

MILFORD CITY COUNCIL
MINUTES OF MEETING
February 12, 2018

The City Council of the City of Milford met in Workshop Session on Monday, February 12, 2018 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Arthur Campbell, Lisa Ingram Peel, James Burk,
Owen Brooks Jr. and Douglas Morrow

City Manager Eric Norenberg, Police Chief Kenneth Brown and
City Clerk Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

ABSENT: Councilmembers Christopher Mergner and James Starling Sr.

Mayor Shupe called the Council Workshop to order at 6:04 p.m.

Milford's ICMA Local Government Management Fellow Evan Miller was also present.

City of Milford Strategic Plan Update

Associate Policy Scientist Fran Fletcher and Assistant Policy Scientist Leeann Moore from the University of Delaware's Institute of Public Administration were present to facilitate the workshop and obtain some additional feedback from City Council.

Ms. Fletcher reminded Council the Strategic Planning process is about achieving a vision and a mission, as well as creating goals. Where are we now, where do we want to be in the future, how we will get there and how we measure our progress needs are all being considered as this plan comes together. She recalled the numerous Community Conversations that were held late last year with City of Milford leaders, residents, local businesses and community members to encourage stakeholder participation. That provided an opportunity for the City to hear more about the concerns, wants and desires. Those ideas and thoughts were needed to help create the vision, mission, values and guiding principles that make up the plan.

In order to drill down the vision, mission and values, additional input from City's leaders is needed. Ms. Fletcher recalled that when this process began in September 2016, they stressed the importance of obtaining individual Councilmember's perspectives. At that time, Council was asked to consider priority issues, themes, focus areas and how to move forward with strategic initiatives and action steps.

The draft plan included the following two visions for consideration:

1. *The City of Milford will have the highest quality of life in the State of Delaware.*
2. *Milford will be the First Community of choice in the First State to Live, Work and Play*

Directed by Ms. Moore, the group of six elected officials was then divided into two groups. Mayor Shupe and Councilmen Campbell and Burk comprised one group and Councilwoman Peel and Councilmen Brooks and Morrow the other.

In preparation of the five-year plan and in consideration of the dialogue that has taken place, eight mission statements were drafted. She asked the groups to focus on and select the top TWO missions that should encompass the mission of the City.

1. *By embracing the diversity in our community, the City of Milford will provide proactive and responsive services to*

enhance the overall safety and quality of life of residents, businesses, and visitors.

2. *The City of Milford government will provide services to attract and support a diverse community of residents, businesses, and visitors.*
3. *The City of Milford strives to provide proactive and responsive municipal government services that continue to improve the overall quality of life for all in an efficient and cost-effective manner.*
4. *The City of Milford respects and serves the community by providing responsive, proactive services, while embracing citizens of all backgrounds.*
5. *The City of Milford assists residents in achieving their personal goals by offering high quality of life, responsive services, and proactive community engagement.*
6. *Through open government policies, responsible economic management, and proactive service delivery, the City of Milford supports the social and environmental health of a diverse community of residents, businesses, and visitors.*
7. *The City of Milford designs plans, manages resources, and creates innovative practices, which are sustainable and economically feasible for the long term, in order to ensure the City meets the needs of a growing, diverse community.*
8. *To provide proactive and responsive municipal government services that continue to improve the overall quality of life for all in an efficient and cost-effective manner.*

The two selections with the highest number of votes were three and seven, followed, in order, by numbers one, two, five and eight.

An overall discussion regarding the various missions then followed.

The groups were then asked to choose the top five *values* that should encompass the standards for City of Milford personnel, which would be used as standards when decisions are made by Human Resources in performance appraisals, recruitment for hiring, firing/reprimands, etc.:

1. *Open and Honest Communication: Effectively communicate ideas and factual information between team members and our community.*
2. *Transparent and Accountable: Support the community by setting and upholding clear expectations and being responsible for our actions.*
3. *Reliable: Provide consistently, quality services that residents and customers can depend on.*
4. *Continuous Improvement: Review, evaluate and measure operations and services to identify and capitalize on opportunities.*
5. *Respect for Diversity and Equity: Foster and support a culture that values the rich heritage of the City and experiences of our community members, while providing services impartially and fairly to all.*
6. *Stewardship of our Resources: Make the best use of resources, in the short and long term.*
7. *Commitment to Excellence: Tackle objectives quickly and positively, going above and beyond basic 1:LJ requirements, to create a service-oriented culture through teamwork and collaboration.*

The Council and Mayor seemed more comparable in this area. Numbers one, three, five and seven were selected by everyone participating and number six came in second by one less vote.

Mr. Miller's presentation began with a description of the existing framework for the Strategic Plan. This framework was born out of the National Citizen Survey distributed in the summer. In all, there were roughly twenty community conversations with residents, businesses, faith-based organizations, non profits and employees. In addition there were a number of meetings with Department Heads. The framework starts with a priority of the five priority areas:

Public Safety & Preparedness
Economic Health and Development
Mobility and Infrastructure
Neighborhoods and Community Services
Fiscal Responsibility and Public Engagement

Each priority area contains goals defined as the overall achievement(s) to be reached. Objectives included will also address the "what" of each goal. That is followed by strategies, which relates to the "how" of each objective. Finally, action items encompass the specific measures and steps that need to be taken and include success metrics, time lines and partners.

At this point, the focus is on the goals, objectives and strategies of each priority area.

As previously noted, this is being presented to Council tonight to get additional feedback Council may have on the goals, objectives and strategies identified for each priority area. Only a few of the goals, objectives and strategies will be discussed this evening.

Public Safety and Preparedness are defined as being proactive and well prepared with regard to the safety of community members. One of the goals is to efficiently utilize all police resources (i.e., staff time, personnel, training, equipment and technology). One of the objectives under this goal is for the Milford Police Department to evaluate and regularly monitor the departments' workload. This can include the patterns of calls for service, number of reports/crimes committed as well as staff time. The second objective under this goal is to prepare for future Commission on Accreditation for Law Enforcement Agencies (CALEA) by researching standards and expectations. By getting CALEA accreditation, the Milford Police Department can add another layer of professionalism to that department.

Another goal under public safety and preparedness is to utilize effective, proactive emergency preparedness and public safety strategies. Some of the objectives include items such as pro actively planning for emergency events, offer preventive training for emergency events and replacing the current Police Department with a safer and more modern facility to serve the Community's needs.

Economic Health and Development, the second priority, is defined as attracting and retaining businesses, fostering a vibrant downtown and beyond, communicating the Downtown Development District and other incentives and encouraging job opportunities. Two of the major goals in this priority area include enabling the growth of existing businesses and fostering the establishment of new businesses.

It is important that the City work with existing businesses to develop strategies which foster economic growth as well as identify opportunities for growth and the development of new businesses. One of the strategies identified to help foster the establishment of new businesses is to ensure that all business-related organizations and City departments are knowledgeable about development processes for new or expanding businesses to aid in the process of starting a business in Milford more efficient.

The third priority is Mobility and Infrastructure, defined as sidewalks, roads, utilities, public transportation, walking, biking and gateways. The City has been working on creating an inventory of the existing conditions of streets, sidewalks and underground utilities. Additionally, the City has been working to identify improvements necessary for future growth. With this being said, the goals in this priority suggest pro actively maintaining the City's streets and utility infrastructure, continuing to develop multi modal and pedestrian-friendly infrastructure and address future growth through improvements in infrastructure.

The fourth priority Neighborhoods and Community Services is defined as code enforcement, housing, parks and

indoor/outdoor recreation. One of the most discussed topics during the City's Community Conversations was improved code enforcement. One of the goals is for the City to respond to those discussions to preserve and enhance the property values and quality of its neighborhoods. One of the specific strategies to address code enforcement concerns is having more proactive code enforcement throughout the City via additional enforcement and revised standards.

Additionally, the City will focus on pro actively providing information and outreach regarding code requirements to landlords, tenants and homeowners.

Another common topic expressed during the Community Conversations was to bring more tourism to Milford and promote a healthy community with recreational activities. The City believes that by actively promoting the variety of eco tourism opportunities available in Milford and developing new river-based activities will attract more people within Milford as opposed to going through Milford.

Additionally, the City plans to work with partners to establish an adult sports league.

Fiscal Responsibility and Public Engagement is the final priority. Although fiscal responsibility was not a topic commonly mentioned in the City's outreach efforts, staff believes that it should be an overarching priority and interwoven into each priority area. Some of the goals and objectives in this priority included updating the Strategic Plan every three to five years, creating a Capital Improvement Plan in an attempt to appropriately plan for capital equipment and projects over a five-year period and keep community members informed and engaged through activities, programs and improved services.

The next discussion will be held in a Workshop forum on Monday, March 12, 2018 beginning at 6:00 p.m. at which time a final vision statement will be selected based on tonight's choices.

There being no further business, Mayor Shupe thanked Ms. Fletcher, Ms. Moore and Mr. Miller for all their work.

The Workshop was adjourned at 6:52 p.m.

Respectfully submitted,



Terri K. Hudson, MMC
City Clerk/Recorder

NOTE: Audio unavailable due to recorder malfunctioning.

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A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, February 12, 2018.

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Arthur Campbell, Lisa Ingram Peel, James Burk,
Owen Brooks Jr. and Douglas Morrow

City Manager Eric Norenberg, Police Chief Kenneth Brown and
City Clerk Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

ABSENT: Councilmembers Christopher Mergner and James Starling Sr.

CALL TO ORDER

Mayor Shupe called the Council Meeting to order at 7:01 p.m.

INVOCATION AND PLEDGE

The Pledge of Allegiance followed the invocation given by Councilmember Campbell.

APPROVAL OF PREVIOUS MINUTES

Included in the packet were minutes of the January 8, January 22 and January 31, 2018 Council and Committee meetings. Councilmember Burk moved for approval, seconded by Councilmember Brooks. Motion carried.

RECOGNITION

Proclamation 2018-02/Black History Month

Mayor Shupe read the following proclamation into record:

PROCLAMATION 2018-02
BLACK HISTORY MONTH IN THE CITY OF MILFORD

WHEREAS, The story of Black History Month begins in 1915, half a century after the Thirteenth Amendment abolished slavery in the United States; and

WHEREAS, That September, the Harvard-trained Historian Carter G. Woodson and prominent Minister Jesse E. Moorland founded the Association for the Study of Negro Life and History, an organization dedicated to researching and promoting achievements by black Americans and other peoples of African descent; and

WHEREAS, Known today as the Association for the Study of African American Life and History, the group sponsored a national Negro History week in 1926, choosing the second week of February to coincide with the birthdays of Abraham Lincoln and Frederick Douglass; and

WHEREAS, The event inspired schools and communities nationwide to organize local celebrations, establish history clubs and host performances and lectures; and

WHEREAS, In the decades that followed, mayors of cities across the country began issuing yearly proclamations recognizing

Negro History Week; and

WHEREAS, By the late 1960s, thanks in part to the Civil Rights Movement and a growing awareness of black identity, Negro History Week had evolved into Black History Month; and

WHEREAS, President Gerald Ford officially recognized Black History Month in 1976, calling upon the public to "seize the opportunity to honor the too-often neglected accomplishments of black Americans in every area of endeavor throughout our history"; and

WHEREAS, Since 1976, every American president has designated February as Black History Month and endorsed a specific theme and this year's 2018 theme, "African Americans in Times of War," marks the 100th anniversary of the end of World War I and honors the roles that black Americans have played in warfare beginning with the American Revolution to the present day.

NOW, THEREFORE, in recognition of African Americans past and present in the City of Milford, I, Mayor Bryan W. Shupe, do hereby proclaim February 2018 to be BLACK HISTORY MONTH and I further encourage all Milfordians to celebrate this important observance and to continue to work toward the goal of liberty and justice for all.

Recognition/City Staff

Ralph 'RJ' Skinner

Parks and Recreation Director Brad Dennehy commended Ralph 'RJ' Skinner for recently completing the Park & Recreation Maintenance Management School presented by North Carolina State University in cooperation with the National Recreation and Park Association. Mr. Dennehy echoed the Administration's viewpoint that education and training is an important part of the roles we have as employees of the City. Mr. Skinner graduated with honors.

The school is a comprehensive two-year professional development program designed to teach park and recreation professionals how to develop and manage a wide variety of maintenance programs.

Rob Pierce

City Manager Norenberg congratulated Mr. Skinner and then asked to recognize another employee who consistently goes above and beyond their normal duties. He recalled an email he had received in January from a developer who wrote to thank Mr. Pierce for working so closely with him. He stated that he has worked with more than twenty-five municipal staffs and has never worked with someone who works as late at night who responded to an email at 9:42 p.m.

The developer also noted that Mr. Pierce and City Staff are all very willing to do what it takes to go above and beyond.

The City Manager noted that Mr. Pierce has handled a lot of activities this past year while assuring those projects moved through the pipeline as quickly as possible. He then officially recognized Mr. Pierce with a certificate as well in addition to his favorite food snack.

Councilwoman Peel also thanked Mr. Pierce for providing additional statistics and more in-depth monthly report than in the past. She emphasized that assists Council greatly with information and appreciates the effort.

MONTHLY POLICE REPORT

Police Committee Chairman Burk presented the monthly Police Report adding that the Department remains very busy and continuing training is a priority for the officers there as well. He also commended the Police Officers involved in the recent heroin bust in downtown Milford where 73 grams of heroin were seized.

There being no questions from Council, a motion was made by Chairman Burk, seconded by Councilmember Campbell to accept the Monthly Police Report as submitted. Motion carried.

MONTHLY CITY MANAGER REPORT

City Manager Norenberg provided a quick synopsis of his written report.

Councilman Brooks commented that China was going to stop recycling and asked if that will become a problem in this country; Mr. Norenberg responded that Delaware Solid Waste Authority is currently working with the state's Department of Natural Resources and Environmental Control on the matter. He will keep Council informed of updates.

Councilmember Brooks moved to accept the Monthly City Manager report, seconded by Councilman Morrow. Motion carried.

MONTHLY FINANCE REPORT

Finance Committee Chairman Morrow reported that through December 2017, we are halfway through Fiscal Year 2017-2018 and with 50% of the fiscal year having passed, 54% of the revenues have been received and 44% of the operating budget expended. He again noted that building permits are up on revenue side and real estate taxes are all in. Though expenses are 6% lower than anticipated, he predicts they will level out over the spring and summer months.

Councilman Burk moved to accept the December 2017 Finance Report, seconded by Councilwoman Peel. Motion carried.

COMMITTEE & WARD REPORTS

Police Committee

Police Committee Chairman Burk reported that his Committee met with the Finance Committee to discuss the funding for the new Police Department and how to pay for it. They also discussed other public safety needs and while they are attempting to be fiscally responsible, he said there is a possibility that property taxes will most likely need to be increased.

The minutes of the meeting are included in the packet.

Economic Development Committee

Economic Development Committee Member Peel reported that several items were discussed at the February 6, 2018 Committee Meeting. At that time, the Committee heard from a representative of a non profit who is interested in leasing the Armory.

In addition, plans were finalized for the RFP to hire a real estate firm to represent the City with some land sales, including those parcels still available at Independence Commons and the Greater Milford Business Park. The draft RFP can be seen in the packet as well.

They were also presented with a Building Code update by Planning Director Rob Pierce.

COMMUNICATIONS & CORRESPONDENCE

None to report.

UNFINISHED BUSINESS

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

City Manager Norenberg recalled that at the last Council meeting, this item was ready for adoption. However, City Solicitor Rutt suggested that a procedure be added for Executive Sessions. Nothing has changed except the addition of that item.

Exhibit A now includes the order of business of City Council Regular Meetings, Workshop Sessions, Committee Meetings

and Executive Sessions. In addition it includes the Public Hearing/Comment procedures Council adopted on September 1, 2017. Council agreed to add public comments when ordinance and resolutions are under consideration.

Those items will be flagged on agendas in advance so the public is aware they can comment.

Councilmember Morrow expressed concern about the wording relating to minute approval and monthly reports, which currently states the 'second Monday'. He feels that is confusing and suggests it be changed to the first meeting of the month.

There being no further comments, Councilmember Peel moved to adopt Resolution 2018-01, seconded by Councilmember Brooks:

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' (attached to minutes), are hereby adopted.

Motion carried.

Adoption/Ordinance 2018-01/City of Milford Code/Chapter 165/Parks and Recreation

City Manager Norenberg reported that the main change to Chapter 165 adds a Parks and Recreation Advisory Board and subsequently, a new Article 6. Other changes are small cleanup items that deal with events in parks throughout the city though some minor language was added for clarification purposes.

Following its introduction, Councilmember Burk and Mayor Shupe expressed a concern with the change to the proposed definition of "Special Event". Based on that feedback, staff held internal discussions and, with the help of Deputy City Clerk Christine Crouch, an alternative definition was prepared.

Councilman Burk thanked Mr. Norenberg for working on the language and that he is much more comfortable with the amendment.

Councilmember Peel moved to adopt the following Ordinance, seconded by Councilmember Campbell:

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.

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 permit.

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 — 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 river or other public property, place or building, in a park or on private property or facility or venue, whose planned event may have direct and indirect impact on the transportation system within the City of Milford, or the type of event that may attract large crowds which could affect the usual flow of pedestrian or vehicular travel on City streets/roadways, 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 — Any activity or gathering, other than regularly conducted church and school related activities, which occurs upon nonresidential property, may have direct or indirect impacts on the transportation system within the City of Milford, requires a level of municipal services for its execution or conduct that is above the level provided under ordinary circumstances, invites and/or advertises general public participation and patronage (with or without charge), is not specifically permitted by the zoning ordinance, has potential to violate the noise ordinance, and/or requires City Council approval for alcohol consumption.

B. Any ~~e~~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.

§ 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:

- (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.

- 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.

- 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.

(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.

- ~~(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 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.

- 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.

- H. Special event hours are restricted to the following times unless otherwise specified in an approved Special Event Permit:

- 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 permit 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 City property must be signed by permittee and received by ilford Parks and Recreation Department before any Park Use Permit will be issued.

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: February 12, 2018

Effective: February 22, 2018

Motion carried.

Adoption/Resolution 2018-02/Planning Department Fees

Planning Director Pierce reported that the update fees were authorized at the last Council meeting. However, there was no action taken on the corresponding resolution.

Councilmember Burk moved to adopt the following resolution, seconded by Councilmember Peel:

RESOLUTION 2018-02
PLANNING DEPARTMENT FEES
PLANNING AND ZONING FEES
BUILDING INSPECTION AND PERMITTING FEES
CODE ENFORCEMENT AND LICENSING FEES

This Resolution replaces in its entirety Resolution 2017-06.

Entire resolution is attached to minutes.

Motion carried.

NEW BUSINESS

Approval/Greater Kent Committee Semi-Annual Dues

City Manager Norenberg explained that the Greater Kent Committee is a non-profit membership organization created in the late 1980's by CEO and top business executives in Central Delaware. The organization is dues supported and individuals must also be members. At the present time, The Greater Kent Committee has more than eight active civic-minded business executives. Their mission is to identify emerging community issues and to take on projects that will improve the quality of life for the residents of Central Delaware.

Mayor Shupe advised that each member pays the same amount. They offer annual and semi annual dues at a rate of \$1,750 per year. One of their recent projects has been DE Turf which has hosted twenty events in its first year, drawing more than 40,000 visitors to Central Delaware, including the Milford area.

Councilmember Burk asked exactly what is done in Milford; Mayor Shupe said that Milford's businesses, restaurants and hotels have benefitted from the sports complex.

Mayor Shupe suggested inviting the group for a future presentation if Council has questions.

Councilman Burk moved to postpone paying the dues until further information is received, seconded by Councilman Morrow. Motion carried.

Introduction/Ordinance 2018-03/Mispillion Realty LLC/Conditional Use Amendment

Mayor Shupe introduced the following ordinance:

ORDINANCE 2018-03
Mispillion Realty LLC for a Conditional Use Amendment
Planned Unit Development and Preliminary Major Subdivision on 23.348+/- acres in an R-3 Zoning District.
Property is located between Old Shawnee Road and South Dupont Boulevard, Milford, Delaware.
Present Use: Vacant Land Proposed Use: Planned Unit Development (Brookstone Trace)
Tax Map 1-30-3.00-80.02; 1-30-3.00-443.00 thru -561.00; 1-30-3.00-77.01; 1-30-3.00-78.00

WHEREAS, the City of Milford Planning Commission considered the ordinance, as described, at a duly noticed Public Hearing on February 20, 2018 and recommended its adoption to City Council; and

WHEREAS, Milford City Council conducted a duly noticed Public Hearing on March 26, 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 a Planned Unit Development as herein described.

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

Section 1. Upon the adoption of this ordinance by City Council, Mispillion Realty LLC is hereby granted a Conditional Use Permit to allow a Planned Unit Development, 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: February 20, 2018

City Council Introduction: March 12, 2018

City Council Public Hearing: March 26, 2018

Adoption: March 26, 2018

Effective: April 5, 2018

Introduction/Ordinance 2018-04/Greater Milford Development Company LLC/Conditional Use

Mayor Shupe introduced the following ordinance:

ORDINANCE 2018-04

Greater Milford Development Company LLC for a Conditional Use

Hotel on 1.86+/- acres in a C-3 Zoning District

Silicato Parkway, approximately 900 feet south of NE Tenth Street intersection, Milford, Delaware.

Present Use: Vacant Land Proposed Use: Hotel (Microtel)

Tax Map MD-16-174.15-01-01.04

WHEREAS, the City of Milford Planning Commission considered the ordinance, as described, at a duly noticed Public Hearing on February 20, 2018 and recommended its adoption to City Council; and

WHEREAS, Milford City Council conducted a duly noticed Public Hearing on March 26, 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 a hotel as herein described.

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

Section 1. Upon the adoption of this ordinance by City Council, Greater Milford Development Company LLC is hereby granted a Conditional Use Permit to allow a hotel, 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: February 20, 2018

City Council Introduction: March 12, 2018

City Council Public Hearing: March 26, 2018

Adoption: March 26, 2018

Effective: April 5, 2018

Adoption Resolution 2018-03/Sidewalk Waiver/State of Delaware/DNREC/Mosquito Control

Planning Director Pierce informed Council that the State of Delaware Department of Natural Resources and Environmental Control (DNREC), Mosquito Control Division received Preliminary Site Plan approval from the Planning Commission on January 16, 2018 for an expansion on their existing site on the Airport Road.

Chapter 197-3 Streets and Sidewalks states “all new construction sites and subdivisions, the City shall require the builder and/or developer to install curb, gutter and sidewalk. In cases where no such improvements previously existing or where, if in existence, they are in need of repair. In proposed developments, the City Council may, at its discretion, waive the requirement to install curb, gutter and sidewalk.”

Mosquito Control is requesting permission to delay the installation of sidewalk improvements along their entire road frontage until such time that one or both neighboring properties install similar sidewalk improvements. Staff and DNREC have reviewed the below note that would be placed on the Final Site Plan documents for future enforcement:

“The State of Delaware agrees to install a sidewalk along the front of their property if and when a sidewalk is installed on one or both adjacent properties upon written notice from the City of Milford. The location will be coordinated with the City of Milford and the sidewalk will be installed in accordance with City of Milford standards within one year.”

He recommends approval of the sidewalk waiver with the condition that the above comment is included on the final site plan which is to be recorded at the Kent County Recorder of Deeds Office.

Councilman Morrow moved to adopt Resolution 2018-03, seconded by Councilman Burk:

RESOLUTION 2018-03
Sidewalk Waiver

WHEREAS, the above stated owner has requested a waiver of the provisions of Chapter 197 of the Code of the City of Milford requiring the installation of curbing and sidewalks; and

WHEREAS, there exists justifiable reasons to waive the installation of said improvements at the present time;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The required improvement for curbing and sidewalk as set forth in Chapter 197 of the Code of the City of Milford for the above property are hereby waived for installation at the present time.
2. When in the future it is determined by the City of Milford in its sole judgment that it is appropriate to install said improvements, the property owner, its successors or assigns shall be required to complete said improvements at the owner's expense within the time required by the City of Milford.
3. Waiver, as approved by the Milford City Council, on February 12, 2018 shall be reflected on the Site Plan.

Motion carried.

Status Update/Transportation Alternative Program/Northeast Front Street Design Concept

Planning Director Pierce reminded Council of the application that was submitted several months ago for the Northeast Front Street TAP project. The TAP program will fund 80% of the project and City will be responsible for the remaining 20% of the project.

The project area is between North Washington and Rehoboth Boulevard and is capped at \$1 million for the first portion. The City will attempt to stretch the money as far as it could go along that alignment. The Public Works Director, City Manager and City Planner received a draft typical cross-section from the DeIDOT Design Team involving a ten-foot wide shared path along the south side of Northeast Front Street from Bicentennial Park to North Rehoboth Boulevard with traditional sidewalk on the north side. Staff is seeking feedback from Council before giving the design team permission to proceed with the development of the formal renderings.

Mr. Pierce referenced the exhibit in the packet and described the typical sidewalk width, travel lane width, grass buffer strip and shared use path width. Staff considered making the recommendation on the north side to flip the location of the sidewalk with the swale to create more room between vehicular traffic and pedestrians.

Councilwoman Peel asked if the shared use on the south side is just the sidewalk or if what is shown on the map as a shared use path is wider to accommodate pedestrian and cyclist traffic; Mr. Pierce stated that the shared use path is designed wide enough to allow cyclists to ride with a separation from the travel lanes. In some instances, DeIDOT will design a road with four to five-foot wide bike paths that is not separated from the traffic. This alignment creates a lower stress cycling environment and will be more friendly for inexperienced riders along this portion of Northeast Front Street.

It was noted that the map is showing a sidewalk going across the entrance by Abbotts Grill. Mr. Pierce explained the exhibit is just a rough sketch showing the sidewalk on the north side and the shared use path on the south side so Council would have an idea of the general locations. There will be some modifications to the shared use path and sidewalk along the alignment, specifically near our parking lots and other entrances. The design consultant will have to do a more formal design and come back for public engagement. Staff is simply trying to get approval of a typical cross section heading east from North Washington Street to North Rehoboth Boulevard. The design team will produce a detailed rendering to be presented to the public in the upcoming weeks. That will lead to a final set of construction plans to be produced within the next twelve months.

Councilman Morrow commented that he likes it on the south side and asked if the swale can be moved over; Mr. Pierce said the goal is to create as much separation as possible

Authorization/Riverwalk Freedom Festival/Chapters 77 & 165/Alcohol Waiver

Chamber of Commerce Riverwalk Freedom Festival Chairperson Angela Dorey submitted the following request:

Once again, the Chamber of Commerce for Greater Milford is hosting the 18th Annual Riverwalk "Freedom" Festival scheduled for Saturday, September 8, 2018. Like last year, we will hold the event all on one day, with the vendor and children's activities beginning at 9:00 a.m. on Saturday, ending with fireworks after dark that evening. Last year we held the first ever Red, White and Brew Garden in Bicentennial Park and it was a huge success.

Thank you for your vote of confidence and especially those of you that even donated your time and assisted in raising money to assist a member of a Milford Police Officer's Family. We heard an abundance of fantastic reviews and many requests to hold the event again this year. We are diligently planning this year's festival and want to begin accurately advertising the details of the event. We request permission to host the Beer Garden in Bicentennial Park again.

We will use the same layout that worked so well with the Red, White & Brew Garden. We will have a fenced off area in a small section of the park with a view of the stage. A map is included in the packet for review.

We will be checking identifications and hand stamping those above 21 years of age and older. This will allow them to purchase beer and wine with cash during the festival in the designated area. We will reserve the right to recheck identification as deemed appropriate. As the Delaware Alcoholic Beverage Control regulations permit, the designated area will be family friendly, so all ages will be permitted to enter the area. We will have the entrance/exit clearly marked with eye level signage that no alcoholic beverages are permitted beyond the designated area. We will have a portable restroom in the enclosed area, as well as multiple trash bins.

We plan to have cornhole boards and food vendor(s) in the area as well. We will provide several open tents to provide shade

and cover and will adhere to all Delaware Alcoholic Beverage Control regulations regarding alcohol service, including obtaining a Gathering License.

The Beer Garden would open at 12:00 noon on Saturday, September 8th and will close at 10:00 p.m. All beer and alcohol sales will end promptly at 9:00 p.m.

Motion made by Councilmember Campbell, seconded by Councilmember Peel to approve as requested. Motion carried.

EXECUTIVE SESSION

Councilmember Campbell moved to go into Executive Session reference the below statutes, seconded by Councilmember Peel:

Pursuant to 29 Del. C. 29 §10004 (b)(4) Collective Bargaining Matters
Pursuant to 29 Del. C. 29 §10004 (b)(9) Personnel Matters

Motion carried.

Mayor Shupe recessed the Council Meeting at 8:01 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

Return to Open Session

Council returned to Open Session at 8:11 p.m.

IBEW Local Union 126 Negotiations
MPD Teamsters Negotiations
Performance Evaluations (Council Appointees)

Mayor Shupe announced no action was needed as a result of the discussion in Executive Session.

ADJOURN

There being no further business, Councilmember Burk moved to adjourn the Council Meeting, seconded by Councilmember Peel. Motion carried.

The Council Meeting adjourned at 8:13 p.m.

Respectfully submitted,



Terri K. Hudson, MMC
City Clerk/Recorder

NOTE: Audio unavailable due to recorder malfunctioning.

Attachment:

Exhibit A (Resolution 2018-01 Council Rules of Procedure)
Resolution 2018-02 Planning Department Fees

**RESOLUTION 2018-01
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 of 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 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. 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 Executive Session
Order of Business**

1. Call to Order (In Open Meeting)
2. Motion to Enter Executive Session
3. Call to Order
4. Unfinished Business
5. 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. City Council Deliberation
6. Return to Open Meeting
7. Council Action (if any, to Approve, Deny or Postpone)
8. 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. Public Comment is limited to items noted for Public Comment 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 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. 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 those 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.



**RESOLUTION 2018-02
PLANNING DEPARTMENT FEES**

PLANNING AND ZONING FEES		
	Description	Fee
Major Subdivision	Preliminary or Final, Residential	\$1,000.00 plus \$10.00 per unit
	Preliminary or Final, Other than Residential	\$1,000.00 plus \$100.00 per lot
Minor Subdivision or	Final, Residential	\$300.00 plus \$50.00 per unit
	Final, Other than Residential (less than four acres)	\$500.00 plus \$100.00 per unit
Lot Line Adjustment	Final, Residential	\$300.00 plus \$50.00 per unit
	Final, Other than Residential (less than four acres)	\$500.00 plus \$100.00 per unit
Site Plan	Preliminary, Final or Amendment	\$700.00
	Conditional Use or Amendment to a Conditional Use	\$700.00
	Zoning Map Amendment/Comprehensive Plan Amendment	\$1,000.00 plus \$100.00 per acre
	Zoning Code Amendment Request	\$700.00
Annexation	Residential, less than 1 acre	\$700.00
	Residential, 1 to 5 acres	\$2,500.00
	Residential, 5+ acres	\$2,500.00 plus \$100.00 per acre
	Other than Residential	\$2,500.00 plus \$500.00 per acre
Variance(s)	1-3 variances	\$300.00
	4-6 variances	\$400.00
	7+ variances	\$500.00
	Board of Adjustment Hearing (no variance)	\$300.00
	Subdivision Agreement	\$2,500.00
	Zoning Verification Letter	\$20.00
	Certificate of Use	\$75.00
	Legal Interpretation of Subdivision or Zoning Code	\$300.00
	Street or Alley Closing	\$300.00
	Application Resubmission or Rescheduling Fee	\$200.00
	Professional Service Fees (including but not limited to Legal Fees, Engineering Review Fees)	Fees charged the City of Milford, plus 10%; Billed as encumbered.

BUILDING INSPECTION AND PERMITTING FEES		
	Description	Fee
Building Permit, Residential, Use groups R3 or R4	New Dwelling Unit	\$50 per 100 heated square feet plus \$13 per 100 unheated square feet
	Interior/Exterior Renovations, Accessory Building, Pool, Deck, Ramp, Solar Panels	\$50 plus \$5 per \$1,000 up to \$1M and \$2 per \$1,000 over \$1M based on cost of project
	Demolition	\$50.00
	Certificate of Occupancy	\$25.00

Building Permit, Other than use groups R3 or R4	New Construction, Commercial Fit-Out, Interior/Exterior Renovations, Footer, Foundation,	\$100 plus \$5 per \$1,000 up to \$1M and \$2 per \$1,000 over \$1M based on cost of project
	Sign, Sales/Construction Trailer, Solar Panel	\$50 plus \$5 per \$1,000 up to \$1M and \$2 per \$1,000 over \$1M based on cost of project
	Demolition	\$100.00
	Certificate of Occupancy	\$25.00
Building Permit, Renewal		\$50 or 10% of permit fee, whichever is greater
Re-inspection		\$50.00
Temporary Certificate of Occupancy		\$50.00
Carlisle Enhancement Fund		1/4 of 1% of heated square feet cost

CODE ENFORCEMENT AND LICENSING FEES		
	Description	Fee
Licensing	Contractors	\$100.00 annually, prorated semi-annually
	Residential Rental Operating	\$50.00 per unit annually
	Peddler, Solicitor, and Transient Merchant	\$50.00 annually, prorated semi-annually
	Transfer	\$50.00
Inspection	Re-Inspection / Follow Up Inspection	\$50.00

This Resolution replaces in its entirety Resolution 2017-06.

Mayor Bryan W. Shupe

Attest: _____

City Clerk Teresa Hudson

City Council Adoption: 02/12/18