deficiency) Excess of Revenues Over Expenditures	(2,661,717)	862,049	(3,941)	(1,803,609)
OTHER FINANCING SOURCES (USES)				
Transfers In	3,000,000	-	-	3,000,000
Transfers Out	-	(500,000)	-	(500,000)
Total Other Financing Sources and Uses	3,000,000	(500,000)	-	2,500,000
Net Change in Fund Balances	338,283	362,049	(3,941)	696,391
Fund Balances - Beginning	4,763,776	3,464,116	14,236	8,242,128
Fund Balances - Ending	$ 5,102,059	$ 3,826,165	$ 10,295	$ 8,938,519

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2017

Net change in fund balances - total governmental funds:	$	696,391
Amounts reported for Governmental Activities in the Statement of Activities are different because:		
Some items reported in the statement of activities, including changes in deferred outflows and inflows of resources, pension liability, and compensated absences do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		43,686
Internal Service funds are used by management to charge the costs of centrally managed services to using funds and departments. The decrease is equal to the net change in the Internal Service Net Position.		6,893
Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the Statement of Activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimated useful lives as depreciation expense for the period. This is the amount by which capital outlays of $635,750 exceeded depreciation expense of $626,321 in the current period.		9,429
Government funds report the proceeds from the sale of assets as revenue. In contrast, the Statement of Activities reports the difference between the amount of the proceeds and the net book value of the related assets as a gain or loss.		(41,269)
Governmental funds report repayment of bond principal as an expenditure, In contrast, the Statement of Activities treats such repayments as a reduction in long-term liabilities.		77,597
Change in net position of governmental activities	$	792,727

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
June 30, 2017

	Business Type Activities - Enterprise Funds					Governmental Activities -Internal Service Fund
	Electric	Water	Sewer	Trash	Total	
ASSETS						
Current Assets:						
Cash and Cash Equivalents	$ 4,173,700	$ 2,970,600	$ 1,716,867	$ 334,424	$ 9,195,591	$ 83,549
Investments	8,051,555	7,367,740	4,214,700	-	19,633,995	-
Accounts Receivable, net of allowance for doubtful accounts	2,649,490	231,201	377,323	126,665	3,384,679	38,882
Other Receivables	6,854	269,506	3,052	500	279,912	-
Inventories	1,171,761	21,155	-	-	1,192,916	26,212
Total Current Assets	16,053,360	10,860,202	6,311,942	461,589	33,687,093	148,643
Non-Current Assets:						
Capital Assets:						
Land and Improvements	1,404,437	27,369	28,638	-	1,460,444	-
Utility System	17,984,179	21,574,233	19,279,055	-	58,837,467	-
Buildings and Improvements	6,981,196	10,853	50,691	5,650	7,048,390	21,340
Equipment and Furniture	3,358,369	1,601,534	1,129,118	1,219,750	7,308,771	99,285
Less Accumulated Depreciation	(14,986,742)	(8,040,065)	(8,631,888)	(847,832)	(32,506,527)	(68,717)
Total Non-Current Assets	14,741,439	15,173,924	11,855,614	377,568	42,148,545	51,908
Total Assets	30,794,799	26,034,126	18,167,556	839,157	75,835,638	200,551
Deferred Outflows of Resources						
Deferred Charges on Refundings	209,919	-	168,358	-	378,277	-
LIABILITIES						
Current Liabilities:						
Accounts Payable	1,642,596	43,517	643,860	26,052	2,356,025	49,394
Salaries Payable	20,106	3,804	3,803	4,138	31,851	-
Other Accrued Expenses	380,122	-	-	-	380,122	-
Customer and Other Deposits	568,303	-	-	31,500	599,803	-
Compensated Absences	26,869	4,898	4,898	4,525	41,190	14,607
Bonds, Notes and Loans Payable	87,020	462,497	151,867	-	701,384	-
Total Current Liabilities	2,725,016	514,716	804,428	66,215	4,110,375	64,001
Non-Current Liabilities:						
Compensated Absences	107,474	19,594	19,594	18,100	164,762	58,430
Bonds, Notes and Loans Payable	4,971,249	8,090,883	4,837,218	-	17,899,350	-
Total Non-Current Liabilities	5,078,723	8,110,477	4,856,812	18,100	18,064,112	58,430
Total Liabilities	7,803,739	8,625,193	5,661,240	84,315	22,174,487	122,431
NET POSITION						
Net Investment in Capital Assets	9,683,170	6,620,544	6,866,529	377,568	23,547,811	51,908
Restricted for Capital Improvements:						
Budgeted by City Council	965,303	1,044,537	721,543	-	2,731,383	-
Impact Fees	496,265	1,683,885	1,067,326	-	3,247,476	-
Unrestricted	12,056,241	8,059,967	4,019,276	377,274	24,512,758	26,212
Total Net Position	$ 23,200,979	$ 17,408,933	$ 12,674,674	$ 754,842	$ 54,039,428	$ 78,120

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2017

	Business Type Activities - Enterprise Funds					Governmental Activities - Internal Service Fund
	Electric	Water	Sewer	Trash	Total	
REVENUES						
Charges for Services	$ 24,945,686	$ 2,711,294	$ 4,334,529	$ 1,076,218	$ 33,067,727	$ 1,379,304
Miscellaneous	391,315	42,898	111,595	3,896	549,704	-
Total Operating Revenues	25,337,001	2,754,192	4,446,124	1,080,114	33,617,431	1,379,304
OPERATING EXPENSES						
Personal Services	1,795,625	294,380	464,365	486,805	3,041,175	887,068
Contractual Services	18,184,402	68,333	2,237,013	273,928	20,763,676	120,019
Utilities	9,000	233,757	1,157	-	243,914	3,256
Repairs and Maintenance	533,575	78,934	20,837	91,894	725,240	188,383
Other Supplies and Expenses	112,814	602,083	92,757	198,191	1,005,845	149,665
Insurance Claims and Expenses	82,348	18,877	5,739	10,837	117,801	6,863
Depreciation	914,135	362,520	424,348	39,922	1,740,925	17,157
Total Operating Expenses	21,631,899	1,658,884	3,246,216	1,101,577	27,638,576	1,372,411
Operating Income (Loss)	3,705,102	1,095,308	1,199,908	(21,463)	5,978,855	6,893
NON-OPERATING REVENUES (EXPENSES)						
Interest and Investment Revenues	77,465	69,667	36,239	6,389	189,760	-
Impact Fees	66,350	209,975	-	-	276,325	-
Interest Expense	(249,940)	(278,495)	(215,732)	-	(744,167)	-
Bond Issuance Costs	-	-	-	-	-	-
Total Non-Operating (Expenses) Revenues	(106,125)	1,147	(179,493)	6,389	(278,082)	-
Income (Loss) Before Transfers	3,598,977	1,096,455	1,020,415	(15,074)	5,700,773	6,893
Transfers Out	(2,500,000)	-	-	-	(2,500,000)	-
Change in Net Position	1,098,977	1,096,455	1,020,415	(15,074)	3,200,773	6,893
Net Position - Beginning of Year,	22,102,002	16,312,478	11,654,259	769,916	50,838,655	71,227
Net Position - End of Year	$ 23,200,979	$ 17,408,933	$ 12,674,674	$ 754,842	$ 54,039,428	$ 78,120

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
STATEMENT OF CASH FLOWS
ALL PROPRIETARY FUND TYPES
FOR THE YEAR ENDED JUNE 30, 2017

	ENTERPRISE FUNDS					
	Electric	Water	Sewer	Trash	Total	Internal Service Fund
Cash Flows from Operations:						
Receipts from Customers	$ 25,003,067	$ 2,732,901	$ 4,342,794	$ 1,090,393	$ 33,169,155	$ 1,353,670
Other Operating Receipts	387,461	47,842	124,001	3,896	563,200	-
Payments to Suppliers	(18,622,206)	(1,342,294)	(1,997,140)	(566,650)	(22,528,290)	(468,664)
Payments to Employees	(1,827,047)	(310,253)	(480,237)	(497,487)	(3,115,024)	(870,336)
Insurance Premiums Paid	(82,348)	(18,877)	(5,739)	(10,837)	(117,801)	(6,863)
Net Cash Provided by Operating Activities	4,858,927	1,109,319	1,983,679	19,315	7,971,240	7,807
Cash Flows from Non-Capital Financing Activities:						
Operating Transfers (Out)	(2,500,000)	-	-	-	(2,500,000)	-
Net Cash Flows Used in Non-Capital Financing Activities	(2,500,000)	-	-	-	(2,500,000)	-
Cash Flows from Capital and Related Financing Activities:						
Net cash for additions to Property, Plant and Equipment	(150,432)	1,300,230	(1,044,623)	(220,291)	(115,116)	(21,339)
Principal Paid on Debt	-	(1,173,471)	(1,051,964)	-	(2,225,435)	-
Interest Paid on Debt	(188,272)	(278,495)	(178,889)	-	(645,656)	-
Net Cash from Bond Refunding	(126,587)	-	(135,201)	-	(261,788)	-
Impact Fees Received	66,350	209,975	-	-	276,325	-
Net Cash Flows Provided by (Used in) Capital and Related Financing Activities	(398,941)	58,239	(2,410,677)	(220,291)	(2,971,670)	(21,339)
Cash Flows from Investing Activities:						
Net Proceeds/(Purchases) from Sales and and Maturities of Short-Term Investments	(1,337,140)	(202,336)	(602,677)	250,000	(1,892,153)	-
Income on Investments	77,465	69,667	36,239	6,389	189,760	-
Net Cash Flows Provided by (Used in) Investing Activities	(1,259,675)	(132,669)	(566,438)	256,389	(1,702,393)	-
Net Increase (Decrease) in Cash and Cash Equivalents	700,311	1,034,889	(993,436)	55,413	797,177	(13,532)
Cash and Cash Equivalents at Beginning of Year	3,473,389	1,935,711	2,710,303	279,011	8,398,414	97,081
Cash and Cash Equivalents at End of Year	$ 4,173,700	$ 2,970,600	$ 1,716,867	$ 334,424	$ 9,195,591	$ 83,549
Reconciliation of Operating Income to Net Cash Flows from Operating Activates:						
Operating Income	$ 3,705,102	$ 1,095,308	$ 1,199,908	$ (21,463)	$ 5,978,855	$ 6,893
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities:						
Depreciation and Amortization	914,135	362,520	424,348	39,922	1,740,925	17,157
Effect of Changes in Operating Assets and Liabilities:						
Accounts Receivable, net	7,799	26,551	20,671	575	55,596	(25,634)
Inventory	13,541	6,408	-	-	19,949	(2,711)
Accounts Payable and Accrued Expenses	204,044	(365,595)	354,624	(2,637)	190,436	(4,630)
Salaries Payable	(35,382)	(9,846)	(9,845)	(9,371)	(64,444)	-
Customer Deposits	45,728	-	-	13,600	59,328	-
Liability for Compensated Absences	3,960	(6,027)	(6,027)	(1,311)	(9,405)	16,732
Net Cash Provided by Operating Activities	$ 4,858,927	$ 1,109,319	$ 1,983,679	$ 19,315	$ 7,971,240	$ 7,807
Noncash Capital and Financing Activities						
Additions to Property, Plant and Equipment	$ (150,432)	$ (1,290,795)	$ (1,044,623)	$ (220,291)	$ (2,706,141)	$ (21,339)
Financed by:						
Delaware Revolving Loan	-	2,305,430	-	-	2,305,430	-
USDA Loan	-	285,595	-	-	285,595	-
Net Cash	$ (150,432)	$ 1,300,230	$ (1,044,623)	$ (220,291)	$ (115,116)	$ (21,339)
Proceeds from Series of 2016 Bonds	$ 5,035,000	$ -	$ 3,030,000	$ -	$ 8,065,000	$ -
Current refunding of Series 2011 Bonds	(4,890,000)	-	(2,960,000)	-	(7,850,000)	-
Deferred charges on refunding	(209,919)		(168,358)		(378,277)	
Bond Issuance Costs	(61,668)	-	(36,843)	-	(98,511)	-
Net cash	$ (126,587)	$ -	$ (135,201)	$ -	$ (261,788)	$ -

The accompanying notes are an integral part of these financial statements.

CITY OF MILFORD, DE
STATEMENT OF FIDUCIARY NET POSITION
June 30, 2017

	AGENCY
ASSETS	
Cash and Cash Equivalents	$ 762,628
Total Assets	$ 762,628
LIABILITIES	
Due to Other Governments	$ 338,768
Deferred Revenue - Trust Fund	423,860
Total Liabilities	$ 762,628

The accompanying notes are an integral part of these financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Introduction

The City of Milford, Delaware (the "City"), operates under a Council-Manager form of government and provides the following services as authorized by its charter adopted on May 24, 1977: public safety (police), highways and streets, sanitation, health and social services, electric, water, parks and recreation, public improvements, planning and zoning, and administrative services.

The accounting and reporting policies of the City relating to the funds included in the accompanying basic financial statements conform to accounting principles generally accepted in the United States of America (GAAP) applicable to state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB).

The accounting and reporting framework and the more significant accounting policies and practices are discussed in subsequent sections of this Note. The remainder of the notes are organized to provide explanations, including required disclosures, of the City's financial activities for the year ended June 30, 2017.

Financial Reporting Entity

The City's basic financial statements include the accounts of all City operations. The criteria for including organizations as component units within the City's reporting entity, as set forth in Section 2100 of GASB's *Codification of Governmental Accounting and Financial Reporting Standards*, include whether:

- the organization is legally separate (can sue and be sued in their own name)
- the City holds the corporate powers of the organization
- the City appoints a voting majority of the organization's board
- the City is able to impose its will on the organization
- the organization has the potential to impose a financial benefit/burden on the City
- there is fiscal dependency by the organization on the City

Based on the aforementioned criteria, the City has no component units.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results may differ from those estimates.

Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in governmental funds. Encumbrances as of the year end are reported as reservations of fund balance since they do not constitute expenditures or liabilities but serve as authorization for expenditures in the subsequent year. As of the end of the period, the City had no such encumbrances.

Government-Wide and Fund Financial Statements

The government-wide financial statements (statement of net position and statement of activities) report information on all of the non-fiduciary activities of the

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Government-Wide and Fund Financial Statements (Continued)

primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and inter-governmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or activity. Program revenues include 1) charges to customers who directly benefit from goods or services provided by a given function or activity and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or activity. Taxes and other items not properly included among program revenues are reported as general revenues.

Separate financial statements are provided by governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The City reports the following governmental funds:

General Fund **-** The general fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund **-** The special revenue fund accounts for revenues derived from earmarked revenue sources. Separate self-balancing funds are established to account for each restricted special revenue source.

Parks and Recreation Fund – The parks and recreation fund accounts for revenues derived from activities provided by the City's parks and recreation department, which include youth and adult sports leagues, summer camps and clinics, special events and festivals as well as fund raising activities.

The City reports the following proprietary funds:

Enterprise Funds **-** The Enterprise Funds of the City include the electric, water, sewer and trash funds. Enterprise funds are used to account for operations (a) which are financed and operated in a manner similar to private business enterprises; where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body had decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, or accountability.

Internal Service Fund **-** Consists of three internal funds which are used to account for the financing of goods and services provided by one department to other departments of the City on a cost-reimbursement basis.

The City reports the following fiduciary fund types:

Agency Fund – The agency fund accounts for assets held by the City in a trustee capacity for fees collected on behalf of Kent County and the Carlisle Fire Department. In addition, a trust fund was established by an individual during fiscal 2013 to benefit Kent County residents by offsetting individual tax bills in the future. The balance of the fund as of June 30, 2017 was $423,860.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Financial resources used to acquire capital assets are capitalized in the government-wide financial statements, rather than reported as expenditures. Proceeds of long-term debt are recorded as a liability in the government-wide financial statements, rather than as another financing source. Amounts paid to reduce long-term debt of the City are reported as a reduction of the related liability, rather than as an expenditure in the government-wide financial statements.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter (within sixty days) to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt-service expenditures are recorded only when payment is due. Also, compensated absences are recorded as expenditures when paid.

Sales taxes, franchise taxes, permits and fees, recreation fees, fines and court fees, other miscellaneous revenues and earned but unreimbursed state and federal grants associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Property taxes are measurable as of the date levied (assessed) and are recognized as revenues when they become available. Available means when due, or past due, and received within the current period or collected soon enough thereafter to be used to pay liabilities of the current period. All other revenues are considered to be measurable and available only when the City receives cash.

Budgetary Process

The City Council follows these procedures in establishing the budgetary data reflected within the financial statements:

(1) In accordance with the City Charter, prior to June 1, the City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them for the upcoming year, along with estimates for the current year. The City Charter requires that the budget be submitted in summary form. In addition, more detailed line item budgets are included and provided for administrative control.

(2) Public hearings are conducted to obtain taxpayer comment.

(3) Prior to June 30, the budget is legally enacted through passage of an ordinance.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Budgets and Budgetary Accounting (continued)

(4) The City Manager is required by the City Charter to present a monthly report to City Council explaining any variances from the approved budget.

(5) Formal budgetary integration is employed as a management control device during the year for the general fund.

(6) The budget for the general fund is adopted on a basis consistent with GAAP as applicable to governments.

(7) The budgets for the special revenue fund are approved on a program by program basis by the funding agencies.

(8) Budgetary amendments are approved by City Council as required throughout the year. If revenues in excess of those estimated in the budget become available, the Council, by ordinance, may make supplemental appropriations for the year up to the amount of such excess.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash, checking and money market accounts generally maturing in three months or less.

Receivables

Receivables are shown net of the allowances for estimated uncollectible accounts. The allowance for uncollectible accounts is based upon historical data established according to experience and other factors which in the judgment of City officials should be recognized in estimating possible losses. Management believes that they have adequately provided for future probable losses.

Interfund Receivables/Payables

Advances between funds are accounted within the appropriate interfund receivable and payable accounts. These advances (reported as "due from/to other funds") are considered "available spendable resources."

Inventories

Inventories are carried at cost for the water fund, and at replacement cost for the electric fund, and are determined using the first-in, first out (FIFO) method.

Inventory in the general fund consists of gasoline and diesel fuel held for consumption. Inventory in the internal service fund consists of garage and meter supplies held for consumption. The inventory acquisitions are recorded in the inventory accounts initially and charged to expenditures when used. The cost value of such inventories have been presented on an average cost basis.

Capital Assets

Capital assets which include land, buildings, improvements, equipment, vehicles and infrastructure assets, consisting of roads, bridges, curbs and gutters, streets and sidewalks, drainage and lighting systems, are reported on the applicable governmental or business-type activities columns in the government-wide financial statements and the proprietary fund financial statements. Capital assets are recorded at historical cost if purchased, and at fair market value if donated. The capitalization threshold for all capital assets is $5,000. No dollar threshold is set for land. Capital asset depreciation is recognized using the straight-line method over the estimated lives of the respective assets.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Compensated Absences

A maximum of 30 days of vacation and 130 days of sick leave may be accumulated by each employee except for those hired before 1992, whose carry-over is not limited. The City accrues a liability for compensated absences which meet the following criteria:

- The City's obligation relating to employees' rights to receive compensation for future absences is attributable to employees' services already rendered.
- The obligation relates to rights that vest or accumulate.
- Payment of the compensation is probable.
- The amount can be reasonably estimated.

In accordance with the above criteria, the City has accrued a liability for vacation and sick pay which has been earned but not taken by City employees. For governmental funds, the liability for compensated absences is reported as a long term liability in the government-wide financial statements since it is anticipated that none of the liability will be liquidated with expendable available financial resources. The liability for compensated absences is recorded in proprietary fund types as an accrued liability in accordance with GASBS No. 16 (GASB Cod. Sec. C60), *Accounting for Compensated Absences*.

Long-Term Liabilities

In the government-wide financial statements, and in the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business type activities, or proprietary fund type statement of net position. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are recorded net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and are amortized over the life of the related debt. In the fund financial statements, governmental fund types recognize bond premium and discounts, as well as debt issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Subsequent Events

Subsequent events were evaluated through December 4, 2017, which is the date the financial statements were available to be issued. Management of the City has determined that there were no other such events that warranted adjustment to or disclosure in these financial statements.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Delaware Public Employees' Retirement System (DPERS) and addition to/deductions from DPERS fiduciary net position have been determined on the same basis as they are reported by DPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Deferred Outflows of Resources

Decreases in net assets that related to future periods are recorded as deferred outflows of resources in a separate section of the City's government-wide statement of net position. Deferred outflows of resources are generally reported in the City's statement of net position for pension contributions made subsequent to the measurement date. Deferred outflows of resources also include the difference in the carrying value of refunded debt and its reacquisition price, which is then amortized over the shorter of the life of the refunded or refunding bond.

Deferred Inflows of Resources

Increases in net assets that apply to future periods are recorded as deferred inflows of resources in a separate section of its government-wide statement of net position. Deferred inflows of resources are reported in the City's statement of net position for actual pension plan investment earnings in excess of projected amounts included in determining pension expense. Deferred inflows of resources are attributed to pension expense over a total of 5 years, including the current year.

Government-wide and Proprietary Fund Net Position

Net position represents the difference between assets and liabilities. Net investment in capital assets consists of capital assets net of accumulated depreciation and the outstanding balances of any borrowing spent for the acquisition, construction or improvements of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

Governmental Fund Balances

In the governmental fund financial statements, fund balances are classified as follows:

- **Non-spendable** - Amounts that cannot be spent either because they are in a non-spendable form or because they are legally or contractually required to be maintained intact.

- **Restricted** - Amounts that can be spent only for specific purposes because of the City Charter, the City code, state or federal laws, or externally imposed conditions by grantor or creditors.

- **Committed** - Amounts that can be used only for specific purposes determined by a formal action by City Council ordinance or resolution. This included the Budget Reserve Account.

- **Assigned** - Amounts that are designated by the Mayor for a particular purpose but are not spendable until a budget ordinance is passed or there is a majority vote approval (for capital projects or debt service) by City Council.

- **Unassigned** - All amounts not included in other spendable classifications.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Inter-Fund Transactions

During the course of normal operations, the City has transactions between funds to subsidize operations in certain funds, to allocate administrative costs, to construct assets, to distribute grant proceeds, etc. These transactions are generally reflected as operating transfers, which are transfers from a fund authorized to receive certain revenues to the fund through which the resources are to be expended.

Interest Capitalization

Interest costs incurred for the acquisition and/or construction of capital assets are capitalized based on the guidelines established by GASBS No. 62, *Capitalization of Interest Cost*.

The interest capitalization period begins when the following conditions are present:

- Expenditures for the capital asset have been made.
- Activities that are necessary to get the capital asset ready for its intended use are in progress.
- Interest expense is being incurred.

The amount of interest expense to be capitalized is based on the weighted-average amount of accumulated expenditures for the period multiplied by the interest rate for the obligation incurred specifically to finance the construction of capital assets. No capitalizable interest was incurred during the year ended June 30, 2017.

NOTE 2 - RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS:

Explanation of Certain Differences between the Governmental Fund Balance Sheet and the Government-Wide Statement of Net Assets.

The governmental fund balance sheet includes a reconciliation between total governmental fund balances and net assets of governmental activities in the government-wide statement of net assets. This difference primarily results from the long-term economic focus of the statement of net assets versus the current financial resources focus of the governmental fund balance sheets.

Capital Asset Differences

When capital assets (land, building, improvements and equipment) are purchased or constructed for use in governmental fund activities, the costs of those assets are reported as expenditures in the governmental funds. However, these costs are reported as capital assets in the statement of net assets. The details of these differences are presented below:

Land, Infrastructure and Other Assets	$16,395,268
Buildings and Improvements	4,473,766
Equipment and Furniture	6,328,428
Construction in Progress	173,607
Less: Accumulated Depreciation	(12,312,375)
Net Capital Asset Difference	$15,058,694

Noncurrent Liability Differences

Noncurrent liabilities are not due and payable in the current period and, therefore, are not reported in the governmental fund balance sheet. All liabilities (both current and long-term) are reported in the statement of net position.

NOTE 2 - RECONCILIATION OF GOVERNMENT-SIDE AND FUND FINANCIAL STATEMENTS (CONTINUED):

Explanation of Certain Differences between the Governmental Fund Balance Sheet and the Government-Wide Statement of Net Position (Continued).

The details of these noncurrent liability differences are presented below:

Long-Term Portion of Compensated Absences	($ 725,499)
Deferred Outflows of Resources-pension	1,515,767
Deferred Inflows of Resources-pension	(318,431)
Net Pension Liability	(1,051,155)
Other	(14,001)
Total Current and Long-Term Liability Differences	($ 593,319)

Explanation of certain differences between the Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balances and the Government-Wide Statement of Activities.

The governmental fund financial statements include a reconciliation between changes in fund balances in the governmental funds and changes in net assets in the government-wide statement of activities. The differences primarily result from the long-term economic focus of the statement of activities versus the current financial resources focus of the governmental fund financial statements.

Capital Outlay Differences

Capital Outlays are reported as expenditures in the statement of revenues, expenditures and changes in fund balances. They are reported as capital assets, with the costs allocated over the useful lives of the assets, as depreciation, in the statement of activities. The details of these differences are reported below:

Capital Outlay	$ 635,750
Depreciation	(626,321)
Net Difference	$ 9,429

Long-Term Debt Issuance and Repayment Differences

When long-term debt is issued, it is reported as an other financing source. Repayments are reported as expenditures in the statement of revenues, expenditures and changes in fund balance. Issuance of debt is reported as a long-time liability and repayments are reported as reductions of those liabilities in the statement of activities. The detail of this difference is reported below:

Principal Repayment	$ 77,597

Other Differences

Some items reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported in the governmental funds as expenditures. These items include the net changes during the year in the following accounts:

Long-Term Compensated Absences	$ 49,595
Deferred Outflows-pension	(1,049,900)
Deferred Inflows-pension	(133,492)
Net Pension Liability	1,177,483
Net Difference	$ 43,686

NOTE 3 - FINANCIAL INSTRUMENTS:

The City has a number of financial instruments. The City estimates that the fair value of all financial instruments as of June 30, 2017, does not differ materially from the aggregate carrying values of its financial instruments recorded in the accompanying balance sheet and statement of net assets.

NOTE 4 - REAL ESTATE TAXES

The tax on real estate in the City area for the fiscal year 2017 was [46 mills ($1,000 of assessed valuation)] as levied by the City Council. The City bills and collects its own real estate taxes. Delinquent taxes are liened by the City. The schedules of real estate taxes levied for the fiscal year 2017 are:

July 1	-	Levy Date (effective date of enforceable lien)
August 1 - September 30	-	Face Payment Period
October 1	-	1% Penalty for each subsequent month not paid

NOTE 5 - IMPACT FEES:

All new water, sewage, and electric services within the City of Milford are required to pay a one-time "impact fee." The purpose of the fee is to compensate for the impact of new users to the existing water and sewage systems, in order to provide for future expansion. All impact fees collected are restricted for capital improvements, as specified and approved by City Council that will be required as the result of population growth. The cost of the impact fee for water, sewage, and electric for the year ended June 30, 2017 was $2,626 ($2,525 in fiscal year 2016), $1,388 ($1,334 in fiscal year 2016), and $600 per Estimated Discharge Usage (EDU)($600 in fiscal year 2016), respectively.

The City has recorded as revenue in the proprietary funds Statement of Revenues, Expenses and Changes in Net Assets and in the government-wide Statement of Activities the impact fee monies, as required by GASB No. 33. Resulting restricted net assets at June 30, 2017 from impact fees is $3,247,476.

NOTE 6 - INTERFUND TRANSACTIONS:

During the course of normal operations, the City has numerous transactions between funds including expenses or expenditures and transfers of resources primarily to provide services. The financial statements of the governmental and proprietary fund types generally reflect such transactions as transfers. Transfers that are not considered operating or residual equity transfers give rise to individual fund, interfund receivables and payables. As of June 30, 2017, there are no outstanding interfund balances.

NOTE 7 - INTERGOVERNMENTAL RECEIVABLES:

Amounts due from other governmental units represent receivables for revenues earned by the City or collections made by another governmental unit on behalf of the City.

NOTE 8 - CASH AND INVESTMENTS:

Custodial credit risk is the risk that in the event of bank failure, the City's deposits may not be returned to it. The City does not have a formal deposit policy for custodial credit risk. Deposits are classified as *Category 1* if they are fully insured, registered or held by the City's agent in the City's name. Deposits would be classified as *Category 2* for those deposits which are collateralized with securities held by the pledging financial institution's trust department or agent(s) in the City's name, or *Category 3* for those deposits which are not collateralized, including bank balances that are collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the City's name. As of June 30, 2017, all of the City's bank balances were Category 1 deposits, and the financial institution balances were the same as the carrying amounts.

The City's investments are categorized according to the level of credit risk assumed as of the balance sheet date. *Category 1* includes investments that are insured, registered or are held by the City's agent in the City's name. *Category 2* includes uninsured and unregistered investments held by the counterparty's trust department or agent in the city's name. *Category 3* includes uninsured and unregistered investments held by the counterparty, its trust department or its agent but not in the City's name. As of June 30, 2017, the City's investments consist of the following:

Description	Category	Amount	
		Market	Carrying
Money Market Funds	1		
PFM Asset Management LLC		$ 1,095,424	$ 1,095,424
Certificates of Deposit	1		
PFM Asset Management LLC		20,595,000	20,595,000
Total		$21,690,424	$21,690,424

NOTE 9 - CAPITAL ASSETS:

The following schedule presents the capital activity of the governmental activities for the year ended June 30, 2017:

	Year Ended June 30, 2017				
Description	Balances 07/01/16	Additions	Deletions	Adjustments & Transfers	Balances 06/30/17
City Department:					
Land	$ 8,086,667	$ 81,477	$ -	$ -	$ 8,168,144
Buildings and Improvements	4,257,673	-	-	-	4,257,673
Vehicles and Equipment	4,690,455	145,959	50,600	100,000	4,885,814
Construction in Progress	199,136	173,607	-	(199,136)	173,607
Total City Depreciation	17,233,931	401,043	50,600	(99,136)	17,485,238
Accumulated Depreciation	(6,028,924)	(321,342)	(50,600)	-	(6,299,666)
Total City Department, Net	$11,205,007	$ 79,701	$ -	($ 99,136)	$11,185,572
Street Department:					
Land Improvements	$ 7,918,457	$ 23,177	$ -	$ 308,667	$ 8,250,301
Buildings and Improvements	192,916	-	-	-	192,916
Vehicles and Equipment	1,442,614	-	-	-	1,442,614
Total City Department	9,553,987	23,177	-	308,667	9,885,831
Accumulated Depreciation	(5,707,731)	(304,978)	-	-	(6,012,709)
Total Street Department, Net	$ 3,846,256	($ 281,801)	$ -	$ 308,667	$ 3,873,122

	Year Ended June 30, 2017				
Description	Balances 07/01/16	Additions	Deletions	Adjustments & Transfers	Balances 06/30/17
Total Government Capital Assets:					
Land	$16,005,124	$ 81,477	$ -	$ 308,667	$16,395,268
Buildings and Improvements	4,450,689	23,177	-	-	4,473,766
Vehicles and Equipment	6,133,069	145,959	50,600	100,000	6,328,428
Construction in Progress	199,136	173,607	-	(199,136)	173,607
Total Governmental Capital Assets	26,687,918	424,220	50,600	209,531	27,371,069
Accumulated Depreciation	(11,736,655)	(626,320)	(50,600)	-	(12,312,375)
Total Governmental Capital Assets, Net	$15,051,263	($ 202,100)	$ -	$ 209,531	$15,058,694

NOTE 9 - CAPITAL ASSETS (CONTINUED):

The following schedule presents the capital activity of the business-type activities for the year ended June 30, 2017:

	Year Ended June 30, 2017				
Description	Balances 07/01/16	Additions	Deletions	Adjustments & Transfers	Balances 06/30/17
Electric Fund:					
Land	$ 1,404,437	$ -	$ -	$ -	$ 1,404,437
Buildings and Improvements	6,981,196	-	-	-	6,981,196
Electric System	17,864,460	72,293	-	47,426	17,984,179
Vehicles and Equipment	3,327,656	30,713	-	-	3,358,369
Total Capital Assets	29,577,749	103,006	-	47,426	29,728,181
Accumulated Depreciation	(14,072,607)	(914,135)	-	-	(14,986,742)
Net Book Value	$15,505,142	$(811,129)	$ -	$ 47,426	$14,741,439
Water Fund:					
Land	$ 27,369	$ -	$ -	$ -	$ 27,369
Buildings and Improvements	10,853	-	-	-	10,853
Water System	20,317,264	16,854	3,514,680	4,754,795	21,574,233
Vehicles and Equipment	1,567,708	33,826	-	-	1,601,534
Total Capital Assets	21,923,194	50,680	3,514,680	4,754,795	23,213,989
Accumulated Depreciation	(7,677,545)	(362,520)	-	-	(8,040,065)
Net Book Value	$14,245,649	$(311,840)	$3,514,680	$4,754,795	$15,173,924
Waste Water Fund:					
Land	$ 28,638	$ -	$ -	$ -	$ 28,638
Buildings and Improvements	50,691	-	-	-	50,691
Waste Water System	18,613,820	-	-	665,235	19,279,055
Vehicles and Equipment	749,730	379,388	-	-	1,129,118
Total Capital Assets	19,442,879	379,388	-	665,235	20,487,502
Accumulated Depreciation	(8,207,540)	(424,348)	-	-	(8,631,888)
Net Book Value	$11,235,339	$(44,960)	$ -	$ 665,235	$11,855,614
Trash Fund:					
Buildings and Improvements	$ 5,650	$ -	$ -	$ -	$ 5,650
Vehicles and Equipment	999,459	220,291	-	-	1,219,750
Total Capital Assets	1,005,109	220,291	-	-	1,225,400
Accumulated Depreciation	(807,910)	(39,922)	-	-	(847,832)
Net Book Value	$ 197,199	$ 180,369	$ -	$ -	$ 377,568

Description	Balances 07/01/16	Additions	Deletions	Adjustments & Transfers	Balances 06/30/17
Total Enterprise Funds					
Land	$ 1,460,444	$ -	$ -	$ -	$ 1,460,444
Buildings and Improvements	7,048,390	-	-	-	7,048,390
Electric System	17,864,460	72,293	-	47,426	17,984,179
Water System	20,317,264	16,854	3,514,680	4,754,795	21,574,233
Waste Water System	18,613,820	-	-	665,235	19,279,055
Vehicles and Equipment	6,644,553	664,218	-	-	7,308,771
Total Fixed Assets	71,948,931	753,365	3,514,680	5,467,456	74,655,072
Accumulated Depreciation	(30,765,602)	(1,740,925)	-	-	(32,506,527)
Net Book Value	$41,183,329	($ 987,560)	$3,514,680	$5,467,456	$42,148,545

NOTE 10 - LONG-TERM DEBT OBLIGATIONS:

Long-Term liability activity for the year ended June 30, 2017 is summarized as follows:

Governmental Activities:

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Within One Year
Bonds Payable: Series B of 2011 General Obligation Bonds	$ 77,597	$ -	($ 77,597)	$ -	$ -
Bond Premium	1,453	-	(1,453)	-	-
Other Liabilities: Compensated Absences	844,880	61,993	-	906,873	181,374
Governmental Activities Long-Term Liabilities	$ 923,930	$ 61,993	($ 79,050)	$ 906,873	$181,374

Business Activities:

Bonds Payable: Series 1992A Capital Appreciation Bond	$ 785,000	$ -	$(395,000)	$ 390,000	$390,000
Series of 2016 General Obligation Bonds	-	8,065,000	-	8,065,000	160,000
Series A of 2011 General Obligation Bonds	7,850,000	-	(7,850,000)	-	-
Series B of 2011 General Obligation Bonds	1,192,403	-	(1,192,403)	-	-
	9,827,403	8,065,000	(9,437,403)	8,455,000	550,000
Add: Bond Premium	100,690	37,171	(100,690)	37,171	3,681
Less: Bond Discounts	(125,603)	-	106,515	(19,088)	(19,088)
Total Bonds Payable	9,802,490	8,102,171	(9,431,578)	8,473,083	534,593
Revolving Funds Loans - State of Delaware	619,909	-	(619,909)	-	-
State of Delaware 2010	798,826	-	(49,975)	748,851	50,979
State of Delaware 2011	2,580,087	1,125,137	-	3,705,224	-
Note Payable - Kent County	1,220,022	-	(23,689)	1,196,333	24,227
Note Payable - USDA	4,538,787	29,209	(90,753)	4,477,243	91,585
Total Bonds and Notes Payable	19,560,121	9,256,517	(10,215,904)	18,600,734	701,384
Other Liabilities: Compensated Absences	215,357	-	(9,405)	205,952	41,190
Business-Type Activities Long-Term Liabilities	$19,775,478	$9,256,517	($10,225,309)	$18,806,686	$742,574

NOTE 10 - LONG-TERM DEBT OBLIGATIONS (CONTINUED):

General Obligation Bonds (continued)

The 1992A Capital Bonds represents the remaining principal portion of zero coupon bonds originally issued to finance certain waste water system improvements. The general obligation bonds are scheduled to mature April 2018.

On December 6, 2016, the City issued General Obligation Bonds, Series of 2016 in the aggregate principal amount of $8,065,000, with interest rates ranging from 2.0% to 2.55%. The proceeds of the 2016 bond proceeds were utilized to currently refund the Series A of 2011 General Obligation bonds in the outstanding principal amount of $7,850,000. The 2016 bonds are scheduled to mature January 1, 2037. Annual principal payments are scheduled to commence January 1, 2018, with semi-annual interest payments commencing July 1, 2017. The bonds had an original issue premium of $37,171, the unamortized portion of which is included in the balance reflected in the financial statements at June 30, 2017. The current refunding resulted in an economic gain (difference between the present values of the debt service payments on the old and new debt) of approximately $1.3 million.

On June 30, 2011, the City issued $3,720,000 in General Obligation Bonds with interest rates ranging between 2.0% and 3.0%. The City issued the bonds in order to currently refund $3,770,000 of outstanding 2002 Refunding Bonds with interest rates ranging from 3.2% to 4.35%. The Series B 2011 General Obligation Bonds were scheduled to mature January 1, 2021. The City executed an early buy back of the bonds on June 30, 2017, on which date the bonds were paid in full. The early bond buy back resulted in an economic gain of approximately $70 thousand.

Bonds payable at June 30, 2017 are comprised of the following individual issues:

	Interest Rate %	Issue Date	Maturity Date	Amount Outstanding Electric Fund	Sewer Fund	Water Fund	Total
General Obligation Bonds							
Series 1992 A Capital Appreciation	0.00	4/1/1992	4/1/2018	$ -	$ -	$390,000	$ 390,000
Series of 2016	2.0-2.55	12/6/2016	1/1/2037	5,035,000	3,030,000	-	8,065,000
Total Amounts Outstanding				$5,035,000	$3,030,000	$390,000	$8,455,000

The annual aggregate maturities for all of the general obligation bonds as of June 30, 2017 are as follows:

Year Ending June 30,	General Obligation Bonds Principal	Interest	Total
2018	$ 550,000	$ 168,903	$ 718,903
2019	400,000	163,303	563,303
2020	405,000	155,253	560,253
2021	415,000	147,053	562,053
2022	425,000	138,653	563,653
2023-2027	2,255,000	561,063	2,816,063
2028-2032	2,475,000	322,070	2,797,070
2033-2037	1,530,000	97,171	1,627,171
Total	$8,455,000	$1,753,469	$10,208,469

The City issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds are direct obligations and pledge the full faith and credit of the City. The City is required to compute, at the time taxes are levied, the rate of tax required to provide a fund to pay interest and principal at maturity. The City is in compliance with this requirement.

NOTE 10 - LONG-TERM DEBT OBLIGATIONS (CONTINUED):

Note Payable - USDA

In June 2013, the City issued bonds in the amount of $5 million in connection with its Southeast Water Expansion project. The funding for the project is being provided by the United States Department of Agriculture (USDA) under the federal direct loan for water and waste disposal systems program. Under the program, the City receives proceeds from the loan only after incurring project expenditures. The balance of the loan as of June 30, 2017 is $4,477,243, which represents total expenditures incurred on the project to date less principal payments made. Under the terms of the note, the City is making quarterly payments in the amount of $46,500, which include interest calculated at a rate of 2% on the balance outstanding. The agreement with the USDA also calls for the City to utilize the remaining unliquidated funds for the project by September 30, 2017.

Note Payable – Kent County

In connection with previous sewer problems, Kent County was forced to construct a new sewer line, a significant portion of which runs through the City of Milford. The county issued bonds to cover the cost, and it was agreed that the City would pay for the portion of the line that runs through its jurisdiction. Under the agreement, the City is paying the County in quarterly installments of $12,735, which include interest at a rate of 2.25% per annum. The balance of the obligation as of June 30, 2017 is $1,220,022 and is scheduled to mature November 10, 2050. The total cost to the City for the line was $1,196,333, and was recorded as a period expense in the fiscal year ended June 30, 2013, as the City does not have title to the asset.

Scheduled maturities of the Kent County debt are as follows:

Year Ending June 30,	Principal	Interest	Total
2018	$ 24,227	$ 26,441	$ 50,668
2019	24,777	25,885	50,662
2020	25,338	25,316	50,654
2021	25,914	24,735	50,649
2022	26,502	24,140	50,642
2023-2027	141,806	111,298	253,104
2028-2032	158,641	94,273	252,914
2033-2037	177,475	75,226	252,701
2038-2042	240,997	53,919	294,916
2043-2047	275,726	30,081	305,807
2048-2051	74,930	5,443	80,373
Total	$1,196,333	$ 496,757	$1,693,090

NOTE 10 - LONG-TERM DEBT OBLIGATIONS (CONTINUED):

Notes Payable – State of Delaware

In connection with its Wastewater Collection System Expansion Project, the City entered into a financing agreement with the Delaware Water Pollution Control Revolving Fund, acting by and through the Delaware Department of Natural Resources and Environmental Control, a public agency of the State of Delaware. Under terms of the agreement, interest only payments were due semi-annually at a rate of three percent (3%) per annum on the amounts that had been advanced to fund the project. Semi-annual payments of principal and interest (at 3%) were due through scheduled maturity of July 1, 2022. The balance of this note was paid in full as of June 30, 2017.

The City received additional funds under this program in connection with the second part of its System Expansion Project. The balance on this related note as of June 30, 2017 is $748,851. Semi-annual payments commenced January 1, 2013 which include interest calculated at an annual rate of 2.0%. The note is scheduled to mature July 1, 2030.

Estimated maturities of the remaining note is as follows:

Year Ending June 30,	Principal	Interest	Total
2018	$ 50,979	$ 14,724	$ 65,703
2019	52,004	13,699	65,703
2020	53,049	12,654	65,703
2021	54,115	11,588	65,703
2022	55,203	10,500	65,703
2023-2027	293,112	35,403	328,515
2028-2030	190,389	6,720	197,109
	$ 748,851	$ 105,288	$ 854,139

The City has also received funds from the State of Delaware in connection with its Washington Street Water Treatment Facility Replacement Project. The funds are being provided by the DE Drinking Water State Revolving Fund only as expenditures are incurred by the City and approved by the State. Interest only payments commenced September 1, 2012 and are due semi-annually at 1% per annum. Upon completion of the project, if the City has complied with all of the requirements of the State, thirty-five percent of the amounts advanced will be forgiven, and the remaining balance will be amortized over a twenty-year period with interest at 1% per annum. The balance outstanding as of June 30, 2017 is $3,705,224, which represents the total amount of advances received on the project, net of $45,000 received which was forgiven during fiscal 2014.

NOTE 11 - COMMITMENTS AND CONTINGENCIES:

In the normal course of business, there are outstanding various commitments and contingent liabilities in addition to the normal encumbrances for the purchase of goods and services. The City does not anticipate losses as a result of these transactions.

Government Grant/Award Programs

The City participates in a number of federal and state assisted programs. These programs are subject to program compliance audits by the grantors or their representatives. Accordingly, the City's compliance with applicable program requirements will be established at some future date. The amount, if any, of expenditures, not already disclosed, which may be disallowed by the granting agencies cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

NOTE 12 - DEFERRED COMPENSATION PLAN:

The City has a deferred compensation plan under Internal Revenue Code (IRC) 457(b) which is available to substantially all City full-time employees. Participants may make salary deferral contributions from their base salaries to the Plan during a calendar year of up to 100% of their net compensation up to the allowable maximum under IRC 457(b)(2). The City will match 100% of the participant's salary deferral contributions up to a maximum of 6% of the participant's base salary. Total contributions to the Plan by the City for the year ended June 30, 2017 was $225,911.

NOTE 13 - PENSION PLANS:

Defined Contribution Plan

The City has a defined contribution plan under IRC 401(a) which was available to substantially all City full-time employees through December 31, 2004. For plan years beginning January 1, 2005, the City no longer makes contributions to the plan, coinciding with the effective date it elected to participate in the State of Delaware's County and Municipal Pension Plans. All participants in the plan remain in the plan until they separate employment from the City and can continue to invest funds in their respective accounts. The plan is administered by VOYA Financial, and was last amended and restated January 25, 2016 in order to comply with applicable IRS rules and regulations.

State of Delaware's County and Municipal Pension Plans

Effective January 1, 2005, City Council elected, under provisions of the Delaware Code, to participate in the County and Municipal Police/Firefighter and the General Employees Retirement Funds. In connection with this election, the City agreed to fund prior service cost up to a maximum of fifteen (15) years for all eligible employees. Such funding was provided for from the City's reserves in its Water and Sewer Funds, as well as from assets of its existing retirement fund. Below is a description of each of these plans:

Police and Firefighters' Pension Plan
The City contributes to a governmental cost-sharing multiple-employer defined benefit pension plan administered by the Delaware Public Employees' Retirement System and managed by its Board of Pension Trustees (the Board). The plan, which is Delaware's County and Municipal Police and Firefighter Pension Plan, covers City sworn police officers. The State of Delaware General Assembly is responsible for setting benefits and amending plan provisions. The State Board of Pension Trustees determines the contributions required. The board is comprised of five members appointed by the Governor and confirmed by the State Senate, plus two ex officio members.

Service benefits under the plan include 2.5% of final average monthly compensation multiplied by years of credited service up to 20 years, plus 3.5% of final average monthly compensation multiplied by years of service in excess of 20 years. The final monthly compensation is the monthly average of the highest three years of compensation. There are also disability benefits as well as survivor benefits provided by the plan. An employee is vested upon 5 years of credited service.

NOTE 13 - PENSION PLANS (CONTINUED):

Police and Firefighters' Pension Plan (continued)
Employer contributions to the plan are determined annually by the Board of Pension Trustees. The employer contribution policy is set by State law and required contributions by active members and by participating employers. The contributions required by participating employers are based on an actuarial valuation and are expressed as a percentage of annual covered payrolls during the period for which the amount is determined. The employer contribution rate in fiscal year 2016 was 13.77% of payroll. In addition, employees are required to contribute 7% of compensation.

Other Employees' Pension Plan
The City contributes to a governmental cost-sharing multiple-employer defined benefit pension plan administered by the Delaware Public Employees' Retirement System and managed by its Board of Pension Trustees (the Board). The plan, which is Delaware County and Municipal Other Employees Pension Plan, covers all full-time non-uniformed City employees as well as elected officials. The State of Delaware General Assembly is responsible for setting benefits and amending plan provisions. The State Board of Pension Trustees determines the contributions required. The board is comprised of five members appointed by the Governor and confirmed by the State Senate, plus two ex officio members.

Service benefits include $1/60^{th}$ of final average monthly compensation multiplied by years of credited service, subject to maximum limitations. For this plan, the final average monthly compensation is the monthly average of the highest five years of compensation. There are also disability benefits as well as survivor benefits provided by the plan. An employee is vested upon 5 years of credited service.

Employer contributions to the plan are determined annually by the Board of Pension Trustees. The employer contribution policy is set by State law and required contributions by active members and by participating employers. The contributions required by participating employers are based on an actuarial valuation and are expressed as a percentage of annual covered payrolls during the period for which the amount is determined. The employer contribution rate in fiscal year 2016 was 6.76% of payroll. In addition, employees are required to contribute 3% of compensation in excess of $6,000.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

The components of the total net pension liability of the each plan as of the June 30, 2016 measurement date were as follows:

	Police & Firefighters	Other Employees
Total pension liability	$300,184,000	$45,488,000
Plan fiduciary net position	284,298,000	39,292,000
Employer net pension liability	$ 15,896,000	$ 6,196,000
Plan fiduciary net position as		
percentage of total pension liability	94.7%	86.4%
Proportionate share of net pension liability	$ 672,454	$ 378,701

NOTE 13 - PENSION PLANS (CONTINUED):

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (continued):

The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by rolling forward the System's total pension liability as of June 30, 2015 to June 30, 2016. The City's proportionate share of the net pension liability was calculated utilizing the employer's one-year reported covered payroll as it relates to the total one-year reported covered payroll. As of June 30, 2016 and 2015, the City's proportion for each plan is as follows:

	June 30, 2016	June 30, 2015	Increase (Decrease)
Police & Firefighters	2.3824%	2.4962%	(0.1138)
Other Employees	10.8534%	12.2574%	(1.4040)

For the year ended June 30, 2017, the City recognized pension expense for the plans as follows:

Police & Firefighters	$254,440
Other Employees	266,709
Total	$521,149

At June 30, 2017, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Police & Firefighters Deferred Outflows/Inflows		Other Employees Deferred Outflows/Inflows	
Difference between expected and actual experience	$ 64,659	$ 64,496	$182,623	$ 56,876
Change of assumptions	-0-	99,562	98,246	-0-
Net difference between projected and actual investment earnings	391,666	28,908	251,515	-0-
Changes in proportions	-0-	-0-	-0-	68,589
Contributions subsequent to the measurement date	267,704		259,354	
Total	$724,029	$192,966	$791,738	$125,465

A total of $527,058 reported as deferred outflows of resources related to pensions resulting from the City's contributions subsequent to the measurement date were recognized as a reduction of the net pension liability in the year ended June 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense over five years.

NOTE 13 - PENSION PLANS (CONTINUED)

Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of June 30, 2015, and update procedures were used to roll forward the total pension liability to June 30, 2016. The following actuarial assumptions were used and applied to all periods included in the measurement:

- Investment return – 7.2%, includes inflation at 2.50%
- Salary increases – Effective average of 2.50%, which reflects an allowance for inflation of 2.50%, plus merit.

Mortality rates were based on the RP-2014 tables with gender adjustments for healthy annuitants and disabled retirees and an adjusted version on MP-2015 mortality improvement scale on a fully generational basis.

The total pension liabilities are measured based on assumptions pertaining to interest rates, inflation rates and employee demographics in future years. The assumptions used were based on the results of an actuarial experience study conducted in 2016. It is likely that future experience will not exactly conform to these assumptions.

The changes in assumptions were adopted as a result of an experience study performed in 2016, details of which are provided in the presentation of that study to the Board of Trustees. Key assumption changes include a reduction in the inflation rate from 3% to 2.5% and a change to use updated mortality tables.

Investments

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by an asset allocation percentage which is based on the nature and mix of current and expected plan investments, and by adding expected inflation.

Best estimates of geometric real rates of return for each major asset class as of June 30, 2016 are summarized in the following table:

Asset Class	Asset Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	34.0%	5.7%
International Equity	14.7%	5.7%
Fixed Income	25.0%	2.0%
Non-Traditional Investments	20.9%	7.8%
Cash & Equivalents	5.4%	0.0%

NOTE 13 - PENSION PLANS (CONTINUED):

Discount Rate

The discount rate used to measure the total pension liability was 7.20%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at rates determined by the Board of Pension Trustees, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City's Proportionate Share of the Net Pension Liability

The following presents the City's net pension liability, calculated using the discount rate of 7.20%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage lower (6.20%) or 1-percentage higher (8.2%) than the current rate:

	1% Decrease 6.50%	Current Discount Rate 7.50%	1% Increase 8.50%
County and Municipal P&F	$63,237,000	$15,896,000	($22,686,0000)
County and Municipal Other	$13,190,000	$6,196,000	$437,000

Pension Plan Fiduciary Net Position

Detailed information about DPERS' fiduciary net position is available in DPERS Comprehensive Annual Financial Report which can be found on the System's website at https://open.omb.delaware.gov.

CITY OF MILFORD, DE
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2017

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
REVENUES				
Property Taxes	$ 3,732,970	$ 3,732,970	$ 3,847,196	$ 114,226
Fees and Fines	165,000	165,000	349,548	184,548
Licenses and Permits	281,250	283,650	370,652	87,002
Charges for Services	16,000	16,000	23,738	7,738
Investment Earnings	6,500	6,500	35,650	29,150
Miscellaneous	441,985	441,985	527,104	85,119
Total Revenues	4,643,705	4,646,105	5,153,888	507,783
EXPENDITURES				
Current:				
General Government	1,670,810	1,686,798	1,450,142	236,656
Public Safety	4,321,540	4,507,040	4,457,449	49,591
Public Works	884,865	948,103	592,921	355,182
Culture and Recreation	873,005	873,005	945,459	(72,454)
Debt Service:				
Principal	14,359	14,359	77,597	(63,238)
Interest and Other Charges	2,781	2,781	3,555	(774)
Capital Outlay	488,600	488,600	288,482	200,118
Total Expenditures	8,255,960	8,520,686	7,815,605	705,081
Deficiency of Revenues Over Expenditures	(3,612,255)	(3,874,581)	(2,661,717)	1,212,864
OTHER FINANCING SOURCES				
Real Estate Transfer Tax (from Special Revenue Fund)	500,000	500,000	500,000	-
Transfers In From Electric Fund	2,500,000	2,500,000	2,500,000	-
Net Change in Fund Balance	(612,255)	(874,581)	338,283	1,212,864
DEFICIENCY FUNDED BY				
General Fund Prior Balance and Reserves	612,255	874,581	(338,283)	(1,212,864)
Net Revenues, Other Financing Sources, Prior Fund Balances and Expenditures	$ -	$ -	$ -	$ -

See Auditor's Report.

CITY OF MILFORD, DELAWARE
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
FOR THE LAST TWO FISCAL YEARS

	2017	2016
County & Municipal Police and Firefighters' Pension Plan		
Proportion of the net pension liability (asset)	2.3824%	2.4964%
Proporationate share of the net pension liability (asset)	$ 378,701	$ (131,558)
Covered-employee payroll	$ 1,944,111	$ 1,735,698
Proportionate share of the net pension liability as a percentage of covered-employee payroll	19.5%	-7.6%
Plan's fiduciary net position	$ 284,298,000	$ 273,109,000
Plan fiduciary net positon as a percentage of the total pension liability (asset)	94.7%	-102.0%
County & Municipal Other Employees' Pension Plan		
Proportion of the net pension liability (asset)	10.8530%	12.1628%
Proporationate share of the net pension liability (asset)	$ 672,454	$ 5,230
Covered-employee payroll	$ 3,628,008	$ 3,630,778
Proportionate share of the net pension liability as a percentage of covered-employee payroll	18.5%	0.1%
Plan's fiduciary net position	$ 39,292,000	$ 37,840,000
Plan fiduciary net positon as a percentage of the total pension liability	86.4%	99.9%

See Auditor's Report.

CITY OF MILFORD, DELAWARE
SCHEDULE OF EMPLOYER CONTRIBUTIONS - PENSION PLAN
FOR THE LAST TWO FISCAL YEARS

	2017	2016
County & Municipal Police and Firefighters' Pension Plan		
Contractually required contribution	$ 240,395	$ 251,302
Contributions in relation to the contractually determined contribution	240,395	251,302
Contribution (excess) deficiency	$ -0-	$ -0-
Covered-employee payroll	$ 1,944,111	$ 1,735,698
Contributions as a percentage of covered-employee payroll	12.37%	14.48%
County & Municipal Other Employees' Pension Plan		
Contractually required contribution	$ 225,472	$ 235,458
Contributions in relation to the contractually determined contribution	225,472	235,458
Contribution (excess) deficiency	$ -0-	$ -0-
Covered-employee payroll	$ 3,628,008	$ 3,630,778
Contributions as a percentage of covered-employee payroll	6.21%	6.49%

See Auditor's Report.

NOTE 1 - GENERAL

Required supplementary information includes financial information and disclosures that are required by the Governmental Accounting Standards Board but are not considered part of the basic financial statements.

NOTE 2 - BUDGETARY BASIS

The budgetary comparison schedule is prepared on a basis that is consistent with generally accepted accounting principles (GAAP).

NOTE 3 - PENSION PLANS

The following notes pertain to both the County and Municipal Police and Firefighters Pension Plan and the County and Municipal Other Employees' Pension Plan.

Changes in Benefit Terms

None

Changes in Assumptions

The changes in assumptions used to determine total pension liability are described in Note 13 to the financial statements.

Method and Assumptions used in calculations of actuarially determined contributions

The actuarially determined contribution rates in the Schedule of Employers' Contributions are calculated as of the June 30 two years prior to the end of the fiscal year in which the contributions are reported. Complete descriptions of the methods and assumptions used to determine the contribution rates for Fiscal Year 2016 can be found in the June 30, 2014 actuarial valuation reports. The following actuarial methods and assumptions were used to determine contribution rates reported in that schedule:

- Actuarial Cost Method – Entry Age Normal
- Amortization Method – Open 10 Year Level Percent of Payroll
- Remaining Amortization Period – 10 Years
- Asset Valuation Method - 5 Year Smoothed Market
- Actuarial Assumptions
  - Discount Rate – 7.2%
  - Amortization Growth Rate 3.0%
  - Price Inflation – 3.0%

10-year Reporting Requirements

The preceding required supplementary schedules, as related to pensions, are intended to show information for 10 years. Additional years will be displayed as they become available.

CITY OF MILFORD, DE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2017

Federal Grantor/Pass-Through Grantor/Program Program Title	Federal CFDA Number	Pass-Through Entity Idenfifying Number	Federal Expenditures
U.S. Department of Agriculture, Rural Utilities Service			
Direct Loan for Water and Waste Disposal Systems	10.760	N/A	$ 4,477,243
Environmental Protection Agency			
Passed through State of DE Department of Health and Social Services			
Capitalization Grants for Drinking Water State Revolving Funds	66.458	51-6000177	1,895,587
Total Expenditures of Federal Awards			$ 6,372,830

See accompanying notes to schedule of expenditures of federal awards.

CITY OF MILFORD, DELAWARE
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2017

NOTE 1 - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the City of Milford, Delaware under programs of the federal government for the year ended June 30, 2017. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only the selected portion of the operations of the City of Milford, Delaware, it is not intended to and does not present the financial position, changes in net position, or cash flows of the City of Milford.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 - INDIRECT COST RATE

The City of Milford has elected to use the 10% de minimis indirect cost rate allowed by the Uniform Guidance.

NOTE 4 - FEDERALLY FUNDED LOAN PROGRAMS

Water and Waste Disposal Systems for Rural Communities (CFDA 10.760)

In June 2013, the City issued bonds in the amount of $5 million in connection with its Southeast Water Expansion project. The funding for the project is being provided by the United States Department of Agriculture (USDA) under the federal direct loan for water and waste disposal systems program. Under the program, the City receives proceeds from the loan only after incurring project expenditures. The balance of the loan as of June 30, 2017 is $4,477,243, which represents total expenditures incurred on the project to date, less principal payments made. Under the terms of the note, the City is making quarterly payments of $46,500, which include interest calculated at a rate of 2% on the balance outstanding. The agreement with the USDA also calls for the City to utilize the remaining unliquidated funds for the project by September 30, 2017.

Clean Water State Revolving Funds (CFDA 66.458)

The City receives loans from the State of Delaware by way of capitalization grants awarded to the state to create and maintain Clean Water State Revolving Funds (CWSRF) programs. The state uses the funds to provide long-term sources of financing for construction of wastewater treatment facilities and implementation of water management activities. As of June 30, 2017, a total of $1,895,587 received by the City under the loan program were federal awards, while the remaining portion of the total outstanding loan of $3,705,224 were state award funds. CWSRF outstanding loans for which the related project is completed do not have continuing compliance requirements.

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Member Firm Private Companies Practice Section
AICPA Division for CPA Firms

BECK, VILLATA & CO., P.C.
www.beckvillata.com

Frank C. Beck, CPA/ABV
Vincent P. Villata, Jr., CPA
Robert K. Griffin, CPA

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Mayor and City Council
City of Milford
Milford, Delaware

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Milford, Delaware, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the City of Milford, Delaware's basic financial statements and have issued our report thereon dated December 15, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City of Milford, Delaware's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of, but not for the purpose of expressing an opinion on the effectiveness of the City of Milford, Delaware's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Milford, Delaware's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a deficiency in internal control (Item 2017-001), described in the accompanying schedule of findings and questioned costs that we consider to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Milford, Delaware's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City of Milford, Delaware's Response to Finding

The City of Milford, Delaware's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The City of Milford, Delaware's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Beck Villadsen & Co PC

Voorhees, New Jersey
December 15, 2017

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Robert K. Griffin, CPA

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the City Council
City of Milford, Delaware

Report on Compliance for Each Major Federal Program

We have audited the City of Milford, Delaware's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City of Milford, Delaware's major federal programs for the year ended June 30, 2017. The City of Milford, Delaware's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the City of Milford, Delaware's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City of Milford, Delaware's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City of Milford, Delaware's compliance.

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Miami Lakes, Florida 33014
Tel. 305 231-0911
Fax. 305 231-8838

28 West Grand Avenue, Suite 11
Montvale, New Jersey 07645
Tel. 201 391-6644
Fax. 201 391-4838

1307 White Horse Road, Building D
Voorhees, New Jersey 08043
Tel. 856 761-0379
Fax. 856 770-0408

Opinion on Each Major Federal Program

In our opinion, the City of Milford, Delaware, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2017.

Report on Internal Control Over Compliance

Management of the City of Milford, Delaware, is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City of Milford, Delaware's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City of Milford, Delaware's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Bob Villadsen & Co PC

Voorhees, NJ
December 15, 2017

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Certified Public Accountants

CITY OF MILFORD, DELAWARE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2017

SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses an unmodified opinion on whether the financial statements of the City of Milford, Delaware were prepared in accordance with GAAP.

2. One significant deficiency disclosed during the audit of the financial statements is reported in this schedule of findings and questioned costs. No material weaknesses are reported.

3. No instances of noncompliance material to the financial statements of the City of Milford, DE, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.

4. No material weaknesses in internal control over major federal award programs for the City of Milford, DE are reported.

5. The auditor's report on compliance for the major federal award programs for City of Milford, DE expresses an unmodified opinion on all major federal programs.

6. Audit findings that are required to be reported in accordance with 2 CFR section 200.516(a) are reported in this Schedule.

7. The program tested as a major program was:

    - Environmental Protection Agency, passed through State of DE Department of Health and Social Services, Capitalization Grants for Drinking Water State Revolving Funds, CFDA No. 66.458.

8. The threshold used for distinguishing between Type A and B programs was $750,000.

9. City of Milford, DE was determined to be a low-risk auditee.

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Certified Public Accountants

B. FINDINGS - FINANCIAL STATEMENT AUDIT

SIGNIFICANT DEFICIENCY

Finding 2017-001 - Financial Statement Preparation

Condition: The City of Milford, like many governmental units, has historically relied on its auditors to assist in drafting its annual financial statements and required disclosures as part of the year-end audit process. Upon completion of audit fieldwork, management reviews and approves any adjustments made to the general ledger, and then reviews and approves the audited financial statements prior to issuance.

While the City's accounting personnel have possessed the level of skill necessary to produce the basic financial statements, they have lacked the technical expertise needed to ensure compliance with the current reporting standards promulgated by GAAP. Further, the City does not have the necessary technical reference materials and resources needed to ensure the propriety and completeness of all of the required financial disclosures applicable to its financial statements. We believe these resource limitations would limit the organization's ability to comply with the requirements as outlined and as such would be deemed an internal control deficiency with respect to the financial reporting control.

Criteria: U.S. generally accepted auditing standards require management be responsible for the preparation of an organization's financial statements and all required disclosures in accordance with U.S. generally accepted accounting principles (GAAP). Accordingly, to comply with these standards an organization must not only have accounting personnel that have the expertise in the area of financial reporting standards, but a system in place that ensures on-going training for its personnel in the area of financial reporting and the necessary reference materials or other resources to ensure compliance with financial reporting standards.

Recommendation: We acknowledge that this is an element of internal control embodied in the standards that may be difficult for some organizations to overcome. For many governmental units like the City of Milford, it has been more cost effective to rely on its auditors for this technical expertise. We recommend that the City continue to monitor the cost/benefit of this control as its operations evolve as to whether it would ever be appropriate to develop all of the internal resources necessary to remedy this condition.

Management response: We have a small and limited staff but we do provide city council monthly and year-end financial reports, as well as all budgetary reports. Our annual audited financial statements and footnotes have been outsourced to our auditors because of the cost/benefit standpoint and our auditors have direct knowledge that aids in preparing the annual audited financial statement package. Our trial balance and financial package is used for basis in preparation of the annual audited financial statement package.

C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS AUDIT

NONE

BV&CO.
Certified Public Accountants

DAVIS BOWEN & FRIEDEL, INC.

ARCHITECTS ENGINEERS SURVEYORS

Michael R. Wigley, AIA, LEED AP
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason P. Loar, P.E.
Ring W. Lardner, P.E.

January 2, 2018

City of Milford
City Hall
201 S. Walnut Street
Milford, Delaware 19963

Attention: Mr. Eric Norenberg
City Manager

Re: Washington Street Water Treatment Facility-Contract D
City of Milford
Sussex/Kent County, Delaware
Change Order No. 4
DBF# 052A154-D

Dear Mr. Norenberg:

Please find attached four (4) copies of Change Order No. 4 on the above referenced project. This change order is for a credit in the amount of $4,019.54. We have reviewed the change order and find it to be in order. This is the final change order associated with the referenced project and the project shall be deemed complete.

Should you have any questions, comments, concerns, or would like to discuss this further, please feel free to call at your convenience.

Sincerely,
DAVIS, BOWEN AND FRIEDEL, INC.

Jason P. Loar, P.E.
Principal

JPL
P:\MILFORD\052A154 Washington Street WTF\CONTRACT D - WATER PLANT\Contract Admin\Change Orders\Change Order No. 4 Final\Norenberg.010218.jpl.docx

cc: Mark Whitfield, Director of Public Works – City of Milford
Erik Retzlaff, City Engineer – City of Milford

CONTRACT CHANGE ORDER

ORDER NO. 4

DATE 1/2/2018

STATE Delaware

CONTRACT FOR Washington Street Water Plant

COUNTY Sussex

OWNER City of Milford, 201 S. Walnut Street, Milford, DE 19963

TO Kuhn Construction Company, P.O. Box 1419, Hockessin, DE 19707

(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
Final Adjustment Change Order	$ 4,019.54	
TOTALS	$ 4,019.54	$ -
NET CHANGE IN CONTRACT PRICE		$ -

JUSTIFICATION:

Final Adjustment Change Order

Original Contact Sum: $ 2,648,665.00

The amount of the Contract will be Decreased By The Sum Of: Four Thousand
ninetenn dollars and 54/100 Dollars ($ 4,019.54

The Contact Total Including this and previous Change Orders Will Be: Two million five hundred
forty five thousand six hundred twenty one dollars and 59/100 Dollars ($ 2,545,621.59

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. *(Engineer)* *(Date)*

Accepted _____ _____
Kuhn Construction Company *(Contractor)* *(Date)*

Approved _____ _____
Funding Agency *(Date)*

CITY OF MILFORD

WASHINGTON STREET WATER TREATMENT FACILITY REPLACEMENT - CONTRACT D TREATMENT PLANT

FINAL CONTRACT COST ADJUSTMENT

	Item No. & Description	Size/ Depth	Unit	Est. Qty	Contract Unit Price	Actual Work Completed	Difference
1	Mobilization/Demobilization (Max. 3% of Total Bid)	---	LS	1	$78,000.00	$78,000.00	$0.00
2	Allowance: Furnish & Install Well Pump, Motor & Appurtenances, Complete (Well 1)	---	LS	1	$50,000.00	$33,901.00	$16,099.00
3	Allowance: Furnish & Install Well Pump, Motor & Appurtenances, Complete (Well 2)	---	LS	1	$50,000.00	$35,451.90	$14,548.10
4	Allowance: Furnish & Install Well Pump, Motor & Appurtenances, Complete (Well 3)	---	LS	1	$50,000.00	$34,782.30	$15,217.70
5	Furnish & Install Yard Piping and Meter Vault Associated with Well No. 1	---	LS	1	$45,000.00	$45,000.00	$0.00
6	Furnish & Install Yard Piping and Meter Vault Associated with Well No. 2	---	LS	1	$62,000.00	$62,000.00	$0.00
7	Furnish & Install Yard Piping and Meter Vault Associated with Well No. 3R	---	LS	1	$45,000.00	$45,000.00	$0.00
8	Furnish & Install Site and Utility Work including Electrical and Control Equipment and Wiring at Well No. 1 Site	---	LS	1	$325,000.00	$325,000.00	$0.00
9	Furnish & Install (Tank Site) Site and Utility Work including Electrical and Control Equipment and Wiring to Within 5'-0" of the New Water Treatment Facility	---	LS	1	$250,000.00	$250,000.00	$0.00
10	Furnish & Install Site and Utility Work including Electrical and Control Equipment and Wiring at Well No. 3R Site	---	LS	1	$115,000.00	$115,000.00	$0.00
11	Furnish and Install Water Treatment Facility, Complete	---	LS	1	$1,320,000.00	$1,320,000.00	$0.00
12	Miscellaneous Excavation and Backfill for Test Pitting	---	CY	50	$3,000.00	$0.00	$3,000.00
13	Excavation Below Subgrade and Gravel Refill using No. 57 Stone	---	CY	200	$13,000.00	$0.00	$13,000.00
14	Undercut, Furnish, Install, and Compact Select Fill from Off-Site Source	---	CY	1000	$63,000.00	$0.00	$63,000.00
15	Secure Modified Proctor Test ASTM D 1557	---	EA	5	$2,000.00	$400.00	$1,600.00
16	Secure Field Density Tests	---	EA	250	$25,000.00	$4,700.00	$20,300.00
17A	Additional Cost for Furnishing and Installing Standing Seam Metal Roof on Treatment Building in Exchange of Architectural Shingles	---	LS	1	$7,500.00	$7,500.00	$0.00
19A	Furnish and Install Drinking Water Production Well 1R and Demolish and Properly Abandon Existing Well No. 1	---	LS	1	$139,000.00	$63,069.62	$75,930.38
19B	Drill Geophysical Log and Formation Sample Pilot Hole, as Specified, to a Greater or Lesser Depth than Specified	---	VF	50	$1,062.50	$0.00	$1,062.50
19C	Drill, Furnish and Install Production Well, as Specified, to a Greater or Lesser Depth than Specified	---	VF	50	$2,362.50	$0.00	$2,362.50
19D	Furnish & Install Production Well Screen, as Specified, to a Greater or Lesser Length than Specified	---	LS	20	$2,740.00	$0.00	$2,740.00
CO3	Tower Repairs and Altitude Valve	---	LS	1	$129,836.31	$125,816.77	$4,019.54
	TOTALS				**$2,778,501.31**	**$2,545,621.59**	**$232,879.72**

ORDINANCE 2018-01

CODE OF THE CITY OF MILFORD
PART II-GENERAL LEGISLATION
CHAPTER 165
PARKS AND RECREATION

WHEREAS, it is acknowledged that the significance of the Parks and Recreation function is such that it must be effectively and currently responsive to the citizenry; and

WHEREAS, the Parks and Recreation Director recommends a Parks and Recreation Advisory Board of non-City Council members be established to act in a purely advisory capacity to the Director; and

WHEREAS, the primary function of the Advisory Board is to expand and enhance the recreational opportunities for the residents of Milford, Delaware; and

WHEREAS, the current Parks and Recreation Committee, consisting of three City of Milford Councilmembers is hereby dissolved; and

WHEREAS, the membership, qualifications and regulations of the recommended Parks and Recreation Advisory Board is outlined in Chapter 165 of the City of Milford Code.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Chapter 165 is hereby amended by striking language indicated by strikethrough and adding language shown as underlined and in red:

Chapter 165 – Parks and Recreation

Article I – General

§165-1. - Definitions.

DIRECT ROUTE — The shortest and most direct path a person may travel to access the pedestrian bridge for the purpose of reaching the opposite side of the Bicentennial Park without any detour or additional stop in the park along the way.

PARK — The term park or park area includes all parks, playgrounds, recreation centers and fields, water areas, riverwalks, greenways, trails, nature preserves or other recreational areas and facilities thereon, under the jurisdiction, control or ownership of the City.

PARKS AND RECREATION DIRECTOR — City of Milford Parks and Recreation Director ~~and any employee~~ or his/her designee thereof.

PARK USE PERMIT — Document issued by or under the authority of the Parks and Recreation Director granting use of reserved park/facility area and which sets forth terms and conditions applicable thereto.

PERMITTEE — Individuals, firms, associations, corporations, nonprofits and/or a combination thereof granted and receiving approved Park Use P ~~p~~ermit.

SPECIAL EVENT — Any outdoor meeting, activity, parade, gathering or group of persons, vehicles, or a combination thereof having a common purpose, design or goal, upon any public street, sidewalk, alley, park, beach or other public property, place or building, ~~in a park~~ or on private property ~~facility~~ which special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any outdoor park area which results in use preempting normal use otherwise to be made of the area by the general public or which deviates from the established or customary use.

SPECIAL EVENT PERMIT – A permit for a Special Event issued following a submission of a Special Event Permit Application that has then been reviewed by applicable City departments, public safety agencies, and other State or County agencies, as necessary. Once a Special Event Permit Application has been deemed to be complete and that the event will be in accordance with applicable City and State policies and regulations, the City Clerk's Office may issue the Special Event Permit.

§ 165-2. - Fee schedule.

The list of park facilities and fees, based on the number of hours requested, shall be established by resolution of City Council.

§ 165-3. - Enforcement.

A. The Milford Police Department, Code Enforcement Officials and Parks and Recreation Director shall enforce this chapter.

B. Any ~~c~~City employee authorized to enforce this chapter, as provided herein, has the authority to eject from a park any person in violation of this chapter or any other law.

ARTICLE II - Parks and Recreation Rental Rules and Regulations

§ 165-4. - Purpose.

The purpose of this article is to establish rules and regulations governing the operation and use of park and recreation facilities including established and designated park, picnic areas, buildings and shelters devoted to recreational purposes, athletic fields, bocce ball courts and other recreational areas and facilities, and the parking areas provided in connection therewith which are located within the Milford City limits, for the end and purpose that the public may obtain the maximum enjoyment and utilization thereof in accordance with the purposes intended, and that the facilities may be conserved and protected for the public good.

§ 165-5. - Hours.

A. All public parks, owned and operated by the City of Milford, shall be closed from sunset to sunrise daily, except where otherwise posted or permitted.

Exceptions:

(1) Bicentennial Park-Persons traveling by foot or bike from the Franklin Street area to the Northeast Front Street area, or reverse, shall only be by direct route and must immediately exit the park upon completion.

(a) Persons found congregating, standing, loafing or remaining in the park when required to take the direct route when the park is closed shall be considered in violation of this chapter.

(2) Parks owned by City of Milford but managed and operated by Milford Little League.

(3) Any other exception to the hours of operations shall require the approval of City Council or specific authorization granted in an approved Special Event Permit.

(4) Notice of any permitted exception must be provided to the Milford Police Department.

B. Any park or portion thereof may be closed to the public by the Parks and Recreation Director at any time and for any interval of time or for certain uses as he/she finds reasonably necessary.

§ 165-6. - Rules and regulations.

A. Patrons shall remove all trash that is brought into the park.

B. Dogs and other pets are not permitted in the parks during rentals or special events, except as specified and in an approved Special Event Permit.

C. Deposit shall be refunded only after buildings, grounds and/or equipment is inspected and found to be clean and without damage.

D. No alcoholic beverages permitted. Refer to Chapter 77 of the City of Milford Code.

(1) Exception and Regulations.

(a) Alcoholic beverages may be sold and consumed at special events in parks upon written request, and only upon City Council approval ~~of the written request to the City of Milford~~ and receipt of the applicable permit from the State of Delaware Alcoholic Beverage Control Commission.

(b) The point of sale and consumption must be within a confined and designated service area with identified entrance/exit and barriers, low fencing, chains and stanchions or similar materials that will serve to define the area and restrict access.

(c) No alcohol may be taken outside the confined service area and is strictly prohibited on city streets and sidewalks beyond the boundaries of the designated area as posted by the event organizer.

(d) The event organizer is required to provide event identification to those persons twenty-one years of age or older who intend to purchase and consume alcohol at the special event in the park.

(e) Underage persons may be present in the confined service area if accompanied by a responsible adult.

(f) The Parks and Recreation Director will conduct an on-site inspection prior to the start of the event to ensure compliance with Article II of this code.

(g) Persons may only possess and consume alcohol made available at the event. No alcoholic beverages may be brought into the event.

(h) For safety reasons, all alcohol beverages must be served and consumed in plastic or paper cups or non-breakable containers.

~~(i) The event organizer must provide temporary or portable toilets. Such number will be determined by the Parks and Recreation Director whose decision will be based on the proposed number of attendees. Such temporary or portable toilets must be removed from the event site within twenty-four hours after the conclusion of the event for which the permit was granted.~~

(i ~~j~~)If required, a ~~A~~ security deposit shall be paid at the time the organizer enters into an agreement for the use of the park. Security deposit will be refunded only if the area is left in good and undamaged condition and free of litter after a determination by the Parks and Recreation Director. Security deposit shall be forfeited for repair or maintenance time to clean up the area. The security deposit is a separate payment than the rental fee. Refer to ~~2.03(c)~~ §165-2.

E. The Parks and Recreation Director shall determine whether permittee is required to hire Special Duty Police Officers from the Milford Police Department.

F. It is the responsibility of the permittee to rent portable restrooms, if required. Such number will be determined by the Parks and Recreation Director whose decision will be based on the proposed number of attendees. Such temporary or portable toilets must be removed from the event site within a reasonable period of time after the conclusion of the event for which the permit was granted.

G. Noise levels must comply with Chapter 157 of the City of Milford Code.

H. Special event hours are restricted to the following times unless otherwise specified in an approved Special Event Permit:

(1) Monday-Saturday 9:00 a.m. to dusk.

(2) Sunday 12:00 noon to 7:00 p.m.

I. Fire, health and safety regulations must be obeyed at all times.

J. The Parks and Recreation Director reserves the right to refuse any Park Use Permit application, revoke any approval of accepted application and/or cancel the proposed event which has been previously approved. The City Manager and/or the Police Chief has the authority to revoke and/or cancel any approved Special Event Permit if it is in the best interest of the public health, safety or welfare and/or if the provisions of the submitted Special Event Permit Application have materially changed or were misrepresented to the City.

§ 165-7. - Application and permit.

The Park, Pavilion or Equipment Reservation Application must be completed and signed by the applicant. Upon approval by the Milford Parks and Recreation Director, a Park Use P ~~p~~ermit shall be issued.

Park Use Permits shall be required for the exclusive or special use of park grounds, areas, trails or facilities when they are otherwise closed to the public.

The approved Park Use Permit must be in the permittee's possession in order to enforce its privileges, including asking individuals to move from the designated reserved space.

§ 165-8. - Hold harmless agreement and certificate of liability.

A Hold Harmless Agreement, releasing the City of Milford and its agents from all injury and liability of any kind arising from permittee's use and occupancy of C ~~c~~ity property must be signed by permittee and received by Milford Parks and Recreation Department before any Park Use Permit will be issued.

A minimum of $1 million liability insurance is required by a Special Event Permittee. Named as additional insured on the certificate shall be the City of Milford, its agents, officers, employees and volunteers. This certificate must be provided to the City of Milford for review no less than fifteen (15) days prior to the event.

ARTICLE III - Smoking Prohibited

§ 165-9. - Smoking.

Smoking is strictly prohibited in the parks.

ARTICLE IV - Milford Dog Park

§ 165-10. - Creation.

There is hereby established within the City of Milford a dog park for the purpose of allowing the off-leash exercise of dogs, provided that such dog is under the control of an owner/handler who is competent and knowledgeable relative to the behavior of said dog(s).

§ 165-11. - Rules and regulations.

As a condition of entering the Milford Dog Park, dog owners and handlers must read and agree to be bound by the following rules and regulations:

(1) Park is open sunrise to sunset only.

(2) All dogs must be licensed and wear current license and vaccine tags.

(3) Dog owners/handlers assume all risks for injury or loss of any kind to themselves and their dogs.

(4) Dog owners/handlers are legally responsible for any damage caused by the dog.

(5) Dogs must be on a leash and under control at all times outside the fenced area.

(6) Owners/handlers must carry a leash at all times and closely supervise their dogs. At no time may the owner/handler exit the fenced area without his/her dog(s).

(7) Only people with dogs are permitted in the fenced area.

(8) Each owner/handler must be above the age of 13 and shall not supervise more than two dogs while in the park.

(9) Excessive barking is prohibited; dogs barking excessively must be removed.

(10) Dogs exhibiting aggressive behavior are to be removed immediately.

(11) Any waste left by the dog must be picked up immediately and properly disposed of in the containers provided. Owners/handlers may use old grocery sacks/bags.

(12) Owners/custodians must fill any holes created by their dogs and report any observations of gaps or weaknesses in the boundary fencing to the Parks and Recreation Department.

(13) No human or dog food, including treats, are allowed in the park for any reason.

(14) Prohibited from entering the park are dogs with sickness, female dogs in heat, puppies under four months of age and all other domestic animals.

§ 165-12. - Violations; penalties.

Infraction of the rules as stated in §165-11 may result in temporary or permanent loss of park privileges. All other state and local laws apply.

ARTICLE V - Penalty for Violations

§ 165-13. – Fines.

Any person found violating any clause or provision of any section of this chapter shall be fined, not less than $50.00 and not more than $250.00, for each offense upon conviction thereof.

Section 2. A new Article VI, entitled Parks and Recreation Advisory Board, consisting of Sections 165-14 and 165-15, is hereby added to read as follows:

ARTICLE VI – Parks and Recreation Advisory Board

§ 165-14. - Parks and Recreation Advisory Board.

A. There is hereby created and established a Parks and Recreation Advisory Board. The Parks and Recreation Advisory Board shall be composed of five (5) persons. The members shall be appointed by the Mayor, with the approval of City Council, for staggered terms of three (3) years each. At the time of the initial appointment, pursuant to this Chapter, the Mayor shall designate the length of term for each member to provide for staggered terms.

B. At least four members of the Advisory Board shall be residents of the City of Milford. If it is deemed beneficial to the work of the Advisory Board, one member may be a non-resident, but shall be a resident of the Milford School District.

C. Any member who is absent from three (3) consecutive meetings without being excused shall be considered as having vacated his/her appointment.

D. The members of the Advisory Board shall serve without compensation.

E. The Advisory Board shall meet at least quarterly.

§ 165-15. - Responsibilities.

A. Advisory Board members shall deal with Parks and Recreation employees or contractors solely through the Parks and Recreation Director or, if unavailable, the City Manager. The Advisory Board shall make decisions with respect to its recommendations and/or advice to the Director or the City Council collectively in public meetings in accordance with requirements and provisions of the Delaware Code. Any such recommendations to the City Council shall be communicated in writing in the form of minutes or memos.

B. The Parks and Recreation Advisory Board is responsible for advising the City Council on policy matters relating to:

(1) The development of City parks and recreational facilities,

(2) The recreation programs of the City,

(3) The fees and charges for the use of parks and recreation facilities and for recreation programs,

(4) Other subjects that may be referred to the Advisory Board by City Council or the Parks and Recreation Director.

C. The Parks and Recreation Advisory Board shall assist the Parks and Recreation Director with educating the public about the benefits of recreational activities, parks and open space, trees and their proper care.

Section 3. Dates.
Introduction: January 22, 2018
Adoption (Proposed): February 12, 2018
Effective (Proposed): February 22, 2018