

City of Milford



CITY COUNCIL AGENDA

Monday, August 27, 2018

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

6:30 P.M.

WORKSHOP

Amendments/Land Use Application Process & Scheduling

7:00 P.M.

PUBLIC HEARING

ORDINANCE 2018-19

Salt Air Homes LLC for a Conditional Use to allow a single-family semidetached dwelling in an R2 zoning district. .245+/- acres in a R2 Zoning District. Located at 418 S Washington Street, Milford, Delaware. Present Use: Vacant; Proposed Use: Single-family semidetached dwelling
Tax Map 3-30-10.08-040.00

Salt Air Homes LLC for a Final Minor Subdivision of .245+/- acres in a R2 Zoning District;
Located at 418 S Washington Street, Milford, Delaware. Tax Map 3-30-10.08-040.00

ORDINANCE 2018-20

AC Lucas for a Conditional Use to
allow the conversion of a one-family dwelling into multiple dwelling units.
.491+/- acres in a R1 Zoning District;
Located at 430 S Walnut Street, Milford, Delaware.
Present Use: Single-family detached dwelling; Proposed Use: Same with efficiency apartment
Tax Map 1-30-3.08-081.00

Milford Ponds LLC for a Final Major Subdivision
178.03 +/- acres in R1, R2 and R3 Zoning Districts
Property is located on the east side of S DuPont Blvd
approximately 5,500 feet south of the Seabury Ave Intersection, Milford, Delaware.
Present Use: Vacant Land
Proposed Use: 459 Single Family Units, 0 Duplex Units, 91 Townhouse Units and 150 Apartment Units for a
700-Unit Subdivision.
Tax Map 1-30-3.00-264.00, 1-30-3.00-264.01, 1-30-6.00-
108.00, 1-30-6.00-167.00 thru 558.00, 1-30-6.00-601.00 thru 691.00

COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Recognition

Proclamation 2018-12/Constitution Week

Communication & Correspondence

Unfinished Business

New Business

Alcohol Waiver/Chapter 77/Alcoholic Beverages/Ladybug Festival

Appropriation/Funding/Sidewalk Inspection Proposal/City Responsibility

Appropriation/Funding/Cost of Service Study/Water, Wastewater and Solid Waste

Introduction/Ordinance 2018-21/Chapter 55/Personnel Code/Sick Leave

EXECUTIVE SESSION

Motion to Recess into Executive Session

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

Pursuant to 29 Del. C. 29 §10004(b)(2) Site Acquisition

Return to Open Session

MPD Teamsters Negotiations

Purchase of Land

Adjourn

All items on the agenda are subject to a potential vote.

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

® *Public Comment, up to three minutes per person, will be accepted.*

062718 062818 071818 072318 080118 080718 081418 081518 082018 082418 Item Removed



TO: Community & Economic Development Committee

FROM: Rob Pierce, Planning & Development Director

DATE: July 9, 2018

RE: **Land Use Application Procedures**

At the May 29, 2018 committee meeting, staff presented the current Land Use application procedures as required by the Delaware Code, City Charter, and Chapters 200 & 230 of the City Code. The committee requested staff to investigate ways to reduce the time it takes for applications to get through the City's land use process. As a result, discussions will be held with the Planning Commission in July to develop code amendments to Chapter 200 and Chapter 230 regarding administrative approvals for minor subdivisions, lot line adjustments, and lot consolidations which may eliminate the need for Planning Commission and City Council review for these types of applications.

In addition, the City Manager, Solicitor, Clerk and Planning Director met to review the timing of application submissions, document review, advertisement and meeting dates to determine if there were ways to modify the process to reduce the amount of time needed. The enclosed exhibit illustrates the current schedule for applications that require public hearings, the current schedule for applications that do not require public hearings and a proposed revision to the schedule for applications that require public hearings. The exhibit outlines which types of applications require public hearings in the preliminary and final approval stages. Major tasks are color coded and labeled below the calendars.

As shown on the "Revised Process with Public Hearings" schedule, a month could be eliminated from the process if the Planning Commission and City Council public hearings are scheduled in the same month. This would not place an additional burden on City staff for review, advertising and publishing tasks. However, this approach would mean that the City Council public hearing would occur less than one week from the Planning Commission public hearing, and the Planning Commission meeting minutes would not be available for review by the City Council.

Any other option to reduce the amount of application processing time would require significant modifications to Chapter 200 and Chapter 230.

Staff is seeking direction from City Council with regards to modifying the public hearing schedule.

A Major Subdivision follows the below process with Public Hearings twice, once for Preliminary and once for Final

A Minor Subdivision follows the below process with Public Hearings once.

A Permitted Use Site Plan follows the below process without Public Hearings twice, once for Preliminary and once for Final

A Conditional Use Site Plan follows the below process with Public Hearings once for Preliminary, and the below process without Public Hearings once for Final

A Conditional Use follows the below process with Public Hearings once.

Process without Public Hearings

Jun-18						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Process with Public Hearings

Jun-18						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Revised Process with Public Hearings

Jun-18						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jul-18

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Jul-18

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Jul-18

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Aug-18

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Aug-18

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Aug-18

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						1
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- Deadline for Applications
- Development Advisory Committee Meeting/
Provide Review Comments to the Applicant
- Set Planning Commission Agenda
- Planning Commission Packets mailed
- Planning Commission Meeting

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- Development Advisory Committee Meeting/
Provide Review Comments to the Applicant
- City Clerks Office places ad in the newspaper
- Advertise in the Milford Beacon (15 day requirement)
- Planning Commission Packets mailed
- Planning Commission Public Hearing
- City Council Introduction
- City Council Public Hearing

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Preliminary Site Plan review typically takes 10 business days for the City Planner and City Engineer to return comments to the applicant. A Preliminary Major Subdivision may take longer.

Final Site Plan and Final Subdivision Plan review is completed by the City Engineer and typically takes 30-45 days for a review.

Between Preliminary and Final approvals, the applicant is responsible for getting approval or no-objection letters from DeIDOT, KCD/SCD, DHSS, Fire Marshal, DNREC WPCC.

NOTICE OF PUBLIC HEARINGS
PLANNING COMMISSION PUBLIC HEARING: JULY 17, 2018
CITY COUNCIL PUBLIC HEARING: AUGUST 27, 2018

The City of Milford Planning Commission will hold a Public Hearing on **Tuesday, July 17, 2018** at 7:00 pm to hear evidence from interested parties and make a recommendation to City Council regarding the ordinance. The City of Milford City Council will hold a Public Hearing on **Monday, August 27, 2018** at 7:00 pm to hear evidence from interested parties and make a final determination regarding the ordinance.

All Public Hearings are held in the Joseph Ronnie Rogers Council Chambers, Milford City Hall, 201 South Walnut Street, Milford, Delaware.

ORDINANCE 2018-19

Salt Air Homes LLC for a Conditional Use to
allow a single-family semidetached dwelling in an R2 zoning district.
.245+/- acres in a R2 Zoning District;
Located at 418 S Washington Street, Milford, Delaware.
Present Use: Vacant; Proposed Use: Single-family semi detached dwelling
Tax Map 3-30-10.08-040.00

WHEREAS, the City of Milford Planning Commission considered the ordinance, as described, at a duly noticed Public Hearing on July 17, 2018 and recommended its adoption to City Council; and

WHEREAS, Milford City Council conducted a duly noticed Public Hearing on August 27, 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 single-family semidetached dwelling in an R2 zoning district, as herein described.

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

Section 1. Upon the adoption of this ordinance by City Council, Salt Air Homes LLC is hereby granted a Conditional Use Permit to allow a single-family semidetached dwelling in an R2 zoning district, 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: July 17, 2018

City Council Introduction: August 13, 2018

City Council Public Hearing: August 27, 2018

Projected Adoption: August 27, 2018

Projected Effective: September 6, 2018

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 06/27/18

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Salt Air Homes LLC for a Final Minor Subdivision of
.245+/- acres in a R2 Zoning District;
Located at 418 S Washington Street, Milford, Delaware.
Tax Map 3-30-10.08-040.00

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 either by e-mail at RPierce@milford-de.gov or by calling 302.424.8396.

By: Christine Crouch, CMC
Deputy City Clerk

Advertised: Beacon 06/27/18



DATA SHEET FOR SALT AIR HOMES

Planning Commission Meeting: July 17, 2018

Application Number / Name	:	18-013 / Salt Air Homes
Applicant	:	Salt Air Homes 91 Brenda Lane, Suite A Camden, DE 19934
Owner	:	Same
Application Type	:	Final Minor Subdivision & Conditional Use
Present Comprehensive Plan Map Designation	:	Low Density Residential
Present Zoning District	:	R-2 (Residential District)
Present Use	:	Vacant
Proposed Use	:	Single-family Semi-detached
Size and Location	:	0.245 +/- acres of land located along the west side of S. Washington Street, addressed as 418 S. Washington Street
Tax Map & Parcel	:	3-30-10.08-040.00

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

STAFF REPORT
June 6, 2018

Application Number / Name	:	18-013 / Salt Air Homes
Present Comprehensive Plan Designation	:	Low Density Residential
Present Zoning District	:	R-2 (Residential District)
Present Use	:	Vacant
Proposed Use	:	Single-family Semi-detached
Tax Map & Parcel	:	3-30-10.08-040.00
Size and Location	:	0.245 +/- acres of land located along the west side of S. Washington Street, addressed as 418 S. Washington Street

I. BACKGROUND INFORMATION:

- The applicant proposes to subdivide a parcel of land into two buildable lots for single-family semi-detached product. The property formerly contained a condemned single-family detached dwelling which was demolished by the applicant during the month of May 2018.
- According to Chapter 230-10(C), single-family semidetached dwellings are considered a conditional use subject to approval of a conditional use permit from City Council.
- The proposed minor subdivision required a variance from the minimum lot width requirement of 40 feet for both Lot 1 and Lot 2, which was reviewed by the Board of Adjustment of July 12, 2018. The applicant proposes a lot width of 37.51 feet for both Lot 1 and Lot 2.

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 Minor Subdivision and Conditional Use applications:

- Other than the lot width variance outlined above, the proposed minor subdivision meets the

requirements of Chapter 230 Zoning and Chapter 200 Subdivision of Land.

- Separate utility services will be required for each dwelling unit and will be coordinated with the City Engineer for their location and size.
- The applicant will be required to replace sidewalk sections that are in poor or failing condition.
- Evaluation based on the criteria found under Chapter 230-48 Conditional Uses.
 - A. The presence of adjoining similar uses.

As shown on the attached zoning and location map exhibit, the property is surrounded on all sides by residential properties. There are two other two-unit dwellings located within the same block along S. Washington Street on similar sized lots.

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

The proposed uses are permitted by conditional use within the R-2, R-3 & R-8 zoning districts.

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

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

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

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

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

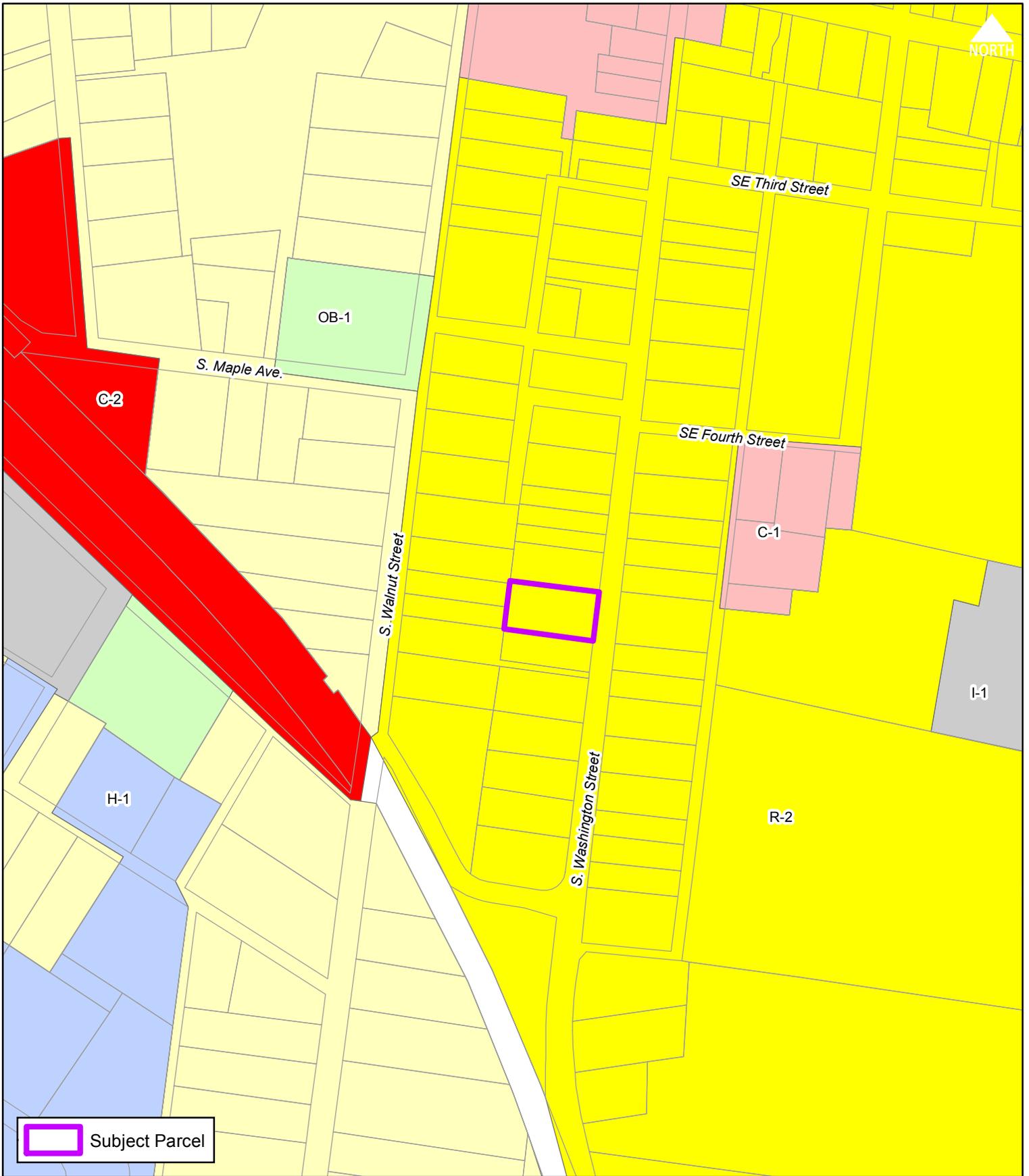
The proposed use will be located within an existing residential neighborhood which is surrounded primarily by older single-family detached product. There are two two-unit dwellings within 200 feet of the subject property on the same block of S. Washington Street.

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

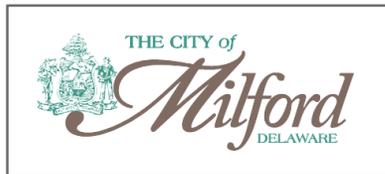
The site is located in an existing residential area along a City maintained street. The properties will be required to meet the City off-street parking requirements for residential dwellings, along with the setback requirement set forth in Chapter 230. Driveway locations will be approved by the City at the time of building permit issuance. No screening is necessary since adjacent uses are residential.

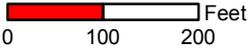
III. AGENCY COMMENTS:

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



 Subject Parcel



Scale:

 0 100 200 Feet

Drawn by: WRP Date: 06/06/18

Title:

Final Minor Subdivision
Salt Air Homes
 Location & Zoning Map

Filepath: MinorSubdivision_SaltAirHomes.mxd

SITE DATA
 TAX PARCEL:
 3-30-10.08-40.00
 ADDRESS:
 418 SOUTH WASHINGTON STREET
 MILFORD, DE 19963
 PROPOSED USE: SINGLE FAMILY SEMI-DETACHED
 CURRENT USE: SINGLE FAMILY DETACHED
 ZONING CLASSIFICATION: R2 - RESIDENTIAL
 EXISTING PARCELS: ONE
 PROPOSED PARCELS: TWO
 MINIMUM LOT AREA: 4,000 SQ. FT.
 MONUMENTS: 8 FOUND, 2 PROPOSED
 FRONT SETBACKS: 30 FEET
 SIDE SETBACKS: 8 FEET
 REAR SETBACKS: 15 FEET
 IMPERVIOUS COVERAGE PERMITTED: 30%
 MINIMUM LOT FRONTAGE: 40 FEET
 MAXIMUM BUILDING HEIGHT: 3 STORIES OR 35'

AREA:
 PRE ADJUSTMENT
 GROSS TOTAL = 0.221 ACRE OR 9637 SQ. FT.
 POST ADJUSTMENT
 LOT 1 = 0.108 ACRE OR 4,720 SQ. FT.
 IMPERVIOUS LOT COVERAGE=29%
 LOT 2 = 0.113 ACRE OR 4,917 SQ. FT.
 IMPERVIOUS LOT COVERAGE=28%

FRONTAGE:
 LOT 1 = 37.51 FEET
 LOT 2 = 37.51 FEET

DEED REFERENCE:
 DEED BOOK 0000 PAGE 000*
 DEED BOOK 3868 PAGE 333

CURRENT OWNER:
 SALT AIR HOMES
 91 BRENDA LANE, SUITE A
 CAMDEN-WYOMING, DE 19934

SURVEY CLASS:
 THIS SURVEY MEETS OR EXCEEDS THE
 REQUIREMENTS FOR A SUBURBAN SURVEY.
 HORIZONTAL DATUM: LOCAL PER DEED
 BOOK 3868 PAGE 333.

UTILITIES:
 CITY OF MILFORD SANITARY SEWER
 CITY OF MILFORD WATER

THIS SITE IS LOCATED ENTIRELY WITHIN ZONE X,
 (UNSHADED), AREA OF MINIMAL FLOOD HAZARD, PER FEMA
 FIRM MAP 10005C0041K, EFFECTIVE DATE MARCH 16, 2015.

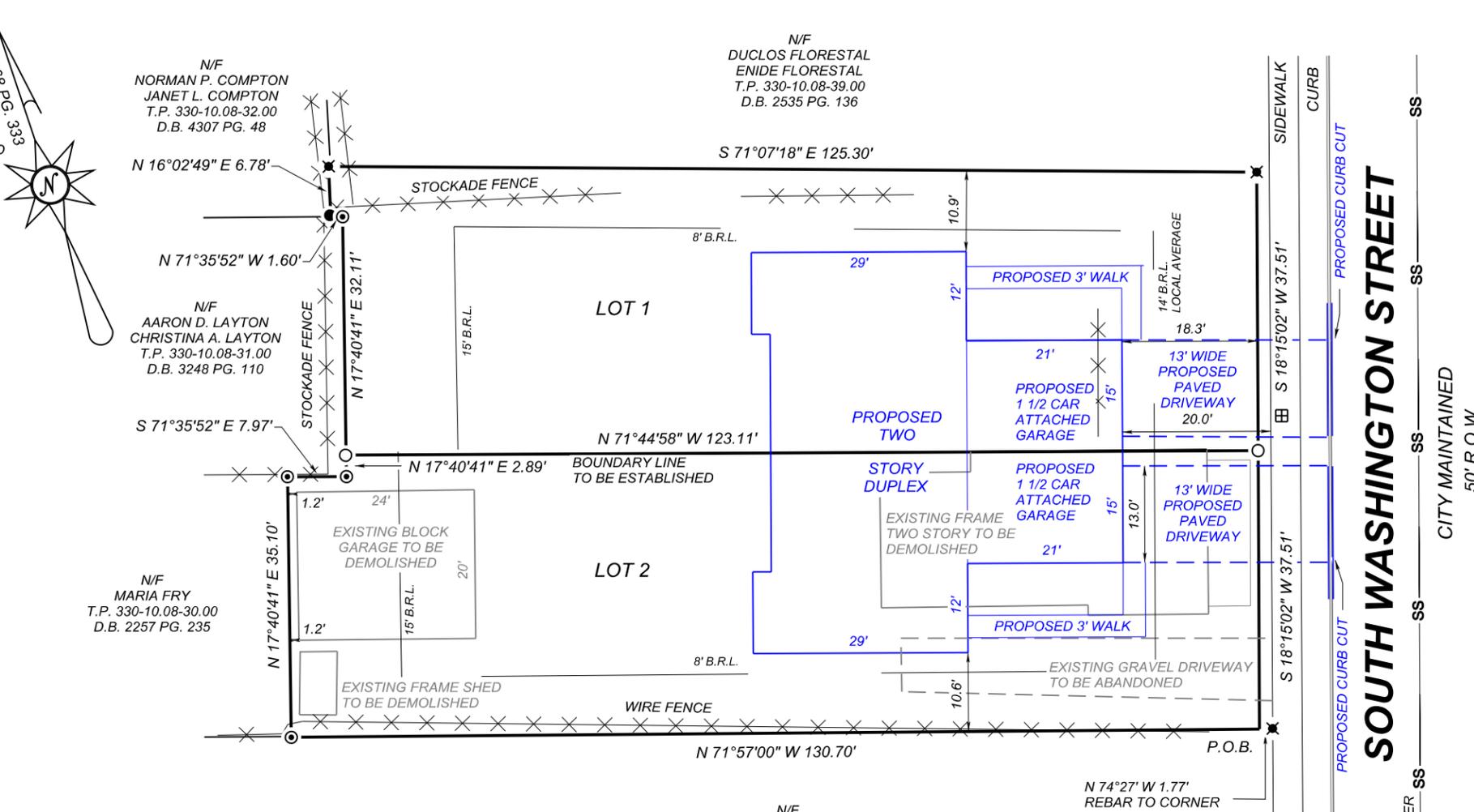
THIS PROPERTY DOES NOT CONTAIN, NOR IS IMPACTED
 BY WETLANDS.

THIS PROPERTY DOES NOT CONTAIN, NOR IS IMPACTED
 BY SOURCE WATER PROTECTION AREAS.

TITLE NOTE:
 THIS MAP WAS PREPARED WITHOUT THE BENEFIT
 OF A TITLE REPORT, WHICH MAY SHOW ADDITIONAL
 CONVEYANCES, EASEMENTS, COVENANTS, RIGHTS-
 OF-WAYS OR MORE STRINGENT BUILDING RESTRICTION
 LINES THAN THOSE SHOWN HEREON. NO RECORDED
 RIGHTS-OF-WAYS OR EASEMENTS WERE PROVIDED BY
 OTHERS FOR THE PREPARATION OF THIS SURVEY.

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

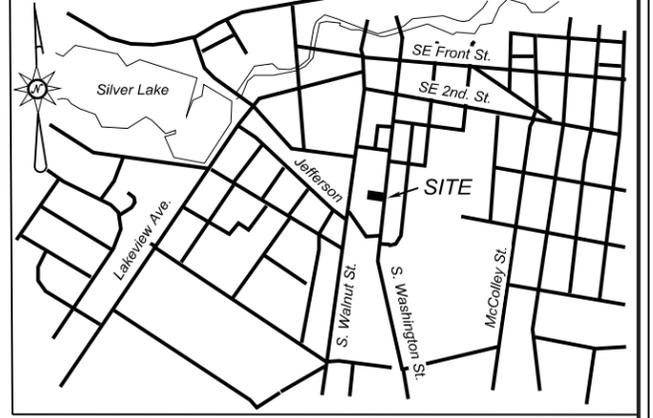
Donald G. Grower, DE PLS 0734 Date:



REQUESTED WAIVERS:

1. REDUCTION OF THE FRONT LOT FRONTAGE FROM 80 FEET TO 37.51 FEET.
2. REDUCTION OF THE FRONT SETBACK BASED ON CHAPTER 230-43(D)(1) WHICH STATES "IN ANY DISTRICT, WHEN THE AVERAGE SETBACK OF EXISTING BUILDINGS WITHIN 200 FEET OF THE SIDE LOT LINES AND WITHIN THE SAME BLOCK FORMAT AND ZONING DISTRICT IS LESS THAN SUCH REQUIRED DISTANCE, SUCH BUILDING NOT TO BE SET BACK FROM THE FRONT STREET LINE ANY FURTHER THAN SUCH SETBACK...". THE AVERAGE SETBACK WITHIN 200 FEET IS 14 FEET. THE PROPOSED SETBACK IS 18 FEET TO ACCOMMODATE THE REQUIRED 20 FOOT DRIVEWAY DEPTH FROM THE SIDEWALK.

OWNER'S CERTIFICATION
 WE, SALT AIR HOMES, HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY DESCRIBED ON THIS PLAN AND THAT THE PURPOSE OF THIS PLAN IS TO SUBDIVIDE THE PARCEL SHOWN, LOCATED AT 418 SOUTH WASHINGTON STREET, AND THAT WE ACKNOWLEDGE THE SAME TO BE OUR ACT AND DESIRE THAT THIS PLAN IS TO BE RECORDED.



VICINITY MAP 1" = 2000'
 TIES FROM THE P.O.C. TO THE P.O.B., P.O.C. BEING THE INTERSECTION OF THE CENTERLINE OF JEFFERSON AVENUE WITH THE WESTERLY R.O.W. EXTENDED OF S. WASHINGTON STREET (50' WIDE), THENCE ALONG THE WESTERLY R.O.W. OF S. WASHINGTON STREET, THE FOLLOWING COURSE AND DISTANCE:

1. NORTHERLY, 410', +/- TO THE POINT OF BEGINNING.

LEGEND

- REBAR & CAP TO BE SET
- REBAR & CAP FOUND
- ✕ REBAR FOUND
- ⊙ IRON PIPE FOUND
- ⊞ WATER METER

NOTE:

1. THE LOCATION OF THE WATER MAIN TO BE DETERMINED BY THE CITY OF MILFORD ENGINEERING DEPARTMENT.
2. THE MOST RECENT DEED FILING INFORMATION, SHOWING THE TITLE AND OWNERSHIP OF THIS LOT TO SALT AIR HOMES, IS NOT YET AVAILABLE FROM THE SUSSEX COUNTY RECORDER OF DEEDS OFFICE.
3. THE OWNER MUST REMOVE THE EXISTING DRIVEWAY CURB CUT AND REPLACE WITH APPROVED CURBING. ANY SIDEWALK SECTIONS IN POOR OR SUBSTANDARD CONDITIONS MUST BE REPLACED.
4. ALL CONSTRUCTION METHODS, INCLUDING THOSE USED FOR THE REPLACEMENT OF SIDEWALK AND CURBING, MUST BE APPROVED BY THE CITY ENGINEER PRIOR TO COMMENCEMENT OF WORK.
5. EACH PROPERTY MUST BE PROVIDED WITH SEPARATE WATER AND SEWER SERVICE LINES. NEW CLEANOUTS AND WATER METER PITS SHALL BE PLACED IN THE SIDEWALK. WATER METER PITS CANNOT BE PLACED WHERE VEHICULAR TRAFFIC WILL OCCUR. IF THE EXISTING WATER METER PIT IS IN CONFLICT WITH THIS REQUEST, THE OWNER MUST RELOCATE THE WATER METER PIT OUTSIDE THE DRIVEWAY AREA AT HIS/HER EXPENSE.



CITY ENGINEER CERTIFICATION

CITY ENGINEER SIGNATURE (ERIK RETZLAFF) DATE

CITY MANAGER CERTIFICATION

CITY MANAGER SIGNATURE DATE

SIGNATURE DATE

MINOR SUBDIVISION PLAN FOR SALT AIR HOMES
 CITY OF MILFORD
 CEDAR CREEK HUNDRED
 SUSSEX COUNTY, DELAWARE
 PREPARED FOR: SALT AIR HOMES

DONALD G. GROWER, PLS, INC.
 PROFESSIONAL LAND SURVEYING SERVICES
 200 DEPOT STREET, GEORGETOWN, DE 19947
 TEL. 302-858-4743 CEL. 302-632-1979
 EMAIL: dgrower@comcast.net
 Mailing Address: 50 E. Evens Road, Viola, DE 19979
 DATE: 5/17/2018 JOB NO.: 2223-2018
 REVISED: 6/8/2018; 6/11/2018
 SCALE: 1"=20' DRAWN BY: DGG
 SHEET NO.: 1 OF 1 COPYRIGHT 2018
 DONALD G. GROWER, PLS NO. 0734

§ 230-10. - R-2 Residential District.

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

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

- (f) Minimum rear yard setback shall be 15 feet. For lower lots the rear yard may be reduced 20% in depth to allow for the skewing of a residential dwelling on its lot.
- (g) Side yards shall be provided as follows: each lot shall have two side yards a minimum width of eight feet on each side.
- (h) Parking shall comply with the requirements provided in Article IV of this chapter.
- (i) Signs shall comply with the requirements in Article VI of this chapter.
- (j) Decks, subject to the following requirements:
 - [1] The deck cannot be located in the front yard.
 - [2] A minimum distance of 10 feet must be maintained from the deck to the rear property line.

(2) For single-family semidetached dwellings separately owned:

- (a) Minimum interior lot area shall be 4,000 square feet and minimum corner lot area shall be 6,500 square feet.
- (b) Maximum lot coverage shall be 30%.
- (c) Minimum lot width shall be 40 feet.
- (d) Height of buildings shall not exceed three stories or 35 feet. Accessory buildings shall not exceed 15 feet in height.
- (e) Minimum front building setback line shall be 30 feet.
- (f) Minimum rear yard setback shall be 15 feet. For lower lots the rear yard may be reduced 20% in depth to allow for the skewing of a residential dwelling on its lot.
- (g) Side yard shall be provided as follows: each lot shall have one side yard a minimum width of eight feet.
- (h) Parking shall comply with the requirements provided in Article IV of this chapter.
- (i) Signs shall comply with the requirements in Article VI of this chapter.

ARTICLE IX - Conditional Uses

§ 230-46. - Purpose.

- A. The intent of the conditional use is to maintain a measure of control over uses that have an impact on the entire community. Generally, conditional uses may be desirable in certain locations for the general convenience and welfare. They must use the property in a manner that assures neither an adverse impact upon adjoining properties nor the creation of a public nuisance. In short, because of the nature of the use, it requires sound planning judgment on its location and site arrangement.
- B. Conditional use permits may be issued for any of the conditional uses for which a use permit is required by the provisions of this chapter, provided that the City Council shall find that the application is in accordance with the provisions of this chapter after duly advertised hearings held in accordance with the provisions of Article XII.

§ 230-47. - Application and approval procedures.

- A. The application for a conditional use shall first be made with the Code Official, who shall then forward the materials to the Planning Commission.
- B. The Planning Commission shall study such information and make recommendations to the City Council within 60 days of the Code Official's referral to the Commission after holding a public hearing.

- C. The Council shall then act within 60 days of the receipt of the Commission's recommendation to either approve with conditions or deny such use after holding a public hearing. The Council's decision shall be based on the determination that the location of the use is appropriate, it is not in conflict with the Comprehensive Plan and it is consistent with the purpose and intent of this chapter.

§ 230-48. - Criteria for evaluation.

The following criteria shall be used as a guide in evaluating a proposed conditional use:

- A. The presence of adjoining similar uses.
- B. An adjoining district in which the use is permitted.
- C. There is a need for the use in the area proposed as established by the Comprehensive Plan.
- D. There is sufficient area to screen the conditional use from adjacent different uses.
- E. The use will not detract from permitted uses in the district.
- F. Sufficient safeguards, such as traffic control, parking, screening and setbacks, can be implemented to remove potential adverse influences on adjoining uses.

§ 230-49. - Conditions for approval; expiration.

- A. In granting any conditional use permit, the City Council may designate such conditions as will, in its opinion, assure that the use will conform to the requirements as stated in § 230-48 and that such use will continue to do so.
- B. Construction or operation shall be commenced within one year of the date of issuance or the use permit becomes void.
- C. A reapplication for a use permit for the same lot or use shall not be considered by the City Council within a period of 365 days from its last consideration. This provision, however, shall not impair the right of the Council to propose a use permit on its own motion.
- D. See fee schedule.
- E. If a conditional use permit is granted under the provisions of this article, the City Council shall direct the Code Official to officially notify the applicant, in writing, of all conditions approved by the Council.
- F. The approval of a conditional use is valid for one year. Unless permits are obtained or construction or use is substantially underway, all provisions of the conditional use are automatically rescinded. Permits may be revoked by the Council for failure to comply with the stated conditions of approval or applicable regulations.

NOTICE OF PUBLIC HEARINGS
PLANNING COMMISSION PUBLIC HEARING: JULY 17, 2018
CITY COUNCIL PUBLIC HEARING: AUGUST 27, 2018

The City of Milford Planning Commission will hold a Public Hearing on **Tuesday, July 17, 2018** at 7:00 pm to hear evidence from interested parties and make a recommendation to City Council regarding the ordinance. The City of Milford City Council will hold a Public Hearing on **Monday, August 27, 2018** at 7:00 pm to hear evidence from interested parties and make a final determination regarding the ordinance.

All Public Hearings are held in the Joseph Ronnie Rogers Council Chambers, Milford City Hall, 201 South Walnut Street, Milford, Delaware.

ORDINANCE 2018-20

AC Lucas for a Conditional Use to
allow the conversion of a one-family dwelling into multiple dwelling units.

.491+/- acres in a R1 Zoning District;

Located at 430 S Walnut Street, Milford, Delaware.

Present Use: Single-family detached dwelling; Proposed Use: Same with efficiency apartment

Tax Map 1-30-3.08-081.00

WHEREAS, the City of Milford Planning Commission considered the ordinance, as described, at a duly noticed Public Hearing on July 17, 2018 and recommended its adoption to City Council; and

WHEREAS, Milford City Council conducted a duly noticed Public Hearing on August 27, 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 the conversion of a one-family dwelling into multiple dwelling units, as herein described.

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

Section 1. Upon the adoption of this ordinance by City Council, AC Lucas is hereby granted a Conditional Use Permit to allow the conversion of a one-family dwelling into multiple dwelling units, 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: July 17, 2018

City Council Introduction: August 13, 2018

City Council Public Hearing: August 27, 2018

Projected Adoption: August 27, 2018

Projected Effective: September 6, 2018

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 06/27/18

NOTICE OF PUBLIC HEARINGS
PLANNING COMMISSION PUBLIC HEARING: JULY 17, 2018
CITY COUNCIL PUBLIC HEARING: AUGUST 27, 2018

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allow the conversion of a one-family dwelling into multiple dwelling units.

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Present Use: Single-family detached dwelling; Proposed Use: Same with efficiency apartment

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Section 1. Upon the adoption of this ordinance by City Council, AC Lucas is hereby granted a Conditional Use Permit to allow the conversion of a one-family dwelling into multiple dwelling units, in accordance with the application, effective on the date so noted.

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Planning Commission Review & Public Hearing: July 17, 2018

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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 06/27/18



DATA SHEET FOR LANDS OF AC LUCAS

Planning Commission Meeting: July 17, 2018

Application Number / Name	:	18-014 / Lands of AC Lucas
Applicant	:	AC Lucas 430 S. Walnut Street Milford, DE 19963
Owner	:	Same
Application Type	:	Conditional Use
Present Comprehensive Plan Map Designation	:	Low Density Residential
Present Zoning District	:	R-1 (Single-family Residential District)
Present Use	:	Single-family detached Residential
Proposed Use	:	Same with Efficiency Apartment
Size and Location	:	0.491 +/- acres located along the west side of S. Walnut Street addressed as 430 S. Walnut Street.
Tax Map & Parcel	:	1-30-3.08-081.00

ENC: Staff Analysis Report
Exhibit A – Location & Zoning Map
Exhibit B – Aerial Map
Exhibit C – Floor Plan

STAFF REPORT
June 11, 2018

Application Number / Name	:	18-014 / Lands of AC Lucas
Present Comprehensive Plan Designation	:	Low Density Residential
Present Zoning District	:	R-1 (Single-family Residential District)
Present Use	:	Single-family Detached Residential
Proposed Use	:	Same with Efficiency Apartment
Tax Map & Parcel	:	1-30-3.08-081.00
Size and Location	:	0.491 +/- acres of land located along the west side of S. Walnut Street addressed as 430 S. Walnut Street.

I. BACKGROUND INFORMATION:

- The applicant proposes to convert the existing single-family detached dwelling into multiple dwelling units by partitioning off 515 square feet of floor area for an efficiency apartment.
- The dwelling was previously used as a home occupation by the applicant's parent for a hair salon. The site already contains a separate electric meter for the proposed living area.
- Chapter 230-9 (C)(4) states "conversion of a one-family dwelling into multiple dwelling units" is permitted with the approval of a conditional use permit by the Milford City Council "if such dwelling is structurally sound but too large to be in demand for one-family use and if that conversion would not impair the character of the neighborhood, subject to conformance with the following requirements;
 - There shall be a lot area of at least 2,000 square feet for each unit to be accommodated.
 - There shall be a gross leasable floor area, computed as the sum of those areas enclosed by the outside faces of all exterior walls surrounding each story used for the residence, exclusive of any area for any accessory private garage, of at least 500 square feet per family to be accommodated.

- No dwelling shall be converted unless it complies with Chapter 145, Housing Standards, and Chapter 88, Building Construction, of this code.
- No addition shall extend within the front yard, side yards or rear yard required for the district within which it is located.
- Fire escapes and outside stairways leading to a second or higher story shall, where practicable, be located on the rear of the building and shall not be located on any building wall facing a street.
- Two off-street parking spaces shall be provided for each additional dwelling unit created.

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 surrounding area is characterized as larger lot and older single-family detached dwellings. There are two houses that have been converted into multiple dwellings units within the 400 Block of S. Walnut Street, and are located closer to Kings Highway. The 200 and 300 Blocks of S. Walnut Street contain several single-family dwellings converted into multiple uses and professional offices.

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

The proposed use is a conditional use in all of the residential zoning categories and the commercial districts that allow residential uses.

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

The Comprehensive Plan designates this area as Low Density Residential, which is intended to provide an area with larger lot single-family detached or semi-detached housing options at a density of 4 to 6 units per acre. A goal within the Comprehensive Plan, Chapter 5 Housing, encourages a balanced range of housing types and homeownership opportunities for existing and future residents.

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

The adjacent uses are residential and the proposed use is residential; therefore, screening would not be recommended by the Department.

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

The proposed use should not detract from other permitted uses in the district since the proposed use is residential in nature and consistent with other conversions within the 400 Block of S. Walnut Street.

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

The site is located in an established residential neighborhood and access to the property is from the rear alley. The applicant proposes to widen the driveway to accommodate the additional required number of parking spaces. No screening is proposed. No additions are proposed for the dwelling.

- Evaluation based on the criteria found under Chapter 230-9(C)(4) Conversion of a one-family dwelling into multiple dwelling;

- A. There shall be a lot area of at least 2,000 square feet for each unit to be accommodated.

The subject parcel is 0.491 +/- acres which equals approximately 21,388 square feet, which means there is approximately 10,694 square feet of lot area per dwelling unit.

- B. There shall be a gross leasable floor area, computed as the sum of those areas enclosed by the outside faces of all exterior walls surrounding each story used for the residence, exclusive of any area for any accessory private garage, of at least 500 square feet per family to be accommodated.

Per the provided drawing, the proposed efficiency apartment will contain 515 square feet of floor area and exceeds the minimum square footage requirement of 500 square feet.

- C. No dwelling shall be converted unless it complies with Chapter 145, Housing Standards, and Chapter 88, Building Construction, of this code.

The City will require State Fire Marshal approval for the conversion and a floor plan must be submitted to the Building Department for review and approval. Upon approval, a new Certificate of Occupancy will be issued.

- D. No addition shall extend within the front yard, side yards or rear yard required for the district within which it is located.

There are no proposed additions to the structure associated with this application.

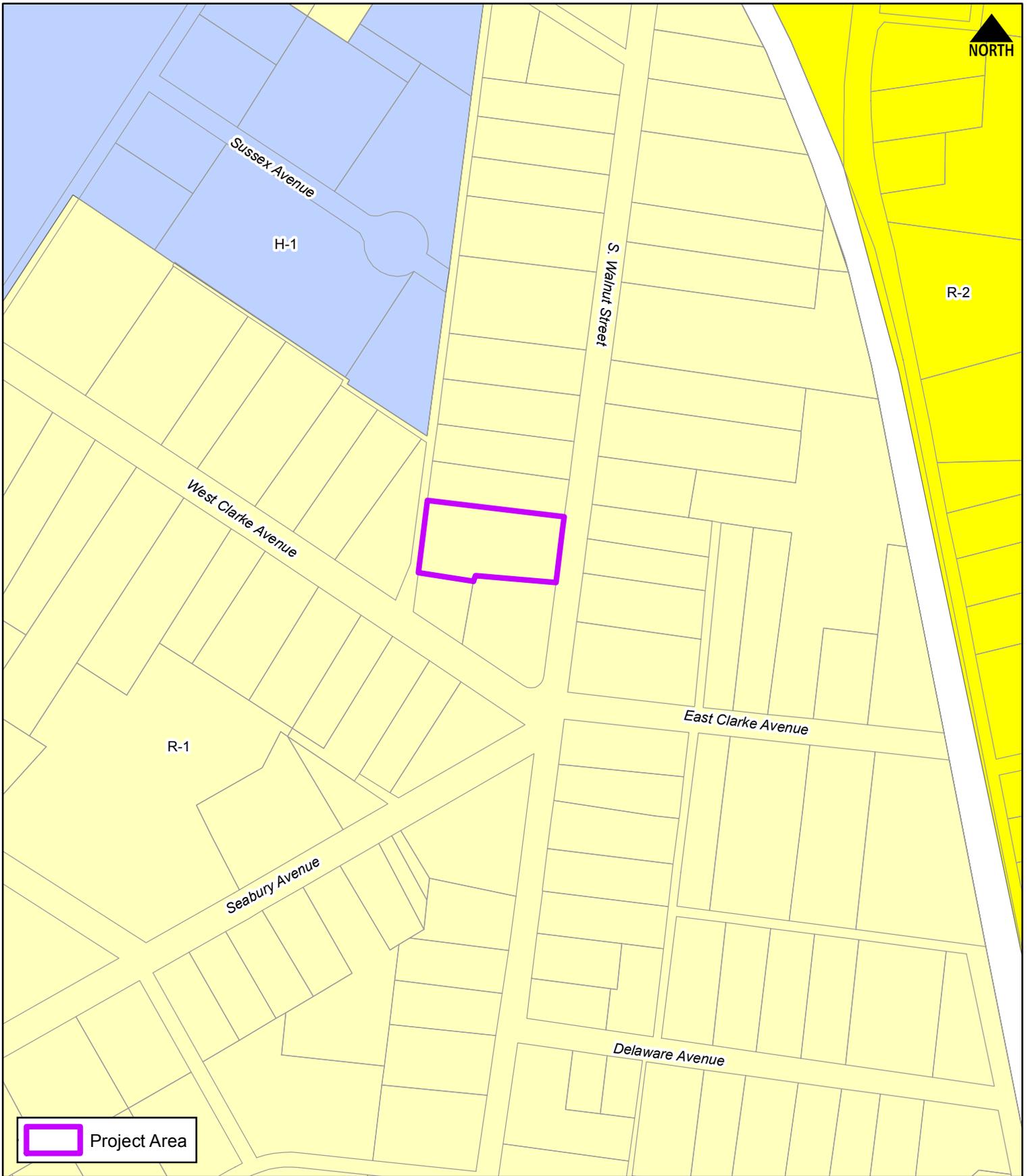
- E. Fire escapes and outside stairways leading to a second or higher story shall, where practicable, be located on the rear of the building and shall not be located on any building wall facing a street.

The existing unit is a single-story dwelling and the proposed apartment area includes an existing means of egress to the side yard.

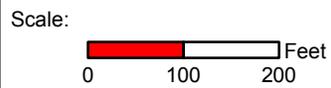
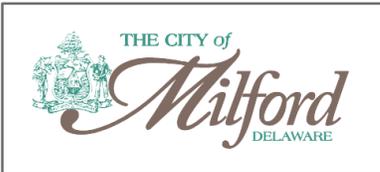
- F. Two off-street parking spaces shall be provided for each additional dwelling unit created.

The applicant will widen the driveway near the dwelling unit to accommodate the required number of parking spaces.

- 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 converting the dwelling into multiple residential dwellings.
 - The applicant must obtain a building permit from the City of Milford for any interior renovations.



 Project Area

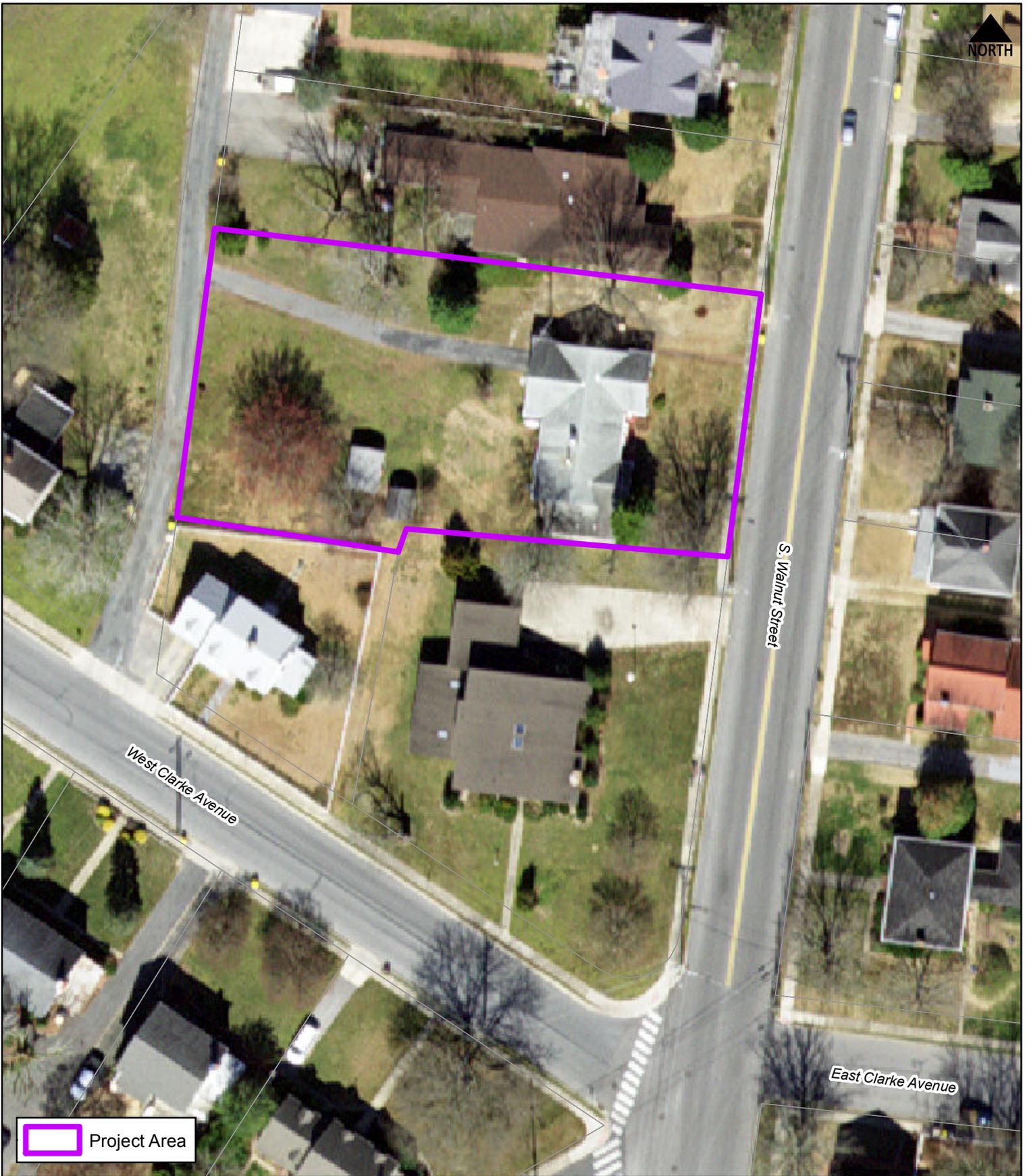


Drawn by: WRP Date: 06/11/18

Title:

Conditional Use
AC Lucas
Location & Zoning Map

Filepath: ConditionalUse_ACLucas.mxd



 Project Area



Scale:  Feet
0 25 50
Drawn by: WRP Date: 07/02/18

Title:
**Conditional Use
AC Lucas
Aerial Map**

Filepath: ConditionalUse_Aerial_ACLucas.mxd

City of Milford Planning and Zoning,

I am requesting conditional use for my property and residence to allow me to rent my in-law suite. I have attached a building sketch showing the proposed living area which includes a full bath, kitchen, one bedroom, living area and a closet. There is already a separate electric meter in place from when my mother formerly operated her beauty salon from this location. Heat is provided by electric baseboard.

I have also attached an aerial showing the proposed location of the two additional parking pads just off of my back driveway from Plum Street.

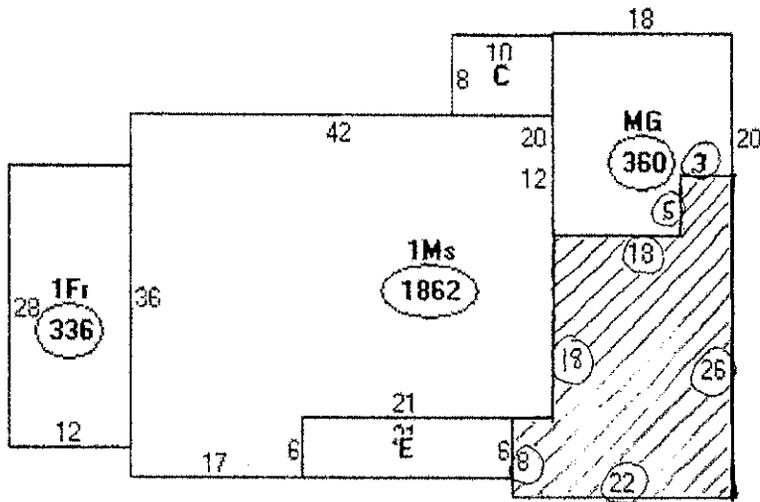
Respectfully,



6-12-2018

AC Lucas
430 S Walnut Street
Milford, DE 19963

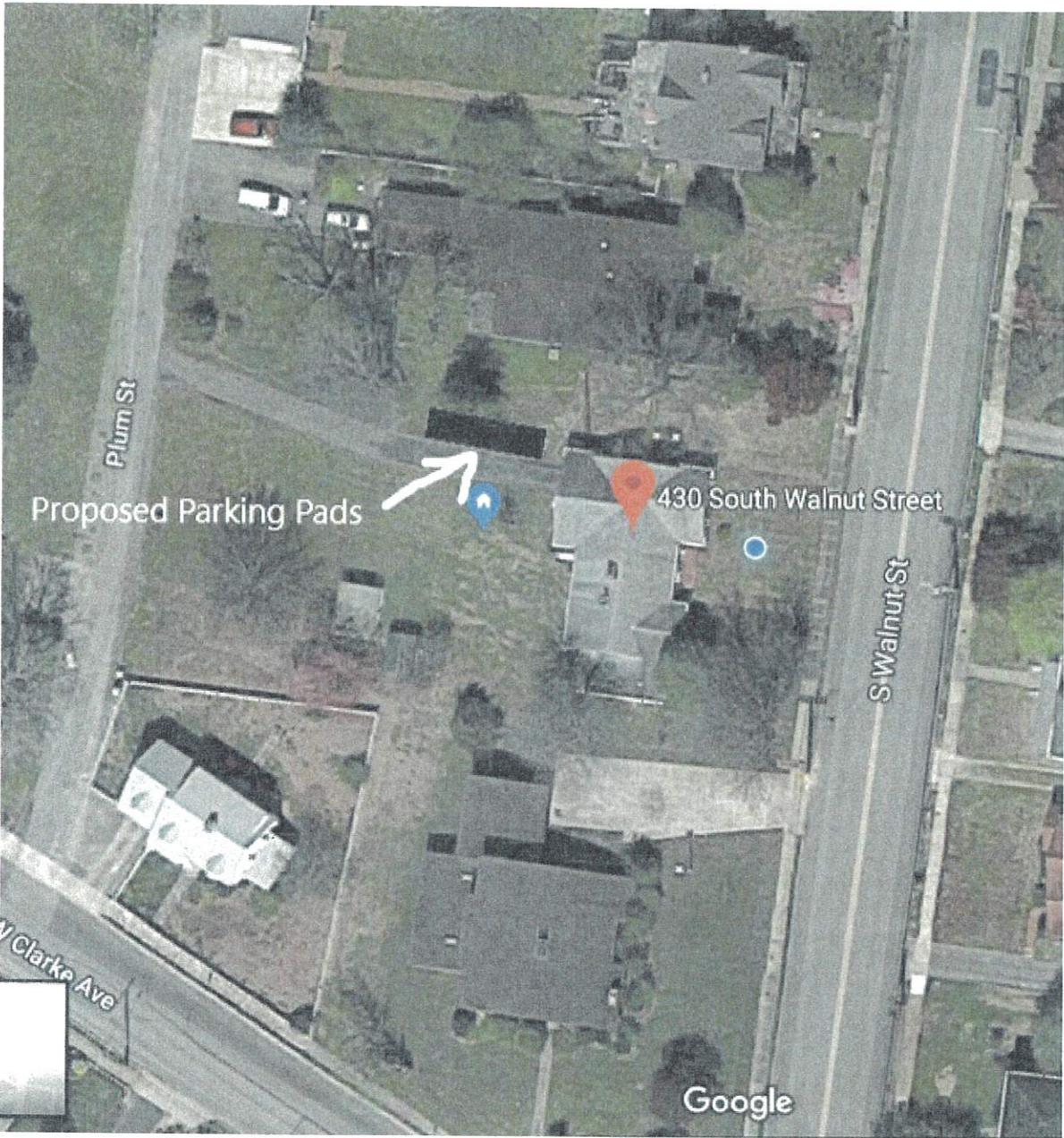
Building Sketch



Descriptor/Area

- A: 1Ms
1862 sqft
- B: 1Fr
336 sqft
- C: EFP
80 sqft
- D: MG
360 sqft
- E: CPAT
126 sqft

Proposed seperate dwelling 515 sqft





Google

§ 230-9. - R-1 Single-Family Residential District.

In an R-1 District no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying with the requirements so indicated.

- A. Purpose. The intent of the R-1 Residential District is to preserve the spacious residential atmosphere and quality of living of existing low-density residential development, to provide for the orderly and appropriate development of new low-density housing and to allow related uses that would not be detrimental to the residential character of the district.
- B. Permitted uses. Permitted uses for the R-1 District shall be as follows:
 - (1) A single-family detached residential dwelling.
 - (2) Farming, agricultural activities and roadside stands for the sale of farm and nursery products produced on the property where offered for sale.
 - (3) Municipal and public services and facilities, including City Hall, water storage towers, water reservoirs, water pumping stations, water treatment plants, sewage pumping stations, sewers (storm and sanitary), street rights-of-way, utility transmission and distribution lines, public transportation bus or transit stops, police and fire stations and substations for electric, gas and telephone facilities.
 - (4) Parks, playgrounds, athletic fields, recreation buildings, swimming pools and community centers operated on a noncommercial basis for recreation purposes.
 - (5) Customary accessory uses, such as private garages, swimming pools and storage sheds, subject to the following special requirements:
 - (a) The primary residence must exist or be under construction.
 - (b) Private residential garages shall not exceed 750 square feet.
 - (c) Residential storage sheds or related outbuildings shall not exceed 150 square feet.
 - (6) Home occupational/office (subject to the following special requirements):
 - (a) All employees are to be of the immediate family.
 - (b) The appearance of the dwelling shall not be inconsistent with the primary use of the structure.
 - (c) The area used for the home occupation shall not exceed 30% of the total floor area of the dwelling, unless, as in the case of family day care, the state has final jurisdiction of the area requirements.
 - (d) No storage of products or associated materials is allowed in accessory structures/buildings, and no products are to be stored where they are outwardly visible to the public view.
 - (e) Family day care shall involve a maximum of six full-time and two after-school children, as specified by state regulations.
 - (f) The occupation will not cause excessive vehicular traffic or noise.
 - (g) The occupation will not involve animal boarding and/or care.
 - (h) A maximum of one nonilluminated sign (size and setback specified in Article VI of this chapter) may be affixed to the building or placed within the front property line.
- C. Conditional uses subject to special regulations. The following uses may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with the provisions in Article IX of this chapter:

- (1) Churches and other places of worship and cemeteries.
- (2) Public and private elementary, junior or senior high schools.
- (3) Day-care centers.
- (4) Conversion of a one-family dwelling into multiple dwelling units, if such dwelling is structurally sound but too large to be in demand for one-family use and if that conversion would not impair the character of the neighborhood, subject to conformance with the following requirements:
 - (a) There shall be a lot area of at least 2,000 square feet for each unit to be accommodated.
 - (b) There shall be a gross leasable floor area, computed as the sum of those areas enclosed by the outside faces of all exterior walls surrounding each story used for the residence, exclusive of any area for any accessory private garage, of at least 500 square feet per family to be accommodated.
 - (c) No dwelling shall be converted unless it complies with Chapter 145, Housing Standards, and Chapter 88, Building Construction, of this code.
 - (d) No addition shall extend within the front yard, side yards or rear yard required for the district within which it is located.
 - (e) Fire escapes and outside stairways leading to a second or higher story shall, where practicable, be located on the rear of the building and shall not be located on any building wall facing a street.
 - (f) Two off-street parking spaces shall be provided for each additional dwelling unit created.

§ 230-10. - R-2 Residential District.

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

- A. Purpose. The purpose of the R-2 District is to permit housing at a greater density than in the R-1 District by providing for the orderly development of low- to medium-density residential housing into those areas where public services are available. This district also allows for professional home occupations. Finally, it protects existing developments of this nature and excludes noncompatible ones.
- B. Permitted uses: all uses permitted in the R-1 District.
- C. Conditional uses: all uses specified as conditional uses in the R-1 District, and the following uses may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with Article IX of this chapter:
 - (1) Single-family semidetached dwelling.
 - (a) Ownership.
 - [1] Dwelling units and individual lots of a single-family semidetached dwelling may be owned separately if separate utility systems are provided and if separate lots for all dwelling units in a building are created at the same time in conformance with Chapter 200, Subdivision of Land, of this Code.
 - [2] Provisions satisfactory to the City Council shall be made to assure that areas of common use of the occupants, but not in individual ownership, shall be maintained in an acceptable manner without expense to the general public.
- D. Design requirements. No apartment/dwelling units shall be located within a cellar.
- E. Site requirements.

- (1) The structure shall be so located as to provide proper access to the building for fire-fighting equipment, trash collection and deliveries.
- (2) Off-street parking shall be provided at the rate of 2 1/2 spaces for every dwelling unit on each lot.

F. Facilities.

- (1) Outdoor light fixtures shall be provided at locations that will assure the safe and convenient use of walks, steps, parking areas, driveways, streets and other such facilities.
- (2) Facilities for temporary trash/refuse storage shall be provided in such a manner that is adequate for the dwelling units they must support.

G. Area regulations.

- (1) For permitted uses and single-family semidetached dwellings not separately owned:
 - (a) Minimum interior lot area shall be 8,000 square feet and minimum corner lot area shall be 13,000 square feet.
 - (b) Maximum lot coverage shall be 30%.
 - (c) Minimum lot width shall be 80 feet.
 - (d) Height of buildings shall not exceed three stories or 35 feet. Accessory buildings shall not exceed 15 feet in height.
 - (e) Minimum front building setback line shall be 30 feet.
 - (f) Minimum rear yard setback shall be 15 feet. For lower lots the rear yard may be reduced 20% in depth to allow for the skewing of a residential dwelling on its lot.
 - (g) Side yards shall be provided as follows: each lot shall have two side yards a minimum width of eight feet on each side.
 - (h) Parking shall comply with the requirements provided in Article IV of this chapter.
 - (i) Signs shall comply with the requirements in Article VI of this chapter.
 - (j) Decks, subject to the following requirements:
 - [1] The deck cannot be located in the front yard.
 - [2] A minimum distance of 10 feet must be maintained from the deck to the rear property line.
- (2) For single-family semidetached dwellings separately owned:
 - (a) Minimum interior lot area shall be 4,000 square feet and minimum corner lot area shall be 6,500 square feet.
 - (b) Maximum lot coverage shall be 30%.
 - (c) Minimum lot width shall be 40 feet.
 - (d) Height of buildings shall not exceed three stories or 35 feet. Accessory buildings shall not exceed 15 feet in height.
 - (e) Minimum front building setback line shall be 30 feet.
 - (f) Minimum rear yard setback shall be 15 feet. For lower lots the rear yard may be reduced 20% in depth to allow for the skewing of a residential dwelling on its lot.
 - (g) Side yard shall be provided as follows: each lot shall have one side yard a minimum width of eight feet.
 - (h) Parking shall comply with the requirements provided in Article IV of this chapter.

- (i) Signs shall comply with the requirements in Article VI of this chapter.

ARTICLE IX - Conditional Uses

§ 230-47. - Application and approval procedures.

- A. The application for a conditional use shall first be made with the Code Official, who shall then forward the materials to the Planning Commission.
- B. The Planning Commission shall study such information and make recommendations to the City Council within 60 days of the Code Official's referral to the Commission after holding a public hearing.
- C. The Council shall then act within 60 days of the receipt of the Commission's recommendation to either approve with conditions or deny such use after holding a public hearing. The Council's decision shall be based on the determination that the location of the use is appropriate, it is not in conflict with the Comprehensive Plan and it is consistent with the purpose and intent of this chapter.

§ 230-48. - Criteria for evaluation.

The following criteria shall be used as a guide in evaluating a proposed conditional use:

- A. The presence of adjoining similar uses.
- B. An adjoining district in which the use is permitted.
- C. There is a need for the use in the area proposed as established by the Comprehensive Plan.
- D. There is sufficient area to screen the conditional use from adjacent different uses.
- E. The use will not detract from permitted uses in the district.
- F. Sufficient safeguards, such as traffic control, parking, screening and setbacks, can be implemented to remove potential adverse influences on adjoining uses.

§ 230-49. - Conditions for approval; expiration.

- A. In granting any conditional use permit, the City Council may designate such conditions as will, in its opinion, assure that the use will conform to the requirements as stated in § 230-48 and that such use will continue to do so.
- B. Construction or operation shall be commenced within one year of the date of issuance or the use permit becomes void.
- C. A reapplication for a use permit for the same lot or use shall not be considered by the City Council within a period of 365 days from its last consideration. This provision, however, shall not impair the right of the Council to propose a use permit on its own motion.
- D. See fee schedule.
- E. If a conditional use permit is granted under the provisions of this article, the City Council shall direct the Code Official to officially notify the applicant, in writing, of all conditions approved by the Council.
- F. The approval of a conditional use is valid for one year. Unless permits are obtained or construction or use is substantially underway, all provisions of the conditional use are automatically rescinded. Permits may be revoked by the Council for failure to comply with the stated conditions of approval or applicable regulations.

NOTICE OF PUBLIC HEARINGS
PLANNING COMMISSION PUBLIC HEARING: AUGUST 21, 2018
CITY COUNCIL PUBLIC HEARING: AUGUST 27, 2018

The City of Milford Planning Commission will hold a Public Hearing on **Tuesday, August 21, 2018** at 7:00 pm to hear evidence from interested parties and make a recommendation to City Council regarding the ordinance. The City of Milford City Council will hold a Public Hearing on **Monday, August 27, 2018** at 7:00 pm to hear evidence from interested parties and make a final determination regarding the ordinance.

All Public Hearings are held in the Joseph Ronnie Rogers Council Chambers, Milford City Hall, 201 South Walnut Street, Milford, Delaware.

Milford Ponds LLC for a Final Major Subdivision
178.03 +/- acres in R1, R2 and R3 Zoning Districts
Property is located on the east side of S DuPont Blvd
approximately 5,500 feet south of the Seabury Ave Intersection, Milford, Delaware.

Present Use: Vacant Land

Proposed Use: 459 Single Family Units, 0 Duplex Units, 91 Townhouse Units and 150
Apartment Units for a 700-Unit Subdivision.

Tax Map 1-30-3.00-264.00, 1-30-3.00-264.01, 1-30-6.00-
108.00, 1-30-6.00-167.00 thru 558.00, 1-30-6.00-601.00 thru 691.00.

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 either by e-mail at RPierce@milford-de.gov or by calling 302.424.8396.

By: Christine Crouch, CMC
Deputy City Clerk

Amended 07/23/18

Advertised: Beacon 08/01/18



STAFF ANALYSIS REPORT
August 7, 2018

Application Number / Name	:	18-004 / Milford Ponds
Application Type	:	Revised Final Major Subdivision
Comprehensive Plan Designation	:	Moderate Density Residential
Zoning District	:	R-1, R-2, & R-3 with PUD
Present Use	:	Planned Unit Development
Proposed Use	:	Planned Unit Development
Property Identification Numbers	:	1-30-3.00-264.00, 1-30-3.00-264.01, 1-30-6.00-108.00, 1-30-6.00-167.00 thru 558.00, 1-30-6.00-601.00 thru 691.00
Area and Location	:	178.025 +/- acres of land located along the east side of Route 113 approximately 5,500 feet south of the Seabury Avenue intersection known as the Milford Ponds subdivision.

I. BACKGROUND INFORMATION:

- The applicant received Preliminary Major Subdivision and PUD approval from City Council on April 23, 2018.
- The revised major subdivision plan is for Phase I only of the subdivision, which includes 364 single-family detached dwellings.

II. STAFF ANALYSIS:

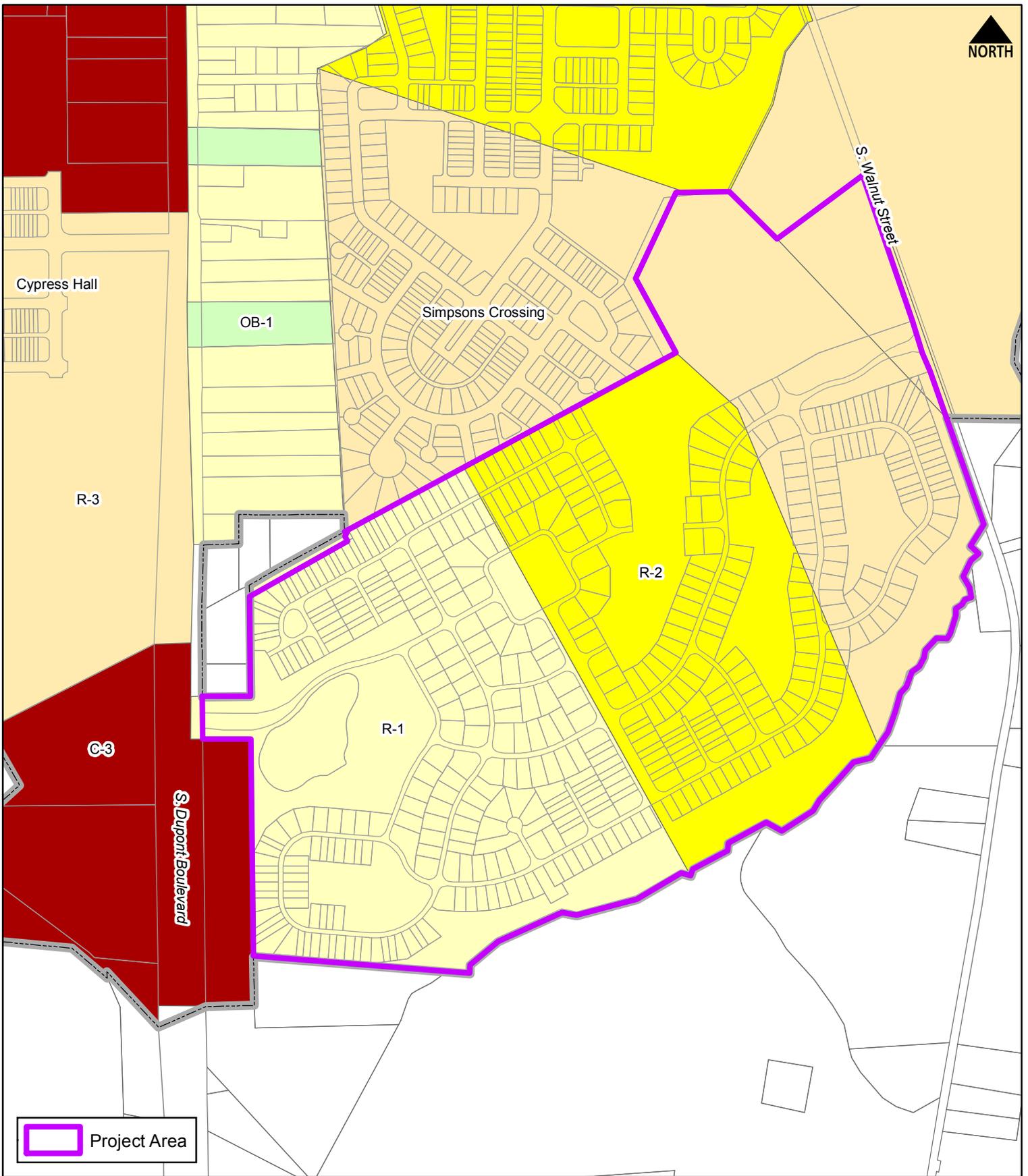
Based on the information presented, the City of Milford Code and the Comprehensive Plan, staff submits the following regarding the request for a revised Final Major Subdivision approval:

- The Final Major Subdivision is consistent with Chapter 230 Zoning and Chapter 200 Subdivision of Land of the City Code.

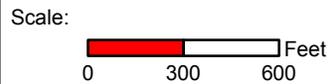
- The applicant has obtained approvals or letters of no-objection from DelDOT and Sussex Conservation District.

III. AGENCY & DEPARTMENT COMMENTS:

- **DelDOT Planning, Development Coordination**
See attached for “Letter of No-Objection to Recordation” dated July 17, 2018.
- **Sussex Conservation District**
See attached “Letter of No-objection” dated July 12, 2018.
- **DHSS – Division of Public Health**
See attached “Approval to Construct” dated July 19, 2018.
- **State Fire Marshal’s Office**
See attached “Fire Protection Plan Review Report” dated June 4, 2018.
- **City of Milford Public Works Department**
See attached “Letter of No-objection to Recordation” dated August 7, 2018.



 Project Area

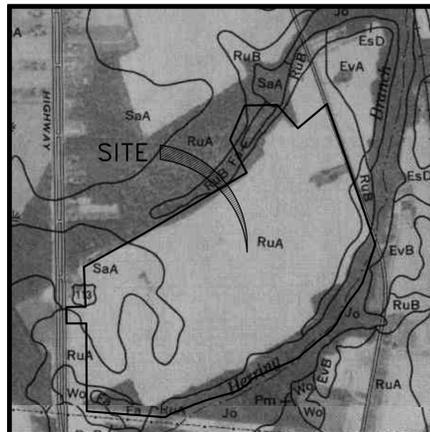


Drawn by: WRP Date: 06/07/18

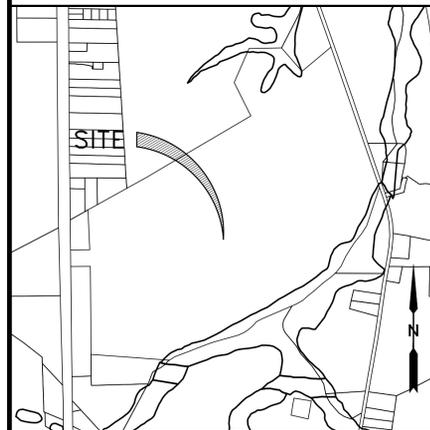
Title:

Final Major Subdivision - Phase I
Milford Ponds
Location & Zoning Map

Filepath: FinalMajorSub_MilfordPonds.mxd



SOILS MAP SCALE: 1"=1000'



N.W.I. MAP SCALE: 1"=1000'



FLOODPLAIN MAP SCALE: 1"=2000'

MAP PANEL: 10005C0039J DATED: JANUARY 6, 2005
10005C0043K DATED: MARCH 16, 2015

CITY MANAGER - ERIC NORENBERG
DATE: _____ SIGNATURE: _____

CITY ENGINEER - ERIK RETZLAFF
DATE: _____ SIGNATURE: _____

OWNERS CERTIFICATION
I, MILFORD PONDS, LLC, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED ON THIS PLAN, THAT THE PLAN WAS MADE AT MY DIRECTION, THAT ALL STREETS SHOWN HEREON AND NOT HERETOFORE DEDICATED ARE HEREBY DEDICATED TO THE PUBLIC USE AND THAT ALL PROPOSED MONUMENTS AND MARKERS SHOWN HEREON WILL BE SET AT THE LOCATION INDICATED, AND THAT I ACKNOWLEDGE THE SAME TO BE MY ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

ENGINEERS CERTIFICATION
I, RING W. LARDNER 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 AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

DATE: _____ SIGNATURE: _____
JOEL SENS
MILFORD PONDS, LLC
MANAGING PARTNER

DATE: _____ SIGNATURE: _____
RING W. LARDNER, P.E.

MILFORD PONDS

PHASE 1 - RECORD PLAN

CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

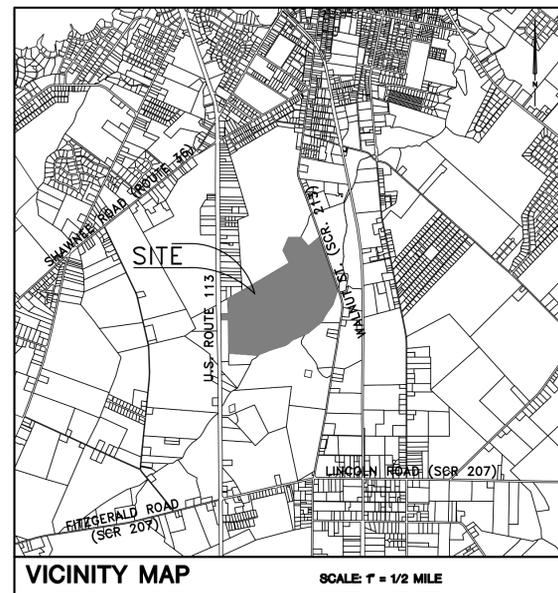
DBF PROJECT NO. 2875A001 JULY, 2018

DELDOT GENERAL NOTES

- NO LANDSCAPING SHALL BE ALLOWED WITHIN R/W UNLESS THE PLANS ARE COMPLIANT WITH SECTION 3.7 OF THE DEVELOPMENT COORDINATION MANUAL (DCM).
- ALL ENTRANCES SHALL CONFORM TO THE DELAWARE DEPARTMENT OF TRANSPORTATION'S (DELDOT'S) CURRENT DEVELOPMENT COORDINATION MANUAL (DCM) AND SHALL BE SUBJECT TO ITS APPROVAL.
- SHRUBBERY, PLANTINGS, SIGNS AND/OR OTHER VISUAL BARRIERS THAT COULD OBSTRUCT THE SIGHT DISTANCE OF A DRIVER PREPARING TO ENTER THE ROADWAY ARE PROHIBITED WITHIN THE DEFINED DEPARTURE SIGHT TRIANGLE AREA ESTABLISHED ON THIS PLAN. IF THE ESTABLISHED DEPARTURE SIGHT TRIANGLE AREA IS OUTSIDE THE RIGHT-OF-WAY OR PROJECTS ONTO AN ADJACENT PROPERTY OWNER'S LAND, A SIGHT EASEMENT SHOULD BE ESTABLISHED AND RECORDED WITH ALL AFFECTED PROPERTY OWNERS TO MAINTAIN THE REQUIRED SIGHT DISTANCE.
- UPON COMPLETION OF THE CONSTRUCTION OF THE SIDEWALK OR SHARED-USE PATH ACROSS THIS PROJECT'S FRONTAGE AND PHYSICAL CONNECTION TO ADJACENT EXISTING FACILITIES, THE DEVELOPER, THE PROPERTY OWNERS OR BOTH WITHIN THIS SUBDIVISION, THE STATE OF DELAWARE ASSUMES NO RESPONSIBILITY FOR THE FUTURE MAINTENANCE OF THE SIDEWALK AND/OR SHARED-USE PATH.
- SUBDIVISION STREETS CONSTRUCTED WITHIN THE LIMITS OF THE RIGHT-OF-WAY DEDICATED TO THE PUBLIC USE SHOWN ON THIS PLAN ARE TO BE MAINTAINED BY THE CITY OF MILFORD FOLLOWING THE COMPLETION OF THE STREETS BY THE DEVELOPER TO THE SATISFACTION OF THE CITY. THE CITY ASSUMES NO MAINTENANCE RESPONSIBILITIES WITHIN THE DEDICATED STREET RIGHT-OF-WAY UNTIL THE STREETS HAVE BEEN ACCEPTED BY THE STATE.
- THE SIDEWALK AND SHARED-USE PATH SHALL BE THE RESPONSIBILITY OF THE DEVELOPER, THE PROPERTY OWNERS OR BOTH WITHIN THIS SUBDIVISION. THE STATE OF DELAWARE ASSUMES NO RESPONSIBILITY FOR THE FUTURE MAINTENANCE OF THE SIDEWALK AND/OR SHARED-USE PATH.
- ALL LOTS SHALL HAVE ACCESS FROM THE INTERNAL SUBDIVISION STREET.
- DRIVEWAYS WILL NOT BE PERMITTED TO BE PLACED AT CATCH BASIN LOCATIONS.
- TO MINIMIZE RUTTING AND EROSION OF THE ROADSIDE DUE TO ON-STREET PARKING, DRIVEWAY AND BUILDING LAYOUTS MUST BE CONFIGURED TO ALLOW FOR VEHICLES TO BE STORED IN THE DRIVEWAY BEYOND THE RIGHT-OF-WAY, WITHOUT INTERFERING WITH SIDEWALK ACCESS AND CLEARANCE.
- THE DEVELOPER SHALL BE REQUIRED TO FURNISH AND PLACE RIGHT-OF-WAY MONUMENTS IN ACCORDANCE WITH DELDOT'S DEVELOPMENT COORDINATION MANUAL. THE DEVELOPER SHALL BE REQUIRED TO FURNISH AND PLACE RIGHT-OF-WAY MONUMENTS ON THE DEDICATED SUBDIVISION STREET RIGHT-OF-WAY IN ACCORDANCE WITH SECTION 3.2.4.1 OF THE DEVELOPMENT COORDINATION MANUAL, AND THE REQUIREMENTS OF THE LAND USE AGENCY. RIGHT-OF-WAY MONUMENTS SHALL BE PLACED ALONG THE RIGHT-OF-WAY LINES, AT A MINIMUM ON ONE SIDE OF THE STREET AT EVERY CHANGE IN HORIZONTAL ALIGNMENT TO PROVIDE A PERMANENT REFERENCE FOR THE RE-ESTABLISHING THE CENTERLINE AND RIGHT-OF-WAY LINE.
- THIS COMMERCIAL PARCEL HAS DIRECT FRONTAGE ALONG U.S. ROUTE 113 (DUPONT BLVD.), WHICH HAS A FUNCTIONAL CLASSIFICATION OF PRINCIPLE ARTERIAL AS DEFINED BY THE STATE OF DELAWARE'S DEPARTMENT OF TRANSPORTATION. PER SECTION 3.6.1 OF THE DELDOT DEVELOPMENT COORDINATION MANUAL (DCM); IT IS THE DEVELOPER'S RESPONSIBILITY TO EVALUATE NOISE LEVELS AND THEIR IMPACTS ON PROPOSED DEVELOPMENT. FOR PROJECTS ADJACENT TO EXISTING TRANSPORTATION FACILITIES WITH THIS FUNCTIONAL CLASSIFICATION, ROADWAYS WITH THIS CLASSIFICATION CAN BE EXPECTED TO GENERATE ELEVATED LEVELS OF ROAD AND TRAFFIC RELATED NOISE, SIMILAR TO WHAT CAN BE EXPECTED IN URBAN AREAS. A DETAILED NOISE ANALYSIS PER DCM 3.6 IS TYPICALLY RECOMMENDED TO HELP GAUGE THE ACTUAL IMPACTS THAT ROADWAY RELATED NOISE MAY HAVE ON VARIOUS POTENTIAL LAND-USES (SUCH AS THOSE DESCRIBED IN DCM FIGURE 3.6.3-A: NOISE ABATEMENT CRITERIA). WITH THE INCLUSION OF THIS NOTE, THE DEVELOPER IS ACKNOWLEDGING THAT THE PROPOSED SITE AND/OR BUILDING LOCATION CAN BE EXPECTED TO EXCEED THE SPECIFIC MAXIMUM NOISE LEVELS FOR CERTAIN COMMERCIAL AND NON-RESIDENTIAL USES AS SHOWN IN DCM FIGURE 3.6.3-A. THE DEVELOPER'S WAIVER OF THE NOISE ANALYSIS AND REVIEW OF POTENTIAL NOISE MITIGATION MEASURES ARE SUPPORTED BY THE INFESIBILITY OF APPLYING NOISE MITIGATION MEASURES, BASED ON ENGINEERING CONSIDERATIONS AND FACTORS THAT WOULD LIMIT THE ABILITY TO ACHIEVE SUBSTANTIAL NOISE REDUCTION, RELATED TO THE COMMERCIAL USE OF THE SITE AND/OR BUILDINGS. THIS WAIVER ACKNOWLEDGES THAT THE DECIBEL LEVEL FOR THIS PARCEL MAY EXCEED THE APPLICABLE LIMITS FOR SOME CURRENT OR FUTURE PROPOSED USES. THE USE OF THIS NOTE SIGNIFIES THE SUBDIVISION ENGINEER'S CONCURRENCE WITH WAIVING THE DEVELOPER'S COMPLETION OF A DETAILED NOISE STUDY AND SUBSEQUENT REVIEW OF RESULTING NOISE ABATEMENT FINDINGS OR MITIGATION MEASURES. ANY FUTURE COMPLAINTS RELATING TO EXISTING OR FUTURE NOISE LEVELS IMPACTING PROPOSED USES ON THIS SITE AND ALONG THIS EXISTING TRANSPORTATION FACILITY SHALL BE THE RESPONSIBILITY OF THE DEVELOPER OR LAND OWNER OR BOTH.
- THE DEVELOPER HAS ENTERED INTO A MEMORANDUM OF UNDERSTANDING DATED SEPTEMBER 18, 2017 AND IS ON FILE AT THE DEPARTMENT THE DEVELOPER SHALL COMPLY WITH ITEM 4 OF THE MEMORANDUM AND IT STATES: "WHILE THE ACCESS IS UNDER REVIEW/RECONSTRUCTION AND THE UPDATED TRAFFIC IMPACT STUDY IS BEING PREPARED, DELDOT WILL ALLOW THE BUILDING PERMITS FOR THE FIRST 4 UNITS FOR THE 4 MODEL HOMES. ONCE THE PUNCH LIST IS COMPLETED DELDOT WILL ALLOW FOR 160 CERTIFICATES OF OCCUPANCY. NO OTHER BUILDING PERMITS OR CO'S SHOULD BE ISSUED UNTIL SUCH TIME THE UPDATED TIS IS COMPLETED AND FINDINGS AGREED TO."

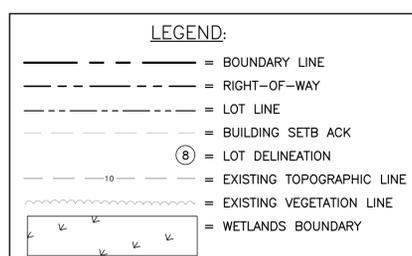
GENERAL NOTES

- THE SUSSEX CONSERVATION DISTRICT RESERVES THE RIGHT TO ENTER PRIVATE PROPERTY FOR PURPOSES OF PERIODIC SITE INSPECTION.
- "THE SUSSEX CONSERVATION DISTRICT RESERVES THE RIGHT TO ADD, MODIFY, OR DELETE ANY EROSION AND SEDIMENT CONTROL MEASURES AS THEY DEEM NECESSARY."
- THIS SITE IS NOT IMPACTED BY THE 100 YEAR FLOOD PLAIN AS DELINEATED ON FEMA MAP PANEL# 10005C0039J DATED 01/06/2005 AND 10005C0043K DATED 03/16/2015
- WETLANDS DELINEATION PERFORMED BY ENVIRONMENTAL RESOURCES, INC. 38173 DUPONT BLVD. SELBYVILLE, DE 19875
- NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED FOR ANY LOT WITHIN THIS DEVELOPMENT UNTIL ALL REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED, CONSTRUCTED OR PLACED FOR THE LOT WHICH THE CERTIFICATE OF OCCUPANCY IS TO BE ISSUED IN A MANNER ACCEPTABLE TO THE CITY AND THE STATE, OR UNTIL THE DEVELOPER FILES A PERFORMANCE BOND OF OTHER GUARANTEE WITH THE CITY FOR ANY UNCOMPLETED PUBLIC OR PRIVATE STREET OR OTHER IMPROVEMENT.
- NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL A PROJECT, OR THE CURRENT PHASE OF A PROJECT, HAS BEEN PARTIALLY ACCEPTED BY THE CITY, AND UNTIL A MAINTENANCE BOND HAS BEEN SUBMITTED.
- ALL FIRE LANES, FIRE HYDRANTS, EXITS, STANDPIPES, AND SPRINKLER CONNECTIONS WILL BE MARKED IN ACCORDANCE WITH STATE FIRE MARSHAL REGULATIONS.
- 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 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 THE ENJOYMENT OF THIS PROPERTY IS EXPRESSLY CONDITIONED ON ACCEPTANCE OF ANY ANNOYANCE OR INCONVENIENCE WHICH MAY RESULT FROM SUCH NORMAL AGRICULTURAL USES OR ACTIVITIES.
- THE OWNER UNDERSTANDS THAT THE TRACT OF LAND DEPICTED HEREON IS 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.
- ALL REQUIRED LANDSCAPE BUFFERS SHALL BE PLANTED AND ALL ACTIVE RECREATION AMENITIES INSTALLED PRIOR TO ISSUANCE OF 50% OF THE CERTIFICATES OF OCCUPANCY, AND MAINTAINED BY THE DEVELOPER UNTIL 75% OF THE CERTIFICATES OF OCCUPANCY HAVE BEEN ISSUED. THE LANDSCAPE BUFFER AREA AND ANY OTHER LANDSCAPE PLAN DEPICTED ON THE RECORD PLAN SHALL BE MAINTAINED IN PERPETUITY BY THE HOMEOWNERS' ASSOCIATION OR MAINTENANCE CORPORATION. THESE DEED RESTRICTIONS SHALL RUN WITH THE LAND AND MAY NOT BE VACATED BY THE HOMEOWNERS' ASSOCIATION OR THE MAINTENANCE CORPORATION.
- THE DEVELOPER WILL BE RESPONSIBLE FOR MAINTENANCE OF SEDIMENT & STORMWATER CONTROLS DURING CONSTRUCTION AND FOR LONG TERM MAINTENANCE OF STORMWATER CONTROLS UNTIL CONSTRUCTION IS COMPLETE. AT THE TIME, RESPONSIBILITY FOR LONG TERM MAINTENANCE OF STORMWATER CONTROLS SHALL BE ASSUMED BY THE HOMEOWNERS' ASSOCIATION. IF A HOMEOWNER'S ASSOCIATION IS NOT FORMED THEN THE DEVELOPER IS TO PROVIDE LONG TERM MAINTENANCE FOR THE SITE.
- FOR ANY NEW SUBDIVISION DEVELOPMENT LOCATED IN WHOLE OR 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.
- ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. MATERIALS AND WORKMANSHIP SHALL CONFORM TO ALL STATE OF DELAWARE, SUSSEX COUNTY, AND CITY OF MILFORD STANDARDS AND SPECIFICATIONS.
- DELAWARE REGULATIONS PROHIBIT THE BURIAL OF CONSTRUCTION AND DEMOLITION DEBRIS, INCLUDING TREES AND STUMPS, ON CONSTRUCTION SITES; ANY SOLID WASTE FOUND DURING EXCAVATION FOR STRUCTURES AND UTILITY LINES, ON AND OFF SITE, MUST BE REMOVED AND PROPERLY DISCARDED. ANY REMEDIAL ACTION REQUIRED IS THE RESPONSIBILITY OF THE DEVELOPER/OWNER.
- DRAWINGS DO NOT INCLUDE THE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, AS AMENDED, AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
- DEVELOPER SHALL INSTALL ON-SITE LIGHTING TO ILLUMINATE STREETS, PARKING AREAS, AND WALKWAYS, IN ACCORDANCE WITH THE CITY REGULATIONS.
- PROPERTY OWNERS OWN AND MAINTAIN THE SIDEWALKS DIRECTLY IN-FRONT OF THEIR PROPERTY. SIDEWALKS ALONG OR IN OPEN SPACES SHALL BE MAINTAINED BY THE HOME OWNERS ASSOCIATION.
- CONSTRUCTION AND MATERIALS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE DELAWARE DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION DATED AUGUST 2001 AND ANY ADDENDA THERETO.
- ALL DISTURBED AREAS WITHIN THE STATE RIGHT-OF-WAY, BUT NOT IN THE PAVEMENT, SHALL BE TOP SOILED (6" MINIMUM), FERTILIZED, AND SEED.
- A 24-HOUR (MINIMUM) NOTICE SHALL BE GIVEN TO DELDOT'S PUBLIC WORKS ENGINEER PRIOR TO STARTING ENTRANCE CONSTRUCTION.
- MISS UTILITY OF DELMARVA SHALL BE NOTIFIED THREE CONSECUTIVE WORKING DAYS PRIOR TO EXCAVATION, AT 1-800-282-8555
- ALL SIGNING AND MAINTENANCE OF TRAFFIC IS THE CONTRACTOR'S RESPONSIBILITY AND SHALL FOLLOW THE GUIDELINES SHOWN IN "TRAFFIC CONTROL FOR STREETS AND HIGHWAY CONSTRUCTION, MAINTENANCE, UTILITY AND EMERGENCY OPERATIONS" (LATEST EDITION).
- DESIGN, FABRICATION AND INSTALLATION OF ALL PERMANENT SIGNING SHALL BE AS OUTLINED IN THE "GUIDE FOR FABRICATION AND INSTALLATION OF TRAFFIC CONTROL DEVICES."
- FOR FINAL PERMANENT PAVEMENT MARKINGS, EPOXY RESIN PAINT SHALL BE REQUIRED FOR LONG LINE STRIPING AND THERMO WILL BE REQUIRED FOR SHORT LINE STRIPING, I.E. SYMBOLS/LEGENDS
- EXISTING UTILITIES ARE SHOWN IN ACCORDANCE WITH THE BEST AVAILABLE INFORMATION. COMPLETENESS OR CORRECTNESS THEREOF IS NOT GUARANTEED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE UTILITY COMPANIES INVOLVED IN ORDER TO SECURE THE MOST ACCURATE INFORMATION AVAILABLE AS TO UTILITY LOCATION AND ELEVATION. NO CONSTRUCTION AROUND OR ADJACENT TO UTILITIES SHALL BEGIN WITHOUT NOTIFYING THEIR OWNERS AT LEAST 48-HOURS IN ADVANCE. THE CONTRACTOR SHALL TAKE THE NECESSARY PRECAUTIONS TO PROTECT THE EXISTING UTILITIES AND MAINTAIN UNINTERRUPTED SERVICE AND ANY DAMAGE DONE TO THEM DUE TO HIS/HER NEGLIGENCE SHALL BE IMMEDIATELY AND COMPLETELY REPAIRED AT THE CONTRACTOR'S EXPENSE. TO LOCATE EXISTING UTILITIES IN THE FIELD PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL CONTACT MISS UTILITY OF DELMARVA (SEE NOTE #28).
- ALL TRAFFIC CONTROL DEVICES SHALL BE IN NEW OR REBURNISHED CONDITION, SHALL COMPLY WITH THE TRAFFIC CONTROL MANUAL, AND SHALL BE NCHRP - 350 APPROVED AND SHALL BE APPROVED BY THE ENGINEER PRIOR TO INSTALLATION. TRAFFIC CONTROL DEVICES SHALL BE MAINTAINED IN GOOD CONDITION FOR DURATION OF USE.
- BREAKAWAY POSTS SHALL BE USED WHEN INSTALLING ALL SIGNS.
- SOURCE WATER PROTECTION AREA EXISTS ON-SITE.



INDEX OF DRAWINGS:

- R0 TITLE SHEET
- R1 KEY MAP
- R2 RECORD PLAN
- R3 RECORD PLAN
- R4 RECORD PLAN
- R5 RECORD PLAN
- R6 RECORD PLAN
- R7 RECORD PLAN
- R8 RECORD PLAN
- R9 LINE & CURVE TABLES



VARIANCES FROM MILFORD ZONING CODE

- PAVEMENT DIAMETER FOR PREVIOUSLY CONSTRUCTED ATTIC WINDOW CT. CUL-DE-SAC IS 74' WIDE, WITH 80' R.O.W. DIAMETER, RATHER THAN 76' PAVEMENT DIAMETER WITH 100 R.O.W. DIAMETER PER CODE.
- RIGHT-OF-WAY DIAMETER FOR ALL OTHER CUL-DE-SACS ARE 82' WIDE, RATHER THAN 100 DIAMETER PER CODE.
- GARDEN OR LOW-RISE APARTMENTS PROPOSE 25 DWELLING UNITS IN A BUILDING RATHER THAN 12 DWELLING UNITS PER CODE.
- PAVEMENT WIDTH FOR TOWNHOUSE AND APARTMENT AREAS IS 22' RATHER THAN 30' PER CODE.
- PAVEMENT WIDTH FOR OTHER RESIDENCES IS 22' RATHER THAN 25' PER CODE.

THIS PLAN SUPERSEDES THE PREVIOUS MILFORD PONDS PHASE I RECORD PLANS IN ITS ENTIRETY PB 107 PG 257, PB 121 PG 180.

THE PROPERTY AS SHOWN HEREON DOES CONTAIN STATE OR FEDERALLY REGULATED SECTION 10 WETLANDS, BASED ON NWI AND DNRC WETLAND MAPS.

THE PROPERTY IS IMPACTED BY STREAMS, DITCHES, PONDS, OR LAKES.

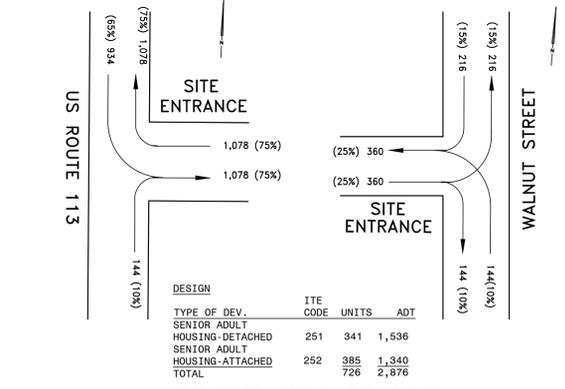
RESIDUAL ROAD FRONTAGE : U.S. 113 - 200'±
RESIDUAL ROAD FRONTAGE : COUNTY ROAD 213 - 1780'±
EXISTING STRUCTURES LOCATED ON SITE
EXISTING EASEMENTS LOCATED ON SITE

OWNER/DEVELOPER:
MILFORD PONDS, LLC
179 ROBOTRI AVENUE, SUITE 1081
REHOBOTH BEACH, DE 19971

ENGINEER/SURVEYOR:
DAVIS, BOWEN & FRIEDEL, INC.
MILFORD, DE 19963
(302) 424-1441

ARCHITECTS ENGINEERS SURVEYORS
SALISBURY, MARYLAND (410) 543-9091
MILFORD, DELAWARE (302) 424-1441
EASTON, MARYLAND (410) 770-4744

DELAWARE TRAFFIC SUMMARY 2005		DELAWARE TRAFFIC SUMMARY 2005	
ADT - CURRENT -	18,692	ADT - CURRENT -	1,297
SPEED - POSTED -	55 MPH	SPEED - POSTED -	40 MPH
TRAFFIC PATTERN GROUP -	2	TRAFFIC PATTERN GROUP -	3



NOTE: TRIP DISTRIBUTION DERIVED FROM TRAFFIC IMPACT STUDY
TRIP GENERATION IS BASED ON THE 7TH EDITION OF THE ITE TRIP GENERATION REPORT 7TH EDITION

TRAFFIC DIAGRAM
NO SCALE

PROPOSED PUD REQUIREMENTS

- SINGLE FAMILY DWELLING UNITS:**
 - MINIMUM LOT SIZE: 5,000 SQUARE FEET
 - MINIMUM LOT WIDTH: 50 FEET
 - MINIMUM LOT DEPTH: 100 FEET
 - MINIMUM FRONT YARD: 18 FEET FROM RIGHT-OF-WAY TO GARAGE DOOR, AND 15 FEET FROM RIGHT-OF-WAY TO FRONT PORCH OR NON-GARAGE BUILDING FOUNDATION. (ALLOW 5 FOOT ENCROACHMENT FOR FRONT STOOP OR STEPS.)
 - MINIMUM SIDE YARD: LOT < 60' WIDE = 10' TOTAL SETBACK
LOT > 60' WIDE = 14' TOTAL SETBACK
MINIMUM 3' ON EACH SIDE
 - MINIMUM REAR YARD: 15 FEET
 - OFF STREET PARKING: 2 SPACES PER DWELLING UNIT AND MAY INCLUDE GARAGE AND TANDEM PARKING SPACE. TANDEM SPACE TO BEGIN AT THE RIGHT-OF-WAY LINE.
 - MAXIMUM BUILDING HEIGHT: 2.5 STORIES AND 35 FEET MEASURED IN ACCORDANCE WITH CURRENT CITY CODE REQUIREMENTS.
 - MAXIMUM LOT COVERAGE: 60% OF LOT AREA
 - MAXIMUM FENCE/WALL HEIGHT: 8 FEET AND ALLOWED TO BE PLACED WITHIN BUILDING RESTRICTION LINE
- TOWN HOUSE UNITS: (INCLUDES 2 THRU 8 UNIT SINGLE FAMILY ATTACHED BUILDINGS)**
 - MINIMUM LOT SIZE: 2,400 SQUARE FEET
 - MINIMUM LOT WIDTH: 24 FEET
 - MINIMUM LOT DEPTH: 100 FEET
 - MINIMUM FRONT YARD: 18 FEET FROM RIGHT-OF-WAY TO GARAGE DOOR, AND 15 FEET FROM RIGHT-OF-WAY TO FRONT PORCH OR NON-GARAGE BUILDING FOUNDATION. (ALLOW 5 FOOT ENCROACHMENT FOR FRONT STOOP OR STEPS.)
 - MINIMUM SIDE YARD FOR END UNITS: 7.0 FEET MEASURED FROM RIGHT-OF-WAY TO FOUNDATION WALL. (ALLOW SIDE YARD ENCROACHMENTS OF 3 FEET FOR CHIMNEYS, BAY WINDOWS, STOOPS, ETC.)
 - MINIMUM BUILDING SEPARATION: 14 FEET FROM CLOSEST POINT OF FOUNDATION WALL TO CLOSEST POINT OF FOUNDATION WALL OF ADJACENT BUILDING.
 - MINIMUM REAR YARD: 15 FEET
 - OFF STREET PARKING: 2 SPACES PER DWELLING UNIT AND MAY INCLUDE GARAGE AND TANDEM PARKING SPACE. TANDEM SPACE TO BEGIN AT RIGHT-OF-WAY LINE.
 - MAXIMUM BUILDING HEIGHT: 2.5 STORIES AND 45 FEET MEASURED IN ACCORDANCE WITH CURRENT CITY CODE REQUIREMENTS.
 - MAXIMUM LOT COVERAGE: 75% OF LOT AREA
 - MAXIMUM FENCE/WALL HEIGHT: 8 FEET AND ALLOWED TO BE PLACED WITHIN BUILDING RESTRICTION LINE.
 - TOWNHOUSE ACCESS: REAR ALLEYS WILL NOT BE REQUIRED
- MULTI-FAMILY BUILDINGS:**
 - MINIMUM FRONT SETBACK: 18 FEET FROM A PUBLIC STREET, 5 FEET FROM A PRIVATE DRIVE ISLE FOR RESIDENTIAL STRUCTURES AND 0 FEET FROM A PRIVATE DRIVE AISLE FOR FREE STANDING GARAGE.
 - MINIMUM BUILDING SEPARATION: 20 FEET FROM CLOSEST POINT OF FOUNDATION WALL TO CLOSEST POINT OF FOUNDATION WALL OF ADJACENT BUILDING.
 - MINIMUM REAR YARD: 20 FEET
 - OFF STREET PARKING: 2 SPACES PER DWELLING UNIT AND MAY INCLUDE GARAGE AND TANDEM PARKING SPACE.
 - MAXIMUM BUILDING HEIGHT: 4 STORIES AND 48 FEET MEASURED IN ACCORDANCE WITH CURRENT CITY CODE REQUIREMENTS
 - MAXIMUM FENCE/WALL HEIGHT: 8 FEET AND ALLOWED TO BE PLACED WITHIN BUILDING RESTRICTION LINE
- CLUBHOUSE FACILITY:**
 - MINIMUM FRONT YARD: 18 FEET FROM A PUBLIC STREET
 - MINIMUM SIDE YARD: 20 FEET FROM A PUBLIC STREET
 - MINIMUM REAR YARD: 30 FEET FROM A PUBLIC STREET
 - MINIMUM LOT AREA: 1.0 ACRES
 - OFF STREET PARKING: 1 SPACE FOR EACH 250 SQUARE FEET OF GROSS FLOOR AREA.
 - MAXIMUM BUILDING HEIGHT: 2.5 STORIES AND 40 FEET MEASURED IN ACCORDANCE WITH CURRENT CITY CODE REQUIREMENTS, AND 48 FEET MEASURED TO THE TOP OF ANY SPECIAL ARCHITECTURAL FEATURES (STEEPLES, TOWERS, SILOS, ETC.)
 - MAXIMUM FENCE/WALL HEIGHT: 8 FEET AND ALLOWED TO BE PLACED WITHIN BUILDING RESTRICTION LINE
- SITE SIGNS:**
 - SITE SIGNS SHALL MEET THE REQUIREMENTS OF CHAPTER 230 ARTICLE VI SIGNS WITH THE CLARIFICATION THAT THE MINIMUM SIZE OF THE PERMANENT SUBDIVISION SIGN SHALL INCORPORATE THE SIGN FACE ONLY AND SHALL NOT INCLUDE THE ASSOCIATED MONUMENTAL STRUCTURE TO WHICH IT IS AFFIXED

DATA COLUMN

TAX MAP ID:	1-30-6-00-108.00 1-30-3-00-264 & 264-01
EXISTING ZONING:	R-1, R-2, R-3, W/PUD
PROPOSED USE:	R-1, R-2, R-3, W/PUD
TOTAL SITE AREA:	178.03 AC.±
PHASE 1:	119.19 AC.±
PHASE 2:	28.06 AC.±
PHASE 3:	30.78 AC.±
GROSS AREA:	169.03 AC.±
NET DEVELOPMENT AREA:	127.32 AC.±
MAX DENSITY ALLOWED (PER ACRE):	7.972 (R-1, R-2, R-3)
TOTAL NUMBER OF UNITS PROVIDED:	1015
TOTAL NUMBER OF UNITS PROVIDED:	700
PHASE 1 TOTAL:	364
SINGLE FAMILY DWELLING:	364
PHASE 2 TOTAL:	92
SINGLE FAMILY DWELLING:	54
TOWN HOUSE:	38
PHASE 3 TOTAL:	244
SINGLE FAMILY DWELLING:	41
TOWN HOUSE:	6
MULTI-FAMILY BUILDING:	6 X 25 UNITS
BUILDING CONSTRUCTION TYPE:	MASONARY & TIMBER
COMMUNITY BUILDING SIZE:	340' X 495'
COMMUNITY BUILDING LOCATION:	CORNER OF W. HEIRLOOM WAY & CLUBHOUSE DR.
TOTAL PROPOSED RIGHT-OF-WAY:	19.75 AC.±
PHASE 1:	15.18 AC.±
PHASE 2:	1.99 AC.±
PHASE 3:	2.58 AC.±
TOTAL AREA OF LOTS:	106.90 AC.±
PHASE 1:	65.67 AC.±
PHASE 2:	14.66 AC.±
PHASE 3:	26.67 AC.±
REQUIRED OPEN SPACE:	(TOTAL UNITS X 400 SF) = 6.43 AC.±
REQUIRED RECREATIONAL AREA:	(OPEN SPACE X 50%) = 3.22 AC.±
TOTAL WETLANDS:	8.31 AC.±
NET STORMWATER:	13.86 AC.±
OPEN SPACE AREA:	27.16 AC.±
FUTURE CLUBHOUSE RESORT AREA:	8.45 AC.±
TOTAL OPEN SPACE PROVIDED:	57.79 AC.±
RECREATIONAL AREA PROVIDED:	30.00 AC.±
AVERAGE DENSITY OF LOTS:	3.07 UNITS/ACRE
MINIMUM LOT SIZE:	5,772 SQ.FT.±
MAXIMUM LOT SIZE:	15,858 SQ.FT.±
AVERAGE LOT SIZE:	7,789 SQ.FT.±
MAXIMUM IMPERVIOUS COVERAGE:	35%
PROPOSED SEWER:	CITY OF MILFORD
PROPOSED WATER:	CITY OF MILFORD
ELECTRIC SERVICE:	CITY OF MILFORD
SCHOOL DISTRICT:	MILFORD
FIRE DEPARTMENT:	MILFORD
HORIZONTAL DATUM:	NAD 83
VERTICAL DATUM:	NAVD 29
NUMBER OF MONUMENTS FOUND:	14
NUMBER OF MONUMENTS SET:	12



DUPONT BLVD.
U.S. ROUTE 113
STATE MAINTAINED
205' R.O.W.

R2

R5

R5

R3

R6

R8

R4

R7

PHASE 1
PROPOSED PLAN - 364 SINGLE FAMILY HOMES

-  PHASE 2
-  PHASE 3
-  SOURCE WATER PROTECTION
EXCELLENT RECHARGE AREA
-  WETLAND AREA



ARCHITECTS ENGINEERS SURVEYORS
SUSSEX, MARYLAND (410) 543-2000
MILFORD, DELAWARE (302) 424-1441
EASTON, MARYLAND (410) 770-1744



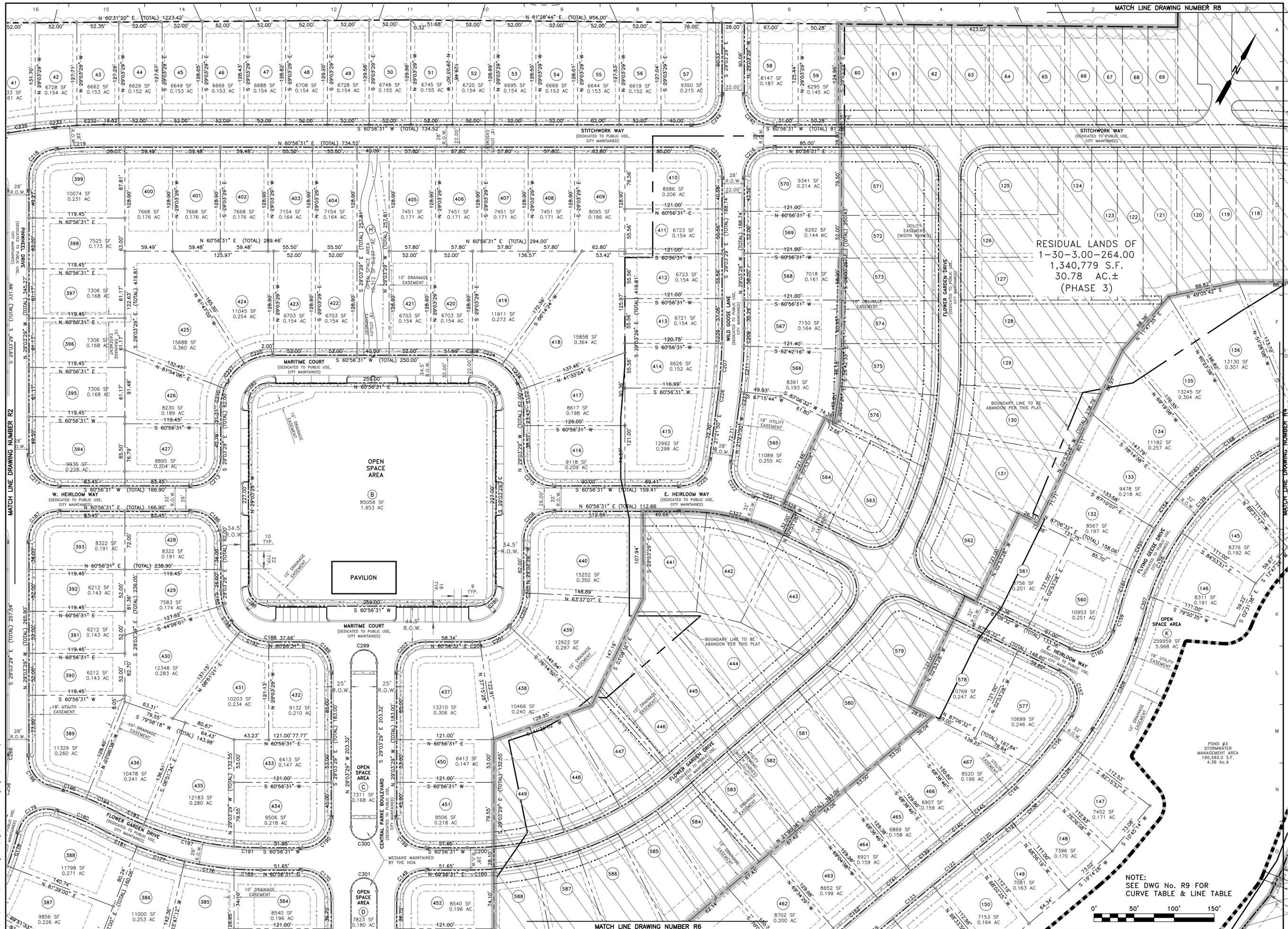
KEY MAP

MILFORD PONDS - PHASE 1
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:	
Date:	MAY 2018
Scale:	1"=200'
Dwn. By:	ADM
Proj. No.:	2875A001
Dwg. No.:	R1

R1

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RESIDUAL LANDS OF
1-30-3.00-264.00
1,340,779 S.F.
30.78 AC.±
(PHASE 3)

PAVILION

NOTE: SEE DWG No. R9 FOR CURVE TABLE & LINE TABLE



DAVIS, BOWEN & FRIEDEL, INC.
ARCHITECTS ENGINEERS SURVEYORS
SALISBURY, MARYLAND (410) 548-2800
MILFORD, DELAWARE (302) 424-1441
EASTON, MARYLAND (410) 770-1744

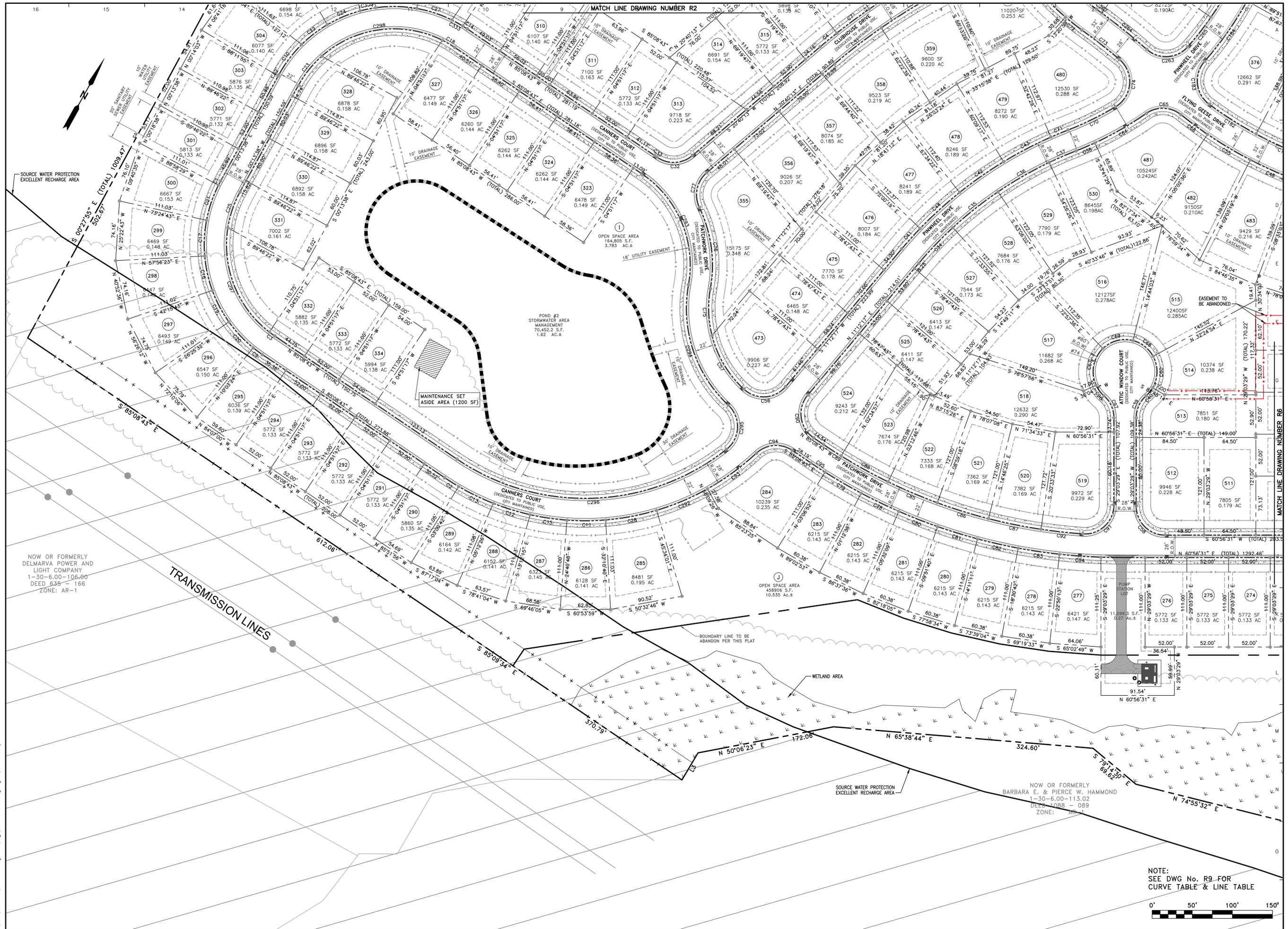
MILFORD PONDS - PHASE 1
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:

Date:	MAY 2018
Scale:	1"=50'
Drawn By:	ADM
Proj. No.:	2875A001
Dwg. No.:	R3

R3

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DAVIS, BOWEN & FRIEDEL, INC.
 ARCHITECTS ENGINEERS SURVEYORS
 BALTIMORE, MARYLAND (410) 542-2000
 WILMINGTON, DELAWARE (302) 424-1441
 EASTON, MARYLAND (410) 770-1744

MILFORD PONDS - PHASE 1
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:

Date:	MAY 2018
Scale:	1"=50'
Dwn.By:	ADM
Proj.No.:	2875A001
Dwg.No.:	R5

NOTE:
 SEE DWG No. R9 FOR
 CURVE TABLE & LINE TABLE



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RESIDUAL LANDS OF
1-30-3.00-264.01
1,222,413 S.F.
28.06 AC±
(PHASE 2)

NOW OR FORMERLY
HONYA ASSOCIATES, INC.
1-30-6.00-110.01
DEED 2382 - 195
ZONE: AR-1

NOW OR FORMERLY
HONYA ASSOCIATES, INC.
1-30-6.00-110.01
DEED 2382 - 195
ZONE: AR-1

SOURCE WATER PROTECTION
EXCELLENT RECHARGE AREA

NOTE:
SEE DWG No. R9 FOR
CURVE TABLE & LINE TABLE



dbf
DAVIS, BOWEN & FRIEDEL, INC.
ARCHITECTS ENGINEERS SURVEYORS

SUSSEX COUNTY, DELAWARE (302) 424-1441
MILFORD, DELAWARE (302) 424-1441
EASTON, MARYLAND (410) 770-1744

RECORD PLAN

MILFORD PONDS - PHASE 1
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:	
Date:	MAY 2018
Scale:	1"=50'
Dwn. By:	ADM
Proj. No.:	2875A001
Dwg. No.:	R7



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dbf DAVIS, BOWEN & FRIEDEL, INC.
ARCHITECTS ENGINEERS SURVEYORS
SUSSEX, MARYLAND (410) 543-2900
MILFORD, DELAWARE (302) 424-1441
EASTON, MARYLAND (410) 770-1744

RECORD PLAN

MILFORD PONDS - PHASE 1
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:	
Date:	MAY 2018
Scale:	1"=50'
Drawn By:	ADM
Proj.No.:	2875A001
Dwg.No.:	R8

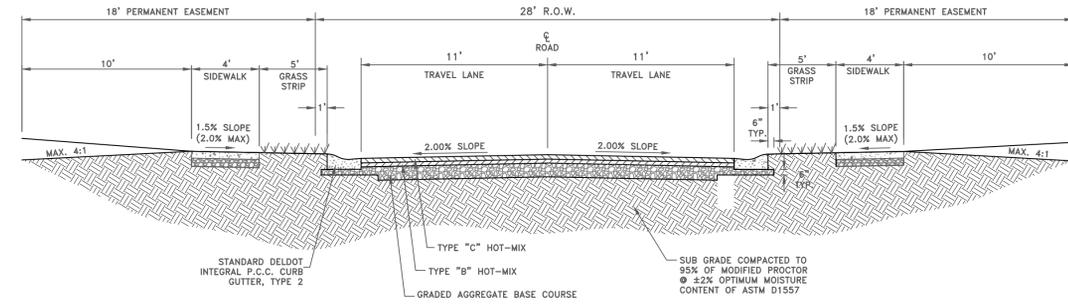
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Table with columns: CURVE, ARC LENGTH, RADIUS, DELTA ANGLE, CHORD BEARING, CHORD LENGTH. Contains curve data for stations C1 through C161.

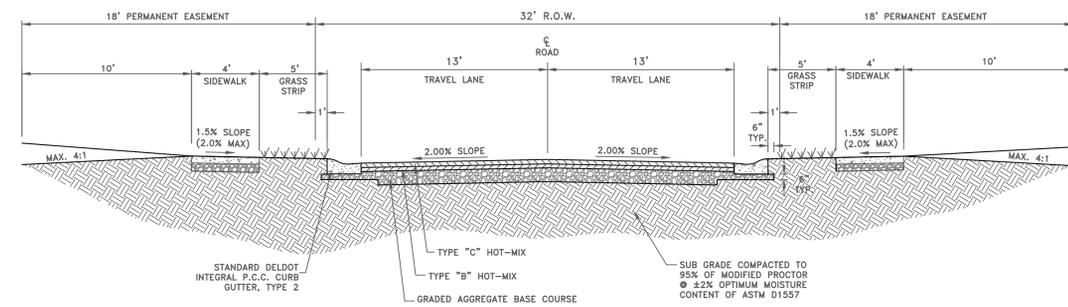
Table with columns: CURVE, ARC LENGTH, RADIUS, DELTA ANGLE, CHORD BEARING, CHORD LENGTH. Contains curve data for stations C162 through C322.

Table with columns: CURVE, ARC LENGTH, RADIUS, DELTA ANGLE, CHORD BEARING, CHORD LENGTH. Contains curve data for stations C323 through C362.

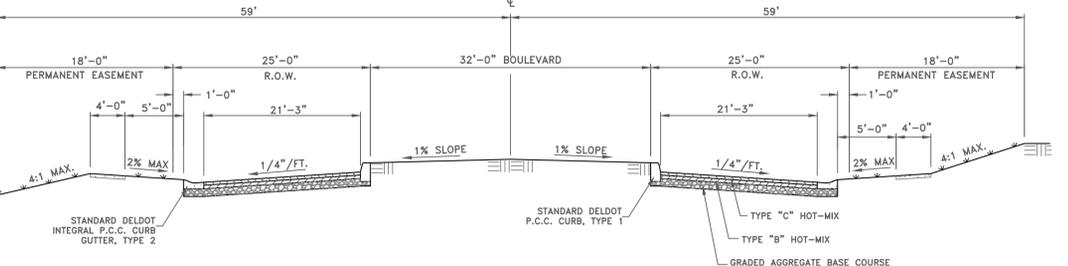
Table with columns: LINE BEARING, DISTANCE. Contains line data for stations L1 through L47.



TYPICAL ROAD SECTION (28' R.O.W.) SCALE: NOT TO SCALE



TYPICAL ROAD SECTION (32' R.O.W.) SCALE: NOT TO SCALE



TYPICAL ROAD SECTION (25' R.O.W.) SCALE: NOT TO SCALE

DAVIS, BOWEN & FRIEDEL, INC. ARCHITECTS ENGINEERS SURVEYORS

MILFORD PONDS - PHASE 1 CEDAR CREEK HUNDRED, CITY OF MILFORD SUSSEX COUNTY, DELAWARE

Revisions: Date: MAY 2018 Scale: 1"=50' Down By: ADM Proj. No.: 2875A001 Dwg. No.: R9



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. BOX 778
DOVER, DELAWARE 19903

JENNIFER COHAN
SECRETARY

July 17, 2018

Ms. Janelle Cornwell, Director
Sussex County Planning & Zoning Commission
Sussex County Administration Building
P.O. Box 417
Georgetown, Delaware 19947

**SUBJECT: Letter of No Objection to Recordation
Milford Ponds**
Tax Parcel # 130-6.00-108.00
DuPont Blvd. (SCR113)
Milford, Cedar Creek Hundred, Sussex County

Dear Ms. Cornwell:

The Department of Transportation has reviewed the Site Plan, dated May 2018 (signed by the Engineer on July 11, 2018), for the above referenced site, and has no objection to its recordation as shown on the enclosed drawings. This "No Objection to Recordation" approval shall be valid for a period of **five (5) years**. If the Site Plan is not recorded prior to the expiration of the "No Objection to Recordation", then the plan must be updated to meet current requirements and resubmitted for review and approval.

This letter does not authorize the commencement of entrance construction. Entrance plans shall be developed in accordance with DelDOT's [Development Coordination Manual](#) and submitted to the Development Coordination Section for review and approval.

This "No Objection to Recordation" letter is not a DelDOT endorsement of the project discussed above. Rather, it is a recitation of the transportation improvements, which the applicant may be required to make as a pre-condition to recordation steps and deed restrictions as required by the respective county/municipality in which the project is located. If transportation investments are necessary, they are based on an analysis of the proposed project, its location, and its estimated impact on traffic movements and densities. The required improvements conform to DelDOT's published rules, regulations and standards. Ultimate responsibility for the approval of any project rests with the local government in which the land use decisions are authorized.



Milford Ponds
Ms. Janelle Cornwell
Page 2
July 17, 2018

There may be other reasons (environmental, historic, neighborhood composition, etc.) which compel that jurisdiction to modify or reject this proposed plan even though DeIDOT has established that these enumerated transportation improvements are acceptable.

If I can be of any further assistance, please call me at (302) 760-2266.

Very truly yours,



Steve Sisson
Sussex County Subdivision Engineer
Development Coordination

cc: Joel Sens, Stafford Street Capital, LLC
Ring Lardner, Davis, Bowen & Friedel, Inc.
William Kirsch, South District Entrance Permit Supervisor
Rusty Warrington, Sussex County Planning & Zoning
Jessica L. Watson, Sussex Conservation District
Gemez W. Norwood, South District Public Work Manager
Jennifer Pinkerton, Chief Materials & Research Engineer
Peter Haag, Traffic Studies Manager
Linda Osiecki, Consistency Control Engineer
John Fiori, Bicycle Coordinator
Maria Andaya, Pedestrian Coordinator
Mark Galipo, Traffic Development Coordination Engineer
Evan Lallier, Maintenance Support Manager
Dan Thompson, Safety Officer North District
Joseph Ellis, Contech Manager
David Dooley, DTC Planner
James Kelley, JMT
Todd Sammons, Subdivision Engineer
Derek Sapp, Sussex County Reviewer



July 12, 2018

Mr. Tim Metzner
Davis, Bowen, & Friedel, Inc.
1 Park Avenue
Milford, Delaware 19963

RE: **Milford Ponds - Phase 1 Revision**

Mr. Metzner:

Sussex Conservation District has reviewed the sediment and stormwater management plans submitted for the above referenced project. The District has found the submittal to be acceptable, please provide the District with the following:

- Submit 5 sets of plans for approval.
- Submit an electronic copy (PDF) of the project's complete construction set.
- Submit a final paper and electronic copy of the project's report.
- The plans are to be signed and sealed by a qualified design professional.
- The SCD Owners Certification Statement is to be signed on each set of plans.
- Provide the District with an inspection of \$0.00 and a maintenance fee of \$0.00. *(These fees can be combined into one check)*
- This project has a stormwater credit of 0 cf, available upon BMP as-built approval.

If plans are submitted with any of the above items missing, they will **not** be approved. Be advised if there are any deficiencies which cannot be addressed within 72 hours the plans will be considered withdrawn and therefore, you will need to entirely resubmit.

If ownership is going to change, the District will require a new application and two sets of plans with the new owner's information and signed certification statement. In addition, the authorization to discharge stormwater under the regulations *Part 2 Special Conditions for Storm Water Discharges Associated with Construction Activities*, must be transferred by the original owner to the new owner, please contact DNREC at 302-739-9921 for assistance.

Sincerely,
SUSSEX CONSERVATION DISTRICT

Jim Elliott

Jim Elliott
Plan Reviewer



OFFICE OF STATE FIRE MARSHAL

Technical Services

2307 MacArthur Road
New Castle, DE 19720-2426
Phone: 302-323-5365
Fax: 302-323-5366

1537 Chestnut Grove Road
Dover, DE 19904-9610
Phone: 302-739-4394
Fax: 302-739-3696

22705 Park Avenue
Georgetown, DE 19947
Phone: 302-856-5298
Fax: 302-856-5800



FIRE PROTECTION PLAN REVIEW REPORT

Plan Review Number 2018-04-0525-MJS-01 Tax Parcel Number 1-30-6.00-108.00
Review Status APPROVED AS SUBMITTED Review Date 06/04/2018

PROJECT

MILFORD PONDS (PH 1)		
Phase# 1	Building #	Unit # 366 LOTS
RT 113 N DUPONT HWY		
MILFORD, DE 19963		

SCOPE OF PROJECT

Project Type <u>MJS Major Site</u>	
Number of Stories _____	Occupant Load _____
Square Footage _____	Occupancy Code <u>9601</u>
Construction Class <u>V (000) WOOD FRAME</u>	Fire District <u>42</u>

APPLICANT

OWNER

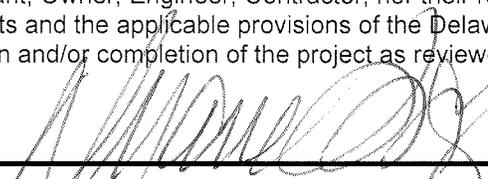
DAVIS BOWEN AND FRIEDEL INC.	MILFORD PONDS LLC
1 PARK AVENUE	179 REHOBOTH AVENUE STE 1081
MILFORD, DE 19963	REHOBOTH BEACH, DE 19971

This office has reviewed the plans and specifications of the above described project for compliance with the Delaware State Fire Prevention Regulations, in effect as of the date of this review.

A Review Status of "Approved as Submitted" or "Not Approved as Submitted" must comply with the provisions of the attached Plan Review Comments.

Any Conditional Approval does not relieve the Applicant, Owner, Engineer, Contractor, nor their representatives from their responsibility to comply with the plan review comments and the applicable provisions of the Delaware State Fire Prevention Regulations in the construction, installation and/or completion of the project as reviewed by this Agency.

This Plan Review Project was prepared by:


DUANE FOX, ASST CHIEF, TECHNICAL SERVICES

FIRE PROTECTION PLAN REVIEW COMMENTS

Project Name MILFORD PONDS (PH 1)
Plan Review Number 2018-04-0525-MJS-01 Tax Parcel Number 1-30-6.00-108.00
Review Status APPROVED AS SUBMITTED Review Date 06/04/2018

PROJECT COMMENTS

- 1002 This project has been reviewed under the provisions of the Delaware State Fire Prevention Regulations (DSFPR) Effective March 11, 2016. The current Delaware State Fire Prevention Regulations are available on our website at www.statefiremarshal.delaware.gov. These plans were not reviewed for compliance with the Americans with Disabilities Act (ADA). These plans were not reviewed for compliance with any Local, Municipal, nor County Building Codes.
-
- 1030 This site meets Water Flow Table 2, therefore the following water for fire protection requirements apply: Main Sizes: 6" minimum. Minimum Capacity: 500 gpm @ 20 psi residual for 1 hour duration. Hydrant Spacing: 1,000' on center. (DSFPR Regulation 702, Chapter 6, Section 3)
-
- 1180 This report reflects site review only. It is the responsibility of the applicant and owner to forward copies of this review to any other agency as required by those agencies.
-
- 1130 Provide a water flow test on the subdivision hydrant(s) once they have been installed, and before they are placed into service. Results are to be forwarded to this Agency for review.
-
- 1132 Fire hydrants shall be color coded in accordance with the DSFPR Regulation 703, Chapter 3, Section 4. This includes both color coding the bonnet and 2" reflective tape around the barrel under the top flange.
-
- 1232 All threads provided for fire department connections, to sprinkler systems, standpipes, yard hydrants or any other fire hose connections shall be uniform to those used by the fire department in whose district they are located. (DSFPR Regulation 703, Chapter 1, Section 1.5)
-
- 1332 The distance between a fire hydrant and the fire lane shall not be greater than seven feet. (DSFPR Regulation 705, Chapter 5, Section 10)
-
- 1432 The steamer connection of all fire hydrants shall be so positioned so as to be facing the street or fire lane. (DSFPR Regulation 705, Chapter 5, Section 10)
- The center of all hose outlet(s) on fire hydrants shall be not less than 18 inches above final grade (NFPA 24, Section 7.3.3)
-

Project Name MILFORD PONDS (PH 1)
Plan Review Number 2018-04-0525-MJS-01 Tax Parcel Number 1-30-6.00-108.00
Review Status APPROVED AS SUBMITTED Review Date 06/04/2018

PROJECT COMMENTS

1501

If there are any questions about the above referenced comments please feel free to contact the Fire Protection Specialist who reviewed this project. Please have the plan review number available when calling about a specific project. When changes or revisions to the plans occur, plans are required to be submitted, reviewed, and approved.





July 19, 2018

CITY OF MILFORD

APPROVAL TO CONSTRUCT

Milford Ponds- Phase 1
Single Family Lot Changes
PWS #DE0000616
Formerly Approved as 06W209
Approval #18W113

Ring W. Lardner, P.E.
Davis, Bowen & Friedel, Inc.
1 Park Avenue
Milford, DE 19963

Dear Mr. Lardner:

As provided by Section 2.11 of the *State of Delaware Regulations Governing Public Drinking Water Systems*, you are granted approval to change Milford Ponds Phase 1 from single family lots and townhomes to all single family lots in accordance with the plans submitted by Davis, Bowen & Friedel, Inc. The plans consist of:

1. Transmittal letter dated July 18, 2018.
2. Three copies of the plans entitled "Milford Ponds – Phase 1" dated May 2018.

These plans, as noted, are made a part of this approval. This approval is granted subject to the enclosed list of conditions. It is the owner's responsibility to ensure as-built drawings are maintained throughout all phases of construction. Prior to receiving an Approval to Operate, the Office of Engineering requires one set of as-built drawings, including profile markups.

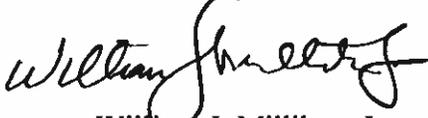
The Office of Engineering recommends detectable tracer tape that is three inches wide and blue in color to be installed directly above all water mains larger than two inches in diameter.

I am sending two sets of plans with a copy of this approval to Davis, Bowen & Friedel, Inc. that are signed and dated by the Office of Engineering.

Ring W. Lardner, P.E.
Davis, Bowen & Friedel, Inc.
July 18, 2018
Page 2

Should you have any questions regarding this matter, please feel free to contact Bill Milliken at (302) 741-8646.

Plans reviewed by:



William J. Milliken, Jr.
Engineer III
Office of Engineering

Sincerely,



Doug Lodge, P.E.
Supervisor of Engineering
Office of Engineering

cc: Erik Retzlaff, P.E., City of Milford
Ashley Kunder, Office of Drinking Water

1. The approval is void if construction has not been started by July 18, 2019.
2. The project shall be constructed in accordance with the approved plans and all required conditions listed in this Approval to Construct. If any changes are necessary, revised plans shall be submitted and a supplemental approval issued prior to the start of construction. As-built plans including profile mark-ups must be submitted to the Office of Engineering after construction has been completed.
3. Representatives of the Division of Public Health may inspect this project at any time during the construction.
4. This approval does not cover the structural stability of any units or parts of this project.
5. The water system shall be operated in conformance with the *State of Delaware Regulations Governing Public Drinking Water Systems*.
6. All wells, pipes, tanks, and equipment which can convey or store potable water shall be disinfected in accordance with the current AWWA procedures. Plans or specifications shall outline the procedure and include the disinfectant dosage, contact time, and method of testing the results of the procedure. (Recommended Standards for Water Works 2012 Edition 2.15)
7. Water mains crossing sanitary and storm sewers should be laid to provide a minimum vertical distance of 18 inches between the outside of the water main and the outside of the sewer, and the water main should be above the sewer. At crossings, one full length of water pipe should be located so both joints will be as far from the sewer as possible. Special structural support for the water and sewer pipes may be required. In cases where it is not practical to maintain an 18-inch separation, the Division may allow deviation on a case-by-case basis if supported by data from the design engineer.
8. Water mains should be laid 10 feet horizontally from any existing or proposed sanitary or storm sewers. The distance should be measured edge to edge. In cases where it is not practical to maintain a 10-foot separation, the Division may allow deviation on a case-by-case basis if supported by data from the design engineer.
9. All chemicals, materials, mechanical devices, and coatings in contact with potable water shall comply with National Sanitation Foundation/American National Standards Institute Standards (NSF/ANSI) 60 and 61 and shall be inert, nontoxic, and shall not impart any taste, odor, or color to the water.
10. Sufficient valves should be provided so that inconvenience and sanitary hazards will be minimized during repairs. Valves should be located at not more than 500-foot intervals in commercial districts and at not more than one block or 800-foot intervals in other districts.

11. There shall be no connection between the distribution system and any pipes, pumps, hydrants, or tanks whereby unsafe water or other contaminating materials may be discharged or drawn into the system.
12. Fire hydrant drains shall not be connected to or located within 10 feet of sanitary sewers, storm sewers, or storm drains.
13. Prior to usage of water from this new well, water plant, storage plant, or distribution system, approval for the water quality must be obtained from the Division of Public Health.
14. The water system should be capable of providing at least 25 psi at ground level at all times throughout the distribution system.
15. All plastic pipe utilized in this drinking water system shall be approved for potable water use (NSF-pw). If any piping is joined with solder or flux, the solder and flux shall be lead free (less than or equal to 0.2 percent lead).
16. All water lines should be buried to a depth of at least 3 feet.
17. A Certificate of Public Conveniences and Necessity should be acquired from the Public Service Commission, (302) 739-4247.
18. This approval is for the distribution system only. Plans and specifications for all well plumbing, pumps, storage (including any interior coatings), and treatment must be submitted to and approved by this office prior to their installation.
19. The approval is subject to immediate revocation upon violation of any of the preceding conditions.
20. All other local (county/city/town) approvals or permits needed must be obtained prior to beginning construction.
21. Upon completion of construction and before the system is placed into operation, a “Notice of Completion” must be submitted to the Office of Engineering. Before placing the system into operation, the following must be adhered to:
 - a. Submit a set of as-built plans with profile markups to the Office of Engineering.
 - b. Obtain an Approval to Operate from the Office of Engineering.

PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, Delaware 19963



PHONE: 302.422.1110
FAX: 302.422.1117
www.cityofmilford.com

MEMO

To: Rob Pierce, Planning & Economic Development Director
From: Erik F. Retzlaff, P.E., City Engineer
RE: **NO OBJECTION TO RECORDATION**–Milford Ponds Phase 1, Revised PUD
Date: August 7, 2018

The Engineering Department has reviewed the submitted record plans for Phase 1 of the above-referenced Final Major Subdivision and have **no objection to the recordation** of the plans as submitted. However, it should be noted that a utility easement will be needed for the electrical utility's switch gear which is currently located on proposed Lot 12. As you are aware, the City and the Developer are working through the potential relocation of said switch gear to the opposite corner of the intersection, shown as the Clubhouse Resort Area. Once the negotiations have been completed and the final location identified, the record plan will need to be re-recorded with the necessary easements shown. Should you have any questions or wish to further discuss any of the comments, please feel free to contact me.

Dear Honorable Mayor Campbell,

The Major Nathaniel Mitchell Chapter of the Daughters of the American Revolution is hosting its Third Annual Constitution Week Celebration on Saturday, September 15, 2018, The Town Crier will open the celebration at 11:00 AM at the completely renovated and air conditioned barn at the Marvel Museum Complex at 510 South Bedford Street in Georgetown. This event is the kick off event to celebrate the weeks activities.

It is the goal of the National Society of the Daughters of the American Revolution, the State Society and Local chapters to educate and share this important part of our history with our communities in many different ways including proclamations from town, county, and state leadership. Through the support of our elected leadership as well as the communities and the efforts of our membership the Major Nathaniel Mitchell Chapter of DAR received state and national recognition for 2016 and 2017. For your information and convenience I have attached sample copies of Constitution Week proclamations as well a fact sheet with many details pertaining to the week. We would truly be honored if you would present a proclamation from the town of Milford. The Major Nathaniel Mitchell DAR truly appreciates the support shown through proclamations from the City of Milford. Due to scheduling conflicts some Mayors find it necessary to mail the proclamations from their respective towns.

We request the honor of your presence at the Major Nathaniel Mitchell Chapter of the Daughters of the American Revolution's Third Annual Constitution Week Celebration. In the event your busy schedule does not allow you to attend perhaps the Vice Mayor or a council member would honor us by attending. If you would like further information please feel free to contact me at caudson5@verizon.net or 856-7904.

We look forward to seeing you on Saturday September 15th.

With Regards,
Catherine A. Hudson,
Major Nathaniel Mitchell and Delaware State Society of DAR
Constitution Week Chair



PUBLIC RELATIONS

DAR National Headquarters

1776 D Street NW

Washington, DC 20006

www.dar.org

CONSTITUTION WEEK FACTS

What is a proclamation?

A proclamation is an official public announcement, usually issued by mayors, governors, etc.

Why does the DAR actively promote Constitution Week?

Constitution Week was initiated by the Daughters of the American Revolution. The DAR is a patriotic organization that encourages education and historic preservation in communities across America.

How did Constitution Week begin?

In 1955, the President General of the Daughters of the American Revolution, Gertrude S. Carraway, adopted a project to promote the observance of the U.S. Constitution with a memorial week beginning on the anniversary of the signing of this document, September 17. She asked DAR chapters, committees, and members to study, teach, and discuss the U.S. Constitution. Caraway also encouraged members to invite their governors and mayors to issue proclamations celebrating the Constitution.

When did the United States government begin to observe Constitution Week?

Constitution Week was officially declared by President Eisenhower on August 2, 1956. This was the culmination of a proposal the DAR sent through Senator William F. Knowland of California.

Is there a memorial honoring the Constitution?

Yes. DAR Constitution Hall in Washington, D.C. The inscription on the pediment reads, "Constitution Hall – a memorial to that immortal document, the Constitution of the United States, in which are incorporated the principles of freedom, equality and justice for which our forefathers strove." DAR Constitution Hall is the only structure dedicated to the U.S. Constitution.

How can I celebrate Constitution Week?

- Provide local media with the Constitution Week press release and FAQ sheet.
- Encourage your local government representatives to issue a proclamation about Constitution Week.
- Ask the school principals in your community to observe Constitution Week by issuing a school proclamation encouraging staff to teach the Constitution.
- Urge children to study the Constitution with their personal proclamation pledge.
- Contact your local DAR chapter and invite them to give a program on the Constitution.

City of Milford



PROCLAMATION

2018-12

Constitution Week

WHEREAS September 17, 2018 marks the two hundred and thirty-first anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE I, Arthur J. Campbell, by virtue of the authority vested in me as Mayor of the City of Milford, do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

AND ask our citizens to reaffirm the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 27th day of August in the Year of our Lord Two Thousand and Eighteen.

Mayor Arthur J. Campbell

City Clerk Teresa K. Hudson

September 10, 2018

6:00 PM - Council Group
Photo



7:00 PM - Swearing In
of newly elected
Ward II Councilmember



Sussex County Association of Towns

20 W Fourth Street, Blades, Delaware 19973

S.C.A.T. Dinner for Wednesday, September 5, 2018

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 Millville

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

LOCATION: Sussex County Association of REALTORS®
23407 Park Avenue
Georgetown, DE 19947

TIME: 6:00 pm - Social (open bar) & Passed Hors d'oevres
6:30 pm - Dinner
7:30 pm - Social (cash bar)

HOST: Sussex County Association of Realtors

SPEAKER: To Be Announced

COST: \$25.00

MENU: Herb and garlic roasted chicken with tomatillo sauce
Penne with late summer vegetables and crushed tomato parmesan
Cucumber and tomato salad with feta
Grilled squash and red onion
Field green salad, dried cranberry, toasted almond, champagne vinaigrette
Tea and Water

PLEASE RSVP TO CHRISTINE NO LATER THAN 08/28/18

For those bringing guests, please mail and make checks payable to:
SCAOR
23407 Park Avenue
Georgetown, Delaware 19947

You're Invited

Dinner in the Orchard

Thursday, September 13; 5:30 p.m. - 7:30 p.m.

Enjoy farm-fresh foods from local Sussex County farms prepared by students from The Culinary School at the Food Bank's Milford Branch, local beer, fine wines and live entertainment!

Tickets are just \$30/person!
For more information, call (302) 444-8074.



T.S. Smith & Sons
Orchards End, Bridgeville



Purchase tickets at
www.fbd.org/orcharddinner/

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T.S. Smith & Sons
Orchards End, Bridgeville



Purchase tickets at
www.fbd.org/orcharddinner/



You're Invited to

The Delaware Municipal Electric Corporation's

*24th Annual
Members Dinner*

Wednesday, Sept. 19, 2018

5:30 PM

Dover Downs Hotel & Conference Center

Light Up the Navajo Nation

Speaker: Walter Haase, General Manager
Navajo Tribal Utility Authority

The Power of Public Power

Speaker: Patrick E. McCullar, President & CEO
Delaware Municipal Electric Corporation

Social Hour 5:30 pm

Dinner 6:30 pm

Dover Downs Hotel & Conference Center

1131 North DuPont Highway
Dover, DE 19901

*RSVP by Sept. 7th to Kendra Friel
at (302) 653-2733 or
kfriel@demecinc.net*

Serving and representing the communities of
New Castle, Newark, Middletown, Clayton, Smyrna, Dover, Milford, Seaford, and Lewes



August 8, 2018

Milford City Council
201 S. Walnut St.
Milford, DE 19963

Dear Council Members:

Downtown Milford, Inc. (DMI) is partnering with Gable Music Ventures to expand the popular and successful Ladybug Music Festival® to Downtown Milford on Saturday, September 22. The Ladybug Music Festival® is a free block party celebrating women in music that provides a valuable economic boost for the community. The event has taken place exclusively in Wilmington since 2012 and Gable Music Ventures is expanding their operation to the City of Milford. The event is expected to bring 2,500 residents and visitors Downtown and will take place from 3-9pm on Walnut St., while also including the following business's off Walnut St.: Arena's Deli, Park Place Restaurant & Lounge, Lifecycle, Causey Mansion, My Sister's Fault, and Riverside Gifts. In total, 17 different music venues will be featured.

DMI approached another local business, Mispillion River Brewing (MRB), to coordinate and run three bars placed throughout the Festival. They have committed to partner with NKS Distributors to sell MRB beer exclusively and a small selection of NKS wines and seltzer beverages; no spirits will be sold. With licensed servers throughout, MRB will setup a bar near Dolce, on Park Avenue (near the Main Stage), and in the park where the Farmers Market is held. Beer, wine and seltzers will be sold with a portion of the proceeds coming back to DMI. This is the only source of funding DMI will receive from this event.

Since the purpose of this Festival is economic development, we are requesting the beer garden boundaries be expanded to include all of Walnut St. from South Front to North Front and over to Washington St. via Park Ave. up through the Amphitheater area. This will allow attendees to enter stores they couldn't otherwise visit and listen to the music inside the Walnut St. venues. We will install temporary fencing along Washington St. from Park Ave. to the Library and behind Gallery 37/next to the Riverfront Theater in order to contain the alcohol to this restricted area.

Board of Directors

Officers

Sara M. Pletcher
President

Peggy Reilly
Vice President

Robert G. Starkey
Treasurer

Patricia Sparks
Secretary

Members at Large

Matt Babbitt
Paige G. Evers
Walter Hepford
David Pickrell
Lang Redden
Tod Van Eyken
Sher Valenzuela

Executive Director
Murrie A. Zlotziver

**DMI is a tax-exempt,
501 c (3) non-profit
organization**

Enclosed is our application for a group gathering license. I've requested the license from 3-10pm to allow for cleanup after last call. I plan to attend the August 27 Council Meeting to answer any questions you may have, but please contact me at 302.519.6767 or sara@downtownmilford.org if you have questions before then. Once approved, please sign and return the application to my attention at the DMI office.

Thank you for your consideration,

Sara M. Pletcher

Sara M. Pletcher
DMI Board President



pending - ins. Page 5 of 21
vendors
A/c. uc.

CITY OF MILFORD SPECIAL EVENTS PERMIT APPLICATION

EVENT INFORMATION

Event Name: Ladybug Festival - Milford

Location: Downtown Milford

Date/Time: Saturday

Setup	Date	<u>September 22, 2018</u>	Time	<u>Noon - 3 pm</u>
Event Starts	Date	<u>September 22, 2018</u>	Time	<u>3 pm</u>
Event Ends	Date	<u>September 22, 2018</u>	Time	<u>9 pm</u>
Dismantle	Date	<u>September 22, 2018</u>	Time	<u>9 -10:30</u>

Event Type: (see DEFINITIONS)

<input type="checkbox"/> Athletic Event	<input type="checkbox"/> Carnival / Circus	<input type="checkbox"/> Exhibition	<input type="checkbox"/> Fair
<input type="checkbox"/> Farmer's Market	<input checked="" type="checkbox"/> Festival	<input type="checkbox"/> Parade/March	<input type="checkbox"/> Street Market
<input type="checkbox"/> Street Fair/Block Party/Neighborhood Event	<input type="checkbox"/> Other: _____		

Anticipated Attendance: Daily: 1,000-3,000 Total: 1,000-3,000

Yes No Is this an annual event?

Yes No Has this event ever been held at another location? If yes, please provide references:

Location	Date	Contact Name	Phone Number
Wilmington	July for the past 7 years	Gable Music Ventures	302-985-1028

APPLICANT INFORMATION

Organization Name: Downtown Milford, Inc.

Chief Authorizing Official, if not you: _____

Address: 207 S Walnut Street

City: Milford State: DE Zip Code: 19963

Phone: 302-839-1180 Cell: 302-393-6808

Email: director@downtownmilford.org

The **Applicant** must be able to answer questions regarding the entire event and event application. He/She must be available for any planning meetings scheduled prior the event.

ON SCENE CONTACTS

Name of On Scene Contact(s): Murie Zlotziver, Sara Pletcher, Pat Sparks

Cell: 302-393-6808 302-519-6767 302-373-0325

The **On Scene Contact** is the individual in charge of the event and must be available via the phone number provided above at the event site during the setup, event times, dismantling and be in possession of the approved special event permit.

EVENT COMPONENTS

If the event includes any of the following, a detailed site plan must be submitted (see site plan instructions).

Yes No

Right of Way Usage

Will the event require any temporary closures or restrict access to streets, sidewalks, or alleys? If yes, Attachment E and Attachment F must be completed and submitted with this application.

→ Yes No

City Park/Facility Usage

Will the event require the use of City-owned park/property or facility?

Yes No

Mobile Food Vendors/Concessions/Vendors

Will the event have mobile food vendors, a concession stand(s) or vendors? If yes, Attachment G must be completed and submitted with this application.

Yes No

Alcohol/Wine/Liquor

If yes, Attachment H must be completed and submitted with this application.

Yes No

Inflatables

If yes, the following must be completed:

Entertainment Company _____ Phone _____
Address _____ City _____
Contact _____

Proof of Insurance is required.

Yes No

Entertainment

Is there live entertainment, DJ, band, performers, or use of a stage? If yes, Attachment I and Attachment F must be completed and submitted with this application.

Yes No

Tents/Membrane Structures

If yes, tents, multiple tents or membrane structures over 350 square feet require approval from the State Fire Marshal and City Planning Department.

Yes No

Parade/March

If yes, Attachment E and Attachment J must be completed and submitted with this application.

Yes No

Temporary Fencing

If yes, all fencing must be shown on the Site Plan and complete the following information:

Fencing Company N/A Phone _____
Address _____ City _____
Contact _____

Yes No

Electrical Service/Generators

Will you be using generators? Yes No
Are you in need of access to the community power outlets available in the downtown business district? Yes No

EVENT COMPONENTS-CONT'D

Yes No

Carnival Rides

If yes, a Permit must be obtained from the State Fire Marshal's Office and the following must be completed:

Number of Rides _____
Amusement Company _____ Phone _____
Address _____ City _____
Contact _____

Proof of Insurance is required.

 Yes No

Trash/Recycling Services

Do you have a company handling trash and recycling services for your event?

*City to supply ? trash/Recycle
containers.
P&P Div to
determine.*

Vendor/Company _____ Phone _____
Address _____ City _____
Contact _____

If no, are you requesting Milford Public Works Department provide trash/recycling services for your event. Yes No

Yes No

Portable Restrooms

You are required to provide portable restrooms at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site, which will be available to the public during your event. It is recommended that hand-sanitizing services be provided. Number of restrooms will be determined based on the number of persons expected under an assembly use.

Number of portable restrooms 3 Number of ADA accessible 1

Company Clean Delaware, Inc. Phone 302-684-4221
Address PO Box 1223 City Milton
Contact Nicole Bean

Yes No

Fireworks or Pyrotechnics

If yes, applicant must contact the State Fire Marshal's Office for any and all approval regarding pyrotechnics or fireworks and a permit must be issued prior to the event start date. An inspection must be scheduled with the Fire Department prior to pyrotechnics being brought on the site.

NOTE: Fireworks companies are aware that a separate, special application must be filed with the State Fire Marshal's Office for fireworks or other pyrotechnic displays and a special permit will be issued.

Applicant/organizer shall be responsible for the cost of fire inspections and the cost of all standby fire protection as deemed necessary.

Approval of this Special Event Application shall not be deemed approval of any fireworks or pyrotechnic display.

Yes No

Is the Applicant/Organization a commercial entity?

Yes No

Is the Applicant/Organization a bona fide tax exempt, non-profit entity? If yes, you must attach to this application a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, non-profit status.

Corporation/Organization Name Downtown Milford, Inc.
State of Incorporation DE Tax ID# 51-0384402

APPLICATION CHECKLIST

Before submitting your application, make sure you review the following checklist to ensure your application is complete.

- | Completed | N/A | |
|-------------------------------------|-----------------------|--|
| <input checked="" type="checkbox"/> | | Attachment A –Security Plan (REQUIRED OF ALL APPLICANTS) |
| <input checked="" type="checkbox"/> | | Attachment B –Fire and Life Safety Plan (REQUIRED OF ALL APPLICANTS) |
| <input checked="" type="checkbox"/> | | Attachment C –Medical Plan (REQUIRED OF ALL APPLICANTS) |
| <input checked="" type="checkbox"/> | | Attachment D –Sanitation (REQUIRED OF ALL APPLICANTS) |
| <input type="checkbox"/> | <input type="radio"/> | Attachment E –Streets / Traffic |
| <input type="checkbox"/> | <input type="radio"/> | Attachment F –Temporary Street Closure |
| <input type="checkbox"/> | <input type="radio"/> | Attachment G –Concessionaires / Vendors |
| <input type="checkbox"/> | <input type="radio"/> | Attachment H –Liquor License |
| <input type="checkbox"/> | <input type="radio"/> | Attachment I –Entertainment |
| <input type="checkbox"/> | <input type="radio"/> | Attachment J –Parade |

Additional Requirements:

In addition to completing the application form(s), the applicant/organizer is required to furnish the following with their special event permit application:

- General Liability Insurance Listing the City of Milford as an Additional Insured:**
Evidence of General Liability Insurance Coverage in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence.

"The City of Milford, together with it selected and appointed officials in their individual and official capacities, it's employees, volunteers, principals, agents, officers, directors, predecessors, successors and assigns are named as additional insured with respect to liability arising out of (name of event) to be held on (dates) of the event."

Additional endorsements that may be required:

- A. If food is sold or served at the event, the insurance policy must include an endorsement for product liability in an amount not less than one million dollars (\$1,000,000).
- B. If alcoholic beverages are served at the event, the policy must include an endorsement for liquor liability in an amount not less than one million dollars (\$1,000,000).
- C. If the event involves the use of vehicles, the policy must also include an endorsement for automobile liability in an amount not less than one million dollars (\$1,000,000).

- Applicant hereby requests waiver of insurance under the prohibitive cost exemption. **(Block Party/Neighborhood Event Applicants Only)**

Please provide explanation:

- Clarification of Applicant's Status:**
Applicants/Organizations claiming tax-exempt, non-profit status must include a copy of their IRS tax exempt, non-profit determination letter to the application.

**ATTACHMENT A
SECURITY PLAN-REQUIRED**

SECURITY PLAN

As the event applicant or organizer, you are required to provide a safe and secure environment for the event. This is accomplished through sound pre-planning by anticipating potential problems and concerns related to the event and the surrounding environment and by being prepared to react during the event to any unanticipated problems. The size, type, time of day and location of your event are all items that must be analyzed in depth and addressed in your security plan. The event may require the services of Milford Police Officers, Crossing Guards and or Public Works employees. Applicant/Organizer may also need the services of a Private Security provider for this event. Private Security must be properly licensed and bonded in the State of Delaware and must be approved by the Milford Police Department.

Since most events occur during warmer weather, the applicant/organizer must also have an emergency plan for crowd safety or event cancellation during severe weather conditions.

Crowd managers (event staff) must be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons.

Yes

No

Do you have an adequate number of crowd managers? How many? 8/12

Yes

No

Will your event be requesting off-duty Milford police officers?

Number of off-duty officers requested: 4-6

Yes

No

Have you hired a licensed professional security company to develop and manage your event's security plan?

If yes, you are required to provide a copy of the security company's valid License issued by the State of Delaware.

Name of Security Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

GENERAL REQUIREMENTS

- Yes No An approved, available method of notifying public safety agencies in the event of an emergency shall be provided prior to the start of any outdoor special event. On-site phones, or cellular phones, may fulfill this requirement. In Milford, the emergency number is 911.
- Yes No Fire apparatus access shall be maintained throughout all areas of the event. Consideration shall be given to various event functions and Fire Department access to structures within the event area. Minimum fire department access dimensions are 24 feet wide, 14 feet high, with an outside turn radius of 55 feet and an inside turn radius of 35 feet.
- Yes No All temporary electrical wiring shall be in accordance with the National Electric Code. Wire feeds and drops shall be run above pedestrian walks, buried, or so located as to not create a trip hazard. All trailer mounted generators must be grounded and have a 40BC fire extinguisher near each unit.
- Yes No N/A Fueling or defueling vehicles, generators, or equipment is prohibited during event hours unless approved prior to the event.

PUBLIC ASSEMBLY PERMIT

All public assemblies of more than 49 people in buildings or areas that are not regularly classified for use as public assembly sites must be reviewed and approved by the State Fire Marshal's Office for compliance with the fire code. Examples include barricaded streets and other defined venues, fenced beer gardens, concerts, tent events, trade shows, or use of a warehouse or other building not classified for public assembly for a special event venue. As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

TENT PERMIT

- Yes No A floor plan shall be approved for interior setup of all tents. Location of chairs, tables, stages, aisles, exits, fire extinguishers, etc. shall be shown on the plan. Tents, multiple tents or membrane structures over 350 square feet require approval from the State Fire Marshal's Office and City Planning Department. Site inspection is required. Minimum separation from any property line, building line, other tent, canopy or other temporary membrane structure shall be 20 feet.

SPECIAL REQUIREMENTS

1. Amusement rides and buildings used for "haunted houses," "fun houses," or other special amusements require approval from the State Fire Marshal's Office and City Planning Department.

MEDICAL PLAN

Large capacity events (over 1,000 attendees) have the potential of quickly overwhelming emergency response (fire, ambulance) agencies that are not staffed for these emergencies. Calling '911' when an injury occurs is normal. Expecting emergency responders to handle an incident with multiple injured people can rapidly and unexpectedly exceed the capability of those services. The applicant/organizer must provide an approved emergency medical service on site during an event, as follows:

Emergency Medical Services Resource Matrix				
Event Type	Crowd Size	On-site access to 911 and CPR	On-site basic first aid station	On-site Basic Life Support ambulance
Concert, musical festival, block party, street fair	Less than 2,500	Required	Required	Optional
	2,501-15,000	Required	Required	Required
Athletic/sporting event	Less than 2,500	Required	Required	Optional
	2,501-15,000	Required	Required	Required
Parade	Less than 2,500	Required	Required	Optional
	2,501-15,000	Required	Required	Required

Yes No Based on the size and nature of your event, have you secured an Ambulance service to be onsite for the entire duration of the event?
 Service Name: Sussex County EMS

Yes No Has applicant/organizer hired a professional emergency medical services provider to develop and manage the event's medical plan?

If yes, please complete the following:

Medical Service Provider: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

SANITATION AND CLEAN UP

What provisions have been made for cleanup after the event? _____

 **City of Milford Department of Parks & Recreation**

Name of person responsible for cleanup: _____

Business name of company responsible for cleanup: _____

State of Delaware License Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

Event location and adjacent areas must be returned to "pre-event" condition.
Refer to the section regarding "Deposit" on Page 10 for further explanation.

STREETS / TRAFFIC

Is your event going to temporarily close or obstruct, delay or interfere with the normal flow of vehicular or pedestrian traffic to any of the following?

- | | | | |
|--|---|--------------------------|---|
| <input checked="" type="radio"/> Close | <input type="radio"/> Obstruct | <input type="radio"/> No | Streets |
| <input type="radio"/> Close | <input checked="" type="radio"/> Obstruct | <input type="radio"/> No | Sidewalks |
| <input type="radio"/> Close | <input type="radio"/> Obstruct | <input type="radio"/> No | Parking lots |
| <input checked="" type="radio"/> Close | <input checked="" type="radio"/> Obstruct | <input type="radio"/> No | Other facilities such as parks, schools, churches, or vacant lots |

If a street will be closed, the applicant/organizer must notify residences and businesses affected by the event. If more than one business is affected, it is also necessary to notify the Chamber of Commerce for Greater Milford and Downtown Milford, Inc (for events downtown). See Attachment F for notification letter.

If this event requires street closure(s), please include on the Site Plan the location of barricades and traffic control personnel. You will be required to obtain traffic safety equipment for the safe closure of the venue and to ensure proper detour and parking information is posted. Depending upon the type of event, you may need barricades, traffic cones, directional signage, etc. It is the responsibility of the applicant/organizer to obtain and to properly place this equipment prior to the beginning of the event. The Police Department will assist you with your traffic plan, if needed.

- Yes No Are you seeking use of any City owned traffic safety equipment (i.e. barricades, safety cones, etc.)?
 If yes, please explain the type equipment and number requested.

→ Type of Equipment: Barricades Number Requested: 10
 Type of Equipment: _____ Number Requested: _____
 Type of Equipment: _____ Number Requested: _____

If a street closing is approved, the applicant/organizer is responsible to ensure emergency vehicles may still access buildings in the area as necessary.

All traffic and pedestrian control devices on all streets and highways open to public travel in Delaware must conform to the Delaware Department of Transportation, Manual on Uniform Traffic Control Devices, part 6.

- Yes No Will the event involve the use of a parking and/or shuttle plan?
 If yes, attach a copy of the plan including anticipated parking spaces needed, path of shuttle and location of directional signage for guests.

- Yes No Are you seeking to restrict parking before, during or after the event?

If yes, explain: Musicians and technical support staff will access parking off of NW Front Street behind the Chamber of Commerce office

to the parking area next to the state office building on S Walnut Street



TEMPORARY STREET CLOSURE OR AMPLIFIED SOUND

NOTICE OF TEMPORARY STREET CLOSURE OR AMPLIFIED SOUND

(This document serves as proof of notice of a proposed street closure or amplified sound; it may be reproduced as needed.)

Notice to Occupant:

The City of Milford requires that all affected residents and/or businesses adjacent to a proposed street closure or amplified sound be notified of such.

A temporary street closure has been requested adjacent to your property on the following dates and times. Amplified sound has been requested adjacent to your property on the following dates and times.

Date(s): September 22, 2018

Time(s): Noon to 10:30 pm

The purpose of the proposed street closure or amplified sound is the (Name of Event): Ladybug Festival

Applicant/Organization: Downtown Milford, Inc.

Name of Contact Person: Murrie Zlotziver

Means of Contacting via either Address/ Phone/ Email: director@downtownmilford.com

CONCESSIONS/VENDORS

- Yes No Will items or services be sold at your event?
- Yes No Will food or beverages be provided, distributed or sold at the event?
If yes, applicant/organizer must contact the State of Delaware Division of Public Health for a permit at (302) 744-4556. Copies of Health Department inspection forms may be requested by the City of Milford prior to the event.

Event Organizers that will have vendors at the special event are required to submit a list of all vendors to the City Clerk's Office (below). Additions to this list may be made up to a week before the event and must be in writing. Written requests to include additional vendors may be mailed/delivered to the City Clerk's Office (201 South Walnut Street – Milford, DE 19963) or emailed to THudson@milford-de.gov. Vendors not included on the list submitted will not be permitted to operate at the Special Event.

Vendors Working Event:

#	Name of Business	Owner(s) Name(s)	Phone
1	Gallery 37		
2	Delaware Lottery		
3	DEMEC		
4	ig Burton		
5	Euphoric Herbals		
6	Planet Fitness		
7	Milford Live		
8	Delmarva Broadcasting		
9	Silicato		
10	Kent County Tourism		

- Yes No Will the event be professionally catered?

If your event is being catered, please provide the following information:

Name of Licensed Caterer: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Cell: _____
 Email: _____

- Yes No Will there be animals present (i.e. petting zoo, circus, pony rides, dogs, other)?
 If yes, please specify the type and number of each animal.
 Animal? _____ How many? _____
 Animal? _____ How many? _____
 Animal? _____ How many? _____

Add additional pages to list addition animals, if necessary.

The Milford Code, Chapter 78 regulates animals within the City limits.
 Applicant/Organizer must comply with all provisions.

As the event applicant/organizer, you are required to comply with all City, County, State and Federal Disability Access Requirements applicable to the event.

ALCOHOLIC BEVERAGES

If your event is providing, distributing, selling or dispensing alcoholic beverages, it may require a temporary alcohol permit, and if so you will need to submit an application for a permit to the Delaware Office of Alcoholic Beverage Control Commissioner which can be reached at (302) 577-5222. Applications are available at: <http://date.delaware.gov/OABCC/forms-applications.shtml>

Check all that apply:

- Free Alcohol
- Alcohol Sales
- Free and Sale Alcohol
- Sampling of Alcohol
- Beer
- Beer and Wine
- Beer, Wine and Distilled Spirits

Do you plan to secure a:

- Gathering License
- Extension of Premises License

Please describe your security plan to ensure the safe offering of alcohol at your event.

Beer and wine will be served in 3 locations during the event. Patrons will not be able to leave the blocked and/or fenced areas with their alcoholic beverages. All persons will carded and receive yellow bracelets. All servers are trained and certified

If applying for a Gathering License, the following must be provided:

Downtown Milford, Inc. 51-0364402

Organization Name IRS 501(C)3#

Murrie Zlotziver 302-839-6808

Name of contact at Organization Phone

Mispiration River Brewing

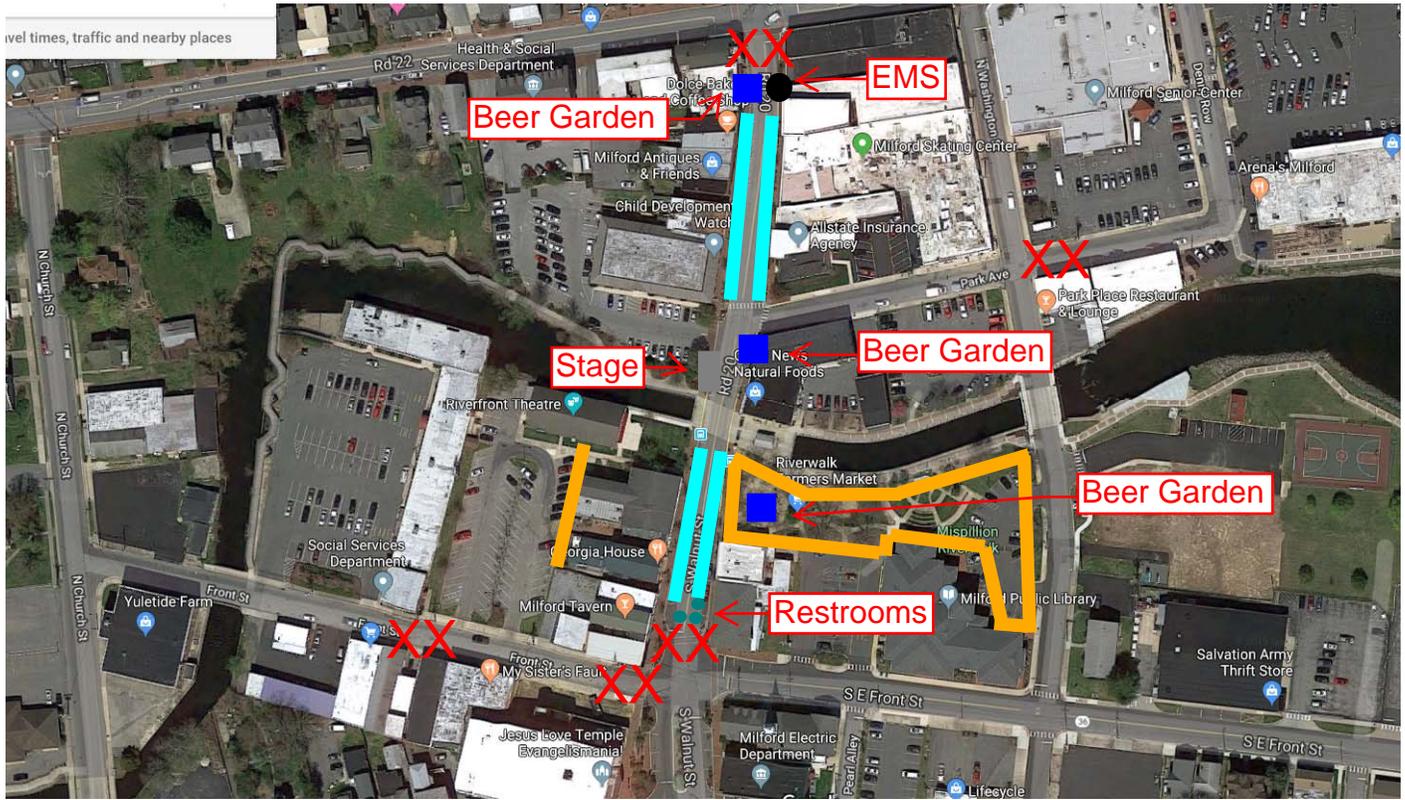
On-site Agent Responsible for Alcohol

How will attendees over the age of 21 be identified?

IDs will be checked and those over the age of 21 will be issued yellow wrist bands

What controls will be used to keep attendees under the age of 21 from obtaining alcohol at the event?

IDs will be checked and yellow wrist bands will be issued



XX Barricades

— Fencing

— Vendors/Tents

• Restrooms

● EMS

■ Beer Garden

■ Stage



PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: Eric Norenberg, City Manager
From: Mark A. Whitfield, Public Works Director
Subject: Sidewalk Inspection/City Responsibilities/Authorization for Funding
Date: August 17, 2018

The Public Works Department has concluded sidewalk inspection on all collector streets and streets serving public schools. For this area, approximately 2000 sidewalk blocks were found to be deficient.

As requested by the Public Works Committee, a cursory inspection has been done on all sidewalks within the City. City wide, approximately 3215 blocks have been found deficient.

At the meeting on July 23, property owners questioned their responsibilities for sidewalks where meter pits, sewer cleanouts, City-tree roots, hydrants, utility poles or street signs may have caused the trip hazard and/or sunken/broken block(s). Property owners asked if the City would take responsibility for those blocks.

The ordinance is clear the sidewalks are the responsibility of the property owner, regardless of the cause. However, staff did evaluate the number of blocks with each of the causes and found the following:

<u>Cause</u>	<u># Blocks</u>	<u>Cost at \$200/block</u>	<u>Cost at \$250/block</u>
Water Meter Pit/Hydrant	83	\$16,600	\$20,750
Utility Pole	36	\$ 7,200	\$ 9,000
Sewer CO/Manhole	2	\$ 400	\$ 500
Tree Roots (from City tree)	64	\$12,800	\$16,000
Street signs	<u>2</u>	<u>\$ 400</u>	<u>\$ 500</u>
Total	187	\$37,400	\$46,750

The 187 blocks identified is about 10% of the total number of blocks found deficient. In moving forward, if this trend continues, another 120 blocks would need to be repaired at a future cost of \$24,000 - \$30,000.

Staff received feedback from the Public Works and Finance Committee that the City should be responsible for the blocks above. Costs could be divided between General Fund (tree roots and street signs), Water Fund (meter pits and hydrants), Electric Fund (utility poles), and Sewer Fund (cleanouts and manholes).

Recommendation: Based on the unanimous recommendation from the Finance and Public Works Committee, staff recommend City Council authorize funding for sidewalk replacements

found to be deficient, as indicated in parenthesis, due to water meter pits/hydrants (Water Reserves), sewer cleanouts/manholes (Sewer Reserves), tree roots from City trees between sidewalk and street (Street Operating Budget), street signs (Streets Operating Budget) and utility poles (Electric Fund Reserves).



PUBLIC WORKS DEPARTMENT
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Milford, DE 19963

PHONE 302.422.1110
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www.cityofmilford.com

To: Eric Norenberg, City Manager
From: Mark A. Whitfield, Public Works Director
Subject: Funding for Cost of Services and Rate Design Study –
Water, Wastewater, and Solid Waste
Date: August 17, 2018

The Public Works Department has obtained a proposal from Utility Financial Solutions, Inc of Holland, Michigan to complete a Cost of Services and Rate Design Study for Water, Wastewater, and Solid Waste. Staff recommends Council consider the study for several reasons:

1. To determine if the rate structure is fair to all users
2. To determine if rates meet both operating as well as future capital needs
3. To determine if adequate reserves are being held in each account to adequately meet future infrastructure improvements
4. To determine if rates meeting the needs of associated debt repayment.

UFS, Inc completed a similar study for the Electric Division in 2017, which resulted in a major rate structure change for City costumers. Staff believes it is in the City's best interest to ensure rates not only meet the needs of the City, but remain competitive with other Delmarva communities and allow the City to be an attractive location for future developers and businesses.

Staff presented the proposal to the Public Works and Finance Committee on August 13, 2018. The Committee voted to endorse the staff recommendation. Council approval for funding the study is needed since the study was not included in the 2019 budget.

Recommendation: Staff recommends Council authorize the study and allocate funding for the project as follows: Water Reserves - \$12,500, Sewer Reserves - \$12,500 and Solid Waste Operating Budget - \$9,000.



The City of Milford

PROPOSAL FOR

Water, Sewer, and Solid Waste Cost of Service Rate Study

July 16, 2018



**Main Company location:
Utility Financial Solutions, LLC
185 Sun Meadow Court
Holland, MI USA 49424
(616) 393-9722
Fax (888) 566-4430**

Submitted Respectfully by:
Dawn Lund, Vice-President
Utility Financial Solutions, LLC
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Utility Financial Solutions, LLC

185 Sun Meadow Ct

Holland MI, 49424

July 6, 2018

Mark A. Whitfield, Public Works Director
The City of Milford
180 Vickers Drive
Milford, DE 19963

Utility Financial Solutions (UFS) is pleased to submit a proposal to provide a cost of service, financial projection and rate design study for the Water, Sewer, and Solid Waste Utilities of the City of Milford. Our proposal is based on our prior experience with completing water and sewer cost of service studies for municipal utilities around the nation.

Utility Financial Solutions (UFS) will provide you with the highest quality service within an agreed-upon timeframe and has the personnel available to meet your needs. The study will take approximately 12 weeks to complete after receipt of requested information.

UFS is an internationally known firm with a long standing relationship and history of assisting municipalities with financial analysis and are recognized experts in the utility field. Our group and the project team assigned to this engagement are composed of highly qualified, experienced, and knowledgeable professionals who remain current on all issues facing municipal utilities. We are regularly requested speakers at seminars at the regional and national level for the American Public Power Association, American Water Works Association and the Institute of Public Utilities.

UFS would like to be a resource to you for many years in the future. Our success is dependent on the quality and timeliness of the services provided to utilities. We are committed to the City's complete satisfaction. Our prior experience in providing the requested services allows us to conduct a cost effective and efficient rate study.

We appreciate the opportunity to submit this proposal and look forward to discussing it with you. If you have questions or need additional information, please contact me at 231-218-9664.

Sincerely,

A handwritten signature in black ink, appearing to read "Dawn Lund", is written over a light blue background.

Dawn Lund, Vice-President
Utility Financial Solutions, LLC
PO Box 582
Leland, MI
231-218-9664
dlund@ufsweb.com



Table of Contents

Project Understanding (Scope of Work).....	1
Proposed Work Plan and Project Approach	2
Solid Waste, Water & Sewer Project Approach	2
Long-Term Financial Projection and Financial Targets.....	3
Development of Financial Targets.....	4
Water Cost of Service	6
Sewer Cost of Service	8
Solid Waste Cost of Service	10
Rate Design.....	11
Executive Report.....	14
Format of Reports	14
Presentation of Cost of Service and Rate Design Study	14
Firm Qualifications	15
Qualifications Introduction.....	15
Summary of Qualifications and Experience.....	16
Project Team Qualifications	20
Proposed team members	20
Resumes	20
References	28
Project Schedule.....	29
Project Fees	30
Water & Sewer Hours and Fees	30
Out of Scope Services – on-site and travel expenses.....	30
Proposed Professional Services Agreement.....	31



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Proposed Work Plan and Project Approach

Project Understanding (Scope of Work)

The City of Milford (the City) is seeking a professional firm to complete a comprehensive cost of service study, and independently assess and evaluate existing water, sewer, and solid waste rates to provide recommendations on the amount and structure of future rate designs. Many components of the financials of the utility are combined, and professional judgment will need to be made to separate into the two utilities. The financial objectives of the study are to adequately fund water and sewer utility operations, capital costs, bonded debt, and develop a strategy to ensure the current and future financial stability of the utility while minimizing rate impacts on customers. A general outline of the tasks are listed below:

1. Perform cost of service analysis – Perform cost of service analysis and recommend changes to the following: customer classes; customer charge; commodity charge
2. Review the cost of service allocations/results with staff
3. Complete a long term financial model that includes key financial targets
 - Debt Coverage Ratio
 - Minimum Cash Reserve
 - Target Operating income
4. Deliverables
 - A draft report will be presented via WebEx to the City Staff for comment
 - The final report on the cost of service study will include discussion and analysis of the items listed above and an electronic copy of the final report will be provided.
5. Final Presentation
 - Present the findings and recommendations from the cost of service study in either a work session or the City Council meeting via WebEx (on-site optional)
 - Consultant will be available for additional presentations if requested
6. Rate Design – Design rates for customer to move toward cost of service and maintain the financial health of the Water, Sewer, and Solid Waste Department. Rates will be design for one-year, additional years upon request.
7. Project Timing
The proposed project timing for completion of the cost of service in draft form is approximately 10 weeks from the receipt of the City supplied information as defined in the information request. The final study is delivered approximately 12 weeks from receipt of the same requested information.

Completion of the project on the proposed schedule is dependent on the cooperation of various departments within the utility to prepare the information request in a timely manner.



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Proposed Work Plan and Project Approach

Proposed Work Plan and Project Approach

Our approach to this project was developed to meet the objectives of the City of Milford and our prior experience in preparing water and sewer cost of service studies and for publicly-owned utilities around the nation. Our proposed work plan is designed to meet the requirements and methodologies established by the American Water Works Association and American Public Works Association.

Solid Waste, Water & Sewer Project Approach

- To achieve the objectives and tasks we have structured the work plan as follows:
- Determination of Revenue Requirements
- Cost of Service Study
- Presentation to Management and Council via WebEx, on-site optional
- Rate Design
- Final Report

Initial Meeting with the City of Milford

We will first coordinate a project kickoff conference call with utility management. This is critical to ensure final reports will meet objectives of the City and the information request prepared by Utility Financial Solutions is understood. We will set up a conference call with the City to discuss and clarify the project objectives and scope and discuss the following:

- Clarify the scope of services and specific expectations of management
- Review billing system capabilities for providing information necessary for the cost of service analysis
- Review chart of accounts and determine strengths and weaknesses and its consistency with utility accounting practices
- Gain an understanding of customers, including major industries and customer make-up
- Gain an understanding of solid waste, water and sewer costs and future capital improvements
- Current issues, concerns and previous rate increases
- Review of preliminary information request prepared by UFS to complete the study (See Below)
- Future capital improvements
- Projected changes in the City of Milford water and sewer charges



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Proposed Work Plan and Project Approach

Preparation of Information Request

An information request will be prepared by UFS to complete the study. The preliminary information request will be modified to include discussions with the City. The information request will include at a minimum the following for each utility:

1. Detailed trial balance for latest fiscal years
2. Audited financial statements for past three years (CAFR)
3. Fixed Assets of system and include historical investments, accumulated depreciation and annual depreciation expense for each utility
4. Budgets for current and next fiscal year (if available)
5. Outstanding bond amortizations schedules
6. Capital improvement plans for each utility
7. System usage statistics
 - a. Water purchases/treatment by month from the City of Milford
 - b. Sewer discharged to the City of Milford by month
 - c. Unit pick-ups for solid waste collection
8. Billing statistics
 - a. Number of Solid Waste, Water and Sewer customers
 - b. Monthly (Quarterly) billed usage by customer class
 - c. Fire protection accounts
 - d. Number of hydrants
 - e. GPM fire protection requirements of the City of Milford

Long-Term Financial Projection and Financial Targets

Solid Waste, Water & Sewer Sales Growth Projection

Customer usages will be projected based on historical growth rates adjusted for high or low usages on a yearly basis. Water sales can fluctuate substantially based on weather and has varying effects on each customer class usage. Customer growth rates and usage patterns will be normalized and projected for future years. We will discuss with the City of Milford internal growth projections used and compare to determine appropriate growth rates. As an optional service, UFS will develop an econometric modeling forecast using multiple regression analysis, based on external factors such as demographic data and weather information for use as independent variables. We will statistically correlate water and sewer sales with the independent variables. The projections will identify:

- Sales projections over the planning horizon.
- Revenues and expenses attributable to new connections or customers
- Incorporate sensitivity analysis into the model that considers weather and other variables identified in the model as having a statistically significant impact on the results.



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Proposed Work Plan and Project Approach

Summary Long Term Financial Projection

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Projected Adjusted Operating Income	Projected Cash Balances	Cash Flow From Operations	Capital Improvements	Future Bond Issues	Debt Coverage Ratio
2018	4.900%	29,446,407	28,698,901	2,653,250	32,579,415	(3,310,045)	5,027,780	-	1.69
2019	4.900%	30,851,628	30,145,064	2,624,429	35,100,371	2,520,966	14,789,476	14,789,476	1.94
2020	4.900%	32,325,706	31,550,835	2,704,857	25,357,846	(9,742,525)	12,085,014	-	1.74
2021	4.900%	33,872,013	32,784,774	3,029,347	23,207,851	(2,149,995)	4,982,628	-	1.88
2022	4.900%	35,494,089	33,979,847	3,468,471	24,301,824	1,093,974	2,204,939	-	1.99
Target Operating Income for 2018 -				\$4,931,351					
Target Operating Income for 2022				\$ 5,784,080					
					\$13,513,804				
					\$ 14,525,617				
Minimum Debt Coverage -									1.24/1.45

The financial projection will incorporate assumptions such as inflation, anticipated changes in expenses, debt issuances, capital improvements, and additional costs related to sales growth. The Financial projection incorporates targets to help ensure the long term financial stability of the City is maintained or improved and develop a plan for rate adjustments.

Development of Financial Targets

1. Target One: Debt Coverage Ratio

Based on review of bond issues and debt service schedules, the principal and interest expense will be identified and incorporated into the analysis. The long-term financial plan for each utility will compare results with requirements specified in the bond ordinance. We will provide a table as shown below to compare projected Debt Service Ratio's with requirements in the Bond Ordinance.

Sample Report Table of Debt Coverage Ratio

Debt Coverage Ratio	Actual 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Projected 2022
Add Net Income	\$ 2,531,078	\$ 2,926,255	\$ 2,862,725	\$ 2,845,125	\$ 2,864,300	\$ 2,735,781
Add Depreciation Expense	1,638,573	1,780,922	1,928,409	2,040,324	2,127,711	2,255,393
Add Interest Expense	503,911	467,794	430,610	389,189	341,256	403,489
Cash Available for Debt Service	<u>\$ 4,673,563</u>	<u>\$ 5,174,970</u>	<u>\$ 5,221,744</u>	<u>\$ 5,274,638</u>	<u>\$ 5,333,266</u>	<u>\$ 5,394,663</u>
Debt Principal and Interest	<u>\$ 1,976,240</u>	<u>\$ 1,972,236</u>	<u>\$ 2,048,011</u>	<u>\$ 2,055,394</u>	<u>\$ 2,072,111</u>	<u>\$ 2,189,839</u>
Projected Debt Coverage Ratio (Covenants)	2.36	2.62	2.55	2.57	2.57	2.46
Minimum Debt Coverage Ratio	1.40	1.40	1.40	1.40	1.40	1.40



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Proposed Work Plan and Project Approach

2. Target Two: Minimum Cash Reserve Calculation

To help ensure timely completion of capital improvements and enable the utility to meet requirements for large unexpected expenditures and risk factors the minimum level of cash reserves each utility is identified. Development of the minimum cash reserves considers a number of factors specific to each utility a sample list is below:

- Working capital
- Sales variations
- Monthly variations in expenses
- Capital improvement programs
- Annual bond payments
- Exposure to catastrophic events such as extreme weather

Sample Table of Recommended Minimum Cash Reserves:

Minimum Cash Reserve Levels	Actual 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Projected 2022
Operation & Maintenance Less Depreciation Expense	\$ 4,797,756	\$ 4,932,089	\$ 5,070,188	\$ 5,212,153	\$ 5,358,093	\$ 5,508,120
Historical Rate Base	67,249,180	72,739,547	76,983,311	80,125,950	82,750,817	88,552,992
Current Portion of Debt Service Reserve	1,972,236	2,048,011	2,055,394	2,072,111	2,189,839	2,465,194
Five Year Capital Improvements - Net of bond proceeds	3,881,258	16,303,812	16,303,812	16,303,812	16,303,812	16,303,812
Operation & Maintenance Less Depreciation Expense	12.3%	12.3%	12.3%	12.3%	12.3%	12.3%
Historical Rate Base	1%	1%	1%	1%	1%	1%
Current Portion of Debt Service Reserve	100%	100%	100%	100%	100%	100%
Five Year Capital Improvements - Net of bond proceeds	20%	20%	20%	20%	20%	20%
Operation & Maintenance Less Depreciation Expense	\$ 590,124	\$ 606,647	\$ 623,633	\$ 641,095	\$ 659,045	\$ 677,499
Historical Rate Base	672,492	727,395	769,833	801,259	827,508	885,530
Current Portion of Debt Service Reserve	1,972,236	2,048,011	2,055,394	2,072,111	2,189,839	2,465,194
Five Year Capital Improvements - Net of bond proceeds	776,252	3,260,762	3,260,762	3,260,762	3,260,762	3,260,762
Recommended Minimum Cash Reserves	\$ 4,011,103	\$ 6,642,816	\$ 6,709,623	\$ 6,775,227	\$ 6,937,155	\$ 7,288,985
Projected Cash Reserves	\$ 6,629,112	\$ 4,341,480	\$ 3,271,448	\$ 3,348,053	\$ 3,984,342	\$ 6,386,991

3. Target Three: Operating Income

The optimal target for setting rates is the establishment of a target operating income to consistently fund capital improvements and capital replacements. Development of this target considers factors such as the following:

- Interest expense on the outstanding debt
- Inflationary increase on asset replacement costs
- Assets contributed by customers to the Utility
- Risks (Risks can be assigned to each customer class in the cost of service study)



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Proposed Work Plan and Project Approach

Sample Report Table of Operating Income Recommended Compared to Projected Targets

Target Operating Income	Projected 2017	Projected 2018	Projected 2019	Projected 2020	Projected 2021	Projected 2022
Net Book Value	\$ 38,949,700	\$ 42,659,145	\$ 44,974,500	\$ 46,076,815	\$ 46,573,971	\$ 50,120,753
Outstanding Principal on Debt	16,726,172	15,221,730	13,604,329	11,938,123	10,207,269	13,420,919
Contributed Capital Estimated	1,440,135	1,440,135	1,440,135	1,440,135	1,440,135	1,440,135
System Equity	\$ 20,783,393	\$ 25,997,280	\$ 29,930,036	\$ 32,698,556	\$ 34,926,567	\$ 35,259,699
Principal on Debt	2.8%	2.8%	2.9%	2.9%	4.0%	3.5%
Contributed Capital Estimated	4.0%	4.0%	4.0%	3.8%	3.5%	3.5%
System Equity	8.0%	8.0%	8.0%	7.6%	7.0%	7.0%
Outstanding Principal on Debt	\$ 467,794	\$ 430,610	\$ 389,189	\$ 341,256	\$ 403,489	\$ 463,545
Contributed Capital Estimated	57,605	57,605	57,605	54,725	50,405	50,405
System Equity	1,662,671	2,079,782	2,394,403	2,485,090	2,444,860	2,468,179
Target Operating Income	\$ 2,188,071	\$ 2,567,998	\$ 2,841,197	\$ 2,881,071	\$ 2,898,753	\$ 2,982,129
Projected Adjusted Operating Income	\$ 2,998,179	\$ 3,363,274	\$ 3,273,999	\$ 3,220,328	\$ 3,191,187	\$ 3,121,720
Rate of Return in %	5.6%	6.0%	6.3%	6.3%	6.2%	5.9%

4. Summary of Projections

The projections will be summarized and development of alternative rate tracks will be reviewed and compared to each financial target to help ensure the future financial stability of each utility. We will work with Management and the City Council in review and development of the long-term rate strategies and rate track.

Development of Cost of Service Models and Summary Results

The cost of service studies for the water and sewer utilities will be developed using methods consistent with the American Water Works Association, American Public Works Association and EPA User Charge System Requirements along with method UFS teaches for the National Association of Regulatory Utility Commissioners.

Expense Projection

Revenue requirements will be projected for future years based on actual data adjusted for anticipated capital improvements and changes in labor, benefits and supplies. We will project the utility’s revenue requirements for a five-year period based on certain assumptions such as inflation, anticipated changes in costs, additional debt issuances, capital improvements, and additional costs related to sales growth. A detailed cost projection will be completed balancing purchases with retail sales and system losses.

Water Cost of Service

Water Development of Cost of Service Analysis

Consistent with AWWA’s “Manual of Water Supply Practices” we will conduct an analysis to isolate cost by customer class. We will evaluate the current customer classes and discuss with management potential new classes. The cost of service analysis will be based on the methodology identified below.



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Proposed Work Plan and Project Approach

Component Costs - The cost to provide service using the Base-Extra Capacity Method as described by AWWA’s Manual of Water Supply Practices. This method divides the cost of water purchases into two main cost categories:

- Base costs – those costs that vary with quantity of water used
- Extra-capacity – the costs associated with meeting requirements in excess of average usage on a projected daily basis

Example of Classification Percentages between Base and Extra Capacity Costs:

	Average Day	Max Day	Max Hour
CCF's	15,803	26,205	29,718
Average Day to Max Day Percent	60%	40%	
Average Day to Max Hour Percent	53%	35%	12%

Under this method, costs are further allocated between customer classes and public fire protection.

- Functional Costs - Identification of the cost to provide water to customers separated by service component:
- Production – Includes cost to purchase water under wholesale contracts
- Transmission - Identification of costs related to capacity, maintenance and operation of the transmission system
- Distribution - Cost to deliver water from transmission system to customer
- Customer-related costs: Separation of costs for billing, meter reading, meter O&M, customer services, and others as defined by management

Water Allocation Factors

A critical part of the cost of service study is the development of allocators from customer class usage patterns. The allocators are used to allocate the fixed capacity costs, semi-variable operating costs, variable chemicals and power, and customer-related costs. The characteristics modeled will include total water used, peak day, peak hour and customer billing, metering, and services requirements. To obtain peak use ratios by meter size we will perform the following:

- Review internal usage patterns available and supplement with peak ratio information on customer classes developed from generic sources
- Review peak loadings on water production readings
- Review peak month loadings from billing statistics

Identification of Peak Day/Peak Hour Allocation Factors

Peak usage ratios will be established for using the following information:

- Review of pumping statistics over the past five years
- Review of peak loadings on water production wells for each month
- Review of monthly usage for each customer class and meter size (billing statistics)

The peak day and peak hour usage factors will be estimated based on average monthly usage compared to peak monthly usage with adjustments made for the monthly billing cycles. The calculated peak is compared with the actual peaks from the production statistics and adjusted to balance. Listed below is an example table that will be developed for the City of Milford.



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Proposed Work Plan and Project Approach

Determination of Peak to Average Ratio using Two Year Average

	Year 1 Peak Factor			Year 2 Peak Factor			Two Year Average		
	CCF Usage during peak Month	Average Monthly Usage per year - CCF	Peak to Average Ratio	CCF Usage during peak Month	Average Monthly Usage per year - CCF	Peak to Average Ratio	CCF Usage during peak Month	Average Monthly Usage per year - CCF	Peak to Average Ratio
5/8" Meter	4,277	2,350	1.82	3,210	2,177	1.47	3,744	2,264	1.65
3/4" Meter	268	162	1.66	200	120	1.67	234	141	1.66
1" Meter	2,897	1,422	2.04	2,411	1,191	2.02	2,654	1,307	2.03
1-1/2" Meter	1,149	525	2.19	1,059	521	2.03	1,104	523	2.11
2" Meter	3,348	1,704	1.96	2,780	1,661	1.67	3,064	1,682	1.82
3" Meter	873	510	1.71	654	370	1.77	763	440	1.74
4" Meter	839	602	1.39	636	516	1.23	737	559	1.31
6" Meter	1,786	622	2.87	1,918	1,203	1.59	1,852	912	2.23

Application of Peak to Average Ratio to Customer Classes

Customer Class	Base			Maximum Day			Maximum Hour		
	Annual Use	Average Rate	Capacity Factor	Total Capacity	Extra Capacity	Capacity Factor	Total Capacity	Extra Capacity	
5/8" Meter	794,576	1.6	1.47	2.4	0.8	1.47	2.4	0.77	
3/4" Meter	43,620	0.1	1.67	0.1	0.1	1.67	0.1	0.06	
1" Meter	434,796	0.9	2.02	1.8	0.9	2.02	1.8	0.91	
1-1/2" Meter	190,019	0.4	2.03	0.8	0.4	2.03	0.8	0.40	
2" Meter	606,089	1.2	1.67	2.1	0.8	1.67	2.1	0.84	
3" Meter	135,166	0.3	1.77	0.5	0.2	1.77	0.5	0.21	
4" Meter	188,509	0.4	1.23	0.5	0.1	1.23	0.5	0.09	
6" Meter	439,040	0.9	1.59	1.4	0.5	1.59	1.4	0.54	
Total System	2,831,815	5.80		9.63	3.82		9.63	3.82	

Sewer Cost of Service

Sewer Allocation Factors

Expense categories will be analyzed and reviewed to determine an appropriate allocation factor. The allocation factor will be developed based on cost causation and allocated to each billing parameter. The allocation factors developed include peaking factors, flow characteristics, and customer related costs. Industrial pre-treatment costs will be reviewed and allocation factors developed to determine the charges for Industrial Waste Discharge Fees. A sample list of allocators is listed on the next page:



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Proposed Work Plan and Project Approach

Account Name	Volume	BOD	TSS	Phos	G&O	Cust	Total
<u>Generation</u>							
Salary & Benefits	53%	29%	14%	4%	0%	0%	100%
Production Electricity	58%	25%	13%	4%	0%	0%	100%
Production Water	53%	28%	12%	7%	0%	0%	100%
Gas Heating	53%	28%	12%	7%	0%	0%	100%
Oper Permits & Fees	53%	28%	12%	7%	0%	0%	100%
Other Expenses	53%	28%	12%	7%	0%	0%	100%
<u>Operations</u>							
Salary & Benefits	53%	29%	14%	4%	0%	0%	100%
Production/Treatment Chemicals	27%	32%	15%	27%	0%	0%	100%
Sludge Disposal	0%	75%	25%	1%	0%	0%	100%
Other Expenses	53%	28%	12%	7%	0%	0%	100%
Pollution Control	27%	32%	15%	27%	0%	0%	100%
Plant Maintenance	40%	40%	19%	0%	0%	0%	100%
Operations Allocation	40%	40%	19%	0%	0%	0%	100%
Technology Director Allocation	53%	29%	14%	4%	0%	0%	100%
<u>Administration & General</u>							
Insurance	54%	16%	12%	2%	0%	16%	100%
W/WW Engineering Allocation	0%	0%	0%	0%	0%	100%	100%
IT Allocation	0%	0%	0%	0%	0%	100%	100%
Other	54%	16%	12%	2%	0%	16%	100%
Facilities & Warehouse	0%	0%	0%	0%	0%	100%	100%
<u>Accounting & Collecting</u>							
Finance Allocation	54%	16%	12%	2%	0%	16%	100%
Accounting Allocation	54%	16%	12%	2%	0%	16%	100%
Corporate Allocation	54%	16%	12%	2%	0%	16%	100%
Personnel Allocation	54%	16%	12%	2%	0%	16%	100%
Other	54%	16%	12%	2%	0%	16%	100%
<u>Collection</u>							
Services / Maintenance	0%	0%	0%	0%	0%	100%	100%
Lift Station Maintenance	0%	0%	0%	0%	0%	100%	100%
Customer Service Allocation	0%	0%	0%	0%	0%	100%	100%
Meter Reading Allocation	0%	0%	0%	0%	0%	100%	100%
Billing Allocation	0%	0%	0%	0%	0%	100%	100%
Other	0%	0%	0%	0%	0%	100%	100%

Example COS Summary Table

Customer Type	Cost of Service Rates	Projected Revenues	Percentage Adjustment
5/8"	\$ 3,543,212	\$3,045,073	16%
3/4"	100,929	93,713	8%
1"	813,759	770,611	6%
1-1/2"	432,333	371,866	16%
2"	1,457,418	1,265,868	15%
3"	270,158	245,673	10%
4"	412,630	370,115	11%
6"	303,145	300,426	1%
Flat Rate	190,341	171,035	11%
Total	\$ 7,523,925	\$6,634,380	13.4%

Example Monthly Customer Charge Cost of Service Results

	Current Unit			COS Monthly	
	Current Monthly Charge	Charge 1st and 2nd Block	Current Chrg 3rd Block	Customer Charge	COS Unit Charge
In-City					
5/8"	\$ 9.45	\$ 2.18	\$ 2.05	\$ 10.53	\$ 2.08
1"	16.00	2.18	2.05	22.34	2.08
2"	52.25	2.18	2.05	72.16	2.08
3"	106.00	2.18	2.05	150.68	2.08
4"	168.00	2.18	2.05	270.92	2.08
6"	240.00	2.18	2.05	586.42	2.08
Outside City					
5/8"	\$ 14.50	\$ 3.68	\$ 2.89	\$ 17.15	\$ 2.93
1"	26.00	3.68	2.89	34.77	2.93
2"	78.25	3.68	2.89	105.06	2.93
4"	158.00	3.68	2.89	385.31	2.93
6"	248.00	3.68	2.89	821.48	2.93



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Proposed Work Plan and Project Approach

Solid Waste Cost of Service

Factors such as customer counts, tonnages, volumes, and subscription levels will be analyzed to determine demand for solid waste and recycling.

Expense categories will be analyzed and reviewed to determine an appropriate allocation factor. UFS will consider the expenses associated with purchasing containers for collection and the life of containers. Customers can be categorized based on type (i.e. residential, small business, ect.) as well as type of refuse container such as cart, bag, recycling, shared dumpster, or leaf/brush collection. Other expense categories include the cost of trucks, fuel, labor, routes, and administration.

The subsequent allocation factors will be developed based on cost causation and allocated to each billing parameter. Non-administrative allocation factors include: tonnage, volume, revenue, customer counts, number of trips, or direct assignment.

Below is a cost of service output for a solid waste cost of service analysis:

Customer Type	Cost of Service Rates	Current Rates	Percent Difference	Notes
Number of Carts				
1	\$ 13.88	\$ 5.20	167%	Monthly Rate
2	26.96	10.40	159%	Monthly Rate
3	40.04	15.60	157%	Monthly Rate
4	53.13	20.80	155%	Monthly Rate
5	66.21	26.00	155%	Monthly Rate
Large Restaurant	209.29	100.00	109%	Monthly Rate
Small Restaurant	109.97	50.00	120%	Monthly Rate
Med Business	54.35	22.00	147%	Monthly Rate
Small Business	34.48	12.00	187%	Monthly Rate
1 Apt	349.89	108.00	224%	Monthly Rate
2 Apt	68.89	21.00	228%	Monthly Rate
3 Apt	20.44	6.00	241%	Monthly Rate
Trash Bags	10.04	1.94	418%	Average cost per location
Leaf/Brush Collection	167,642	443,860	-62%	City's General Fund Contribution
Totals	586,031	586,031		Cash Basis of Ratemaking



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Proposed Work Plan and Project Approach

Rate Design

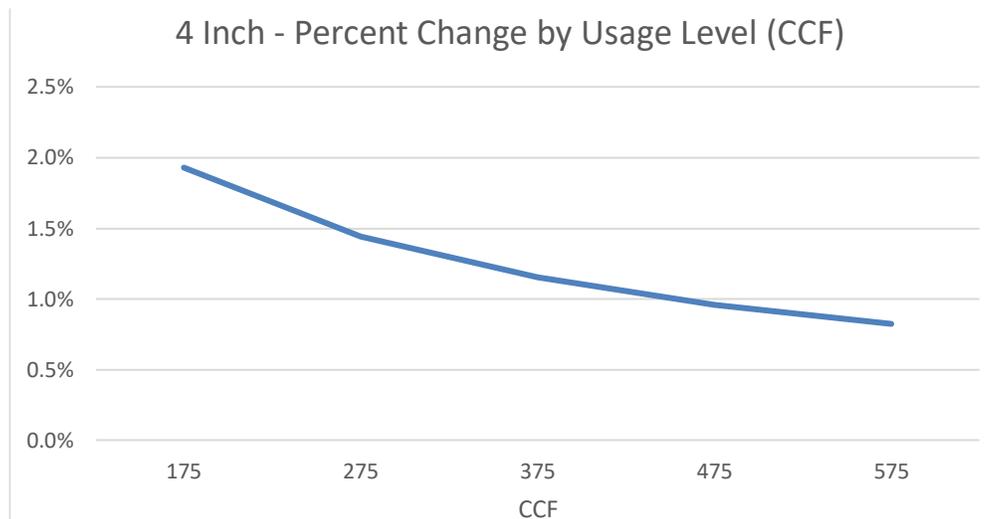
A one year rate design will be provided for the existing rate structure for each utility. UFS will develop rates designed to move toward the true cost of providing service. A five-year rate track will be provided with the financial projection. If desired, new rate structure scenarios and / or additional year(s) rate design will be optional and billed at the regular hourly rates.

The rate design model identifies the impacts on customers at various usage levels similar to the tables below and is listed by rate class, meter size and usage level.

Water/Sewer Sample Rate Design Single Year

4	Current Rates	Proposed Rates
Customer Service Charge	\$ 210.14	\$ 220.00
Commodity Rate	1.72	1.72

Usage Level in CCF	Current Rates	Proposed Rates	Dollar Impact	Percent Change
175	\$ 511.14	\$ 521.00	\$ 9.86	1.93%
275	683.14	693.00	9.86	1.44%
375	855.14	865.00	9.86	1.15%
475	1,027.14	1,037.00	9.86	0.96%
575	1,199.14	1,209.00	9.86	0.82%





SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Proposed Work Plan and Project Approach

Solid Waste Rate Design

	Current Rates	2017	2018	2019	Cost of Service Rates
1	\$ 5.20	\$ 6.25	\$ 7.50	\$ 9.00	\$ 13.88
2	10.40	12.50	15.00	18.00	26.96
3	15.60	18.75	22.50	27.00	40.04
4	20.80	25.00	30.00	36.00	53.13
5	26.00	31.25	37.50	45.00	66.21
Large Restaurant	100.00	120.00	144.00	173.00	209.29
Small Restaurant	50.00	60.00	72.00	86.00	109.97
Med Business	22.00	27.00	33.00	39.00	54.35
Small Business	12.00	15.00	18.00	21.50	34.48
1 Apt	108.00	130.00	156.00	188.00	349.89
2 Apt	21.00	25.28	30.33	36.56	68.89
3 Apt	6.00	7.22	8.67	10.44	20.44
Trash Bags	10.00	12.00	15.00	19.00	41.78

Water/Sewer Sample Rate Design Multi Year

Water							
Meter Size	Customer Charge						
	Current	Year 1	Prior	Year 2	Prior	Year 3	Prior
3/4"	\$ 5.75	\$ 7.25	26%	\$ 8.75	21%	\$ 9.00	3%
1"	\$ 7.65	\$ 9.50	24%	\$ 9.50	0%	\$ 9.75	3%
1 1/2"	\$ 11.35	\$ 14.00	23%	\$ 15.50	11%	\$ 16.00	3%
2"	\$ 23.50	\$ 24.50	4%	\$ 24.50	0%	\$ 24.50	0%
3"	\$ 70.50	\$ 76.00	8%	\$ 76.00	0%	\$ 80.00	5%
4"	\$ 93.00	\$ 135.00	45%	\$ 135.00	0%	\$ 140.00	4%
6"	\$ 132.00	\$ 210.00	59%	\$ 210.00	0%	\$ 210.00	0%
8"	\$ 208.00	\$ 350.00	68%	\$ 500.00	43%	\$ 750.00	50%
Volume Charge							
Usage	Current	Year 1	Prior	Year 2	Prior	Year 3	Prior
Usage Block 1	\$ 2.35	\$ 2.45	4%	\$ 2.78	13%	\$ 3.29	18%
Usage Block 2	\$ 1.60	\$ 2.00	25%	\$ 2.10	5%	\$ 2.25	7%
Total Water			11.9%		12.0%		12.0%



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY

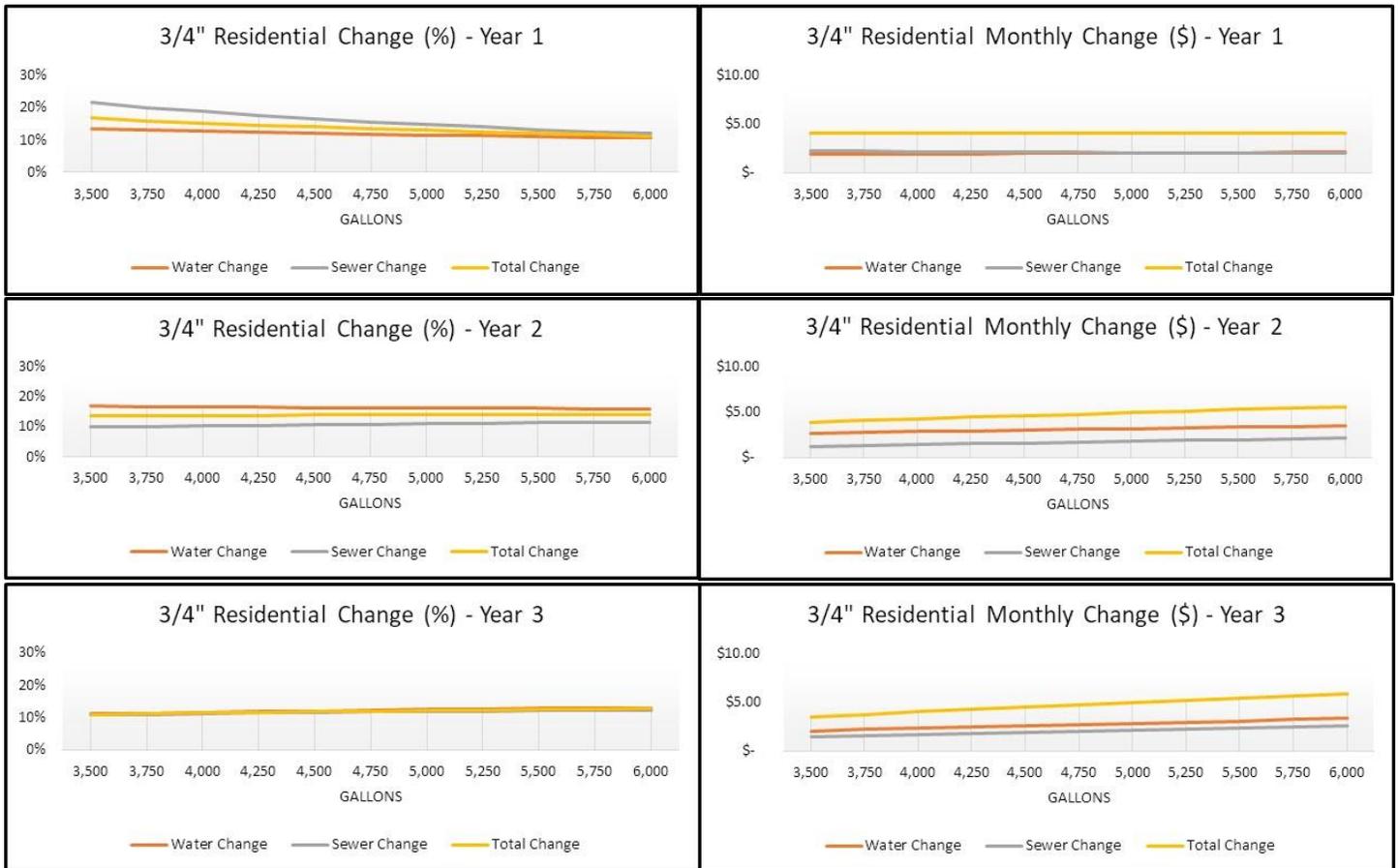


Proposed Work Plan and Project Approach

Wastewater								
Meter Size	Customer Charge							
	Current	Year 1	Prior	Year 2	Prior	Year 3	Prior	
3/4"	\$ 4.15	\$ 4.25	2%	\$ 4.25	0%	\$ 4.25	0%	
1"	\$ 4.15	\$ 4.25	2%	\$ 4.25	0%	\$ 4.25	0%	
1 1/2"	\$ 4.15	\$ 8.00	93%	\$ 8.00	0%	\$ 8.00	0%	
2"	\$ 4.15	\$ 13.00	213%	\$ 13.00	0%	\$ 13.00	0%	
3"	\$ 4.15	\$ 25.00	502%	\$ 50.00	100%	\$ 55.00	10%	
4"	\$ 4.15	\$ 50.00	1105%	\$ 100.00	100%	\$ 100.00	0%	
6"	\$ -	\$ 100.00	0%	\$ 200.00	100%	\$ 250.00	25%	
8"	\$ -	\$ 200.00	0%	\$ 300.00	50%	\$ 375.00	25%	

Usage	Volume Charge							
	Current	Year 1	Prior	Year 2	Prior	Year 3	Prior	
First 1,000 Gallons	Included above	\$ 2.35	N/A	\$ 2.70	15%	\$ 3.12	16%	
Over 1,000 Gallons	\$ 2.45	\$ 2.35	-4%	\$ 2.70	15%	\$ 3.12	16%	
Total Wastewater			12.0%		12.0%		12.1%	

Water/Sewer Sample 3/4 inch Multi Year Rate Design Graphs:



Executive Report

Format of Reports

UFS reports are typically separated into two reports listed below:

- **Executive Summary Report** – An overview that identifies the objectives, process and results of the rate study in a clear and concise format, the report includes graphs, charts, tables and recommendations.
- **Rate Design Recommendation Report**– The rate design report is a separate module. To ensure efficiency and timeliness of the study the executive summary is provided to management for input into the rate design process. The rate design report includes the following:
 - Comparison of the current and proposed rates
 - Expected revenues generated from proposed rates
 - Impact on customer classes at various usage levels or load factors within each rate class

Presentation of Cost of Service and Rate Design Study

A critical aspect of the study is the clear and concise presentation to the governing body of the utility. UFS professionals are skilled at explaining and working with advisory and governing bodies to ensure decisions are based on information they can understand and apply to their community.

The following meetings are anticipated:

- Initial meeting – Clarify scope of services, expectations of management and preliminary fieldwork (Conference call and/or webex)
- Fieldwork – Fieldwork will be conducted to verify data via WebEx
- Review draft reports with management (Conference call and/or WebEx - On-site optional)
- Presentation as requested by management such as review report with City Council (Conference call and/or WebEx - On-site optional)



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Firm Qualifications

Firm Qualifications

Qualifications Introduction

UFS has a long-standing relationship of assisting municipalities with cost of service and financial analysis and are recognized experts in the utility field. The group assigned to this engagement is composed of highly qualified, experienced, and knowledgeable professionals who remain current on all issues facing utilities. Our reputation has resulted in an industry leading status shown by our frequent request to instruct classes and speak at conferences around the nation.

UFS provides consulting services to assist publicly-owned utilities in meeting their strategic and financial objectives. Services are designed to ensure complete client satisfaction and a commitment that:

- Services will be completed in the agreed upon timeframe
- Services are delivered within budget for services requested
- Services provided will meet or exceed client expectations
- Services will be unbiased and independent recommendations provided to the utility

The Project Manager for the City of Milford will be Dawn Lund and staff as listed in this proposal. The resume of each individual is included in the resume section below. This section includes:

1. A summary of our experience and qualifications
2. Water and Sewer Projects completed in past 5 years
3. Name of Contact Person for UFS
4. Proposed Team Members and Locations
5. Resumes of UFS personnel

Our experience and commitment to publicly-owned utilities ensures that we understand the issues they face and can assist in providing a variety of services including:

- Water and Sewer cost of service and rate design
- Review of indirect cost allocations
- Fee and ancillary service charges
- Cost reduction strategies and benchmarking analysis for utilities
- Financial analysis and feasibility studies for offering telecommunication services
- Evaluating and developing policies and procedures
- Econometric forecasts of sales and load growth
- Utility valuation services



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Firm Qualifications

Summary of Qualifications and Experience

Industry Leading Status

Utility Financial Solutions, LLC (UFS) is recognized as an industry leader in assisting utilities with cost of service and financial analysis; and is frequently requested to teach classes and present at utility conferences around the nation.

Training for Utility Management and Governing Bodies

UFS teaches a series of water and sewer cost of service, rate design and financial training courses for utility management and governing bodies through EUCLID, NAURC, Regional courses for AWWA, on-site training, and webinars.

Training for Utility Staff

UFS personnel are the instructors on cost of service and financial planning courses offered through the American Public Power Association (APPA) and the National Association of Regulatory Utility Commissioners (NARUC).

These courses include the following:

- Basic Cost of Service
- Intermediate Cost of Service
- Advanced Cost of Service
- Financial Planning
- Utility Financial Check-up
- Cost of Service and Rate Design for Distributed Generation
- Development of Line Extension Policies
- Rate Structures to promote Energy Conservation
- Rate Structures to create Revenue Stability
- Advanced issues in Rate Design
- Advanced issues in Cost Allocations
- Water Cost of Service and Financial Planning



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Firm Qualifications

Quality Control

Proper quality control and management includes help ensure the accomplished work is in alignment with the project scope, is completed timely, within budget and the results are accurate and defensible. UFS implements a number of quality controls to achieve these desired goals, including a three-level review of the financial projection, cost of service studies and that rate designs achieve the desired revenue requirements. The quality controls developed by UFS are specific to utility rate studies and are based on our prior experience working with electric, water, and sewer utilities in the USA, Guam, the Caribbean and Canada. All portions of our studies include the following at a minimum:

1. Development of a detailed work plan based on scope of services and discussion with management
2. Establish work plan with projected milestones and timelines
3. Proof and Balance historical data, expenses, and revenues with audited financial statements
4. Compare UFS financial projections with utility budgets
5. Review by Project Manager of projections and cost of service study
6. Review by UFS President or Vice-President of study results
7. Presentation of results by UFS with Utility Staff prior to finalizing study

Timeliness of Studies

Part of the quality control includes the timely completion of the rate studies. UFS experience in completing studies provides us the ability to complete the studies as requested and discussed in the initial kick-off meeting.

Experience in Delaware

UFS has provided services to utilities in Delaware, including rate studies and training. We have given presentations to New Castle, Delaware and are experienced in working with the Milford, Delaware Electric Division.

Financial Strength

UFS commenced business in 2001 and has the highest financial rating by Dunn and Bradstreet.

Independence

UFS maintains its independence throughout its engagements to help ensure unbiased recommendations to the governing bodies. We do not provide services that could impair our independence such as engineering, accounting, or auditing services. UFS only provides financial services related to Financial Planning, Cost of Service and Rate Designs for Utilities.

Diversity of UFS Staff

The proper development of rate study requires knowledge in accounting, finance, economics and engineering. Utility staff has diverse backgrounds that include degrees in accounting (CPA), engineering, finance, economics and information technology.



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Firm Qualifications

Similar Past Studies

UFS has completed water and sewer cost of service studies for a number of utilities around the nation of similar scope of services. Below is a sampling:

Wastewater Projects

Bay City MI	Lyon Township MI
Big Rapids MI	Manassas VA
Brainerd MN	Muskegon MI
Bruce Township MI	Newberry SC
Charlevoix MI	Niles MI
Coldwater MI	North Kent Sewer Authority MI
Coloma MI	Palo Alto CA
Commerce Township MI	Pentwater MI
Danville VA	Poplar Bluff MO
Grand Haven Township MI	Romulus MI
Holland Township MI	Sturgis MI
Howell MI	Wadsworth OH
Kalamazoo MI	Washington Township MI
Kennett MO	Whiteford Township MI
Lincoln Charter Township MI	Wixom MI
Ludington MI	York NE
	Zeeland City of MI

Water Projects

Austin MN	Little Hocking OH
Bay City MI	Ludington MI
Brainerd MN	Lyon Township MI
Bruce Township MI	Manassas VA
Cedar Falls IA	McMinnville OR
Charlevoix MI	New Castle DE
Clallam County WA	Newberry SC
Clarksburg WV	Niles MI
Coldwater MI	North Muskegon MI
Columbia MO	Palo Alto CA
Columbia TN	Pentwater MI
Commerce Township MI	Poplar Bluff MO
Danville VA	Rochester MN
Grand Haven Township MI	Romulus MI
Holland Township MI	Sturgis MI
Howell MI	Washington Township MI
Imperial CA - IID	Wixom MI
Kalamazoo MI	Yellow Springs OH
Kennett MO	York NE
	Zeeland City of MI



**WATER & SEWER
COST OF SERVICE AND RATE DESIGN STUDY**



Firm Qualifications

Name and title of primary contact person

Dawn Lund
 Vice-President, Utility Financial Solutions, LLC
 E-mail - dlund@ufsweb.com
 Cell - (231) 218-9664

Date firm established - UFS was established in September, 2001

Proposed service team including titles and responsibilities

Mark Beauchamp, President
 Dawn Lund – Vice President
 Dan Kasbohm – Manager
 Mike Johnson – Manager
 Chris Lund – Business and Technology Manager
 Joan Bakenhus – Senior Financial Analyst
 Jillian Beauchamp – Financial Analyst
 Robert Blank – Financial Analyst

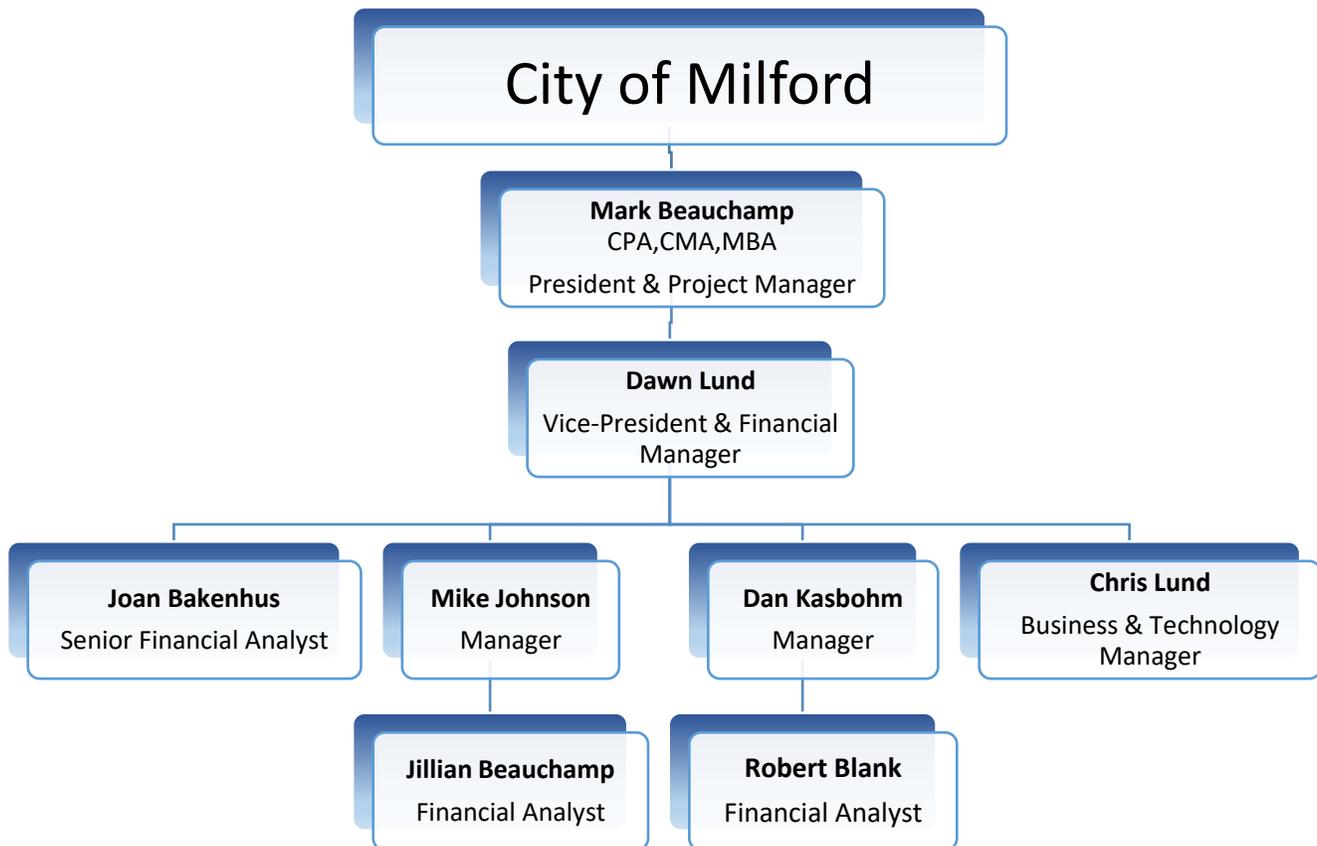
Full Time Staff and Office Locations	
Main Office and Contact, Authorized to negotiate and bind contract: Title: President Mark Beauchamp 185 Sun Meadow Ct Holland MI 49424 UFS – 16 Years Industry Experience – 34 years Phone 616-393-9722 Fax 888-501-0998 Cell 616-403-5450 mbeauchamp@ufsweb.com www.ufsweb.com	Authorized to negotiate and bind contract: Title: Vice President Dawn Lund 604 S Lake St Leland MI 49654 UFS – 13 Years Industry Experience – 21 years Phone 231-256-0092 Fax 888-566-4430 Cell 231-218-9664 dlund@ufsweb.com www.ufsweb.com
Title: Senior Analyst Dan Kasbohm 14986 Sandstone Road Grand Haven MI 49417 UFS – 10 years Industry Experience – 10 years Phone 616-846-6464 Fax 888-499-6609 Cell 616-402-7045 dkasbohm@ufsweb.com www.ufsweb.com	Title: Senior Analyst Mike Johnson 4901 Hermsmeier Road Madison WI 53714 UFS – 6 Years Industry Experience - 21 years Phone 608-230-5849 Fax 888-809-9640 Cell 608-609-6279 mjohnson@ufsweb.com www.ufsweb.com

Project Team Qualifications

Proposed team members

UFS has put together a project team with the knowledge and experience to successfully meet your requirements and to deliver the report by the agreed upon time-frame. The team has over 100 years of combined experience performing similar studies for utilities. This provides the City of Milford with the experience to creatively solve financial and operational issues and help ensure financial stability in future years. The project team assigned has three team members located in Michigan plus support services out of Wisconsin and Nebraska. This team has completed cost of service, financial plans and rate design studies in 43 States, Guam, Canada, and the Caribbean.

The personnel assigned to this engagement are listed below:



Staff Availability

Utility Financial Solutions has adequate staff available to complete the tasks in the timeline requested in the RFP.

Resumes

The next section consists of resumes of the team members assigned to this engagement.

Project Team Qualifications



Mark Beauchamp, CPA, CMA, MBA

President, Utility Financial Solutions, LLC

Email: mbeauchamp@ufsweb.com

Cellular: 616.403.5450

Location: Holland, MI

Education

- AAS Water Purification Technology
- ABA Business Administration
- BBA Major – Accounting
- MBA Master’s Degree in Business

Course Instructor

American Public Power Association (APPA)

- Advanced Cost of Service Course (Cash Basis & Utility Basis of Ratemaking)
- Intermediate Cost of Service (Cash Basis & Utility Basis of Ratemaking)
- Basic Cost of Service (Cash Basis and Utility Basis of Ratemaking)
- Financial Planning for Municipal Utilities
- Financial Planning for Board & Councils
- Financial Planning and Rate Setting for Managers (Part of Managers Certificate Program)

American Municipal Power (AMP)

- Financial Planning and Rate Designs for Electric Utilities

Expert Witness Service

- Detroit Edison vs. Ameritech – Provided expert witness services for Detroit Edison on development of Pole Attachment Rates for Ameritech
- Nebraska State Unicameral – Served as an expert witness before the state of Nebraska Unicameral on Proper rate setting and credits to provide customer installed renewable generation
- Dayton Power & Light – Provided expert witness services on pole attachment rates. Case was resolved prior to Court appearance
- Coldwater Board of Public Works – Provide expert witness services on rate challenge by large industrial customer. Case was dropped after deposition was provided
- Smethport PA – Provided deposition and responses to Pennsylvania Public Service Commission on Rate Filing for Smethport

License and Qualifications

- Class “A” license in wastewater treatment from the State of Michigan
- (CPA) Certified Public Accountant – Wisconsin
- (CMA) Certified Management Accountant – Institute Certified Management Accountants

Course Instructor

Michigan State University

- Advanced Issues in Cost Allocation (Utility Basis of Rate Making)
- Retail Costing and Pricing of Electricity
- Wholesale Costing and Pricing of Electricity

Southwest American Water Works Association

Michigan Rural Water Association

- Cost of Service & Rate Making for Water Utilities

Michigan Finance Government Officers Association

- Cost of Service & Rate Making for Water & Wastewater Utilities

Industry Involvement

- Member of the American Public Power Association
- Member of the American Water Works Association
- Member of the Institute of Management Accountants
- Speaker at national conferences on Financial Planning for Municipal Utilities, Pricing for Water Utilities, Pricing Fiber Optic backbone systems, Unbundling Electric Rates, and Ways to Attract and Retain Customers
- Author of articles appearing in national magazines and newsletters regarding pricing fiber optics, unbundling electric rates, and designing water rates

Project Team Qualifications

Dawn Lund

Vice-President, Utility Financial Solutions, LLC



Dawn has 21 years' experience pricing and marketing utility services for electric, water and wastewater. Dawn has worked with UFS for over 11 years and previously worked with a large utility and held positions as Cost and Rate Specialist and Marketing and Communications Specialist. Dawn works with utilities across the country teaching financial concepts and is also the instructor for Financial Planning courses for the American Public Power Association. She is also a regularly requested speaker for various regional and national organizations. Dawn has the following experience:

Email: dlund@ufsweb.com

Cellular: 231.218.9664

Location: Traverse City, MI

Cost of Service (COS)

- Completed electric water and wastewater cost of service and rate design studies for utilities across the country, Guam and the Caribbean
- Determining appropriate allocations of overhead costs between utility services

Long-term financial analysis

- Development of long-term sales and expense projections for electric, water, and wastewater utilities
- Development of long-term financial plan and rate track for electric, water, and wastewater

Presentation/Training

- Presentations to City Councils and Boards for approval of utility rates and proposed rate tracks
- Instructor for APPA's Financial Planning courses
- Monthly presentations to various organizations on topics such as: financial planning, Key financial targets, cash policies and how to explain rate increases to the end user, cost of services challenges/solutions, and Introduction to allocation studies

Rate Design

- Development of electric rate designs to meet financial and social objectives of utility
- Development of special rates for electric utilities including Net Metering, Economic Development and Time of Use

Other Utility Tools

- Development of power (fuel) cost adjustments for electric utilities
- Development of connection charges for water and wastewater utilities
- Review and recommend changes to ordinances related to utility operations
- Development of fees for utility services
- Business plan development for telecommunications and pricing of fiber services to customers
- Determining high strength surcharge rates for wastewater treatment plants consistent with EPA requirements
- Development of marketing plans for utilities
- Experienced in pricing electric line extension fees and system development charges

Project Team Qualifications

Mike Johnson

Manager, Utility Financial Solutions, LLC



Mike joined Utility Financial Solutions in 2011 and has over 21 years' experience assisting utilities. He has a Higher National Diploma in Mechatronics (Combined Electrical/Mechanical Engineering). Mike is experienced in cost of service, rate making, financial/operational modeling, automation, electric utility operations, and power supply.

E-mail: mjohnson@ufsweb.com

Cellular: 608.230.5849

Location: Madison, WI

Cost of Service

- Development of cost of service studies for electric, communication, gas, water and Wastewater utilities
- Forecasts utility revenue requirements
- Cost allocation model development

Rate Design

- Provides cost of services class allocations and rate making
- Designs time of use rates
- Identify effects for different usage patterns within the same class
- Development of rates for alternative fuels and vehicles
- Evaluate marginal costs and development of line extension policies and economic development rates

Expert Witness Services

- Prepared and testified on filings to Public Utility Commission

Long Term Financial Analysis

- Develops utility financial analysis models
- Identifies growth and load forecasting
- Models rate and revenue effect for customer change within utilities (loss of customers/additional load)
- Develops target metrics for utilities including cash policies, operating income, debt coverage

Other Utility Tools

- Computes cost functionalization and allocation systems for designing and managing complex changes
- Evaluates data and system integration issues associated with new software implementations
- Provides market analysis, bidding and settlement processes analysis
- Identification and valuation of fixed assets
- Assessment of utility value for sales/purchase
- Development of risk mitigation tools, power/fuel cost adjustment mechanisms

Project Team Qualifications

Dan Kasbohm

Manager, Utility Financial Solutions, LLC



Dan joined Utility Financial Solutions in 2007 and has experience in conducting cost of service and financial analysis for electric, water, wastewater and cable utilities around the nation. He has a Bachelor of Science degree in Engineering and was employed in the automotive industry for 16 years. Dan is a co-instructor for the Basic and Intermediate Cost of Service courses for the American Public Power Association and has the following experience:

E-mail: dkasbohm@mail.ufsweb.com

Cellular: 616.402.7045

Location: Grand Haven, MI

Cost of Service (COS)

- Identification of fixed/variable costs related to:
 - Customer availability to be served
 - Commodity based costs
 - Demand based costs
- Identification of class to class subsidization
- Utility cost breakdown by function
- Detailed cost unbundling

Long-term financial analysis & identification of:

- Utility revenue requirements (utility and cash based methods)
- Debt Coverage conformance
- Minimum cash requirements
- Optimal operating income targets
- Optional rate adjustments in projected years

Presentation/Training

- Presenting study results to management and governing body of utility
- Provide utility training on use of projection & COS models
- Co-Instructor for the American Public Power Association Academy
 - Basic & Intermediate Cost of Service

Rate Design

- Current Utility rate structure updates
 - Utility revenue impact
 - Customer bill impacts at various usage levels
 - Identify revenue stability of rates
 - Rate survey analysis
- Development of new rates including:
 - Time of Use (seasonal, daily, hourly)
 - Power Cost Adjustment (PCA)
 - Coincidental-Peak Rates
 - Economic Development rates
 - Street lighting rates

Other Utility Tools

- Power Cost Adjustment mechanisms based on utility cash position, objectives and dispatch profile
- Street Light Cost of Service by light and pole types
- Load Profile Analysis to identify utility and customer usage patterns
- Power supply forecasting
- Implementation of a justified minimum cash policy
- Calculation of fees for standard utility work
- Development of line extension policies

Project Team Qualifications

Joan Bakenhus

Senior Financial Analyst, Utility Financial Solutions, LLC



Joan has 17 years' experience working with municipal utilities and has a degree in Business Administration. Joan has worked as a Rate Analyst for one of the largest public power systems in the nation (Lincoln Electric System) and for Utility Financial Solutions since 2006. Joan is experienced in development of long-term financial plans, rate design models and cost of service studies for electric, Water utilities. Joan's experience includes:

E-mail: jbakenhus@ufsweb.com

Cellular: 402.483.2542

Location: Nebraska

Cost of Service (COS)

- Working with Utilities to identify information requirements to complete cost of service and financial plans
- Set up and develop utility revenue requirements, cost of service program and utility revenue proof
- Balancing and set up of models for development of cost of service for water, wastewater and electric utilities to determine commodity and customer charges
- Responsible for analysis, preparation and updating cost of service models for a number of electric, Water utilities

Rate Design

- Balancing and set up of models for development rate design for water, wastewater and electric utilities to determine commodity and customer charges
- Development of rate design models for electric, Water utilities
- Development of rate surveys

Other Utility Tools

- Balancing of sales with revenue to help ensure proper billing statistics are used in cost of service models

Long Term Financial Analysis

- Development of long-term financial forecasts for water, wastewater, and electric utilities to determine the amount and timing of rate adjustments

Project Team Qualifications

Chris Lund

Business & Technology Manager, Utility Financial Solutions, LLC



Chris has a bachelor’s degree in Business Administration with concentration in Computer Science and Speech Communications. He has been a technology and management consultant for over 20 years. Chris is an employee of UFS and has also sub-consulted on a variety of technology projects for UFS since 2003. A few of the highlights are below:

E-mail: clund@ufsweb.com

Cellular: 231.342.9798

Location: Traverse City, MI

Financial Consulting

- Completed cost of service and rate design studies for electric, water, wastewater, telecommunications and refuse utilities
- Designed, wrote and implemented long term financial projection model including revenue requirements and rate track
- Determined avoided cost for solar (photovoltaic - PV) and wind for renewable energy rates
- Lead consultant for electric vehicle (EV) rates and service study
- Conducted multiple fiber optic cost of service and rate design studies
- Presentations to City Councils and Boards for approval of utility rates and proposed rate tracks

Data Analytics

- Data mining and analysis specialist for electric load data research
- Specialist with data mining, data conversion and custom reporting
- Experienced with various ODBC (database connectivity)
- Implemented job costing solution for manufacturing companies
- Designed, written, implemented, supported multiple, custom bar coding and data collection systems for wholesale distribution and manufacturing organizations
- Data collection systems pushed data to payroll for time and attendance, automated inventory tracking and job costing

Technology Experience

- Experienced in Microsoft Excel automation – including payroll data, job costing and automated billing (office automation)
- Experienced in Microsoft Access custom database, programming and reporting – including electronic data interchange (EDI) mapping using Microsoft VBA
- Lead consultant for multiple mission critical, corporate wide enterprise resource planning (ERP) technology solutions
- Implemented, trained and supported multiple telecommunications projects
- Implemented and supported some of the first voice over internet protocol (VOIP) telecommuting systems
- Guide management with technology related strategy and business integration
- Modification and complete custom program solutions on midrange and PC
- Wrote automated bill of material (BOM) purchasing forecasting system
- Specify, install and maintain mission critical PC network infrastructure, servers, workstation and related software
- Experienced in network security and virtual private network (VPN) technology
- Implemented and supported web storefronts integrated with corporate backend database solution for inventory management, order processing, billing and account status

Project Team Qualifications



Jillian Beauchamp, MEc.

Financial Analyst, Utility Financial Solutions, LLC

E-mail: jbeauchamp@ufsweb.com

Cellular: 616.283.8502

Location: Holland, MI

Jill has been with UFS since 2013. She has a Bachelor's degree in Mathematics and a Master's degree in Applied Economics from Johns Hopkins University. Jill has populated and analyzed cost of service models, developed long-term financial projections, and designed rates for utilities. Jill specializes in econometric modeling and statistical analysis to project sales and usage. She has worked with a variety of econometric software packages and is competent in handling seasonality, trend, heteroscedasticity, and other economic inefficiencies that arise in data analysis. Jill is skilled in the following:

- Forecasting Utility revenue requirements
- Projecting revenues and expenses, asset depreciation, and net book value
- Designing rates based on Cost of Service results
- Analyzing rate payer impacts and sensitivities
- Working with Utility Staff to identify study goals and understand organization
- Keeping up to date on the current economic impacts of renewable energy, the relationship to the Clean Power Plan legislation, and potential effects on the Electric Industry



Robert Blank

Financial Analyst, Utility Financial Solutions, LLC

E-mail: rblank@ufsweb.com

Cellular: 616.403.9926

Location: Holland, MI

Robert has been working for Utility Financial Solutions since May of 2014 and has a Bachelor's of Business Administration with a major in Finance from Davenport University. Over his time at UFS he has conducted Utility rate surveys as well as developed rate designs. Robert has experience with long term financial projections and cost of service studies for Electric, Water, Wastewater, and Gas utilities. Robert's experiences include:

- Developing rate design models for electric utilities
- Conducting Rate Surveys
- Responsible for analysis of financial statements and preparation of cost of service models
- Working with utilities to identify the information needed to conduct an accurate cost of service study
- Calculating Minimum Cash Reserve levels, Target Operating Income, and Debt Coverage Ratios



**SOLID WASTE, WATER & SEWER
COST OF SERVICE AND RATE DESIGN STUDY**



Project Schedule

Project Schedule

Our experience with municipal electric cost of service and rate design studies, allows us to conduct a cost effective and efficient study. The following is the tentative project schedule for completion of the water and sewer cost of service and rate design. This schedule will be finalized during the initial project kick-off meeting with management.

<i>Task</i>	<i>Expected Completion – Twelve Weeks</i>
Initial Meeting – Preparation of Information Request	Week One
Completion of Information Request by Client	Week Two
Planning/Set-up Models	Week Three – Five
Review and Development of Revenue Requirements	Week Six – Seven
Fieldwork	Week Eight
Cost of Service Analysis Component/Functional Costs	Week Nine
Cost based Rate Design and alternatives	Week Ten
Report, Recommendations & Presentation of Draft	Week Eleven
Final Report	Week Twelve

THE COMPLETION OF THE PROJECT ON THE PROPOSED SCHEDULE IS DEPENDENT ON THE COOPERATION OF VARIOUS DEPARTMENTS WITHIN THE CITY OF MILFORD TO PREPARE THE INFORMATION REQUEST IN A TIMELY MANNER.



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Project Fees

Project Fees

Water & Sewer Hours and Fees

WATER & SEWER COST OF SERVICE AND RATE STUDY – (\$12,500 Water, \$12,500 Sewer, \$9,000 Solid Waste) = \$34,000 *

* Some of the financial components are combined; professional judgment will need to be made to separate the utilities. No on-site visits are included in the above cost proposal. No out of pocket travel expenses are included in the above cost proposal. See below for on-site and travel costs.

Prices, terms, and conditions are good for a period of 90 days from this date.

Payment will be made through submission of invoice which itemizes the work performed. “Total not to exceed amount” does not include on-site or travel expenses.

Out of Scope Services – on-site and travel expenses

All on-site visits are considered out of scope. Travel time is bill at 50% the prices below. Out of pocket expenses will be billed at actual. All other Out of Scope services will be billed at the hourly rates listed below.

Name	Title	Hourly Rate
Mark Beauchamp	President	\$295.00
Dawn Lund	Vice President	\$250.00
Dan Kasbohm	Manager	\$230.00
Mike Johnson	Manager	\$230.00
Chris Lund	Business and Technology Manager	\$195.00
Joan Bakenhus	Senior Financial Analyst	\$135.00
Jillian Beauchamp	Financial Analyst	\$115.00
Robert Blank	Financial Analyst	\$105.00



SOLID WASTE, WATER & SEWER COST OF SERVICE AND RATE DESIGN STUDY



Proposed Professional Services Agreement

Proposed Professional Services Agreement

Prices, terms, and conditions are good for a period of 90 days from proposal date of July 16, 2018. Payment will be made through submission of invoice which itemizes the work performed.

Total project fees for Scope of Services are \$34,000*

(*Total above does not include on-site visits, out of pocket travel expenses or travel time)

Anticipated Meetings (Conference Call or Webex):

- Initial meeting –to clarify scope of services, expectations of management and preliminary information request
- Fieldwork –verify data provided
- Draft Report with management
- Final Report with management

Hourly Rates (travel is discounted at 50%)

Mark Beauchamp	\$ 295.00
Dawn Lund	\$ 250.00
Dan Kasbohm	\$ 230.00
Mike Johnson	\$ 230.00
Chris Lund	\$ 195.00
Joan Bakenhus	\$ 135.00
Support Staff	\$ 105.00 – 130.00

Deliverables:

1. Requested number of Solid Waste, Water and Sewer Cost of Service Study “Executive Summary” Reports
2. Long-term financial plan
3. Revenue proof of proposed rates
4. Minimum cash reserve determination
5. Target operating income (rate of return)
6. Rate design & revenue proof for one year
7. Rate Comparison for Solid Waste Department for up to three competitors

Out of Scope Services – on-site and travel expenses

On-site visits if deemed necessary and agreed upon, will be billed at the rates listed, travel time 50% of regular rates. Out of pocket expenses are billed at actual. All cost incurred by schedule changes initiated by client after booking will be considered out of pocket. In addition, out of scope service work hours are billed at the hourly rates listed on this page.

We look forward to exceeding your expectations. Please sign, date, and return to clund@ufsweb.com at your earliest convenience.

Sincerely,

Dawn Lund, Vice-President
Utility Financial Solutions, LLC

Date:

Accepted By:

CITY OF MILFORD
NOTICE OF ORDINANCE REVIEW

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

ORDINANCE 2018-21
CODE OF THE CITY OF MILFORD
PART I-ADMINISTRATION LEGISLATION
CHAPTER 55 PERSONNEL

WHEREAS, Chapter 55 of the City of Milford Code governs personnel practices for all City of Milford employees; and

WHEREAS, the City Council for the City of Milford desires to update Chapter 55 to comply with current personnel practices as set forth herein; and

WHEREAS, the Sick Leave provision does not include time off for medical appointments.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Section 7, Employee Benefits, Subsection 7.2, Sick Leave of Chapter 55, Personnel is hereby amended in the following respect:

Section 2. Section 7.2, Sick Leave, is hereby amended to read as indicated (new language will be bold and underlined):

7.2 SICK LEAVE

Regular, full-time employees (including introductory employees) will be provided with paid sick leave benefits for periods of temporary absence due to illness or injuries. Sick leave benefits will accrue at the rate of eight (8) hours per month and can accumulate up to a maximum of 1,040 hours.

An eligible employee may use sick leave benefits for an absence due to illness or injury sustained by either that employee or a family member. **An eligible employee may also use sick leave benefits for a personal or family member medical appointment.** For this section, family member shall mean: employee's spouse, parent, child, step-child, grandparents, grandchildren or siblings.

Section 3. Dates.

Introduction: August 27, 2018

Adopted: September 10, 2018

Effective Date shall be Ten Days following adoption.

This Chapter in its entirety is available for viewing to interested persons during regular business hours in the Office of the City Clerk, Milford City Hall, 201 South Walnut Street, Milford, Delaware or by calling 302-422-1111. The ordinance is also available for viewing online at www.cityofmilford.com.

By: Terri K. Hudson, MMC
City Clerk: