

City of Milford



CITY COUNCIL AGENDA

Monday, December 10, 2018

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

7:00 P.M.

PUBLIC HEARINGS

200 NW Front Street LLC on behalf of Ditomasso, John; Wavecrest LLC; Downtown Properties LLC

For a Preliminary Major Subdivision of .66 +/- acres in a R3 Zoning District
Properties are located at 106 N Church St, 201 NW Front St, 205 NW Front St,
207 NW Front St, 209 NW Front St, 211 NW Front St

Present Use: Vacant Land and Duplexes; Proposed Us: Townhomes

Tax Map MD-16-183.10-02-059.01; -077.00; -079.00; -080.00; -.081.00; -.082.00

COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Approval of Previous Minutes (postponed)

Recognition

Monthly Police Report

Monthly City Manager Report

Monthly City Finance Report

Committee & Ward Reports

Communication & Correspondence

Unfinished Business

Contract Approval/Funding Appropriation/Vineyard Shipyard Initiative

Supplemental Appropriation/Mold Remediation/City Hall Basement
Appropriation/Funding/TDR Appraisal Services

New Business

Authorization/Lease/Second Street Players Parking Lot

Introduction/Ordinance 2018-29/Annexation of Lands of Gilbert & Irene Simpson

Introduction/Ordinance 2018-30/Change of Zone of Annexed Lands of Gilbert & Irene Simpson

Introduction/Ordinance 2018-32/Annexation of Lands of Derek Parker & Shawn Bernhard

Introduction/Ordinance 2018-33/Change of Zone of Annexed of Lands of Derek Parker
& Shawn Bernhard

Introduction/Ordinance 2018-34/Chapter 222/Water Code Amendments

Introduction/Ordinance 2018-35/Chapter 185/Sewer Code Amendments

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. §10004(b)(9) Personnel Matter*

Return to Open Session

MPD Teamsters Negotiations

Employee Reassignment

Adjournment

All items, other than those on a Workshop Session 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.

101518 111918 112018 112718 12038

*120818 PC Request

121018 Item Removed

CITY OF MILFORD
AMENDED NOTICE OF PUBLIC HEARINGS

PLANNING COMMISSION PUBLIC HEARING: NOVEMBER 20, 2018
CITY COUNCIL PUBLIC HEARING: DECEMBER 10, 2018

APPLICATION: PRELIMINARY MAJOR SUBDIVISION

Applicant: 200 NW Front Street LLC
Owners: John Ditomasso; Wavecrest LLC; Downtown Properties of Milford LLC
for the Major Subdivision of .66 +/- acres in a R3 Zoning District;
Parcels, to be administratively consolidated, are located at 106 North Church Street and
201, 205, 207, 209 and 211 Northwest Front Street
and will be subdivided into eight townhouse parcels and one common area parcel;
Present Use: Vacant Land and Duplexes Proposed Use: Townhomes
Tax Map MD-16-183.10-02-059.01; -077.00; -079.00; -080.00; -.081.00; -.082.00

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of Milford will conduct a Public Hearing on **Tuesday, November 20, 2018** at 7:00 pm to review the application, take public comments and provide a recommendation to City Council.

A separate Public Hearing before City Council will be held **Monday, December 10, 2018*** at 7:00 pm at which time evidence from interested parties will be presented and the Planning Commission's recommendation considered. Upon the close of the public comment session and the conclusion of any debate, a final determination on the application will be made.

If unable to attend the hearings, written comments will be accepted up to one week prior to the hearing(s).

Both hearings will be held in the Joseph Ronnie Rogers Council Chambers, Milford City Hall, 201 South Walnut Street, Milford, Delaware.

Additional information is available by contacting 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

*DATE CHANGED
11-19-2018R

Advertised: Milford Beacon 10/24/18
Readvertised: Delaware State News 11/21/2018
Milford Beacon 11/28/2018



DATA SHEET FOR 200 NW FRONT STREET, LLC
Development Advisory Committee: October 17, 2018
Planning Commission Meeting: November 20, 2018

Application Number / Name	:	18-008 / 200 NW Front Street, LLC
Applicant	:	200 NW Front Street, LLC 101 NW Front Street Milford, DE 19963
Owner	:	Wavecrest, LLC 8228 Edgehill Lane Ellicott City, MD 21043
		Downtown Properties of Milford, LLC 101 NW Front Street Milford, DE 19963
		John Ditomasso 121 Tulip Drive Lewes, DE 19958
Application Type	:	Preliminary Major Subdivision
Comprehensive Plan Designation	:	Moderate Density Residential
Zoning District	:	R-3 (Garden Apartment & Townhouse District)
Present Use	:	Single-family & two-family dwelling, vacant land
Proposed Use	:	Townhouse Development
Area and Location	:	0.63 +/- acres of land located along the north side of NW Front Street between N. Church Street and West Street.
Property Identification Numbers	:	MD-16-183.10-02-59.01, 77.00, 79.00, 80.00, 81.00 & 82.00

ENC: Staff Analysis Report
Exhibit A - Location & Zoning Map
Preliminary Major Subdivision Plans



STAFF ANALYSIS REPORT
October 19, 2018

Application Number / Name	:	18-008 / 200 NW Front Street, LLC
Application Type	:	Preliminary Major Subdivision
Comprehensive Plan Designation	:	Moderate Density Residential
Zoning District	:	R-3 (Garden Apartment & Townhouse District)
Present Use	:	Single-family & two-family dwelling, vacant land
Proposed Use	:	Townhouse Development
Property Identification Numbers	:	MD-16-183.10-02-59.01, 77.00, 79.00, 80.00, 81.00 & 82.00
Area and Location	:	0.63 +/- acres of land located along the north side of NW Front Street between N. Church Street and West Street.

I. BACKGROUND INFORMATION:

- The applicant proposes to demolish two existing dwellings and consolidate the six parcels listed above in order to subdivide the property into eight townhouse lots and one common parcel used for parking and stormwater management.
- The proposed development would receive funds from an approved Delaware State Housing Authority Strong Neighborhood Housing Fund grant that was obtained by the Milford Housing Development Corporation in partnership with Mr. Bond and Mr. Ditomasso. The partnership received \$500,000 in grant funds for 10 new homeownership opportunities in the 4th Ward area. This project would provide 8 of the 10 new dwellings, with the 9th being on NW Second Street and the 10th yet to be determined.
- The application required several variances from Chapter 230 which were approved by the Board of Adjustment on August 9, 2018. A copy of the variance approval letter is included in the packet for reference.
- The project includes a lot-line adjustment along its western extents to eliminate a building encroachment from a neighboring lot owned by Wavecrest, LLC (Mr. Ditomasso).

- The project includes the reconfiguration of lands surrounding an adjacent lot owned by Latricia Davis, which would convey a strip of land to the Westerns south of the existing home allowing the sidewalk to remain on their property in exchange for a strip of land west of the house to be provided to 200 NW Front, LLC.

II. STAFF ANALYSIS:

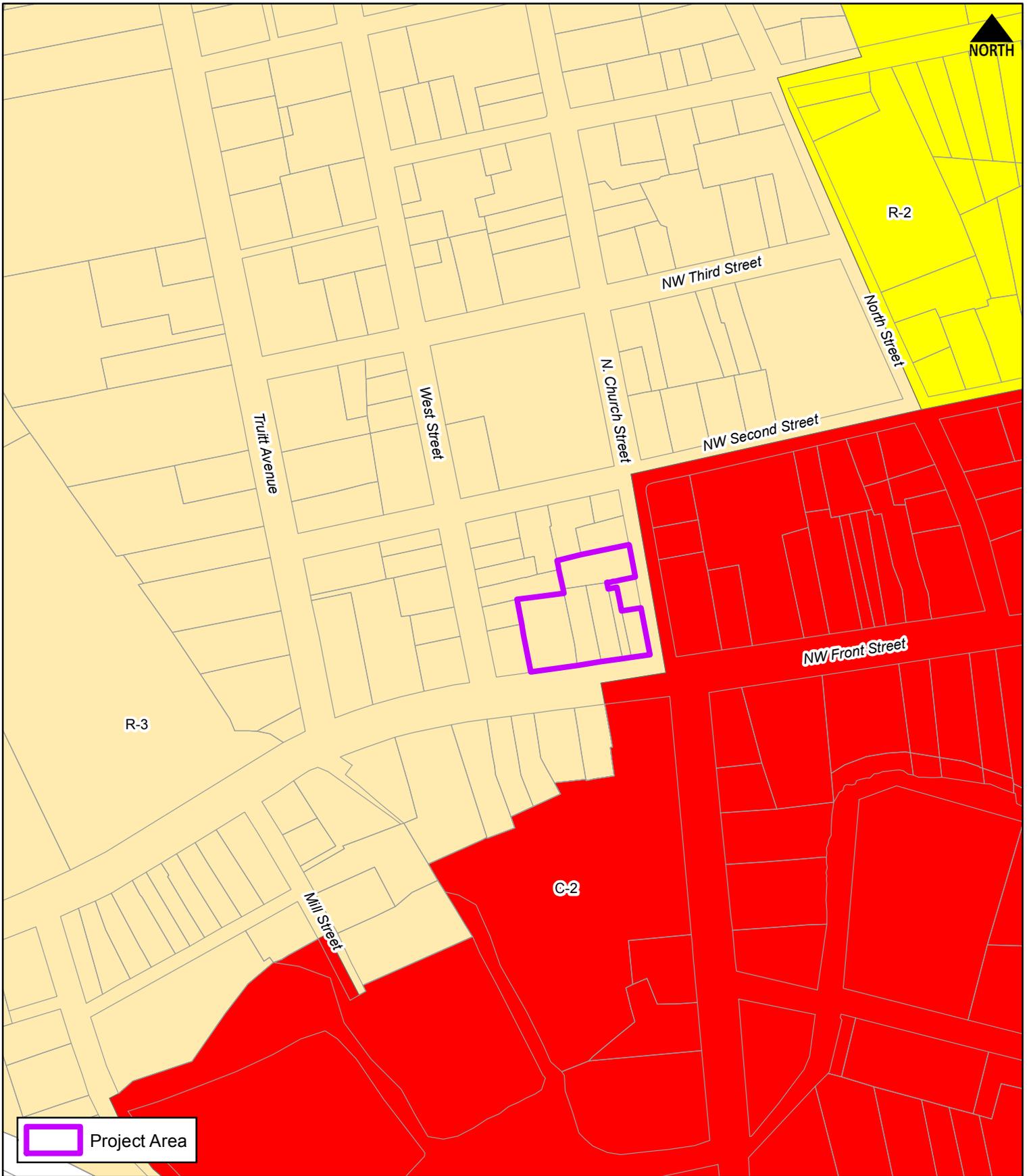
Based on the information presented, the City of Milford Code and the Comprehensive Plan, staff submits the following regarding the request for Preliminary Major Subdivision approval:

- Other than the above referenced variances, the application is consistent with Chapter 230 of the City Code.
- The application complies with Chapter 200 Subdivision of Land.
- The Lot Line Adjustment and Lot Consolidation Plots would have to be recorded prior to Final Major Subdivision approval.
- The following comments must be addressed prior to final major subdivision approval;
 - Final Major Subdivision Plan approval will require approvals or no objection letters from DelDOT, State Fire Marshal's Office, Kent Conservation District, and DHSS Office of Drinking Water;
 - Applicant must obtain final approval of engineering plans from the City Engineer; and
 - Address additional department and agency comments outlined in Section III.

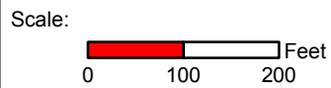
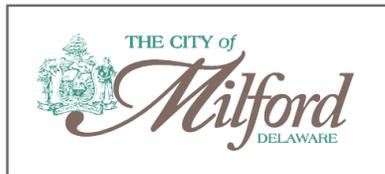
III. AGENCY & DEPARTMENT COMMENTS:

- **DelDOT**
Contact: Derek Sapp – 302-760-4803
There is no entrance on a State Maintained road for the proposed townhouses. The only construction plans what would need to be reviewed by DelDOT would be the sidewalk and curb ramps. The Site Plan would need to make a Record Plan submittal to DelDOT for dedication of right-of-way along the Major Collector.
- **Delaware Health and Social Services – Division of Public Health**
Contact: William J. Milliken, Jr. – 302-741-8646
No comments provided.
- **Department of Natural Resources and Environmental Control (DNREC), Division of Water, Surface Water Discharges Section (SWDS)**
Contact: Bryan Ashby – 302-739-9946
No comments provided.
- **Kent Conservation District**
Contact: Jared Adkins – 302-856-2105
See attached comments.

- **Delaware State Fire Marshal's Office**
Contact: Duane T. Fox – 302-856-5298
See attached comments.
- **Carlisle Fire Company**
No comments provided.
- **City Engineer**
Contact: Erik Retzlaff, P.E. – 302-422-1110
See attached Preliminary Major Subdivision review comments.
- **City of Milford Public Works Department**
Contact: Mark Whitfield – 302-422-1110
- **City of Milford Parks and Recreation Department**
No comments provided.
- **City of Milford Police Department**
No comments provided.
- **Milford School District**
No comments provided.



 Project Area



Drawn by: WRP Date: 06/11/18

Title:

Preliminary Major Subdivision
200 NW Front
Location & Zoning Map

Filepath: PreliminaryMajor_200Front.mxd

200 FRONT, LLC

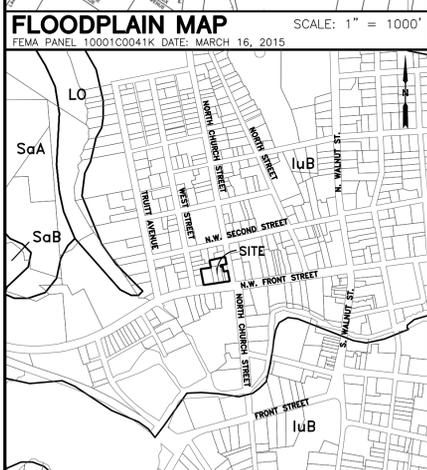
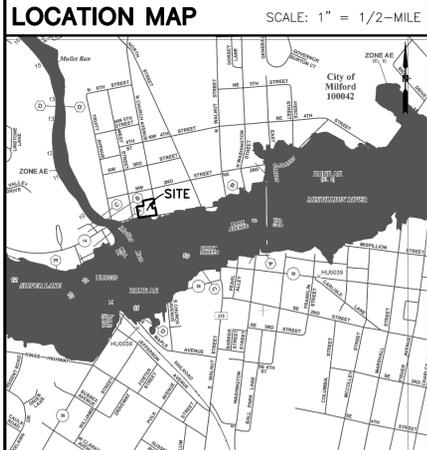
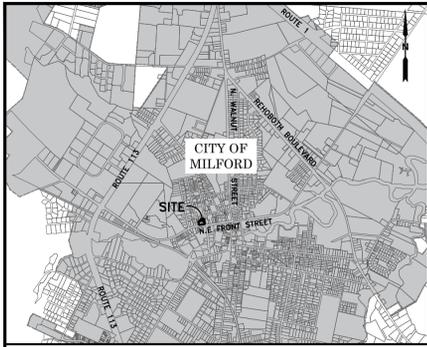
NORTHWEST FRONT STREET (200 BLOCK)

PRELIMINARY MAJOR SUBDIVISION

CITY OF MILFORD, KENT COUNTY, DE

DBF PROJECT #1603A001

JUNE, 2018



DATA COLUMN

TAX MAP NUMBER: :MD-16-183.10-02-59.01
 :MD-16-183.10-02-77.00
 :MD-16-183.10-02-79.00
 :MD-16-183.10-02-80.00
 :MD-16-183.10-02-81.00
 :MD-16-183.10-02-82.00

EXISTING ZONING: GARDEN APARTMENT AND TOWNHOUSE DISTRICT (R-3)
 PROPOSED ZONING: GARDEN APARTMENT AND TOWNHOUSE DISTRICT (R-3)

EXISTING USE: RESIDENTIAL
 PROPOSED USE: RESIDENTIAL

UTILITIES:
 ELECTRIC-CITY OF MILFORD
 WATER-CITY OF MILFORD
 SEWER-CITY OF MILFORD

FIRE DISTRICT: CARLISLE MILFORD 4TH
 SCHOOL DISTRICT: MILFORD
 CITY WARD: 4TH

VERTICAL DATUM: NAVD 88
 HORIZONTAL DATUM: NAV83

BENCHMARK: TOP OF HYDRANT
 N:332918.5828
 E:652020.5100
 ELEV. = 13.81'

TOPOGRAPHICAL SURVEY PERFORMED BY DAVIS, BOWEN AND FRIEDEL, INC. ON APRIL 10, 2018.

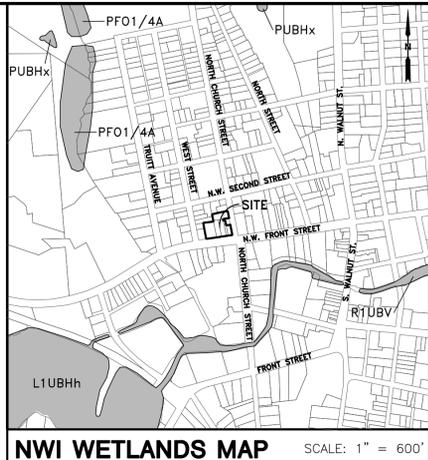
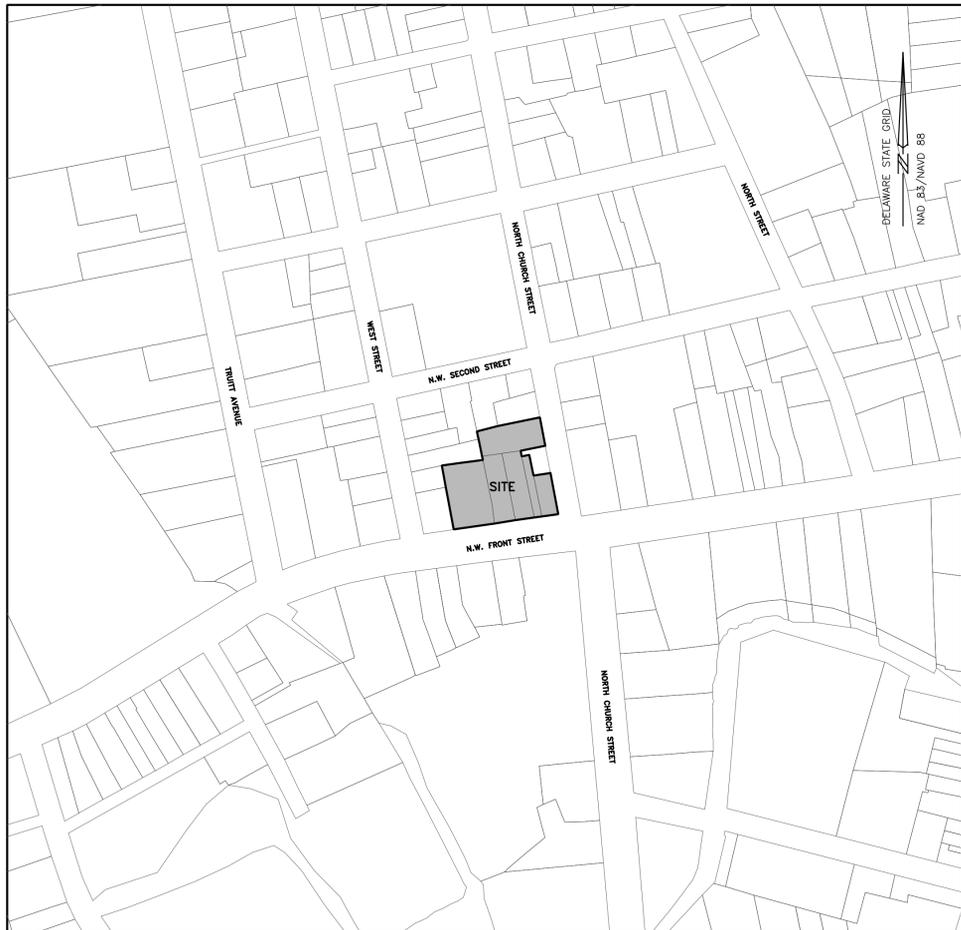
SITE DOES NOT CONTAIN 100-YR FLOOD PLAIN BASED ON FEMA FLOOD PANEL 10005C0041K, DATED MARCH 16, 2015.

SITE DOES NOT CONTAIN ANY WELLHEAD PROTECTION AREAS, SOURCE WATER PROTECTION AREAS OR AREAS OF EXCELLENT GROUNDWATER RECHARGE.

SITE DOES NOT CONTAIN ANY WETLAND AREAS PER 2007 STATE WETLANDS MAP.

OWNER/DEVELOPER:
 200 FRONT, LLC
 101 NW FRONT STREET
 MILFORD, DE 19963
 POC: DAN BOND
 PHONE: (302)228-6590

PREPARED BY:
 DAVIS, BOWEN, AND FRIEDEL, INC.
 1 PARK AVENUE
 MILFORD, DE 19963
 302-424-1441
 CONTACT: RING W. LARDNER, P.E.



SHEET INDEX	
TITLE SHEET - PRELIMINARY SUBDIVISION PLAN	CN-01
LOT CONSOLIDATION / LOT LINE ADJUSTMENT PLAN	R-01
PRELIMINARY SUBDIVISION PLAN	R-02
PRELIMINARY SITE PLAN	SP-01

(R-3) (TOWNHOME) ZONING REQUIREMENTS	REQUIRED	PROVIDED
MINIMUM TOTAL LOT AREA:	1 ACRE	.85 ACRES (VARIANCE APPROVED SEPTEMBER 10, 2018)
MINIMUM INDIVIDUAL LOT AREA:	2,000 S.F.	1,123 S.F. (VARIANCE APPROVED SEPTEMBER 10, 2018)
MAXIMUM LOT COVERAGE:	60%	92% (VARIANCE APPROVED SEPTEMBER 10, 2018)
MAXIMUM BUILDING HEIGHT:	3 STORIES OR 35 FT	3 STORIES
MINIMUM STREET SIDEYARD:	30 FT	17 FT (VARIANCE APPROVED SEPTEMBER 10, 2018)
MINIMUM LOT FRONT YARD:	NONE	0 FT
MINIMUM LOT SIDE YARD:	NONE	0 FT
MINIMUM LOT REAR YARD:	NONE	10 FT
PARKING SPACES:	2.5 PER UNIT * 8 UNITS = 20 SPACES	18 SPACES (VARIANCE APPROVED SEPTEMBER 10, 2018)
MAXIMUM NUMBER OF DWELLING UNITS PER GROUP:	8 UNITS	8 UNITS
MAXIMUM DWELLING UNITS PER ACRE:	12 UNITS/ACRE	12.3 UNITS/ACRE (VARIANCE APPROVED SEPTEMBER 10, 2018)
TOWNHOUSE OPENSACE:	400 SF/UNIT * 8 UNITS = 3,200 S.F.	10,298 S.F.
RECREATIONAL OPENSACE:	NONE	NONE

- LOT AREA VARIANCES APPROVED:**
- LOT 3: REDUCTION IN LOT AREA FROM 2,000 SQUARE FEET TO 1,123 SQUARE FEET
 - LOT 4: REDUCTION IN LOT AREA FROM 2,000 SQUARE FEET TO 1,260 SQUARE FEET
 - LOT 5: REDUCTION IN LOT AREA FROM 2,000 SQUARE FEET TO 1,265 SQUARE FEET
- LOT COVERAGE VARIANCES APPROVED:**
- LOT 3: INCREASE IN THE BUILDING COVERAGE FROM 60% TO 90%
 - LOT 4: INCREASE IN THE BUILDING COVERAGE FROM 60% TO 80%
 - LOT 5: INCREASE IN THE BUILDING COVERAGE FROM 60% TO 80%

GENERAL NOTES

- HORIZONTAL DATUM IS BASED ON DELAWARE STATE GRID, NAD83/91, CONTROL MONUMENT BENCHMARK #1, TOP OF HYDRANT, N:332918.5828, E:652020.5100, ELEV. = 13.81'
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT PAVING IS INSTALLED TO THE ELEVATIONS SHOWN AND THAT NO PONDING OF WATER WILL OCCUR AFTER PAVING IS COMPLETE.
- DELAWARE REGULATIONS PROHIBIT THE BURIAL OF CONSTRUCTION DEMOLITION DEBRIS, INCLUDING TREES AND STUMPS ON CONSTRUCTION SITES. ANY SOLID WASTE FOUND DURING THE 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 OWNER.
- A PROFESSIONAL SURVEYOR LICENSED IN THE STATE OF DELAWARE SHALL BE RESPONSIBLE FOR PERMANENTLY RE-ESTABLISHING ANY PROPERTY MARKERS OR MONUMENTS DISTURBED DURING CONSTRUCTION. A SURVEY AND METES AND BOUNDS THAT INCLUDES THE RE-ESTABLISHED MARKER(S) OR MONUMENT(S) SHALL BE PRESENTED TO THE PROPERTY OWNER FOR COMPARISON WITH THE ORIGINAL PLAT, FOR VERIFICATION.
- PRELIMINARY 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.
- FINAL APPROVAL FROM THE CITY SHALL BECOME VOID IF THE FINAL RECORD PLAT IS NOT RECORDED WITHIN 90 DAYS OF THE DATE OF PLANNING COMMISSION'S GRANTING OF FINAL APPROVAL. IF CONSTRUCTION OF THE APPROVED IMPROVEMENTS IS NOT SUBSTANTIALLY UNDERTAKEN WITHIN ONE (1) YEAR OF FINAL SITE PLAN APPROVAL, THE SITE PLAN APPROVAL SHALL BE VOID. THE APPLICANT MAY REQUEST A ONE (1) YEAR EXTENSION FROM THE PLANNING COMMISSION FOR GOOD USE.
- ACCESS DRIVE, OPEN SPACE AND ASSOCIATED STORM DRAIN SYSTEM IS PRIVATE AND SHALL BE THE MAINTENANCE RESPONSIBILITY OF THE DEVELOPER UNTIL SUCH TIME AS THEY ARE TURNED OVER TO THE HOMEOWNER'S ASSOCIATION.

OWNER'S STATEMENT

I, 200 FRONT, LLC, HEREBY STATE THAT WE ARE THE LEGAL OWNERS OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT OUR DIRECTION, THAT WE ACKNOWLEDGE THE SAME TO BE OUR ACT AND DESIRE THE PLAN TO BE RECORDED ACCORDING TO THE LAW.

200 FRONT, LLC
 by DAN BOND

DATE _____

APPROVED BY: _____
 ERIC NOENBERG - CITY MANAGER
 CITY HALL
 201 S. WALNUT STREET
 MILFORD, DE 19963

DATE _____

ENGINEER'S STATEMENT

I, RING W. LARDNER, P.E., HEREBY STATE 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.

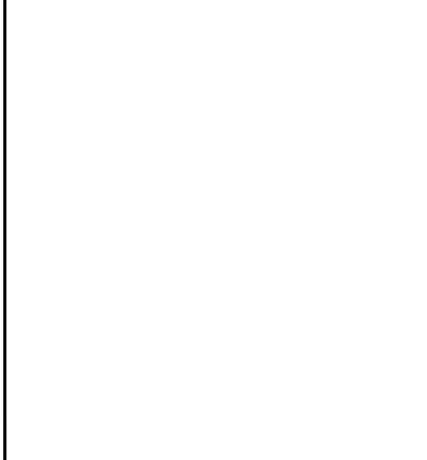
DAVIS, BOWEN & FRIEDEL, INC.
 by RING W. LARDNER, P.E.

DATE _____

APPROVED BY: _____
 ERIK RETZLAFF, P.E. - CITY ENGINEER
 PUBLIC WORKS FACILITY
 180 VICKERS DRIVE
 MILFORD, DE 19963

DATE _____

SOILS MAP



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

SALISBURY, MARYLAND (410) 543-9091
 MILFORD, DELAWARE (302) 424-1441

REVISED:
 2018-07-13
 CITY COMMENTS
 2018-09-28
 PER VARIANCE APPROVALS

EXISTING	PROPOSED
BOUNDARY LINE	SANITARY SEWER CLEANOUT, PIPE, FLOW ARROW, PIPE SIZE
ADJACENT PROPERTY OWNER	SANITARY SEWER LATERAL
EASEMENT	WATER MAIN, TEE W/ VALVES, PIPE SIZE
SETBACK	WATER LATERAL
ROAD CENTERLINE / BASELINE & STATIONING	CATCH BASIN, STORM PIPE, STORM MANHOLE, FLOW DIRECTION
CONTOUR ELEVATION AND LABEL	TREES
SANITARY SEWER MANHOLE, PIPE, FLOW ARROW, PIPE SIZE	SIDEWALK
SANITARY SEWER CLEANOUT	PROPOSED MONUMENT
WATER MAIN, W/ VALVES	PROPERTY CORNER TO BE SET
FIRE HYDRANT ASSEMBLY	PROPOSED SITE LIGHTING
UTILITY POLE	
SIGN	
FENCE	
SWALE	
LOT IDENTIFICATION NUMBER	

CN-01



LOCATION MAP SCALE: 1" = 1/2-MILE



OWNERS CERTIFICATIONS

I, LTRICIA E. DAVIS-WESTERN, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTIES 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 WE ACKNOWLEDGE THE SAME TO BE MY ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

DATE: _____ SIGNATURE: _____

OWNERS CERTIFICATIONS

I, WAVECREST, LLC, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTIES 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 WE ACKNOWLEDGE THE SAME TO BE MY ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

DATE: _____ SIGNATURE: _____

OWNERS CERTIFICATIONS

I, 200 FRONT, LLC, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTIES 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 WE ACKNOWLEDGE THE SAME TO BE MY ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

DATE: _____ SIGNATURE: _____

REGISTERED ENGINEER CERTIFICATION

I, RING LARDNER, P.E., 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: _____

IF THE ENGINEER'S SEAL IS NOT RED, THE PLAN IS A COPY THAT SHOULD BE ASSUMED TO CONTAIN UNAUTHORIZED ALTERATIONS. THE STATEMENTS CONTAINED ON THIS DOCUMENT SHALL NOT APPLY TO ANY COPIES.

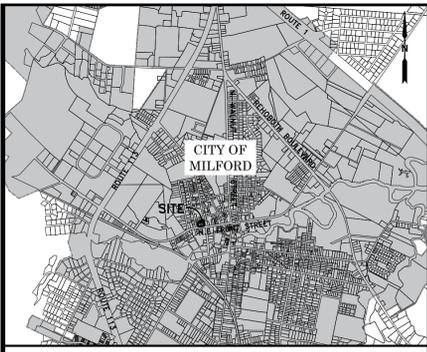
dbf
 DAVIS, BOWEN & FRIEDEL, INC.
 ARCHITECTS, ENGINEERS & SURVEYORS
 SALISBURY, MARYLAND (410) 543-9051
 MILFORD, DELAWARE (302) 424-1441

200 FRONT, LLC
NW FRONT STREET (200 BLOCK)
 CITY OF MILFORD, KENT COUNTY, DELAWARE

REVIS: 2018-07-13 CITY COMMENTS
 2018-07-26 WESTERN AGREEMENT
 2018-09-28 PER VARIANCE APPROVALS

Date: **JUNE, 2018**
 Scale: **1" = 20'**
 Dwn. By: **ACM**
 Proj.No.: **1603A001**
 Dwg.No.: _____

R-01



LOCATION MAP SCALE: 1" = 1/2-MILE



LINE	BEARING	DISTANCE
PL-1	N 81°43'50" E	35.55'
PL-2	S 08°51'01" E	116.32'
PL-3	S 81°08'35" W	31.26'
PL-4	N 09°43'45" W	58.56'
PL-5	N 14°12'04" W	21.39'
PL-6	N 10°57'21" W	38.86'
PL-7	N 81°43'50" E	22.00'
PL-8	S 08°51'01" E	116.10'
PL-9	S 81°08'35" W	22.00'
PL-10	N 81°10'08" E	22.00'
PL-11	S 08°51'01" E	57.12'
PL-12	S 81°49'56" W	1.94'
PL-13	N 10°08'41" W	6.65'
PL-14	S 81°08'35" W	19.91'
PL-15	N 08°51'01" W	50.45'
PL-16	N 81°07'49" E	22.00'
PL-17	S 08°51'01" E	57.38'
PL-18	S 81°49'56" W	22.00'
PL-19	N 81°08'59" E	22.00'
PL-20	S 08°51'01" E	57.65'
PL-21	S 81°49'56" W	22.00'
PL-22	N 81°08'59" E	22.00'
PL-23	S 08°51'01" E	114.04'
PL-23A	N 81°08'59" E	15.50'
PL-24	S 81°49'56" W	22.00'
PL-25	S 08°51'01" E	113.52'
PL-26	S 81°59'53" W	37.50'
PL-27	N 11°02'36" W	5.01'
PL-28	S 11°02'36" E	51.89'
PL-29	N 80°36'09" E	4.52'
PL-30	S 08°51'01" E	69.99'
PL-31	S 81°48'13" W	5.89'
PL-32	N 07°59'11" W	7.50'
PL-33	S 81°49'56" W	16.22'
PL-34	N 80°36'09" E	39.36'
PL-35	S 10°57'26" E	70.92'
PL-36	S 81°50'10" W	41.97'
PL-39	S 81°50'39" W	35.67'
PL-41	N 81°43'50" E	17.28'
PL-42	N 10°17'02" W	29.98'
PL-43	N 08°32'00" W	14.49'
PL-44	N 80°10'36" E	33.25'
PL-45	N 80°54'55" E	87.44'
PL-46	S 10°45'59" E	50.16'
PL-47	S 08°51'01" E	55.87'
PL-48	S 81°08'59" W	66.00'
PL-49	N 08°51'01" W	65.64'



BM BENCHMARK #1
TOP OF HYDRANT
N:332918.5828
E:652020.5100
ELEV. = 13.81'

OWNERS CERTIFICATIONS

I, LATRICIA E. DAVIS-WESTERN, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTIES 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 WE ACKNOWLEDGE THE SAME TO BE MY ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

DATE: _____ SIGNATURE: _____

OWNERS CERTIFICATIONS

I, WAVECREST, LLC, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTIES 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 WE ACKNOWLEDGE THE SAME TO BE MY ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

DATE: _____ SIGNATURE: _____

OWNERS CERTIFICATIONS

I, 200 FRONT, LLC, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTIES 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 WE ACKNOWLEDGE THE SAME TO BE MY ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

DATE: _____ SIGNATURE: _____

REGISTERED ENGINEER CERTIFICATION

I, RING LARDNER, P.E., 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: _____

IF THE ENGINEER'S SEAL IS NOT RED, THE PLAN IS A COPY THAT SHOULD BE ASSUMED TO CONTAIN UNAUTHORIZED ALTERATIONS. THE STATEMENTS CONTAINED ON THIS DOCUMENT SHALL NOT APPLY TO ANY COPIES.

DAVIS, BOWEN & FRIEDEL, INC.
ARCHITECTS, ENGINEERS & SURVEYORS
SALISBURY, MARYLAND (410) 543-9051
MILFORD, DELAWARE (302) 424-1441



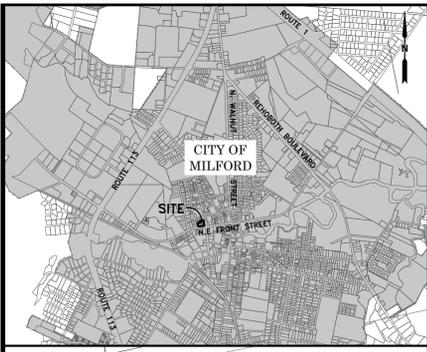
PRELIMINARY SUBDIVISION PLAN

200 FRONT, LLC
NW FRONT STREET (200 BLOCK)
CITY OF MILFORD, KENT COUNTY, DELAWARE

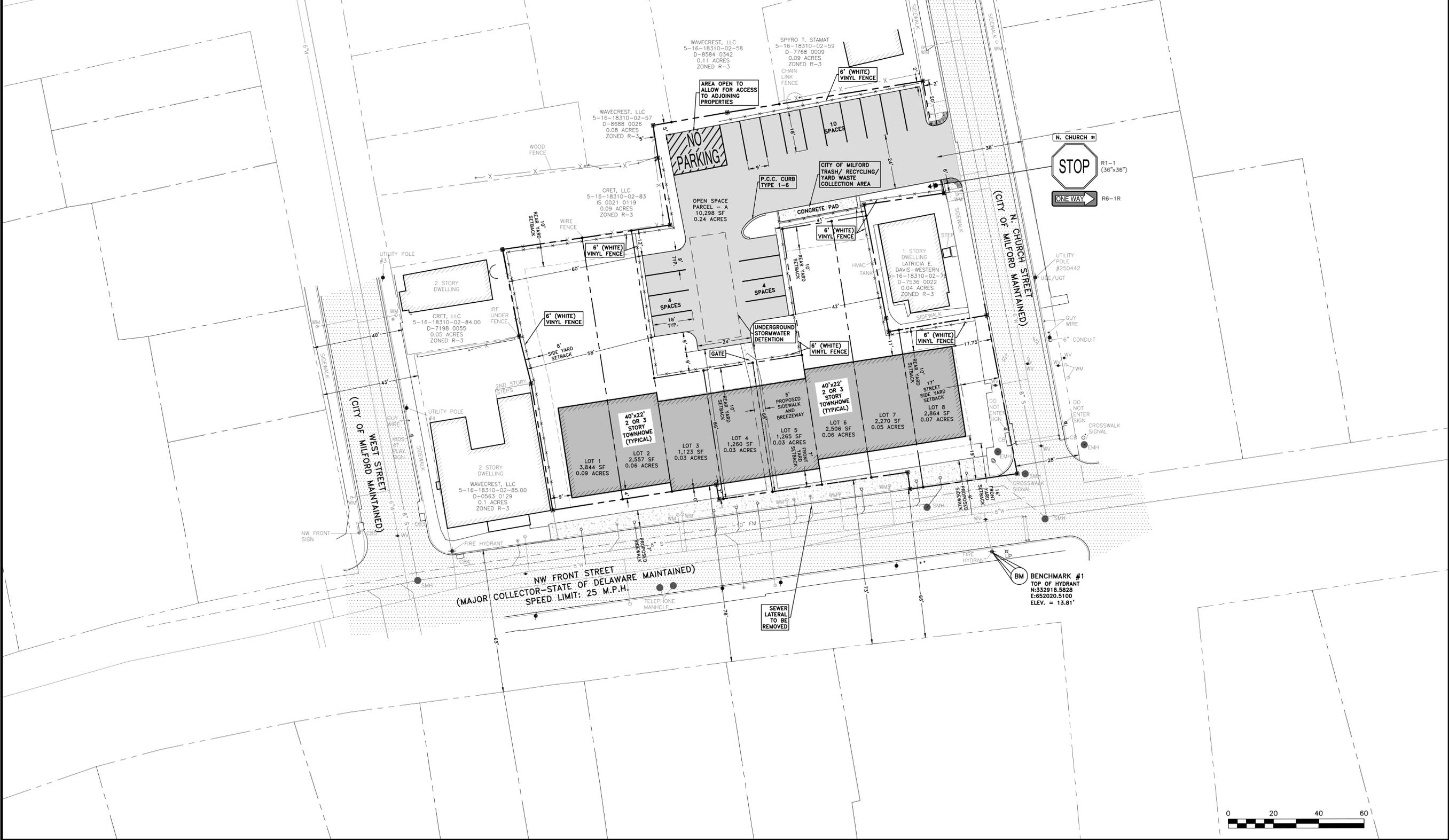
REVISED:
2018-07-13
CITY COMMENTS
2018-07-24
WESTERN AGREEMENT
2018-09-28
PER VARIANCE APPROVALS

Date: JUNE, 2018
Scale: 1" = 20'
Dwn. By: ACM
Proj.No.: 1603A001
Dwg.No.:

R-02



LOCATION MAP SCALE: 1" = 1/2-MILE



DAVIS, BOWEN & FRIEDEL, INC.
 ARCHITECTS, ENGINEERS & SURVEYORS
 SALISBURY, MARYLAND (410) 543-9091
 MILFORD, DELAWARE (302) 424-1441



200 FRONT STREET, LLC
NW FRONT STREET (200 BLOCK)
 CITY OF MILFORD, KENT COUNTY, DELAWARE

REVISED:
 2018-07-13
 CITY COMMENTS
 2018-09-28
 PER VARIANCE APPROVALS

Date: JUNE, 2018
 Scale: 1" = 20'
 Dwn.By: ACM
 Proj.No.: 1603A001
 Dwg.No.:

SP-01



September 10, 2018

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

RE: Application Number: 18-008
Application Name: 200 NW Front Street, LLC
Application Type: Variance
Tax Parcel Number(s): MD-16-183.10-02-59.01, 77.00, 79.00, 80.00, 81.00 & 82.00

Mr. Lardner,

On August 9, 2018, the City of Milford Board of Adjustment held a public hearing for sixteen (16) variance requests for the above referenced parcel(s) and project known as 200 NW Front Street, LLC. The variance requests and the Board's decisions are as follows;

- Chapter 230-11(B)(2)(c) which states “the number of dwelling units per acre shall not exceed 12.” The applicant requested permission to increase the maximum density of the project to 14.3 dwelling units per acre, which would be a 2.3 unit per acre increase from the code requirement. The Board granted approval of this variance request.
- Chapter 230-11 (B)(3)(i) which states the “minimum lot size shall be one acre for townhouse projects or complexes, with a minimum of 2,000 square feet of lot area for each dwelling unit.” The applicant requested a reduction from 1 acre to 0.63 acres, which is 0.37 acres less than the minimum project size required by code. The Board granted approval of this variance request.
- Chapter 230-11 (B)(3)(j) which states “a minimum of 400 square feet per unit shall be designated as open space subject to the recreational use requirements in Subsection B(3)(k) herein.” The applicant requested permission to eliminate the open space requirement for this project. The Board granted approval of this variance request.
- Chapter 230-21 (B) which requires all one-family detached, semidetached, mobile home, townhouse, garden apartment or multifamily dwellings to provide 2.5 off-street parking spaces per unit. The applicant sought a reduction in the calculation from 2.5 to 2.0 parking spaces per unit. The Board granted approval of this variance request.
- For Lot 9, Chapter 230-11 (B)(1)(a)[1] which states the “minimum lot area shall be 7,500 square feet” for a single family dwelling. The applicant sought a reduction of 5,590 square feet from the lot area requirement for the creation of Lot 9 with a proposed area of 1,910 square feet. The Board denied this variance request.
- For Lot 9, Chapter 230-11 (B)(1)(a)[2] which states the “maximum building coverage shall be 45%.” The applicant has requested permission for a total lot coverage of 75% for Lot 9, which is 30% above the code requirement. The Board denied this variance request.
- For Lot 9, Chapter 230-11 (B)(1)(a)[3] which states the “minimum lot width shall be 60 feet.” The applicant requested a lot width of 28 feet, which is a 32 foot reduction from the code requirement. The Board denied this variance request.

- For Lot 9, Chapter 230-11 (B)(1)(a)[5] which states “minimum building setback line shall be 30 feet.” The applicant requested permission for a 6 foot front setback, which would be a 24 foot reduction from the code requirement. The Board approved this variance request.
- For Lot 9, Chapter 230-11 (B)(1)(a)[6] which states “side yards shall be provided as follows: each lot shall have at least two side yards eight feet in width, except semidetached structures, which shall have at least one side yard per lot eight feet in width.” The applicant requested permission for a 1 foot side setback on each side, which would be a reduction of 7 feet from the code requirement. The Board denied this variance request.
- For Lot 3, Chapter 230-11 (B)(3)(i) which states the “minimum lot size shall be one acre for townhouse projects or complexes, with a minimum of 2,000 square feet of lot area for each dwelling unit.” The applicant requested a reduction in lot area from 2,000 square feet to 1,123 square feet, which is 877 square feet less than the minimum lot size requirement for a townhouse unit. The Board approved this variance request.
- For Lot 3, Chapter 230-11 (B)(3)(c) which states the “maximum building coverage shall be 60%.” The applicant requested an increase in the building coverage from 60% to 90%, which is 30% greater than the code requirement. The Board approved this variance request.
- For Lot 4, Chapter 230-11 (B)(3)(i) which states the “minimum lot size shall be one acre for townhouse projects or complexes, with a minimum of 2,000 square feet of lot area for each dwelling unit.” The applicant requested a reduction in lot area from 2,000 square feet to 1,260 square feet, which is 740 square feet less than the minimum lot size requirement for a townhouse unit. The Board approved this variance request.
- For Lot 4, Chapter 230-11 (B)(3)(c) which states the “maximum building coverage shall be 60%.” The applicant requested an increase in the building coverage from 60% to 80%, which is 20% greater than the code requirement. The Board approved this variance request.
- For Lot 5, Chapter 230-11 (B)(3)(i) which states the “minimum lot size shall be one acre for townhouse projects or complexes, with a minimum of 2,000 square feet of lot area for each dwelling unit.” The applicant requested a reduction in lot area from 2,000 square feet to 1,265 square feet, which is 735 square feet less than the minimum lot size requirement for a townhouse unit. The Board approved this variance request.
- For Lot 5, Chapter 230-11 (B)(3)(c) which states the “maximum building coverage shall be 60%.” The applicant requested an increase in the building coverage from 60% to 80%, which is 20% greater than the code requirement. The Board approved this variance request.
- For Lot 8, Chapter 230-11 (B)(3)(f) which states “the minimum width of any side yard abutting a street, driveway or parking area within the townhouse area shall not be less than 30 feet.” The applicant requested permission to reduce the side yard requirement abutting a street from 30 feet to 17 feet, which is a 13 foot reduction from the code requirement. The Board approved this variance request.

Please note, according to Chapter 230-33, any decisions made by the Board of Adjustment may be appealed to the Superior Court within thirty (30) days of the decision by written petition. The owner and/or applicant assumes all liability for any and all actions taken within the thirty (30) day appeal period.

Feel free to contact me at 302-424-8396 or via email at rpierce@milford-de.gov should you have any questions.

Sincerely,

William R. Pierce II

Rob Pierce
Planning & Development Director

cc: Dan Bond – 200 NW Front Street, LLC



KENT CONSERVATION DISTRICT

800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 • (302) 741-260

CITY OF MILFORD DEVELOPMENT ADVISORY COMMITTEE APPLICATION REVIEW COMMENTARY

October 2018

APPLICATION: 200 NW Front Street, LLC

FILE #: 18-008

REVIEWING AGENCY: Kent Conservation District

CONTACT PERSON: Jared Adkins **PHONE #:** 741-2600 ext.3

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

Source: 2014 Delaware Sediment & Stormwater Regulations, Delaware Emergency Sediment & Stormwater Regulations, Interim functional equivalent requirements.

CITY AND STATE CODE REQUIREMENTS:

1. Land disturbing activities in excess of 5,000 square feet are regulated under the Delaware Sediment and Stormwater Regulations. A detailed sediment and stormwater management plan must be reviewed and approved by the Kent Conservation District prior to any land disturbing activity (i.e. clearing, grubbing, filling, grading, etc.) taking place

ADVISORY COMMENTS TO THE APPLICANT:

1. Credit can be claimed for impervious area removed from recently demolished structures.
2. As a redevelopment project, the site will need to demonstrate stormwater treatment equal to 15 percent of the impervious area.
3. Any infiltration stormwater practices proposed will require supporting infiltration testing.

City of Milford, Delaware
Development Advisory Committee

Comment Sheet



DATE OF REVIEW: October 11, 2018

REVIEWING AGENCY: **Delaware State Fire Marshal's Office, Sussex Office**

INDIVIDUAL REVIEWERS: **Duane T. Fox, CFPS, CFPE, CFI, Asst. Chief Technical Services**
William C. Kelly, CFI, Sr. Fire Protection Specialist

AGENCY PHONE NUMBERS: **302-739-4394, Fax: 302-739-3696**

RE: 200 NW Front St (18-008)

The reasons and conditions applied to this project and their sources are itemized below:

At the time of formal submittal, the applicant shall provide; completed application, fee, and three sets of plans depicting the following in accordance with the Delaware State Fire Prevention Regulation (DSFPR):

- a. **Fire Protection Water Requirements:**
 - Water distribution system capable of delivering at least 1000 gpm for 1-hour duration, at 20-psi residual pressure is required. Fire hydrants with 800 feet spacing on centers. (Townhouses)
 - Where a water distribution system is proposed for the site, the infrastructure for fire protection water shall be provided, including the size of water mains for fire hydrants and sprinkler systems.
- b. **Fire Protection Features:**
 - For townhouse buildings, provide a section / detail and the UL design number of the 2-hour fire rated separation wall on the Site plan.
- c. **Accessibility**
 - All premises, which the fire department may be called upon to protect in case of fire, and which are not readily accessible from public roads, shall be provided with suitable gates and access roads, and fire lanes so that all buildings on the premises are accessible to fire apparatus. This means that the access road to the subdivision from NW Front St must be constructed so fire department apparatus may negotiate it.
 - Fire department access shall be provided in such a manner so that fire apparatus will be able to locate within 100 ft. of the front door.

- Any dead end road more than 300 feet in length shall be provided with a turn-around or cul-de-sac arranged such that fire apparatus will be able to turn around by making not more than one backing maneuver. The minimum paved radius of the cul-de-sac shall be 38 feet. The dimensions of the cul-de-sac or turn-around shall be shown on the final plans. Also, please be advised that parking is prohibited in the cul-de-sac or turn around.
 - The use of speed bumps or other methods of traffic speed reduction must be in accordance with Department of Transportation requirements.
 - The local Fire Chief, prior to any submission to our Agency, shall approve in writing the use of gates that limit fire department access into and out of the development or property.
- d. **Gas Piping and System Information:**
- Provide type of fuel proposed, and show locations of bulk containers on plan.
- e. **Required Notes:**
- Provide a note on the final plans submitted for review to read “ All fire lanes, fire hydrants, and fire department connections shall be marked in accordance with the Delaware State Fire Prevention Regulations”
 - Proposed Use
 - Alpha or Numerical Labels for each building/unit for sites with multiple buildings/units
 - National Fire Protection Association (NFPA) Construction Type
 - Maximum Height of Buildings (including number of stories)
 - Townhouse 2-hr separation wall details shall be shown on site plans
 - Note indicating if building is to be sprinklered
 - Name of Water Provider
 - Letter from Water Provider approving the system layout
 - Provide Road Names, even for County Roads

Preliminary meetings with fire protection specialists are encouraged prior to formal submittal. Please call for appointment. Applications and brochures can be downloaded from our website:

www.statefiremarshal.delaware.gov, technical services link, plan review, applications or brochures.

THIS DOCUMENT IS INFORMATIONAL ONLY, AND DOES NOT CONSTITUTE ANY TYPE OF APPROVAL FROM THE DELAWARE STATE FIRE MARSHAL'S OFFICE



October 15, 2018

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

RE: Application Number: 18-008
 Application Name: 200 Front
 Application Type: Preliminary Major Subdivision
 Tax Parcel Number(s): MD-16-183.10-02-59.01, 77.00, 79.00, 80.00, 81.00, & 82.00

Mr. Lardner,

The City of Milford has reviewed the above referenced Preliminary Major Subdivision application received on September 28, 2018 and provide the following review comments;

DWG/PG NO.	COMMENT NO.	PROJECT REVIEW COMMENTS	APPLICANT RESPONSE
		Preliminary Subdivision Plan	
CN-01	1	Data Column: List the specific lot area variances for Lots 3, 4 & 5 in the data column. List the specific lot coverage variances for Lots 3, 4, & 5.	
	2	Data Column: Remove the property addresses from the Data Column.	
	3	Data Column: Add the Board of Adjustment approval date next to each item that received a variance from the City Code.	
	4	Remove General Note #2 since this is duplicated under the data column.	
	5	Add the attached General Construction Notes to the title sheet or add a separate notes sheet to the plan set. Ensure there are proper notes regarding the ownership and maintenance responsibilities for the stormwater management infrastructure, open space areas, access drive and parking lot and all other commonly owned features. The City will need a copy of the HOA documents for review prior to final major subdivision approval.	
R-01	6	Rename the sheet to "Lot Consolidation / Lot Line Adjustment Plan" since the parcel line abutting parcel 85.00 is being modified.	

	7	Sheet R-01 will need to be recorded. In addition, A new deed will need to be recorded for parcel 85.00, along with a conveyance deed for the small piece of land being transferred. These will need to be recorded with Kent County Recorder of Deeds prior to final subdivision approval.	
	8	The properties affected by the Preliminary Major Subdivision application are not in the name provided under the owner/developer information on record with the City of Milford. Update the owner certification blocks.	
R-02	9	Update the signature blocks based on Comment #8 above.	
	10	Remove the access drive note. This should be spelled out under the General Notes on the Cover Sheet.	
SP-01	11	Label the distance between the paved parking lot/drive aisles from the adjacent parcels.	
	12	Provide parking bumpers at the head of each parking space or incorporate curbing throughout the parking area.	
	13	Indicate the purpose of the “No Parking” area.	
	14	Add a stop sign exiting the parking area onto N. Church Street. Also provide “Right Turn Only” and “One-way” sign locations along N. Church Street.	
	15	Show ADA ramps adjacent to the proposed entrance along N. Church Street. Provide more detail regarding the construction of the proposed entrance (are you proposing rolled curb or pavement tie in).	
	16	Avoid the bump-out on the concrete pad to be used for refuse containers and show the location of the can enclosure.	
	17	Per Chapter 230-22(A)(2) “in any R-3 or R-8 District, for any lot developed for garden apartments or townhouses, a landscape screen and/or fence or wall a minimum of six feet in height shall be planted or erected to separate any contiguous lot developed as a single-family detached or semidetached residential dwelling.” Provide screening from all adjacent lots where this is the case.	
	18	The applicant may want to consider screening the parking lot area from the proposed lots.	
	19	Curbing should be added at the end of the paved parking lot area adjacent to Lots 3, 4, & 5. In addition, curbing should be added along the radius at the north side of the westernmost parking row.	

	20	Provide more detail on how the sanitary sewer line will be properly abandoned for Lot 5.	
	21	The existing water service for Lot 8 that comes off of N. Church Street should be properly abandoned. Provide a note detailing how this would be accomplished.	
	22	The water meter for Lot 2 must be relocated from in front of Lot 3. A tracer wire box shall be placed at the location of the existing meter to denote where it taps into the water main. Tracer wire shall be installed along the length of the service piping from this tracer wire box to the relocated meter pit. Tracer wire boxes shall be "Snakepit" access boxes as manufactured by Copperhead Industries, LLC or approved equivalent. Please add a note to such effect to the final utility drawing.	
	23	The proposed stormwater management area is shown in the parking area. Please show the general storm sewer improvements, inlets and piping that would connect to the stormwater management area.	
General	24	Provide a copy of HOA documents for review prior to Final Major Subdivision approval.	
	25	Coordinate with Rick Carmean, Electric Superintendent, at 302-422-1110 regarding electric improvements required to serve the proposed subdivision.	
	26	Final approval will require approvals from Kent Conservation District, State Fire Marshal's Office, DeDOT and the City Engineer.	

Please revise and resubmit for review. These comments must be addressed or acknowledged before the application can be scheduled for Planning Commission review. Feel free to contact me at 302-424-8396 should you have any questions.

Sincerely,

William R. Pierce II

Rob Pierce
Planning & Development Director

cc: Erik Retzlaff, P.E. - City Engineer
Daniel Bond – Developer/Applicant



October 22, 2018

*Michael R. Wigley, AIA, LEED AP
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason P. Loar, P.E.
Ring W. Lardner, P.E.*

City of Milford
201 South Walnut Street
Milford, DE 19963

Attn: Rob Pierce, Planning Director

RE: **Preliminary Major Subdivision & Variance**

Tax Map #: MD-16-183.10-02-59.01, 77.00, 78.00, 79.00, 80.00, 81.00, 82.00, and 85.00
DBF #1603A002.B01

We are hereby submitting revised preliminary major subdivision, lot line adjustment / consolidation and site plan for 200 Front for review. This plan revision is to address the comments in your letter dated October 15, 2018. In response to comments in the above referenced review letter, we offer the following item-by-item response narrative:

DWG/PG NO.	COMMENT NO.	PROJECT REVIEW COMMENTS	APPLICANT RESPONSE
		Preliminary Subdivision Plan	
CN-01	1	Data Column: List the specific lot area variances for Lots 3, 4 & 5 in the data column. List the specific lot coverage variances for Lots 3, 4, & 5.	Add to the data column.
	2	Data Column: Remove the property addresses from the Data Column.	The addresses have been removed.
	3	Data Column: Add the Board of Adjustment approval date next to each item that received a variance from the City Code.	The approval date has been added.
	4	Remove General Note #2 since this is duplicated under the data column.	The note was removed.
	5	Add the attached General Construction Notes to the title sheet or add a separate notes sheet to the plan set. Ensure there are proper notes regarding the ownership and maintenance responsibilities for the stormwater management infrastructure, open space areas, access drive and parking lot and all other commonly owned features. The City will need a copy of the HOA documents for review prior to final major subdivision approval.	Some of the notes were added to the major subdivision plan. All of the notes will be added to the construction document set which has not been prepared but will be reviewed and approved by the City Engineer. The HOA

			documents will be submitted with the final application.
R-01	6	Rename the sheet to "Lot Consolidation / Lot Line Adjustment Plan" since the parcel line abutting parcel 85.00 is being modified.	The sheet name has been revised.
	7	Sheet R-01 will need to be recorded. In addition, A new deed will need to be recorded for parcel 85.00, along with a conveyance deed for the small piece of land being transferred. These will need to be recorded with Kent County Recorder of Deeds prior to final subdivision approval.	The properties to be combined will be in the same ownership and all need deeds will be prepared and submitted with the final application. However, they will not be recorded until after the final approval has been granted and will be recorded in a specific order.
	8	The properties affected by the Preliminary Major Subdivision application are not in the name provided under the owner/developer information on record with the City of Milford. Update the owner certification blocks.	See response to #7.
R-02	9	Update the signature blocks based on Comment #8 above.	See response to #7.
	10	Remove the access drive note. This should be spelled out under the General Notes on the Cover Sheet.	Note has been added to Sheet CN-01.
SP-01	11	Label the distance between the paved parking lot/drive aisles from the adjacent parcels.	We have added some distance measurements.
	12	Provide parking bumpers at the head of each parking space or incorporate curbing throughout the parking area.	The developer and DBF are discussing each option and one of them will be shown on the final construction documents.
	13	Indicate the purpose of the "No Parking" area.	The note has been added.
	14	Add a stop sign exiting the parking area onto N. Church Street. Also provide "Right Turn Only" and "One-way" sign locations along N. Church Street.	The signs have been added.
	15	Show ADA ramps adjacent to the proposed entrance along N. Church Street. Provide more detail regarding the construction of the proposed entrance (are you proposing rolled curb or pavement tie in).	We have shown the ADA ramps. A curb transition is needed but has not been designed and more detail cannot be provided at this

			time.
	16	Avoid the bump-out on the concrete pad to be used for refuse containers and show the location of the can enclosure.	The Developer is working with the Westerns on a property line adjustment and we have modified the dumpster area.
	17	Per Chapter 230-22(A)(2) "in any R-3 or R-8 District, for any lot developed for garden apartments or townhouses, a landscape screen and/or fence or wall a minimum of six feet in height shall be planted or erected to separate any contiguous lot developed as a single-family detached or semidetached residential dwelling." Provide screening from all adjacent lots where this is the case.	A 6' vinyl fence has been provided for the surrounding properties.
	18	The applicant may want to consider screening the parking lot area from the proposed lots.	A 6' vinyl fence has been provided to screen the parking lot. Low lying bushes may be considered during design.
	19	Curbing should be added at the end of the paved parking lot area adjacent to Lots 3, 4, & 5. In addition, curbing should be added along the radius at the north side of the westernmost parking row.	See response to comment #12.
	20	Provide more detail on how the sanitary sewer line will be properly abandoned for Lot 5.	We will address this comment during the construction document preparation and in discussion with the City Engineer.
	21	The existing water service for Lot 8 that comes off of N. Church Street should be properly abandoned. Provide a note detailing how this would be accomplished.	See response to #20.
	22	The water meter for Lot 2 must be relocated from in front of Lot 3. A tracer wire box shall be placed at the location of the existing meter to denote where it taps into the water main. Tracer wire shall be installed along the length of the service piping from this tracer wire box to the relocated meter pit. Tracer wire boxes shall be "Snakepit" access boxes as manufactured by Copperhead Industries, LLC or approved equivalent. Please add a note to such effect to the final utility drawing.	See response to #20.

	23	The proposed stormwater management area is shown in the parking area. Please show the general storm sewer improvements, inlets and piping that would connect to the stormwater management area.	The stormwater management has not been finalized and an underground system may not be required. This will be reviewed by KCD as part of their approval process.
General	24	Provide a copy of HOA documents for review prior to Final Major Subdivision approval.	The HOA documents will be submitted with the final application.
	25	Coordinate with Rick Carmean, Electric Superintendent, at 302-422-1110 regarding electric improvements required to serve the proposed subdivision.	We will coordinate with Mr. Carmean.
	26	Final approval will require approvals from Kent Conservation District, State Fire Marshal's Office, DelDOT and the City Engineer.	We will obtain all necessary approvals prior to submitting the final application.

Should you have any questions regarding this submission, please contact me at (302) 424-1441 or via. e-mail at rwl@dbfinc.com.

Sincerely,
Davis, Bowen & Friedel, Inc.



Ring W. Lardner, P.E.
Principal

Cc: Dan Bond, 200Front, LLC

Approval of previous minutes moved to 12/19/18 meeting due to City Clerk out sick.

MILFORD CITY COUNCIL
MINUTES OF MEETING
November 13, 2018

A Meeting of the City of Milford Community and Economic Development Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Tuesday, November 13, 2018.

PRESIDING: Chairman Christopher Mergner

IN ATTENDANCE: Committee Members:
Councilmembers Owen Brooks Jr. and Katrina Wilson

Councilmembers Lisa Ingram Peel and Todd Culotta

Mayor Arthur Campbell

City Manager Eric Norenberg and Deputy City Clerk Christine Crouch

CALL TO ORDER

Chairman Mergner called the Committee Meeting to order at 5:30 p.m.

City Planning Director Rob Pierce was also in attendance.

Vineyard Shipyard Presentation by Dan Bond and Sher Valenzuela/Feasibility Study Contribution Request

Task Force Member Dan Bond provided the following info related to the presentation to the Committee:

For about 150 years, starting as early as 1760, the history of Milford was intimately tied to its shipbuilding industry.

- At the industry's peak at the end of the nineteenth century, seven shipyards were active, employing three-quarters of the town's workforce.*
- More than 300 wooden ships were built in the Milford shipyards between 1680 and 1927.*
- Milford produced more wooden ships than any of the other seven significant wooden ship building centers in Delaware, including Wilmington.*
- The Vinyard Shipbuilding Co., founded in 1896, is the last of the seven Milford shipyards to survive today.*
- It is also the last surviving wooden ship building facility on the Delaware Bay.*

In its early years, the Vinyard ships were built outside along the banks of the Mispillion. These were ships – not boats. The Edith (1908) was 117 feet long.

In its early days the Vinyard Shipyard built tugboats & sailing vessels.

In World War I the shipyard produced 110' subchasers for the Navy.

During the 1920s Prohibition period, "Sixbitters" – 75-foot U.S. Coast Guard patrol boats – were built to be used to chase "rumrunners."

In World War II the Vinyard shipyard was contracted again by the U.S. Navy and built 14 wooden-hull subchasers, which became know as the "splinter fleet" making Milford one of its major producers.

Starting in 1927 and continuing after World War II until 1951, the Vinyard shipyard produced luxury yachts.

The last of the Vinyard yachts was built in 1951, but the shipyard continued in business repairing ships & building wooden boats until 1973. Delaware Marine & Manufacturing built boats here from 1973-83. Then the shipyard gradually fell in ruin and was condemned in 1995 and would likely have been torn down.

In 1996 Joan & Sudler Lofland purchased the shipyard and restored it over the next several years and used it for ship and

boat repair and restoration. Mr. Lofland also built a large pole barn that he primarily to store his collection of boats, motors and antique wheels.

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An effort is now underway to ensure these assets continue to be maintained and to expand their public use. This effort is a natural continuation of the decade's long expansion of Milford's renowned Mispillion Riverwalk Greenway and could be a core element of a 50+ acre recreation and cultural complex envisioned along both sides of the Mispillion River directly East of the City's historic downtown.

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Future Mispillion Recreation & Culture Complex

Task Force for Vinyard Shipyard Project

- *Matt Babbitt, Abbott's Pond Site Manager, Delaware Nature Society*
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- *DE Turf has been highly successful. Next year they have tournaments scheduled for almost every weekend starting in February.*
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Councilman Brooks said the sign on the highway says come to Milford and that is needed to be successful.

Mr. Bond said DMI has been working with DE Turf to get the word out to try and figure out how to advertise downtown Milford and their businesses. They have a plan of how to do that primarily through Kent County Tourism. DE Turf said they do not allow any type of advertising unless a field is paid for and that business or individual's name on it. However, Kent County Tourism has a bus that travels around and goes to the big weekend sports events for at least one day. DMI is putting together a brochure and working on a strategy to use that bus to get the information out. They feel the visitors at DE Turf knowing about our downtown will help.

Mr. Bond agrees that the downtown must be open to be successful and currently, it is basically closed in terms of shopping. But the demand needs to be there before the shop owners are willing to stay open. It also needs more businesses.

Chairman Mergner asked if the task force has reached out to the schools and colleges yet; Mr. Bond answered not yet, but they have a long list of contacts. Delaware schools are definitely on that list to be contacted.

Mr. Bond also talked about the expense of school trips but feels that having something like this in Milford would be a rewarding experience for a very small fee.

He encouraged people to call the Loflands to make appointments to visit their museum.

Mr. Bond commended Dave Burton who had played a big part in the Greenway's success, largely by bringing the library downtown. In the video Mr. Burton said it's like a magic plan that was created in the very early 1970's. But that was created piece by piece over many decades. Goat Island was the first piece of land purchased back in 1976 even though that was only recently developed by the current Parks and Recreation staff.

Councilmember Wilson said she is familiar with the shipyard and her father, who is now in a nursing home, was part of the museum and the documentary that was put together. She is supportive of the project and knows it has been a long time in the making and is in awe of the very impressive ships that are housed there. She recalled that one of her uncles also worked at the shipyard.

Matt Babbitt, Abbott's Pond Site Manager, stated they currently have a contract with Milford School District for their pre-k through fifth grades to visit their site, in addition to Slaughter Beach. They are directly tied into their preschool curriculum standards through a number of projects. They are part of Delaware Nature Society and serve schools from Pennsylvania, Maryland and from other areas in Delaware as well.

Mr. Babbitt added that they offer activities based on engineering and the history of the mill tying into the agricultural community with educational programs also offered to middle and high school students.

When asked how this ties into the downtown master plan, Planning Director Pierce advised that this project was included in

the Downtown Master Plan as a key priority project. They looked for ways to incorporate this into the greenway and preserve it for a long time for use by the community.

City Manager Norenberg asked the status of the conversations the task force has had with Kent and Sussex County; Mr. Bond said they are returning to meet with Kent County officials after Thanksgiving. Their next step is to set up a group meeting with Sussex County. Their goal is to get to all three government organizations on board very quickly though Milford is the most important.

They promised Mr. and Mrs. Lofland they would move fast which is the reason for the task force and meetings with the community versus only with themselves.

Mr. Bond said that he is asking Councilmembers Culotta and Peel, who promised they would take this to City Council and request grant support by December. He thanked them for co-sponsoring the request.

Councilmember Peel stated that as Mr. Bond stated, timing is everything and recalled when in 1976, Mr. Emory began to consider Goat Island for this purpose. She feels that this has developed at a faster pace in recent years and sees things happening around Milford and wants to make sure we are keeping up with what needs to happen around that river.

Chairman Mergner agreed. He agrees it should be presented to City Council and asked the City Manager to speak on the funding and how much is possibly to put toward this project. It is a great project and there is a need to stand behind it from an economic development standpoint. He feels this is exactly the type of attraction that could create additional foot traffic downtown.

City Manager Norenberg believes there are unobligated funds in the economic development fund. He also noted that the next agenda touches on the future sales of properties in the business park and Independence Commons that could assist. He believes that we can consider a \$10,000 request though that needs to be verified through our finance department so it can be ready to be acted upon in a future Council agenda.

Councilmember Wilson prefers funding projects like this that will benefit Milford versus funding projects outside of Milford in the county area. Chairman Mergner explained that is whom they are working with and Milford is providing them money to generate economic development in Milford. That is the reason for the \$30,000 contribution and this task force will also be asking them for money.

Councilmember Peel asked if they are asking them for money or will it be requested from Kent County Levy Court; Mr. Bond confirmed it will be from Levy Court.

The consensus of the committee was to move forward with the funding request to City Council.

*Independence Commons Lot Sales Update from R&R Realty
OC-1 Zoning Code Amendment Request/I-Realty*

Economic Development and Planning Director Pierce referenced the memo in the packet, stating that we receive an inquiry from R&R Realty that will be discussed. He wants Realtor Keith Walpole and Broker Charlie Rodriguez to have an opportunity to provide an update of the marking and promotional contract for commercial real estate.

Mr. Walpole said they were given the Greater Milford Business Park and Independence Commons' listing in July 2018. It has been advertised on LoopNet and has had more than 1,000 hits and 40 detailed views. They also advertised on several other sites, including Sussex and Kent Counties MLS. Email blasts have been done and approximately 15 to 20 calls have been received. Most of those interested buyers asked what they could do with the property. In most cases, the use they were considered was prohibited which did not align with typical commercial and business park uses. Instead it is designated for general office type uses as was requested by the Veterans Home and Boys and Girls Club when they first developed.

Mr. Walpole recommends waiving some of the stricter regulations which would allow the properties to sell. He is encouraged by the amount of hits and hopes this will allow a more competitive market and a successful sale.

Councilmember Brooks recalled when the business park land was purchased for the purpose of bringing jobs to Milford. He is unsure it can be loosened up unless the State agrees. He saw where a storage facility wanted to go there and he does not feel that will bring jobs to Milford. He does not think a doctor's office wants to be next to a storage unit and he wants the State to agree to allow it. He was hoping that Dave Burton would be here tonight so that Council could ask him if that could be loosened up.

He reiterated that no one works at a storage center.

Mr. Pierce reported that an inquiry was received from I-Realty in September who was interested in a lot. When he reviewed the uses, it was not permitted. However, there is an avenue, as has been done in the past, that allows a person to pay an application fee to submit an amendment to the zoning code. That would require a public hearing process before both the planning commission and city council.

He was given the same information and looked through some of the old minutes from when it was changed from a business park designation, which was designed for job creation, to the OC-1 (Office Complex), which is a quieter, low volume type setting.

Mr. Pierce also noted that the business park has been in existence for almost twenty years and it has been very difficult to attract interested buyers on this side. He feels the land is priced appropriately so the problem has to be the restrictions of uses.

Mr. Rodriguez then addressed the committee adding that they have provided the lot/land information to Linda Parkowsky at Kent Economic Partnership. In Kent County, they are seeing a lot of fulfillment centers and logistic centers who are interested and opening throughout Delaware. A lot of retailers are working with fulfillment companies and believe this may be an opportunity for Milford to create jobs. But an interested developer is needed that will come in, construct the building and lease it out to these companies.

Recently, there was a liquor distributor looking for a 10,000 square foot building that is move-in ready. Many logistic companies are looking for a structure they can move in within a couple of months, versus the eighteen plus months it takes to build a commercial building. A record keeping company is also looking for a 40,000 square foot warehouse. He stressed that all of these companies will create jobs.

Mr. Pierce shared that Realtor Casey Kenton had reached out to him in September about a code amendment. Instead of drafting a code amendment and going through that process, he felt it was more beneficial to get them in front of the Economic Development Committee for feedback on whether to move forward or not.

Casey Kenton was also present and introduced Andy Strind who is president of his organization. He explained they are a Dover-based real estate development company specializing in commercial development. They acquired a self storage facility in Milford along Masten Circle behind Popeyes Kitchen in 2014, which was the former Milford Central Storage. It was re-branded to Delaware Self Storage (DE Storage.com). It was immediately renovated in an effort to improve it as much as possible and over the past three years, they have expanded the property three different times.

They are maxed out on their foot print and completely out of land. Approximately one year ago, they began to look for other sites that could serve a self storage development in Milford because they feel there is a high demand for that service in Milford.

Mr. Walpole informed them that Independence Commons had lots available and identified lot 4 which is an 11.5 acre site. They liked the property because it could serve multiple uses and not just for storage purposes. After reading the code and talking with Mr. Pierce, he realized the OC-1 did not allow for self storage.

Mr. Pierce recommended Mr. Kenton make a formal request for a code amendment to allow for self-storage, though it would also be considered as an office use or something similar that is permitted in the OC-1 zoning.

Mr. Kenton advised that they own and operate office parks in Dover and Smyrna and have experience in developing that type of asset. They built a 30,000 office park known as Milstone in Dover. The site plan in Milford would allow self storage in

the rear. They would retain the frontage along Veterans Boulevard, next to the Boys and Girls Club, in front of the Veterans Home for a future use.

Being from Milford, Mr. Kenton loves Milford and wants to capitalize on all the good things happening here. He believes they could make some thing work though self storage would have to be added as a permissible use.

He stressed that they are also prepared to pay the full-price of \$460,000, contingent on the ability to do storage on at least a portion of the property.

Mr. Kenton also noted that because this lot does not have frontage on Airport Road, it is somewhat of an irregular shape and does not lend itself to a single user operator because of the size. He thinks it could be a challenging property though they are willing to look at this property as a multi-use development.

Mr. Kenton confirmed this would be a climate controlled facility. A portion would likely be drive up though they believe the demand in Milford is for climate control space. They have already developed three climate control buildings and have filled them all.

They anticipate building a 15,000 to 20,000 square feet initially though the plans would allow for expansion. However, they feel the site is large enough to design a nice site plan to allow for self storage expansion. They would also keep the road frontage for future development that will hopefully bring jobs.

Chairman Mergner asked if a buildout in the front would be done n hopes of finding a landlord. Mr. Kenton said that is an option though they have not done a market study as of this time. If they had a tenant, they would most likely build it.

Mr. Kenton confirmed that tenants at their other offices include professional offices, medical tenants and real estate offices resulting in a light professional office use.

Councilmember Peel pointed out that one of the prohibited uses is distribution and asked if the City made an exception for the Touch of Italy. Mr. Pierce explained Touch of Italy's lot are on the southside. That zoning did not change and remains the BP (business park) designation based on the initial job incentive purpose. The other side is much more restrictive as a result of the change to OC-1.

Mr. Pierce advised the northside or Independence Commons, was also zoned BP at the time it was purchased and whose intent was job creation, as Councilman Brooks is referring to. However, there was some concern expressed by the Veterans Home, as well as some of the residents along Canterbury Road, who did not want the light industrial uses backing up to them. That is the reason it was changed to OC-1.

Councilman Brooks reiterated the key is the State because the money and the bonds were given to the City so that the land could be bought cheap to attract businesses that would bring new jobs to Milford.

Investor Realty President Andy Strine said they understand they are asking for something outside the box and the reason they preferred to discuss the idea initially. They do not want to continue to waste these businesses' time if Milford is uninterested.

He pointed out that the upside is that this is a blank sheet of paper to figure out what makes the most sense for the market and the town and for those businesses

In terms of how much land for the storage would be used versus a different use, the project north of Milford is about seven acres though this would be slightly smaller with bigger buildings and fewer roadways. He would envision pushing it to the back and having the frontage available for something there is a market for. That may be a distribution center, flex or office space or whatever the market dictates.

Mr. Strine understands this is not what it was intended for initially though it has been vacant for more than a dozen years. He feels the town could use the money for other things that would benefit the community and its residents. However, that is a call the City has to make. They feel it is a viable space and there is a benefit to modifying the zoning. In turn, the City

would receive the proceeds from the sale, development and tax base.

When asked the plans for the existing storage space, Mr. Strine said they are a second generation business. They have multiple developments throughout the State, but primarily in Kent and Sussex County. They are also currently developing in Georgetown.

Councilmember Wilson likes the idea of the storage units in the rear and a building in the front. Councilman Culotta agrees adding there is a need for climate controlled storage. He added that a lot of small business owners keep storage in the units and use it on a daily basis. He feels the vision for most people is that a private citizen uses it to store a lot of junk and never returns because there is no interest.

Councilman Culotta also prefers for the storage to be in the business park area versus the downtown or residential areas. He does not see this as an issue and feels that if we limit it at the business park, it is going to happen somewhere else.

Councilman Culotta then stressed that this property has been for sale a long time with very few lookers. He does not want to kick it aside because we want jobs out there.

Chairman Mergner likes the idea of creating a footprint of putting something in the front area that will create some jobs. That could be an opportunity to lease out an area for that purpose.

Mr. Pierce will take the advice of Council and try to find an agreement with the State though he was able to find the minutes from the rezoning, there was little or nothing as far as agreement. He will proceed if there are no major roadblocks in terms of what the State is willing to do.

Chairman Mergner is very interested in pursuing this though he agrees it sounds like there could be an issue with the State.

Councilman Brooks asked if the door is open for other companies who want to do the same thing; Mr. Pierce said if we move ahead with the code amendment, they could sign a sales agreement pending the code change and site plan approval, which is not contrary to what has been done in the past.

Mr. Pierce will create the code amendment based on the results of any further investigation.

ADJOURNMENT

There being no further business, Councilwoman Wilson moved to adjourn the Committee Meeting, seconded by Councilman Brooks. Motion carried.

The Meeting adjourned at 6:58 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
November 13, 2018

A Meeting of the City of Milford Community and Economic Development Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Tuesday, November 13, 2018.

PRESIDING: Chairman Christopher Mergner

IN ATTENDANCE: Committee Members:
Councilmembers Owen Brooks Jr. and Katrina Wilson

Councilmembers Lisa Ingram Peel and Todd Culotta

Mayor Arthur Campbell

City Manager Eric Norenberg and Deputy City Clerk Christine Crouch

CALL TO ORDER

Chairman Mergner called the Committee Meeting to order at 5:30 p.m.

City Planning Director Rob Pierce was also in attendance.

Vineyard Shipyard Presentation by Dan Bond and Sher Valenzuela/Feasibility Study Contribution Request

Task Force Member Dan Bond provided the following info related to the presentation to the Committee:

For about 150 years, starting as early as 1760, the history of Milford was intimately tied to its shipbuilding industry.

- At the industry's peak at the end of the nineteenth century, seven shipyards were active, employing three-quarters of the town's workforce.*
- More than 300 wooden ships were built in the Milford shipyards between 1680 and 1927.*
- Milford produced more wooden ships than any of the other seven significant wooden ship building centers in Delaware, including Wilmington.*
- The Vinyard Shipbuilding Co., founded in 1896, is the last of the seven Milford shipyards to survive today.*
- It is also the last surviving wooden ship building facility on the Delaware Bay.*

In its early years, the Vinyard ships were built outside along the banks of the Mispillion. These were ships – not boats. The Edith (1908) was 117 feet long.

In its early days the Vinyard Shipyard built tugboats & sailing vessels.

In World War I the shipyard produced 110' subchasers for the Navy.

During the 1920s Prohibition period, "Sixbitters" – 75-foot U.S. Coast Guard patrol boats – were built to be used to chase "rumrunners."

In World War II the Vinyard shipyard was contracted again by the U.S. Navy and built 14 wooden-hull subchasers, which became know as the "splinter fleet" making Milford one of its major producers.

Starting in 1927 and continuing after World War II until 1951, the Vinyard shipyard produced luxury yachts.

The last of the Vinyard yachts was built in 1951, but the shipyard continued in business repairing ships & building wooden boats until 1973. Delaware Marine & Manufacturing built boats here from 1973-83. Then the shipyard gradually fell in ruin and was condemned in 1995 and would likely have been torn down.

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boat repair and restoration. Mr. Lofland also built a large pole barn that he primarily to store his collection of boats, motors and antique wheels.

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Councilman Brooks then asked how this compares to Cooperstown (New York). He reported that he and his wife used to go to Cooperstown every summer and took boat rides and trains and visited the Baseball Hall of Fame. He said that was successful because all the stores were open Saturday and Sunday. He understands this is going to take a lot of grants, but he feels the stores downtown need to be open on Sunday to make it work. If they continue to close on Saturday at five o'clock until Monday morning, it will not attract visitors. His opinion is they have to be open Saturday and Sunday.

Councilman Brooks said the sign on the highway says come to Milford and that is needed to be successful.

Mr. Bond said DMI has been working with DE Turf to get the word out to try and figure out how to advertise downtown Milford and their businesses. They have a plan of how to do that primarily through Kent County Tourism. DE Turf said they do not allow any type of advertising unless a field is paid for and that business or individual's name on it. However, Kent County Tourism has a bus that travels around and goes to the big weekend sports events for at least one day. DMI is putting together a brochure and working on a strategy to use that bus to get the information out. They feel the visitors at DE Turf knowing about our downtown will help.

Mr. Bond agrees that the downtown must be open to be successful and currently, it is basically closed in terms of shopping. But the demand needs to be there before the shop owners are willing to stay open. It also needs more businesses.

Chairman Mergner asked if the task force has reached out to the schools and colleges yet; Mr. Bond answered not yet, but they have a long list of contacts. Delaware schools are definitely on that list to be contacted.

Mr. Bond also talked about the expense of school trips but feels that having something like this in Milford would be a rewarding experience for a very small fee.

He encouraged people to call the Loflands to make appointments to visit their museum.

Mr. Bond commended Dave Burton who had played a big part in the Greenway's success, largely by bringing the library downtown. In the video Mr. Burton said it's like a magic plan that was created in the very early 1970's. But that was created piece by piece over many decades. Goat Island was the first piece of land purchased back in 1976 even though that was only recently developed by the current Parks and Recreation staff.

Councilmember Wilson said she is familiar with the shipyard and her father, who is now in a nursing home, was part of the museum and the documentary that was put together. She is supportive of the project and knows it has been a long time in the making and is in awe of the very impressive ships that are housed there. She recalled that one of her uncles also worked at the shipyard.

Matt Babbitt, Abbott's Pond Site Manager, stated they currently have a contract with Milford School District for their pre-k through fifth grades to visit their site, in addition to Slaughter Beach. They are directly tied into their preschool curriculum standards through a number of projects. They are part of Delaware Nature Society and serve schools from Pennsylvania, Maryland and from other areas in Delaware as well.

Mr. Babbitt added that they offer activities based on engineering and the history of the mill tying into the agricultural community with educational programs also offered to middle and high school students.

When asked how this ties into the downtown master plan, Planning Director Pierce advised that this project was included in

the Downtown Master Plan as a key priority project. They looked for ways to incorporate this into the greenway and preserve it for a long time for use by the community.

City Manager Norenberg asked the status of the conversations the task force has had with Kent and Sussex County; Mr. Bond said they are returning to meet with Kent County officials after Thanksgiving. Their next step is to set up a group meeting with Sussex County. Their goal is to get to all three government organizations on board very quickly though Milford is the most important.

They promised Mr. and Mrs. Lofland they would move fast which is the reason for the task force and meetings with the community versus only with themselves.

Mr. Bond said that he is asking Councilmembers Culotta and Peel, who promised they would take this to City Council and request grant support by December. He thanked them for co-sponsoring the request.

Councilmember Peel stated that as Mr. Bond stated, timing is everything and recalled when in 1976, Mr. Emory began to consider Goat Island for this purpose. She feels that this has developed at a faster pace in recent years and sees things happening around Milford and wants to make sure we are keeping up with what needs to happen around that river.

Chairman Mergner agreed. He agrees it should be presented to City Council and asked the City Manager to speak on the funding and how much is possibly to put toward this project. It is a great project and there is a need to stand behind it from an economic development standpoint. He feels this is exactly the type of attraction that could create additional foot traffic downtown.

City Manager Norenberg believes there are unobligated funds in the economic development fund. He also noted that the next agenda touches on the future sales of properties in the business park and Independence Commons that could assist. He believes that we can consider a \$10,000 request though that needs to be verified through our finance department so it can be ready to be acted upon in a future Council agenda.

Councilmember Wilson prefers funding projects like this that will benefit Milford versus funding projects outside of Milford in the county area. Chairman Mergner explained that is whom they are working with and Milford is providing them money to generate economic development in Milford. That is the reason for the \$30,000 contribution and this task force will also be asking them for money.

Councilmember Peel asked if they are asking them for money or will it be requested from Kent County Levy Court; Mr. Bond confirmed it will be from Levy Court.

The consensus of the committee was to move forward with the funding request to City Council.

*Independence Commons Lot Sales Update from R&R Realty
OC-1 Zoning Code Amendment Request/I-Realty*

Economic Development and Planning Director Pierce referenced the memo in the packet, stating that we receive an inquiry from R&R Realty that will be discussed. He wants Realtor Keith Walpole and Broker Charlie Rodriguez to have an opportunity to provide an update of the marking and promotional contract for commercial real estate.

Mr. Walpole said they were given the Greater Milford Business Park and Independence Commons' listing in July 2018. It has been advertised on LoopNet and has had more than 1,000 hits and 40 detailed views. They also advertised on several other sites, including Sussex and Kent Counties MLS. Email blasts have been done and approximately 15 to 20 calls have been received. Most of those interested buyers asked what they could do with the property. In most cases, the use they were considered was prohibited which did not align with typical commercial and business park uses. Instead it is designated for general office type uses as was requested by the Veterans Home and Boys and Girls Club when they first developed.

Mr. Walpole recommends waiving some of the stricter regulations which would allow the properties to sell. He is encouraged by the amount of hits and hopes this will allow a more competitive market and a successful sale.

Councilmember Brooks recalled when the business park land was purchased for the purpose of bringing jobs to Milford. He is unsure it can be loosened up unless the State agrees. He saw where a storage facility wanted to go there and he does not feel that will bring jobs to Milford. He does not think a doctor's office wants to be next to a storage unit and he wants the State to agree to allow it. He was hoping that Dave Burton would be here tonight so that Council could ask him if that could be loosened up.

He reiterated that no one works at a storage center.

Mr. Pierce reported that an inquiry was received from I-Realty in September who was interested in a lot. When he reviewed the uses, it was not permitted. However, there is an avenue, as has been done in the past, that allows a person to pay an application fee to submit an amendment to the zoning code. That would require a public hearing process before both the planning commission and city council.

He was given the same information and looked through some of the old minutes from when it was changed from a business park designation, which was designed for job creation, to the OC-1 (Office Complex), which is a quieter, low volume type setting.

Mr. Pierce also noted that the business park has been in existence for almost twenty years and it has been very difficult to attract interested buyers on this side. He feels the land is priced appropriately so the problem has to be the restrictions of uses.

Mr. Rodriguez then addressed the committee adding that they have provided the lot/land information to Linda Parkowsky at Kent Economic Partnership. In Kent County, they are seeing a lot of fulfillment centers and logistic centers who are interested and opening throughout Delaware. A lot of retailers are working with fulfillment companies and believe this may be an opportunity for Milford to create jobs. But an interested developer is needed that will come in, construct the building and lease it out to these companies.

Recently, there was a liquor distributor looking for a 10,000 square foot building that is move-in ready. Many logistic companies are looking for a structure they can move in within a couple of months, versus the eighteen plus months it takes to build a commercial building. A record keeping company is also looking for a 40,000 square foot warehouse. He stressed that all of these companies will create jobs.

Mr. Pierce shared that Realtor Casey Kenton had reached out to him in September about a code amendment. Instead of drafting a code amendment and going through that process, he felt it was more beneficial to get them in front of the Economic Development Committee for feedback on whether to move forward or not.

Casey Kenton was also present and introduced Andy Strind who is president of his organization. He explained they are a Dover-based real estate development company specializing in commercial development. They acquired a self storage facility in Milford along Masten Circle behind Popeyes Kitchen in 2014, which was the former Milford Central Storage. It was re-branded to Delaware Self Storage (DE Storage.com). It was immediately renovated in an effort to improve it as much as possible and over the past three years, they have expanded the property three different times.

They are maxed out on their foot print and completely out of land. Approximately one year ago, they began to look for other sites that could serve a self storage development in Milford because they feel there is a high demand for that service in Milford.

Mr. Walpole informed them that Independence Commons had lots available and identified lot 4 which is an 11.5 acre site. They liked the property because it could serve multiple uses and not just for storage purposes. After reading the code and talking with Mr. Pierce, he realized the OC-1 did not allow for self storage.

Mr. Pierce recommended Mr. Kenton make a formal request for a code amendment to allow for self-storage, though it would also be considered as an office use or something similar that is permitted in the OC-1 zoning.

Mr. Kenton advised that they own and operate office parks in Dover and Smyrna and have experience in developing that type of asset. They built a 30,000 office park known as Milstone in Dover. The site plan in Milford would allow self storage in

the rear. They would retain the frontage along Veterans Boulevard, next to the Boys and Girls Club, in front of the Veterans Home for a future use.

Being from Milford, Mr. Kenton loves Milford and wants to capitalize on all the good things happening here. He believes they could make some thing work though self storage would have to be added as a permissible use.

He stressed that they are also prepared to pay the full-price of \$460,000, contingent on the ability to do storage on at least a portion of the property.

Mr. Kenton also noted that because this lot does not have frontage on Airport Road, it is somewhat of an irregular shape and does not lend itself to a single user operator because of the size. He thinks it could be a challenging property though they are willing to look at this property as a multi-use development.

Mr. Kenton confirmed this would be a climate controlled facility. A portion would likely be drive up though they believe the demand in Milford is for climate control space. They have already developed three climate control buildings and have filled them all.

They anticipate building a 15,000 to 20,000 square feet initially though the plans would allow for expansion. However, they feel the site is large enough to design a nice site plan to allow for self storage expansion. They would also keep the road frontage for future development that will hopefully bring jobs.

Chairman Mergner asked if a buildout in the front would be done n hopes of finding a landlord. Mr. Kenton said that is an option though they have not done a market study as of this time. If they had a tenant, they would most likely build it.

Mr. Kenton confirmed that tenants at their other offices include professional offices, medical tenants and real estate offices resulting in a light professional office use.

Councilmember Peel pointed out that one of the prohibited uses is distribution and asked if the City made an exception for the Touch of Italy. Mr. Pierce explained Touch of Italy's lot are on the southside. That zoning did not change and remains the BP (business park) designation based on the initial job incentive purpose. The other side is much more restrictive as a result of the change to OC-1.

Mr. Pierce advised the northside or Independence Commons, was also zoned BP at the time it was purchased and whose intent was job creation, as Councilman Brooks is referring to. However, there was some concern expressed by the Veterans Home, as well as some of the residents along Canterbury Road, who did not want the light industrial uses backing up to them. That is the reason it was changed to OC-1.

Councilman Brooks reiterated the key is the State because the money and the bonds were given to the City so that the land could be bought cheap to attract businesses that would bring new jobs to Milford.

Investor Realty President Andy Strine said they understand they are asking for something outside the box and the reason they preferred to discuss the idea initially. They do not want to continue to waste these businesses' time if Milford is uninterested.

He pointed out that the upside is that this is a blank sheet of paper to figure out what makes the most sense for the market and the town and for those businesses

In terms of how much land for the storage would be used versus a different use, the project north of Milford is about seven acres though this would be slightly smaller with bigger buildings and fewer roadways. He would envision pushing it to the back and having the frontage available for something there is a market for. That may be a distribution center, flex or office space or whatever the market dictates.

Mr. Strine understands this is not what it was intended for initially though it has been vacant for more than a dozen years. He feels the town could use the money for other things that would benefit the community and its residents. However, that is a call the City has to make. They feel it is a viable space and there is a benefit to modifying the zoning. In turn, the City

would receive the proceeds from the sale, development and tax base.

When asked the plans for the existing storage space, Mr. Strine said they are a second generation business. They have multiple developments throughout the State, but primarily in Kent and Sussex County. They are also currently developing in Georgetown.

Councilmember Wilson likes the idea of the storage units in the rear and a building in the front. Councilman Culotta agrees adding there is a need for climate controlled storage. He added that a lot of small business owners keep storage in the units and use it on a daily basis. He feels the vision for most people is that a private citizen uses it to store a lot of junk and never returns because there is no interest.

Councilman Culotta also prefers for the storage to be in the business park area versus the downtown or residential areas. He does not see this as an issue and feels that if we limit it at the business park, it is going to happen somewhere else.

Councilman Culotta then stressed that this property has been for sale a long time with very few lookers. He does not want to kick it aside because we want jobs out there.

Chairman Mergner likes the idea of creating a footprint of putting something in the front area that will create some jobs. That could be an opportunity to lease out an area for that purpose.

Mr. Pierce will take the advice of Council and try to find an agreement with the State though he was able to find the minutes from the rezoning, there was little or nothing as far as agreement. He will proceed if there are no major roadblocks in terms of what the State is willing to do.

Chairman Mergner is very interested in pursuing this though he agrees it sounds like there could be an issue with the State.

Councilman Brooks asked if the door is open for other companies who want to do the same thing; Mr. Pierce said if we move ahead with the code amendment, they could sign a sales agreement pending the code change and site plan approval, which is not contrary to what has been done in the past.

Mr. Pierce will create the code amendment based on the results of any further investigation.

ADJOURNMENT

There being no further business, Councilwoman Wilson moved to adjourn the Committee Meeting, seconded by Councilman Brooks. Motion carried.

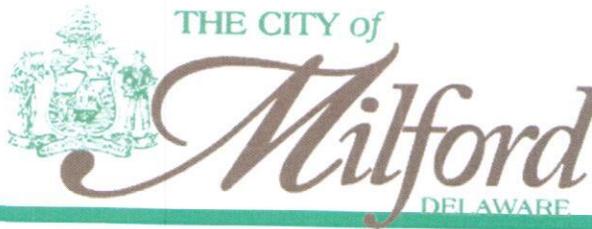
The Meeting adjourned at 6:58 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder



OFFICE OF THE CHIEF OF POLICE
KENNETH L. BROWN
kenneth.brown@cj.state.de.us



400 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council
FROM: Kenneth L. Brown, Chief of Police
DATE: December 4, 2018
RE: Activity Report/Nov 2018

MONTHLY STATS:

A total of 478 arrests were made by the Milford Police Department during November 2018. Of these arrests, 117 were for criminal offenses and 361 for traffic violations. Criminal offenses consisted of 16 felonies and 101 misdemeanors. Traffic violations consisted of 9 Special Duty Radar, 8 Drunk-Driving charges, 344 other.

Police officers investigated 55 accidents during the month and issued 123 written reprimands. In addition, they responded to 1,084 various complaints including city requests and other agency assistance.

MONTHLY ACTIVITIES:

Chief of Police –

Interviewed potential candidate to attend the New Castle County Police Academy in November 2, 2018.

Met with Hook PR twice this month plus gave a tour of Milford Police Department on November 14, 2018.

Gave presentation to the Rotary Club in reference to general information about modern day policing on November 5, 2018.

Held a conference call/presentation with Cory Keith from LEFTA on November 8, 2018.

Attended a Senior Center Board Meeting held at the Senior Center on November 13, 2018.

Gave radio interview at Southern States in reference to public safety issues on November 14, 2018.

Met with Hook PR twice this month plus gave a tour of Milford Police Department on November 14, 2018.

Attended a Telephonic meeting with Greg Moore, Eric Norenberg and Evan on November 14, 2018.

Met with FBI in reference to a case held at the Milford Police Department on November 15, 2018.

Went to the range to qualify for day and night shoot at Bridgeville Rifle Range on November 19, 2018.

Held a teleconference in reference to Frontline Entry Level LEO Testing with Christine Davidson on November 20, 2018

Held a meeting with Dan Bond and Mayor Campbell at the Police Department on November 30, 2018.

Training –

One officer attended a week long Certified Instructors course held at the Delaware State Police Academy on October 29, 2018 – November 2, 2018.

A Staff Officer attended a course on Points of Distribution Planning held at DEMA on November 28, 2018.

Two officers attended a course on Officer Involved Shootings held at the Delaware State Police Academy on November 29, 2018.

Community Policing –

With the assistance of Mountaire Farms our Community Policing Unit was able to provide 25 area families with Thanksgiving Meals.

Once again this year several members of the Milford Police Department accepted the invitation from the Milford School District to serve students Thanksgiving meals. This year officers served at Mispillion Elementary, Banneker Elementary, Lulu Ross Elementary, Milford Central Academy, and Milford Senior High School.

Our Community Policing Unit added Remax Twin Counties as a partner with collection toys for the annual Christmas toy drive and will receive all the toys they collected through their efforts.

Senior Corporal Bloodsworth participated in a pedestrian safety event at Banneker Elementary.

Senior Corporal Bloodsworth attended a Law Enforcement Skills Competition at Sussex Technical High School at the request of Steve Rust (MPD Retired and current Teacher at ST). This was to evaluate student work in the criminal justice program there.

K9 Unit –

For the month of November 2018 the Milford Police Department K9 unit had the following stats:

- Utilized 6
- Building Searches 2
- Assist Other Agencies 1
- Demo 1
- Track 1
- Drug Sniff 1

Note: Due to Vacation, Sick and Bereavement Leave, K9 Audie only worked 7 days in November.

NOV 2018 ACTIVITY REPORT

	NOV 2018	TOTAL 2018	NOV 2017	TOTAL 2017
COMPLAINTS	1084	13443	1142	13398
CRIMINAL ARRESTS	117	1566	154	1727
Felonies	16	290	35	296
Misdemeanors	101	1274	119	1426
TRAFFIC ARRESTS	361	4312	343	4487
Special Duty Radar	9	1321	113	1330
D.W.I.	8	87	7	50
Other	344	2904	223	3107
REPRIMANDS	123	1061	81	1183
ACCIDENTS	55	619	50	601
Fatal	0	1	0	0
PARKING SUMMONS	19	176	2	157
CRIME PREV. CHECKS	19	243	22	291
FINES RECEIVED	\$5,339.07	\$ 89,837.55	\$8,470.52	\$99,125.73



City Manager's Report December 10, 2018

FINANCE DEPARTMENT

Customer Service Division

No report submitted.

Information Technology Division

Issues Addressed	
Administration/Council	3
Customer Service	16
Finance	10
Parks & Recreation	
Planning	5
Police	0
Public Works	7
Information Technology	4
Vendor/3 rd Party	31
Total	77

- Does not include routine maintenance items such as changing back up tapes, performing morning systems checks, etc.

PARKS & RECREATION DEPARTMENT

No report submitted.

PLANNING & DEVELOPMENT DEPARTMENT

Building Inspections & Permitting Division

Building Permits Issued	
Commercial Foundation	0
Commercial Building Permit	4
Construction / Office Trailer	0
Demolition	2
Residential New Construction	13
Residential Renovation/Accessory Structure	11
Roof/Siding	6
Sign	3
Solar Panels	1
Utility (Electric/Water)	2
Total	42

- Brookstone Trace, Milford Ponds, West Shores, Watergate, Lighthouse Estates, Walnut Village and Orchard Hill continue to pull new home construction permits.

Economic Development Division

Downtown Development District	Investment since 09/16
Private Developers & Homeowners Investment	\$9,399,996.00
State of DE Grants (Reserved or Received)	\$1,256,794.00
Kent/Sussex County Matching Grants	\$21,500.00
City Fee Waivers/Tax Abatements	\$129,299.24

Code Enforcement & Licensing Division

Case Activity		Case Violations		Inspections & Licensing	
New Cases	9	Abandoned Vehicle	0	Rental Licenses Issued	5
Closed Cases	37	Dangerous Tree	2	Vendor Licenses Issued	0
Open at Start of Month	235	Furniture	0	Contractors Licenses Issued	17
Open at End of Month	207	Generic	2		
		Property Maintenance	4		
		Rubbish/Garbage	1		
		Weeds & Grass	0		
		Zoning Use	0		
		Total	9		

* 138 of the 207 Open Cases are for tall grass which stay open the entire growing season.

- 574 of the 784 rental units in Sussex County have been inspected since March 1, 2018 (approximately 73%). Approximately 82% of these units are in compliance.
- Howard Willis, Code Enforcement Official II, started employment this month.

Planning & Zoning Division

- November Planning Commission: 200 NW Front Street preliminary major subdivision for 8 townhouse lots on NW Front Street, DE Veterans Home final site plan for an addition, and proposed amendments to Chapter 200 related to administrative approvals and expirations of subdivisions.
- December Planning Commission: Two annexations: Simpson along S. Rehoboth Boulevard associated with the Windward on the River Commercial project and Parker/Bernhard along Cedar Creek Road associated with Brightnest; City of Milford on behalf DCRAC for a conditional use for the Armory building; Mid-Delaware Professional LLC preliminary site plan in Independence Commons; Extension #5 for Hickory Glen; Webb/Swain preliminary site plan for a multi-family housing project known as Windward on the River – Residential.
- November Board of Adjustment: Two Marshall Street vacant lots side yard encroachments for new construction.
- December Board of Adjustment: November applicant did not show, therefore placement of an accessory building in the 200 block of SE Front Street
- Code amendments for the TDR program is being pushed back to February or March Planning Commission.
- The sign ordinance working group met and will meet over the next several months to provide recommended revisions to the sign code. The next meeting is scheduled for December 10. The working group is comprised of members from the sign industry, the Chamber of Commerce, Downtown Milford Inc., the Planning Commission and City Council.

PUBLIC WORKS DEPARTMENT

Electric Division

Power Outages	8
Poles/Pedestals Replaced (due to age, rot or damage)	2
Closed Work Orders	19
Trouble Service Calls	28

After Hours Calls 14
 New Electric Service Installed 15
 Preventative Maintenance/Trees Trimmed 2
 Miss Utility Locates 352

- Crew started assembling the Christmas lights, making up strands and installing bulbs in the sockets and placed them at City hall
- Crew hung Christmas Banners downtown for DMI.

Solid Waste Division

Bulk Collection 37
 Brush Collection 1
 NEW CONTAINER DELIVERIES
 Trash 19
 Recycle 17
 Yard Waste 7
 CONTAINERS SERVICED
 Swap size/Missing 2
 Damage Repair/Replace 74

Facilities

- Attended several meetings during the month of November on the Basement Demolition and Restoration. Dibiaso's began work on the dry wall demolition and remediation on 11-26-18, work is still on going and expected to continue through the first week of December.
- Met with two consultants on the basement waterproofing and restoration project. The proposals from both consultants will be submitted to Council the first meeting January for review. We are hoping to move forward with construction on the spring.
- Met with Quality Exteriors to discuss Customers Service windows that are leaking in the drive thru area and in other areas throughout the building and Public Works roof drainage problems. Customers Service window repair began on 11-26-18, work is now complete. Work on the Public Works roof drains began on 12-3-18, still ongoing. Will take approximately a week.
- Met with Gipe and Associates to discuss the HVAC Replacement project. The project is moving along ahead of original schedule. Planning to go to bid first week in April with construction to begin first of February.
- Public Works Breakroom Re-model project is ready for bid advertisement. The Engineer is waiting for the green flag from the City.
- Met with Christie Murphy and Rob Pierce to discuss accommodating the planning department at Public Works. Several city department staff chipped in to help with moving furniture.

Street/Utility Division

- Crews completed leaf collection throughout the town.
- Oversee side walk repair at City Hall.
- Crews are getting snow removable equipment ready for snow storm to come.

Engineering Division

- Sidewalk Inspection Program – Fielded numerous phone calls from concerned property owners that received letters. Performed a number of re-inspections, field demarcations and site meetings with property owners to ensure deficiencies and required repairs were identified.
- City Hall Basement Waterproofing & Restoration Project:
 - o Held Pre-Bid Meeting with Potential Bidders of Contract Documents issued by the City. Coordinated with PW Director recommending the advertisement for construction bids be rescinded and the services of a construction management firm and waterproofing expert be secured to ensure causes of flooding are identified and repaired in the most cost-effective manner.

- o Met with different Construction Management firms to discuss issues present and identify scope of services to be included in requested proposal for management of investigation phase for determining the causes of flooding in the basement of City Hall.
- USDA Miscellaneous Sewer Improvements Project – Met with representative from USDA, consultant engineer and PW Director to discuss status of projects, account summaries, loan closings and potential future projects.
- Shawnee Acres Wastewater Pumping Station:
 - o Reviewed contract documents as prepared by DBF for the bidding of the project.
 - o Coordinated with Operations Supervisor & Service Technicians for the inspection of existing pumps that are underperforming.
- SE Second Street Utility Infrastructure Improvements – Reviewed scope of work document from geotechnical consultant related to required pavement corings. Continued finalizing construction drawings based on comments received from coordination with DelDOT’s utility construction permitting section and preparing of Project Specifications & Contract Documents for bidding the project.
- Lead Service Line Replacement Project – Met with DWSRF to discuss overall scope of project, issued revised maps with reduced scope of work and coordinated Environmental Review
- City Construction Standards Updates – Met with Manufacturer’s rep for updating the standards and details for updating and revising the requirements of water service connections.
- Standardized Sewage PS Instrumentation & Testing Protocol – Revised Sewage PS Standards Document and met with Programming Consultant for the creation of a universal program to be installed at all facilities. Coordinated with Integration Consultant for SCADA protocols, recommendations for upgrades to communications and data management.
- Utility Patching Work – Coordinated with paving Contractor to execute proposal for patching of utility excavations and follow-up coordination with DelDOT on schedule for repairs.
- West Street MH Repair – Coordinated with Contractor & Streets & Utilities Department to secure updated proposal for repair of a failed MH on West Street
- DNREC Water Allocation Permit Renewal – Met with Consultant to discuss requirements and scope of services for renewal application.
- Sewer & Water Facilities Plans Updates – Met with Consultant to review scope of services for updating facilities plans.
- Sewer & Water Ordinance Revisions – Coordinated with PW Assistant & Director to finalize recommended revisions to Ordinances and creation of red-lined document for potential adoption.
- NW 4th Street Drainage – Reviewed archives for information pertaining to the City’s Stormwater Infrastructure conveying stormwater from NW 4th Street to the River. Contacted DelDOT to request any information compiled by DelDOT.
- Pennsylvania Avenue Drainage – Investigated drainage issues on Pennsylvania Avenue with the Streets & Utilities Supervisor.
- NE & NW Front Street Water Improvements Project – Compiled As-Built information on City infrastructure and forwarded to Chesapeake for coordination of utility extension projects. Contacted Verizon regarding information on their infrastructure within the City rights-of-way.
- AT&T – Washington Street Water Tower Piping Relocation – Forwarded Contractor’s proposal to AT&T for the relocation of existing infrastructure to accommodate requested structure. Reviewed alternate plan submitted by AT&T and issued comments.
- Bayhealth Health Campus (Hospital Site) – Reviewed submitted as-built utility information.
- Bayhealth Health Campus (Lot 2–Nemours Medical Office Building) – Held Pre-Construction Conference with Representatives of City Public Works Department, Developer, Developer’s Consultants & Contractors regarding requirements of Construction Phase, coordination of utility infrastructure connections and extensions.
- Brookstone Trace:
 - o Coordinated with Contractor regarding items related to on-going construction of Phase 2, coordinated with Operators, Lab Facility for confirmation bacteriological samples and reactivated main.
 - o Confirmed bonding in place and coordinated with Planning for the Issuance of Certificates of Occupancy in Phase 1.
 - o Met with Developer’s Contractor to discuss locations of utility services and correlation with proposed driveway locations in hopes of avoiding conflicts.

- o Issued letter authorizing installation of agricultural well for irrigation of open space and use as a pond-fill well.
- Hickory Glen – Met with Planning & Developer’s Engineer regarding specifics of utility service connections.
- Key Properties Utility Easement Conveyance Documents – Coordinated with Planning the review of the language added by Owner to City’s template and issued review comments to Owner for the removal/revision of said language.
- Matlinds Estates Drainage – Investigated complaints related to drainage internal to subdivision. Follow-up with Chesapeake Utilities regarding surface restoration work associated with gas main installation. Contacted Sussex Conservation District & Sussex County Planning & Zoning in attempt to secure copies of the Construction Plans for the project.
- Milford Ponds:
 - o Issued Value Estimates and Bond Template Documents for bonds required for Conditional Acceptance of Phases 1-2 & 1-3.
 - o Inspected sewer replacement work, construction improvements in Phases 1-2 and 1-3 and the reconstruction of Pinwheel Drive.
 - o Coordinated with Electric Department on the design revisions in future phases, as necessitated by Developer’s revisions to the existing record plan.
 - o Coordinated with the Developer’s Engineer & Contractor on the outstanding items at the Sewage Pump Station and scope of required work for acceptance by the City.
 - o Coordinated with Permitting Department for the Issuance of Certificates of Occupancy.
- Simpsons Crossing – Reviewed with City Streets & Utility Supervisor the Shop Drawing Submittals for ordering of materials for construction.
- Touch of Italy (Business Park) – Coordinated with Planning on the review of the revised plan submission and issued comments to Engineer.
- Watergate – Coordinated with Planning and the Developer’s Engineer regarding final revisions, modifications to the Construction Drawings such that they can be presented to P&Z and Council for Final Site Plan Approval. Coordinated with Developer to ensure street signs are installed.
- West Shores – Coordinated with Site Inspector on Utility construction work in Phase 2 and confirmed installation and activation of off-site infrastructure improvements.
- Windward by the River – Coordinated with Planning Department to review revised preliminary site plans and compile review comments & utility extension requirements for issuance to Developer’s Engineer.

**CITY OF MILFORD
FUND BALANCES REPORT**

Date: October 2018

Cash Balance - General Fund Bank Balance	4,885,921
Cash Balance - Electric Fund Bank Balance	3,674,830
Cash Balance - Water Fund Bank Balance	1,380,910
Cash Balance - Sewer Fund Bank Balance	290,667
Cash Balance - Trash Fund Bank Balance	34,988

	<u>General Improvement</u>	<u>Municipal Street Aid</u>	<u>Real Estate Transfer Tax</u>	<u>Economic Development Fund</u>
Beginning Cash Balance	272,140	187,492	2,512,470	\$417,493
Deposits		67,639	13,943	
Interest Earned this Month	375	479	4,661	
Disbursements this Month	(72,337)		(41,666)	
Investments				
Ending Cash Balance	\$200,178	\$255,610	\$2,489,408	\$417,493

	<u>GF Capital Reserves</u>	<u>Water Capital Reserves</u>	<u>Sewer Capital Reserves</u>	<u>Electric Reserves</u>
Beginning Cash Balance	2,553,638	8,663,840	4,054,386	9,742,493
Deposits				
Interest Earned this Month	4,563	13,295	6,178	15,934
Disbursements this Month	(17,747)	(720)	(334)	(71,425)
Investments				
Ending Cash Balance	\$2,540,454	\$8,676,415	\$4,060,230	\$9,687,002

	<u>Water Impact Fee</u>	<u>Sewer Impact Fee</u>	<u>Electric Impact Fee</u>
Beginning Cash Balance	2,114,935	\$1,325,087	\$599,215
Deposits	30,388	\$15,061	\$9,000
Interest Earned this Month			
Disbursements this Month			
Investments			
Ending Cash Balance	\$2,145,323	\$1,340,148	\$608,215

INTEREST THROUGH THE FOURTH MONTH OF THE FISCAL YEAR:

General Fund	19,922	Water Fund	10,403
GF Capital Reserves	13,311	Water Capital Reserves	38,785
Municipal Street Aid	1,248	Sewer Fund	3,632
Real Estate Transfer Tax	16,023	Sewer Capital Reserves	18,025
Electric Fund	22,093	Trash Fund	414
Electric Reserves	46,484		

TOTAL INTEREST EARNED TO DATE \$190,340

REVENUE REPORT

Page Two

33% of Year Expended

Date: October 2018	AMOUNT BUDGETED	MTD	YTD	YTD%
ACCOUNT				
Economic Development Fund	125,000	430	45,845	36.68%
General Fund Reserves	518,455	0	0	0.00%
GF Reserves-New Police Officers	32,082	14,606	32,082	100.00%
Realty Transfer Tax-Police	500,000	41,667	166,667	33.33%
Real Estate Tax	3,927,717	2,295	3,903,265	99.38%
Business License	50,000	400	3,300	6.60%
Rental License	85,000	200	900	1.06%
Building Permits	160,000	14,312	65,756	41.10%
Planning & Zoning	15,000	3,050	17,800	118.67%
Grasscutting Revenue	16,000	2,000	8,000	50.00%
Police Revenues	462,485	13,155	237,919	51.44%
Misc. Revenues	376,065	73,051	111,861	29.75%
Transfers From	3,370,720	280,893	1,123,573	33.33%
Total General Fund Revenues	\$9,638,524	\$446,059	\$5,716,968	59.31%
Water Revenues	2,848,500	216,185	904,817	31.76%
Sewer Revenues	2,614,709	202,914	804,584	30.77%
Kent County Sewer	1,850,000	141,893	559,716	30.25%
Solid Waste Revenues	1,178,243	77,575	358,973	30.47%
Electric Revenues	25,125,000	1,366,314	8,406,817	33.46%
TOTAL REVENUES	\$43,254,976	\$2,450,940	\$16,751,875	38.73%
YTD Enterprise Expense		(24,897)		
YTD Enterprise Revenue		21,225		
LTD Carlisle Fire Company Building Permit Fund		154,832		

EXPENDITURE REPORT

Page Three

Date: October 2018

33% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
City Manager					
Personnel	522,678	\$33,096	125,078	23.93%	397,600
O&M	117,430	\$125	21,592	18.39%	95,838
Capital	0	\$0	0		0
Total City Manager	\$640,108	\$33,221	\$146,670	22.91%	493,438
Planning & Zoning					
Personnel	129,534	\$11,176	42,605	32.89%	86,929
O&M	38,475	\$3,722	12,962	33.69%	25,513
Capital	0	\$0	0		0
Total P, C & I	\$168,009	\$14,898	\$55,567	33.07%	112,442
Code Enforcement & Inspections					
Personnel	312,525	\$15,705	45,047	14.41%	267,478
O&M	84,816	\$984	43,288	51.04%	41,528
Capital	0	\$0	0		0
Total P, C & I	\$397,341	\$16,689	\$88,335	22.23%	309,006
Council					
Personnel	31,230	\$3,087	9,664	30.94%	21,566
O&M	55,000	\$4,163	18,756	34.10%	36,244
Council Expense	17,500	\$2,687	11,479	65.59%	6,021
Contributions	175,500	\$0	75,000	42.74%	100,500
Codification	10,000	\$900	4,788	47.88%	5,212
Employee Recognition	21,000	\$2,289	2,289	0.00%	18,711
Insurance	18,200	\$0	8,698	47.79%	9,502
Christmas Decorations	10,000	\$847	847	8.47%	9,153
Economic Development	5,000	\$43	845	16.90%	4,155
Resident Survey	15,000	\$0	0	0.00%	15,000
Kent Economic Partnership	30,000	\$30,000	30,000	100.00%	0
Repair Parking Lot	15,000	\$0	0	0.00%	15,000
Armory Expenses	12,000	\$141	3,028	25.22%	8,974
Capital	30,400	\$0	0	0.00%	30,400
Total Council	\$445,830	\$44,157	\$165,392	37.10%	280,438
Finance					
Personnel	427,660	\$35,289	133,159	31.14%	294,501
O&M	84,850	\$9,729	23,633	27.85%	61,217
Capital	0	\$0	0		0
Total Finance	\$512,510	\$45,018	\$156,792	30.59%	355,718
Information Technology					
Personnel	159,366	\$12,246	46,245	29.02%	113,121
O&M	200,450	\$11,571	43,550	21.73%	156,900
Capital	49,000	\$0	42,863	87.48%	6,137
Total Information Technology	\$408,816	\$23,817	\$132,658	32.45%	276,158

EXPENDITURE REPORT

Page Four

Date: October 2018

33% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Police Department					
Personnel	4,199,720	\$325,315	1,207,242	28.75%	2,992,478
O&M	573,970	\$33,721	181,131	31.56%	392,839
Capital	95,100	\$1,072	91,516	96.23%	3,584
Total Police	\$4,868,790	\$360,108	\$1,479,889	30.40%	3,388,901
Streets & Grounds Division					
Personnel	394,200	\$27,449	106,509	27.02%	287,691
O&M	444,305	\$26,751	97,837	22.02%	346,468
Capital	182,000	\$64,953	64,953	35.69%	117,047
Total Streets & Grounds	\$1,020,505	\$119,153	\$269,299	26.39%	751,206
Parks & Recreation					
Personnel	701,515	\$63,300	238,111	33.94%	463,404
O&M	286,100	\$19,174	84,405	29.50%	201,695
Capital	189,000	\$605	33,265	17.60%	155,735
Total Parks & Recreation	\$1,176,615	\$83,079	\$355,781	30.24%	820,834
Total General Fund					
Operating Budget	\$9,638,524	\$740,140	\$2,850,383	29.57%	6,788,141

EXPENDITURE REPORT

Page Five

Date: October 2018

33% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Water Division					
Personnel	269,170	\$20,637	77,504	28.79%	191,666
O&M	1,216,187	\$109,739	360,293	29.62%	855,894
Capital	1,033,378	\$0	0	0.00%	1,033,378
Debt Service	329,765	\$0	65,448	19.85%	264,317
Total Water	\$2,848,500	\$130,376	\$503,245	17.67%	2,345,255
Sewer Division					
Personnel	267,659	\$20,203	74,584	27.87%	193,075
O&M	1,201,036	\$148,200	435,632	36.27%	765,404
Capital	750,524	\$0	158,209	0.00%	592,315
Debt Service	395,490	\$12,736	25,471	6.44%	370,019
Sewer Sub Total	\$2,614,709	\$179,139	\$693,896	26.54%	1,920,813
Kent County Sewer	1,850,000	\$171,487	695,496	37.59%	1,154,504
Total Sewer	\$4,464,709	\$350,626	\$1,389,392	31.12%	3,075,317
Solid Waste Division					
Personnel	355,828	\$26,807	98,659	27.73%	257,169
O&M	822,415	\$63,915	286,029	34.78%	536,386
Capital	0	\$0	0	0.00%	0
Total Solid Waste	\$1,178,243	\$90,722	\$384,688	32.65%	793,555
Total Water, Sewer Solid Waste	\$8,491,452	\$571,724	\$2,277,325	26.82%	6,214,127
Electric Division					
Personnel	1,394,940	\$99,565	381,524	27.35%	1,013,416
O&M	2,055,683	\$107,044	511,694	24.89%	1,543,989
Transfer to General Fund	2,500,000	\$208,333	833,333	33.33%	1,666,667
Capital	976,412	\$0	33,200	3.40%	943,212
Debt Service	319,965	\$0	0	0.00%	319,965
Electric Sub Total	\$7,247,000	\$414,942	\$1,759,751	24.28%	5,487,249
Power Purchased	18,300,000	\$1,331,092	6,245,354	34.13%	12,054,646
Total Electric	\$25,547,000	\$1,746,034	\$8,005,105	31.33%	17,541,895
TOTAL OPERATING BUDGET	\$43,676,976	\$3,057,898	\$13,132,813	30.07%	30,544,163

INTERSERVICE DEPARTMENTS REPORT

Page Six

Date: October 2018

ACCOUNT	AMOUNT BUDGETED	MTD	33% of Year Expended		UNEXPENDED BALANCE
			YTD	YTD%	
Garage					
Personnel	91,215	7,266	27,806	30.48%	63,409
O&M	106,393	7,635	32,796	30.83%	73,597
Capital	50,000	0	26,865	53.73%	23,135
Total Garage Expense	\$247,608	14,901	\$87,467	35.32%	160,141
Public Works					
Personnel	554,980	39,826	156,723	28.24%	398,257
O&M	206,055	8,509	53,722	26.07%	152,333
Capital	10,000	0	0	0.00%	10,000
Total Public Works Expense	\$771,035	48,335	\$210,445	27.29%	560,590
Billing & Collections					
Personnel	559,820	43,328	171,466	30.63%	388,354
O&M	225,650	14,962	66,213	29.34%	159,437
Capital	20,000	0	0	0.00%	20,000
Total Billing & Collections	\$805,470	58,290	\$237,679	29.51%	567,791
City Hall Cost Allocation					
Personnel	0				0
O&M	63,300	2,973	25,806	40.77%	37,494
Capital	0				0
Total City Hall Cost Allocation	\$63,300	2,973	\$25,806	40.77%	37,494

ALL COSTS SHOWN ON PAGE 6 ARE ALSO INCLUDED IN THE VARIOUS DEPARTMENTS LISTED ON PAGES 3-5 OF THE EXPENDITURE REPORT WHO UTILIZE THE SERVICES OF THE DEPARTMENTS LISTED ABOVE. INTERSERVICE FUNDS ARE ENTIRELY FUNDED BY OTHER CITY DEPARTMENTS.

From: Carl Luft <cfluft@udel.edu>

Sent: Monday, December 10, 2018 9:16 AM

To: Carl Luft <cfluft@udel.edu>

Cc: Clayton <dwletterman@aol.com>; Dover <rchristiansen@dover.de.us>; Glen Howell <teachow@juno.com>; Lew Killmer <lew.killmer@mac.com>; Matt Meyer <mmeyer@nccde.org>; Michael Purzycki <mspurycki@wilmingtonde.gov>; Newark <pasierer@comcast.net>; Newport <mikespencer100@comcast.net>; Ocean View <wfcallc@gmail.com>

Subject: News from the Delaware League

DLLG Members & Associates:

We hope you and your families and friends had a relaxing and enjoyable Thanksgiving. It will not be long before we return to Legislative Hall when the General Assembly reconvenes on January 8th.

The League wishes to congratulate Terry Tieman, Town Manager of Fenwick Island, winner of the Engaging Local Government Leaders (ELGL) Traeger Award. The award recognizes the top 100 influencers in local government. Well done Terry!

As you would guess, meeting commitments tend to slow down during the holiday seasons. One to note was a teleconference with the National League of Cities and the White House Office of Intergovernmental Affairs on November 29. I participated with other municipal league directors from around the country. The primary purpose was to discuss the White House outreach process and review some key issues with their new team. We first met some of the White House staff earlier in the year in Washington. To my knowledge, the NLC had not in the past coordinated this type of communication. It seems to me to be a good idea.

Here is our dinner meeting schedule through April 2019:

- January 24 - Guest speaker is Chris Bason, Executive Director, Delaware Center for the Inland Bays.
- February 28 - Guest speaker is James Collins, Chief Information Officer, Delaware Department of Technology & Information.
- March 28 - Guest speakers are Tony DePrima, Executive Director, Delaware Sustainable Energy Utility, and Andrea Kreiner, Director, DNREC Climate, Coastal & Energy. Sponsor is DSEU.
- April 25 - Guest speaker is Michael Quaranta, President, Delaware State Chamber of Commerce.

As we ready ourselves for the opening of the new General Assembly session, it is important to keep in mind that today's government is focused on reinventing, refining, maintaining, and sustaining. Things get done based on trust. No matter what the question, the answers rely on people talking to people.

We have 5 new Senators and 12 new Representatives entering the fray in January. People working with people they know is the best way to solve common problems. It is why it is critical that you have a good working relationship with your State elected officials. Get to know your legislators before your town or county needs help. Invite them to your council meetings. Understand the background of the issues. That is how you can be most helpful to your legislators, and where they will come to rely on you for advice.

The League encourages local leaders to establish, build, and maintain positive working relationships with legislators. Invite them to groundbreaking and ribbon cuttings, take them on a ride-along in a squad car, send thank you notes, show them around, have a conversation.

On behalf of the DLLG Officers and Executive Committee, season's greetings and best wishes for peace and happiness now and throughout the New Year!

Carl F. Luft
Executive Director
Delaware League of Local Governments
P. O. Box 484
Dover, DE 19903
cfluft@udel.edu
302-678-0991



November 19, 2018

Eric Norenberg
City Manager
City of Milford
201 S. Walnut Street
Milford, DE 19963

RE: Important Information—Price Changes

Dear Eric Norenberg,

All of us at Comcast are committed to delivering the entertainment and services our customers in the community rely on today, and the new experiences they will love in the future. As we continue to invest in our network, products and services, the cost of doing business rises. One of our largest costs, and one that continues to increase, is the fees we pay to programmers so that we can continue to offer the best in entertainment, news and sports. As a result, starting **December 20, 2018** prices for certain services and **fees will be increasing**, including the Broadcast TV Fee and Regional Sports Fee. Please see the enclosed Customer Notice for more information.

While some prices may increase, we continue to invest in technology to drive innovation. We are working hard to bring our customers great value every day and exciting new developments in the near future, including:

- Talk to the X1 Voice Remote to navigate content
- We offer the first talking TV guide for those with visual disabilities
- Netflix, YouTube, Pandora, and Sling TV and more apps are available on X1
- We continue to make customer interactions simpler with more all-digital tools as an alternative to visiting a store or calling.
- Speed upgrades allowing us to offer the fastest Internet speeds to the most homes in the country
- Control of home WiFi from anywhere, on any device, with xFi
- 19 million Xfinity WiFi hotspots available nationwide



We know you may have questions about these changes. If you need any further assistance, please contact Chris Comer, Director of Government & Regulatory Affairs at (443) 286-2509.

Sincerely,

A handwritten signature in black ink, appearing to read "Adeyinka Ogunlegan", with a horizontal line underneath.

Adeyinka Ogunlegan
Manager, Government & Regulatory Affairs

Enclosures: Customer Notices

Important Information Regarding Your Xfinity Services and Pricing

Rehoboth (Sussex)

Effective December 20, 2018

We hope you are enjoying your Xfinity services.

I am writing with some important information about your Xfinity service.

As families and homes rely more on technology, we're working to bring you better and more reliable services. We're improving our products, strengthening our network, and investing in technology. We're always working to provide the programming you value and enjoy, whether it's on TV or streaming on your smartphones, tablets, and laptops.

Programming fees—the fees networks and broadcast stations charge us to deliver programming—continue to rise. These are among our biggest expenses, along with the cost of always improving our products and services. Though we absorb many of these costs, some must still be passed through to customers. As a result, your price may increase starting with your next bill.

We understand that price increases are never welcome. While some fees may be going up, we hope you see your services improving as well.

I know you have choices when it comes to service providers, and I appreciate that you chose us. From our products to our people, we're committed to delivering experiences you'll love.

Thank you for being an Xfinity customer.

Sincerely,

Mary McLaughlin
Regional Senior Vice President

We're committed to improving your experience. Here's some of what we offer:

- The fastest Internet speeds to the most homes in the country
- Increased Internet speeds 17 times in 17 years
- 90% of our customers can now get 1 Gigabit download speeds if they choose—no other major provider can say that
- The Emmy Award-winning X1 platform delivers the most user-friendly experience
- The X1 Voice Remote integrates with some of your favorite apps like Netflix and YouTube
- The new Xfinity xFi platform gives Internet customers unmatched speed, coverage, and control with their home Internet service
- Xfinity WiFi hotspots are available in 19 million locations nationwide
- The Xfinity Stream app provides the most free shows and movies
- Xfinity On Demand offers 163,000+ shows and movies

More details on these price changes are enclosed.

For additional information, go to xfinity.com/pricechanges.

If you are currently receiving services on a promotional basis, under a minimum term agreement associated with a specific rate, or in the guaranteed period of one of our SurePrice plans, the prices for those specific services will not be affected during the applicable period. However, equipment charges, taxes and fees, including Broadcast TV Fee and Regional Sports Network Fee, are subject to change.

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M037AH18

Important Information Regarding Your Xfinity Services and Pricing

Rehoboth (Sussex)

Effective December 20, 2018

TRIPLE PLAY PACKAGES

	Current	New
Standard Triple Play - with Blast! Internet upgrade add	\$18.00	\$20.00

DOUBLE PLAY PACKAGES

	Current	New
Choice TV Double Play - with Blast! Internet upgrade add	\$18.00	\$20.00
Standard Double Play - with Blast! Internet upgrade add	\$18.00	\$20.00
Select Double Play - with Blast! Internet upgrade add	\$18.00	\$20.00
Signature Double Play - with Blast! Internet upgrade add	\$18.00	\$20.00

XFINITY® TV

	Current	New
Limited Basic	\$21.95	\$22.95
Broadcast TV Fee	\$8.00	\$10.00
Expanded Basic	\$45.32	\$44.32
Regional Sports Fee	\$5.25	\$5.40
Service to Additional TV - with CableCARD	\$7.45	\$7.27
Service to Additional TV - with TV Adapter	\$5.99	\$6.99
CableCARD (second card in same device)	\$.80	\$.00

INSTALLATION (Effective 1/1/2019)

	Current	New
Hourly Service Charge - Initial Installation of Service	\$40.00	\$50.00
Hourly Service Charge - After Initial Installation of Service	\$40.00	\$50.00

XFINITY® Internet

	Current	New
Blast! - Xfinity Internet Service Only	\$92.95	\$94.95
Blast! - with Xfinity TV or Voice Service	\$79.95	\$81.95
Modem Rental	\$11.00	\$13.00

Important Information – Price Changes
November 19, 2018
Additional Information

In addition to the price changes listed in the attached general Important Information Regarding Xfinity Services and Pricing, customers subscribing to the services below will receive a bill message regarding the pricing change to their service.

Bill Message Text:

"In addition to the price changes listed on the general Important Information Regarding Xfinity Services and Pricing, on December 20, 2018, the price of [package or service name from below] will increase from \$XX.XX to \$XX.XX per month. Prices exclude taxes and fees."

XFINITY® Internet	Current	New
Blast! Speed Upgrade	\$18.00	\$20.00

TRIPLE PLAY PACKAGES	Current	New
MDU HD Preferred Plus XF Triple Play	\$142.99	\$149.99
MDU Preferred Plus Triple Play	\$132.99	\$139.99
MDU Preferred Extra Triple Play	\$124.99	\$129.99
MDU HD Preferred XF Triple Play Bundle	\$122.99	\$127.99
MDU Preferred Triple Play	\$112.99	\$117.99

SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS	Current	New
Digital Economy	\$37.27	\$39.95
Digital Economy (with Xfinity Internet or Voice)	\$35.27	\$39.95
Family Tier Package	\$36.90	\$37.90
Performance Extra Double Play	\$73.27	\$77.99
Internet Plus with HBO Double Play	\$83.27	\$87.99
Internet Plus Latino Double Play	\$83.27	\$87.99
Basic with Performance Internet Double Play	\$88.89	\$89.89
Internet Pro Plus with Showtime Double Play	\$87.27	\$91.99
Blast Extra Double Play	\$88.27	\$92.99
Internet Pro Plus with HBO Double Play	\$90.27	\$94.99
Blast Plus Double Play	\$98.27	\$102.99
Blast Plus with HBO Double Play	\$105.27	\$109.99
Double Play with Blast Internet and Unlimited Voice	\$124.90	\$126.90
Starter Double Play	\$147.22	\$149.22
Preferred with Performance Pro Double Play	\$147.17	\$151.99
Preferred Latino Double Play	\$165.12	\$169.99
Preferred Double Play	\$165.17	\$167.17
Premier with Performance Pro Double Play	\$185.31	\$189.99
Triple Play Economy Bundle	\$90.17	\$94.85
Basic Pro Triple Play Bundle	\$108.27	\$112.99

SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS Cont.	Current	New
Economy Pro Triple Play Bundle	\$116.27	\$120.99
Value Plus LD Triple Play Bundle	\$138.81	\$142.99
Economy Plus Latino Triple Play Bundle	\$138.31	\$142.99
Starter Latino Triple Play	\$145.81	\$149.99
Starter XF Triple Play Bundle	\$150.81	\$154.99
HD Starter Triple Play	\$158.81	\$162.99
MultiLatino Ultra Triple Play	\$158.81	\$162.99
Preferred XF Triple Play Bundle	\$163.81	\$167.99
Preferred Latino Triple Play	\$163.81	\$167.99
MultiLatino HD Ultra Triple Play	\$168.81	\$172.99
HD Preferred Triple Play	\$173.71	\$177.99
HD Preferred XF Triple Play Bundle	\$173.81	\$177.99
Preferred Extra Latino Triple Play	\$173.81	\$177.99
HD Preferred Plus Triple Play	\$183.81	\$187.99
MultiLatino HD Ultra Plus Triple Play	\$188.81	\$192.99
HD Preferred Extra XF Triple Play Bundle	\$190.81	\$194.99
HD Preferred Plus XF Triple Play Bundle	\$193.81	\$197.99
MultiLatino HD Total Triple Play	\$213.81	\$217.99
HD Premier Triple Play	\$218.81	\$222.99
HD Premier XF Triple Play Bundle	\$218.81	\$222.99
HD Complete XF Triple Play Bundle	\$251.49	\$255.99

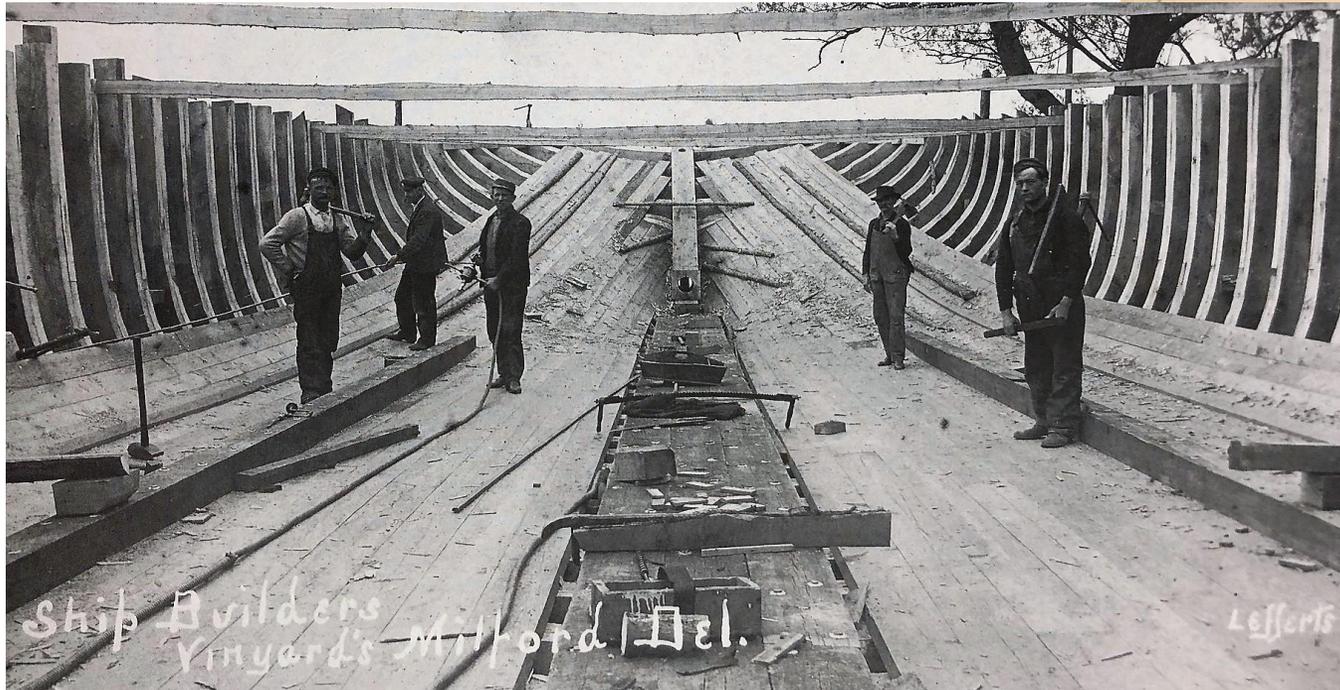
The Vinyard Shipyard Project

November 2018

Did You Know?

- **For about 150 years, starting as early as 1760, the history of Milford was intimately tied to its shipbuilding industry.**
- **At the industry's peak at the end of the nineteenth century, seven shipyards were active, employing three-quarters of the town's workforce.**
- **More than 300 wooden ships were built in the Milford shipyards between 1680 and 1927.**
- **Milford produced more wooden ships than any of the other seven significant wooden ship building centers in Delaware, including Wilmington.**
- **The Vinyard Shipbuilding Co., founded in 1896, is the last of the seven Milford shipyards to survive today.**
- **It is also the last surviving wooden ship building facility on the Delaware Bay.**

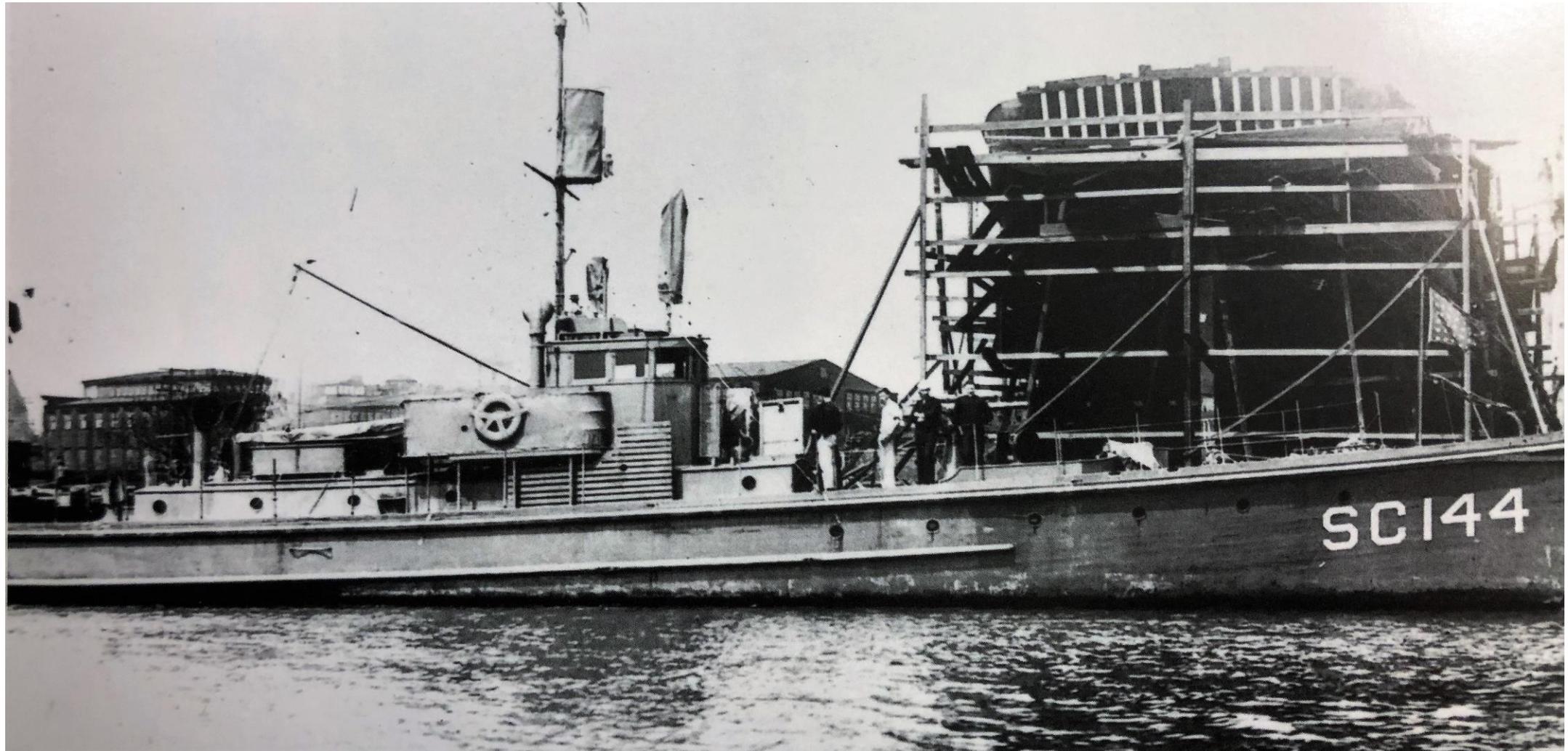
In its early years, the Vinyard ships were built outside along the banks of the Mispillion. These were ships – not boats. The Edith (1908) was 117 feet long.



In its early days the Vinyard Shipyard built tugboats & sailing vessels.



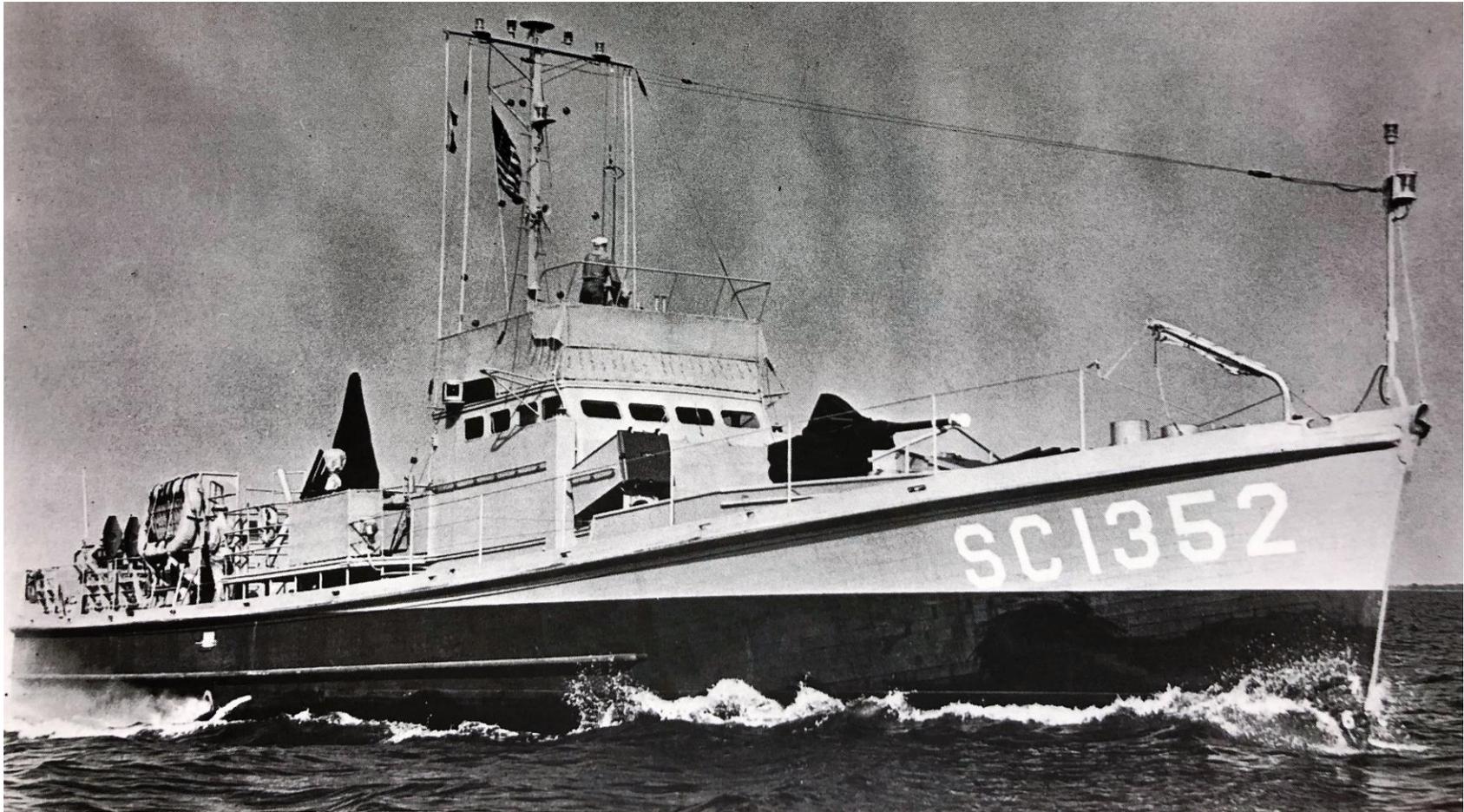
In World War I the shipyard produced 110' subchasers for the Navy.



**During the
1920s
Prohibition
period,
“Sixbitters” –
75-foot U.S.
Coast Guard
patrol boats –
were built to
be used to
chase “rum-
runners.”**



In World War II the Vinyard shipyard was contracted again by the U.S. Navy and built 14 wooden-hull subchasers, which became know as the “splinter fleet”.



Starting in 1927 and continuing after World War II until 1951, the Vinyard shipyard produced luxury yachts.



The last of the Vinyard yachts was built in 1951, but the shipyard continued in business repairing ships & building wooden boats until 1973. Delaware Marine & Manufacturing built boats here from 1973-83. Then the shipyard gradually fell in ruin and was condemned in 1995 and would likely have been torn down.



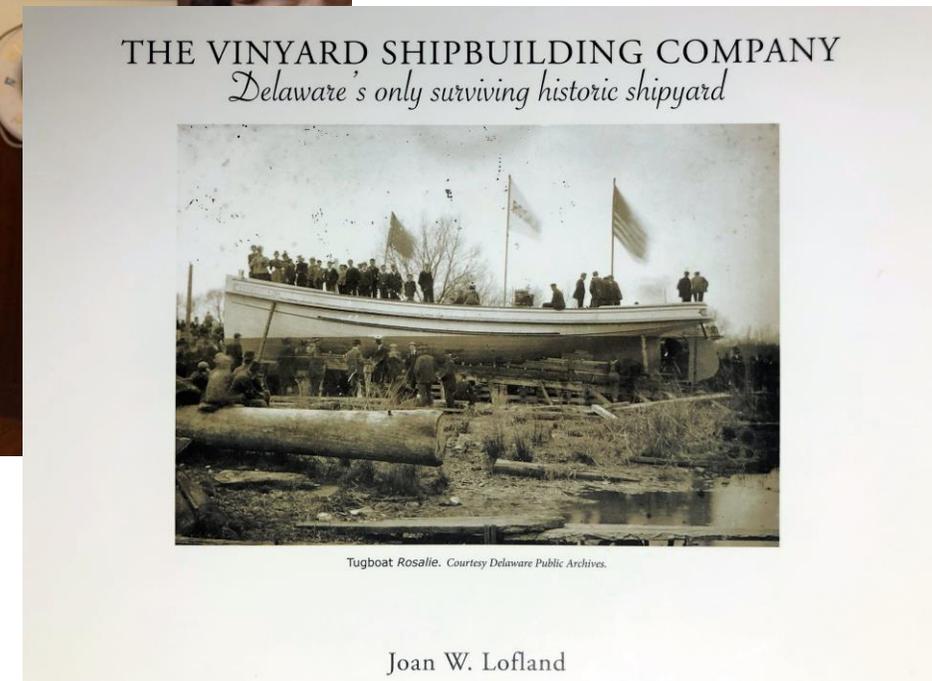
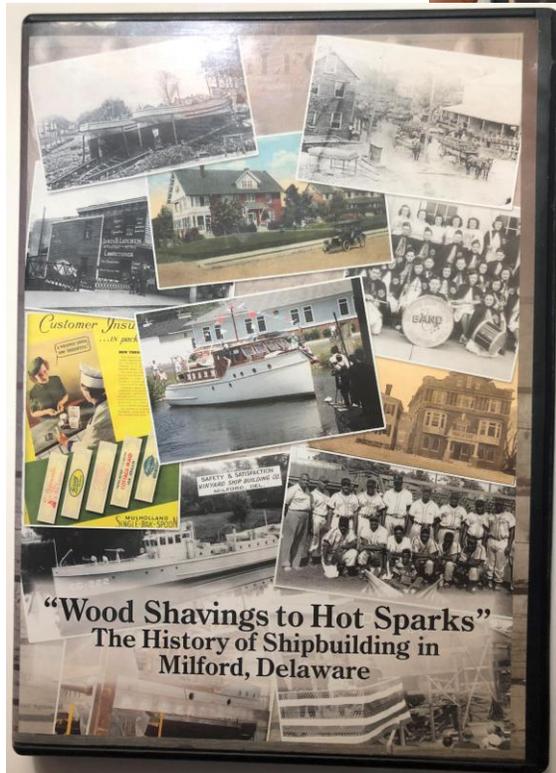
In 1996 Joan & Sudler Lofland purchased the shipyard and restored it over the next several years and used it for ship and boat repair and restoration.







In recent years they have collected documents & artifacts, written books, produced videos, and created a museum to display this rich history.



They also purchased three of the Vinyard yachts – Vignette (1951), Kismet (1938) & Augusta (1927) - and restored them at the Shipyard.



In 2016 the Vinyard Shipyard was recognized as a State Historic Landmark and a plaque was installed at the shipyard's entrance. The shipyard has been on the National Register of Historic Register as the key element of the Milford Shipyard Historic District since 1983.



Today, the shipyard consists of the offices and warehouse, the mold/sail loft, which was built around 1900 and the boat house, built around 1929, and the machine shop, built around 1930. The Loflands have also build their home on the site and opened their museum in an adjacent building.



**The Loflands
have also
acquired the
nearby historic
Mulholland
Spoon Factory
are working on
its restoration.**



Vinyard Shipyard Existing Facilities – 34,144 SF in total

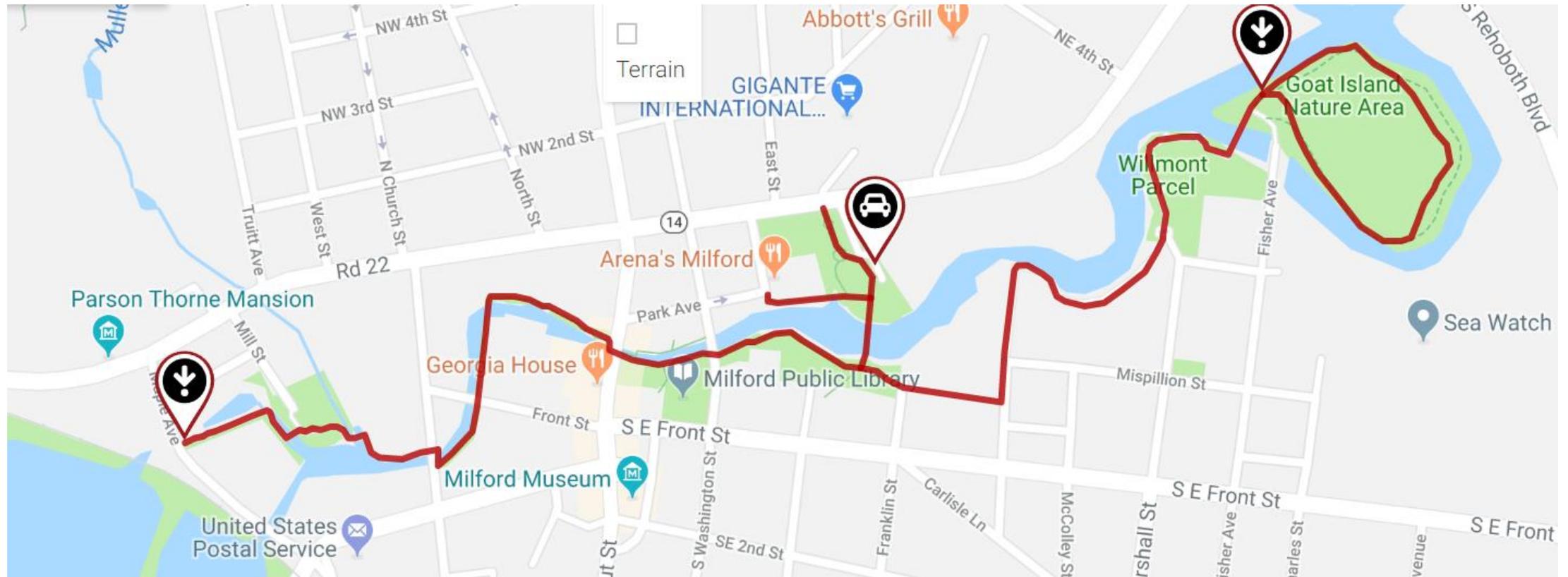
- **Two-story Mold Shop (woodworking) & Sail Loft (1900) – 4,256 SF**
- **Tool crib (now attached to Boat House) (1920) - C 1,000 SF**
- **Boat House (1929) – 12,572--- SF**
- **Machine Shop (1920) – 2,592 SF**
- **Pole Building - Storage Shed – 4,000 SF**
- **8 & 10 Columbia Ave (Museum located in 10) – 6,064 SF**
- **Lofland House at 6 Columbia Ave – 3,660 SF**

All in excellent condition!

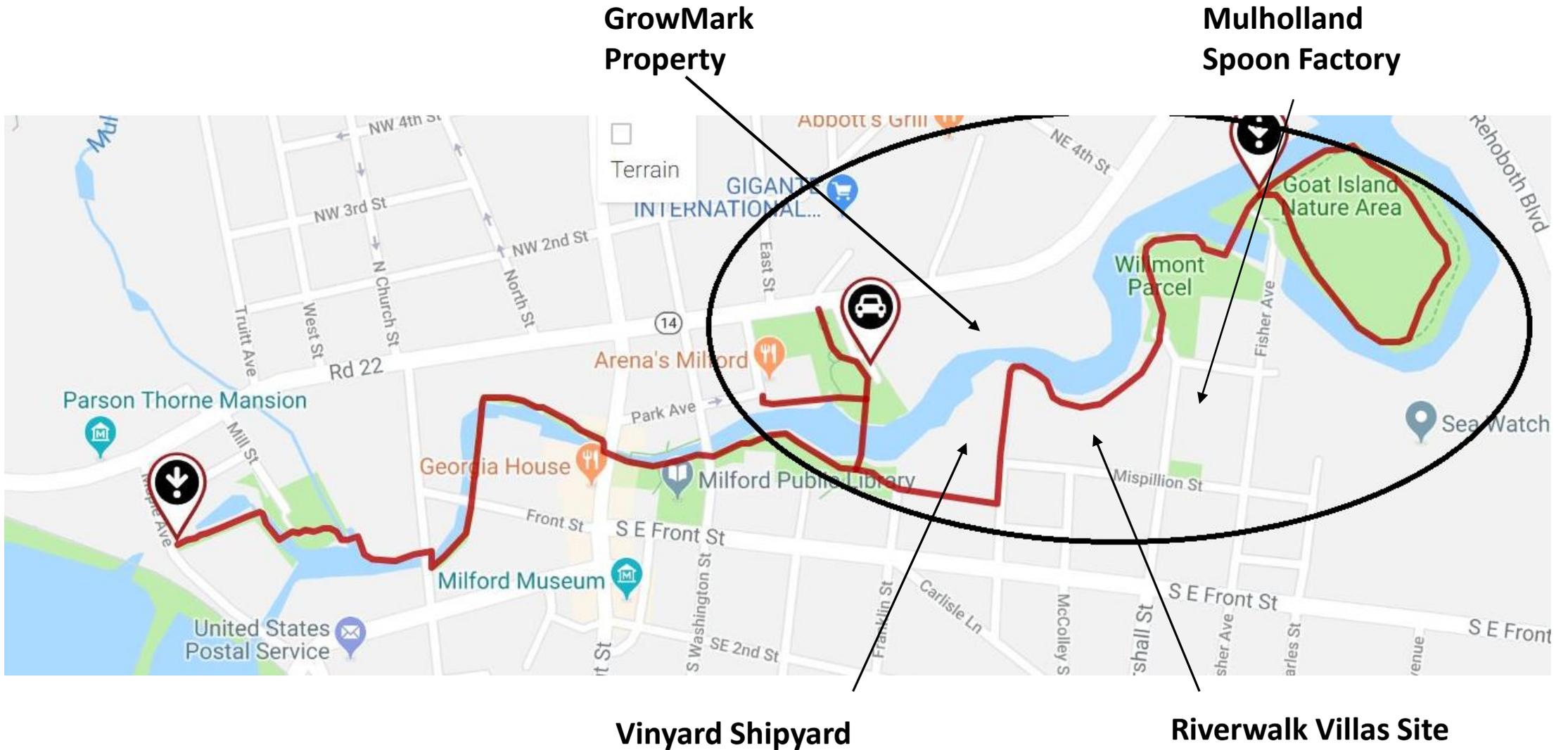
Total Acreage of site – 2.75 acres

An effort is now underway to ensure these assets continue to be maintained and to expand their public use. This effort is a natural continuation of the decade's long expansion of Milford's renowned Mispillion Riverwalk Greenway and could be a core element of a 50+ acre recreation and cultural complex envisioned along both sides of the Mispillion River directly East of the City's historic downtown.

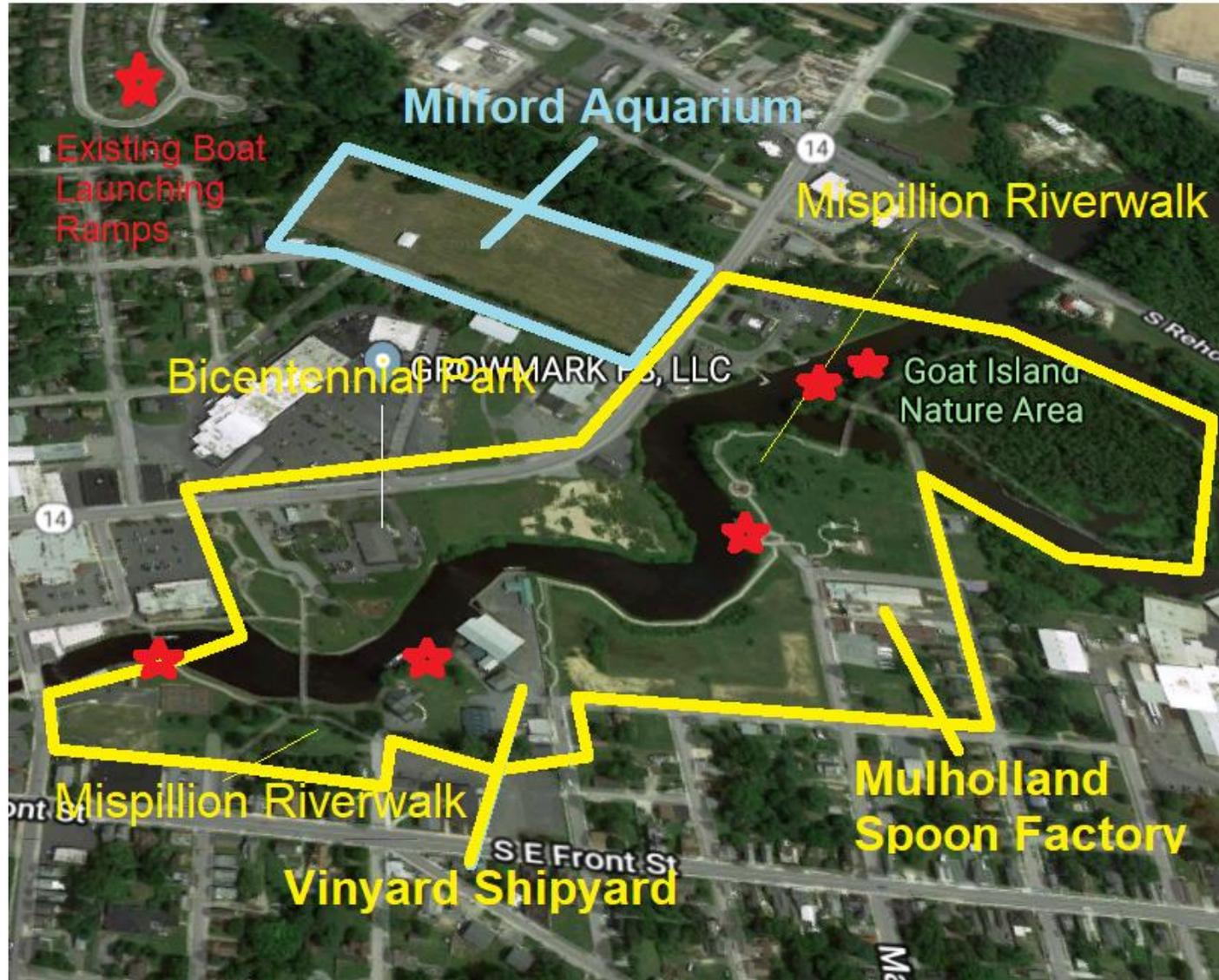
A grand vision of the Milford community in the early 1970s to clean up the banks of the Mispillion and turn it into a public greenway has resulted today in the City's most valuable public resource.



Milford now has the opportunity to develop & expand the eastern half of the Riverwalk Greenway into a major recreation & culture complex.



Future Mispillion Recreation & Culture Complex



Task Force for Vinyard Shipyard Project

- **Matt Babbitt**, Abbott's Pond Site Manager, Delaware Nature Society
- **Daniel Bond**, Property developer in downtown Milford
- **Gary Emory**, former Director of Milford Parks & Recreation Department
- **Lisa Fitzgerald**, U.S. Department of Agriculture, Business & Community Programs Specialist
- **Rob Pierce**, Milford City Planner
- **Sher Valenzuela**, First State Manufacturing co-owner
- **Murrie Zlotziver**, Executive Director, DMI

RFP for Consultant Study

- RFP issued June 11, 2018 for consultant to undertake a study.
- RFP distributed to a large group of firms from a list compiled by DMI with assistance from Rob Pierce, Milford City Planner and Delaware government agencies.
- Three proposals received, each from a consulting firm that had assembled a group of specialists with project planning, design, engineering, historic preservation, landscape design, & project financing expertise.
- A selection committee choose Architectural Alliance, Inc. as the preferred group and the DMI Board approved the selection.

TASK 1

- Complete a detailed Strengths, Weakness, Opportunities & Threats (SWOT) analysis.
- Determine possible uses of the shipyard that preserve the site and how the property and its assets can be integrated into the surrounding public investments, including the Mispillion Riverwalk, Memorial Park.
- Determine possible private and public partners that could assist with implementation and long-term operation of the possible uses.

TASK 2

- Review the possible uses with the client to determine a preferred use.
- Provide an estimated cost to implement the preferred use, including property and asset acquisition.
- Provide an annual estimated operational budget to maintain the property and its assets.

Funding the Study

- Architectural Alliance estimates the study will cost \$56,100.
- While DMI has contracted for the study, the Task Force will raise the funds needed so as not to require funding from DMI.
- The task force is initially asking for funding from the City of Milford, Kent County and Sussex County - seeking at least \$10,000 from each.
- Additional funding will be sought from the public (directly and via “crowd funding”), grants, fund raising events, etc.
- It is planned that Architectural Associates will begin work in early 2019.

Potential Benefits for Southern Delaware

Recreational – Support boat building activities for young and old; facilitate greater use of the Mispillion for boating.

Educational – Support training in wood & metal crafts for all ages; serve as a venue for teaching about Delaware's shipbuilding history.

Cultural – Preserve a unique example of Southern Delaware's history.

Community Building – Provide facilities for art, music, theater, festival, & fair events which draw the community together.

Key new driver of tourism for Milford



- **DE Turf has been highly successful. Next year they have tournaments scheduled for almost every weekend starting in February.**
- **These weekend tournaments draw in visitors from the entire Mid-Atlantic region.**
- **Attendance varies from 500 to 2,000 or more for each.**
- **They usually stay for two or three days and have plenty of free time between events.**
- **In order to maintain its competitiveness DE Turf needs new attractions nearby.**
- **DE Turf is only seven miles from downtown Milford.**
- **As a result, new restaurants and hotels are already springing up nearby.**
- **A Mispillion recreation & culture complex could become a big draw.**



Thank You

THANK YOU !

**AGREEMENT
BY AND BETWEEN
THE CITY OF MILFORD
AND
DOWNTOWN MILFORD, INC.**

This Agreement, made and entered into this _____ day of December, 2018, is by and between Downtown Milford, Inc., a Delaware nonprofit corporation (“DMI”), and the City of Milford, Delaware, a Delaware municipal corporation (“City”).

WITNESSETH:

WHEREAS, DMI was created to assist the City in developing a public-private effort to revitalize the City’s central business district; and

WHEREAS, DMI and a group of civic-minded persons are currently partnering to evaluate the feasibility of developing and expanding the Vinyard Shipyard property and surrounding areas into a cultural and recreation complex and tourist destination to benefit the downtown Milford area; and

WHEREAS, the City has determined that it is in the best interests of the City, and important to the promotion of the general economic welfare of the City, to financially support the feasibility study associated with the Vinyard Shipyard initiative, pursuant to this Agreement.

NOW, THEREFORE, in consideration of mutual undertakings and mutual benefits from the services set forth herein, the City and DMI agree as follows:

I. SCOPE

1. DMI has procured, through a competitive process, a proposal for development of a business plan from a consulting company known as Architectural Alliance, Inc. (hereafter “Architectural Alliance”).
2. Architectural Alliance submitted to DMI a proposal by letter dated August 31, 2018 wherein it outlined the tasks it would undertake a study that includes:
 - a. A SWOT analysis,
 - b. Determining possible uses for the shipyard that preserve the site,
 - c. Determining how the shipyard assets can be integrated into the surrounding public investments,
 - d. Identifying private and public partners that could assist with implementation and long-term operation of the possible uses,
 - e. Determining estimated cost to implement the preferred use, including property and asset acquisition,
 - f. Preparing an annual estimated operating budget to maintain the property and assets.
3. Architectural Alliance has signed a contract to perform its work on the business plan for the sum of \$56,100.00.
4. City agrees to provide a grant of up to \$15,000 towards the cost of the study to match funding for study provided by Kent County and / or Sussex County.
5. Upon full payment of the City’s portion contribution or at the completion of the study, whichever comes second, DMI shall provide to City a copy of the final report(s).

II. TERM AND TIME OF PERFORMANCE

The term of this Agreement shall be from January 1, 2019 to December 31, 2019. If the study is underway, but not complete by December 31, 2019, this agreement shall automatically renew for one year. If fundraising has not succeeded in raising sufficient funds to begin the study by December 1, 2019, renewal must be authorized by the City Council.

III. COMPENSATION AND METHOD OF PAYMENT

The City hereby agrees to grant \$15,000 towards the study described in Section I following receipt of an invoice from DMI that is accompanied by documentation that all other funds have been received by DMI or firm commitments have been made that enable the study to proceed.

IV. AUDIT, INSPECTION OF RECORDS, AND ANNUAL REVIEW

DMI shall permit an authorized representative of the City to inspect and audit all data and records of DMI related to their performance under this Agreement.

V. NON-DISCRIMINATION PROVISIONS

DMI will not discriminate against any employee because of race, creed, color, religion, citizenship status, gender, age, national origin, ancestry, disability, sexual orientation, gender identity or expression, marital status, pregnancy, military veteran status, political beliefs or affiliation, genetic history, or other characteristic protected by law. These protections apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, dismissal, layoff, compensation, benefits, social and recreational programs.

VI. COMPLIANCE WITH THE LAW

All parties shall comply with all applicable federal, state and local laws, ordinances, codes and regulations.

VII. CONFLICT OF INTEREST/POLITICAL ACTIVITY

The elected officials, public officials, employees and agents of the City shall comply with all applicable laws and regulations relating to conflicts of interest with regard to the work and compensation covered by this Agreement.

DMI shall not use the compensation paid through this Agreement for political activities or legislative activities. For the purpose of this Agreement, the terms "political activities" and "legislative activities" shall have the meanings ascribed to them by the Internal Revenue Service.

VIII. INDEPENDENT CONTRACTOR

DMI is not authorized or empowered to make any commitments or incur any obligation on behalf of the City, but merely to provide the services provided for herein as an independent contractor. The City is not a party to the contract with Architectural Alliance and any claims or assertions to the contrary are hereby waived by DMI.

IX. INDEMNIFICATION

DMI shall indemnify, release, defend, become responsible for and forever hold harmless the City, its officers, agents, employees, elected officials, and attorneys, each in their official and individual capacities, from and against all lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney's fees and other defense costs or liabilities, of any character and from any cause whatsoever brought because of bodily injury or death received or sustained, or loss or damage received or sustained, by any person, persons, or property arising out of or resulting from any act, error, omission, or intentional act of DMI or its agents, employees, or subcontractors, arising out of or in any way connected with the subject matter of this Agreement or the work or operations expressly authorized herein; provided, however, that DMI need not save harmless the City from claims, demands, losses and expenses arising out of the sole negligence of the City, its employees or agents. In addition, the City shall not be liable or responsible in any manner to any subcontractor with whom DMI has contracted for additional services under the terms of the Agreement.

X. CANCELLED, TERMINATION OR SUSPENSION

This Agreement may be terminated at any time by written, mutual agreement of the parties.

XI. AMENDMENTS

In order to provide necessary flexibility for the most effective execution of this Agreement, whenever both the City and DMI mutually agree, changes to this Agreement may be effected by placing them in written form and incorporating them into this Agreement as an amendment.

XII. NOTICE

Any notice required by this contract is deemed to be given if it is mailed by United States certified mail, postage prepaid, and addressed as hereinafter specified.

Notice to the City shall be addressed to:

City Manager
City of Milford, Delaware
201 South Walnut Street
Milford, Delaware 19963

Notice to DMI shall be addressed to:

Executive Director
Downtown Milford, Inc.
207 South Walnut Street
Milford, Delaware 19963

XIII. SEVERABILITY

It is mutually agreed that in case any provision of this Agreement is determined by a court of law to be unconstitutional, illegal, or unenforceable, it is the intention of the parties that all the other provisions of this Agreement shall remain in full force and effect.

XIV. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties with respect to its subject matter and any prior agreements, understandings, or other matters, whether oral or written, are hereby merged into and made a part hereof, and are of not further force or affect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

CITY OF MILFORD

DOWNTOWN MILFORD, INC.

Arthur J. Campbell, Mayor

Sara M. Pletcher, President

Witness:

Witness:



December 7, 2018

TO: Mayor and City Council
FROM: Eric Norenberg, City Manager
SUBJECT: Basement Remediation

Purpose and Background

Attached is the original proposal (\$12,135.15) for the cleaning and treatment of surfaces in the basement of City Hall as a result of the damage and mold due to the September 11 storm and a supplemental estimate (\$5,374.47) for additional demolition and remediation work following discovery of additional mold and water damage.

Discussion

The initial scope of work included HEPA vacuuming surfaces, biowashing surfaces with fungicide, scrubbing the block walls, steam cleaning the concrete floors, and treating floors with biocide or fungicide in most rooms of the basement. In addition, the scope called for removing damaged drywall from the floor level up to three feet above the floor.

This work began about three weeks ago and was underway when we had the last City Council meeting. Later that week, as the removal of drywall began, a significant amount of mold was discovered behind the drywall and additional work had to be added to the scope.

Last week the contractor, Public Works staff, our Building Inspector and I reviewed the additional scope and discussed with the IT staff.

I authorized additional drywall removal to a point one foot from the ceiling in hopes that we would identify the extent of the mold behind the drywall and, if it ended well below the ceiling we could stop there. Unfortunately, there was mold at higher levels and there was reason to believe mold had spread onto the suspended ceiling tiles.

This week work progressed to remove ceiling tiles and remove more drywall. The good news is the area adjacent to the IT server room seems to be clear of mold. Work will be continuing for at least another week. Once the work identified on these estimates is complete, environmental monitoring and testing will take place to ensure all mold, etc. has been removed. In addition, air ducts serving the main floor will likely need to be cleaned.

Recommendation

As the storm that caused the flooding requiring this work took place after the start of the fiscal year and we only budget a limited amount of discretionary funds, the funding for this work was not budgeted. The total of the initial project scope and the additional work is \$17,509.62. However, there may be additional expenses related to testing, duct cleaning or undiscovered issues that need to be addressed prior to the January 14 City Council meeting. Accordingly, it is recommended that the City Council **authorize up to \$25,000 from General Fund Reserves to be used for City Hall Basement Remediation.**



DiBioso's Cleaning & Restoration

PO Box 43
Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com

Insured: City of Milford
Property: 201 South Walnut Street
Milford, DE 19963

Estimator: Scott M Slager
Position: Estimator
Company: Dibiaso's Cleaning & Restoration
Business: PO Box 43
Townsend , DE 19734

Cellular: (410) 708-9871
E-mail: Scott@DiBiasos.Com

Reference: Eric Norenberg
Company: City of Milford
Business: 201 South Walnut Street
Milford, DE 19963

Business: (302) 604-4266
E-mail: ENorenberg@Milford.DE.
Gov

Claim Number: 2144

Policy Number:

Type of Loss: Mold Inspection

Date Contacted: 9/18/2018

Date of Loss:

Date Received: 9/18/2018

Date Inspected: 9/18/2018

Date Entered: 9/18/2018 3:47 PM

Price List: DIBIASO
Restoration/Service/Remodel

Estimate: 2144

This estimate has been prepared following a protocol provided by Sussex Environmental.



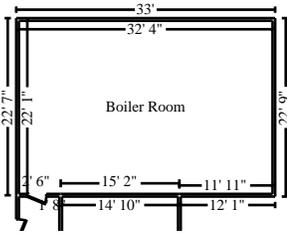
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2144

Basement

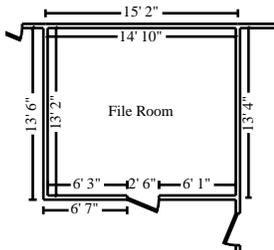


Boiler Room

Height: 8'

870.67 SF Walls	714.03 SF Ceiling
1584.69 SF Walls & Ceiling	714.03 SF Floor
79.34 SY Flooring	108.83 LF Floor Perimeter
108.83 LF Ceil. Perimeter	

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
1. HEPA vacuum block walls	870.67 SF	0.09	0.00	78.36	(0.00)	78.36
2. Bio-wash w/fungicide, rinse & scrub block walls	870.67 SF	0.38	0.00	330.85	(0.00)	330.85
3. Steam clean & extract concrete floor	714.03 SF	0.28	0.00	199.93	(0.00)	199.93
4. Apply biocide treatment or EPA approved fungicide to concrete floor	714.03 SF	0.19	0.00	135.67	(0.00)	135.67
Totals: Boiler Room			0.00	744.81	0.00	744.81



File Room

Height: 8'

447.33 SF Walls	194.76 SF Ceiling
642.09 SF Walls & Ceiling	194.76 SF Floor
21.64 SY Flooring	55.92 LF Floor Perimeter
55.92 LF Ceil. Perimeter	

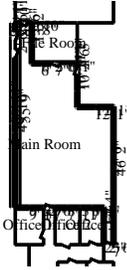
DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
5. HEPA vacuum acoustic ceiling tiles & grid	194.76 SF	0.09	0.00	17.53	(0.00)	17.53
6. Bio-wash acoustic ceiling tiles & grid	194.76 SF	0.58	0.00	112.96	(0.00)	112.96
7. HEPA vacuum concrete walls	447.33 SF	0.09	0.00	40.26	(0.00)	40.26
8. Bio-wash w/fungicide, rinse & scrub concrete walls	447.33 SF	0.38	0.00	169.99	(0.00)	169.99
9. Clean and deodorize carpet	194.76 SF	0.28	0.00	54.53	(0.00)	54.53
Totals: File Room			0.00	395.27	0.00	395.27



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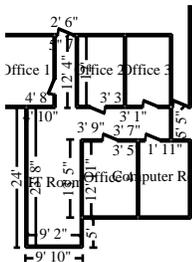
Main Room

Height: 8'

1693.33 SF Walls
3165.67 SF Walls & Ceiling
163.59 SY Flooring
211.67 LF Ceil. Perimeter

1472.34 SF Ceiling
1472.34 SF Floor
211.67 LF Floor Perimeter

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
10. Move & protect contents with plastic	1.00 EA	187.58	0.00	187.58	(0.00)	187.58
11. Tear out baseboard	211.67 LF	0.35	0.00	74.08	(0.00)	74.08
12. Tear out damaged drywall, cleanup, bag for disposal	423.33 SF	0.52	0.00	220.13	(0.00)	220.13
13. HEPA vacuum acoustic ceiling tiles & grid	1,472.34 SF	0.09	0.00	132.51	(0.00)	132.51
14. Bio-wash acoustic ceiling tiles & grid	1,472.34 SF	0.58	0.00	853.96	(0.00)	853.96
15. HEPA vacuum drywall walls	1,270.00 SF	0.09	0.00	114.30	(0.00)	114.30
16. Bio-wash w/fungicide, rinse & scrub drywall walls	1,270.00 SF	0.46	0.00	584.20	(0.00)	584.20
17. HEPA vacuum exposed wall framing	423.33 SF	0.09	0.00	38.10	(0.00)	38.10
18. Bio-wash w/fungicide, rinse, scrub & brush exposed wall framing, also sand where necessary	423.33 SF	0.46	0.00	194.73	(0.00)	194.73
19. Clean and deodorize carpet	1,472.34 SF	0.28	0.00	412.26	(0.00)	412.26
Totals: Main Room			0.00	2,811.85	0.00	2,811.85



IT Room

Height: 8'

968.00 SF Walls
1311.31 SF Walls & Ceiling
38.15 SY Flooring
121.00 LF Ceil. Perimeter

343.31 SF Ceiling
343.31 SF Floor
121.00 LF Floor Perimeter

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
20. Move & protect contents with plastic	1.00 EA	187.58	0.00	187.58	(0.00)	187.58
21. Tear out baseboard	121.00 LF	0.35	0.00	42.35	(0.00)	42.35
22. Tear out damaged drywall, cleanup, bag for disposal	242.00 SF	0.52	0.00	125.84	(0.00)	125.84
23. HEPA vacuum acoustic ceiling tiles & grid	343.31 SF	0.09	0.00	30.90	(0.00)	30.90
24. Bio-wash acoustic ceiling tiles & grid	343.31 SF	0.58	0.00	199.12	(0.00)	199.12
25. HEPA vacuum drywall walls	726.00 SF	0.09	0.00	65.34	(0.00)	65.34
26. Bio-wash w/fungicide, rinse & scrub drywall walls	726.00 SF	0.46	0.00	333.96	(0.00)	333.96
27. HEPA vacuum exposed wall framing	242.00 SF	0.09	0.00	21.78	(0.00)	21.78
28. Bio-wash w/fungicide, rinse, scrub & brush exposed wall framing, also sand where necessary	242.00 SF	0.46	0.00	111.32	(0.00)	111.32



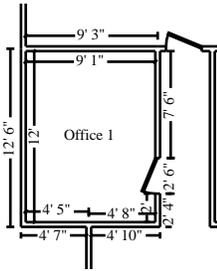
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Cleanup@DiBiosos.Com

CONTINUED - IT Room

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
29. Clean and deodorize carpet	343.31 SF	0.28	0.00	96.13	(0.00)	96.13
Totals: IT Room			0.00	1,214.32	0.00	1,214.32

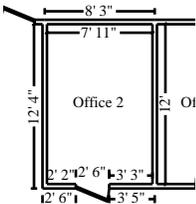


Office 1

Height: 8'

337.33 SF Walls	109.00 SF Ceiling
446.33 SF Walls & Ceiling	109.00 SF Floor
12.11 SY Flooring	42.17 LF Floor Perimeter
42.17 LF Ceil. Perimeter	

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
30. Tear out baseboard	42.17 LF	0.35	0.00	14.76	(0.00)	14.76
31. Tear out damaged drywall, cleanup, bag for disposal	84.33 SF	0.52	0.00	43.85	(0.00)	43.85
32. HEPA vacuum acoustic ceiling tiles & grid	109.00 SF	0.09	0.00	9.81	(0.00)	9.81
33. Bio-wash acoustic ceiling tiles & grid	109.00 SF	0.58	0.00	63.22	(0.00)	63.22
34. HEPA vacuum drywall walls	253.00 SF	0.09	0.00	22.77	(0.00)	22.77
35. Bio-wash w/fungicide, rinse & scrub drywall walls	253.00 SF	0.46	0.00	116.38	(0.00)	116.38
36. HEPA vacuum exposed wall framing	84.33 SF	0.09	0.00	7.59	(0.00)	7.59
37. Bio-wash w/fungicide, rinse, scrub & brush exposed wall framing, also sand where necessary	84.33 SF	0.46	0.00	38.79	(0.00)	38.79
38. Clean and deodorize carpet	109.00 SF	0.28	0.00	30.52	(0.00)	30.52
Totals: Office 1			0.00	347.69	0.00	347.69



Office 2

Height: 8'

318.67 SF Walls	95.00 SF Ceiling
413.67 SF Walls & Ceiling	95.00 SF Floor
10.56 SY Flooring	39.83 LF Floor Perimeter
39.83 LF Ceil. Perimeter	

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
2144				9/19/2018		Page: 4



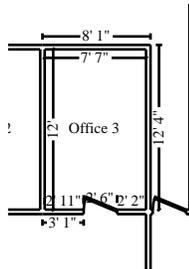
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CONTINUED - Office 2

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
39. Tear out baseboard	39.83 LF	0.35	0.00	13.94	(0.00)	13.94
40. Tear out damaged drywall, cleanup, bag for disposal	79.67 SF	0.52	0.00	41.43	(0.00)	41.43
41. HEPA vacuum acoustic ceiling tiles & grid	95.00 SF	0.09	0.00	8.55	(0.00)	8.55
42. Bio-wash acoustic ceiling tiles & grid	95.00 SF	0.58	0.00	55.10	(0.00)	55.10
43. HEPA vacuum drywall walls	239.00 SF	0.09	0.00	21.51	(0.00)	21.51
44. Bio-wash w/fungicide, rinse & scrub drywall walls	239.00 SF	0.46	0.00	109.94	(0.00)	109.94
45. HEPA vacuum exposed wall framing	79.67 SF	0.09	0.00	7.17	(0.00)	7.17
46. Bio-wash w/fungicide, rinse, scrub & brush exposed wall framing, also sand where necessary	79.67 SF	0.46	0.00	36.65	(0.00)	36.65
47. Clean and deodorize carpet	95.00 SF	0.28	0.00	26.60	(0.00)	26.60
Totals: Office 2			0.00	320.89	0.00	320.89



Office 3

Height: 8'

313.33 SF Walls	91.00 SF Ceiling
404.33 SF Walls & Ceiling	91.00 SF Floor
10.11 SY Flooring	39.17 LF Floor Perimeter
39.17 LF Ceil. Perimeter	

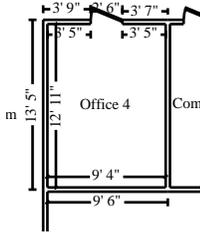
DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
48. Tear out baseboard	39.17 LF	0.35	0.00	13.71	(0.00)	13.71
49. Tear out damaged drywall, cleanup, bag for disposal	78.33 SF	0.52	0.00	40.73	(0.00)	40.73
50. HEPA vacuum acoustic ceiling tiles & grid	91.00 SF	0.09	0.00	8.19	(0.00)	8.19
51. Bio-wash acoustic ceiling tiles & grid	91.00 SF	0.58	0.00	52.78	(0.00)	52.78
52. HEPA vacuum drywall walls	235.00 SF	0.09	0.00	21.15	(0.00)	21.15
53. Bio-wash w/fungicide, rinse & scrub drywall walls	235.00 SF	0.46	0.00	108.10	(0.00)	108.10
54. HEPA vacuum exposed wall framing	78.33 SF	0.09	0.00	7.05	(0.00)	7.05
55. Bio-wash w/fungicide, rinse, scrub & brush exposed wall framing, also sand where necessary	78.33 SF	0.46	0.00	36.03	(0.00)	36.03
56. Clean and deodorize carpet	91.00 SF	0.28	0.00	25.48	(0.00)	25.48
Totals: Office 3			0.00	313.22	0.00	313.22



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Office 4

Height: 8'

355.85 SF Walls
476.31 SF Walls & Ceiling
13.39 SY Flooring
44.48 LF Ceil. Perimeter

120.47 SF Ceiling
120.47 SF Floor
44.48 LF Floor Perimeter

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
57. Tear out baseboard	44.48 LF	0.35	0.00	15.57	(0.00)	15.57
58. Tear out damaged drywall, cleanup, bag for disposal	88.96 SF	0.52	0.00	46.26	(0.00)	46.26
59. HEPA vacuum acoustic ceiling tiles & grid	120.47 SF	0.09	0.00	10.84	(0.00)	10.84
60. Bio-wash acoustic ceiling tiles & grid	120.47 SF	0.58	0.00	69.87	(0.00)	69.87
61. HEPA vacuum drywall walls	266.89 SF	0.09	0.00	24.02	(0.00)	24.02
62. Bio-wash w/fungicide, rinse & scrub drywall walls	266.89 SF	0.46	0.00	122.77	(0.00)	122.77
63. HEPA vacuum exposed wall framing	88.96 SF	0.09	0.00	8.01	(0.00)	8.01
64. Bio-wash w/fungicide, rinse, scrub & brush exposed wall framing, also sand where necessary	88.96 SF	0.46	0.00	40.92	(0.00)	40.92
65. Clean and deodorize carpet	120.47 SF	0.28	0.00	33.73	(0.00)	33.73
Totals: Office 4			0.00	371.99	0.00	371.99



Computer Room

Height: 8'

343.85 SF Walls
454.63 SF Walls & Ceiling
12.31 SY Flooring
42.98 LF Ceil. Perimeter

110.79 SF Ceiling
110.79 SF Floor
42.98 LF Floor Perimeter

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
66. Tear out baseboard	42.98 LF	0.35	0.00	15.04	(0.00)	15.04
67. Tear out damaged drywall, cleanup, bag for disposal	85.96 SF	0.52	0.00	44.70	(0.00)	44.70
68. HEPA vacuum acoustic ceiling tiles & grid	110.79 SF	0.09	0.00	9.97	(0.00)	9.97
69. Bio-wash acoustic ceiling tiles & grid	110.79 SF	0.58	0.00	64.26	(0.00)	64.26
70. HEPA vacuum drywall walls	257.89 SF	0.09	0.00	23.21	(0.00)	23.21
71. Bio-wash w/fungicide, rinse & scrub drywall walls	257.89 SF	0.46	0.00	118.63	(0.00)	118.63
72. HEPA vacuum exposed wall framing	85.96 SF	0.09	0.00	7.74	(0.00)	7.74
73. Bio-wash w/fungicide, rinse, scrub & brush exposed wall framing, also sand where necessary	85.96 SF	0.46	0.00	39.54	(0.00)	39.54
74. Clean and deodorize carpet	110.79 SF	0.28	0.00	31.02	(0.00)	31.02
Totals: Computer Room			0.00	354.11	0.00	354.11



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Total: Basement	0.00	6,874.15	0.00	6,874.15
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General Charges

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
75. Setup & removal of containment	3.00 EA	55.00	0.00	165.00	(0.00)	165.00
76. Equipment setup & removal	1.00 EA	105.00	0.00	105.00	(0.00)	105.00
77. Negative air fan/Air scrubber during remediation	18.00 DA	94.00	0.00	1,692.00	(0.00)	1,692.00
This charge is for 6 units for 3 days each						
78. Negative air fan/Air scrubber post remediation	12.00 DA	94.00	0.00	1,128.00	(0.00)	1,128.00
** This charge is for 6 unit 2 days post project						
79. Dehumidifier (per 24 hour period) - DZ7000 - No monitoring	12.00 DA	115.00	0.00	1,380.00	(0.00)	1,380.00
** This charge is for 4 dehumidifiers for 4 days each						
80. Dumpster load - Approx. 30 yards, 5-7 tons of debris	1.00 EA	791.00	0.00	791.00	(0.00)	791.00

Totals: General Charges	0.00	5,261.00	0.00	5,261.00
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Line Item Totals: 2144	0.00	12,135.15	0.00	12,135.15
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Grand Total Areas:

5,648.36 SF Walls	3,250.69 SF Ceiling	8,899.05 SF Walls and Ceiling
3,250.69 SF Floor	361.19 SY Flooring	706.05 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	706.05 LF Ceil. Perimeter
3,250.69 Floor Area	3,425.55 Total Area	5,648.36 Interior Wall Area
3,039.75 Exterior Wall Area	337.75 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



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Summary for Dwelling

Line Item Total	12,135.15
Replacement Cost Value	\$12,135.15
Net Claim	\$12,135.15

Scott M Slager
Estimator

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1 1-Boiler Room
Overview photo

Date Taken: 9/18/2018

Taken By: S Slager



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2 2-File Room Date Taken: 9/18/2018 Taken By: S Slager
Overview photo



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3 3-Main Room
Overview photo

Date Taken: 9/18/2018

Taken By: S Slager



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4 4-Main Room
Overview photo

Date Taken: 9/18/2018

Taken By: S Slager



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5 5-Main Room
Overview photo

Date Taken: 9/18/2018

Taken By: S Slager



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6 6-IT Room
Overview photo

Date Taken: 9/18/2018

Taken By: S Slager



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7 7-IT Room
Overview photo

Date Taken: 9/18/2018

Taken By: S Slager



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8 8-Office 1
Overview photo

Date Taken: 9/18/2018

Taken By: S Slager



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9 9-Office 2 Date Taken: 9/18/2018 Taken By: S Slager
Overview photo



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10 10-Office 3
Overview photo

Date Taken: 9/18/2018

Taken By: S Slager



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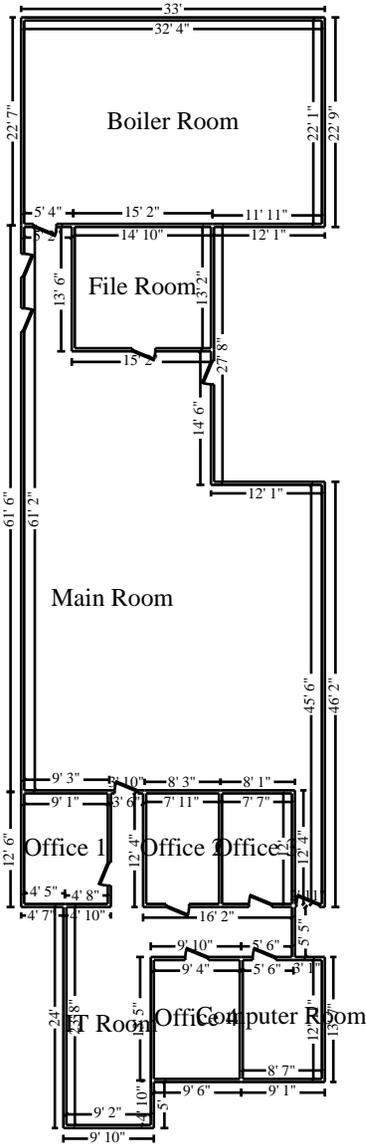
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11 11-Office 4
Overview photo

Date Taken: 9/18/2018

Taken By: S Slager





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Insured: City of Milford
Property: 201 South Walnut Street
Milford, DE 19963

Estimator: Scott M Slager
Position: Estimator
Company: Dibiaso's Cleaning & Restoration
Business: PO Box 43
Townsend , DE 19734

Cellular: (410) 708-9871
E-mail: Scott@DiBiasos.Com

Reference: Eric Norenberg
Company: City of Milford
Business: 201 South Walnut Street
Milford, DE 19963

Business: (302) 604-4266
E-mail: ENorenberg@Milford.DE.
Gov

Claim Number: 2306

Policy Number:

Type of Loss: Additional Services

Date Contacted: 11/29/2018

Date of Loss:

Date Inspected: 11/29/2018

Date Received: 11/28/2018

Date Entered: 11/29/2018 3:47 PM

Price List: DIBIASO
Restoration/Service/Remodel

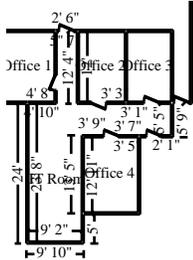
Estimate: 2306



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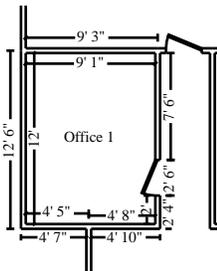
IT Room

Height: 8'

968.00 SF Walls	343.31 SF Ceiling
1,311.31 SF Walls & Ceiling	343.31 SF Floor
38.15 SY Flooring	121.00 LF Floor Perimeter
121.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
6. Remove acoustic ceiling tiles & metal grid	343.31 SF	0.00	0.48	0.00	164.79
7. Tear out damaged drywall, cleanup, bag for disposal	96.80 SF	0.00	0.43	0.00	41.62
8. HEPA vacuum exposed wall framing	96.80 SF	0.00	0.09	0.00	8.71
9. Bio-wash w/fungicide, rinse, scrub & brush exposed wall framing, also sand where necessary	96.80 SF	0.00	0.46	0.00	44.53

Totals: IT Room 0.00 259.65



Office 1

Height: 8'

337.33 SF Walls	109.00 SF Ceiling
446.33 SF Walls & Ceiling	109.00 SF Floor
12.11 SY Flooring	42.17 LF Floor Perimeter
42.17 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
10. Remove acoustic ceiling tiles & metal grid	109.00 SF	0.00	0.48	0.00	52.32
11. Tear out damaged drywall, cleanup, bag for disposal	33.73 SF	0.00	0.43	0.00	14.50
12. HEPA vacuum exposed wall framing	33.73 SF	0.00	0.09	0.00	3.04
13. Bio-wash w/fungicide, rinse, scrub & brush exposed wall framing, also sand where necessary	33.73 SF	0.00	0.46	0.00	15.52

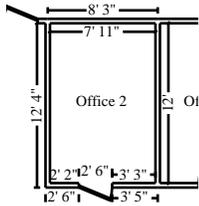
Totals: Office 1 0.00 85.38



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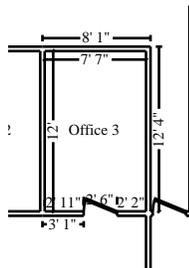


Office 2

Height: 8'

318.67 SF Walls	95.00 SF Ceiling
413.67 SF Walls & Ceiling	95.00 SF Floor
10.56 SY Flooring	39.83 LF Floor Perimeter
39.83 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
14. Remove acoustic ceiling tiles & metal grid	95.00 SF	0.00	0.48	0.00	45.60
15. Tear out damaged drywall, cleanup, bag for disposal	31.87 SF	0.00	0.43	0.00	13.70
16. HEPA vacuum exposed wall framing	31.87 SF	0.00	0.09	0.00	2.87
17. Bio-wash w/fungicide, rinse, scrub & brush exposed wall framing, also sand where necessary	31.87 SF	0.00	0.46	0.00	14.66
Totals: Office 2				0.00	76.83



Office 3

Height: 8'

313.33 SF Walls	91.00 SF Ceiling
404.33 SF Walls & Ceiling	91.00 SF Floor
10.11 SY Flooring	39.17 LF Floor Perimeter
39.17 LF Ceil. Perimeter	

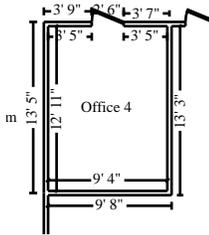
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
18. Remove acoustic ceiling tiles & metal grid	91.00 SF	0.00	0.48	0.00	43.68
19. Tear out damaged drywall, cleanup, bag for disposal	31.33 SF	0.00	0.43	0.00	13.47
20. HEPA vacuum exposed wall framing	31.33 SF	0.00	0.09	0.00	2.82
21. Bio-wash w/fungicide, rinse, scrub & brush exposed wall framing, also sand where necessary	31.33 SF	0.00	0.46	0.00	14.41
Totals: Office 3				0.00	74.38



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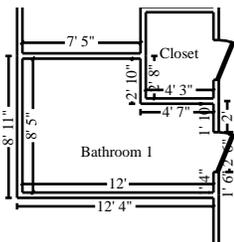
Office 4

Height: 8'

355.85 SF Walls
476.31 SF Walls & Ceiling
13.39 SY Flooring
44.48 LF Ceil. Perimeter

120.47 SF Ceiling
120.47 SF Floor
44.48 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
22. Remove acoustic ceiling tiles & metal grid	120.47 SF	0.00	0.48	0.00	57.83
23. Tear out damaged drywall, cleanup, bag for disposal	35.58 SF	0.00	0.43	0.00	15.30
24. HEPA vacuum exposed wall framing	35.58 SF	0.00	0.09	0.00	3.20
25. Bio-wash w/fungicide, rinse, scrub & brush exposed wall framing, also sand where necessary	35.58 SF	0.00	0.46	0.00	16.37
Totals: Office 4				0.00	92.70



Bathroom 1

Height: 8'

326.67 SF Walls
414.68 SF Walls & Ceiling
9.78 SY Flooring
40.83 LF Ceil. Perimeter

88.01 SF Ceiling
88.01 SF Floor
40.83 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
31. Single sink - Detach	1.00 EA	24.50	0.00	0.00	24.50
32. Remove toilet	1.00 EA	0.00	32.18	0.00	32.18
33. Remove bathroom fixtures	3.00 EA	0.00	14.23	0.00	42.69
34. Remove acoustic ceiling tiles & metal grid	44.01 SF	0.00	0.48	0.00	21.12
35. Tear out damaged drywall ceiling, bag for disposal	44.01 SF	0.00	0.52	0.00	22.89
36. Remove wall tile	163.33 SF	0.00	1.26	0.00	205.80
37. Tear out damaged drywall walls, cleanup, bag for disposal	326.67 SF	0.00	0.41	0.00	133.93
38. HEPA vacuum floor joist system & underside of subfloor	88.01 SF	0.00	0.09	0.00	7.92



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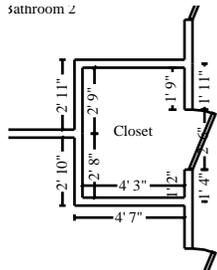
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CONTINUED - Bathroom 1

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
39. Bio-wash w/fungicide, rinse, scrub & brush floor joist system & underside of subfloor, also sand where necessary	88.01 SF	0.00	0.63	0.00	55.45
40. HEPA vacuum exposed wall framing	326.67 SF	0.00	0.09	0.00	29.40
41. Bio-wash w/fungicide, rinse, scrub & brush exposed wall framing, also sand where necessary	326.67 SF	0.00	0.46	0.00	150.27
42. HEPA vacuum tile flooring	88.01 SF	0.00	0.09	0.00	7.92
43. Bio-wash w/fungicide, rinse & scrub tile flooring	88.01 SF	0.00	0.63	0.00	55.45
Totals: Bathroom 1				0.00	789.52

bathroom 2



Closet

Height: 8'

154.67 SF Walls	23.02 SF Ceiling
177.69 SF Walls & Ceiling	23.02 SF Floor
2.56 SY Flooring	19.33 LF Floor Perimeter
19.33 LF Ceil. Perimeter	

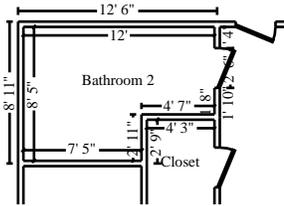
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
44. Single sink - Detach	1.00 EA	24.50	0.00	0.00	24.50
45. Remove shelving	1.00 EA	0.00	42.00	0.00	42.00
46. Tear out damaged drywall ceiling, bag for disposal	23.02 SF	0.00	0.52	0.00	11.97
47. Tear out damaged drywall walls, cleanup, bag for disposal	154.67 SF	0.00	0.41	0.00	63.41
48. HEPA vacuum floor joist system & underside of subfloor	23.02 SF	0.00	0.09	0.00	2.07
49. HEPA vacuum exposed wall framing	154.67 SF	0.00	0.09	0.00	13.92
50. Bio-wash w/fungicide, rinse, scrub & brush exposed wall framing, also sand where necessary	154.67 SF	0.00	0.46	0.00	71.15
51. Steam clean & extract concrete floor	23.02 SF	0.00	0.26	0.00	5.99
52. Apply biocide treatment or EPA approved fungicide to concrete floor	23.02 SF	0.00	0.09	0.00	2.07
Totals: Closet				0.00	237.08



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Bathroom 2

Height: 8'

326.67 SF Walls
 414.30 SF Walls & Ceiling
 9.74 SY Flooring
 40.83 LF Ceil. Perimeter

87.63 SF Ceiling
 87.63 SF Floor
 40.83 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
53. Single sink - Detach	1.00 EA	24.50	0.00	0.00	24.50
54. Remove toilet	1.00 EA	0.00	32.18	0.00	32.18
55. Remove bathroom fixtures	3.00 EA	0.00	14.23	0.00	42.69
56. Remove acoustic ceiling tiles & metal grid	43.82 SF	0.00	0.48	0.00	21.03
57. Tear out damaged drywall ceiling, bag for disposal	43.82 SF	0.00	0.52	0.00	22.79
58. Remove wall tile	163.33 SF	0.00	1.26	0.00	205.80
59. Tear out damaged drywall walls, cleanup, bag for disposal	326.67 SF	0.00	0.41	0.00	133.93
60. HEPA vacuum floor joist system & underside of subfloor	87.63 SF	0.00	0.09	0.00	7.89
61. Bio-wash w/fungicide, rinse, scrub & brush floor joist system & underside of subfloor, also sand where necessary	87.63 SF	0.00	0.63	0.00	55.21
62. HEPA vacuum exposed wall framing	326.67 SF	0.00	0.09	0.00	29.40
63. Bio-wash w/fungicide, rinse, scrub & brush exposed wall framing, also sand where necessary	326.67 SF	0.00	0.46	0.00	150.27
64. HEPA vacuum tile flooring	87.63 SF	0.00	0.09	0.00	7.89
65. Bio-wash w/fungicide, rinse & scrub tile flooring	87.63 SF	0.00	0.63	0.00	55.21
Totals: Bathroom 2				0.00	788.79
Total: Basement				0.00	3,370.47

General Charges

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
66. Equipment setup & removal	1.00 EA	0.00	85.00	0.00	85.00
67. Negative air fan/Air scrubber during remediation	12.00 DA	0.00	94.00	0.00	1,128.00



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CONTINUED - General Charges

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
This charge is for 6 units for 2 days each					
68. Dumpster load - Approx. 30 yards, 5-7 tons of debris	1.00 EA	791.00	0.00	0.00	791.00
Totals: General Charges				0.00	2,004.00
Line Item Totals: 2306				0.00	5,374.47

Grand Total Areas:

5,241.85 SF Walls	2,624.54 SF Ceiling	7,866.39 SF Walls and Ceiling
2,624.54 SF Floor	291.62 SY Flooring	655.23 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	655.23 LF Ceil. Perimeter
2,624.54 Floor Area	2,782.58 Total Area	5,241.85 Interior Wall Area
2,583.00 Exterior Wall Area	287.00 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



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Summary for Dwelling

Line Item Total	5,374.47
Replacement Cost Value	\$5,374.47
Net Claim	\$5,374.47

Scott M Slager
Estimator



PO Box 43
Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com



1 1-Basement Date Taken: 11/29/2018 Taken By: S Slager
Overview photo of IT area



PO Box 43
Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com



2 2-Basement Date Taken: 11/29/2018 Taken By: S Slager
Overview photo of IT area



PO Box 43
Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com



3 3-Basement Date Taken: 11/29/2018 Taken By: S Slager
Overview photo of IT area



DiBioso's Cleaning & Restoration

PO Box 43
Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com



4 4-Basement Date Taken: 11/29/2018 Taken By: S Slager
Overview photo of office



DiBioso's Cleaning & Restoration

PO Box 43
Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com



5 5-Basement Date Taken: 11/29/2018 Taken By: S Slager
Overview photo of main room



DiBiao's Cleaning & Restoration

PO Box 43
Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com



6 6-Basement Date Taken: 11/29/2018 Taken By: S Slager
Overview photo of main room



DiBiao's Cleaning & Restoration

PO Box 43
Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com



7 7-Basement Date Taken: 11/29/2018 Taken By: S Slager
Overview photo of main room



DiBiao's Cleaning & Restoration

PO Box 43
Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com



8 8-Basement Date Taken: 11/29/2018 Taken By: S Slager
Overview photo of main room



DiBioso's Cleaning & Restoration

PO Box 43
Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com



9 9-Basement Date Taken: 11/29/2018 Taken By: S Slager
Photo showing discoloration on foam insulation that has not been processed



DiBioso's Cleaning & Restoration

PO Box 43
Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com



10 10-Basement Date Taken: 11/29/2018 Taken By: S Slager
Photo showing discoloration on foam insulation that has not been processed



PO Box 43
Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com



11 11-Basement
Overview photo

Date Taken: 12/5/2018

Taken By: S Slager



PO Box 43
Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com



12 12-Basement
Overview photo

Date Taken: 12/5/2018

Taken By: S Slager



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Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com



13 13-Bathroom 1
Overview photo

Date Taken: 12/5/2018

Taken By: S Slager



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PO Box 43
Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com



14 14-Bathroom 1
Overview photo

Date Taken: 12/5/2018

Taken By: S Slager



PO Box 43
Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com



15 15-Bathroom 1
Overview photo

Date Taken: 12/5/2018

Taken By: S Slager



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PO Box 43
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(302) 376-7111

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16 16-Bathroom 1
Overview photo

Date Taken: 12/5/2018

Taken By: S Slager



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(302) 376-7111

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17 17-Closet
Overview photo

Date Taken: 12/5/2018

Taken By: S Slager



DiBiao's Cleaning & Restoration

PO Box 43
Townsend, DE 19734
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Cleanup@DiBiasos.Com



18 18-Closet
Overview photo

Date Taken: 12/5/2018

Taken By: S Slager



DiBiao's Cleaning & Restoration

PO Box 43
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(302) 376-7111

Cleanup@DiBiasos.Com



19 19-Bathroom 2
Overview photo

Date Taken: 12/5/2018

Taken By: S Slager



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Townsend, DE 19734
(302) 376-7111

Cleanup@DiBiasos.Com



20 20-Bathroom 2
Overview photo

Date Taken: 12/5/2018

Taken By: S Slager



PO Box 43
Townsend, DE 19734
(302) 376-7111

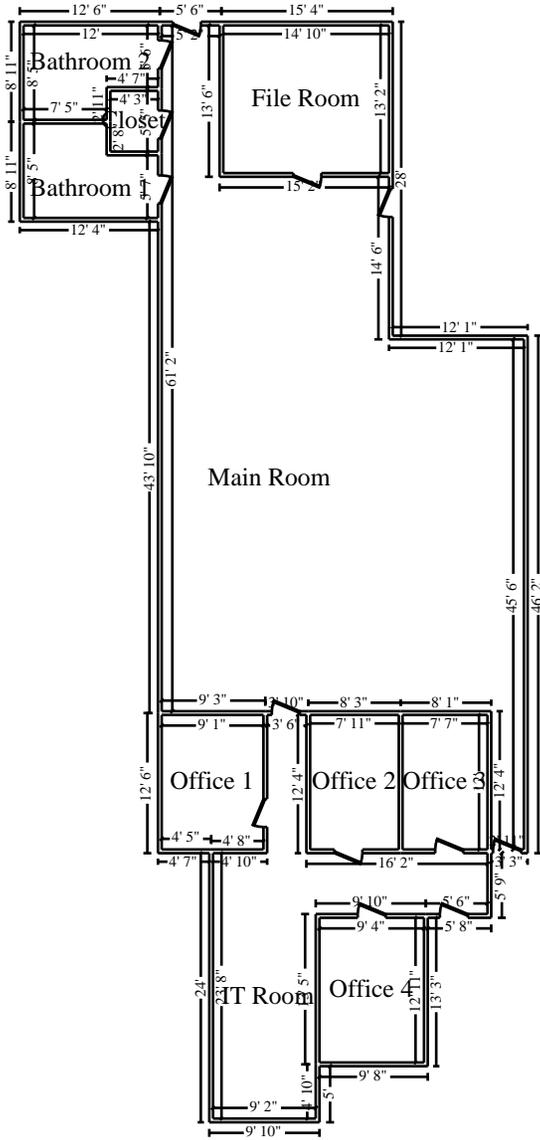
Cleanup@DiBiasos.Com



21 21-Bathroom 2
Overview photo

Date Taken: 12/5/2018

Taken By: S Slager



TO: Mayor and City Council

FROM: Rob Pierce, Planning & Development Director

CC: Eric Norenberg, City Manager

DATE: December 10, 2018

RE: Transfer of Development Rights Program – Appraisal Services

In 2011, the City of Milford adopted the SE Master Plan which was developed to guide growth and land use development in the southeast neighborhood. In September 2018, staff members from the State of Delaware Department of Agriculture (DDA) and City presented material on the proposed Transfer of Development Rights (TDR) program, including the TDR Bank concept. The TDR Bank approach would allow developers to purchase density credits from the City to be used in designated receiving areas within the SE Neighborhood. These funds would be collected and held by the City and used to purchase agricultural easements in designated sending areas with assistance from the DDA.

In order for the program to function, a TDR credit value must be established by a certified real estate appraiser. This appraisal will make sure the City is valuing each TDR credit appropriately in order to preserve the targeted number of acres of agricultural land as outlined in the SE Master Plan.

The City has received a proposal from Karen H. Belinko Appraisals, LLC in the amount of \$5,590 to do the initial TDR credit analysis. Karen currently performs agricultural easement appraisals for the State of Delaware for the Delaware Agricultural Land Preservation Fund (DALPF) and would be most qualified to assist the City.

Draft code amendments to Chapter 200 Subdivision of Land have been prepared and reviewed by the City Solicitor, but a TDR value must be established and adopted along with the code amendment in order for the program to function. Once the appraisal is performed, staff will present both the value and the code amendments to the Planning Commission and City Council in February or March 2019.

Staff recommends City Council appropriate \$5,590 from General Fund Reserves for appraisal services associated with establishing a Transfer of Development Rights (TDR) credit value for the City's TDR program.

TO: Mayor and City Council

FROM: Eric Norenberg, City Manager

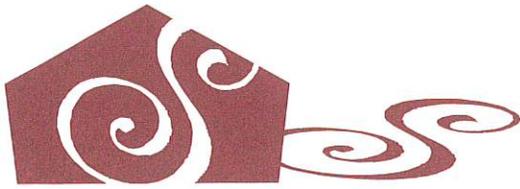
DATE: December 10, 2018

RE: Second Street Players – License Agreement – Accessory Building

The Milford 2nd Street Players, Inc. contacted the City to purchase a portion of municipal land adjacent to the Riverfront Theater for the placement of a 12' x 20' accessory building. The initial request was to purchase land directly south of the theater building in order to place the accessory building on the small grassy area and a portion of the existing concrete sidewalk.

After further discussion and investigation, it appears that allowing the group to utilize a small portion of the paved surface west of the theater would be a better option for both parties. The license area would include two parking stalls on the norther limits of a dead end drive aisle between the State of Delaware service building and Riverfront Theater (see attached exhibit). Enclosed is a draft license agreement for review.

Staff recommends authorizing the Mayor to execute a license agreement with Milford 2nd Street Players, Inc. for the use of a 20' x 20' portion of the paved parking lot for the placement of an accessory building.



Second Street Players *at the Riverfront Theater*

2 S. Walnut Street
Milford DE 19963

(302) 422-0220
www.secondstreetplayers.com

PO Box 470
Milford DE 19963

Mr. Eric Norenberg
City Manager
City of Milford
201 S Walnut Street
Milford, DE 19963

Dear Eric:

Second Street Players is an integral part of Milford's "River Town, Art Town, Home Town" identity and we are proud of our contributions to the cultural and artistic landscape of our community, and the entertainment and creative opportunities we offer to residents and visitors alike. We are equally proud of our partnerships with the City, the chamber of commerce, and DMI to make art "come alive" downtown through our live stage productions and to have a theater at the literal center of our downtown's vibrant arts community.

Thirty years ago, when Second Street Players acquired our current property at 2 S. Walnut Street, it was an empty warehouse that stood behind empty storefronts scheduled for demolition. Through the hard work of many volunteers and the generosity of donors who recognized the importance of having a theater for the performing arts located downtown, Riverfront Theater became a reality. In 2001, we completed a much-needed roof replacement and other renovations. As you know, we will begin another needed capital project before the end of the year to again improve the theatre experience for our audiences.

All of our projects have been undertaken to better and more cost-effectively serve the community, and each time that we have reached out to the community for financial and in-kind support, they have responded generously. Now we are reaching out to the City of Milford with a request that, while separate from our upcoming renovations, complements our planned improvements and will further enable us to provide live theater that is accessible and affordable for all – and all on a small, well-managed non-profit (and all volunteer) organization budget.

We respectfully request that the City of Milford transfer the grass parcel of land of approximately 1,000 square feet, located adjacent to the south side of our theater building, as a charitable gift to Milford Second Street Players, Inc.

With title to this property, we intend to have a storage building custom built and located at the southwestern exterior of the theater. This will provide us with much-needed storage space for the many and varied flats, platforms, braces, doors, windows and lumber used for our shows (five main stage and three children's theatre shows each year). Due to limited space inside our theater, much of this material must now be stacked and stored outdoors behind the building, leaving them exposed to the elements. The City's gift (or given as a one-time municipal nonprofit organization grant) of the adjoining, modestly-sized property will enable us to protect our set-building materials from the weather and remove them from public view behind the theater.

Second Street Players will be responsible for and undertake any costs associated with this transfer, and subsequently for any taxes and required insurance on the property. With your permission, the City's gift will be recognized in our shows' playbills, on social media, and additional news media.

You can trust that we will be good stewards of this donation. For many years our volunteers have maintained this parcel, including lawn mowing and snow removal. It has also long been the location for our building's crawl space access, propane tanks, air conditioning unit, and outside water supply.

Thank you for your consideration of this request. I can be reached at the above address, by email at tracy@otdelaware.com, or by phone at 228-9613. I would be happy to make this request, or provide any additional information, to the Mayor and Council at upcoming meeting. I look forward to hearing from you.

Sincerely,

Tracy Dissinger
President
Milford Second Street Players, Inc.

TAX MAP 1-30-1.20-071.01
NO TITLE EXAMINATION
REQUESTED OR PERFORMED
Prepared by and Return to:
City of Milford
201 S. Walnut Street
Milford, DE 19963

LICENSE AGREEMENT

This **LICENSE AGREEMENT**, made this _____ day of December, 2018 between the CITY OF MILFORD, a political subdivision of the State of Delaware (hereinafter the "Licensor") and MILFORD 2ND STREET PLAYERS, INC., a Delaware Not for Profit corporation (hereinafter "Licensee").

WHEREAS the Licensor is the owner of real property located in Sussex County, Delaware, said parcel of land (hereinafter referred to as the "Property") being described as Sussex County Tax Parcel No. 1-30-1.20-071.01 as further shown on the attached **Exhibit A**; and

WHEREAS the Licensee is the owner of real property located in Sussex County, Delaware, said parcel of land being described as Sussex County Tax Parcel No. 1-30-1.20-071.00 as further shown on the attached **Exhibit A**; and

WHEREAS, Licensee is purchasing an accessory building for the purpose of storing items associated with the Riverfront Theater and desires to place said structure on Property owned by the Licensor as shown on the attached **Exhibit A**; and

WHEREAS, Licensee provides free use of the Riverfront Theater building to other non-profits in Milford, free use of the bathrooms in the building for public events in downtown, and provides special performances for residents of the Delaware Veterans Home and Home of the Brave, as well as other non-profit group clients and elementary school students at no charge.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, and intending to be legally bound hereby, the parties hereto do hereby agree as follows:

1. **LICENSE TO USE**. The Licensor hereby agrees that Licensee may utilize an area on the Property containing two parking spaces to the rear of the Riverfront Theater adjacent to the Mispillion River as shown on the attached **Exhibit A** for the purpose of placing a 12' x 20' accessory storage building (hereinafter referred to as the "License Area").

- a. Licensee agrees to continue to provide programming and support for the community as described above and other similar programming and services as may be deemed suitable in the future
2. **TERMINATION**. This License is revocable and may be terminated by written notice of the Licensor upon an act of default of Licensee. An act of Default shall occur under any of the following circumstances:
 - a. Licensee ceases to actively operate the business for a period of thirty 30 days.
 - b. Licensee dissolves its corporation;
 - c. Licensee fails to maintain the accessory structure and surrounding area defined as the License Area.
3. **INDEMNIFICATION**. Licensee will at all times indemnify Licensor against all actions, claims, demands, liabilities and damages which may in any manner be imposed on or incurred by Licensor as a consequence of or arising out of any act, default or omission on the part of Licensee or its tenants.

Licensee shall indemnify Licensor for any and all liability for personal injuries, property damage or for loss of life or property resulting from, or in any way connected with, the conditions and/or use of the premises covered by the License, or any means of ingress thereto or egress therefrom, except liability for personal injuries, property damages, or loss of life or property caused solely by the negligence of the Licensor.

Licensee shall maintain an insurance policy providing general liability insurance that includes coverage for Licensee's business, including premises liability, with limits of insurance of at least \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate. The policy shall identify the Licensed Area as a covered premises, and shall name the Licensor as an additional insured. Licensee shall provide the Licensor with a certificate of insurance identifying the same upon the commencement of the insurance policy, and upon each and every instance when the insurance policy is renewed or replaced. Failure to maintain insurance shall be an act of default. Licensee further waives any right of the insurer to subrogation against the Licensor to the extent permitted by law, and whereby Licensee shall procure an insurance policy with an endorsement evidencing the same.

4. **MAINTENANCE**. Licensee, for itself, its successors and assigns, covenants with Licensor, its successors and assigns, that Licensee from time to time, and all times hereafter, at its cost and expense, will maintain the aforementioned License area and proposed accessory structure. Upon default of the License, the Licensee shall restore the property to its previous condition, including but

not limited to, removing the accessory building and patching anchor holes in the asphalt.

Licensee shall be responsible for the following; (1) snow and ice removal, (2) keeping the License Area free of trash and debris and (3) maintaining the proposed accessory building in accordance with Chapter 174 Property Maintenance and all other City ordinances. The Licensor may proceed to clear snow and ice from License Area in connection with the City's efforts to clear the parking lot located on the Property, but any such action shall not relieve Licensee of its duty to maintain the License Area in a safe condition on behalf of itself, guests, invitees, patrons and other persons.

The Licensor may require the Licensee to temporarily remove the accessory building from the License Area in order to perform maintenance on the parking lot area, including but not limited to, repaving, restriping, patching, crack sealing, curb replacement, utility replacement.

5. INGRESS & EGRESS. In this connection, it is expressly understood and agreed that the Licensee may have the right of ingress to and egress from the property for the purpose of maintaining, repairing and keeping the accessory building located on the Property in proper condition and utilizing the accessory structure for storage. The Licensor may enter upon the License Area at any time without the consent of Licensee in case of emergency or as may be required by the Licensor in order to maintain the License Area.
6. SUCCESSORS AND ASSIGNS. The privileges and obligations of this License Agreement shall be binding upon the successors and assigns of the parties. Licensee may not assign or sublease any of its rights under this Agreement without the prior written consent of the Licensor, which may be withheld by the Licensor with or without cause.

IN WITNESS WHEREOF, and intending to be legally binding, the parties hereto set their hands and seals on the day first written above.

ATTEST:

Witness

MILFORD 2ND STREET PLAYERS, INC.

By: _____ (SEAL)

Name: _____

Title: _____

[CORPORATE SEAL]

ATTEST:

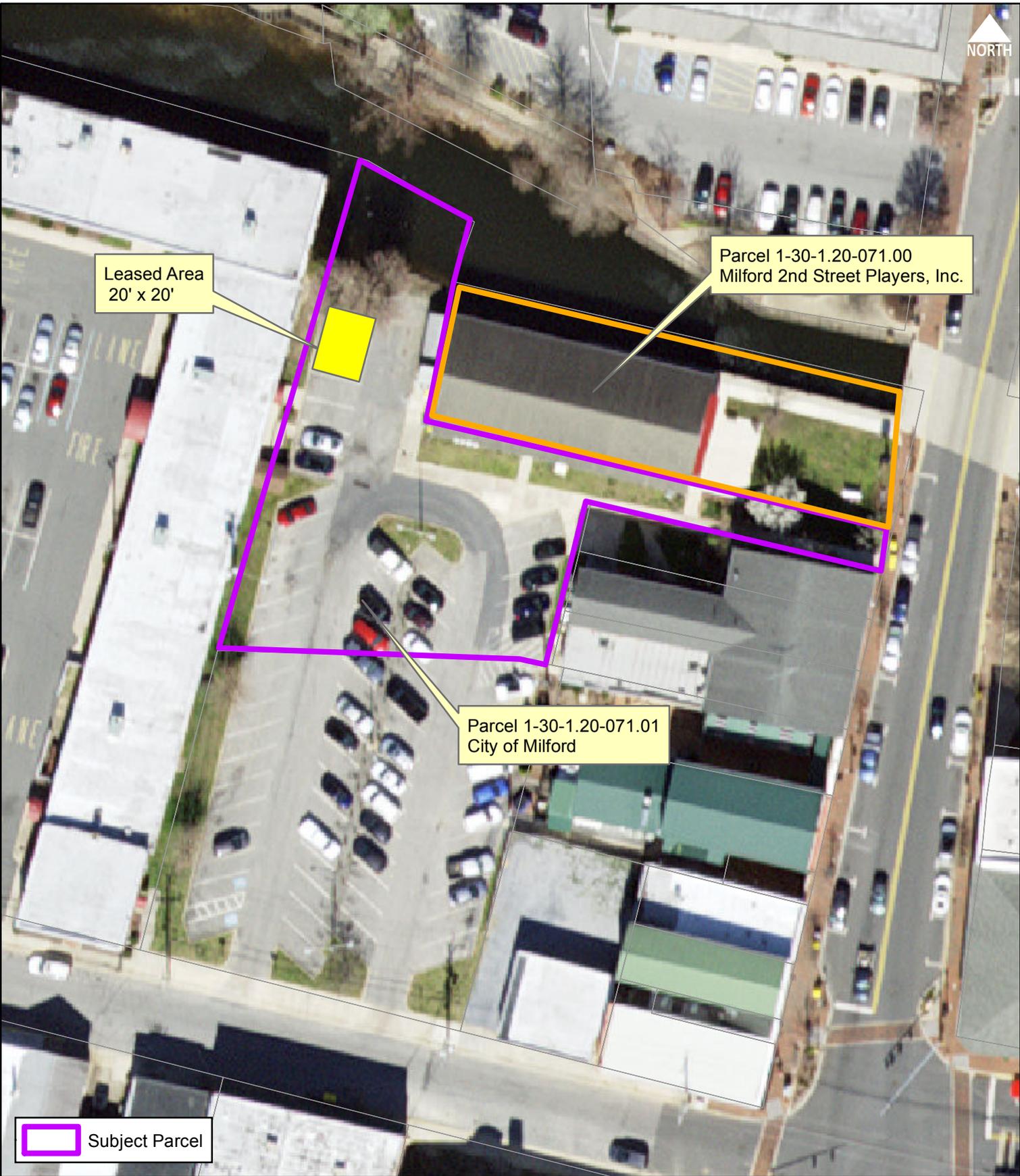
Teresa Hudson, City Clerk

CITY OF MILFORD

By: _____ (SEAL)

Arthur J. Campbell, Mayor

[MUNICIPAL SEAL]



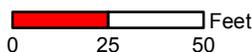
Leased Area
20' x 20'

Parcel 1-30-1.20-071.00
Milford 2nd Street Players, Inc.

Parcel 1-30-1.20-071.01
City of Milford

 Subject Parcel



Scale:  Feet
0 25 50

Drawn by: WRP Date: 11/21/18

Title:

Exhibit A
City of Milford
Milford 2nd Street Players

Filepath: SecondStreetPlayers_LeaseAgreement_ExhibitA.mxd

DATA SHEET FOR WINDWARD ON THE RIVER

Annexation Committee: September 24, 2018
Planning Commission Meeting: November 20, 2018

Application Number / Name	:	16-004 / Windward on the River
Applicant	:	Windward Communities, LLC 246 Rehoboth Avenue Rehoboth Beach, DE 19971
Owner	:	Gilbert C. and Irene D. Simpson 19145 Duck Lake Trail Eden Prairie, MN 55346
Application Type	:	Annexation
Comprehensive Plan Designation	:	Low Density Residential
Current Zoning District	:	AR-1 (Sussex County)
Proposed Zoning District	:	C-1 (Community Commercial District)
Present Use	:	Single-family detached dwelling
Proposed Use	:	Shopping Center
Area and Location	:	1.9 +/- acres located along the east side of S. Rehoboth Boulevard, approximately 950 feet south of the SE Second Street intersection. Addressed as 5919 S. Rehoboth Boulevard
Property Identification Numbers	:	3-30-11.00-043.00

ENC: Annexation Committee Report
Exhibit A - Location & Zoning Map
Exhibit B – Comprehensive Plan Land Use Map
Exhibit C – Written Petition
Exhibit D – Annexation Agreement
Exhibit E – OSPC Approval



TO: Mayor Campbell & City of Milford Council Members
FROM: Annexation Committee
DATE: September 24, 2018
RE: Annexation Committee Report

A public meeting was held in Council Chambers on September 24, 2018 to consider the annexation request for lands described as:

Property Owner:	Irene Simpson
Location:	5919 S. Rehoboth Boulevard
Size:	1.90 +/- acres
Existing Zoning:	AR-1 – Agricultural Residential (Sussex County)
Proposed Zoning:	C-1 (Community Commercial District)
Tax Map and Parcel Number:	3-30-11.00-043.00

APPLICANT

The property owner requests the 1.9 +/- acres of land containing a single-family detached dwelling located at 5919 S. Rehoboth Boulevard be annexed into the corporate limits of the City of Milford.

LOCATION

The property is identified as Sussex County tax parcels 3-30-11.00-043.00 and would be located in the 1st Ward of the City of Milford. The property is located along the east side of S. Rehoboth Boulevard, approximately 950 feet south of the SE Second Street intersection. The property is currently improved with a single-family detached dwelling unit and it is anticipated that the subject parcel will be incorporated into a larger commercial development with adjacent lands to the north.

STREETS

The owner/developer intends to incorporate the subject parcel into a larger commercial and residential project to the north and east. The proposed site entrance for these projects would be located on or near the subject parcel. Any entrance improvements along S. Rehoboth Boulevard will require approval from DelDOT. It is anticipated that any internal streets to the proposed commercial and residential development will be privately owned and maintained.

DRAINAGE

Any development involving this parcel will be subject to DNREC storm-water regulations and the developer would be required to obtain any and all permits from the Sussex Conservation District and State of Delaware.

ZONING

The area proposed to be annexed is currently zoned AR-1 in Sussex County under the Sussex County Zoning Ordinance. The applicant requests the property be zoned C-1 (Community Commercial District) under the City of Milford's Zoning Ordinance.

SEWER

The property is currently served by an individual septic system. The owner will be allowed to continue the use of this onsite system until such time that sewer becomes technically available. Any residential or commercial development of the property will require the connection to City sewer at the expense of the property owner/developer. The property would be served by a new sewage pumping station to be located along S. Rehoboth Boulevard. Additional fees, including County and City impact fees, will be required at the time of development.

WATER

The property is currently served by an onsite well. The owner will be allowed to continue the use of the onsite well until such time that central water becomes technically available. Any resident or commercial development of the property will require the connection to City water at the expense of the property owner/developer. The area will be served with a water main extension from existing infrastructure along S. Rehoboth Boulevard and Beaverdam Road. Additional fees, including City impact fees, will be required at the time of development.

ELECTRIC

The property is currently served by City electric. Any residential or commercial development of the property that requires additional electric infrastructure or capacity will be done at the expense of the owner/developer. Additional fees, including impact fees, will be required at the time of development.

UTILITY AGREEMENT

A utility agreement outlining all infrastructure costs may be required as part of a major subdivision or site plan application.

TRAFFIC

Any development of the parcel will be subject to DelDOT approval for access along S. Rehoboth Boulevard.

ENVIRONMENTAL ISSUES

The U.S. Army Corp of Engineers will control provisions under Section 404 of wetlands on the parcel. According to the DNREC Navigator website, the property does not contain state mapped wetlands. Also, the property is not located within an excellent groundwater recharge area nor is it located within the 100-year floodplain.

AREA LAND USES

The parcel is bound on the north and east by properties zoned C-3 (Highway Commercial) within the City of Milford. These parcels were formerly used for outdoor recreation (batting cages, mini-golf). The property immediately to the south is zoned R-3 (Garden Apartment and Townhouse District) within the City of Milford and extends east to Beaverdam Road. This property is part of the proposed multi-family housing project named "Windward on the River." The properties to the south and west located along S. Rehoboth Boulevard are larger residential lots containing single-family detached dwellings and are located within the unincorporated areas of Sussex County.

FIRE AND POLICE

The Carlisle Fire Dept. will provide fire protection services to this parcel. The City will provide police service.

COMPREHENSIVE LAND USE PLAN

The annexation is consistent with the 2018 Comprehensive Plan Future Land Use Plan and the SE Master Plan and is designated as Low Density Residential, which allows the designation of areas for community commercial under the C-1 zoning district.

PROPERTY TAXES AND OTHER ECONOMIC CONSIDERATIONS

The subject parcel would be incorporated into the proposed shopping center to the north and would include the entrance to the shopping center and some areas of parking for one of the retail buildings. The redevelopment of the subject parcel and the adjacent commercial lands would provide an increase in property tax revenue for the City.

ADVANTAGES TO THE CITY

1. The property would be within the planning area of the City of Milford and is identified within the Urban Growth Boundary Area of the 2018 Comprehensive Plan.
2. The proposed zoning is consistent with the 2018 Comprehensive Plan Future Land Use Map.
3. Potential for additional water and sewer customers. Expansion of electric usage on the sites.
4. The City would receive revenues (property tax, building permits, etc) associated with activity on this parcel and adjacent lands.

DISADVANTAGES TO THE CITY

1. None.

RECOMMENDATION

Based on the issues and comments discussed in this report, the Annexation Committee of the City of Milford recommends approval of the application, following a unanimous vote, with the following comments:

1. Annexation is consistent with the "Comprehensive Land Use Plan".
2. Property is contiguous to existing City Limits.
3. Any changes to the property are subject to review by the City of Milford Planning Commission and/or City Council.
4. An executed Annexation Agreement is required prior to final City Council approval.
5. The property will be served by City water, sewer and electric.
6. The annexation will benefit the City through additional revenues, including property taxes.
7. Upon approval of the annexation committee report, a Municipal Annexation Plan of Services will be submitted to the Office of State Planning for their approval.

The property should be annexed with the following zoning classification: C-1

Ann S. Brooks
Council Representative/Committee Chairman

10/8/18
Date

[Signature]
Council Representative

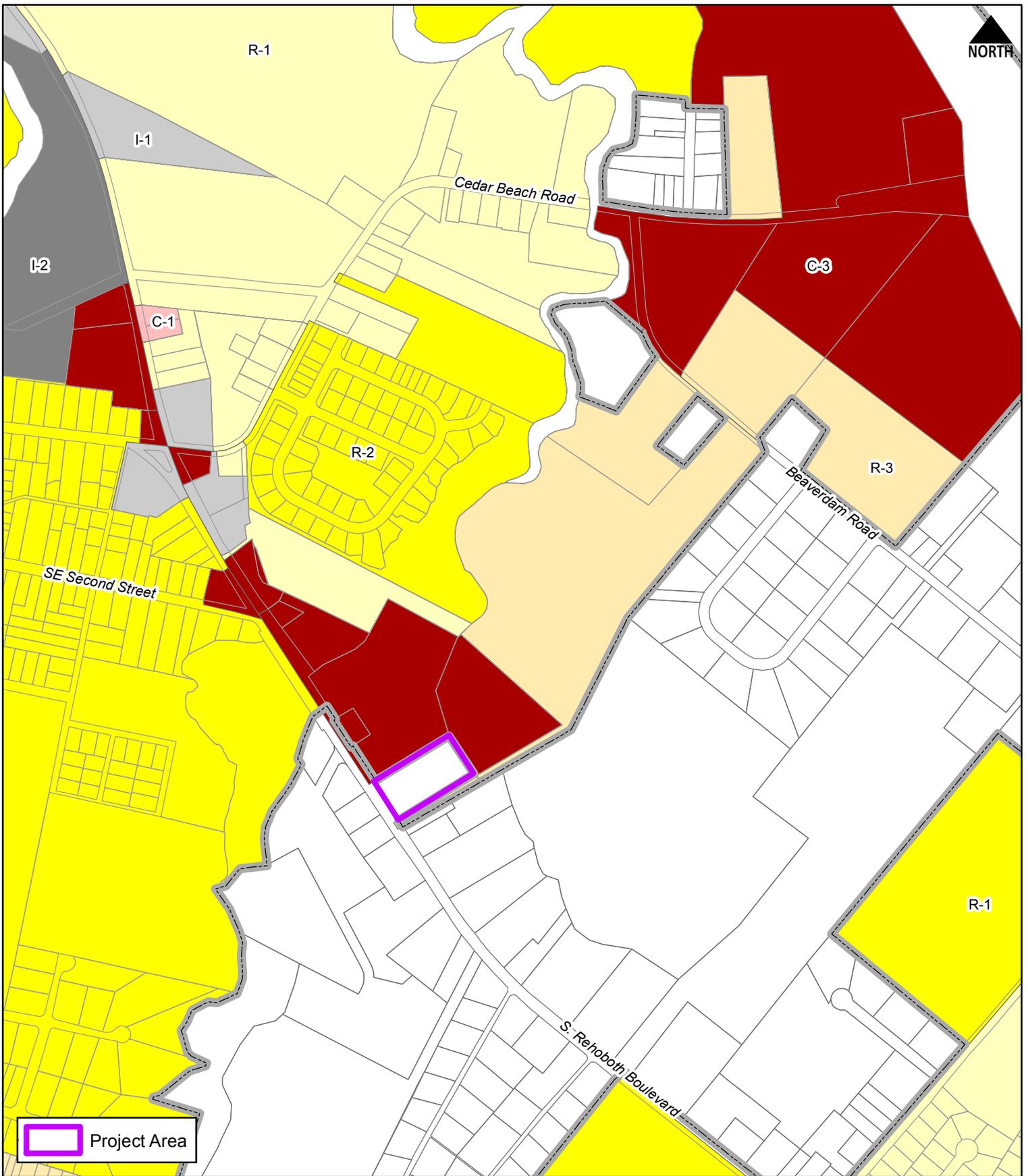
10/8/18
Date

[Signature]
Council Representative

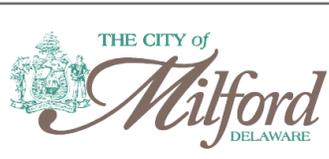
10/8/18
Date

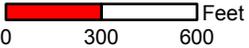
Planning Commission Chairman

Date



 Project Area



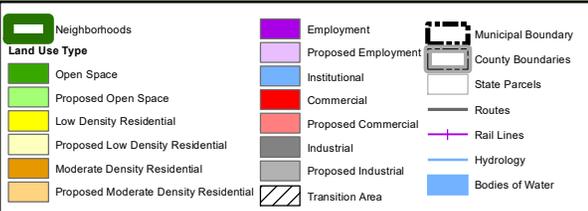
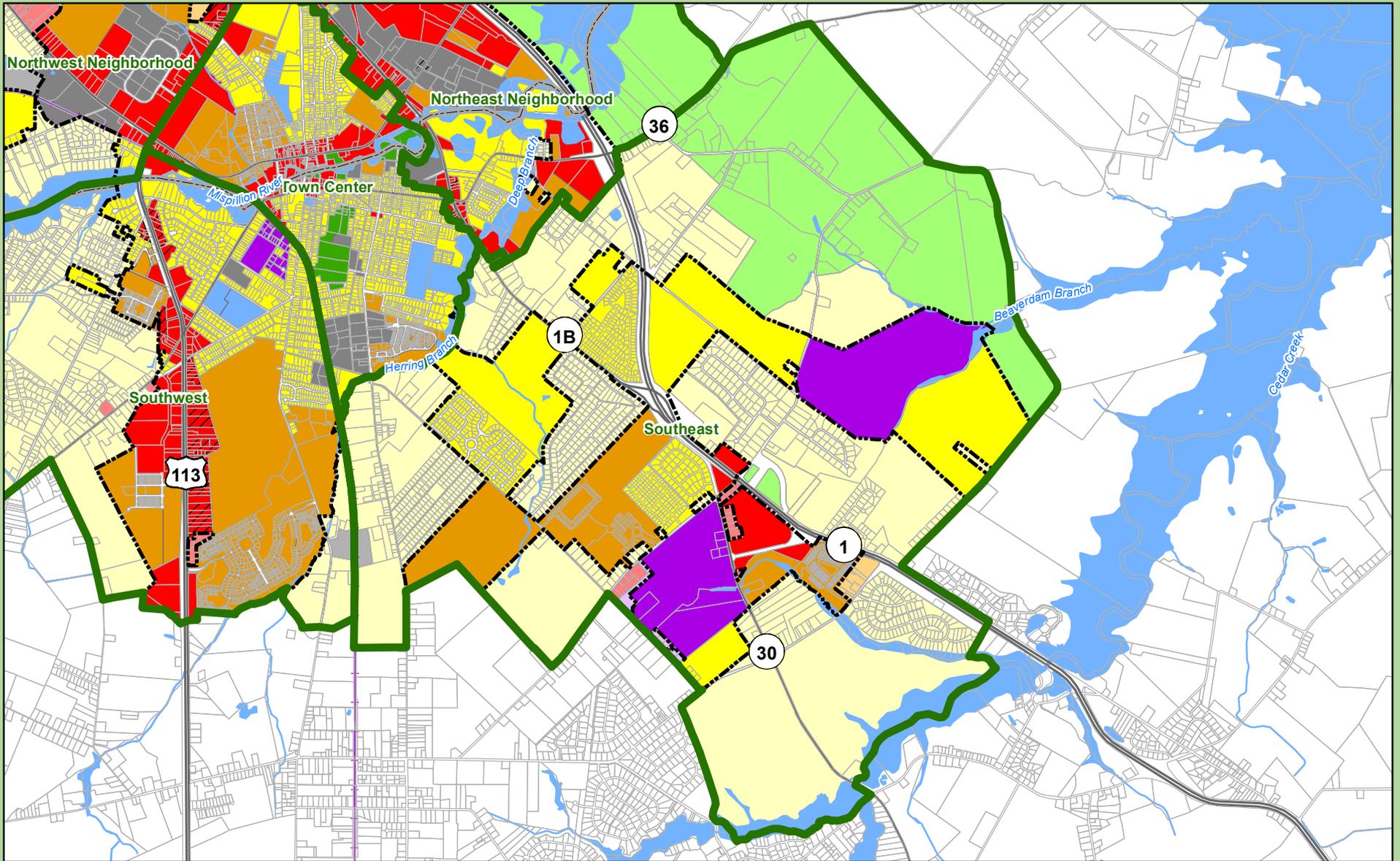
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Drawn by: WRP Date: 08/10/18

Title:

Annexation
Lands of Gilbert & Irene Simpson
Location & Zoning Map

Filepath: Annexation_GilbertSimpson.mxd

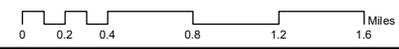


City of Milford, Delaware

Future Land Use

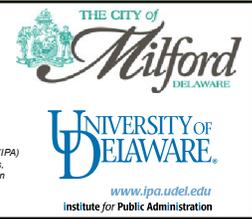
Southeast

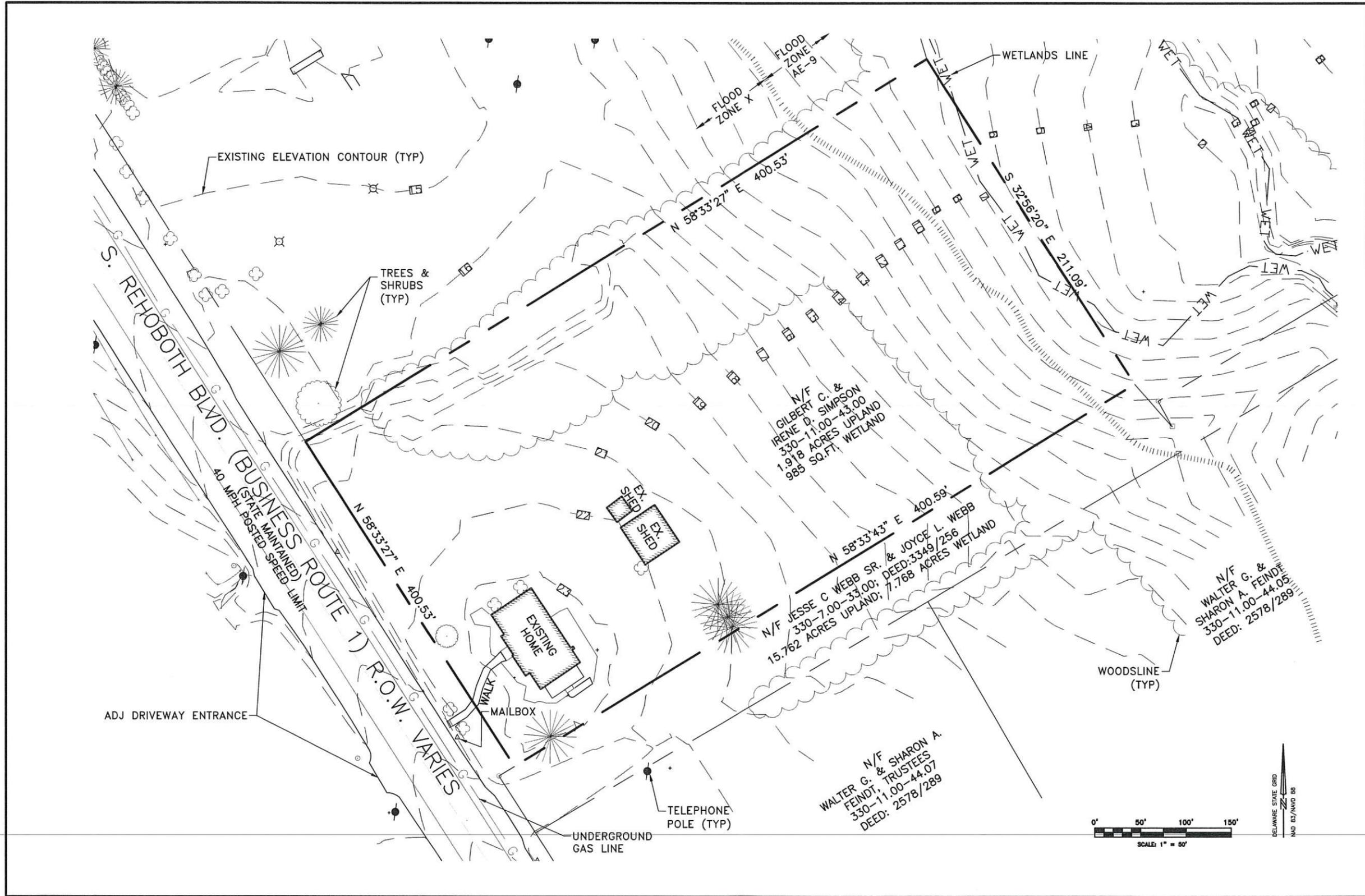
Adopted Jan. 22, 2018, Certified TBD



Sources:
 Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 10/17.
 DRAFT Future Landuse - City of Milford, Delaware 01/18.
 Road and Rail Network - Delaware Department of Transportation, FirstMap 01/18.
 Hydrology - USGS and EPA, FirstMap 01/18.

Note: This map is provided by the University of Delaware, Institute for Public Administration (IPA) solely for display and reference purposes and is subject to change without notice. No claims, either real or assumed, as to the absolute accuracy or precision of any data contained herein are made by IPA, nor will IPA be held responsible for any use of this document for purposes other than which it was intended.





DAVIS, BOWEN & FRIEDEL, INC.
 ARCHITECTS, ENGINEERS & SURVEYORS
 SALESBURG, MARYLAND (410) 543-9091
 MILFORD, DELAWARE (302) 424-1441



BOUNDARY PLAN

**SIMPSON PROPERTY ANNEXATION
 CITY OF MILFORD
 SUSSEX COUNTY, DELAWARE**

Date: JUNE 2018
 Scale: 1"=50'
 Dwn. By: YGW
 Proj. No.: 2281.011
 Dwg. No.:

B-01

Irene D. Simpson
6623 Street Route AP
West Plains, MO 65775

August 31, 2018

City of Milford
City Council
201 South Walnut Street
Milford, Delaware 19963

Re: Annexation Request
Sussex County Tax Map No. 3-30-11.00-43.00
Property Address: 5919 South Rehoboth Blvd Milford, DE 19963

Dear Mayor and City Council,

Please accept this letter to revise my previous request for annexation of the above referenced parcel into the City of Milford. The land is currently zoned as Agricultural Residential (AR-1) and the current Land Use is Single-Family Dwellings. As per the City's 2018 Comprehensive Plan the parcel is located in proposed low density residential area. Based on this, we are requesting Community (Neighborhood) Commercial (C-1) zoning for this parcel, which contains 1.90 +/- acres. The purpose of this request is to utilize all the services and resources that the City has to offer as well as provide access to adjacent parcels currently located within City limits.

If you should have any questions, please contact us via Windward Communities LLC at 302-226-6631.

Sincerely,

Irene D Simpson
dotloop verified
09/06/18 12:40PM EDT
SVQL-IKSS-WWUM-KRGT

Irene D. Simpson

Witness



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

October 15, 2018

Mr. Rob Pierce
Planning Director
City of Milford
201 S. Walnut Street
Milford, DE 19963

**RE: Plan of Services 2018-24, Windward on the River
Tax Parcel(s) 330-11.00-43.00**

Dear Mr. Pierce,

This letter is to confirm that we have received and accepted the completed Plan of Services for the above referenced annexation. The City has completed all relevant annexation requirements of Title 22, Section 101, and subsection (3) of the Delaware Code.

After this property has been annexed please notify our office in writing so that we may update our records and maps. A copy of the annexation committee report and the official annexation resolution should accompany this notification. Please do not hesitate to contact me if I can be of any further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Edgell", written over a large, stylized cursive flourish.

David L. Edgell, AICP
Principal Planner

City of Milford Ordinance & Annexation Petition Review

NOTICE IS HEREBY GIVEN THE FOLLOWING ORDINANCE IS UNDER REVIEW BY THE PLANNING COMMISSION AND CITY COUNCIL OF THE CITY OF MILFORD:

ORDINANCE 2018-29

Annexation of Lands belonging to Gilbert C. & Irene D. Simpson
5919 South Rehoboth Boulevard
Tax Parcel 3-30-11.00-043.00
1.90 +/- Acres

WHEREAS, the City of Milford has been requested to annex the lands, located at 5919 South Rehoboth Boulevard, Milford, Tax Parcel 3-30-11.00-043.00, and set forth in Exhibit A, attached hereto, by the legal owner of the area proposed to be annexed; and

WHEREAS, during their regular meeting on the 18th day of December 2018, the Planning Commission was presented and reviewed the annexation petition; and

WHEREAS, it was determined the requested annexation complies with the City of Milford Comprehensive Land and Future Land Use Map; and

WHEREAS, after a thorough review of the findings submitted by the City of Milford Annexation Committee and a favorable recommendation of Planning Commission, and consideration of any comments from interested persons, the City Council of the City of Milford, at a Special Meeting on this 19th day of December 2018, desires to extend the city boundary lines to include said tract of land.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. The boundary of the City of Milford, as presently established, is hereby extended to include by annexation, all that certain tract of land consisting of 1.90 +/- acres, as shown on the plan denoted as Exhibit A, and described by the legal description referred to as Exhibit B, attached hereto and made a part hereof.

Section 2. A Plan of Services has been completed in accordance with Delaware Code and accepted by all necessary agencies.

Section 3. Following a favorable vote by City Council, said area shall be included in the geographical and political subdivision of the City of Milford known as Ward 1 beginning on the effective date of this Ordinance.

Section 5. The City Planner is hereby directed to secure a plot of the territory, the legal description of the property and associated Ordinances, as certified by the City Clerk, for recording purposes in the Sussex County Office of the Recorder of Deeds, and in accordance with the Charter of the City of Milford.

Section 6. Dates.

Introduction to City Council: December 10, 2018

Planning Commission Recommendation: December 18, 2018

Adopted by City Council: December 19, 2018

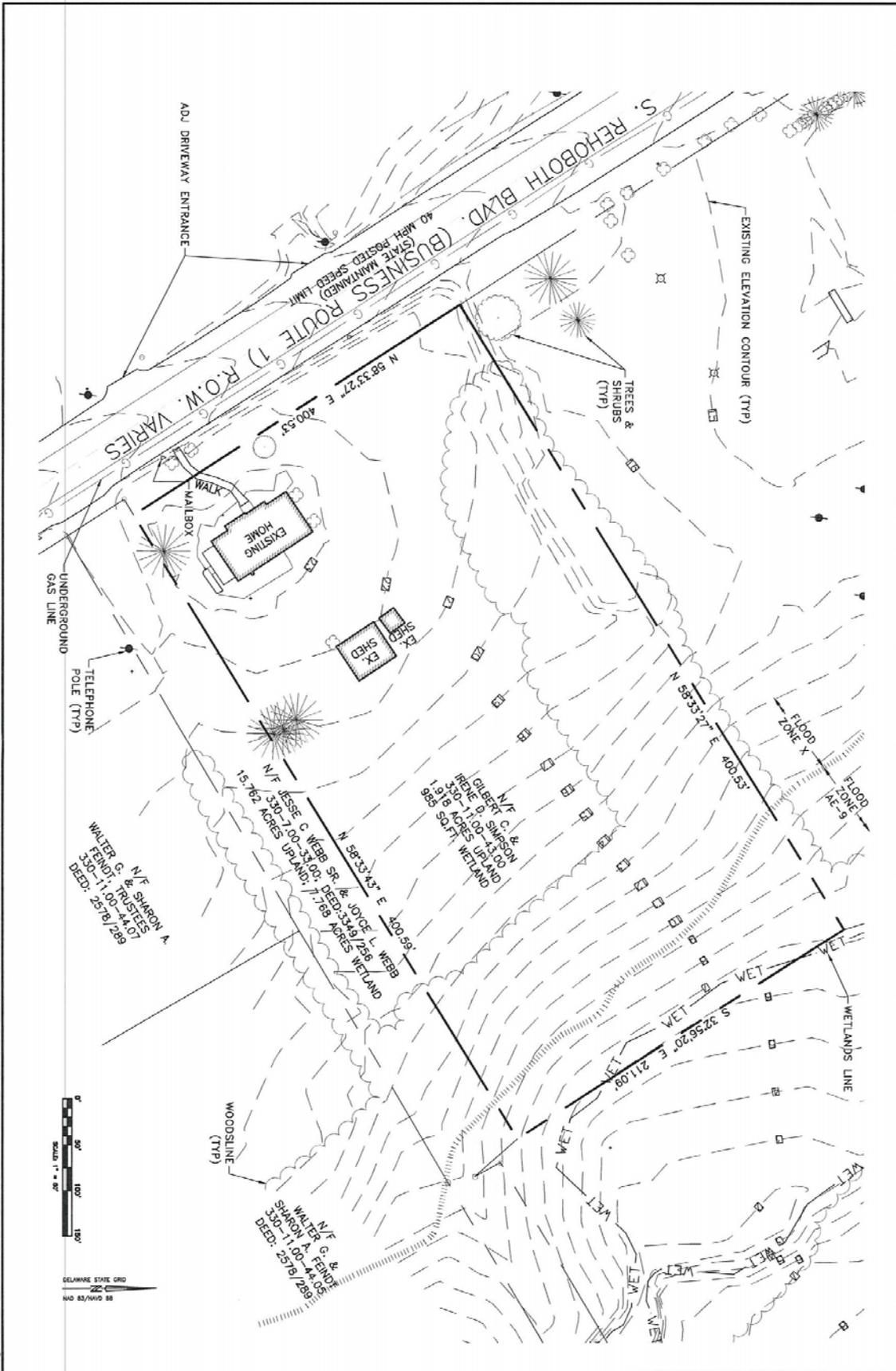
Effective: December 29, 2018

Advertised:

Delaware State News 11-21-2018

Milford Beacon 11-28-2018

Exhibit A



THIS DRAWING IS A COPY AND NOT A ORIGINAL DRAWING. ANY REVISIONS TO THIS DRAWING SHALL BE MADE BY THE SURVEYOR. ANY CHANGES TO THIS DRAWING SHALL BE MADE BY THE SURVEYOR. ANY CHANGES TO THIS DRAWING SHALL BE MADE BY THE SURVEYOR.

B-01	DATE	DATE
	SCALE	SCALE
	PROJECT	PROJECT
	REVISIONS	REVISIONS

SIMPSON PROPERTY ANNEXATION
CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

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

MILFORD, DELAWARE (410) 543-0091
 WILMINGTON, DELAWARE (302) 424-1441

BOUNDARY PLAN

Exhibit B

LEGAL DESCRIPTION

GILBERT C. SIMPSON
IRENE D. SIMPSON
TAX PARCELS 3-30-11.00-43.00

May 29, 2018

All that piece or parcel of land, hereinafter described, situate, lying and being on the northeasterly side of Business Route 1 and located in the City of Milford, Cedar Creek Hundred, Sussex County, Delaware; said piece or parcel of land being more particularly described as follows:

BEGINNING at a point formed by the intersection of the northeasterly right-of-way line of said Business Route 1 with the northwesterly line of the lands of, now or formerly, Jesse C. Webb, Sr. and Joyce L. Webb, as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware in Deed Book 3349, Page 256; said beginning point being coordinated on the Delaware State Grid as North 330,144.801 feet, East 657,801.748; thence,

1) leaving said Webb lands and running by and with said Business Route 1, North 32 degrees 55 minutes 23 seconds West 211.06 feet to a point on the southeasterly line of the lands of, now or formerly, Janet R. Swain, as recorded in said Office of the Recorder of Deeds in Deed Book 2635, Page 47, thence,

2) leaving said Business Route 1 and running by and with said Swain lands, North 58 degrees 33 minutes 27 seconds East 400.53 feet to a point on the southwesterly line of other lands of, now or formerly, Janet R. Swain, identified as Tax Parcel 3-30-11.00-264.00, thence,

3) leaving said Swain lands and running by and with said other Swain lands, South 32 degrees 56 minutes 20 seconds East 211.09 feet to a point on said northwesterly line of Webb lands, thence,

4) leaving said other Swain lands and running by and with said Webb lands, South 58 degrees 33 minutes 43 seconds West 400.59 feet to the point and place of beginning;

CONTAINING 1.940 acres of land, more or less

AMENDED NOTICE OF PUBLIC HEARINGS*

PLANNING COMMISSION PUBLIC HEARING: DECEMBER 18, 2018

CITY COUNCIL PUBLIC HEARING: DECEMBER 19, 2018

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on Tuesday, December 18, 2018* at 7:00 p.m. or as soon thereafter as possible.

A FINAL PUBLIC HEARING is rescheduled for Wednesday, December 19, 2018* at 5:30 p.m. before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2018-30*

Change of Zone of Annexed Land belonging to Gilbert C. & Irene D. Simpson

5919 South Rehoboth Blvd

Tax Parcel 3-30-11.00-043.00

1.90 +/- Acres

Current Zone AR1/Proposed Zone C1

AN ORDINANCE OF THE CITY OF MILFORD, DELAWARE to amend the zoning map of the City of Milford by adding 1.90 +/- acres of newly annexed lands and changing the zoning classification from AR1 (Sussex County-Agricultural Residential) to C1 (City of Milford-Community (Neighborhood) Commercial) at 5919 South Rehoboth Boulevard, Milford, Delaware.

WHEREAS, in accordance with Title 22 of the Delaware State Code and Chapter 230 of the City of Milford Code, the City provided public notice by advertisement in the Delaware State News and the Milford Beacon and by mailing public notices to property owners within a 200-foot radius of the site of the property being considered for a change of zone; and

WHEREAS, on Tuesday, December 18, 2018, the Planning Commission held the noticed public hearing during which interested persons had an opportunity to testify in support of, or opposition to, the proposed zoning change, after which a recommendation by favorable vote of the Commissioners was made; and

WHEREAS, City Council has considered all evidence presented, public comments and the Planning Commission's recommendation at their hearing on Wednesday, December 19, 2018, and have deemed it to be in the best interest of the City of Milford to allow the change of zone as herein described.

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

Upon the adoption of this ordinance, Tax Parcel 3-30-11.00-043.00, owned by Gilbert C. & Irene D. Simpson, Tax Parcel 3-30-11.00-043.00, addressed at 5919 South Rehoboth Blvd, is hereby zoned C1-Community (Neighborhood) Commercial District.

Dates:

City Council Introduction: December 10, 2018*

Planning Commission Review & Public Hearing: December 18, 2018*

City Council Public Hearing & Adoption: December 19, 2018*

Effective: December 29, 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.

11/19/2018R

*Ordinance Number and Hearing Dates Updated

Advertised: Beacon 10/24/18

Readvertised: Beacon 11/28/18



Land Use Application Cover Sheet

File Name: Bright Nest, LLC

Date Stamp

File Number: 18-020

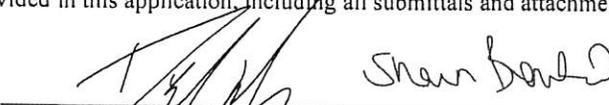
Instructions for Applicants:

Please read and follow all instructions on your application carefully. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items. No applications will be accepted/processed if violations exist or if any fees are owed to the City.

Specify Type of Land Use Application to be submitted (check all that apply):

- Preliminary Site Plan
- Preliminary Major Subdivision
- Final Minor Subdivision
- Final Site Plan
- Final Major Subdivision
- Variance/Appeal
- Change of Zone
- Conditional Use
- Annexation

Please Type or Print Legibly

Property Owner(s): Derek R. Parker and Shawn L. Bernhard			Phone:
Address: 7195 Cedar Neck Road			Cell:
City: Milford	State: DE	Zip: 19963	Fax:
E-Mail:			
Applicant Name and Company: Bright Nest, LLC			Phone: 540-604-3872
Address: 15 Lake Crest Drive			Cell: 540-604-3872
City: Milford	State: DE	Zip: 19963	Fax:
E-Mail: nmanupol@comcast.net			
Surveyor or Engineer: Ring W. Lardner - Davis, Bowen & Friedel, Inc.			Phone: 302-424-1441
Address: 1 Park Avenue			Cell:
City: Milford	State: DE	Zip: 19963	Fax: 302-424-0430
E-Mail: rwl@dbfinc.com			
Site Address: 7195 Cedar Neck Road Milford, DE			Zoning: AR-1
Tax Map & Parcel Number(s): 330-11.00-6.15			Acreage: 1.04
I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.			
Signature of Property Owner(s):			Date: 8/4/2018
Signature of Applicant(s):			Date: 8/12/2018
Office Use Only:			
<input type="checkbox"/> Current on Utilities <input type="checkbox"/> Current on Taxes <input type="checkbox"/> No Outstanding Violations			

REVISED: 05.2016



Annexation Application

File Name: Bright Nest, LLC

Date Stamp

File Number: 18-020

A Land Use Application for Annexation is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing.

Current County Zoning: AR-1

Requested Zoning: C-3

Comprehensive Plan Designation: Proposed Commercial

REQUIRED ITEMS		For Staff Use ONLY	
		Verified	Waived
<input type="checkbox"/>	1. Land Use Application Cover Sheet.	✓	
<input type="checkbox"/>	2. Petition for annexation, signed by ALL property owners with signature of each petitioner duly witnessed; petition must contain:		
	A. Site address;		
	B. Tax map number (s);		
	C. Size of property in acres;		
	D. Reasons for request;		
	E. General location description (proximity to closest roadways, streets and intersections).		
<input type="checkbox"/>	3. A full legal description of the property in Word format.		
<input type="checkbox"/>	4. Current recorded deed showing legal description and ownership.	✓	
<input type="checkbox"/>	5. Current sealed survey (no larger than 11" x 17"), drawn to scale, showing:	✓	
	A. Property identified for annexation which clearly shows the parcel(s) and demonstrates contiguity to the City;	✓	
	B. Date, scale and north arrow;	✓	
	C. Existing right-of-ways and improvements;	✓	
	D. Existing utilities;	✓	
	E. Existing natural features;	✓	
	F. Existing structures and other improvements;	✓	
	G. All structures, natural features and other improvements on abutting property.	✓	
<input type="checkbox"/>	6. Application fee (see page 2).	✓	

I/We certify that the information provided in this application, including all submittals are attachments, is true and correct to the best of my/our knowledge.

Signature of Property Owner:

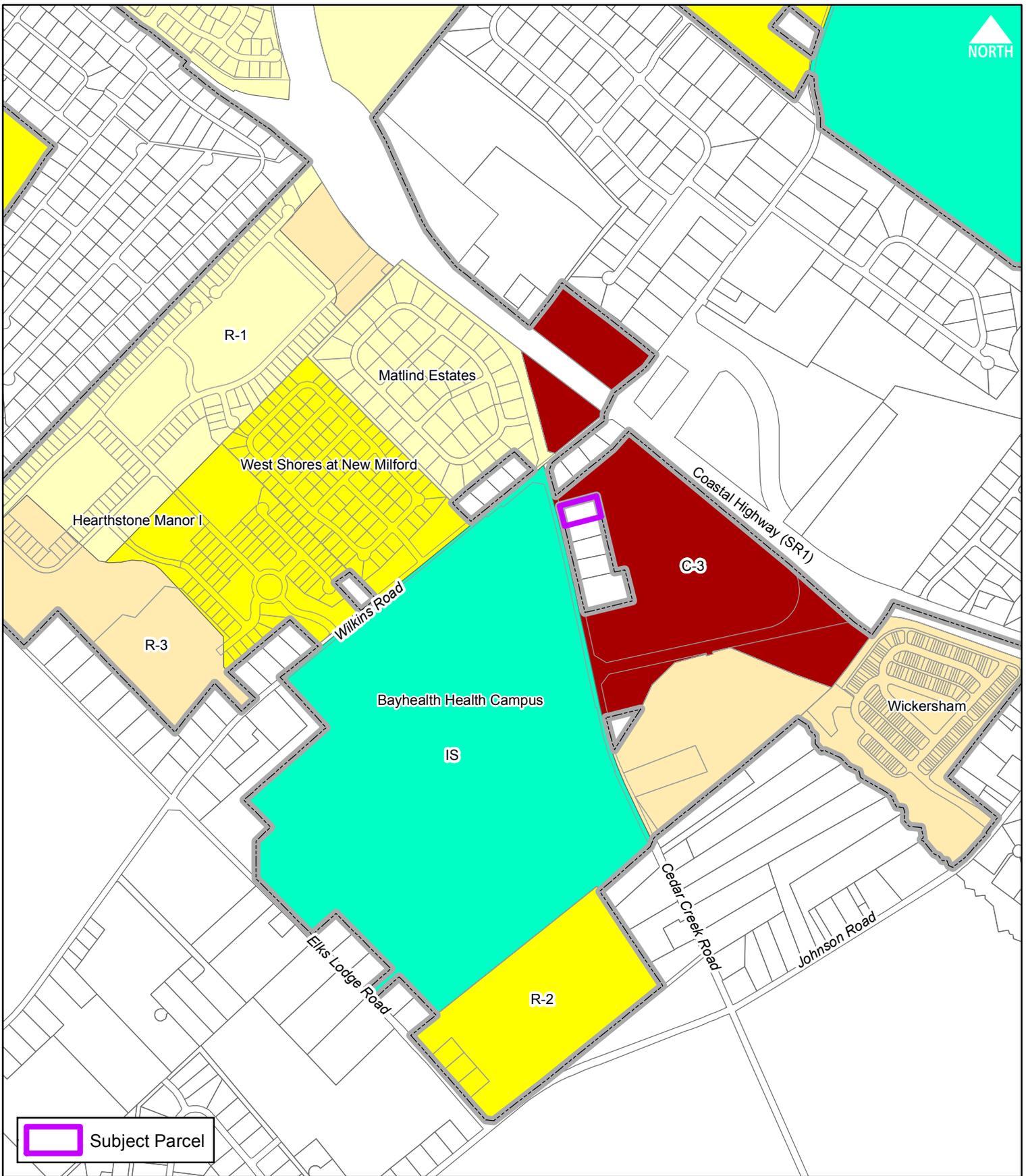
[Signature] Date: 8/4/2018

Signature of Applicant:

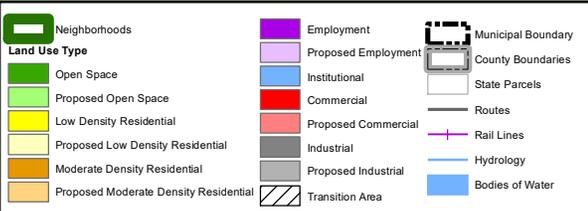
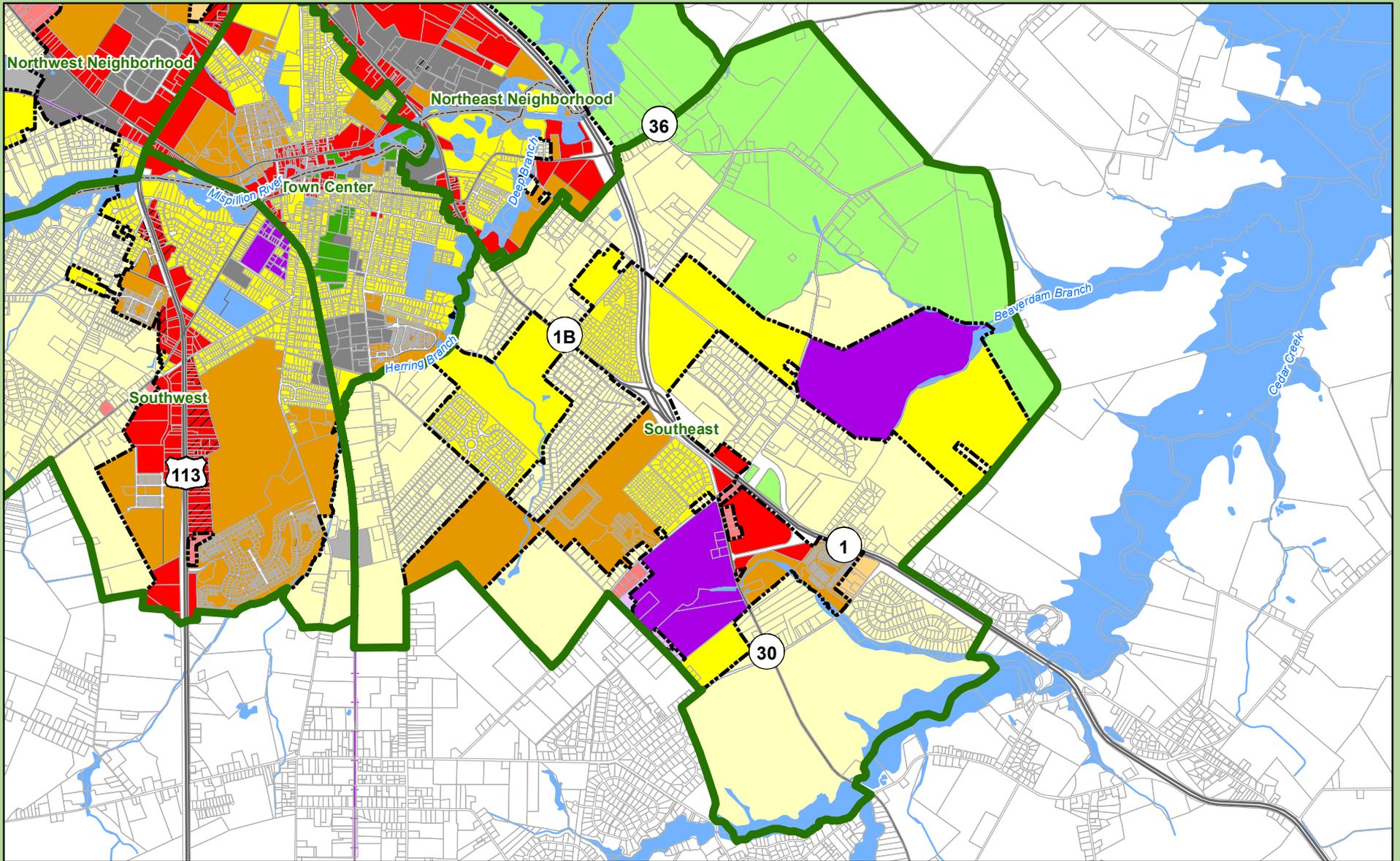
[Signature] Date: 8/2/2018

FOR STAFF USE ONLY			
City Council	Annexation Committee	Planning Commission	City Council
Applicant			
Owner			

REVISED: 01.2014



	Scale: 	Title: Annexation Bright Nest, LLC Location & Zoning Map
	Drawn by: WRP Date: 09/10/18	
Filepath: Annexation_BrightNest.mxd		

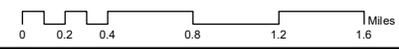


City of Milford, Delaware

Future Land Use

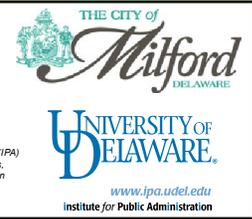
Southeast

Adopted Jan. 22, 2018, Certified TBD

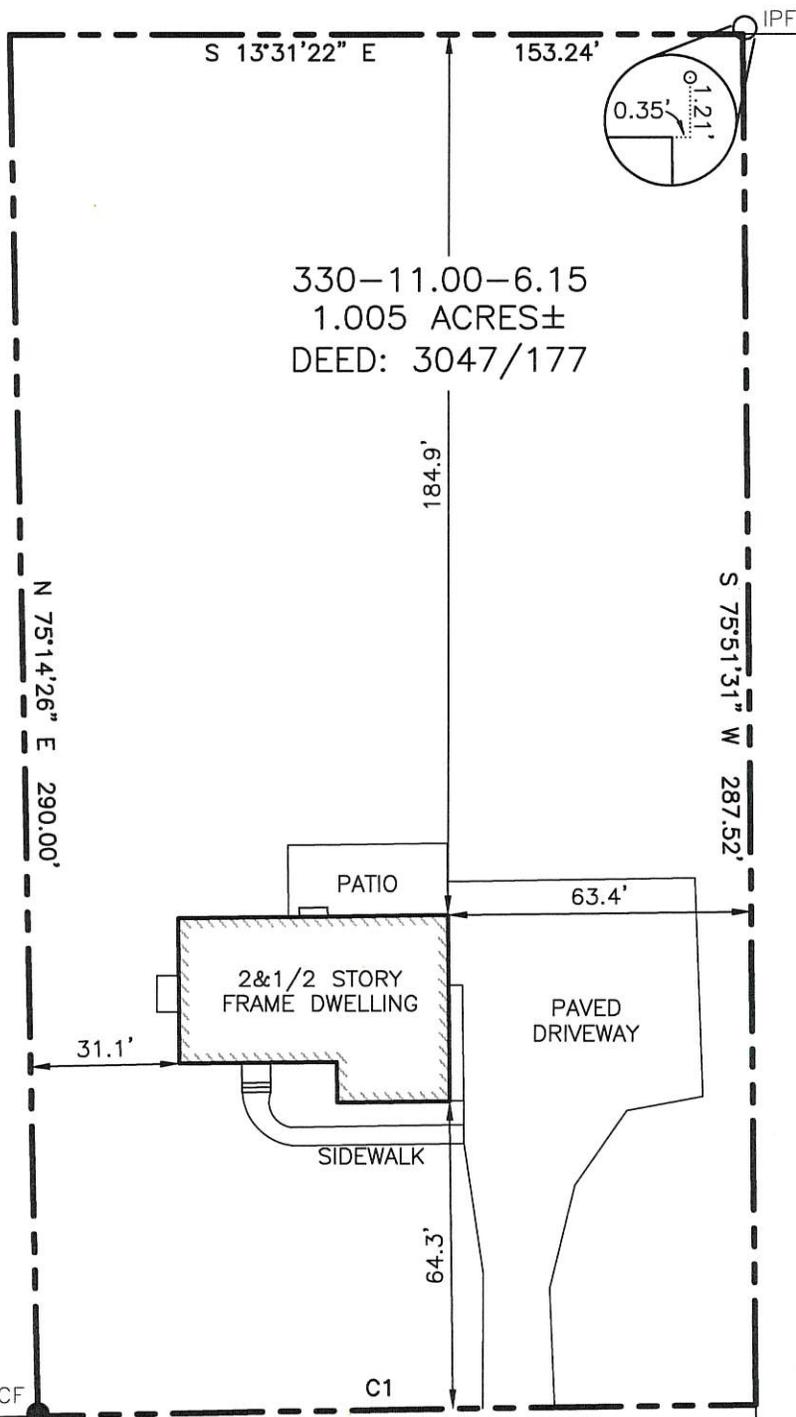


Sources:
 Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 10/17.
 DRAFT Future Landuse - City of Milford, Delaware 01/18.
 Road and Rail Network - Delaware Department of Transportation, FirstMap 01/18.
 Hydrology - USGS and EPA, FirstMap 01/18.

Note: This map is provided by the University of Delaware, Institute for Public Administration (IPA) solely for display and reference purposes and is subject to change without notice. No claims, either real or assumed, as to the absolute accuracy or precision of any data contained herein are made by IPA, nor will IPA be held responsible for any use of this document for purposes other than which it was intended.

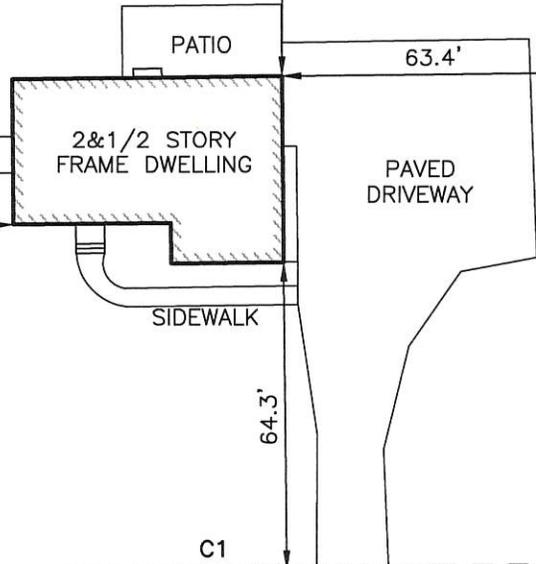


CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA
C1	13917.52	150.11	150.11	N 14°27'00" W	0°37'05"

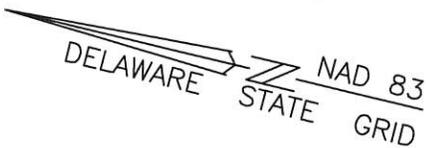


N/F
BAYHEALTH MEDICAL
CENTER INC.
330-11.00-6.00
DEED: 4890/125

N/F
ALBERT T. COVERDALE
TRUSTEE
330-11.00-6.14
DEED: 2421/89



CEDAR CREEK ROAD
(DE-30 R.O.W. VARIES)



ENGINEER'S STATEMENT

I, RING W. LARDNER, P.E., HEREBY STATE 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; THAT THE PARCELS CLOSE AS DESCRIBED AND THAT THERE ARE NO OVERLAPS OR GAPS.

[Signature]

RING W. LARDNER, P.E.
DAVIS, BOWEN & FRIEDEL, INC.
1 PARK AVENUE
MILFORD, DELAWARE, 19963



9/6/2018
DATE



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

BOUNDARY SURVEY PLAN
of the Lands of
DEREK R. PARKER & SHAWN L. BERNHARD
CEDAR CREEK HUNDRED
SUSSEX COUNTY, DELAWARE

Date: 9/5/18 Scale: 1"=40' Proj.No.: 3027A002

Derek R. Parker
Shawn L. Bernhard
7195 Cedar Creek Road
Milford, DE 19963

August 3, 2018

City of Milford
City Council
201 South Walnut Street
Milford, Delaware 19963

Re: Annexation Request
Sussex County Tax Map No. 3-30-11.00-6.15
Property Address: 7195 Cedar Creek Road Milford, DE 19963

Dear Mayor and City Council,

Please accept this letter as our formal request for annexation of the above referenced parcel into the City of Milford. The land is currently zoned as Agricultural Residential (AR-1) and the Land Use is Single-Family Dwellings. As per the City's 2018 Comprehensive Plan the parcel is located in proposed commercial area. Based on this, we are requesting Highway Commercial District (C-3) zoning for this parcel, which contains 1.01 +/- acres. The purpose of this request is to utilize all the services and resources that the City has to offer as well as provide support to the adjacent hospital currently under construction.

If you should have any questions, please contact us via Davis, Bowen & Friedel, Inc. at 302-424-1441.

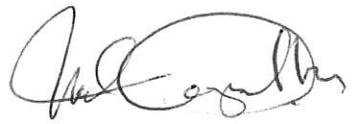
Sincerely,



Derek R. Parker



Shawn L. Bernhard



WITNESS

LEGAL DESCRIPTION

LANDS OF

DEREK R. PARKER & SHAWN L. BERNHARD

TAX PARCEL 3-30-11.00-6.15

August 10, 2018

BEING all that piece or parcel of land, hereinafter described, situate, lying and being located in Cedar Creek Hundred, Sussex County, Delaware; as shown on a plot entitled, "Boundary Survey of lands of Derek R. Parker & Shawn L. Bernhard" prepared by Davis, Bowen & Friedel, Inc., dated August 2018, said piece or parcel of land being more particularly described as follows:

BEGINNING at an iron rod with cap found at a point on the easterly right-of-way line of Cedar Creek Road, said beginning point being formed by the intersection of the southerly line of lands of, now or formerly, Bayhealth Medical Center, Inc., as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware in Deed Book 4890, Page 125, with the easterly right-of-way line of Cedar Creek Road; thence,

1) leaving said right-of-way line of Cedar Creek Road and running by and with said Bayhealth lands, the following 2 courses and distances, North 75 degrees 14 minutes 26 seconds East 290.00 feet to a point; thence,

2) South 13 degrees 31 minutes 22 seconds East 153.24 feet to a point on the northerly line of lands of, now or formerly, Albert T. & Beverly J Coverdale, Trustee, as recorded in said Office of the Recorder of Deeds in Deed Book 2421, Page 89; thence,

3) leaving said Bayhealth lands and running by and with said Coverdale lands, South 75 degrees 51 minutes 31 seconds West 287.52 feet to a point on the aforementioned right-of-way line of Cedar Creek Road; thence,

4) leaving said Coverdale lands and running by and with said right-of-way line of Cedar Creek Road, along a curve to the left, having a radius of 13917.52 feet, an arc length of 150.11 feet and a chord bearing and distance of North 14 degrees 27 minutes 00 seconds West 150.11 feet to the point and place of beginning; **CONTAINING** 43,773 square feet of land, more or less.

TO: Mayor Campbell & City of Milford Council Members
FROM: Annexation Committee
DATE: **September 24, 2018**
RE: Annexation Committee Report

A public meeting was held in Council Chambers on **September 24, 2018** to consider the annexation request for lands described as:

Property Owner:	Derek R. Parker and Shawn L. Bernhard
Location:	7195 Cedar Creek Road
Size:	1.01 +/- acres
Existing Zoning:	AR-1 – Agricultural Residential (Sussex County)
Proposed Zoning:	C-3 (Highway Commercial District)
Tax Map and Parcel Number:	3-30-11.00-006.15

APPLICANT

The property owner requests the 1.01 +/- acres of land containing a single-family detached dwelling located at 7195 Cedar Creek Road be annexed into the corporate limits of the City of Milford.

LOCATION

The property is identified as Sussex County tax parcels 3-30-11.00-006.15 and would be located in the 1st Ward of the City of Milford. The property is located along the east side of Cedar Creek Road approximately 325 feet south of the Wilkins Road intersection. The property is currently improved with a single-family detached dwelling unit and it is anticipated that the structure would be converted into a medical office.

STREETS

The single family detached dwelling currently has an entrance along Cedar Creek Road. Any commercial development or redevelopment of the property would gain access from Cedar Creek Road or through the Hall property to the north and east. Any entrance improvements or modifications along Cedar Creek Road will require approval from DelDOT. It is anticipated that any internal streets to the proposed use will be privately owned and maintained.

DRAINAGE

Any development involving this parcel will be subject to DNREC storm-water regulations and the developer would be required to obtain any and all permits from the Sussex Conservation District and State of Delaware.

ZONING

The area proposed to be annexed is currently zoned AR-1 in Sussex County under the Sussex County Zoning Ordinance. The applicant requests the property be zoned C-3 (Highway Commercial District) under the City of Milford's Zoning Ordinance.

SEWER

The property is currently served by an individual septic system. The owner will be allowed to continue the use of this onsite system until such time that sewer becomes technically available. Any residential or commercial development of the property will require the connection to City sewer at the expense of the property owner/developer. The property would be served by the planned southeast regional pumping station and/or associated infrastructure. Additional fees, including County and City impact fees, will be required at the time of development.

WATER

The property is currently served by an onsite well. The owner will be allowed to continue the use of the onsite well until such time that central water becomes technically available. Any resident or commercial development of the property will require the connection to City water at the expense of the property owner/developer. The area will be served with a water main extension from existing infrastructure in the southeast neighborhood. Additional fees, including City impact fees, will be required at the time of development.

ELECTRIC

The property is currently provided electric service by Delmarva Power. The owner will continue to use the services of Delmarva Power until such time the property is redeveloped for residential or commercial purposes associated with any adjacent lands. Costs of the improvements needed to provide electric service to the property shall be the responsibility of the owner/developer. Additional fees, including impact fees, will be required at the time of development.

UTILITY AGREEMENT

A utility agreement outlining all infrastructure costs may be required as part of a major subdivision or site plan application.

TRAFFIC

Any development of the parcel will be subject to DelDOT approval for access along S. Rehoboth Boulevard.

ENVIRONMENTAL ISSUES

The U.S. Army Corp of Engineers will control provisions under Section 404 of wetlands on the parcel. According to the DNREC Navigator website, the property does not contain state mapped wetlands. Also, the property is not located within an excellent groundwater recharge area nor is it located within the 100-year floodplain.

AREA LAND USES

The parcel is bound on the north and east by undeveloped agricultural land within the City of Milford that is zoned C-3 (Highway Commercial). The properties to the south are zoned AR-1 and contain similar single-family detached dwellings are larger residential lots. The property to the west, across Cedar Creek Road, is zoned IS (Institutional Service District) and is currently being developed as a regional health campus by Bayhealth.

FIRE AND POLICE

The Carlisle Fire Dept. will provide fire protection services to this parcel. The City will provide police service.

COMPREHENSIVE LAND USE PLAN

The annexation is consistent with the 2018 Comprehensive Plan Future Land Use Plan and the SE Master Plan and is designated as Commercial, which allows the designation of areas for highway commercial uses under the C-3 zoning district.

PROPERTY TAXES AND OTHER ECONOMIC CONSIDERATIONS

It is anticipated that the property taxes will increase on this property after redevelopment and the City would benefit from the revenues associated with building permits. Construction costs as well as user fees cannot be determined at this time.

ADVANTAGES TO THE CITY

1. The property would be within the planning area of the City of Milford and is identified within the Urban Growth Boundary Area of the 2018 Comprehensive Plan.
2. The proposed zoning is consistent with the 2018 Comprehensive Plan Future Land Use Map.
3. Potential for additional water and sewer customers.
4. The City would receive revenues (property tax, building permits, etc) associated with activity on this parcel and adjacent lands.

DISADVANTAGES TO THE CITY

1. None.

City of Milford Ordinance & Annexation Petition Review

NOTICE IS HEREBY GIVEN THE FOLLOWING ORDINANCE IS UNDER REVIEW BY THE PLANNING COMMISSION AND CITY COUNCIL OF THE CITY OF MILFORD:

ORDINANCE 2018-32

Annexation of Lands belonging to Derek R. Parker and Shawn L. Bernhard
7195 Cedar Creek Road, Lincoln, DE 19960
Tax Parcel 3-30-11.00-006.15
1.01+/- Acres

WHEREAS, the City of Milford has been requested to annex the lands, located at 7195 Cedar Creek Road, Lincoln, Delaware, Tax Parcel 3-30-11.00-006.15 and set forth in Exhibit A, attached hereto, by the legal owner of the area proposed to be annexed; and

WHEREAS, during their regular meeting on the 18th day of December 2018, the Planning Commission was presented and reviewed the annexation petition; and

WHEREAS, it was determined the requested annexation complies with the City of Milford Comprehensive Land and Future Land Use Map; and

WHEREAS, after a thorough review of the findings submitted by the City of Milford Annexation Committee and a favorable recommendation of Planning Commission, and consideration of any comments from interested persons, the City Council of the City of Milford, at a Special Meeting on this 19th day of December 2018, desires to extend the city boundary lines to include said tract of land.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. The boundary of the City of Milford, as presently established, is hereby extended to include by annexation, all that certain tract of land consisting of 1.01 +/- acres, as shown on the plan denoted as Exhibit A, to be zoned as C3 (Highway Commercial) and described by the legal description referred to as Exhibit B, attached hereto and made a part hereof.

Section 2. A Plan of Services has been completed in accordance with Delaware Code and accepted by all necessary agencies.

Section 3. Following a favorable vote by City Council, said area shall be included in the geographical and political subdivision of the City of Milford known as Ward 1 beginning on the effective date of this Ordinance.

Section 5. The City Planner is hereby directed to secure a plot of the territory, the legal description of the property and associated Ordinances, as certified by the City Clerk, for recording purposes in the Sussex County Office of the Recorder of Deeds, and in accordance with the Charter of the City of Milford.

Section 6. Dates.

Introduction to City Council: December 10, 2018

Planning Commission Recommendation: December 18, 2018

Adopted by City Council: December 19, 2018

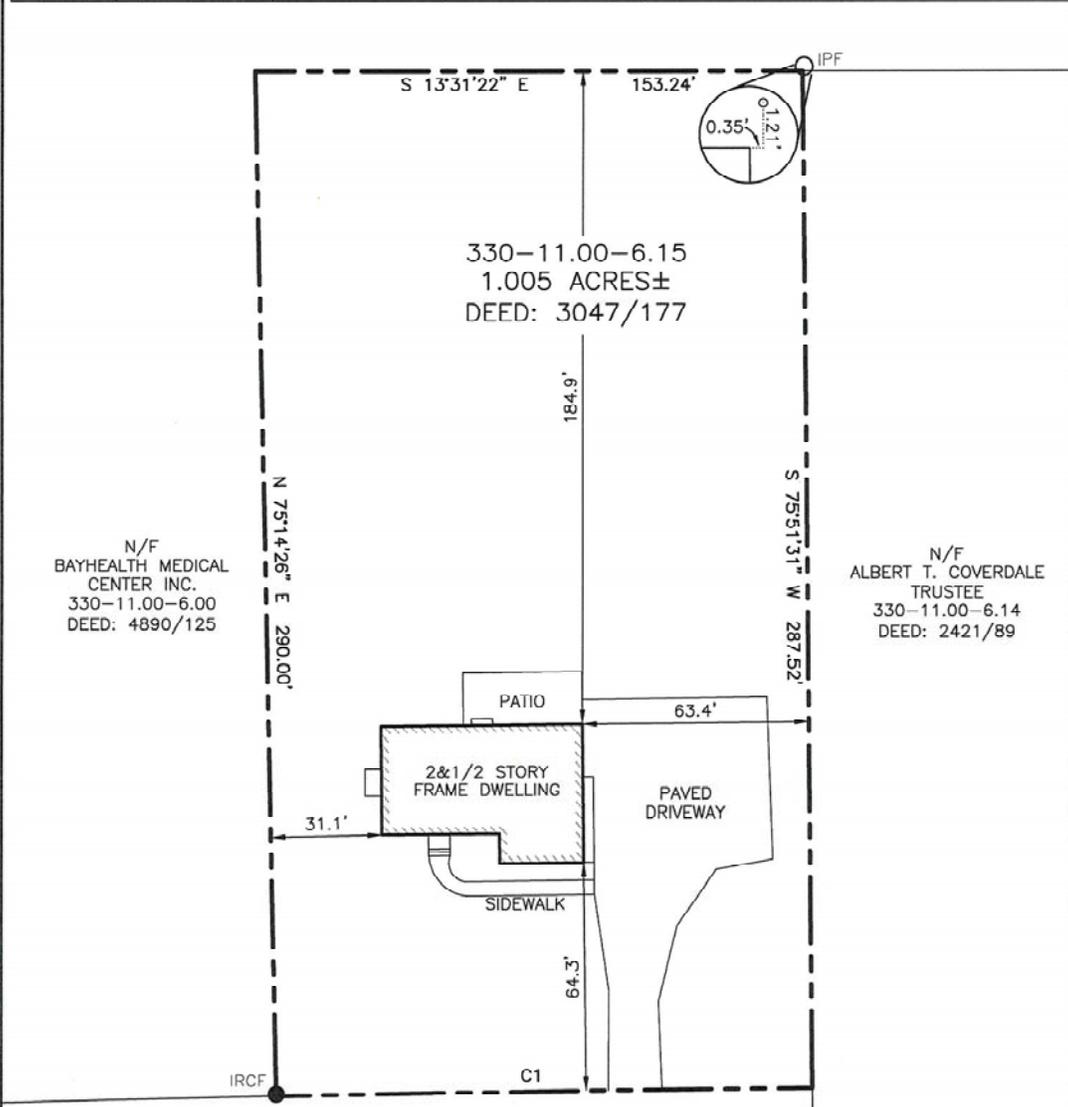
Effective: December 29, 2018

Advertised:

Milford Beacon 11-28.2018

Exhibit A

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA
C1	13917.52	150.11	150.11	N 14°27'00" W	0°37'05"



N/F
BAYHEALTH MEDICAL
CENTER INC.
330-11.00-6.00
DEED: 4890/125

N/F
ALBERT T. COVERDALE
TRUSTEE
330-11.00-6.14
DEED: 2421/89

ENGINEER'S STATEMENT

I, RING W. LARDNER, P.E., HEREBY STATE 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; THAT THE PARCELS CLOSE AS DESCRIBED AND THAT THERE ARE NO OVERLAPS OR GAPS.

RING W. LARDNER, P.E.
DAVIS, BOWEN & FRIEDEL, INC.
1 PARK AVENUE
MILFORD, DELAWARE, 19963



9/16/2018
DATE



**DAVIS,
BOWEN &
FRIEDEL, INC.**

ARCHITECTS ENGINEERS SURVEYORS

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

BOUNDARY SURVEY PLAN
of the Lands of
DEREK R. PARKER & SHAWN L. BERNHARD

CEDAR CREEK HUNDRED
SUSSEX COUNTY, DELAWARE

Date: 9/5/18 Scale: 1"=40' Proj.No.: 3027A002

Exhibit B

LEGAL DESCRIPTION

LANDS OF
DEREK R. PARKER & SHAWN L. BERNHARD
TAX PARCEL 3-30-11.00-6.15

August 10, 2018

BEING all that piece or parcel of land, hereinafter described, situate, lying and being located in Cedar Creek Hundred, Sussex County, Delaware; as shown on a plot entitled, "Boundary Survey of lands of Derek R. Parker & Shawn L. Bernhard" prepared by Davis, Bowen & Friedel, Inc., dated August 2018, said piece or parcel of land being more particularly described as follows:

BEGINNING at an iron rod with cap found at a point on the easterly right-of-way line of Cedar Creek Road, said beginning point being formed by the intersection of the southerly line of lands of, now or formerly, Bayhealth Medical Center, Inc., as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware in Deed Book 4890, Page 125, with the easterly right-of-way line of Cedar Creek Road; thence,

- 1) leaving said right-of-way line of Cedar Creek Road and running by and with said Bayhealth lands, the following 2 courses and distances, North 75 degrees 14 minutes 26 seconds East 290.00 feet to a point; thence,
- 2) South 13 degrees 31 minutes 22 seconds East 153.24 feet to a point on the northerly line of lands of, now or formerly, Albert T. & Beverly J Coverdale, Trustee, as recorded in said Office of the Recorder of Deeds in Deed Book 2421, Page 89; thence,
- 3) leaving said Bayhealth lands and running by and with said Coverdale lands, South 75 degrees 51 minutes 31 seconds West 287.52 feet to a point on the aforementioned right-of-way line of Cedar Creek Road; thence,
- 4) leaving said Coverdale lands and running by and with said right-of-way line of Cedar Creek Road, along a curve to the left, having a radius of 13917.52 feet, an arc length of 150.11 feet and a chord bearing and distance of North 14 degrees 27 minutes 00 seconds West 150.11 feet to the point and place of beginning;

CONTAINING 43,773 square feet of land, more or less.

NOTICE OF PUBLIC HEARINGS
PLANNING COMMISSION PUBLIC HEARING: DECEMBER 18, 2018
CITY COUNCIL PUBLIC HEARING: DECEMBER 19, 2018

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on Tuesday, December 18, 2018 at 7:00 p.m. or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled for Wednesday, December 19, 2018 at 5:30 p.m. before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2018-33

Change of Zone of Annexed Land Derek R. Parker and Shawn L. Bernhard
7195 Cedar Creek Road, Lincoln, DE 19960
Tax Parcel 3-30-11.00-006.15
Current Zone AR1/Proposed Zone C3

AN ORDINANCE OF THE CITY OF MILFORD, DELAWARE to amend the zoning map of the City of Milford by rezoning 1.01 +/- acres of newly annexed lands from AR1 (Sussex County-Agricultural Residential) to C3 (City of Milford-Highway Commercial) at 7195 Cedar Creek Road, Lincoln, DE 19960.

WHEREAS, in accordance with Title 22 of the Delaware State Code and Chapter 230 of the City of Milford Code, the City provided public notice by advertisement in the Milford Beacon and by mailing public notices to property owners within a 200-foot radius of the site of the property being considered for a change of zone; and

WHEREAS, on Tuesday, December 18, 2018, the Planning Commission held the noticed public hearing during which interested persons had an opportunity to testify in support of, or opposition to, the proposed zoning change, after which a recommendation by favorable vote of the Commissioners was made; and

WHEREAS, City Council considered evidence presented, public comments and the Planning Commission's recommendation at their hearing on Wednesday, December 19, 2018, and have deemed it to be in the best interest of the City of Milford to allow the change of zone as herein described.

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

Upon the adoption of this ordinance, Tax Parcel 3-30-11.00-006.15, owned by Derek R. Parker and Shawn L. Bernhard, addressed at 7105 Cedar Creek Road, Lincoln, Delaware, is hereby zoned C3 (Highway Commercial).

Dates:

City Council Introduction: December 10, 2018

Planning Commission Review & Public Hearing: December 18, 2018

City Council Public Hearing & Adoption: December 19, 2018

Effective: December 29, 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 11/28/18