

City of Milford



CITY COUNCIL AGENDA

Monday, July 22, 2019

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

POSTPONED:

6:30 P.M.

Board of Revision and Appeal

FY 2019-2020 City of Milford General Property Assessment

7:00 P.M.

COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Recognition

Introduction/Local Government Management Fellow Christine Hoh

Public Hearings:

Ordinance 2019-25

Amending and Adopting by Ordinance

2018 City of Milford Comprehensive Plan/Southeast Milford Plan

Amendments to Receiving Areas

Ordinance 2019-13

Amendment to Chapter 200-Subdivision of Land

Renaming and Renumbering of Sections

Transfer of Development Rights Provisions Added

Ordinance 2019-20

Amendment to Chapter 230-Zoning

Transfer of Development Rights Provisions Added

Resolution 2019-05
Planning Department Fee Schedule

Ordinance 2019-26
Amending and Adopting by Ordinance
2018 City of Milford Comprehensive Plan
Milford Marina Enterprises LLC
Future Land Use Designation Change

Ordinance 2019-24
Milford Marina Enterprise LLC on behalf of Limitless Development Company LLC/Knight Crossing/Change of Zone
Current & Proposed Zoning: R-3 (Garden Apartment & Townhouse) and C-3 (Highway Commercial)
Present Use: Vacant; Proposed Use: Planned Unit Development and Commercial Residual Land
Size/Location: 12.90 +/- acres of land located at 19859 Cedar Beach Road
Tax Map & Parcel(s): 3-30-7.00-035.00, -036.00 & -037.00 (portions of)

Ordinance 2019-29
Amending and Adopting by Ordinance
2018 City of Milford Comprehensive Plan
K&G Associates LLC
Future Land Use Designation Change

Ordinance 2019-22
K&G Associates LLC for a Change of Zone
Current Zoning: H-1 (Institutional Development); Proposed Zoning: OB-1 (Office Building)
Present & Proposed Use: Medical Office
Size/Location: .29 +/- acres of land located at 302 Polk Avenue
Tax Map & Parcel(s): 1-30-3.08-067.00

Ordinance 2019-27
Amending and Adopting by Ordinance
2018 City of Milford Comprehensive Plan
Maloney, Mitchell Rentals LLC
Future Land Use Designation Change

Ordinance 2019-28
Amending and Adopting by Ordinance
2018 City of Milford Comprehensive Plan
Webb, Swain, Simpson Properties
Future Land Use Designation Change

Ordinance 2019-23
Beach Babies on behalf of Liborio Watergate LLC for a Conditional Use
Current Zoning: R-3 (Garden Apartment and Townhouse District)
Present Use: Vacant Land; Proposed Use: Day Care Center
Size/Location: 1.82 +/- acres of land located at the northeast corner of Watergate Boulevard North and Marshall Street Within the Watergate Subdivision
Tax Map & Parcel(s): 3-30-11.09-030.00, 3-30-11.09-031.00 & 3-30-11.09-115.00
Communication & Correspondence

Unfinished Business

Board of Adjustment/Appointment
Adoption/Resolution 2019-10/Updated FY19-20 City of Milford Annual & Capital Budget®
Bid Award/Sidewalk Repair Project

New Business

Adoption/City of Milford Tax Warrant for Fiscal Year 2019-2020
Bid Award/Digger Derrick Truck/Electric Division
Bid Award/Trencher/Electric Division*
Bid Award/Vacuum Pump/Wastewater Division*

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.

053019 060719 062119 070219 071119 *071519 071719 Hearing Postponed 072219 Agenda Items Rearranged + Item Removed

City of Milford



PUBLIC NOTICE

City of Milford Property Tax Appeals

POSTPONED

Please be advised that on Monday, July 22, 2019 at 6:30 p.m., the City Council of the City of Milford will sit in the Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware, as a Board of Revision and Appeal in regard to the 2019-2020 City of Milford General Property Assessment.

Property owners wishing to appeal the value of their property under the 2019-2020 General Assessment must contact Customer Service Department at 302-422-6616 Extension 1204 by 4:30 p.m. on Friday, July 12, 2019.

Copies of the 2019-2020 General Assessment are posted for public information at Milford City Hall, 201 South Walnut Street, Milford, Delaware and the City of Milford Customer Service Center, 119 South Walnut Street, Milford, Delaware.

Issued this 10th day of June 2019 pursuant to Article 7 of the Charter of the City of Milford, Delaware.

s/Eric Norenberg
City Manager

Posted 060119 Postponed by CA 071919

The Institute for Public Administration (IPA) is proud to announce New Talent and Future Leaders for Delaware's Local Governments

Recent Graduates Hired Full-Time



Danielle Metcalfe
MPA '19

City Manager,
City of Delaware City



Jeffrey Martindale
MPA '19

Assistant City Manager
City of Newark



Evan Miller
MPA '17

Projects Coordinator
City of Rehoboth Beach

ICMA Local Government Management Fellow

ICMA's Local Government Management Fellowship is a career-development opportunity designed to attract recent MPA/MPP graduates to be placed in full-time management-track local government positions nationwide. Finalists are selected based on academic performance, demonstrated leadership potential, commitment to public service, communication skills, initiative, creativity, and positive attitude.



Christine Hoh
MPA '19

ICMA Fellow
Cities of Lewes
and Milford

UD Local Government Management Fellows



IPA launched this pilot program to attract students to local governments while they pursue their degrees. Selected students will translate a passion for public service into practice through work placements with Delaware city and town managers during the semester or summer months.

The six members of the summer class, pictured clockwise from the top left are as follows:

Jason Wardrup, MPA '20, City of Rehoboth Beach

Danielle Littmann, MPA '20, Town of Middletown

Simone Adkins, MPA '20, City of Rehoboth Beach

Antonina Tantillo, MPA '19, Towns of Fenwick Island and Milton

Sarah Warkentin, MPA '20, Town of Smyrna

Tonisha Hurd, MPA '20, Towns of Smyrna and Middletown



UNIVERSITY OF DELAWARE
**BIDEN SCHOOL OF PUBLIC
POLICY & ADMINISTRATION**

Visit www.ipa.udel.edu to learn more.

**Preliminary Land Use Service (PLUS) Application
Pre-Update Review Request
Municipal Comprehensive Plans
Comprehensive Plan Amendments
Municipal Ordinances
Delaware Office of State Planning Coordination**

122 Martin Luther King Jr. Blvd., South • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-5661

All sections related to your project must be completed. Incomplete applications could lead to delays in scheduling your review. If you need assistance or clarification, please call the State Planning Office at (302) 739-3090.

REQUESTED REVIEW: Check one

- | | |
|---|-------------------------------------|
| Comprehensive Plan Pre-Update Review
Complete Sections 1 and 3 only | <input type="checkbox"/> |
| Comprehensive Plan or Update
Complete Sections 1 and 3 only | <input type="checkbox"/> |
| Comprehensive Plan Amendment
Complete Sections 1 and 2 only | <input checked="" type="checkbox"/> |
| Municipal Ordinance Review
Complete Sections 1 and 2 only | <input type="checkbox"/> |

Date of most recently certified comprehensive plan:

1/22/18

Link to most recently certified comprehensive plan, if available:

If a link to the plan is not available, you must submit a copy of your plan with this application for a Pre-Update Review or a Comprehensive Plan Amendment.

<http://cityofmilford.com/81/Comprehensive-Plan>

**Preliminary Land Use Service (PLUS) Application
 Pre-Update Review Request
 Municipal Comprehensive Plans
 Comprehensive Plan Amendments
 Municipal Ordinances
 Delaware Office of State Planning Coordination**

122 Martin Luther King Jr. Blvd., South • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-5661

SECTION 1: MUNICIPAL INFORMATION

Name of Municipality: City of Milford	
Address: 180 Vickers Drive Milford, DE 19963	Contact Person: Rob Pierce, Planning & Development Director
	Phone Number: 302-424-8396
	Fax Number: 302-424-8559
	E-mail Address: rpierce@milford-de.gov

Application prepared by: Same as above	
Address:	Contact Person:
	Phone Number:
	Fax Number:
	E-mail Address:

**Preliminary Land Use Service (PLUS) Application
Pre-Update Review Request
Municipal Comprehensive Plans
Comprehensive Plan Amendments
Municipal Ordinances**

Delaware Office of State Planning Coordination

122 Martin Luther King Jr. Blvd., South • Dover, DE 19901 • Phone: 302-739-3090 • Fax: 302-739-5661

**SECTION 2. COMPREHENSIVE PLAN AMENDMENT OR MUNICIPAL
ORDINANCE DESCRIPTION**

Please describe the submission.

See attached narrative.

Amendment Request #1 – SE Master Plan

In the process of developing a draft ordinance to establish a Transfer of Development Rights Program as outlined in the SE Master Plan, the City of Milford has determined that it would be beneficial to move Receiving Area #4 further south to encompass two tax parcels under single ownership that are located on both sides of Cedar Creek Road. The previously designated area included several developed strip lots along Johnson Road and Cedar Creek Road which may be more difficult or impractical to redevelop for large-scale residential use. The City feels that shifting this area further to the south would benefit the TDR program.

Additionally, Receiving Area #2 has been reshaped to encompass a single tract of land located along the east side of Bucks Road for similar reasons. The City feels that minimizing the number of properties involved in the receiving areas will lead to better program success.

The acreage for the receiving areas was increased to 290 acres, increasing the number of Transfer Credits available to 1,450, which is closer to the numbers provided in the sending area analysis.

The below table replaces Table 4.2 found on page 25 of the SE Master Plan in its entirety. The updated table provides a breakdown for each of the four areas involved and corrects a calculation error in the “8 dwelling unit per acre” column.

Table 4.2. TDR Receiving Area Analysis

Milford TDR Receiving Areas					
ID	Tax Parcel Number	Receiving Area Acreage	Base Zoning at 3 DU/Acre	TDR Zoning at 8 DU/Acre	Total Transfer Credits Allowed
1	3-30-11.00-056.00	55	165	440	275
2	3-30-11.00-068.00	55	165	440	275
3	3-30-15.00-024.00	60	180	480	300
4	3-30-16.00-016.00 & 3-30-15.00-071.00	120	360	960	600
		290		2,320	1,450

The City has updated Map #1, #2, #3, #5 and #6 to show the above referenced changes to the TDR Receiving Areas and provides identification numbers for the four parcels involved.

Amendment Request #2 – Marina-Del Project

The City has received a request from the owner/developer of tax parcels 3-30-7.00-035.00, 036.00 & 037.00 located along the south side of Cedar Beach Road (State Route 36) just west of SR1 to develop the site into highway commercial and residential uses. The adopted Future Land Use exhibit shows Commercial along Route 36 with limited Moderate Density Residential along two of the parcels off of Beaver Dam Road. The developer has requested more Moderate Density Residential as shown on attached Exhibit B.

Amendment Request #3 – S. Rehoboth Boulevard Corridor

Three of the properties identified in the 2018 Comprehensive Plan update as Commercial Future Land Use have requested to keep their I-1 Limited Industrial zoning designation. As such, the City requests permission to amend the Future Land Use maps by changing these to Industrial Future Land Use. These include tax parcel numbers 3-30-7.18-022.00, 023.00 and 025.02. The proposed map amendments are shown on attached Exhibit C.

Amendment Request #4 – Windward on the River – Commercial and Residential Site Plan

The City of Milford recently processed land use applications for the Windward on the River Multi-Family and Commercial site plans. The proposed Future Land Use map amendment would clean up the boundary between the residential and commercial portions of the project by changing portions of tax parcel 3-30-7.00-033.00 from Moderate Density Residential to Commercial, changing 3-30-11.00-261.00 from Commercial to Moderate Density Residential and changing tax parcel number 3-30-11.00-043.00 from Low Density Residential to Commercial. The proposed map amendments are shown on attached Exhibit D.

Amendment Request #5 – Kaplan Property – 302 Polk Avenue – Employment to Low Density Residential

The owner of parcel 1-30-3.08-067.00 has requested a rezoning from H-1 Institutional Development to OB-1 Office Building in order to allow different types of professional offices to occupy the existing structure. The property contains a residential structure that had been previously converted into a medical office. The existing and future use of the building would be better suited for the OB-1 zoning instead of the H-1 zoning. The owner has requested the land use of the property be changed from Employment to Low Density Residential to allow the rezoning request to move forward as shown on attached Exhibit E.

CITY OF MILFORD
PUBLIC NOTICE

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on an amendment to the City of Milford 2018 Comprehensive Plan on Tuesday, July 16, 2019 at 7:00 pm or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, July 22, 2019 at 7:00 pm or as soon thereafter as possible before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2019-25
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
SE MASTER PLAN/TDR RECEIVING AREAS

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the City of Milford established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702-Comprehensive Development Plan, of the Delaware Code, the City of Milford adopted Ordinance 2017-24, the 2018 Comprehensive Plan, on January 22, 2018 to implement the current Comprehensive Plan, and

WHEREAS, the Planning and Economic Development Director has prepared and consulted with the Office of State Planning during a PLUS review on May 22, 2019 the first amendment to the 2018 Comprehensive Plan; and

WHEREAS, the amendment will amend the SE Master Plan by relocating Transfer of Development Rights Receiving Areas #2 and #4; and

WHEREAS, Receiving Area #2 has been reshaped to encompass a single track of land versus four parcels; and

WHEREAS, Receiving Area #4 has been shifted further south to encompass two tracks of land versus twenty-five parcels; and

WHEREAS, the City of Milford Planning Commission held a duly advertised public hearing for public review and comment on the 2018 Comprehensive Plan amendment on July 16, 2019 and did recommend approval and adoption of the first amendment of the 2018 Comprehensive Plan, and

WHEREAS, the Mayor and City Council held a duly advertised public hearing on the first amendment of the 2018 Comprehensive Plan on July 22, 2019 at which time the amendment of the 2018 Comprehensive Plan was reviewed with the public.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS that the amended 2018 Comprehensive Plan is hereby adopted on July 22, 2019 and made effective as the amended 2018 Comprehensive Plan for Milford on this 1st day of August 2019.

Planning Commission Review & Public Hearing: July 16, 2019

City Council Introduction: July 8, 2019

City Council Review & Public Hearing: July 22, 2019

Adoption: July 22, 2019

Effective: August 1, 2019

This ordinance shall take effect and be in force ten days after its adoption.

SYNOPSIS:

	Node ID / Receiving Area ID	Receiving Area Acres	Base Zoning at 3 DU/Ac	TDR Zoning at 8 DU/Ac	Additional DUs Through TDR Use
Current	1	58	174	464	290
Proposed Amendment	3	60	180	480	300
Current	2	118	354	944	590
Proposed Amendment	4	120	360	960	600
Current	3	107	321	856	535
Proposed Amendment	1 & 2	110	330	880	550
<i>TOTAL</i>					
<i>Current</i>		283	849	2264	1415
<i>Proposed Amendment</i>		290	870	2320	1450

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.3986 or RPierce@milford-de.gov.

Published: Beacon 07/04/19

Milford South East Neighborhood Master Plan

Map #1 Land Use

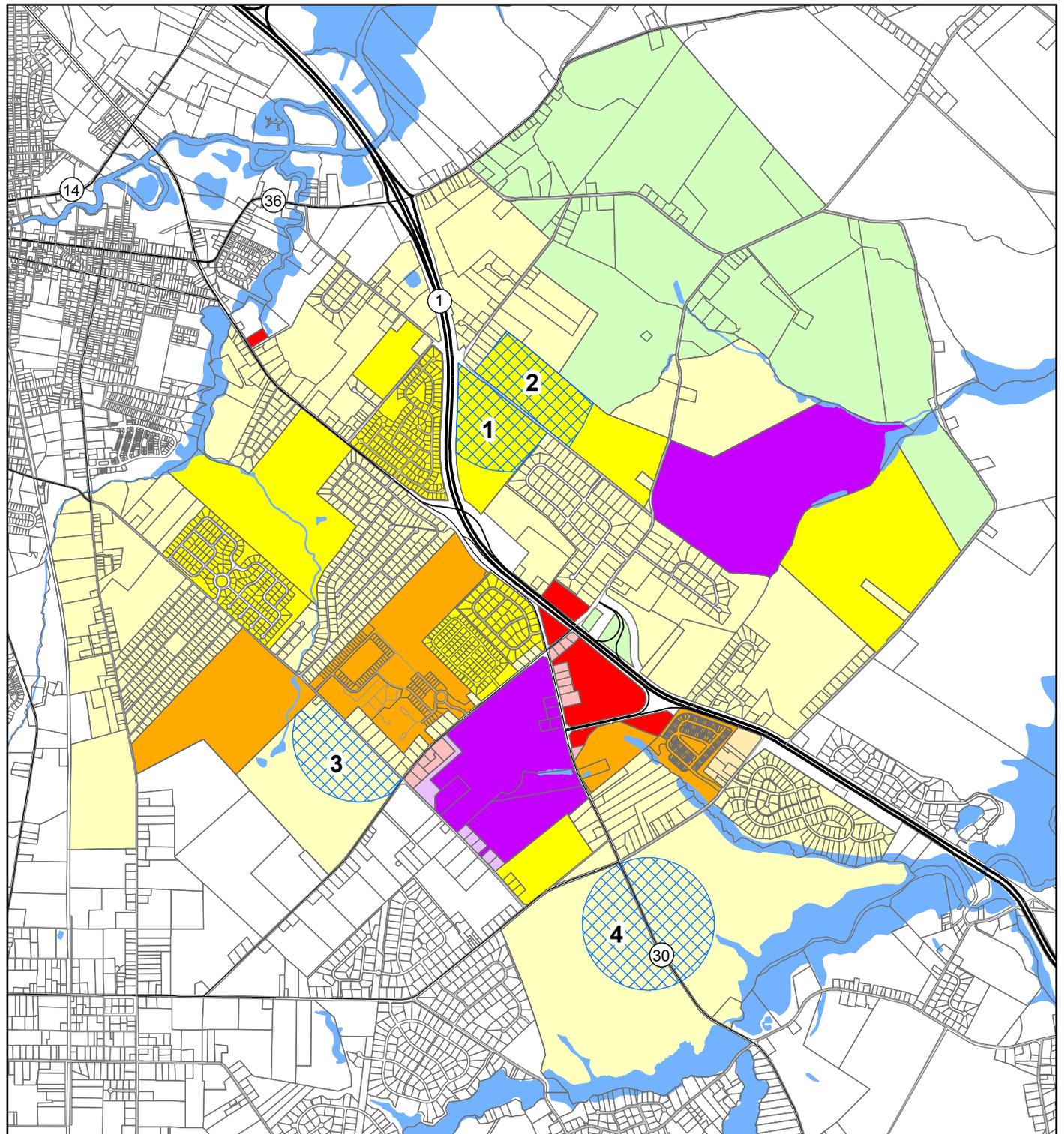
Revised March 2019

Legend

-  TDR Receiving Areas
-  Commercial
-  Employment Center
-  Residential - Low Density
-  Residential - High Density
-  Open Space Agriculture
-  Proposed Commercial
-  Proposed Employment
-  Proposed Residential - Low Density
-  Proposed Residential - High Density
-  Proposed Open Space Agriculture



0 0.25 0.5 1 Miles



Milford South East Neighborhood Master Plan

Map #2 Land Use & Agriculture

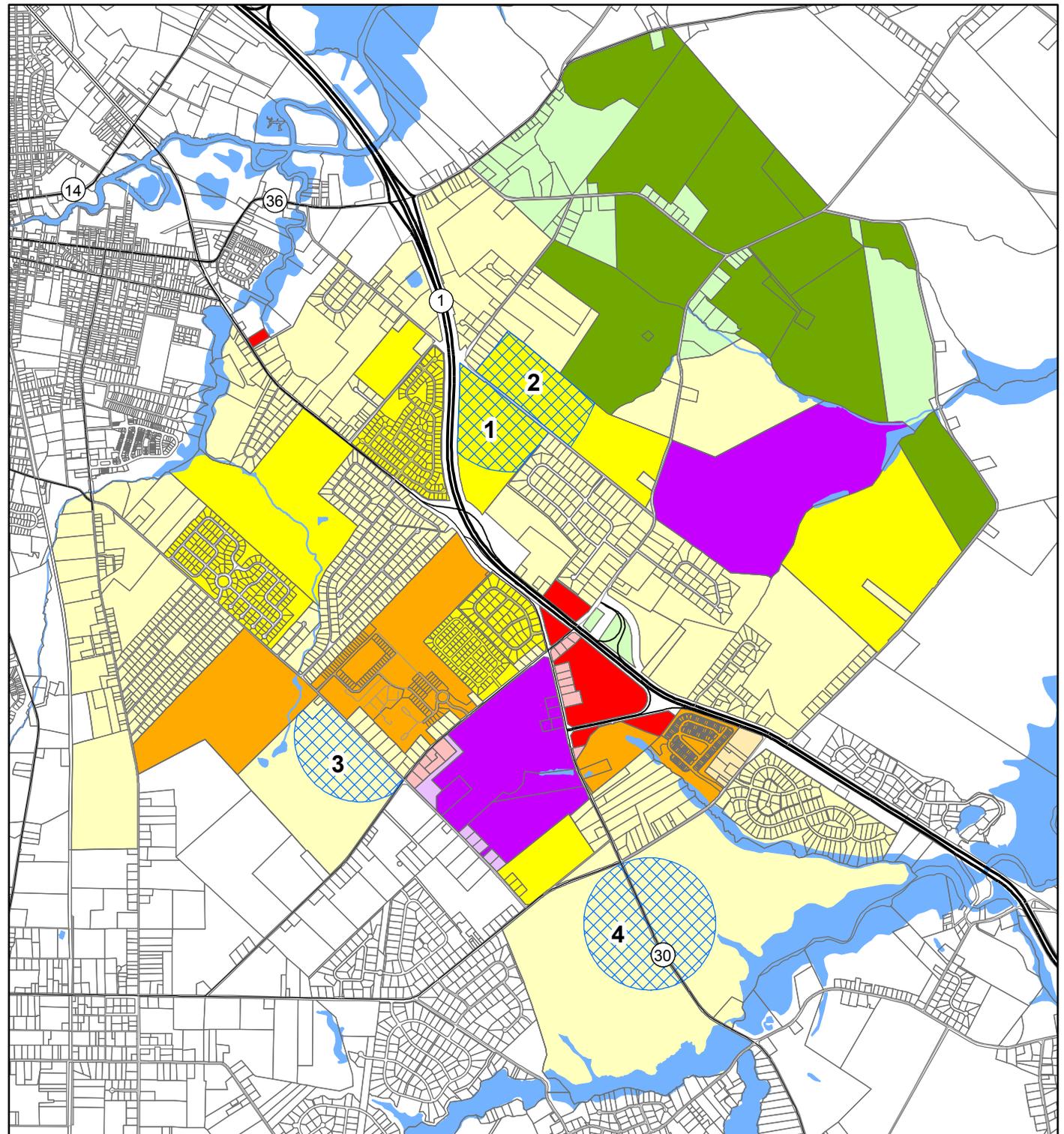
Revised March 2019

Legend

-  TDR Receiving Areas
-  TDR Sending Areas
-  Commercial
-  Employment Center
-  Residential - Low Density
-  Residential - High Density
-  Open Space Agriculture
-  Proposed Commercial
-  Proposed Employment
-  Proposed Residential - Low Density
-  Proposed Residential - High Density
-  Proposed Open Space Agriculture



0 0.25 0.5 1 Miles



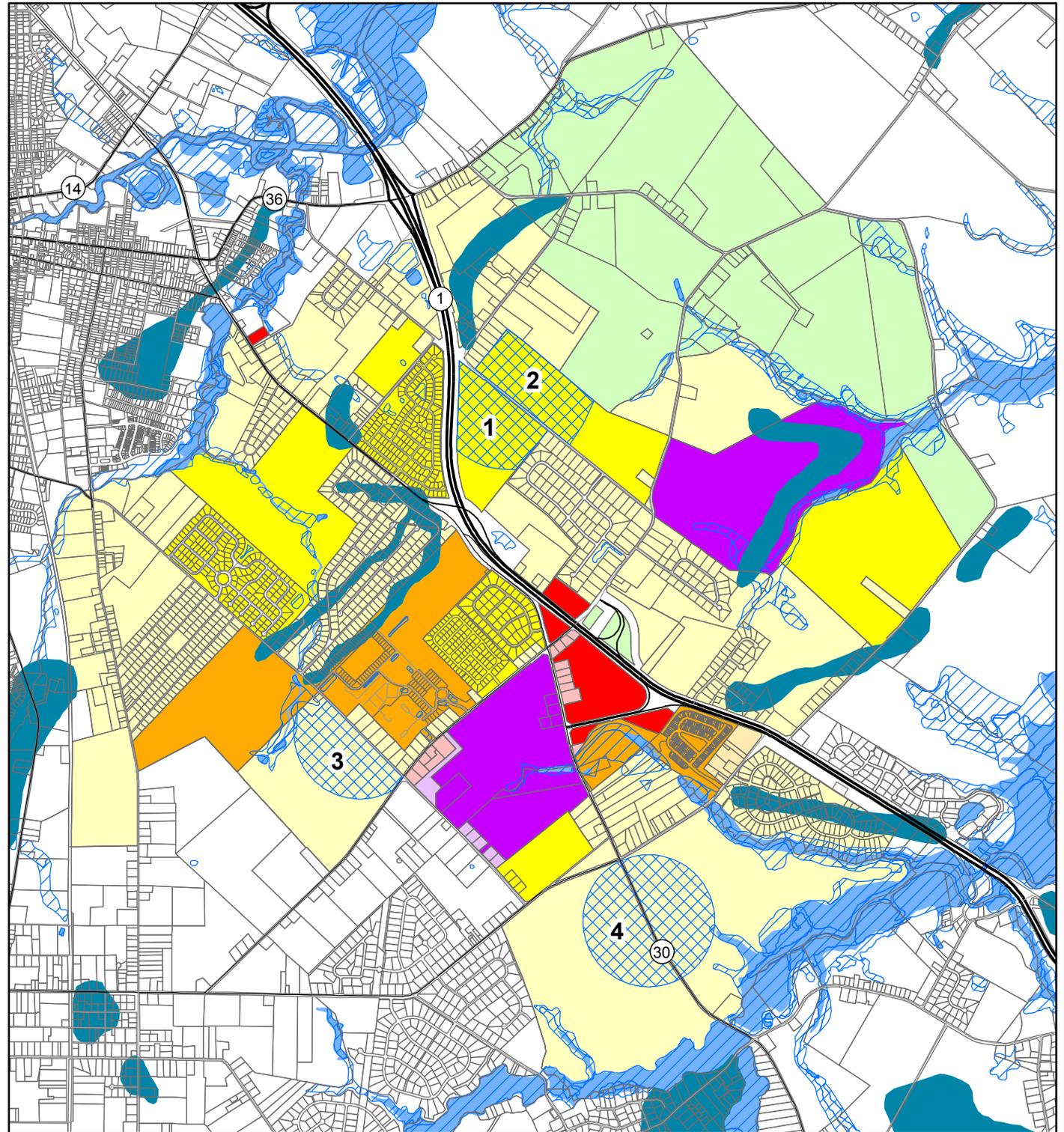
Milford South East Neighborhood Master Plan

Map #3 Land Use & Environment

Revised March 2019

Legend

-  TDR Receiving Areas
-  Excellent Recharge Area
-  Wetlands
-  Commercial
-  Employment Center
-  Residential - Low Density
-  Residential - High Density
-  Open Space Agriculture
-  Proposed Commercial
-  Proposed Employment
-  Proposed Residential - Low Density
-  Proposed Residential - High Density
-  Proposed Open Space Agriculture



Milford South East Neighborhood Master Plan

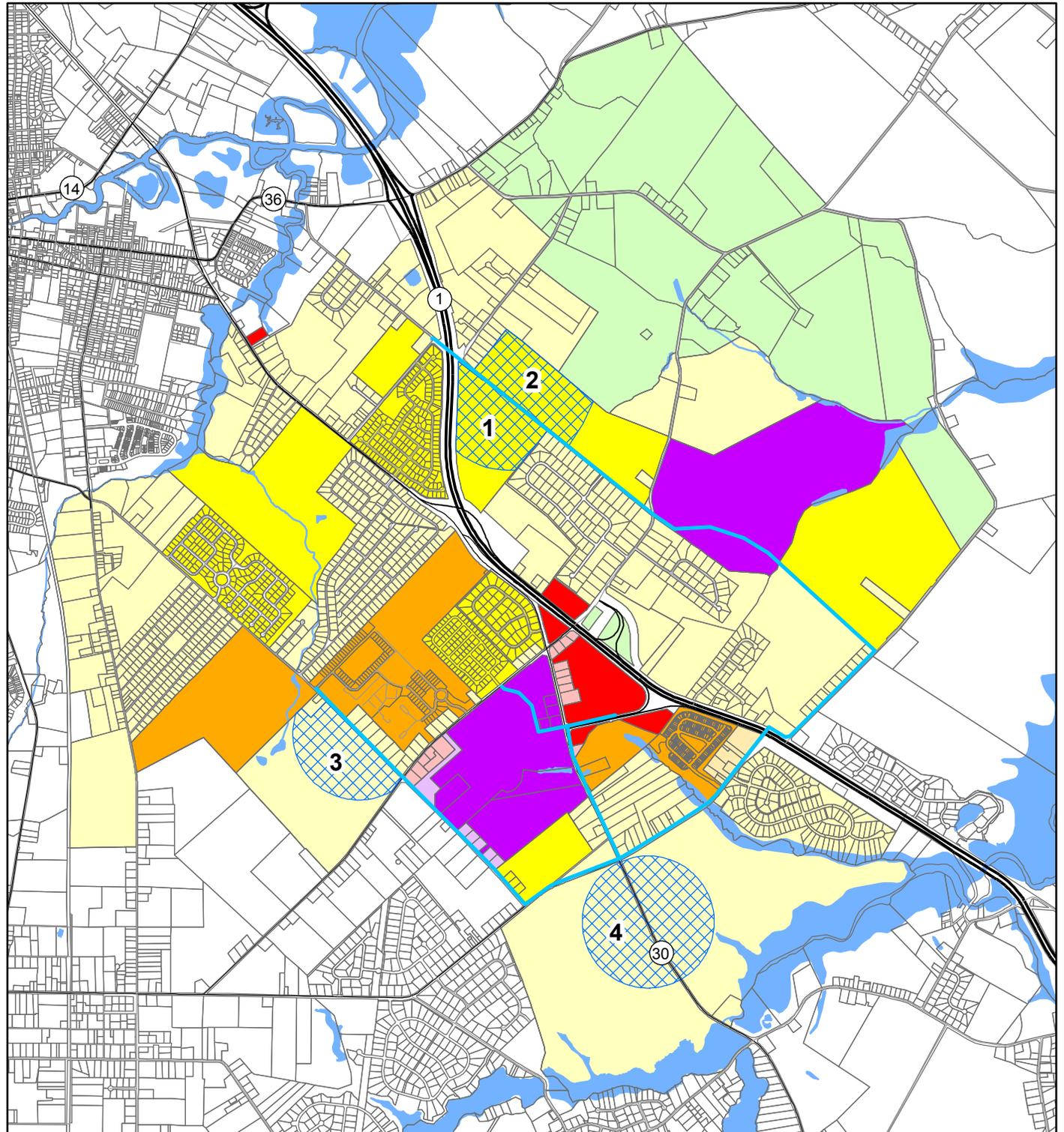
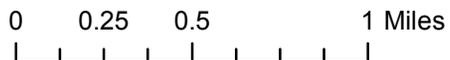
Map #5 Land Use & Water

Revised March 2019

Legend

-  Proposed Water System
-  Existing Water System
-  TDR Receiving Areas
-  Commercial
-  Employment Center
-  Residential - Low Density
-  Residential - High Density
-  Open Space Agriculture
-  Proposed Commercial
-  Proposed Employment
-  Proposed Residential - Low Density
-  Proposed Residential - High Density
-  Proposed Open Space Agriculture

*Conceptual alignment subject to change



Milford South East Neighborhood Master Plan

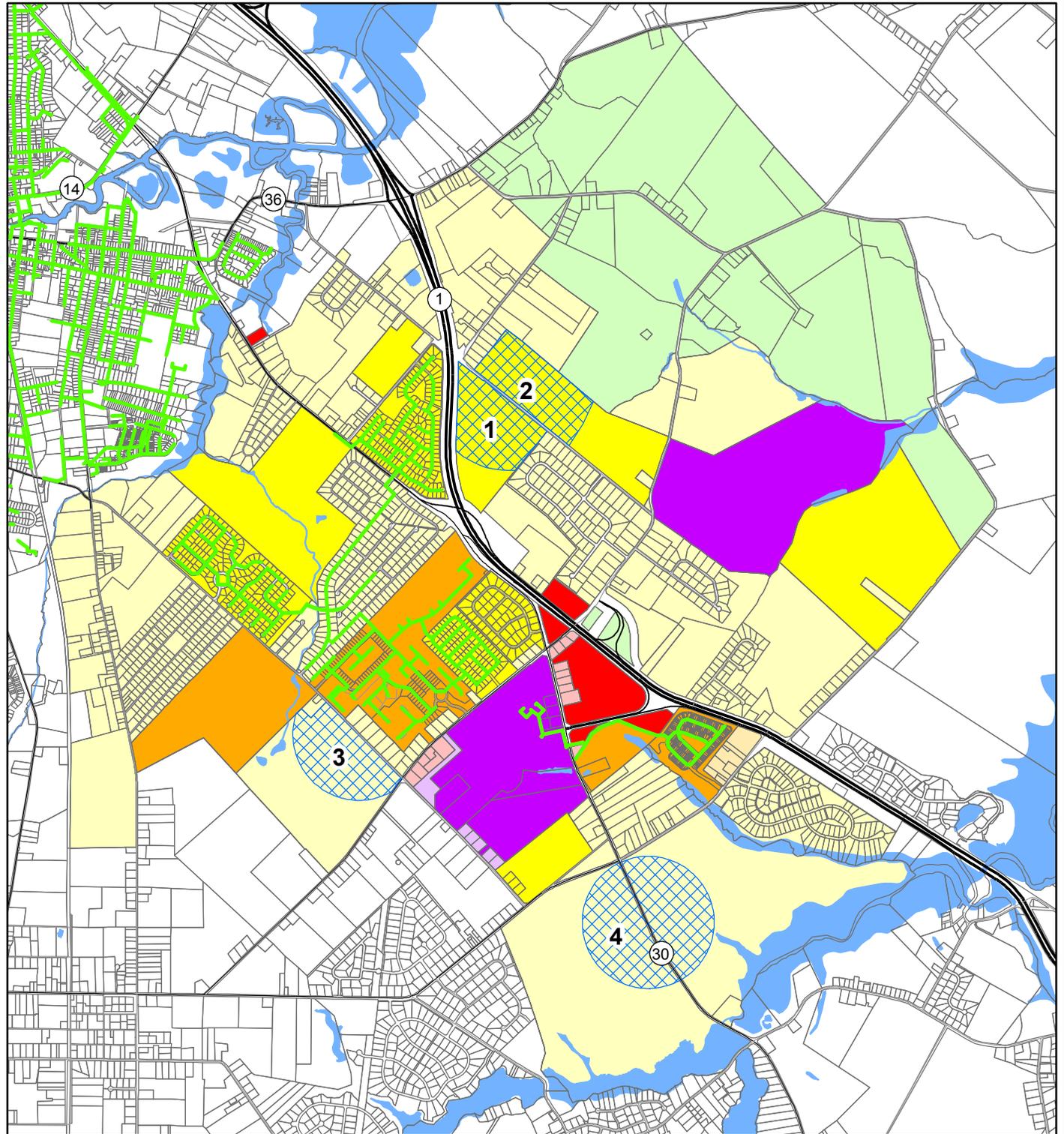
Map #6 Land Use & Wastewater

Revised March 2019

Legend

- Proposed PS
- Proposed FM
- Existing Gravity Sewer
- TDR Receiving Areas
- Commercial
- Employment Center
- Residential - Low Density
- Residential - High Density
- Open Space Agriculture
- Proposed Commercial
- Proposed Employment
- Proposed Residential - Low Density
- Proposed Residential - High Density
- Proposed Open Space Agriculture

*Conceptual alignment subject to change



CURRENT RECEIVING AREA LAYOUT FOR REFERENCE ONLY

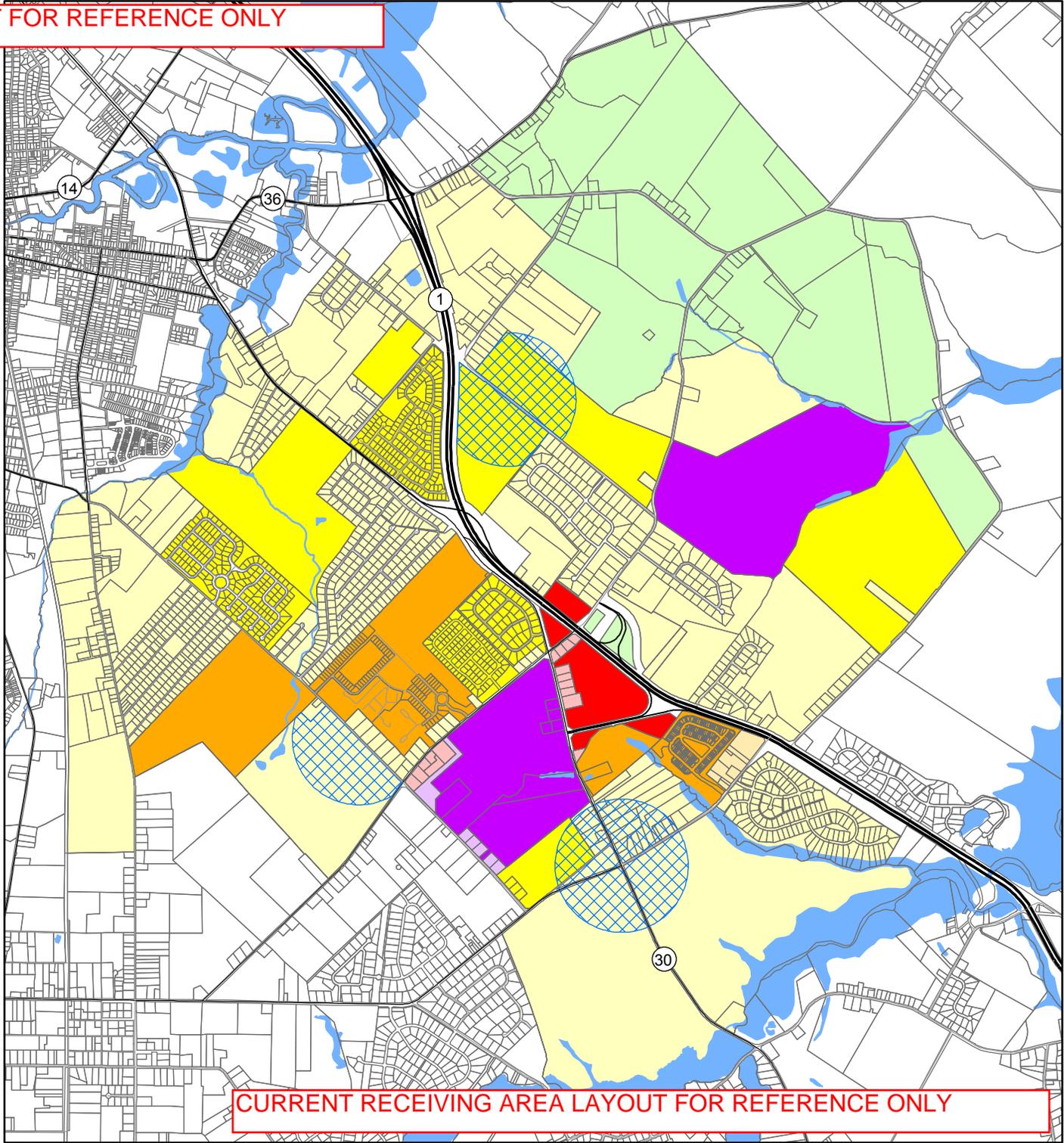
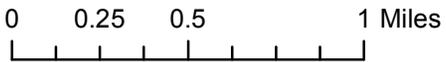
MILFORD South East Neighborhood Master Plan

Map #1 Land Use

Revised March 2017

Legend

-  TDR Receiving Areas
-  Employment Center
-  Commercial
-  Residential - Low Density
-  Residential - High Density
-  Open Space Agriculture
-  Proposed Employment
-  Proposed Commercial
-  Proposed Residential - Low Density
-  Proposed Residential - High Density
-  Proposed Open Space Agriculture



CURRENT RECEIVING AREA LAYOUT FOR REFERENCE ONLY

CITY OF MILFORD
PUBLIC NOTICE

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on an amendment to the City of Milford 2018 Comprehensive Plan on Tuesday, July 16, 2019 at 7:00 pm or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, July 22, 2019 at 7:00 pm or as soon thereafter as possible before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2019-26
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
MILFORD MARINA ENTERPRISES LLC
FUTURE LAND USE DESIGNATION CHANGE

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the City of Milford established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702-Comprehensive Development Plan, of the Delaware Code, the City of Milford adopted Ordinance 2017-24, the 2018 Comprehensive Plan, on January 22, 2018 to implement the current Comprehensive Plan, and

WHEREAS, the Planning and Economic Development Director has prepared and consulted with the Office of State Planning during a PLUS review on May 22, 2019 the second amendment to the 2018 Comprehensive Plan; and

WHEREAS, the amendment involves changes to the SE Master Plan, which will permit the future land use designation of three properties to alternate future land use designations; and

WHEREAS, the City of Milford Planning Commission held a duly advertised public hearing for public review and comment on the second 2018 Comprehensive Plan amendment on July 16, 2019 and did recommend approval and adoption of the amendment of the 2018 Comprehensive Plan, and

WHEREAS, the Mayor and City Council held a duly advertised public hearing on the second amendment of the 2018 Comprehensive Plan on July 22, 2019 at which time the amendment of the 2018 Comprehensive Plan was reviewed with the public.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS that the amended 2018 Comprehensive Plan is hereby adopted on July 22, 2019 and made effective as the amended 2018 Comprehensive Plan for Milford on this 1st day of August 2019.

Planning Commission Review & Public Hearing: July 16, 2019

City Council Introduction: July 8, 2019

City Council Review & Public Hearing: July 22, 2019

Adoption: July 22, 2019

Effective: August 1, 2019

This ordinance shall take effect and be in force ten days after its adoption.

SYNOPSIS:

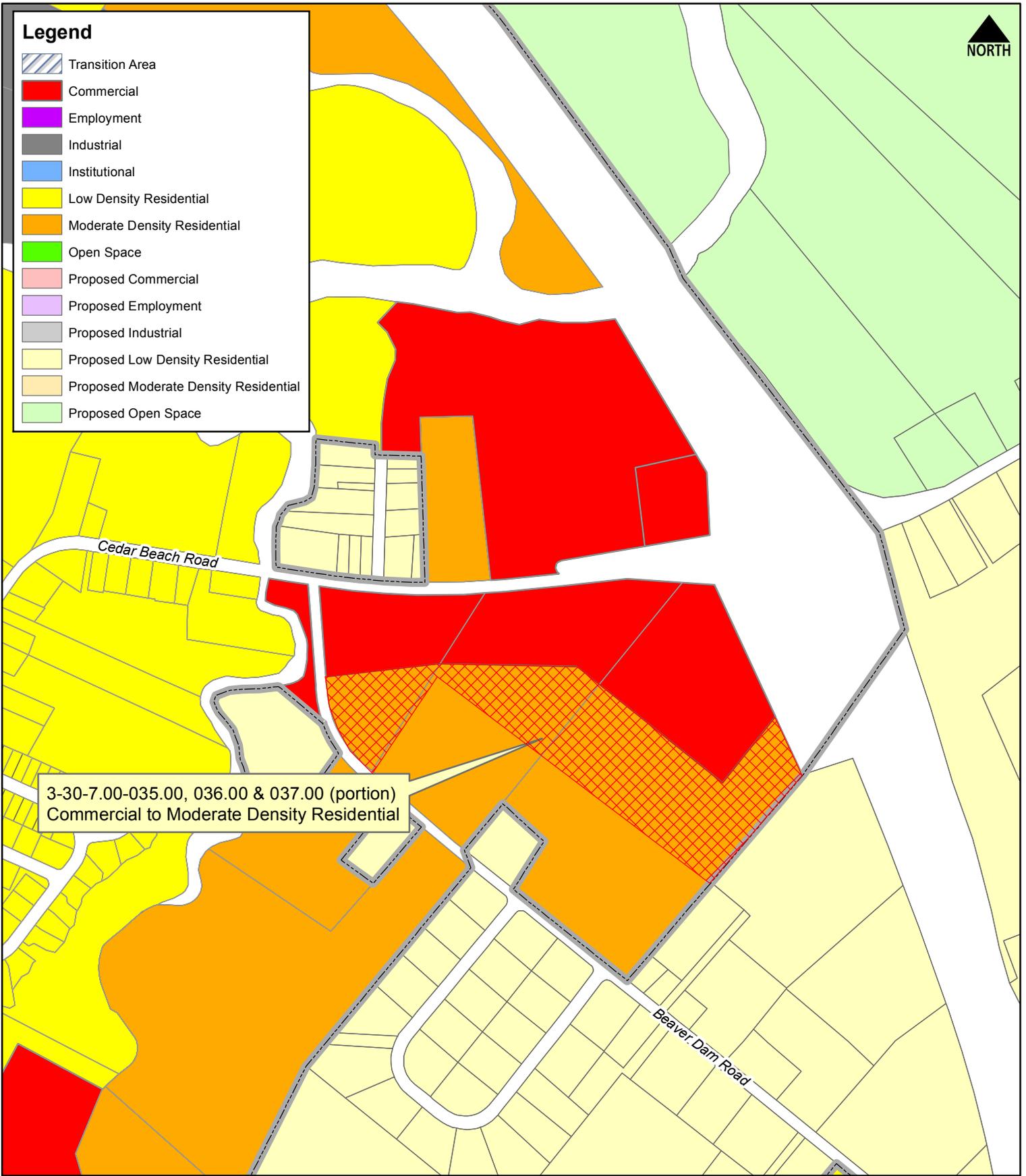
1. Milford Marina Enterprises LLC, Cedar Beach Road (3-30-7.00-035.00, 3-30-7.00-036.00, 3-30-7.00-037.00; change in future land use designation from commercial to moderate density residential)

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.3986 or RPierce@milford-de.gov.

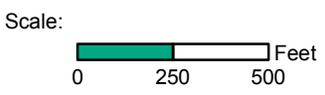
Published: Beacon 07/04/19

Legend

-  Transition Area
-  Commercial
-  Employment
-  Industrial
-  Institutional
-  Low Density Residential
-  Moderate Density Residential
-  Open Space
-  Proposed Commercial
-  Proposed Employment
-  Proposed Industrial
-  Proposed Low Density Residential
-  Proposed Moderate Density Residential
-  Proposed Open Space



3-30-7.00-035.00, 036.00 & 037.00 (portion)
Commercial to Moderate Density Residential



Drawn by: WRP Date: 03/26/19

Title:

Exhibit B
2019 Comprehensive Plan Amendment
Future Land Use Map

Filepath: Exhibit_B_032619.mxd

CITY OF MILFORD
PUBLIC NOTICE

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on an amendment to the City of Milford 2018 Comprehensive Plan on Tuesday, July 16, 2019 at 7:00 pm or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, July 22, 2019 at 7:00 pm or as soon thereafter as possible before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2019-27
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
MALONEY, MITCHELL RENTALS LLC
FUTURE LAND USE DESIGNATION CHANGE

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the City of Milford established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702-Comprehensive Development Plan, of the Delaware Code, the City of Milford adopted Ordinance 2017-24, the 2018 Comprehensive Plan, on January 22, 2018 to implement the current Comprehensive Plan, and

WHEREAS, the Planning and Economic Development Director has prepared and consulted with the Office of State Planning during a PLUS review on May 22, 2019 the third amendment to the 2018 Comprehensive Plan; and

WHEREAS, the amendment involves changes to the SE Master Plan, which will permit the future land use designation of three properties to alternate future land use designations; and

WHEREAS, the City of Milford Planning Commission held a duly advertised public hearing for public review and comment on the third 2018 Comprehensive Plan amendment on July 16, 2019 and did recommend approval and adoption of the amendment of the 2018 Comprehensive Plan, and

WHEREAS, the Mayor and City Council held a duly advertised public hearing on the third amendment of the 2018 Comprehensive Plan on July 22, 2019 at which time the amendment of the 2018 Comprehensive Plan was reviewed with the public.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS that the amended 2018 Comprehensive Plan is hereby adopted on July 22, 2019 and made effective as the amended 2018 Comprehensive Plan for Milford on this 1st day of August 2019.

Planning Commission Review & Public Hearing: July 16, 2019

City Council Introduction: July 8, 2019

City Council Review & Public Hearing: July 22, 2019

Adoption: July 22, 2019

Effective: August 1, 2019

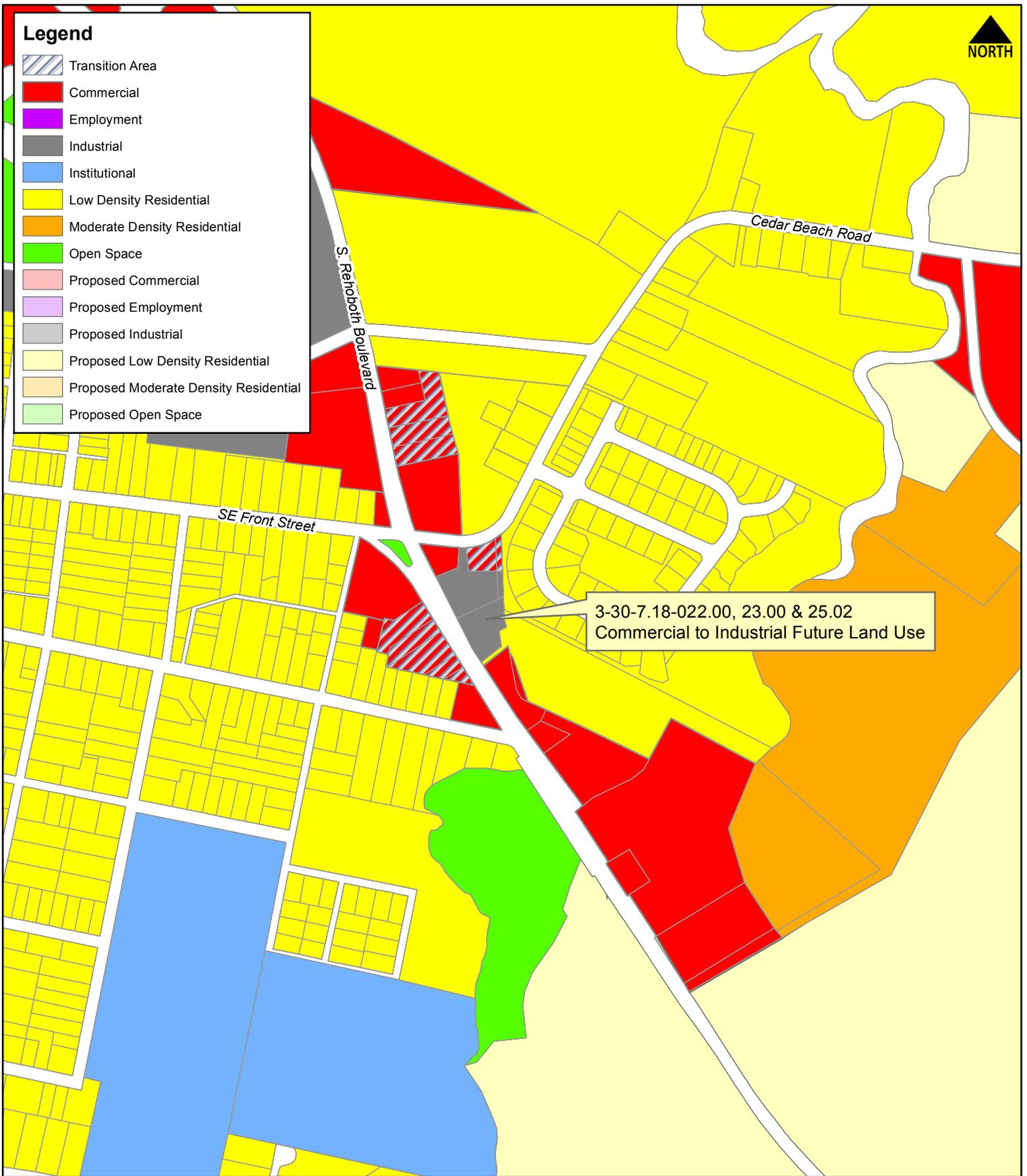
This ordinance shall take effect and be in force ten days after its adoption.

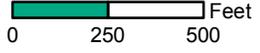
SYNOPSIS:

Joan Maloney, and Mitchell Rentals LLC, South Rehoboth Boulevard (3-30-7.18-022.00, 3-30-7.18-023.00, 3-30-7.18-025.02; change in future land use designation from commercial to industrial)

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.3986 or RPierce@milford-de.gov.

Published: Beacon 07/04/19



	Scale:  Feet 0 250 500	Title: <p style="text-align: center;">Exhibit C 2019 Comprehensive Plan Amendment Future Land Use Map</p>
	Drawn by: WRP Date: 03/26/19	
Filepath: Exhibit_C_032619.mxd		

CITY OF MILFORD
PUBLIC NOTICE

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on an amendment to the City of Milford 2018 Comprehensive Plan on Tuesday, July 16, 2019 at 7:00 pm or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, July 22, 2019 at 7:00 pm or as soon thereafter as possible before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2019-28
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
WEBB, SWAIN, SIMPSON
FUTURE LAND USE DESIGNATION CHANGE

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the City of Milford established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702-Comprehensive Development Plan, of the Delaware Code, the City of Milford adopted Ordinance 2017-24, the 2018 Comprehensive Plan, on January 22, 2018 to implement the current Comprehensive Plan, and

WHEREAS, the Planning and Economic Development Director has prepared and consulted with the Office of State Planning during a PLUS review on May 22, 2019 the fourth amendment to the 2018 Comprehensive Plan; and

WHEREAS, the amendment involves changes to the SE Master Plan, which will permit the future land use designation of three properties to alternate future land use designations; and

WHEREAS, the City of Milford Planning Commission held a duly advertised public hearing for public review and comment on the fourth 2018 Comprehensive Plan amendment on July 16, 2019 and did recommend approval and adoption of the amendment of the 2018 Comprehensive Plan, and

WHEREAS, the Mayor and City Council held a duly advertised public hearing on the fourth amendment of the 2018 Comprehensive Plan on July 22, 2019 at which time the amendment of the 2018 Comprehensive Plan was reviewed with the public.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS that the amended 2018 Comprehensive Plan is hereby adopted on July 22, 2019 and made effective as the amended 2018 Comprehensive Plan for Milford on this 1st day of August 2019.

Planning Commission Review & Public Hearing: July 16, 2019

City Council Introduction: July 8, 2019

City Council Review & Public Hearing: July 22, 2019

Adoption: July 22, 2019

Effective: August 1, 2019

This ordinance shall take effect and be in force ten days after its adoption.

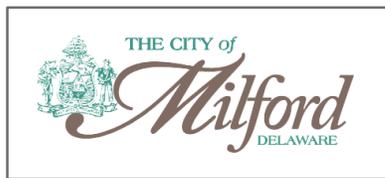
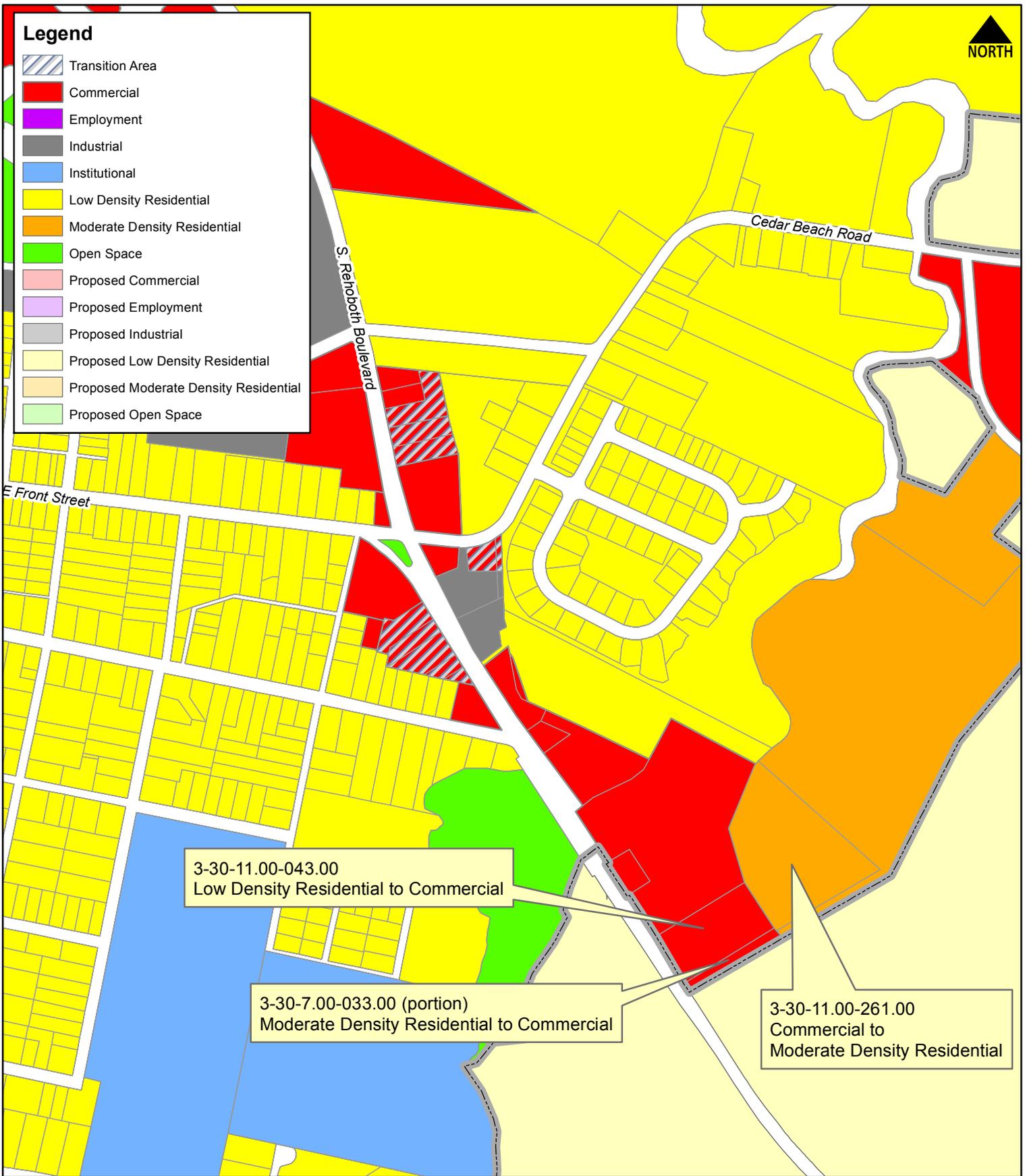
SYNOPSIS:

Jesse C. & Joyce L. Webb, G. Walter & Janet R. Swain, and Gilbert C. & Irene D. Simpson, South Rehoboth Boulevard (3-30-7.00-033.00 (portion of)); change in future land use designation from moderate density

residential to commercial) (3-30-11.00-261.00; change in future land use designation from commercial to moderate density residential) (3-30-11.00-043.00; change in future land use designation from low density residential to commercial)

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.3986 or RPierce@milford-de.gov.

Published: Beacon 07/04/19



Scale: 0 250 500 Feet

Drawn by: WRP Date: 03/26/19

Title: **Exhibit D**
2019 Comprehensive Plan Amendment
Future Land Use Map

Filepath: Exhibit_D_032619.mxd

CITY OF MILFORD
PUBLIC NOTICE

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on an amendment to the City of Milford 2018 Comprehensive Plan on Tuesday, July 16, 2019 at 7:00 pm or as soon thereafter as possible.

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ORDINANCE 2019-29
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
K&G ASSOC LLC
FUTURE LAND USE DESIGNATION CHANGE

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the City of Milford established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702-Comprehensive Development Plan, of the Delaware Code, the City of Milford adopted Ordinance 2017-24, the 2018 Comprehensive Plan, on January 22, 2018 to implement the current Comprehensive Plan, and

WHEREAS, the Planning and Economic Development Director has prepared and consulted with the Office of State Planning during a PLUS review on May 22, 2019 the fifth amendment to the 2018 Comprehensive Plan; and

WHEREAS, the amendment involves changes to the SE Master Plan, which will permit the future land use designation of one property to an alternate future land use designation; and

WHEREAS, the City of Milford Planning Commission held a duly advertised public hearing for public review and comment on the fifth 2018 Comprehensive Plan amendment on July 16, 2019 and did recommend approval and adoption of the amendment of the 2018 Comprehensive Plan, and

WHEREAS, the Mayor and City Council held a duly advertised public hearing on the fifth amendment of the 2018 Comprehensive Plan on July 22, 2019 at which time the amendment of the 2018 Comprehensive Plan was reviewed with the public.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS that the amended 2018 Comprehensive Plan is hereby adopted on July 22, 2019 and made effective as the amended 2018 Comprehensive Plan for Milford on this 1st day of August 2019.

Planning Commission Review & Public Hearing: July 16, 2019

City Council Introduction: July 8, 2019

City Council Review & Public Hearing: July 22, 2019

Adoption: July 22, 2019

Effective: August 1, 2019

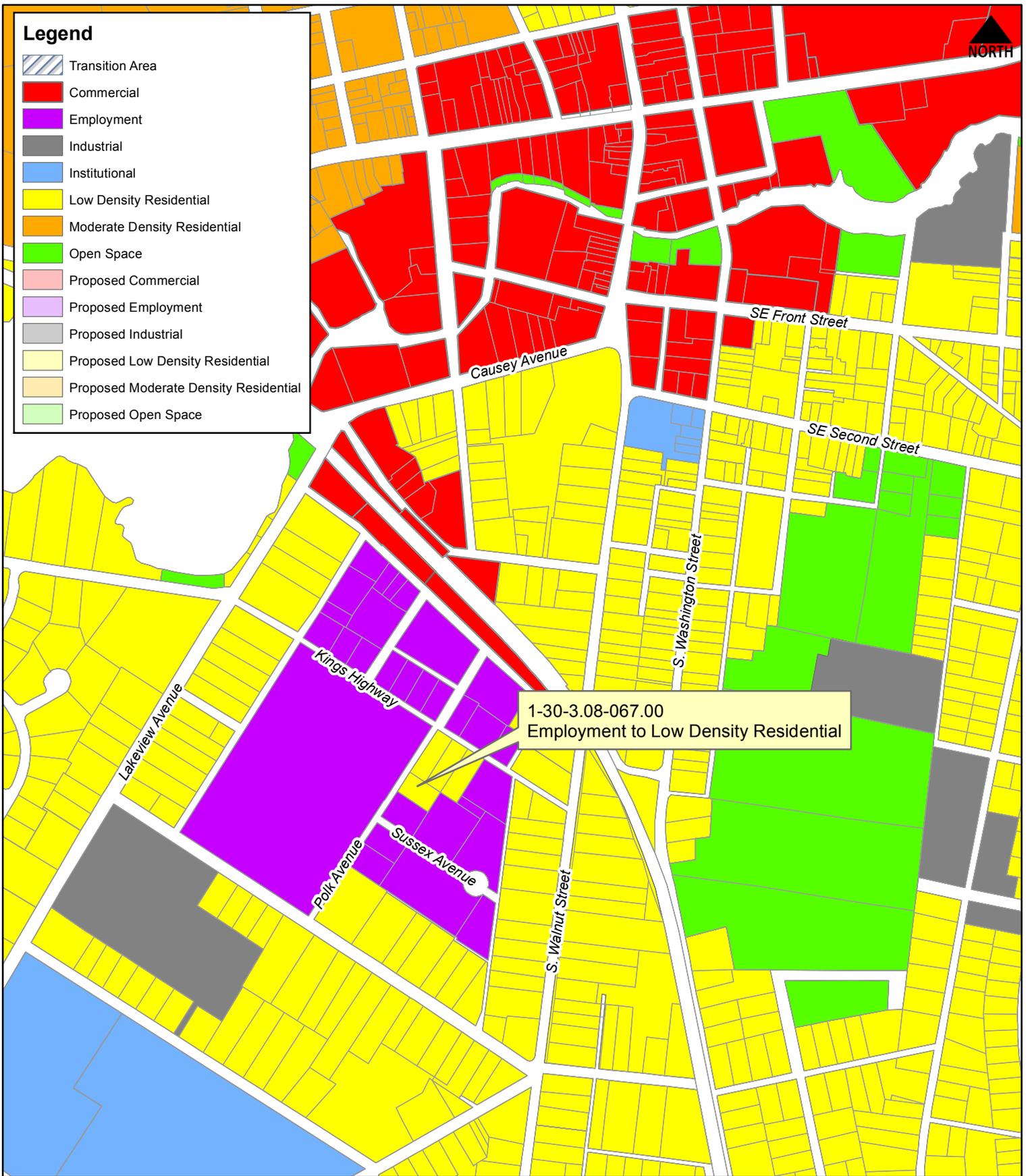
This ordinance shall take effect and be in force ten days after its adoption.

SYNOPSIS:

K&G Assoc LLC, Polk Avenue (1-30-3.08-067.00; change in future land use designation from employment to low density residential)

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.3986 or RPierce@milford-de.gov.

Published: Beacon 07/04/19





STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

June 19, 2019

Rob Pierce
Planning & Development Director
City of Milford
180 Vickers Drive
Milford, DE 19963

RE: PLUS review 2019-05-01; Milford Comprehensive Plan Amendment

Dear Rob,

Thank you for meeting with State agency planners on May 22, 2019 to discuss the proposed comprehensive Plan Amendments for the City of Milford. There are several amendments proposed as follows:

- Amendment #1: revisions and refinements to the transfer of development rights (TDR) receiving areas in the South East Master Plan.
- Amendment #2: adjustment of the Future Land Use map on a parcel on the south side of Cedar Beach Road to include more moderate density residential land use associated with a development plan known as Marina-Del (reviewed as PLUS 2019-03-10)
- Amendment #3: change the future land use map to two parcels along S. Rehoboth Blvd from commercial to industrial at the request of the property owners.
- Amendment #4: adjustment of the future land use map for several parcels associated with the Windward [aka Windmill] on the River development (reviewed as PLUS 2018-04-04) so that the commercial land use designation matches the development plan.
- Amendment #5: change on parcel along Polk Avenue from employment to low density residential use to reflect the use as a small scale office, which is permitted in the new land use category.

Please note that changes to the plan could result in additional comments from the State. Additionally, the comments below reflect only issues that are the responsibility of the agencies that were represented at the meeting.

This office has received the following comments from State agencies:

Office of State Planning Coordination – Contact David Edgell 739-3090

- The Office of State Planning Coordination appreciates the City of Milford’s effort to package the five proposed plan amendments as one application. This allows for a more holistic review of the proposed amendments, and improves the efficiency of the review process.
- The OSPC supports Amendment #1, which adjusts the receiving areas and some parameters for the Transfer of Development Rights (TDR) program in the SE Neighborhood Master Plan. The TDR program was envisioned as a way to implement the land preservation goals in the SE Neighborhood when the master plan was developed. Our office is very pleased to see that Milford and the Delaware Department of Agriculture are working together to implement this master plan recommendation through an ordinance to be reviewed shortly by Milford City Council.
- OSPC has no objections to Amendments #2 – 4.

Department of Transportation – Contact Bill Brockenbrough 760-2109

- In Amendment Request #1, the City proposes moving Development Rights Receiving Area #4 “further south to encompass a single tax parcel that is located on both sides of Cedar Creek Road.” DelDOT does not object to this change but believes there are two tax parcels, albeit under the same ownership. The land east of Cedar Creek Road is Tax Parcel No. 330-16.00-16.00, consistent with Table 4.2 in the PLUS application, but the land west of Cedar Creek Road is Tax Parcel No. 330-15.00-71.00.

Department of Natural Resources and Environmental Control – Contact Michael Tholstrup 735-3352

Amendment Request #1 – SE Master Plan TDR Receiving Areas

- Receiving Area #3- The parcel contains forested wetlands
- Receiving Area #4- Both of these parcels contain significant mapped forested wetlands which are a concern for habitat and water quality protections. The parcel on the east side of Cedar Creek Road also has mapped floodplain and sea level rise inundation that pose existing and future potential flood hazards for development.

Recommendation: Consider avoiding and protecting these natural resources within the TDR receiving areas. A wetland buffer of 100 feet should be employed to protect habitat and water quality. Development within the mapped floodplain should also be avoided.

Amendment Request #2 – Marina-Del Project

The adopted Future Land Use exhibit shows Commercial along Route 36 with limited Moderate Density Residential along two of the parcels off of Beaver Dam Road. The

developer has requested more Moderate Density Residential (highway commercial and residential uses).

- The eastern edge of parcel #330-7.00-35.00 has mapped floodplain and sea level rise inundation that pose existing and future potential flood hazards for development.

Recommendation: Development within the mapped floodplain should be avoided.

Amendment Request #3 – S. Rehoboth Boulevard Corridor

Properties identified in the 2018 Comprehensive Plan update as Commercial Future Land Use have requested to keep their I-1 Limited Industrial zoning designation.

- There is a mapped Leaking Underground Storage Tank (LUST) on parcel #330-7.18-22.00 and another on the adjacent parcel to the north.

Recommendation: Any ground disturbance or LUST removal should be appropriately managed.

Amendment Request #4 – Windward on the River – Commercial and Residential Site Plan

The proposed Future Land Use map amendment would clean up the boundary between the residential and commercial portions of the project by changing portions of tax parcel 330-7.00-33.00 from Moderate Density Residential to Commercial, changing 330-11.00-264.00 from Commercial to Moderate Density Residential and changing tax parcel number 330-11.00-43.00 from Low Density Residential to Commercial.

- The parcels contain significant mapped forested wetlands which are a concern for habitat and water quality protections. Parcel #330-11.00-264.00 also has a large area of mapped floodplain and sea level rise inundation that pose existing and future potential flood hazards for development.

Recommendation: Consider avoiding and protecting these natural resources. A wetland buffer of 100 feet should be employed to protect habitat and water quality. Development within the mapped floodplain should also be avoided.

Amendment Request #5 – Kaplan Property – 302 Polk Avenue – Employment to Low Density Residential

Rezoning parcel #130-3.08-67.00 from H-1 Institutional Development to OB1 Office Building in order to allow different types of professional offices to occupy the existing structure.

- There are no mapped environmental concerns identified.

State Historic Preservation Office – Contact Carlton Hall 736-7404

Amendment Request #1 – SE Master Plan

- The Delaware SHPO is concerned with the TDR Area 2. There is an existing farmstead (S03742); this was the E.M. Daniel House on Beers Atlas. There is a grave on the property for Elias M. Daniel, (died 1887).

There was also another late 19th century farmstead on the parcel, which was demolished about 1970. In addition, the Titus School (S03748), which also shows on the Beers Atlas, is located at the NW corner of Bucks Road and Cedar Neck Road, just outside of this parcel.

Amendment Request #2 – Marina-Del Project

- There is a known dwelling (S10406) and outbuilding on the parcel that may be eligible for NR listing. Our office is currently in the process of locating Cultural Resource forms in our files. The Delaware SHPO recommends that the owner consider retaining the dwelling or incorporating it with the planned development. There is also a dwelling known as the Old Powder Mill Place (S03728) on the western neighboring parcel. The area along the river has potential for prehistoric archaeological resources and there's potential for 19th century archaeological resources. Therefore, the Delaware SHPO recommends an archaeological survey of the project area.

If any project or development proceeds, the developer should be aware of the Unmarked Human Burials and Human Skeletal Remains Law (Del. C. Title 7, Ch. 54). Prior to any demolition or ground-disturbing activities, the developer should hire an archaeological consultant to examine the parcel for archaeological resources, including unmarked human burials or human skeletal remains, to avoid those sites or areas.

If there is federal involvement, in the form of licenses, permits, or funds, the federal agency, often through its client, is responsible for complying with Section 106 of the National Historic Preservation Act (36 CFR 800) and must consider their project's effects on any known or potential cultural or historic resources. For further information on the Section 106 process please review the Advisory Council on Historic Preservation's website at: www.achp.gov

Amendment Request #3 – S. Rehoboth Boulevard Corridor

- The Delaware SHPO has no comment.

Amendment Request #4 – Windward on the River – Commercial and Residential Site Plan

- There is a known dwelling (S10404) located on the southwestern part of the parcel and archaeological site (S00465) located on the southeastern part of the parcel in the project area. Therefore the Delaware SHPO is recommending an archaeological survey of the project area.

If any project or development proceeds, the developer should be aware of the Unmarked

Human Burials and Human Skeletal Remains Law. (Del. C. Title 7, Ch. 54). Prior to any demolition or ground-disturbing activities, the developer should hire an archaeological consultant to examine the parcel for archaeological resources, including unmarked human burials or human skeletal remains, to avoid those sites or areas.

If there is federal involvement, in the form of licenses, permits, or funds, the federal agency, often through its client, is responsible for complying with Section 106 of the National Historic Preservation Act (36 CFR 800) and must consider their project's effects on any known or potential cultural or historic resources. For further information on the Section 106 process please review the Advisory Council on Historic Preservation's website at: www.achp.gov

Amendment Request #5 – Kaplan Property – 302 Polk Avenue

- Our office has no comment.

Delaware Department of Agriculture – Contact Scott Blaier 698-4532

- The Department of Agriculture continues to assist the Town of Milford on implementing their TDR program, and to that end, supports comprehensive plan amendment #1.

Once a decision has been reached on this proposed comprehensive plan amendment, please forward a copy of the plan amendment to the Office of State Planning Coordination for our records. The plan amendment must include a revised version of any maps that were updated as well as any text that was approved in amending the comprehensive plan.

Thank you for the opportunity to review this Comprehensive Plan amendment. If you have any questions, please contact me at 302-739-3090.

Sincerely,



Constance C. Holland, AICP

Director, Office of State Planning Coordination

TO: Planning Commission

FROM: Rob Pierce, Planning & Economic Development Director

DATE: July 16, 2019

RE: Transfer of Development Rights (TDR) Program

Background

In 2011, the City of Milford adopted the SE Master Plan as an amendment to the Comprehensive Plan to guide growth and land use decisions in the southeast neighborhood. The City, State of Delaware Office of State Planning Coordination (OSPC), Delaware Department of Transportation (DelDOT), Delaware Department of Natural Resources and Environmental Control (DNREC) and Delaware Department of Agriculture (DDA) were partners in developing the plan and committed to implementing certain plan elements. The first commitment in Chapter 11 of the SE Master Plan titled Implementation states that “the City will develop and adopt an ordinance to enable the use of transfer-of-development (TDRs) credits in receiving zones. This ordinance will enable developers build at up to eight (8) units per acre by-right through the purchase of TDR credits from farms in the sending areas.”

Ordinances 2019-13 & 2019-20 include amendments to Chapter 200 Subdivision of Land and Chapter 230 Zoning that would implement the TDR program as outlined in the SE Master Plan. Resolution 2019-05 adds the TDR Credit to the Planning Department Fee Schedule, along with the recently adopted Police and General Government Facilities Fee.

How the Program Works

All areas designated as TDR Sending Areas in the adopted Comprehensive Plan would be considered sending areas. Sending parcels must convey all of their available transfer credits at the time of preservation easement dedication and property owners who have transferred development rights from their land forfeit the ability to subdivide for residential development. The DDA would assist the City in purchasing the agricultural easements, including preparing and recording any of the required legal documentation.

All areas designated as TDR Receiving Areas in the adopted Comprehensive Plan would be eligible to purchase additional density; however, the City shall have the flexibility to determine the exact location on the receiving parcel where the TDR credits may be applied. The exact location would be determined based on the availability of public utilities, road and traffic considerations, availability of public transportation, environmental considerations, proximity to public services and existing density. The SE Master Plan stated that developers would be able to build at up to eight (8) units per acre by-right through the TDR program; therefore, receiving areas would be rezoned to R-8 Garden Apartment and

Townhouse District in accordance with Chapter 230-58 upon payment of the TDR credit fee. The rezoning would permit by-right the construction of single-family detached, semi-detached, attached and multi-family housing as permitted under the R-8 zoning category.

The TDR credit value was determined based on the enclosed appraisal report prepared by Karen H. Belinko Appraisals, LLC, who was authorized by City Council to prepare the appraisal document in December 2018. The appraisal evaluated the sending areas adjacent to Milford and recent comparable farm sales in Kent and Sussex Counties. The report determined that the market value of the agricultural preservation easement was approximately \$6,000 per acre. Assuming two dwelling units per acre of development within the County zoning ordinance, the TDR Credit value would be established at \$3,000 per dwelling unit. The Code requires that the transfer credit value be reviewed every two years by a Delaware certified real estate appraiser.

Staff recommends adoption of Ordinance 2019-13, Ordinance 2019-20 and Resolution 2019-05 to implement a Transfer of Development (TDR) Program as outlined in the City's Comprehensive Plan and establish a TDR Credit Value of \$3,000 per dwelling unit.

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN the City of Milford Planning Commission will hold a Public Hearing on the following ordinance on Tuesday, July 16, 2019.

A FINAL REVIEW AND PUBLIC HEARING is scheduled before Milford City Council on Monday, July 22, 2019.

All persons interested in this application are encouraged to attend. Both public hearings will begin at 7:00 p.m. on the said dates in the Milford City Hall Council Chambers, 201 South Walnut Street, Milford, DE 19963.

Ordinance 2019-13
Chapter 200-Subdivision of Land

WHEREAS, the Mayor and Council of the City of Milford are charged with the protection of the public health, safety, and welfare of the citizens of the City of Milford; and

WHEREAS, the City Comprehensive Plan and Southeast Master Plan recognize the pressure to develop rural agricultural areas east of the City where adequate infrastructure does not exist to support such development and the fact that development of such agricultural, environmentally sensitive, and architecturally and culturally significant land threatens the character and quality of life that residents of the Milford area expect; and

WHEREAS, the Council of the City of Milford has considered the proposed text amendment changes to the Subdivision of Land, with regard to the establishment of a Transfer of Development Rights Program, and finds that the amendment is warranted in order to achieve the purposes of the City Comprehensive Plan and Southeast Master Plan, as it relates to those goals; and

WHEREAS, that Chapter 200, Subdivision of Land, is hereby amended with additions in underline, deletions in strikethrough, and existing sections renumbered as set forth below.

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

Section 1. The Title and Text of Section 200-5 General Requirements and Design Standards is hereby renumbered Section 8 as set forth below:

§ 200-8. General Requirements and Design Standards

Section 2. The Title and Text of 200-6 Variances and Waivers is hereby renumbered Section 9 as set forth below:

§200-9. Variances and Waivers

Section 3. Section 200-6 is hereby renamed Revisions to Recorded Subdivision Plats as set forth below:

§200-6. Revisions to Recorded Subdivision Plats

Section 4. The Title and Text of 200-7 Administrative Approvals is hereby renumbered Section 5 as set forth below:

§200-5. Administrative Approvals

Section 5. Section 7 is hereby renamed Expiration of Approved Subdivision Development Plans as set forth below:

§200-7. Expiration of Approved Subdivision Development Plans

Section 6. Section 9 is hereby renamed Variances and Waivers as set forth below:

§200-9. Variances and Waivers

Section 7. A new Section 10 is hereby added to read as follows:

§ 200-10. – Transfer of development rights.

A. Purpose and intent. This section is intended to promote more efficient utilization of land resources through the creation of a transfer of development rights program available to land owners. The transfer of development rights

program enables developers of land within receiving areas the ability to purchase development credits to be used to increase the number of residential units per acre for development within the receiving areas. Funds paid by developers of land within receiving areas would be utilized to purchase the development rights of property owners of certain land designated as sending areas. This option was conceived in response to increasing pressure to develop rural agricultural areas where essential infrastructure and support services necessary to sustain suburban and urban land uses do not exist and are not planned. This section endeavors to achieve well designed and efficient communities inside the City of Milford while preserving, protecting and enhancing precious agricultural lands and rural and natural landscapes from encroachment by sprawl development that threatens the unique character and quality of life that Milford citizens enjoy and expect. The purpose of this section is further described as follows;

- (1) Enables the purchase of transfer credits by developers of land within designated receiving areas;
- (2) Enables the purchase of development rights for willing land owners within designated sending areas;
- (3) Provides for farmland, open space and natural resource preservation through the transfer of development rights that permits an increased density on a receiving parcel and preservation of a sending parcel;
- (4) Provides transit oriented, pedestrian friendly communities with parks, greenways, mixed uses and interconnectivity thereby reinforcing community character;
- (5) Provides adequate and efficient density to support infrastructure investment within the City.
- (6) To further discourage sprawling of urban development into rural areas; and
- (7) Ensures that development credits be utilized for properties that are in areas that have adequate support facilities, including, but not limited to, transportation, water, sewer, employment, recreation and commercial services to accommodate additional development.

B. Definitions. As used in this section, the following terms shall have the meanings indicated:

DEVELOPMENT RIGHTS – The rights of the owner of a parcel of land to develop or use the parcel in accordance with Chapters 230 and 200 of the City of Milford Code.

RECEIVING AREA – One or more designated areas within which the development credits from sending areas may be purchased for use within development projects.

RECEIVING PARCEL – A parcel of land in a receiving area that is the recipient of development credits for the purpose of development with an increase in the number of dwelling units equivalent to the number of development credits purchased in addition to the number of dwelling units that would otherwise be permitted on the parcel.

SENDING AREA – One or more areas in which the development rights of parcels may be purchased from for the use in one or more receiving areas.

SENDING PARCEL – A parcel of land in a sending area from which development rights are being transferred for use on a parcel within a designated receiving area, and upon which a legally binding and irrevocable preservation easement has been placed and recorded that would prohibit the future development of such parcel.

TRANSFER OF DEVELOPMENT RIGHTS – The procedure prescribed by this section whereby the owner of a parcel in the sending area may convey development rights in perpetuity to the City and State of Delaware, Department of Agriculture, and the owner of a parcel in a receiving area may purchase development credits from the City to be utilized on the receiving parcel in addition to the development rights already existing on the parcel.

C. General Provisions.

(1) A system of transferable development rights credit for properties situated within designated sending areas is established in Subsection D, Sending areas.

(2) A system of limitations on the quantity of development rights credits that may be imported into designated receiving areas is established in Subsection E, Receiving areas.

(3) The designation, tabulation, tracking, recordkeeping, management and transfer of development rights shall be under the direction of the City Manager or designee in accordance with the provisions of this section, and procedures established by the Planning Department.

(4) All sending parcels shall be encumbered in perpetuity by an irrevocable preservation easement of the development rights. Such preservation easement shall be recorded and become codicil to the property deed of the sending parcel, and shall have the effect of limiting in perpetuity the future construction of dwellings on the sending parcel to a maximum allowed by the State of Delaware, Department of Agriculture preservation program.

(5) All properties to which development rights are planned to be transferred shall comply with the provisions of Subsection E Receiving Areas, of this section and shall be subject to the plan review and approval processes set forth in Chapter 200 and Chapter 230 of the City Code.

D. Sending areas.

(1) All areas designated as TDR Sending Areas in the adopted City of Milford Comprehensive Plan shall be considered sending areas.

(2) Sending area value. Sending areas are assigned a value of transferable development right credits that may be transferred for utilization within a designated receiving area. The sending area value is determined by the development

potential based on the property's current zoning classification, exclusive of undevelopable land such as wetlands, floodplain or other natural features.

(3) Sending parcels shall convey all of their available transfer credits at the time of preservation easement dedication.

(4) Lands for which the State of Delaware, or any other entity, such as the federal government, a nature conservancy, or any other nongovernmental agency has purchased or otherwise secured the development rights, either through fee simple acquisition, condemnation, eminent domain, deed restriction, easement or any other legal means for the expressed purpose of preventing the development of such lands, shall be ineligible for participation in the City's Transfer of Development Rights Program. Examples of such lands include any state or federal owned property and lands on which agricultural preservation easements have been purchased.

(5) Property owners who have transferred development rights from their land forfeit the ability to use the land for any purpose or use other than those permitted by right in the underlying zoning district, except that such property shall not be subdivided for residential development.

E. Receiving areas.

(1) All areas designated as TDR Receiving Areas in the adopted City of Milford Comprehensive Plan shall be considered receiving areas. The receiving area acreage and number of TDR credits shall be limited to what is provided in the Comprehensive Plan; however, the City of Milford shall have the flexibility to determine the exact location on the receiving parcel where the TDR credits may be applied based on the availability of public utilities, road and traffic considerations, availability of public transportation, environment considerations, proximity to public services and existing density.

(2) Receiving area value. The maximum gross development densities shall be limited to eight (8) dwelling units per acre.

(3) Receiving areas may be rezoned to R-8 Garden Apartment and Townhouse District in accordance with Chapter 230-58 if the developer participates in the TDR program and purchases TDR credits.

(4) Developers may purchase available credits from the TDR bank at a value per transfer credit established by the City in accordance with Section G.

F. Irrevocable Preservation Easement

(1) Preparation of irrevocable preservation easement. Prior to the purchase of transfer credits, the State of Delaware, Department of Agriculture shall prepare an irrevocable preservation easement for the purposes of establishing a perpetual restriction upon the sending area property from which development credits are being purchased. The irrevocable preservation easement shall be prepared by and at the expense of the State of Delaware, Department of Agriculture and shall be subject to review and approval of the Planning Department.

(2) Recordation of irrevocable preservation easement. Such preservation easement shall be recorded in the Office of the Recorder of Deeds for the County at the time of purchase of any development credits, and shall become a permanent, perpetual preservation easement on the deed of the sending property. No such preservation easement shall be recorded without the signature of the City Manager and Planning Director.

G. Administration.

(1) A value for each transfer credit shall be established by a licensed and certified Delaware real estate appraiser and adopted by resolution by the City Council. The value shall be reviewed every two years.

(2) The City may include the cost of administering the TDR program, including but not limited to, the performance of appraisals, in the value per unit established by City Council.

Section 8. A revision to the City of Milford Subdivision Code is hereby granted, as specified in the motion approved by a majority vote of City Council.

Section 9. Dates

City Council Introduction: July 8, 2019

Planning Commission Public Hearing: July 16, 2019

City Council Public Hearing: July 22, 2019

Section 10. Effective Date.

This Ordinance shall be effective on the tenth day following the date of its adoption.

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

CITY OF MILFORD NOTICE OF PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN the City of Milford Planning Commission will hold a Public Hearing on the following ordinance on Tuesday, July 16, 2019.

A FINAL REVIEW AND PUBLIC HEARING is scheduled before Milford City Council on Monday, July 22, 2019.

All persons interested in this application are encouraged to attend. Both public hearings will begin at 7:00 p.m. on the said dates in the Milford City Hall Council Chambers, 201 South Walnut Street, Milford, DE 19963.

Ordinance 2019-20 Chapter 230-Zoning

WHEREAS, the Mayor and Council of the City of Milford are charged with the protection of the public health, safety, and welfare of the citizens of the City of Milford; and

WHEREAS, the City Comprehensive Plan and Southeast Master Plan recognize the pressure to develop rural agricultural areas east of the City where adequate infrastructure does not exist to support such development and the fact that development of such agricultural, environmentally sensitive, and architecturally and culturally significant land threatens the character and quality of life that residents of the Milford area expect; and

WHEREAS, a transfer of development rights program is a tool that can be used to preserve agricultural land and environmentally sensitive areas and the City desires to use this tool; and

WHEREAS, it is necessary to amend Chapter 230, entitled Zoning Code, of the City of Milford Code to establish a Transfer Development Rights Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MILFORD:

Section 1.

Chapter 230 is hereby amended by adding a new §230-19.6 entitled Transfer of Development Rights that shall read as follows:

§ 230-19.6. – Transfer of Development Rights.

- (1) In recognition of the pressure to develop rural agricultural areas where adequate infrastructure does not exist to support such development and the fact that development of such agricultural, environmentally sensitive and architecturally and culturally significant land threatens the character and quality of life that residents of the Milford area expect, a Transfer of Development Rights Program has been established.
- (2) Areas considered to be sending areas for transferred development rights are identified in the Comprehensive Plan and SE Master Plan as TDR Sending Areas, and are outlined in Chapter 200-10 Paragraph D.

(3) Areas considered to be receiving areas for transferred development rights are identified in the Comprehensive Plan and SE Master Plan as TDR Receiving Areas, and are outlined in Chapter 200-10 Paragraph E.

(4) The Official Map may be amended by City Council to allow Receiving Areas to be zoned R-8 Garden Apartment and Townhouse District if the developer participates in the TDR program and purchases TDR credits. Amendments to the zoning map shall follow the procedures outlined in Chapter 230-58.

Section 2.

A revision to the City of Milford Zoning Code is hereby granted, as specified in the motion approved by a majority vote of City Council.

Section 3. Dates

City Council Introduction: July 8, 2019

Planning Commission Public Hearing: July 16, 2019

City Council Public Hearing: July 22, 2019

Section 4. Effective Date.

This Ordinance shall be effective on the tenth day following the date of its adoption.

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

Posted 061119

Adv Beacon 061919



**RESOLUTION 2019-05
PLANNING DEPARTMENT FEES**

Whereas, in an effort to achieve recovery of staff costs, it is necessary to update and revise fees charged by the City of Milford Planning Department to provide services without adversely impacting the City General Fund Budget nor placing an unwarranted burden on the Taxpayers of the City of Milford; and

Whereas, in order to recover these costs, it is necessary to establish new fees and modify current fees from time to time; and

Whereas, Section 230-57 of the Zoning Code of the City of Milford states the Planning and Zoning Fee Schedule shall be set by resolution adopted by City Council and maintained by the City Clerk's office; and

Whereas, following a properly noticed Public Hearing at which testimony was received and considered, the City Council has determined it to be in the best interest of the City to including two new fees adopted through separate ordinances:

Transfer of Development Rights Credits and Police and General Government Facilities Fee.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY RESOLVES as follows:

The Planning and Zoning Fee Schedule, is hereby amended, by renaming Planning and Zoning Fees to Planning and Development Fee Schedule; and

Adding the Police and General Government Facilities Fee, authorized by City Council on May 28, 2019 and effective June 6, 2019, through the adoption of Ordinance 2019-19, indicated by underline and bold italics; and

Adding the Transfer of Development Rights Credit, authorized by City Council on July 22, 2019 and effective August 1, 2019, through the adoption of Ordinance 2019-20, indicated below by underline and bold italics.

PLANNING AND ZONING FEES		
<i>PLANNING & DEVELOPMENT FEE SCHEDULE</i>		
	Description	Fee
Major Subdivision	Preliminary or Final, Residential	\$1,000.00 plus \$10.00 per unit
	Preliminary or Final, Other than Residential	\$1,000.00 plus \$100.00 per lot
Minor Subdivision or	Final, Residential	\$300.00 plus \$50.00 per unit
	Final, Other than Residential (less than four acres)	\$500.00 plus \$100.00 per unit
Lot Line Adjustment	Final, Residential	\$300.00 plus \$50.00 per unit

	Final, Other than Residential (less than four acres)	\$500.00 plus \$100.00 per unit
Site Plan	Preliminary, Final or Amendment	\$700.00
Conditional Use or Amendment to a Conditional Use		\$700.00
Zoning Map Amendment/Comprehensive Plan Amendment		\$1,000.00 plus \$100.00 per acre
Zoning Code Amendment Request		\$700.00
Annexation	Residential, less than 1 acre	\$700.00
	Residential, 1 to 5 acres	\$2,500.00
	Residential, 5+ acres	\$2,500.00 plus \$100.00 per acre
	Other than Residential	\$2,500.00 plus \$500.00 per acre
Variance(s)	1-3 variances	\$300.00
	4-6 variances	\$400.00
	7+ variances	\$500.00
Board of Adjustment Hearing (no variance)		\$300.00
Subdivision Agreement		\$2,500.00
Zoning Verification Letter		\$20.00
Certificate of Use		\$75.00
Legal Interpretation of Subdivision or Zoning Code		\$300.00
Street or Alley Closing		\$300.00
Application Resubmission or Rescheduling Fee		\$200.00
Professional Service Fees (including but not limited to Legal Fees, Engineering Review Fees)		Fees charged the City of Milford, plus 10%; Billed as encumbered.
<i>Transfer of Development Rights (TDR) Credit</i>		<i>\$3,000 per dwelling unit</i>

BUILDING INSPECTION AND PERMITTING FEES

Description		Fee
Building Permit, Residential, Use groups R3 or R4	New Dwelling Unit	\$50 per 100 heated square feet plus \$13 per 100 unheated square feet
	Interior/Exterior Renovations, Accessory Building, Pool, Deck, Ramp, Solar Panels	\$50 plus \$5 per \$1,000 up to \$1M and \$2 per \$1,000 over \$1M based on cost of project
	Demolition	\$50.00
	Certificate of Occupancy	\$25.00
Building Permit, Other than use groups R3 or R4	New Construction, Commercial Fit-Out, Interior/Exterior Renovations, Footer, Foundation,	\$100 plus \$5 per \$1,000 up to \$1M and \$2 per \$1,000 over \$1M based on cost of project
	Sign, Sales/Construction Trailer, Solar Panel	\$50 plus \$5 per \$1,000 up to \$1M and \$2 per \$1,000 over \$1M based on cost of project
	Demolition	\$100.00
	Certificate of Occupancy	\$25.00
Building Permit, Renewal		\$50 or 10% of permit fee, whichever is greater
Re-inspection		\$50.00
Temporary Certificate of Occupancy		\$50.00
Carlisle Enhancement Fund		1/4 of 1% of heated square feet cost
<i>Police and General Government Facilities Fee</i>		<i>3/4 of 1% of heated square feet cost</i>

CODE ENFORCEMENT AND LICENSING FEES

Description		Fee
Licensing	Contractors	\$100.00 annually, prorated semi-annually

	Residential Rental Operating	\$50.00 per unit annually
	Peddler, Solicitor, and Transient Merchant	\$50.00 annually, prorated semi-annually
	Transfer	\$50.00
Inspection	Re-Inspection / Follow Up Inspection	\$50.00

This Resolution replaces in its entirety Resolution 2018-02.

Section 1. Following adoption of Resolution 2019-05, and upon the effective date, the Planning and Development Fee Schedule is hereby amended.

Section 2.

Any revision to the City of Milford Planning and Development Fee Schedule, is hereby granted, as specified in the motion approved by a majority vote of City Council.

Section 3. Dates

Planning and Zoning Review: July 16, 2019

City Council Review: July 22, 2019

Section 4. Effective Date.

Effective date will coincide with that of Ordinance 2019-20.

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.

Chapter 4

Agricultural Preservation

The Delaware Department of Agriculture (DDA) supports and endorses the City of Milford Southeast Neighborhood Master Plan. The Department is especially encouraged to see the large area of farmland to southeast designated as continued agricultural use. The state has already made a significant investment of taxpayer's money to permanently preserve a number of farms in this area through the Delaware Agricultural Lands Preservation Foundation (DALPF). In addition, the Department has performed a Land Evaluation/Site Assessment (LESA) analysis of the parcels designated as Open Space-Agricultural in the plan. The LESA model was developed by the United State Department of Agriculture (USDA) to evaluate a parcel of land's suitability to remain in agriculture for the foreseeable future. The analysis showed all of the parcels are well-suited, and best used, for agricultural in the future. The DDA will continue to work with land owners in this area to preserve their farms permanently, and build on the investment the state has already made.

Simply preserving farmland is not enough to encourage and support farming in the state. State government and municipalities must make the occupation of farming a viable and rewarding living for the farmer and their family. The Department offers some suggestions below that are mutually beneficial to both the city and the surrounding farms. In addition, the Department has outlined a plan for a transfer of development rights (TDR) program whereby the city and DALPF can partner to permanently preserve the farmland identified in the master plan.

In addition to providing a living to farmers, farmland provides a number of intangible benefits to the cities and people who live around them. In the case of Milford, preserving the farmland to the southeast will create a predictable city limit, with no threat that the land can be developed into residential developments through Sussex County. This would ensure that city's services and infrastructure will not be stressed and overextended without additional tax base to support it.

The farmland will also provide a visual amenity of open green space to city residents along the southeast boundary of the city. There are also environmental benefits such as cleansing precipitation before it recharges the underlying aquifers that feed the city's well fields. The surrounding farm businesses will also be a source of income for the city's businesses, when farm families shop in city. Nearby farms also present the possibility of providing fresh local fruits and vegetables to city residents via roadside produce stands or "u-picks."

Milford Southeast Neighborhood Master Plan

Transfer of Development Rights Program

The Delaware Agricultural Lands Preservation Foundation (DALPF) will partner with the City to develop a Transfer of Development Rights (TDR) program. The Department suggests a program whereby the city selects which farms it wants to permanently preserve, and which properties within the city would be allowed to use the TDR credits to build additional dwelling units.

Although the city would have discretion in choosing which farms to preserve, the Department recommends the farms be enrolled in the DALPF program first in order to be eligible. The DALPF is a voluntary program whereby the landowner initially agrees not to develop the land for 10 years. During that 10-year period, the landowner is eligible to sell his/her development rights to the state and receive money in exchange for permanently preserving the property in agriculture. In this area, the landowner will also have the option to sell Transfer of Development Rights through the program that will be described in this chapter. Landowners will have at least two options for preservation from which to choose.

The DALPF is a well-established program for preserving farmland. It has been in operation for nearly 20 years and has permanently preserved over 100,000 acres in Delaware. This 100,000 acres represents nearly 20% of the state's available farmland and approximately 8% of the state's total land area.

By partnering with DALPF, the City will avoid the initial financial expenditures required to preserve a parcel of land. These expenditures include paying to survey the property, paying the legal costs of a real estate settlement, and other associated administrative costs. DALPF would bear those costs. In addition, the City would avoid the future obligation of monitoring the preserved farms to make sure they remain in compliance with the preservation agreement (easement). DALPF would assume that responsibility and would add any properties preserved by Milford to the hundreds of permanently preserved farms it already monitors. In addition, should any future litigation be required to uphold the preservation easement, the City would not have to incur any legal costs.

How a Transfer of Development Rights (TDR) Program Works:

In order for a TDR program to work, a viable market has to be created through a number of steps, including ordinances.

The first step in the process is for the City of Milford to identify “sending areas” and “receiving areas.” TDR sending areas are defined as the areas, and properties, from which TDR credits will come. The goal is to permanently preserve these areas as farmland and open space through deed restriction/easement. In return for agreeing to permanently preserve a farm, the landowner would be compensated monetarily. The number of dwelling units (DUs) that could have been built on the property would then be “sent,” or “transferred,” to a previously designated receiving area where the City is prepared for development at higher densities. In addition to sending areas, the City would also have to identify “receiving areas” within its municipal boundary. These areas would have to have the available infrastructure to accept higher density. The City would also need strong ordinances in place that would only allow additional density if the developer participated in the city’s TDR program. In addition, the ordinance must make the addition of more DUs (higher density) through the TDR program “by right.”

Milford’s TDR Program

Selecting the Sending Areas

In order to identify suitable sending areas, DDA performed a GIS analysis of properties just outside, or straddling, the city’s future projected growth boundary to the southeast. In order to determine which farm parcels would be most suitable for preservation, the department applied the same qualifying criteria used by the state’s Agricultural Lands Preservation Program. The analysis identified 11 farm parcels encompassing 720 acres. These properties are shown in Table 4.1 and on the Agriculture Map, Map 2. This area is ideal because a number of farms have already been permanently preserved by the Delaware Agricultural Lands Preservation Program. In addition, there are several other farms in the area that are currently enrolled in the DALPF program, waiting to be permanently preserved. The farms in the sending area are currently zoned for two (2) units to the acre under the Sussex County zoning code. Therefore, approximately 1,452 dwelling units could be transferred into the City of Milford and used on properties designated as receiving areas. The proposed sending areas are shown as “Open Space Agriculture” (green color on legend) on the land use map (Map 1).

Selecting the Receiving Areas

Finding eligible farms willing to sell their development rights is only one side of the equation. The City must also identify areas prepared to accept additional dwelling units above the maximum number allowed by the underlying zoning. The additional DUs would only be allowed if the developer participated in the city’s TDR program. Receiving areas have been identified based on a number of enabling factors, including sewer and water availability, road and traffic

considerations, availability of public transportation, existing density in the area, proximity to public services, environmental considerations, and other factors.

After considering and weighing all the factors previously discussed, DDA supports the city using the three (3) areas defined by the hatch-marked areas on the Land Use Map (Map 1). These areas are centered on future public transportation locations, or nodes. These areas are in proximity to future employment centers and commercial services and are not located on environmentally sensitive lands as identified by DNREC. See Table 4.2 for more details.

Some the land in the receiving areas is already within Milford's municipal boundaries. In order for the other lands to participate as receiving areas through this program, they will have to be annexed into the City of Milford. Upon annexation, these lands will be zoned at the base density, currently known as R-1 under Milford's existing zoning ordinance. This ordinance currently allows development at up to approximately 3 du/acre. Property owners/developers would be allowed to develop at that density under the current regulations. However, if the property owner/developer choose to participate in the TDR program, the land could be developed at up to 8 du/acre if there is a transfer of units from the sending area. This transfer would be "by-right," meaning that there is no special approval needed to complete the transfer as long as the parameters and requirements of the program are met. The developer's plan would still have to go through the standard subdivision review process through the Planning Commission and City Council, to ensure it meets city code requirements. The area encompassed by the hatch-marked areas equals approximately 280 acres. Therefore, multiplying that area by five (5) additional units per acre would allow up to 1,400 units to be transferred, potentially preserving 720 acres of farmland in the receiving area.

Table 4.1. TDR Sending Area Analysis

Parcel Number	LESA Score	Acres	Zoning Yield ¹
330-12.00-10.00	185.08	60	120
330-08.00-47.00	220.19	14.7	28
330-12.00-08.00	222.51	117.4	235
330-08.00-28.00	172.61	46.2	92
330-08.00-24.00	189.26	41.29	101
330-12.00-01.03 ²	210.7	118.18	236
330-12.00-01.02 ²	Part of 330-12.00		
330-12.00-01.02 ² (Unit 21805)	Part of 330-12.00		
330-12.00-01.00	181.54	66.8	132
330-08.00-19.00	192.19	85.5	170
330-08.00-19.02	192.19	16.3	32
330-08.00-20.00	232.5	105.6	210
330-07.00-75.00	184.27	48.4	96
Totals		720.37	1,452

Source: Delaware Department of Agriculture

¹ Zoning Yield reflects 2 dwelling units per acre, which is currently allowed in the Sussex County AR-1 Zoning District

² Shaded parcels are currently enrolled in an existing Agricultural District.

Table 4.2. TDR Receiving Area Analysis

Milford TDR Receiving Areas: Located within ¼ Mile of Public Transportation Nodes				
Node	Acres	Base Zoning at 3 DU / Acre	TDR Zoning at 8 DU / Acre	Additional DUs through TDR Use
1	58	174	696	522
2	118	354	1,416	1,062
3	104	312	1,248	936
Totals	280	840	2,240	1,400

Source: Delaware Department of Agriculture, City of Milford, and Office of State Planning Coordination

Purchasing Development Rights Using a TDR Bank Concept

Some traditional TDR programs require the developer to find a suitable farm to preserve and a landowner willing to sell his/her development rights. The developer would have to negotiate a price with the owner and handle all of the legal and administrative requirements to permanently preserve a parcel of land from future development. This process typically requires a lot of time and money from the developer. This is generally not in the developer's best interest if they are trying to take advantage of prevailing real estate market conditions favoring building at higher densities.

DDA will assist the city in the creation and administration of a TDR bank in lieu of the aforementioned process. In a TDR bank concept, the City would begin with either seed money or TDR credits from lands already preserved. Developers would purchase TDR units to allow them to build at higher density from the bank. An administrative fee may also be assessed to account for legal and other costs that may be necessary to complete the transfer. The City (aka “the bank”) would aggregate all the funds it collects from developers who purchase these rights and use that money to purchase the development rights on properties enrolled in the DALPF program and located in the city’s designated sending area. These units would then be available to be re-sold to future developers. The City would choose which farms it wanted to purchase based on predetermined criteria they establish.

In addition to the funds the City would have, the City would also be eligible for state-matching funds from DALPF, as well as any federal matching funds from United States Department of Agriculture (USDA) Farm and Ranch Lands Protection Program (FRPP). As allowed by law, these matching funds would be awarded to the city based on availability. If the City were able to capture state and federal matching funds, it could significantly leverage funds with additional money and preserve additional farm land.

Setting the Cost of TDR Credits or Units

DALPF recommends that the value/cost of a unit of development rights for transfer be based on the most recent real estate appraisals done on properties near the designated sending areas. If there are insufficient real estate appraisals to determine a value, DALPF could undertake a sample appraisal process to establish a fair value. The value could be established for a given calendar year, or on any other schedule the City deems appropriate. Pricing could be done by land classification if the rights were variable in the city’s system, again based on recent appraisal information. As another option, the City could set values based on the presumed value of the rights, with a deduction for the developer’s profit. Studies have shown that a developer needs to realize a 35 percent profit margin when buying TDR credits in order to have an incentive to buy them.

Summary of Benefits of this Program

- The TDR bank allows developers to purchase rights at pre-set prices. No need to locate willing land owners and negotiate prices.
- Farmers and landowners can sell directly to the TDR bank at pre-set prices, determined through fair appraisal methods. No need to negotiate with developers.

- TDRs can be sold and purchased in appropriate increments based on needs and market conditions at the time. No need to match a farmer/landowner with a developer who needs exactly the number of TDRs they wish to sell.
- Additional density would be allowed “by right,” and the developer will not have to go through a separate public approval process to use the credits.
- As a part of this program, the use of TDRs will entitle the builder/developer to all of the benefits of expedited review and processing that accrue to those who adhere to the recommendations and requirements in the Master Plan area.
- The City and the State will also dedicate a permanent plaque or marker in the development, and the farmland that was preserved, that memorializes and recognizes the developer’s contribution.

Additional Recommendations for Implementation of Agricultural Preservation:

1) DDA recommends that the City require any property developed adjacent to land designated as Open Space Agriculture to include a forested buffer between the property and adjacent farmland. This is already required by Sussex County. As a courtesy to Sussex County, DDA’s Forest Service reviews the effectiveness of the buffer and makes a recommendation to the county on whether or not to accept the buffer as is, or require modifications. The Department would offer the same service to the city.

2) In addition to a forested-buffer requirement, DDA also asks that the City work with developers on where they “mass” their houses or buildings. Whenever practical the Department requests that the City require developers to cluster their approved building lots and place as much of the residual community open space near adjacent farm parcels. This would further help eliminate or mitigate any conflict that may arise from dissimilar land uses.

3) DDA asks that the city review its zoning ordinances for compatibility with future agricultural business or agriculture related uses. It is important to provide provisions and flexibility in the zoning code to accommodate future agriculture related activities.

4) DDA would note that all properties enrolled in the state’s farmland preservation program are afforded the protections listed in Appendix 3. In addition, Sussex County adopted a “mirror” ordinance to provide these protections to all farms located in Sussex County. These protections should be considered during the city’s planning process in an attempt to place more compatible land uses next to properties engaged in agriculture. In addition, there is a restriction on the location of water wells in DNREC’s regulations that should be considered.

Chapter 11 Implementation

Commitments:

The City of Milford

1. The City will develop and adopt an ordinance to enable to use of transfer-of-development rights (TDRs) credits in receiving zones. This ordinance will enable developers build at up to eight (8) units per acre by-right through the purchase of TDR credits from farms in the sending areas.
2. A stormwater utility is a legal and financial structure to allow stormwater management facilities to be constructed, managed, and maintained in common by a local government or other entity. This master plan area is well suited to such a utility, although there are many ways to structure such an entity. Both the City and DNREC agree to explore this option in more detail as this area develops in accordance with this master plan.
3. The City will construct a public water system as described in Chapter 9 to serve the Master Plan Area. This is a funded project.
4. The City will design and permit a sewer system to serve the Master Plan Area as described in Chapter 9. Private developers will be responsible for funding and constructing this system. The City will discuss various financing and construction options with any developer.

Delaware Department of Agriculture

1. The Delaware Department of Agriculture (DDA) and the Delaware Agricultural Lands Preservation Foundation (DALPF) will partner with the City to establish a Transfer of Development Rights program as described in the Agricultural Preservation chapter of this document (Chapter 4).
2. By partnering with DALPF, the City will avoid the initial financial expenditures required to preserve a parcel of land. These expenditures include paying to survey the property, paying the legal costs of a real estate settlement, and other associated administrative costs. DALPF would bear those costs.
3. The City would avoid the future obligation of monitoring the preserved farms to make sure they remain in compliance with the preservation agreement (easement). DALPF would assume that responsibility and add any properties preserved by Milford to the hundreds of permanently preserved farms it already monitors. In addition, should any

Signatures:

The undersigned agree to honor the above stated commitments, agreements, requirements and recommendations as they relate to the development and preservation of land within the Milford Southeast Neighborhood Master Plan area. This document, including text and maps, shall guide land development, agricultural preservation, environmental protection, and infrastructure investments in the Southeast Neighborhood Master Plan Area described herein. This document shall be in full force and effect until such time as all parties reconvene and mutually consent to amend this document and the commitments, agreements, requirements, and recommendations.



Mayor, City of Milford



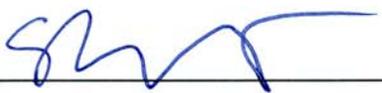
Director, Office of State Planning Coordination



Secretary, Delaware Department of Agriculture



Secretary, Delaware Department of Natural Resources and Environmental Control



Secretary, Delaware Department of Transportation

Milford South East Neighborhood Master Plan

Map #2 Land Use & Agriculture

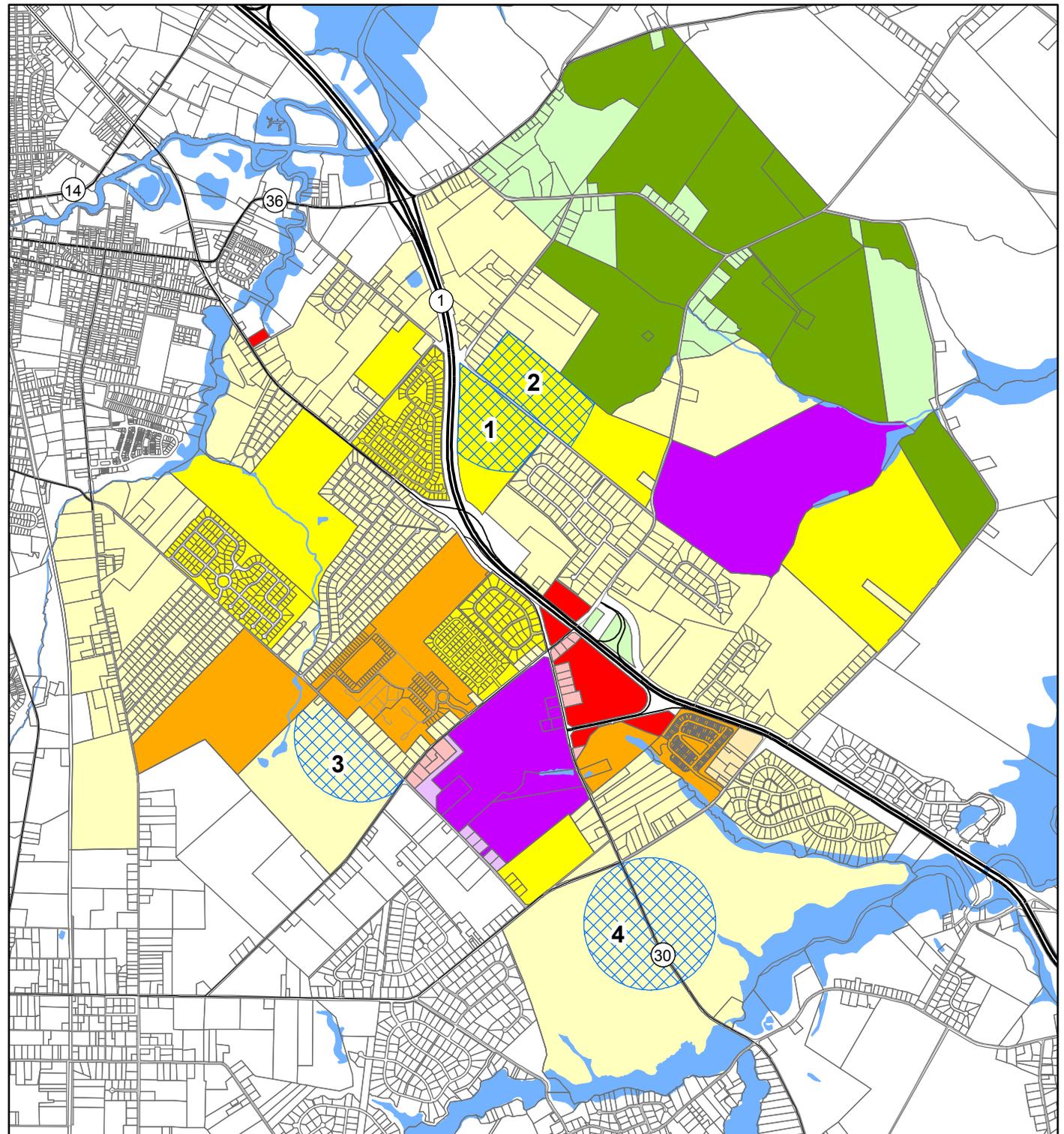
Revised March 2019

Legend

-  TDR Receiving Areas
-  TDR Sending Areas
-  Commercial
-  Employment Center
-  Residential - Low Density
-  Residential - High Density
-  Open Space Agriculture
-  Proposed Commercial
-  Proposed Employment
-  Proposed Residential - Low Density
-  Proposed Residential - High Density
-  Proposed Open Space Agriculture



0 0.25 0.5 1 Miles



Amendment Request #1 – SE Master Plan

In the process of developing a draft ordinance to establish a Transfer of Development Rights Program as outlined in the SE Master Plan, the City of Milford has determined that it would be beneficial to move Receiving Area #4 further south to encompass two tax parcels under single ownership that are located on both sides of Cedar Creek Road. The previously designated area included several developed strip lots along Johnson Road and Cedar Creek Road which may be more difficult or impractical to redevelop for large-scale residential use. The City feels that shifting this area further to the south would benefit the TDR program.

Additionally, Receiving Area #2 has been reshaped to encompass a single tract of land located along the east side of Bucks Road for similar reasons. The City feels that minimizing the number of properties involved in the receiving areas will lead to better program success.

The acreage for the receiving areas was increased to 290 acres, increasing the number of Transfer Credits available to 1,450, which is closer to the numbers provided in the sending area analysis.

The below table replaces Table 4.2 found on page 25 of the SE Master Plan in its entirety. The updated table provides a breakdown for each of the four areas involved and corrects a calculation error in the “8 dwelling unit per acre” column.

Table 4.2. TDR Receiving Area Analysis

Milford TDR Receiving Areas					
ID	Tax Parcel Number	Receiving Area Acreage	Base Zoning at 3 DU/Acre	TDR Zoning at 8 DU/Acre	Total Transfer Credits Allowed
1	3-30-11.00-056.00	55	165	440	275
2	3-30-11.00-068.00	55	165	440	275
3	3-30-15.00-024.00	60	180	480	300
4	3-30-16.00-016.00 & 3-30-15.00-071.00	120	360	960	600
		290		2,320	1,450

The City has updated Map #1, #2, #3, #5 and #6 to show the above referenced changes to the TDR Receiving Areas and provides identification numbers for the four parcels involved.

~~Amendment Request #2 – Marina-Del Project~~

~~The City has received a request from the owner/developer of tax parcels 3-30-7.00-035.00, 036.00 & 037.00 located along the south side of Cedar Beach Road (State Route 36) just west of SR1 to develop the site into highway commercial and residential uses. The adopted Future Land Use exhibit shows Commercial along Route 36 with limited Moderate Density Residential along two of the parcels off of Beaver Dam Road. The developer has requested more Moderate Density Residential as shown on attached Exhibit B.~~

~~Amendment Request #3 – S. Rehoboth Boulevard Corridor~~

~~Three of the properties identified in the 2018 Comprehensive Plan update as Commercial Future Land Use have requested to keep their I-1 Limited Industrial zoning designation. As such, the City requests permission to amend the Future Land Use maps by changing these to Industrial Future Land Use. These include tax parcel numbers 3-30-7.18-022.00, 023.00 and 025.02. The proposed map amendments are shown on attached Exhibit C.~~

**City of Milford - TDR Program
Land Only
Sussex & Kent Counties, Delaware**

For
Rob Pierce
Planning & Development Director
City of Milford
City Hall
201 S. Walnut Street
Milford, Delaware 19963

By
Karen H. Belinko, MAI
State Certified General Real Property Appraiser
DE Certified General Appraiser, #X1-0000309
and
Camden E. Belinko
MD Real Estate Trainee, #32956

Effective Date
January 22, 2019

Karen H. Belinko Appraisals, LLC

Appraiser/Consultant

The Eli Bennett House
5665 Mossy Springs Drive
Sykesville, Maryland 21784
Phone 410-259-2315
kbelinko@aol.com



Karen H. Belinko, MAI

FAX 410-795-4526

February 27, 2019

Rob Pierce
Planning & Development Director
City of Milford
City Hall
201 S. Walnut Street
Milford, Delaware 19963

**Re: City of Milford - TDR Program
Land Only
Sussex & Kent Counties, Delaware**

Dear Mr. Pierce:

Per your request, this appraisal is to provide some benchmarks in property values for the City of Milford's TDR (Transfer Density Rights) program. The scope is first to appraise the market value of farm land, and unencumbered with as much focus as possible in or near the sending area for the City of Milford. It is beyond the scope of my assignment to appraise every property in the sending area but more to estimate a value that may be achieved in that location. Secondly, I have estimated the market value as farm land once encumbered by the DALPF easement. I have not appraised specific properties but have considered a typical farm in terms of tillable ratios, frontages, rights retained, etc. These averages are estimated to be 100 acres and 70 to 75 percent tillable. Throughout this report, this 'average' farm will be referred to as the 'subject property' as it represents a typical farm in the area to be under easement.

The difference in these values is the market value of lost development rights, or the value of the easement. This appraised value is used by Delaware Agricultural Lands Preservation Foundation (DALPF) as well as federal entities to estimate the fair compensation to property owners for extinguishing rights and encumbering farms under the DALPF easement. The above methodology will be used to estimate the market value on average per acre for lost development rights. You have indicated that you will use this to estimate the cost to preserve one acre of farmland.

It should be emphasized that the above methodology does not reflect the value of losing two lot rights per acre since that is not prevalent in the sending area without public water and sewer. Based upon our conversations, it appears that the City of Milford is willing to give two rights per acre for each acre preserved as a function of the City Code as opposed to estimating the actual value of TDRs or lot rights for the sending parcels. The effective date is January 22, 2019.

Karen H. Belinko Appraisals, LLC

Rob Pierce

February 27, 2019

-2-

Based upon all of the above, this appraiser estimates on average the loss in value as a result of the DALPF easement for those farms surrounding Milford to be as follows:

\$6,000 per acre

To the best of my knowledge and belief, the statements, judgments, and opinions in this survey are correct. I have no present nor contemplated interest in the property being appraised.

Respectfully submitted,



Karen H. Belinko, MAI
State Certified General Real Property Appraiser
DE Certified General Appraiser, #X1-0000309



Camden E. Belinko
MD Real Estate Trainee, #32956

KHB/CEB/jhc

EXECUTIVE SUMMARY

Location: Around the City of Milford, Delaware

Effective Date: January 22, 2019
Date of Inspection: January 22, 2019
Date of Report: February 27, 2019

Property Rights Appraised:
Fee Simple Land Only
Agricultural Use Value Land only, subject to a Preservation Easement and as defined by the client.

Land Size: Approx. 100 acres on average

Zoning: AR-1, AR, AC

Utilities: Public electricity and telephone only.

Description of Improvements: N/A

Present Use: Agricultural
Highest & Best Use: Continued use as agricultural land with eventual subdivision potential in the Before Situation. In the After Situation, restricted to agricultural and related uses, and limited residential use.

Valuation By: Sales Comparison Approach
Fair Market Value \$11,500 per acre
Agricultural Only Use Value* \$ 5,500 per acre
Development Rights
Easement Value \$ 6,000 per acre

*As defined by the Delaware Agricultural Lands Preservation Foundation Policies, Procedures, and By-Laws.

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ASSUMPTIONS AND LIMITING CONDITIONS

This appraisal is subject to the following assumptions and limiting conditions:

No responsibility is assumed for the legal description provided or for matters pertaining to legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated.

The property is appraised free and clear of any or all liens or encumbrances. In the subject instance, there are no known easements or encumbrances. In the After Situation, the client is interested in placing a preservation easement over the subject property, a hypothetical condition. This easement prohibits rezoning or subdivision, and limits use to agricultural and related uses. Residential uses are limited to no more than one acre for each 20 acres of usable land, to a maximum of 10 acres for dwelling housing. No more than a total of three dwellings or dwelling lots may be transferred from an owner or relatives of an owner to any other person. All improvements including on-sites are excluded from this valuation.

Responsible ownership and competent property management are assumed.

The information furnished by others is believed to be reliable, but no warranty is given for its accuracy.

All engineering studies are assumed to be correct. The plot plans and illustrative material in this report are included only to help the reader visualize the property.

The sketch in this report, if included, is to assist the reader in visualizing the property.

It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for obtaining the engineering studies that may be required to discover them.

It is assumed that the property is in full compliance with all applicable federal, state, and local environmental regulations and laws unless the lack of compliance is stated, described, and considered in the appraisal report.

It is assumed that the property conforms to all applicable zoning and use regulations and restrictions unless a nonconformity has been identified, described and considered in the appraisal report.

It is assumed that all required licenses, certificates of occupancy, consent, and other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained in this report is based.

Unless otherwise stated in this report, the existence of hazardous materials, which may or may not be present on the property, was not observed by the appraiser. The appraiser has no knowledge of the existence of such materials on or in the property. The appraiser, however, is not qualified to detect such substances. The presence of substances such as asbestos, urea-formaldehyde foam insulation, radon gas, lead or lead-based products, toxins, and other potentially hazardous materials may affect the value of the property. The value estimated is predicated on the assumption that there is no such material on or in the property that would cause a loss in value. No responsibility is assumed for such conditions or for any expertise or engineering knowledge required to discover them. The intended user is urged to retain an expert in this field, if desired.

Possession of this report, or a copy thereof, does not carry with it the right of publication.

The appraiser, by reason of this appraisal, is not required to give further consultation or testimony or to be in attendance in court with reference to the property in question unless arrangements have been previously made.

Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser, or the firm with which the appraiser is connected) shall be disseminated to the public through advertising, public relations, news, sales, or other media without the prior written consent and approval of the appraiser. However, this does not preclude distribution for legal and proper purposes. This would include being made open to the public under the Freedom of Information Act.

This appraiser assumes that the subject property does not fall within any floodplain area where flood insurance is mandated.

Hypothetical Condition - The After Value assumes a hypothetical condition that the preservation easement is in place and any impact on value has been realized.

THE SCOPE OF WORK RULE

The Scope of Work is the “type and extent of research and analyses in an assignment.” (2006 USPAP). The Scope of Work identifies the problem to be solved, determines and performs the research and analyses necessary to produce a credible appraisal, and discloses the scope actually performed. If any approach is not deemed appropriate, an explanation is provided. There are three main parts of the Scope of Work Rule.

Problem Identification/Summary of Appraisal Problem - This appraisal is being performed for the City of Milford to provide some benchmarks in property values for the City of Milford’s TDR (Transfer Density Rights) program. The scope is first to appraise the market value of farm land, and unencumbered with as much focus as possible in or near the sending area for the City of Milford. It is beyond the scope of my assignment to appraise every property in the sending area but more to estimate a value that may be achieved in that location. Secondly, I have estimated the market value as farm land once encumbered by the DALPF easement. I have not appraised specific properties but have considered a typical farm in terms of tillable ratios, frontages, rights retained, etc. These averages are estimated to be 100 acres and 70 to 75 percent tillable. This average farm is referred to as the ‘subject property.’

The difference in these values is the market value of lost development rights, or the value of the easement. This appraised value is used by Delaware Agricultural Lands Preservation Foundation (DALPF) as well as federal entities to estimate the fair compensation to property owners for extinguishing rights and encumbering farms under the DALPF easement. The above methodology will be used to estimate the market value on average per acre for lost development rights. You have indicated that you will use this to estimate the cost to preserve one acre of farmland.

It should be emphasized that the above methodology does not reflect the value of losing two lot rights per acre since that is not prevalent in the sending area without public water and sewer. Based upon our conversations, it appears that the City of Milford is willing to give two rights per acre for each acre preserved as a function of the City Code as opposed to estimating the actual value of TDRs or lot rights for the sending parcels. The effective date is January 22, 2019.

This appraisal is in compliance with the Uniform Standards of Professional Appraisal Practice.

The Scope of Work Determination, after identifying the problem to be solved, consisted of the following:

- 1) An inspection of the site and an analysis of primary data relating to the subject property.
- 2) A search of the land records, COMPS, TREND, CoStar, the Metropolitan Regional Information Systems, Inc. (MRIS), and our database for comparable sales, pending sales, active listings and/or rentals, as applicable, within the subject's market.
- 3) Inspection and verification of the comparable data.
- 4) Consideration of secondary data regarding local and regional market conditions as they relate to an analysis of highest and best use and the estimated market value, as of the effective date of the appraisal report.
- 5) Analysis of the market data collected and highest and best use to determine which approaches to value are appropriate in producing a credible appraisal.
- 6) Reconciliation into a final estimate of market value.

Scope of Work Disclosure is the application of scope of work in resolving the problem of this appraisal report:

After considering the intended use of this appraisal, determining the type of assignment, and completing the research and analyses described above, this appraiser has concluded that of the three traditional approaches to value, the Sales Comparison Approach, the Cost Approach and the Income Approach, only the Sales Comparison Approach is appropriate to produce credible results. Neither the Income nor Cost Approaches are applicable for vacant agricultural land with development potential in this market. In the approach used, the relevant characteristics of farm land, such as location, number of development rights, and site characteristics, were analyzed in light of the market research conducted. These characteristics were analyzed in both the Before and After Values, the latter also including the impact of the preservation easement on the typical farm to be replaced under easement referred to as the subject property.

DEFINITION OF MARKET VALUE

“Market value means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. buyer and seller are typically motivated;
2. both parties are well informed or well advised and acting in what they consider their own best interests;
3. a reasonable time is allowed for exposure to the open market;
4. payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
5. the price represents the normal considerations for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.”¹

¹Natural Resources Conservation Service 519.102 Specifications for Appraisals of Real Property for the Farm and Ranch Land Protection Program

PROPERTY RIGHTS APPRAISED

The property rights being appraised are of surface rights (as required by NRCS) as well as irrigation water rights. The appraised value in the Before Situation will be those surface rights in fee simple estate. There are no known easements or encumbrances in the Before Situation. As background, in order for any property to become eligible for a preservation easement it first must enter a district for a period of 10 years. However, it is the policy of DALPF and every other easement program familiar to this appraiser NOT to penalize the property owner's value because of the requirement of the program. Some of the properties being purchased for easement may be in for one year, others for 10. This is disregarded, as has been the case from the original implementation of the program. The property is appraised as if it is free and clear of any imposition of development that is temporarily placed by the program. In the After Situation, the subject property will be encumbered by a preservation/conservation easement which is discussed in further detail in the After Value.

Definition of Fee Simple Estate - "An absolute fee; a fee without limitations to any particular class of heirs or restrictions, but subject to the limitations of eminent domain, escheat, police power and taxation. An inheritable estate."²

Definition of Easement - "An easement is an interest in real property that conveys use, but not ownership, of a portion of an owner's property."³ Easements can be conveyed for a specific period of time or in perpetuity. A property subject to an easement is burdened or encumbered by the easement. The partial interest to another party that results from the easement is described by deed and has measurable value.

²Bryl N. Boyce, Ph.D., ed., Real Estate Appraisal Terminology (Cambridge, Mass.), Ballinger Publishing Co., 1984, Page 102.

³The Appraisal of Real Estate, Tenth Ed., Appraisal Institute, 1992, p. 130

Definition of Surface Rights - "The right to use the surface of the land only, e.g., for access, flowage, right-of-way; also called surface right."⁴

PURPOSE OF THE APPRAISAL

The purpose of this appraisal is to provide an opinion of **market value** of the subject property before the acquisition of an easement (Before Value) and an opinion of market value of the subject property remaining after the proposed easement has been placed (After Value), as of a current date of value. The difference in these two values is the estimated value of the development rights or preservation/conservation easement. The function of this report is to assist the client in the receiving funding from the Agricultural Conservation Easement Program (ACEP) as administered by the Natural Resources Conservation Service (NRCS).

INTENDED USE

The use of this appraisal is for receiving funding from ACEP as a result of acquisition of the subject property's development rights by way of a preservation/conservation easement through the Delaware Agricultural Lands Preservation Foundation program. DALPF and USDA/NRCS will utilize this appraisal to determine the effect on value of the preservation/conservation easement by entering into a DALPF/ACEP-Agricultural Land Easement. Other uses of this report are neither intended nor authorized.

⁴The Dictionary of Real Estate Appraisal, Third Edition, Appraisal Institute, Page 359

INTENDED USERS

The intended users of this report are City of Milford and U.S. Department of Agriculture, Delaware Agricultural Lands Preservation Foundation (DALPF). Use of the report by others is neither intended nor authorized by the persons signing this report. Parties, who receive a copy of this report as a consequence of disclosure, or other means applicable to the client, do not become intended users.

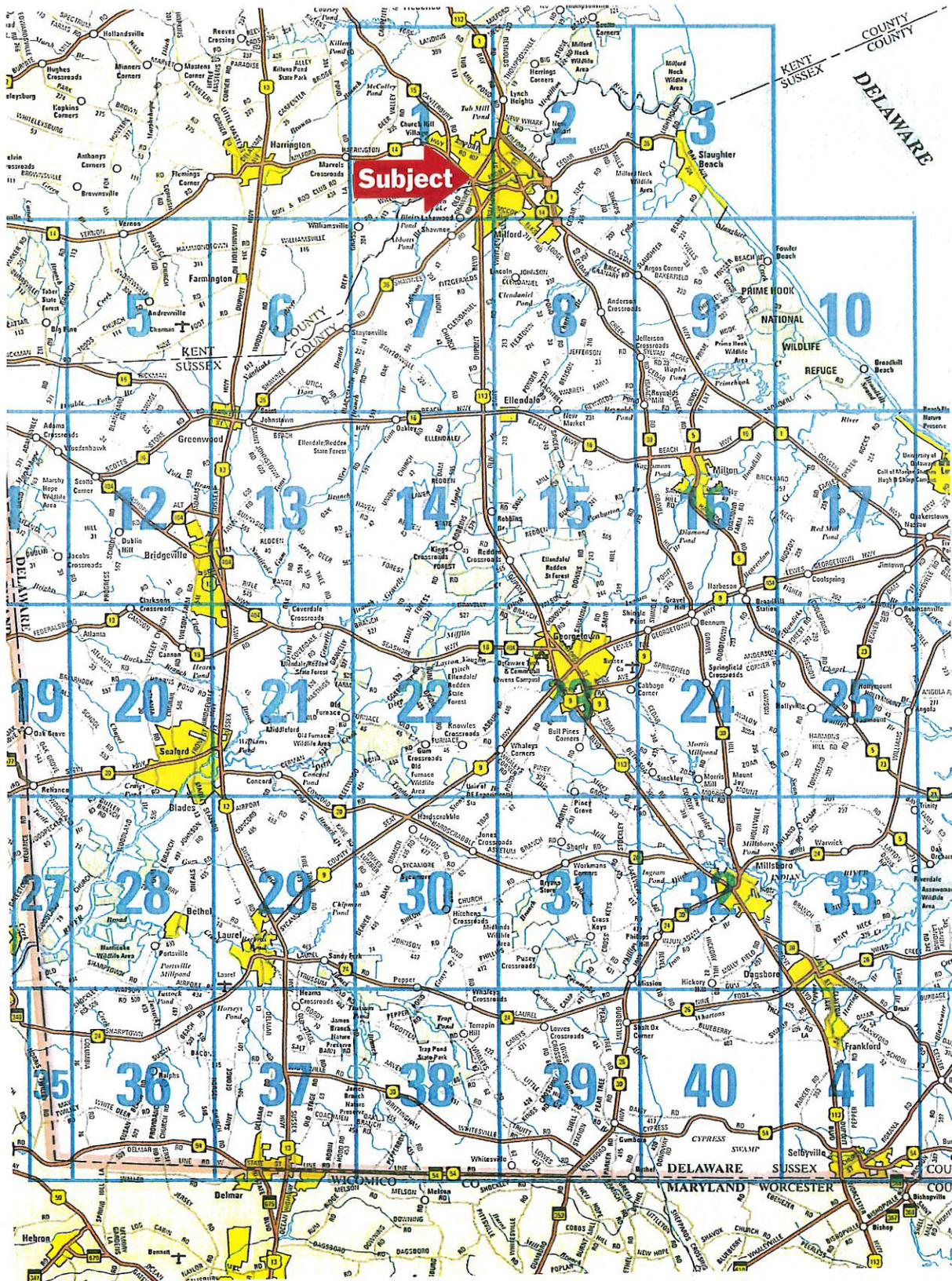
JURISDICTIONAL EXCEPTION

As background, in order for any property to become eligible for a preservation easement it first must enter a district for a period of 10 years. However, it is the policy of DALPF and every other easement program familiar to this appraiser NOT to penalize the property owner's value because of the requirement of the program. Some of the properties being purchased for easement may be in for one year, others for 10. This is disregarded, as has been the case from the original implementation of the program. The property is appraised as if it is free and clear of any imposition of development that is temporarily placed by the program. Because of some requirements of the DALPF program, there are appraisal/assignment conditions which may be viewed as invoking the Jurisdictional Exception. No exposure period is to be reported.

EFFECTIVE DATE OF THE APPRAISAL

The effective date is January 22, 2019. The report date is February 27, 2019.

Regional Map



REGIONAL DESCRIPTION

The 49th state in size, Delaware, the “Small Wonder State,” is situated on the Delaware Peninsula, adjoining Maryland’s eastern boundary line. The Delaware River and Bay, along Delaware’s eastern shore, empty into the Atlantic Ocean. Across the Delaware Bay lies New Jersey; to the north lies Pennsylvania. Wilmington, the state’s largest city, is situated in the northern portion of Delaware.

Geography - Delaware is one of the smallest states with an area of 1,982 square miles, a length of 96 miles, and varying in width from nine to 35 miles. It is made up of three counties: New Castle to the north, Kent County in central Delaware, and in the south, adjoining the Chesapeake Bay’s Eastern Shore. Dover, the state capital, is situated in central Delaware.

Transportation - DEL Route 13 is the major north-south artery traveling from Wilmington through Dover, accessing the southernmost towns in Delaware and eventually into Maryland. New DEL Route 1 (the U.S. Route 13 Relet) provides better transportation to Dover and South Delaware from I-95 and Wilmington. DEL Route 1 accesses the beaches and resort communities of Lewes, Rehoboth Beach, Dewey Beach, Bethany Beach, South Bethany, and Fenwick Island. Ocean City, Maryland borders the southernmost resorts which are more heavily populated and frequented by Marylanders and many residents of the surrounding states. Interstate 95 crosses through New Castle County and Wilmington as it continues up the East Coast. This interstate accesses Washington, D.C., Baltimore, and Richmond to the south, and Philadelphia and New York to the north. Interstate 495 parallels I-95 through Wilmington and accesses the Port of Wilmington along the Delaware River. Interstate 295 exits from I-95 south of Wilmington crossing the Delaware River via the Delaware Memorial Bridge and entering New Jersey as the New Jersey Turnpike.

Economy - This transportation network gives the State of Delaware strategic location and many different economic forces. The Wilmington area is more heavily linked with Baltimore and Philadelphia and has its own Metropolitan Statistical Area which includes New Castle County, New Jersey’s Salem County, and Cecil County, Maryland. This Metropolitan Statistical Area has merged with Philadelphia, Trenton and their surrounding counties. Wilmington is the center of an East Coast megalopolis which

stretches from Richmond to Boston. As a result, it is strategically positioned for business, industry, and homesteading. Approximately one-third of the U.S. population resides within a 350-mile radius of Wilmington.

In contrast, tourism is the dominant force in Sussex County's economy. However, there are significant industries within each of the counties. The DuPont Company historically has dominated industry throughout central and northern Delaware. DuPont is a large employer in the state using the area for chemical manufacturing and its headquarters.

The Port of Wilmington is the closest Delaware River port to the Atlantic, 65 miles from the Atlantic shipping lanes. Its mean water depth of 38 feet can accommodate ocean carriers. It is a full service natural port, with direct access to I-95 via I-495. Approximately six million tons of cargo are handled each year.

Demographics - The U.S. Census estimates a 2000 population in Delaware of 783,600, up 17.6 percent from 1990. For 2010, it was 897,936, up 14.6 percent, evidence that growth has slowed. For 2015, it was 961,939, an increase of only 7.1 percent. Wilmington is the most densely populated area. The density in New Castle County is triple that of the state.

Recreational - Delaware offers many recreational opportunities, especially along its oceanfront resorts. Central Delaware has the Bombay Hook National Wildlife Refuge. Brandywine Valley is in the northern part of the state. Sussex County has numerous wildlife areas including Nanticoke Wildlife and Redden State Forest.

Cultural - The City of Wilmington is a renowned cultural center and hosts the Grand Opera House, The Delaware Theater Company, and the Delaware Art Museum. Nemours is the 1909-1910 Louis XVI style chateau and gardens built for Alfred I. du Pont. Winterthur was the dream of Henry Francis du Pont and offers historic rooms with American decorative arts as well as a large naturalistic garden.

Institutional - Within the state are several colleges and the University of Delaware, with the main campus located in Newark. Dover Air Force Base is situated in Dover. The

largest military aerial port facility on the East Coast, Dover Air Force Base employs over 6,000 personnel.

Summary - Delaware is diverse in population and economics. It is traversed by I-95, linking it to points along the East Coast and making it an excellent location for industry. The subject region's waterfront setting, with cultural and recreational events, makes it desirable for homeowners. Given good planning and incentives, the area should continue to grow at a rate competitive for the region while maintaining quality of life for its residents.

NEIGHBORHOOD DESCRIPTIONS

SUSSEX COUNTY

Sussex County is the southernmost county of Delaware and part of the Delmarva Peninsula. It has prominent historical status as well as some of the most outstanding beaches on the East Coast. It is situated close to the Chesapeake Bay's Eastern Shore and, hence, has close associations with those counties in Maryland.

Geography - Sussex County is bound to the west by the Maryland counties of Caroline, Dorchester, and Wicomico; to the south lies Worcester County; to the north lies Delaware's Kent County. The eastern boundary is the Delaware Bay (north of Lewes) and the Atlantic Ocean from Lewes south to Fenwick Island.

Recreational - The major resort beaches in Sussex County account for the high tourism activity and includes Fenwick Island to the south, South Bethany, Bethany Beach, Dewey Beach, and Rehoboth Beach. Sussex County is the location of Little Assawoman Bay to the southeast, Indian River Bay north of Bethany Beach, and Rehoboth Bay just south of Dewey Beach. Adjoining these bays are state-owned beaches, such as Fenwick Island and Delaware Seashore State Park, as well as wildlife areas including Assawoman Wildlife Area. Further north in Lewes is the Cape Henlopen State Park and then toward the northern boundary is the Prime Hook National Wildlife Refuge.

Economics - While the eastern coast of Sussex County is dominated by its waterfront and beach front communities, the remainder of the county is predominately rural in nature. As a result, the county is less populated with only 23 percent of the state's population. Tourism remains the dominant force in Sussex County's economy, second to agriculture. DuPont Company is no longer a major employer in Seaford, an industry that defined that town for decades. However, Mountaire Farms, Allen Harim Foods, and Perdue Farms, Inc. are major employers. And there are other significant industries such as Aloft Aero Architects, Invista (in former DuPont plant), and Merck Animal Health. Healthcare has also been growing in the employment sector with three hospitals in the County, with expanding services. The county has developed a 175.0 acre industrial park at Sussex County Airport in order to entice new industries into the area, with expansion of 70 acres in 2009.

Karen H. Belinko Appraisals, LLC

Government - Georgetown, the county seat, is centrally located in Sussex County at the intersection of U.S. Route 9 and U.S. Route 113. It serves as the center of the State Court system and provides government offices of all levels. Four of the state's colleges offer courses in Georgetown. Sussex County government is comprised of a legislative body, a County Council headed by an annually elected President, and an administrative body.

Utilities - Electricity is supplied by Conectiv Power Company and by Delaware Electric Cooperative. Gas is by Chesapeake Utilities Corporation. Telephone service is provided by the Verizon Delaware, Inc. Approximately 12 private water utility companies serve the state. In Sussex County, the leading companies are Tidewater Utilities, Inc., Public Water Supply Company, Artesian Water Company and Sussex Shores Water Company.

Demographics - Although least populated, Sussex County had the highest growth rate in the last 20 years, per U.S. Census figures at 38.3 percent from 1990 to 2000, and 25.9 percent from 2000 to 2010. This was higher than either New Castle County at 13.2 percent from 1990 to 2000 and 7.6 percent from 2000 to 2010, Kent County at 14.1 from 1990 to 2000 and 28.1 percent from 2000 to 2010, or the State at 17.6 from 1990 to 2000 and 14.6 percent to 2000 to 2010. Only Kent County was slightly higher from 2000 to 2010. From 2010 to 2017, the population grew 9.4 percent in Sussex County versus 6.9 percent in Kent and 3.4 percent in New Castle. Most of the population growth was due to in-state and/or out of state migration, as opposed to international migration, as was the case in New Castle County. Its median household income is in the low range when compared to the other two counties although only slightly lower than Kent County.

AREA	2010 POPULATION	2017 POPULATION	2016 MEDIAN HOUSEHOLD INCOME
New Castle County	538,479	559,793	\$66,283
Kent County	162,310	176,824	\$55,184
Sussex County	197,145	225,322	\$53,505
Delaware	897,934	961,939	\$61,017

Housing - Like Kent County, Sussex County had experienced a tremendous increase in population and new housing construction. This pace slowed with a significant number of recorded subdivisions selling for farmland prices although there are recent signs of improvement. Sussex County has the median housing value in the mid-range compared to Kent County which is slightly lower and New Castle County which is the highest.

Summary - Sussex County's contribution to the state is considerable through its natural geographic features. Tourism will continue to be a dominant force in its future.

KENT COUNTY

Kent County, the central of Delaware's three counties, contains an estimated 29 percent (594) of the states total square miles. Its boundaries are New Castle County to the north and Sussex County to the south. To the west, it shares the border of the State of Maryland with Kent, Queen Anne's, and Caroline Counties of Maryland. To the east, it borders the Delaware Bay across from which are Cumberland and Cape May Counties of southern New Jersey. It is home to Dover, the State Capital.

Geography - Kent County is relatively flat, one of the highest elevations being approximately 60 feet above sea level. However, the county is relatively well-drained by a number of small streams that flow into the Delaware Bay. Due to its climate and annual rainfall, crops such as corn, wheat, soybeans, vegetables, and assorted fruits prosper within the fertile soils. The geographic location of Kent County along the Delaware Bay and Atlantic Ocean make it a natural for wildlife reserves. There are 12 wildlife reserves operated by either the state or federal government located within the county. With just over 1,000 acres, Bombay Hook National Wildlife Refuge is the largest and takes up more than 50 percent of the county's waterfront.

Recreational - While the major resort beaches in Delaware tend to be in Sussex County, there are several smaller beach communities located within the southern portion of Kent County. Bowers and Big Stone are examples of the older residential beach communities, with ties to both recreational beach and deep-water fishing activities. One of the major recreational activities of Kent County is the hunting and wildlife observation associated with the numerous wildlife reserves. In addition, numerous farmers throughout the community provide seasonal hunting for a fee on their property. Due to Delaware

being part of the Delmarva Peninsula, hunting activities are prevalent through the entire county. The proximity to the Delaware and Chesapeake Bays make the area a natural flyway for numerous species of migratory ducks and geese.

Government - Within the county, the City of Dover serves as a focal point for federal, state, and local governmental activities, thus impacting both residential and commercial growth. Dover Air Force Base employs over 6,000 military and civilian personnel. It is a Strategic Air Command Facility and is the largest military aerial port facility on the East Coast. By mutual agreement with the United States Government, the area around Dover Air Force Base is making the transition from military to commercial. A Foreign Trade Zone has been established to the south of Dover, attracting firms involved in manufacturing, importing, and exporting.

Utilities - Electricity and natural gas is supplied by Delmarva Power and Light Company. Verizon provides telephone service. Many private water utility companies serve the state. In Kent County, the majority of the residences use on-site well and septic systems.

Demographics - U.S. Census figures (2000) for Kent County indicated a population of 126,700, which represented an approximate 14 percent increase over 1990. It grew at a slower rate (14.1 percent) than Sussex (38.3 percent) but higher than New Castle (13.2 percent). From 2000 to 2010, Kent County grew 28.1 percent which was higher than either New Castle County at 7.6 percent, Sussex County at 25.9 percent, or the State at 14.6 percent. However, from 2010 to 2017, the population grew 8.9 percent in Kent versus 14.3 percent in Sussex County and 4 percent in New Castle. Most of the population growth was due to in-state and/or out of state migration, as opposed to international migration, as was the case in New Castle County. Still, it is the least populated county. Its median household income is in the mid-range when compared to the other two counties although only slightly higher than Sussex County.

AREA	2010 POPULATION	2017 POPULATION	2016 MEDIAN HOUSEHOLD INCOME
New Castle County	538,479	559,793	\$66,283
Kent County	162,310	176,824	\$55,184
Sussex County	197,145	225,322	\$53,505
Delaware	897,934	961,939	\$61,017

Housing - Like Sussex County, Kent County had experienced a tremendous increase in population and new housing construction. From 1990 to 1999, approximately 6,000 new residential lots were recorded. This pace slowed with a significant number of recorded subdivisions selling for farmland prices. There is some development activity occurring again around Dover and the towns. The general trend within the county has been toward single family individual units versus multi-family structures. Kent County has the low-range housing value when compared to Sussex County which is slightly higher and New Castle County which is the highest.

Summary - While economic/business growth tends to be a continuing promotion for the state, Kent County attracts its share of expansion as a result of its central location and the favorable tax structures of the state. Emphasis within the county tends to be heavy in the area of agriculture and wildlife related activities. The labor supply, coupled with the affordability of housing and the highway network, makes travel within the state for either employment or pleasure extremely tolerable. The overall outlook, in our opinion, will be continued commercial growth, thus bringing a demand for additional affordable housing and an increased demand for agricultural products.

SPECIFIC PROPERTY DESCRIPTION

Site Description - The client is looking for an average value for those properties near the City of Milford that would be possibly put under easement. This appraiser has researched average farm size and tillable ratios. For Round 21, the average land size for those farms where easements were purchased was 90 acres. For Round 23 (current round), the average land size for all farms appraised is 100 acres. This appraiser has appraised eight farms in Round 23 which were close to Milford and the average farm size was 151 acres but this was skewed by one 443-acre farm. Based upon all of the above, this appraiser estimates 100 acres as the typical farm.

For tillable ratios, for Round 21 for farms where easements were purchased, the average tillable ratio was just over 70 percent. For the eight farms in the Milford area, the average was 72 percent. This appraiser estimates a tillable ratio of 70 to 75 percent. For frontage, this appraiser estimates adequate frontage. The eight farms average 21 feet per acre. This appraiser estimates 2,000 feet or 20 feet per acre for the typical farm.

This appraiser assumes no significant flood plain or wetlands that would impact development or agricultural uses. Most likely the typical farm would have soil limitations for standard septic tank systems. However, there are alternatives to septic tanks/drainfields. Twelve different systems are available including sand mound, which is more costly, and LPP, which is more comparable in cost to standard systems. Soil limitations are a common problem in Sussex County: approximately 65 percent of the county soils have severe limitations for standard septic systems. Testing alone will determine what the site can support.

In conversations with farmers and developers, few know their soil types. They know cleared acreage versus woods, and if there's wetlands or swamp. In general, soils that are in cropland are viewed as better for residential use. Tillable ratios are often quoted as the factor in price. There is a scientific reason for this: tilled land is better drained than woodland. Generally it may be higher ground, or has experienced some drainage systems like ditching which improves its ability to till but also improves the likelihood for standard perks. Soil surveys do not account for this. The application of these market principles will be considered in the Highest and Best Use.

Utilities - Public electricity and telephone. Private well and septic. Market value is impacted by the availability of public utilities. The subject property has neither public water nor sewer.

Environmental Audit - This appraiser has not had the benefit of an environmental audit of the subject site in order to determine the effect upon value by any adverse environmental conditions such as gas or oil contamination, or any nuisances affecting the subject property. Depending upon the quantity of such influences on a property, the market value could be adversely affected. The evaluation herein is based upon the assumptions that there are no adverse environmental conditions affecting the subject property which would have a negative impact on value. This appraiser generally recommends that any contract of sale for the purchase of the subject property be made contingent upon an environmental audit, so as to enable the buyer to properly assess the impact upon use and value.

Taxes - Assumed to be typical for Delaware as farms.

ZONING

Sussex County - The purpose of the AR-1 (Agricultural-Residential) zoning district of Sussex County is to permit a full range of agricultural activities and to protect agricultural lands from the depreciating effect of objectional hazards and unsightly uses. Also protected are established agricultural operations and activities, watersheds, water resources, forest areas, and scenic values. Low-density single family residential development is permitted, as well as churches and recreational facilities. This district seeks to prevent untimely scattering of more dense urban uses, which should be confined

- Agricultural activities.
- Low-density single family detached dwellings.
- Mobile homes on 5.0 acres or more or by special exception on a typical lot.
- Golf course with restrictions.
- Commercial greenhouse on 5.0 acres or more.

Bulk and area requirements are:

- Minimum lot size (w/o sewer) - 0.75 acres
- Minimum lot width - 100 ft.
- Minimum lot width fronting a county numbered road - 150 ft.

To discourage strip development along the county road system, farms choosing this type of development are limited to a density of one lot per 10.0 acres and can only develop four lots per year. This restriction does not impact development that is designed with interior roads. Further regulations are set forth in the Sussex County Code, Section 115-19 and following. The subject property appears to conform to zoning.

In addition, the county is divided into two planning areas: the Coastal Sussex Land Use Plan, adopted March 1988 and the Western Sussex Land Use Plan, adopted December 27, 1990. Both plans acknowledge the problems associated with growth and opinions are offered for future planning. However, the documents do not specifically change zoning code. They do, however, identify areas targeted for such growth. The 2007 Comprehensive Plan Update was adopted on June 24, 2008. Each year Sussex County is required to prepare a report on the status of its Plan to the state which discusses number of developments/lots, identifies some rezoning cases, expansion of infrastructure as well as overall economic development. The county approved the eight-page Comprehensive

Plan Annual Report for 2016 on August 9, 2016 which cites the continued growth as well as importance of agricultural uses. The County adopted the Comprehensive Plan for 2018 on December 4, 2018. No changes were significant for the Agricultural-Residential zone.

Kent County - The purpose of the Agricultural-Residential (A-R) zoning district of Kent County is to provide for the full range of agricultural activities and to protect agricultural land. Permitted uses include farming and related agricultural activities, single family detached dwellings, and recreational uses and facilities, etcetera. There are different development options if inside or outside the Growth Zone. In general, the Comprehensive Plan encourages higher density development in the AR and AC zones within the Growth Zone as public utilities, infrastructure and support services are available.

Bulk and area requirements are one dwelling unit per 10 acres of land. This is viewed as the base density. The first four lots can be a minor subdivision and then the remainder as a subdivision is subject to the following:

Minimum Lot Size (w/o sewer)	1.0 acre
Minimum Lot Width	150.0 feet

Density requirements changed in 2008 (through ordinances and the Comprehensive Plan) so as not to allow community wastewater systems nor the Village Development option which allowed one lot per one acre as a matter of right. Outside the Growth Zone, density is allowed on a sliding scale as follows:

1 to 10 lots	11 to 25 lots	26 to 50 lots	51 or more lots
1 DU per acre	1 DU per 2 acres	1 DU per 3 acres	1 DU per 4 acres
1 acre min. lot size	2 acre min. lot size	3 acre min. lot size	4 acre min. lot size

Cluster development is permitted which may allow lots as small as one acre. Two hundred feet of frontage are required for development. TDRs (Transfer Development Rights) is also a program active in the county. The A-C (Agricultural-Conservation) District is very similar in terms of density, lot size, and dimensions.

HIGHEST AND BEST USE - BEFORE VALUE

Definition of Highest and Best Use - "The reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value."⁵

Application of Highest and Best Use - The highest and best use analysis is the most important of the appraisal process, as it is the foundation for subsequent conclusions on which market value rests. A proper analysis considers the market forces impacting the subject property and what use will result in the maximum value. The research and data utilized in the final value estimate is also the basis for understanding market behavior as it shapes the potential uses of the subject property. In addition to being reasonably probable, the highest and best use is that use which is legally permissible, physically possible, financially feasible, and maximally productive. An analysis of these four elements, as they affect the subject property, is crucial in deriving its highest and best use.

Legally Permissible - The highest and best use of the subject property, prior to the selling of its Development Rights, includes a variety of agricultural activities, as well as residential development as permitted within the zoning district. This appraiser assumes no restrictions within any deeds that would impose on its highest and best use.

The AR-1, AR and AC zoning classifications allow many different types of agricultural uses, but residential development is limited and of a low density nature. Lot sizes are large, as public utilities are not available and so as to preserve the rural character of these areas.

Physically Possible - The subject property has good development potential due to its road frontage and location being located close to the Milford town limits. However, other factors such as topography and soil characteristics must be considered. Most of the soils at the typical farm have limitations for standard septic systems and, hence, the ability to perk lots using a standard system appears to be diminished in some areas. However, alternative systems may be feasible. In addition, proximity to the City of Milford may bring potential for utilities and rezoning.

⁵The Appraisal of Real Estate, Tenth Edition, Appraisal Institute, Page 275

Financially Feasible - One of the greatest factors affecting the highest and best use of the subject property is demand. Location can be either a positive or negative factor affecting demand. The subject property is in a rural setting, but still enjoys relatively easy access to major routes. The subject area has become an attractive agricultural and homeowner location. The market had been in an upward trend and prices had increased significantly in the last five years; however, there was evidence of slowing, significant in some areas although there are recent signs of improvement. Lots that are prime in terms of location, view, and topography have found the best reception in the market. In the short-term, agricultural use continues to be in demand but lot development in the present or future produces the highest return to the land.

Maximally Productive - Based on the subject property's location and setting, any lots, if achieved, would be well received. In this appraiser's judgment, the highest and best use in the Before Value (Fair Market Value) is its present use with eventual development, subject to approvals from appropriate county agencies. In this appraiser's judgment, the highest and best use of the subject property in the After Value (Agricultural Only Use Value) is for any use permitted by the Development Rights Easement which mostly includes agricultural and related uses.

APPROACHES TO VALUE

After considering the intended use of this appraisal, determining the type of assignment, and completing the research and analyses described above, this appraiser has concluded that of the three traditional approaches to value, the Sales Comparison Approach, the Cost Approach and the Income Approach, only the Sales Comparison Approach is appropriate to produce credible results. Neither the Income nor Cost Approaches are applicable for vacant agricultural land with development potential in this market. Two analyses will be provided: the Before Value as unencumbered, and the After Value as encumbered by the proposed preservation easement. Each valuation will include sales reflecting the highest and best use of each analysis.

Definition of Sales Comparison Approach - "Approach through which an appraiser derives a value indication by comparing the property being appraised to similar properties that have been sold recently, applying appropriate units of comparison and making adjustments, based on the elements of comparison, to the sale prices of the comparables."⁶

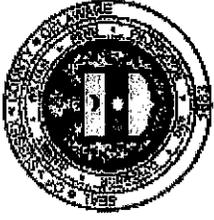
Value Estimate by the Cost Approach - This appraisal is of land only and, therefore, the Cost Approach does not apply to this appraisal problem.

Value Estimate by the Income Approach - This appraisal is of agricultural land with development potential which is not typically purchased for its income potential and, therefore, the Income Approach does not apply to this appraisal problem.

⁶The Dictionary of Real Estate Appraisal, second edition, American Institute of Real Estate Appraisers, Page 265

BEFORE VALUE - SALES COMPARISON APPROACH

Application of Sales Comparison Approach - On the following pages, note the comparable sales which this appraiser has compiled, analyzed, and carefully compared to the subject property. The following items of comparison have been considered by this appraiser with regards to these comparable sales as applicable: the date of comparable sale, conditions of sale, financing, location (specific and general), size of the site, topography, highest and best use, availability of public utilities, visibility, access, and other factors that affect value. These items are analyzed and adjusted by this appraiser in arriving at a market value indication of the subject property. The specific percentage adjustments and a summary of the comparable sales are presented in chart form.



Addresses / Parcels

Tax Parcels

Council Districts

Fire Districts

County District 01

County District 02

County District 03

County District 04

County District 05

County Boundaries

Schools/Libraries

School Buildings (Various)

School Library

Public Library

Special Library

DOE School Districts

DOE VoTech School Districts

Hydrology

Streams / Rivers

Lakes, Ponds, Bays

Flood Zones

0.2% Annual Chance

Flood Hazard

A

AE

AO

Open Water

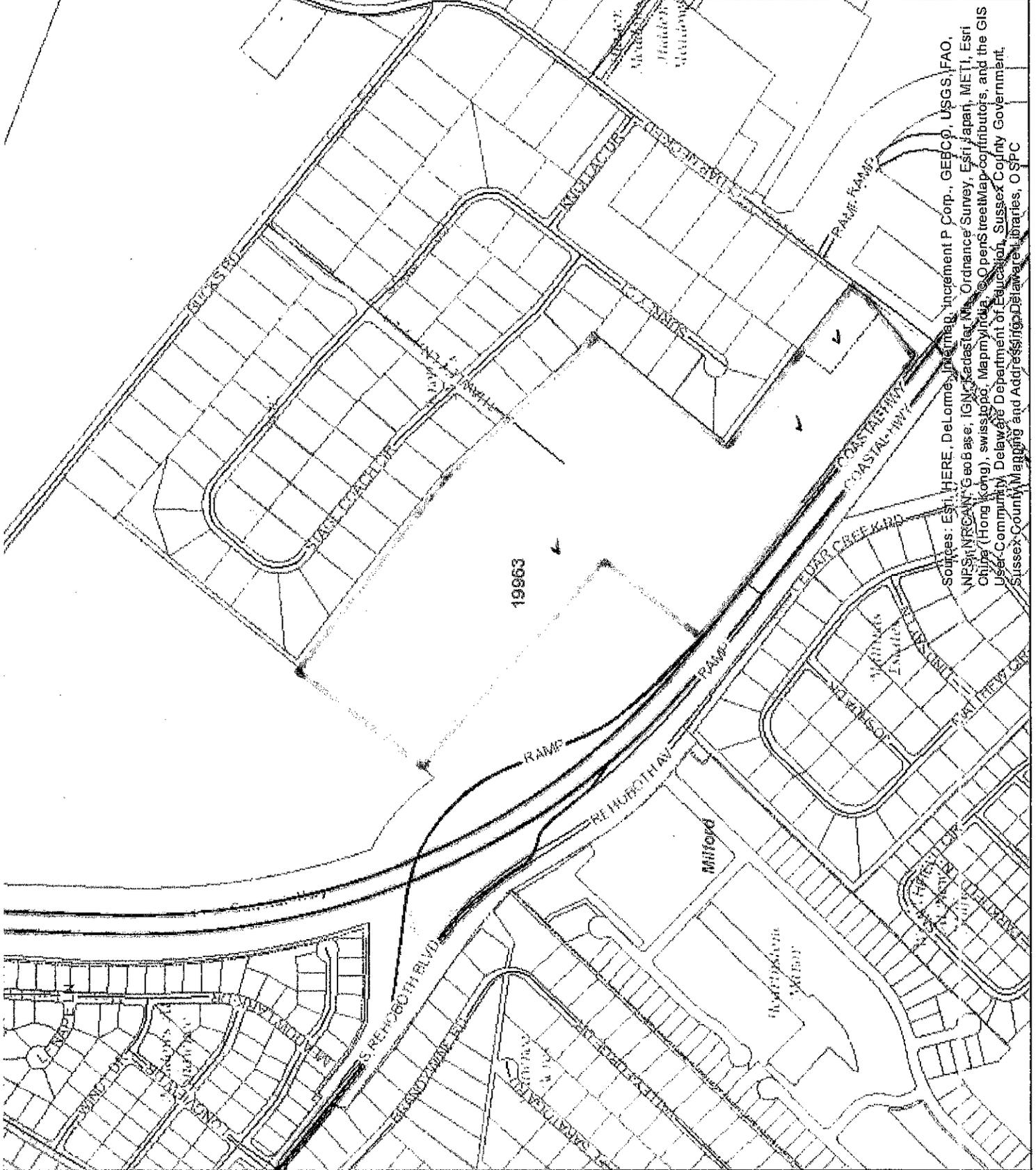
VE

Public Protected Lands

Municipalities

Communities

Boundaries State County



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster, NA, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User-Community, Delaware Department of Education, Sussex County Government, Sussex County Mapping and Addressing, Delaware Libraries, O SPC

Sussex County Map



Karen H. Belinko Appraisals, LLC

Comparable Farm Sales - Sussex & Kent Counties

Sale No. 1

Location:

6521 Coastal Highway (NE/s Route 1/Route 14), W/s Cedar Neck Road, Thawley Lane
Cedar Creek Hundred
Milford, DE 19963

County:

Sussex

Map Reference:

330-11.00-70.00, 70.02, 70.03, 70.05, 70.06, & 70.07
Plot Book 50/147 & 225/63

Grantor:

Beverly Ann Thawley

Grantee:

Country Life Homes, Inc.

Deed Reference:

Liber 4504, folio 155 & 158

Record Date:

March 7, 2016

Consideration:

\$137,013

~~\$626,591~~

\$763,604 Total

Per Unit:

\$15,230 per acre

Site Data:

Size

Approx. 8.998 acres

Approx. 41.150 acres

Approx. 50.138 acres total

of which 8.998 acres zone C-3 severed

Frontage

On Route 1-not accessible.

On Cedar Neck- 480.8 ft. but only 100 ft. is accessible.

Also stem from Thawley Lane but unlikely to be used since thru residential community.

Zoning

AR-1

Utilities

Public electricity and telephone. Private well and septic.

Topography

Generally level, all cleared.

Soil Types

All cleared

Irrigated

None

Improvements:

Farmhouse and farm buildings of no contributing value at time of

Buyer Motivation:

Bought for professional office development.

Current Use:

Agricultural

Property Rights

Conveyed:

Reported to be in fee simple.

Analysis of Sale:

Normal arms length transaction in the marketplace.

Financing:

\$200,000, 3%, 5 years, Seller

Highest & Best Use:

Use within the existing zoning classification.

Sale Verified With:

Agent, Donna M. Watson

Date Inspected:

July 2016

Remarks:

Bought as raw land by adjoining property owner. Plans to develop a professional building adjoining hospital but has to extend water and sewer. Small piece is severed and unusable which is zoned commercial. Subject to a cell/Verizon lease agreement for a cell tower. Economic characteristics are typical for a farming operation and potential development. Not rented at time of sale.



Addresses / Parcels

Tax Parcels

Council Districts

Fire Districts

County District 01

County District 02

County District 03

County District 04

County District 05

County Boundaries

Schools/Libraries

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Flood Zones

0.2% Annual Chance Flood Hazard

A

AE

AO

Open Water

VE

Public Protected Lands

Municipalities

Communities

Boundaries State County



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community, Delaware Department of Education, Sussex County Government, Sussex County Mapping and Addressing, Delaware Libraries, OSP C

Karen H. Belinko Appraisals, LLC

Sale No. 2

Location: Fleatown Road/Knoll Acres
Cedar Creek Hundred
Lincoln, DE 19960

County: Sussex
Map Reference: 230-20-2, Plot Book 121/51

Grantor: Douglas D. & Judith K. Breeding
Grantee: The Milford Housing Development Corporation

Deed Reference: Liber 4523, folio 248
Record Date: March 31, 2016

Consideration: \$500,000
Per Unit: **\$13,514 per acre**

Site Data:

<u>Size</u>	Approx. 37.0 acres
<u>Frontage</u>	Approx. 1,100 ft.
<u>Zoning</u>	AR-1
<u>Utilities</u>	Public electricity and telephone.
<u>Topography</u>	Generally level, all cleared.
<u>Soil Types</u>	All cleared
<u>Irrigated</u>	None

Improvements: None at time of sale.

Buyer Motivation: Bought for residential development.
Current Use: Agricultural
Property Rights Conveyed: Reported to be in fee simple.

Analysis of Sale: Normal arms length transaction in the marketplace.
Financing: Cash Sale
Highest & Best Use: Use within the existing zoning classification.

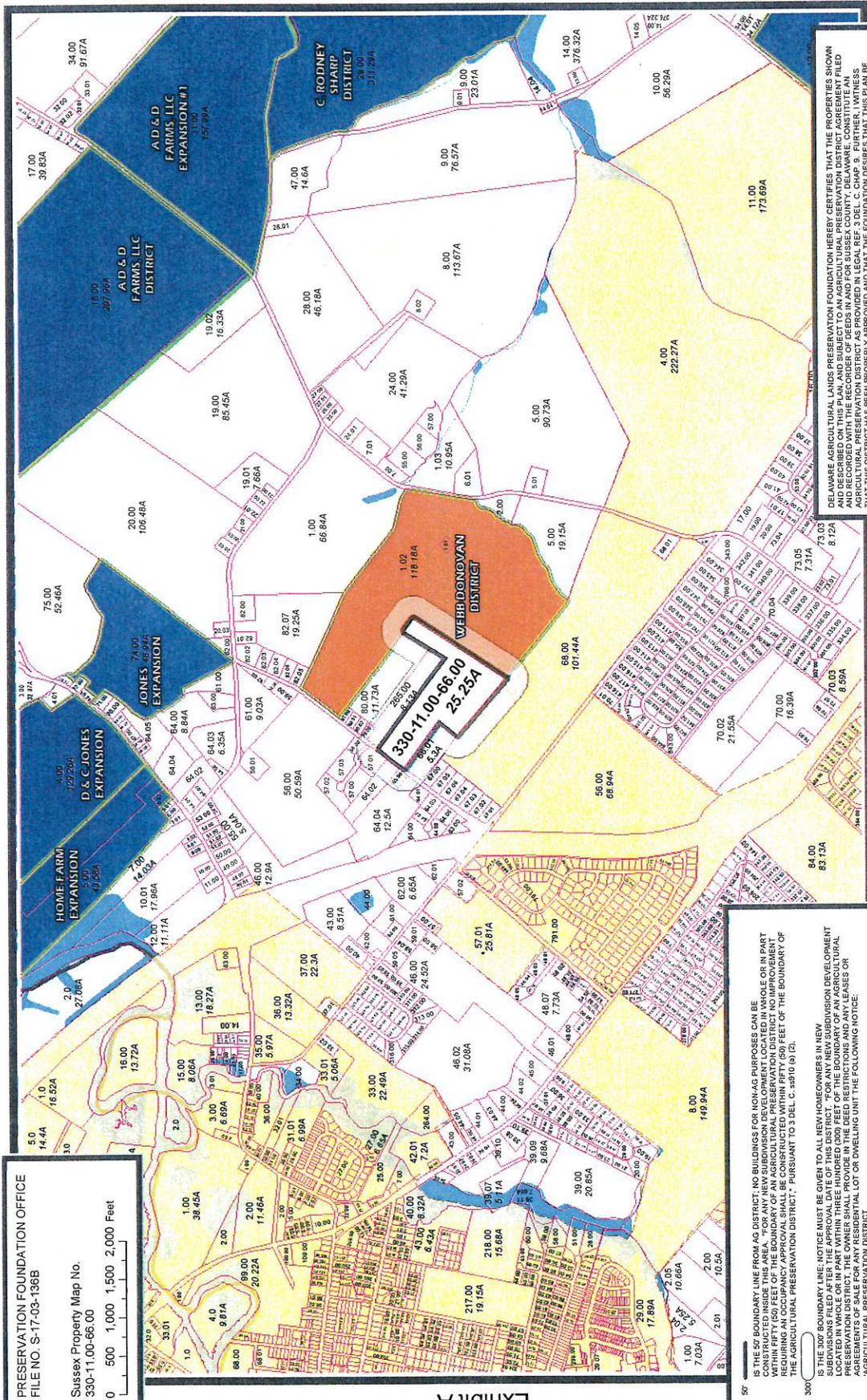
Sale Verified With: Agent, Angela Ward
Date Inspected: July 2016

Remarks: Originally listed for \$795,000. Knoll Acres subdivision with 46 approved lots. Grandfathered in, entrance is complete. Economic characteristics are typical for a farming operation and potential development. Not rented at time of sale.

PRESERVATION FOUNDATION OFFICE
FILE NO. S-17-03-136B

Sussex Property Map No.
330-11-00-66-00

0 500 1,000 1,500 2,000 Feet



50' 300'

IS THE 300' BOUNDARY LINE. NOTICE MUST BE GIVEN TO ALL NEW HOMEOWNERS IN NEW PRESERVATION DISTRICTS. NO BUILDINGS FOR NON-AG PURPOSES CAN BE LOCATED IN WHOLE OR IN PART WITHIN THREE HUNDRED (300) FEET OF THE BOUNDARY OF AN AGRICULTURAL PRESERVATION DISTRICT. THE OWNER SHALL PROVIDE IN THE DEED RESTRICTIONS AND ANY LEASES OR AGREEMENTS OF SALE FOR NON-RESIDENTIAL LOT OR DWELLING UNIT THE FOLLOWING NOTICE:

THIS PROPERTY IS LOCATED IN THE VICINITY OF AN ESTABLISHED AGRICULTURAL PRESERVATION DISTRICT. IN WHICH NORMAL AGRICULTURAL USES AND ACTIVITIES HAVE BEEN AFFORDED THE HIGHEST OR IN THE FUTURE INVOLVE NOISE, DUST, MANURE AND OTHER ODORS. THE USE OF AGRICULTURAL CHEMICALS AND NIGHTTIME FARM OPERATIONS. THE USE AND ENJOYMENT OF THIS PROPERTY IS EXPRESSLY CONDITIONED ON ACCEPTANCE OF AN ANNOUNCEMENT OF AGRICULTURAL PRESERVATION DISTRICT. SUCH ACCEPTANCE MAY RESULT FROM SUCH NORMAL AGRICULTURAL USE ACTIVITIES. PURSUANT TO 3 DEL. C. 34510 (a) (1).



DELAWARE AGRICULTURAL LANDS PRESERVATION FOUNDATION HEREBY CERTIFIES THAT THE PROPERTIES SHOWN ON THIS MAP ARE SUBJECT TO AN AGRICULTURAL PRESERVATION DISTRICT AGREEMENT FILED AND RECORDED WITH THE RECORDER OF DEEDS IN AND FOR SUSSEX COUNTY, DELAWARE. CONSTITUTE AN AGRICULTURAL PRESERVATION DISTRICT AS PROVIDED IN LEGAL REF. 3 DEL. C. CHAP. 3. FURTHER, THE FOUNDATION SUPERVISOR HAS REVIEWED AND APPROVED THE FOUNDATION DEEMES THAT THIS PLAN BE RECORDED ACCORDING TO LAW.

ROBERT F. GAREY, CHAIRMAN
DELAWARE AGRICULTURAL LANDS
PRESERVATION FOUNDATION

DATE _____

CONTINGENT SALE

Karen H. Belinko Appraisals, LLC

Sale No. 3

Location: SE/s Bucks Road (CR 210)
Cedar Creek Hundred

County: Sussex
Map Reference: 330-11.00-66.00

Grantor: Warnock Farms, LLC, et al
Grantee: Howard A. Webb & Katharine C. Webb

Deed Reference: Liber 4730, folio 269
Record Date: June 29, 2017

Consideration: \$378,750
Per Unit: \$15,000 per acre

Site Data:

Size **Approx. 25.25 acres (see Remarks)**
Frontage Approx. 610 ft.
Zoning AR-1
Utilities Public electricity and telephone.
Topography Generally level.
Soil Types Approx. 22.81 acres tillable and 2.44 acres woods. Predominant soil is the Ingleside loamy sand.
Irrigated Only by well off-site from adjoining farm.

Improvements: None at time of sale.

Buyer Motivation: Bought for agricultural use.

Current Use: Agricultural

**Property Rights
Conveyed:** Reported to be in fee simple.

Analysis of Sale: Normal arms length transaction in the marketplace.

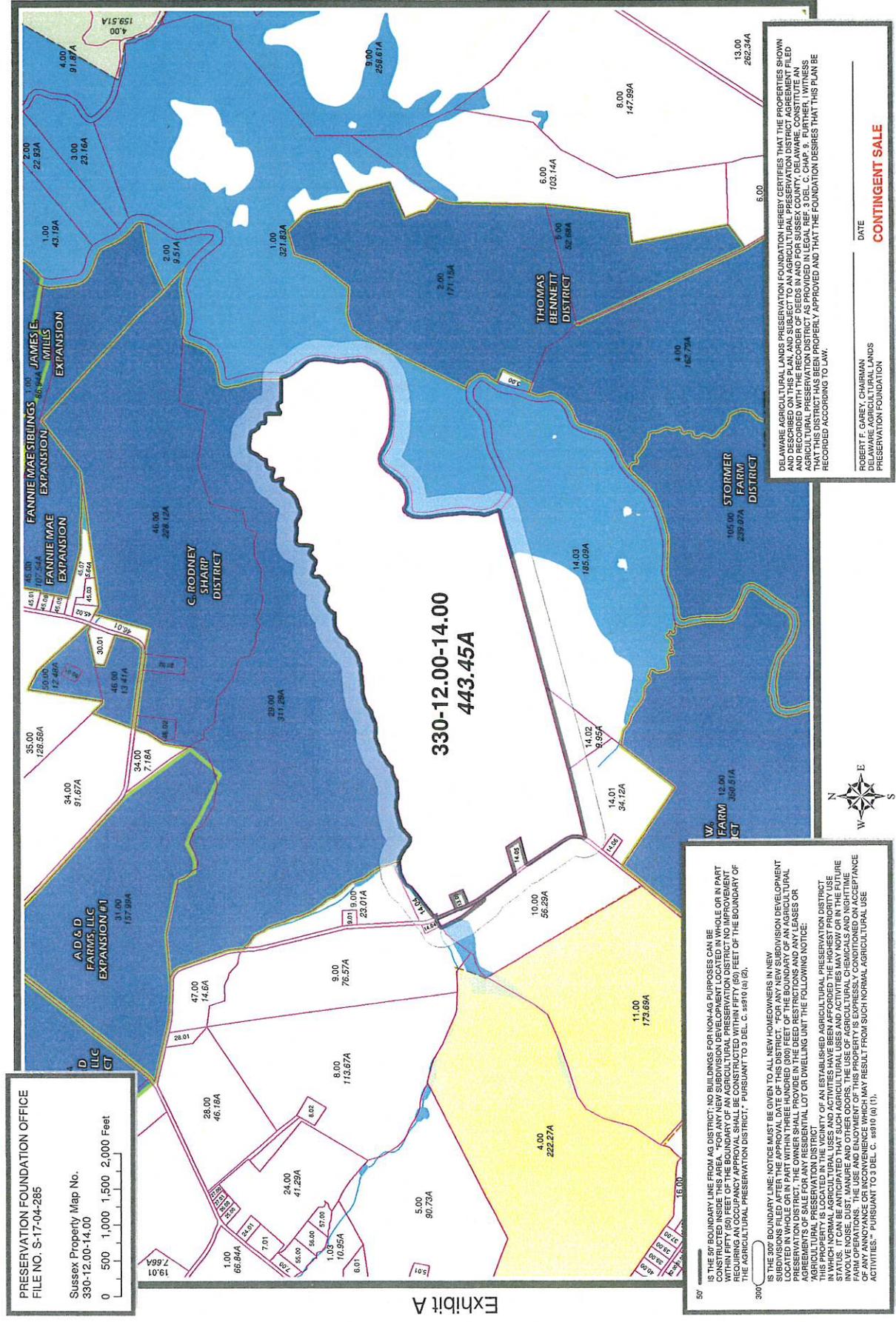
Financing: Cash Sale

Highest & Best Use: Use within the existing zoning classification.

Sale Verified With: Buyer, Howard Webb

Date Inspected: September 2018

Remarks: Deed mentions a second parcel of 2.5 acres but owner, client and Sussex maps show 25.25 acres. Economic characteristics are typical for a farming operation and potential development. Not rented at time of sale.



PRESERVATION FOUNDATION OFFICE
 FILE NO. S-17-04-285
 Sussex Property Map No.
 330-12.00-14.00
 0 500 1,000 1,500 2,000 Feet

50' IS THE 50' BOUNDARY LINE FROM AG DISTRICT; NO BUILDINGS FOR NON-AG PURPOSES CAN BE CONSTRUCTED INSIDE THIS AREA. FOR ANY NEW SUBDIVISION DEVELOPMENT LOCATED INSIDE OR ON THE BOUNDARY OF THIS DISTRICT, THE OWNER SHALL PROVIDE IN THE DEED RESTRICTIONS AND ANY LEASES OR AGREEMENTS OF SALE FOR ANY RESIDENTIAL LOT OR DWELLING UNIT THE FOLLOWING NOTICE:
 "AGRICULTURAL PRESERVATION DISTRICT OF AN ESTABLISHED AGRICULTURAL PRESERVATION DISTRICT IN WHICH NORMAL AGRICULTURAL USES AND ACTIVITIES HAVE BEEN AFFORDED THE HIGHEST PRIORITY USE STATUS. IT CAN BE ANTICIPATED THAT SUCH AGRICULTURAL USES AND ACTIVITIES MAY NOW OR IN THE FUTURE BE SUBJECT TO REGULATORY OR LEGISLATIVE ACTION THAT COULD SIGNIFICANTLY RESTRICT THE FARM OPERATIONS, THE USE AND ENJOYMENT OF THIS PROPERTY OR OTHERWISE INTERFERE WITH THE ENJOYMENT OF ANY ANNOYANCE OR INCONVENIENCE WHICH MAY RESULT FROM SUCH NORMAL AGRICULTURAL USE ACTIVITIES." PURSUANT TO 3 DEL. C. § 5910 (a) (1).

300' IS THE 300' BOUNDARY LINE. NOTICE MUST BE GIVEN TO ALL NEW HOMEOWNERS IN NEW SUBDIVISIONS FILED AFTER THE APPROVAL DATE OF THIS DISTRICT. FOR ANY NEW SUBDIVISION DEVELOPMENT LOCATED INSIDE THIS AREA, THE OWNER SHALL PROVIDE IN THE DEED RESTRICTIONS AND ANY LEASES OR AGREEMENTS OF SALE FOR ANY RESIDENTIAL LOT OR DWELLING UNIT THE FOLLOWING NOTICE:
 "AGRICULTURAL PRESERVATION DISTRICT OF AN ESTABLISHED AGRICULTURAL PRESERVATION DISTRICT IN WHICH NORMAL AGRICULTURAL USES AND ACTIVITIES HAVE BEEN AFFORDED THE HIGHEST PRIORITY USE STATUS. IT CAN BE ANTICIPATED THAT SUCH AGRICULTURAL USES AND ACTIVITIES MAY NOW OR IN THE FUTURE BE SUBJECT TO REGULATORY OR LEGISLATIVE ACTION THAT COULD SIGNIFICANTLY RESTRICT THE FARM OPERATIONS, THE USE AND ENJOYMENT OF THIS PROPERTY OR OTHERWISE INTERFERE WITH THE ENJOYMENT OF ANY ANNOYANCE OR INCONVENIENCE WHICH MAY RESULT FROM SUCH NORMAL AGRICULTURAL USE ACTIVITIES." PURSUANT TO 3 DEL. C. § 5910 (a) (2).

DELAWARE AGRICULTURAL LANDS PRESERVATION FOUNDATION HEREBY CERTIFIES THAT THE PROPERTIES SHOWN AND DESCRIBED ON THIS PLAN, AND SUBJECT TO AN AGRICULTURAL PRESERVATION DISTRICT, FILED WITH THE CLERK OF SUPERIOR COURT, SHELBY COUNTY, DELAWARE, CONSTITUTE AN AGRICULTURAL PRESERVATION DISTRICT AS PROVIDED IN LEGAL REF. 3 DEL. C. CHAP. 9. FURTHER, I, WITNESS THAT THIS DISTRICT HAS BEEN PROPERLY APPROVED AND THAT THE FOUNDATION DESIRES THAT THIS PLAN BE RECORDED ACCORDING TO LAW.

ROBERT F. GAREY, CHAIRMAN
 DELAWARE AGRICULTURAL LANDS PRESERVATION FOUNDATION

DATE _____

CONTINGENT SALE

Exhibit A

Karen H. Belinko Appraisals, LLC

Sale No. 4

Location: E/s Sharps Road (CR 200)
Cedar Creek Hundred

County: Sussex
Map Reference: 330-12.00-14.00

Grantor: Helen L. Donovan, et al
Grantee: J. Carlton Wells & Sons, Inc.

Deed Reference: Liber 4736, folio 134
Record Date: July 11, 2017

Consideration: \$2,875,000
Per Unit: \$6,483 per acre

Site Data:

Size **Approx. 450 acres per deed, approx. 443.45 acres per DALPF which will be used**

Frontage Approx. 2,700 ft.

Zoning AR-1

Utilities Public electricity and telephone.

Topography Generally level. Cedar Creek forms eastern boundary. Beaver Dam Branch forms the northern boundary. Some marsh. Mostly flood plain.

Soil Types Approx. 203.5 acres tillable, approx. 102.06 acres woods, and 135.88 acres swamp/wetlands. Predominant soil is the Unicorn loam.

Irrigated None at time of sale.

Improvements: None at time of sale.

Buyer Motivation: Bought for agricultural use.

Current Use: Agricultural

Property Rights

Conveyed: Reported to be in fee simple.

Analysis of Sale: Normal arms length transaction in the marketplace.

Financing: Mid-Atlantic Farm Credit ACA, \$1,875,000 (includes another property)

Highest & Best Use: Use within the existing zoning classification.

Sale Verified With: Buyer, Mr. Wells

Date Inspected: September 2018

Remarks:

Bought by tenant farmer in private sale. Milford Neck Wildlife Area is opposite Cedar Creek. Small wooded sliver on west side of Sharps Road. Economic characteristics are typical for a farming operation and potential development.

Karen H. Belinko Appraisals, LLC

Sale No. 5

Location: 2318 Midstate Road (Route 12) (E/s), 1172 Swap Tavern Road (E/s) & W/s Canterbury Road (Route 15)
South Murderkill Hundred
Felton, DE 19943

County: Kent
Map Reference: 8-00-14000-01-3900-000, Plat Book 133/7 now 39.14

Grantor: R. Williams Farms, LP
Grantee: Del 5 Land Group, LLC

Deed Reference: Liber 8923, folio 201
Record Date: December 12, 2017

Consideration: \$650,000, less \$30,000 est. contributing value of improvements or \$620,000 land only

Per Unit: \$10,873 per acre

Site Data:

Size **Approx. 57.022 acres**
Frontage Approx. 4,586 ft. total for roads
Zoning AC inside growth zone
Utilities Public electricity and telephone. Private well and septic. Potential to connect with sewer on Roesville Road.
Topography Sloping, all cleared
Soil Types All tillable

Improvements: Two 2-story frame farmhouses, four units, greenhouse and barn. Estimated contributing value, \$50,000.

Buyer Motivation: Bought for agricultural use.

Current Use: Agricultural

Property Rights

Conveyed: Reported to be in fee simple.

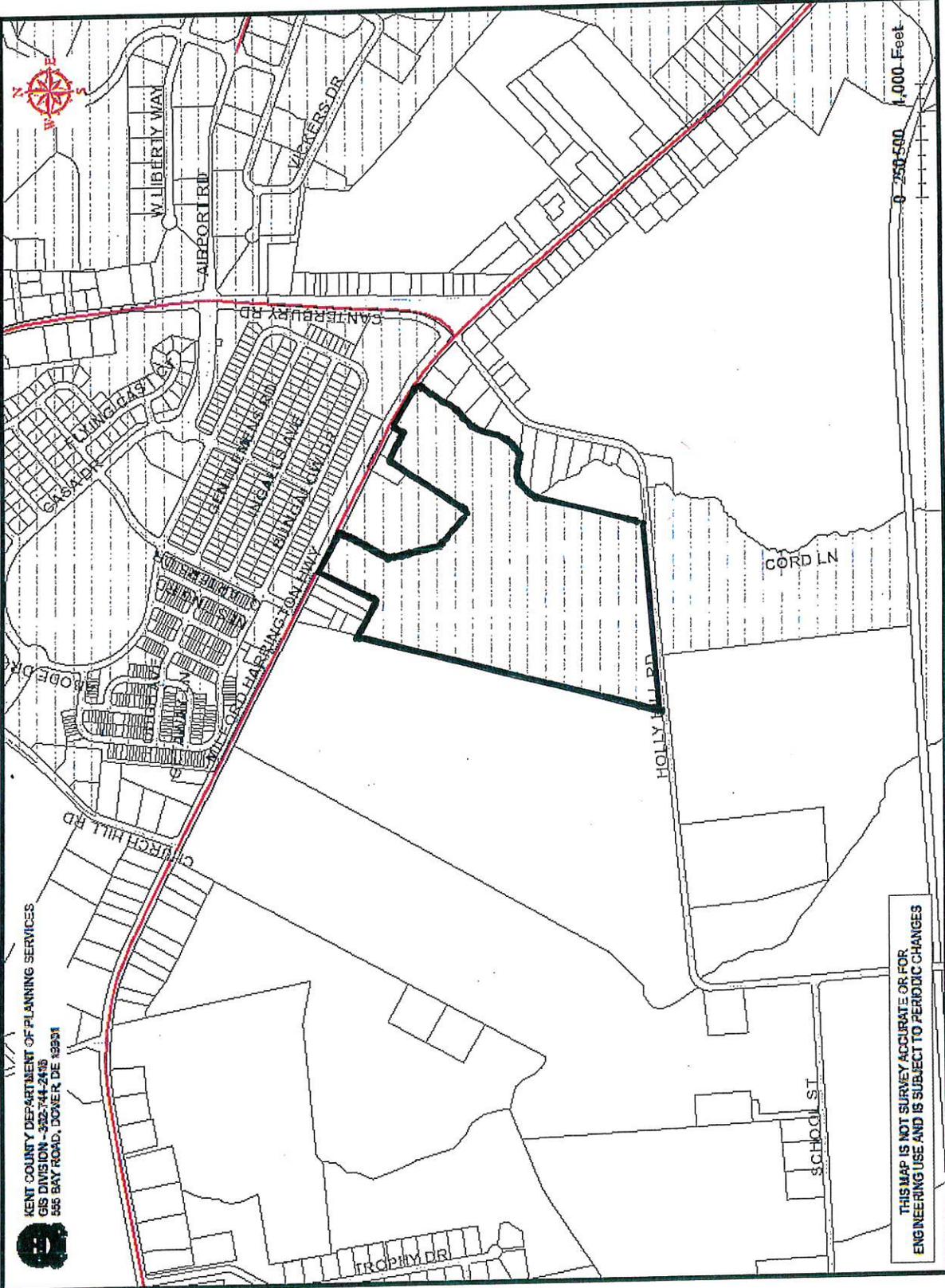
Analysis of Sale: Normal arms length transaction in the marketplace.

Financing: Provident State Bank, \$325,000

Highest & Best Use: Use within the existing zoning classification.

Sale Verified With: Agent, Wes Cromer & Buyer TJ Schiff

Date Inspected: August 2018



KENT COUNTY DEPARTMENT OF PLANNING SERVICES
GIS DIVISION - 302-744-2418
555 BAY ROAD, DOVER, DE 19901



THIS MAP IS NOT SURVEY ACCURATE OR FOR
ENGINEERING USE AND IS SUBJECT TO PERIODIC CHANGES

Karen H. Belinko Appraisals, LLC

Sale No. 6

Location: S/s Route 14, N/s Holly Hill Road
Milford Hundred

County: Kent

Map Reference: 5-16-17300-01-2200-62.00 & 62.02 (2100 & 2200 on some maps)

Grantor: Walter N. Thomas, II

Grantee: Dunn Development, LLC

Deed Reference: NA, Under Contract

Contract Date: October 2010

Consideration: \$1,077,000

Per Unit: \$14,975 per acre

Site Data:

Size **Approx. 71.918 acres**

Frontage Approx. 1,100 ft. Route 14
Approx. 900 ft. Holly Hill Road
Approx. 2,000 ft. total

Zoning AC, rezoned to R-8 by buyers who annexed but it was already part of Milford's growth area.

Utilities Public electricity and telephone. City water and sewer on Holly Hill Road. Developer to split cost of pump station split with Baltimore Air Coil.

Topography Generally level.

Soil Types Approx. 60.0 acres tillable.

Irrigated None

Improvements: None of contributing value at time of sale.

Buyer Motivation: Bought for development of garden apartments and townhouses, Project 13-196 called Hickory Glen. Subject to plat approval.

Current Use: Agriculture

Property Rights

Conveyed: Reported to be in fee simple.

Analysis of Sale: Normal arms length transaction in the marketplace.

Financing: Unavailable

Highest & Best Use: Use within the existing zoning classification.

Sale Verified With: Seller, Mr. Thomas.

Date Inspected: October 2017

Remarks: Under contract for 7 to 8 years. Deposits of \$25,000 and \$40,000 are non-refundable. Economic characteristics are typical for development potential.

Reconciliation and Final Estimate of Fair Market Value - Before Value

This appraiser has included herein for your perusal several land sales judged as good indicators of value for the typical farm in the Milford area with an Agricultural zoning prior to the selling of development rights. All of the comparable sales are similarly zoned. The range in indicated values is from \$8,698 to \$13,707 per acre. Items of adjustment are detailed in chart form.

Property Rights Appraised - Reported to all be in fee simple.

Market Conditions - Sale prices had been increasing for development land for years, but prices retreated in the last ten years although there are signs of improvement in the last three years. Still, the number of sales of agricultural land has decreased significantly from the peak in the mid 2000s. For instance, in Sussex County, agricultural sales reported at the county courthouse for one year ending August 2006 totaled 145; in 2007 it was 88 and in 2008, there were only 43 sales. In 2009, there were 48 sales for an 11-month period or 4.36 sales per month which is slightly higher than 2008. In 2010, there were 74 sales in a 15-month period or 4.93 sales per month, slightly higher than 2009. In 2012, there were 44 sales in a 5-month period which is an improvement. In 2013, there were 80 sales in a 16-month period or five sales per month. From March 2013 to May 2014, there were 63 sales or 4.5 sales per month. From June 2014 to May 2015, there were 117 or 9.75 sales per month. This is still down from 2006 but a significant improvement over the last seven years. From May 2015 to June 2016, there were 118 farm sales or 9.08 sales per month which is similar to the previous year. From June 2016 through May 2017 (12 months), there were only 57 sales which are only 4.75 sales per month. From June 2017 through May 2018 (12 months), there were only 36 sales or three sales per month, one of the lowest in years. For 1st Quarter 2013, NAR reported an increase in sales volume in Delaware. For 1st Quarter 2014, New Castle County saw a 12 percent decrease in number of homes sold. However, for 2015, New Castle saw a 15.5 percent increase in volume; this continued in the 1st Quarter 2016 with a 9.4 percent increase. By 2016 year-end, volume was up 6.6 percent over 2015. However, for the first five months of 2018, it had decreased 1.5 percent compared to same period in 2017, per a Patterson-Schwartz report. Kent County saw an increase of 14.3 percent in the beginning of 2015 and a 4.8 percent increase for the 1st Quarter 2016. In the first half of 2017, sales volume was up 16.9 percent. This trend continued for the first five months of 2018, with an increase of 7.3

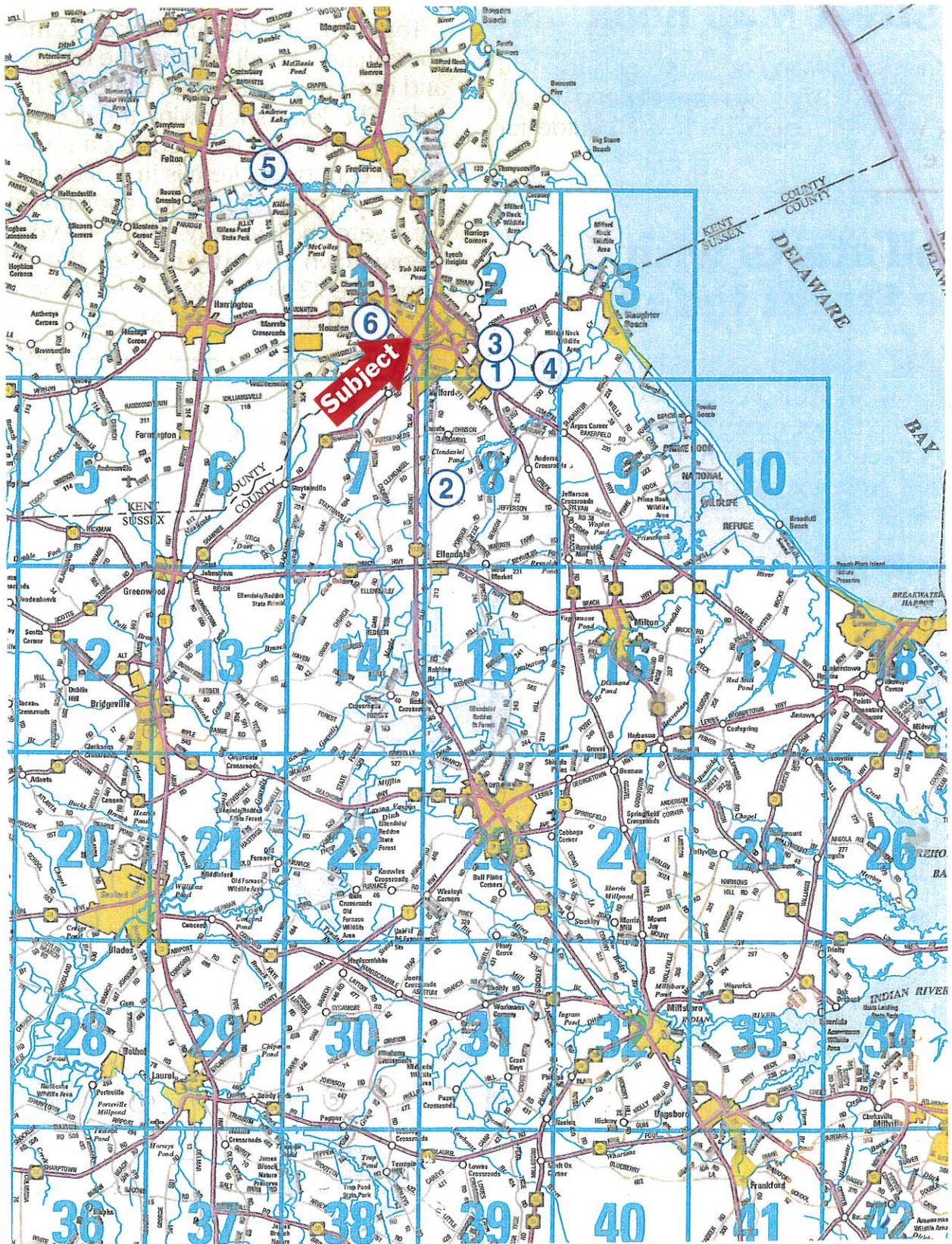
percent in number of homes sold. For 1st Quarter 2015, Sussex County saw a 9.0 percent increase in housing sales volume; however, for the 1st Quarter 2016, there was a 0.7% decrease, a minor downward trend. For the 1st Quarter 2017, sales volume was up 22 percent, the highest level in the last 10 years. However, for the first five months of 2018, volume was down 1.6 percent, likely reflecting a more normal volume when compared to the record-breaking early 2017 numbers. There have been very few resales of the same property within this time frame but for the ones that have taken place in a period of three to five years, the prices for many were down. Developers were walking away from properties that had been under contract for several years, waiting for contingencies to be achieved. In many cases, deposits were forfeited but the amount has varied per property. Some contracts went to settlement because the developer had too much into the property that continuing seemed more profitable. Because of this market downturn, there were bottom feeders looking to land bank properties at significantly lower prices, with contingencies that protect the buyer, not the farmer, and with little money down. While there are signs of improvements with developers again entering into contracts for agricultural land (almost always in areas near towns), there still is currently a large inventory of lots and recorded subdivisions in the marketplace. This is a factor in current prices because extended absorption periods means higher costs and risk for the developer, and hence, lower land prices.

According to the National Association of Realtors (NAR), change in the median house price from 2006 to 2008 in Dover, Delaware was from \$208,800 in 2006 to \$207,500 in 2007, and \$206,200 in 2008. For the 2nd Quarter 2009, it was \$193,700. Compared to the 2nd Quarter 2008 at \$202,600, it was a 4.4 percent drop. For the 1st Quarter 2010, it was \$190,000, a drop of 5.5 percent since the 1st Quarter of 2009 of \$201,000. For the 1st Quarter 2011, it was \$166,500, a drop of 12.4 percent. For the 1st Quarter 2012, it was \$160,700, a drop of 3.5 percent. Although still a drop, the loss is a lower percentage than in the past four years. For 1st Quarter 2013, median housing price was lower than the previous quarter but higher than one year earlier. For the 1st Quarter 2014, it was \$188,100, an increase of 10.5 percent. For the 1st Quarter 2015, it was \$185,600, a decrease of 1.3 percent. For the 1st Quarter 2016, it was \$191,500, an increase of 3.2 percent, and as of 1st Quarter 2017, it increased by 2 percent to \$195,300. In 1st Quarter 2018, it dropped 5.8 percent to \$184,000. New Castle County saw a 6 percent increase in median price per a Patterson-Schwartz report in 1st Quarter 2014; for 1st Quarter 2015 it was up 9.2 percent and for 1st Quarter 2016, it was up 1.5 percent. In the first half of

2017, there was a modest gain of 0.9 percent. For the first months of 2018, it was up 1.9 percent. The Kent County market increased by 3.6 percent from 1st Quarter 2014 to 1st Quarter 2015 and for 1st Quarter 2016, it was up 2.3 percent. In the first half of 2017, it was up modestly at 0.3 percent. For the first five months of 2018, median sales price increased by 0.7 percent. Sussex County's market decreased by 2 percent for the first four months of 2015; another source said it increased by 18 percent as of 1st Quarter 2015. Per the Patterson-Schwartz report for the first four months of 2016, median housing price was up by 2 percent and in the first half of 2017, there was a 3.5 percent increase in median sales price. For the first five months of 2018, it was up 12.1 percent. While these are positive, land is still plentiful in most markets. The National Agricultural Statistics Service also reports changes in farmland values in Delaware, from \$10,200 per acre in 2006 to \$10,400 per acre in 2007, and \$10,300 in 2008. But by 2009 it was \$8,900, down by 13.6 percent. By 2010 it was down to \$8,100, a drop of 9 percent but in 2011, 2012, and 2013, it was still at \$8,100, but in August 2014, it was at \$8,180, an increase of 1 percent. As of August 2015, it was still at \$8,180 per acre. However, it had increased to \$8,400 per acre, an increase of 2.7 percent, as of August 2016. As of August 2017, it remained the same at \$8,400, but as of August 2018, it increased to \$8,600, an increase of 2.4 percent. Cropland values were down by 1.2 percent, from \$8,200 to \$8,100 per acre from 2016 to 2017 after increasing steadily for several years. As of August 2018, it was at \$8,300, an increase of 2.5 percent. Since the subject property has development potential for residential housing, as well as appeal for continued farming, these indications are relevant and show slight to no appreciation. In addition, the evaporation of incentives for poultry houses and current yields and pricing for crops indicate more recent stabilization.

There are mostly positive signs, but overall many statistics point to a somewhat stable, neutral market for land. Unfortunately, if an owner is under any duress or compulsion to sell, these sales at lower prices will occur. But these do not reflect typical market conditions, which is an assumption of the market value of the subject property. The market is often fluid, and experiences fluctuations that may vary widely if shorter time frames are considered. Typically, properties like the subject are held for longer periods of time. There might be quick changes in the market which level out in subsequent months or years. This appraiser's task is to estimate all future benefits, where the market may be stagnant, in a downturn, or increasing, in the long run. A seller today, not under

Location Map of Comparable Sales



compulsion to sell, and a buyer, not under compulsion to buy, would be aware of these anticipated fluctuations and negotiate prices accordingly.

In this appraiser's judgment, it is imperative, therefore, to take a broader view of the current market, and emphasize the most recent sales. Therefore, based upon the current climate, no appreciation is estimated, and more emphasis will be given to the most recent sales.

Conditions of Sale - No known conditions that would warrant an adjustment.

Financing - No known financing terms that would be favorable to the buyer or seller except for No. 1 which did not impact sale price.

Various Adjustments - Adjustments have been made for location and site characteristics, such as percentage of tillable soils, topography, and road frontage.

Location - The average Milford location is superior to No. 2 which is removed from the town.

Size - A size adjustment has been made if the comparables differ greatly in size. The typical size for the farm being appraised is 100 acres. A smaller sized parcel will tend to command a higher per unit value in the marketplace. Sale No. 4 is larger in size; thus, the adjustment is upwards. Sale No. 1, 2, 3, 5 and 6 are smaller and adjusted downwards.

Zoning - Similar. Sale No. 5 is in the growth zone but some of the farms surrounding Milford are as well; hence, no adjustment is warranted. Sale No. 6 was rezoned after sale to the Milford R-8 zoning but since it was a condition of sale, it will be addressed below under Development Stage.

Site Characteristics - There are several factors that impacts the appeal of raw land parcels - accessibility, frontage, topography, floodplain and shape, to name a few. Greater road frontage is preferred as it improves access and is more desirable for development. The subject property has good road frontage. Frontage does allow for better access for farm vehicles and cultivating as well as for residential rights. Sale No. 1 is inferior and No. 5 is superior.

Soil types are also important, although more so if the highest and best use is for agricultural. However, properties that are 100 percent tillable are typically better suited for development than those with wetlands or heavily wooded areas. Tilled land is better drained which can improve its soil characteristics. This market views tillable land as being more suited for development as well. Suitable soils for development tend to be suitable soils for agricultural. The subject property is assumed to 70 to 75 percent tillable. It is superior to one of the sales and inferior to four sales.

Development Stage - Sales No. 2 and 6 either sold with record plat or conditional upon approvals. Inherent in the development process are the elements of time, risk, energy, costs and reward. The subject property is raw, warranting downward adjustments of 20 and 15 percent, the latter less because the buyer still paid for the process.

Sales have occurred for the future Bayhealth Medical Center on the other side of Route 1. These properties have higher density zoning within Milford when compared to the subject property with prices from \$20,000 to \$35,000 and higher per acre, and would not be comparable under the subject's current zoning.

Conclusion - The most recent sales, Nos. 3, 4, 5 and 6 (contract of sale), indicate values in the low to mid-range per acre. Sales No. 1, 3 and 6 are in closest proximity to Milford town limits. These indicate values in the high range. Sale No. 1 has a composite adjustment closest to 1.0, indicating overall greater comparability. It indicates the highest value. Sales No. 3, 4 and 6 require the fewest number of adjustments and indicate values in the \$9,077 and \$11,980 range. There is a mode around \$8,700 per acre, which is lowest in the range, but these are furthest from Milford. A value above the mean is supported by sales closer to Milford. Two sales fall between \$11,250 and \$11,980 per acre which includes a recent sale and one adjoining Milford limits. A value in this range is only slightly higher than the mean. In addition, this appraiser has considered the average value for the eight properties appraised near Milford for Delaware Agricultural Lands Preservation Foundation for their program and the average is \$10,888 per acre; however, the average farm size for that group of 8 is 151 acres, warranting an upward adjustment of 5 percent or \$11,432 per acre. This falls within the range of indicated values. After considering the above factors, it is the judgment of this appraiser that the estimated market value of the subject land only, is approximately **\$11,500** per acre on average.

AFTER THE ACQUISITION DESCRIPTION

Legal Description - Same as Before Scenario

Area, City, Neighborhood - Same as Before Scenario

Site - Same as Before Scenario

Improvements - Same as Before Scenario

Sales History - Same as Before Scenario

Rental History - Same as Before Scenario

Assessment & Taxation - Same as Before Scenario

Zoning & Other Restrictions - Same as Before Scenario

Map or Plat - Same as Before Scenario

Highest & Best Use - See Page 40

Last Sale of Subject - Same as Before Scenario

DESCRIPTION OF PRESERVATION EASEMENT/HIGHEST & BEST USE

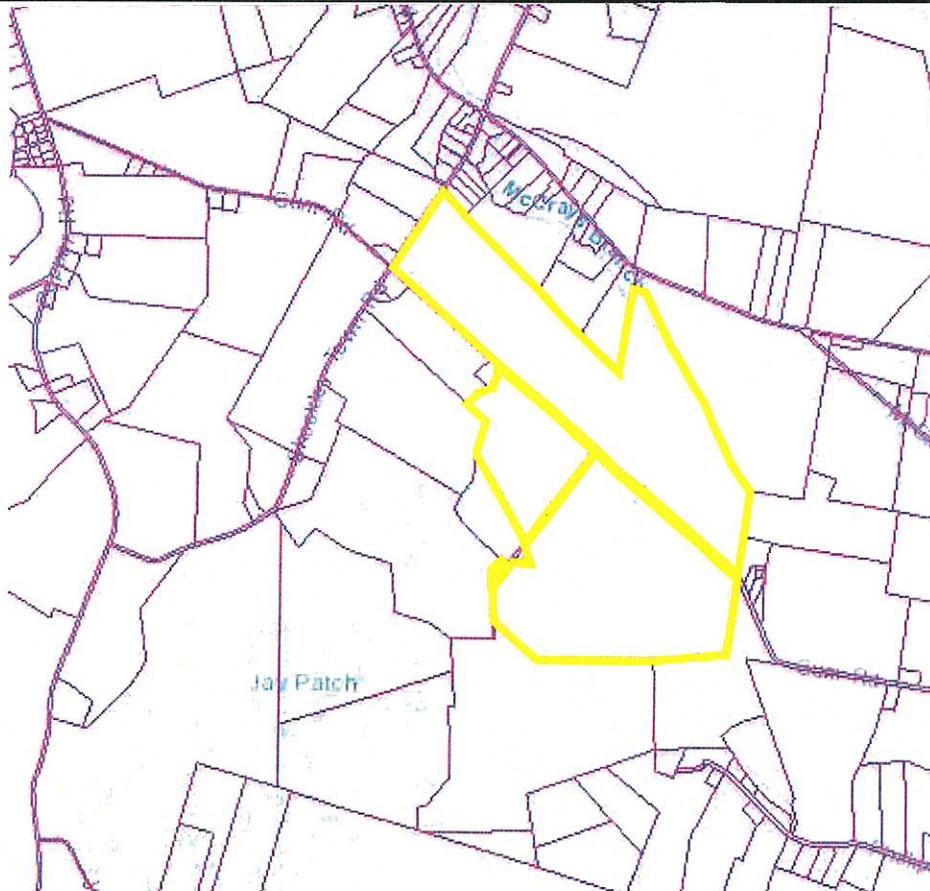
The client is requesting a value of the subject property as if encumbered by a preservation easement which is perpetual. As to the highest and best use, this easement “legally prohibits” rezoning or subdivision, and limit uses to agricultural and related uses. Mining activities and rezoning, and major subdivisions are prohibited. No public access is provided for. Residential uses are limited to no more than one acre for each 20 acres of usable land, to a maximum of 10 acres for dwelling housing, regardless of size. **No more than a total of three dwellings or dwelling lots to be transferred from an owner or relatives of an owner to any other person.** Physically, the site is conducive to agriculture, woods and related uses as it has adequate size, access and topography. Financially, the subject has appeal for agriculture, woods and recreational uses, as these are the predominant uses even apart from the easement for most properties of this acreage and in this zoning. In this appraiser’s judgment, the highest and best use of the subject property in the After Value is for any use permitted by the preservation easement which includes agricultural and related uses.

In the subject instance, its acreage of 100 acres would calculate to 10 acres which could be used for the three lots. This preservation easement, in this appraiser’s judgment, is a significant detriment to the subject property because of the reduction of development rights. In the Before Value, there is land sufficient to support development. In the After Situation, the density is reduced. The highest and best use is still for agricultural/wooded use with limited residential development. There is a loss in the bundle of rights which this appraiser will account for in this analysis.

AFTER VALUE - SALES COMPARISON APPROACH

Application of Sales Comparison Approach - The following items of comparison have been considered by this appraiser with regards to these comparable sales as applicable: the date of comparable sale, conditions of sale, financing, location (specific and general), size of the site, topography, highest and best use, availability of public utilities, visibility, access, and other factors that affect value. These items are analyzed and adjusted by this appraiser in arriving at a market value indication of the subject property. The specific percentage adjustments and a summary of the comparable sales are presented in chart form.

Photograph and Tax Map of Comparable Sale



Karen H. Belinko Appraisals, LLC

Comparable Farm Sales - After Value

Sale No. 1

Location:

Both Sides Gum Road (CR 392), SE/s Shockley Town Road (CR 375), Both Sides Rabbit Road (CR 392A)
Baltimore Hundred
Frankford, DE 19945

County:

Sussex

Map Reference:

533-5-31 & 35.01, Plot 27/14

Grantor:

Carol Gum Chapman, Trustee, et al

Grantee:

C Magee Farms, LLC

Deed Reference:

Liber 4635, folios 48

Record Date:

December 9, 2016

Consideration:

\$1,650,000

Per Unit:

\$5,634 per acre

Site Data:

Size

Approx. 292.866 acres

Frontage

Approx. 14,852 sq. ft.

Zoning

AR-1

Utilities

Public electricity and telephone.

Topography

Generally level, crossed by tax ditches.

Soil Types

Approx. 240.0 acres tillable and 42.0 acres wooded.

Irrigated

None

Lot Potential

Three potential dwellings/lots on 10.0 acres.

Improvements:

None of contributing value at time of sale.

Buyer Motivation:

Bought for agricultural use.

Current Use:

Agricultural.

Property Rights

Conveyed:

Under DALPF easement.

Analysis of Sale:

Normal arms length transaction in the marketplace.

Financing:

\$1,099,000 + \$171,000, Farmers Bank of Willards
\$300,000, USDA Farm Service Agency, 20 years

Highest & Best Use:

Use within the existing zoning classification.

Sale Verified With:

Agents, Ben Alder & Nick Campanaro

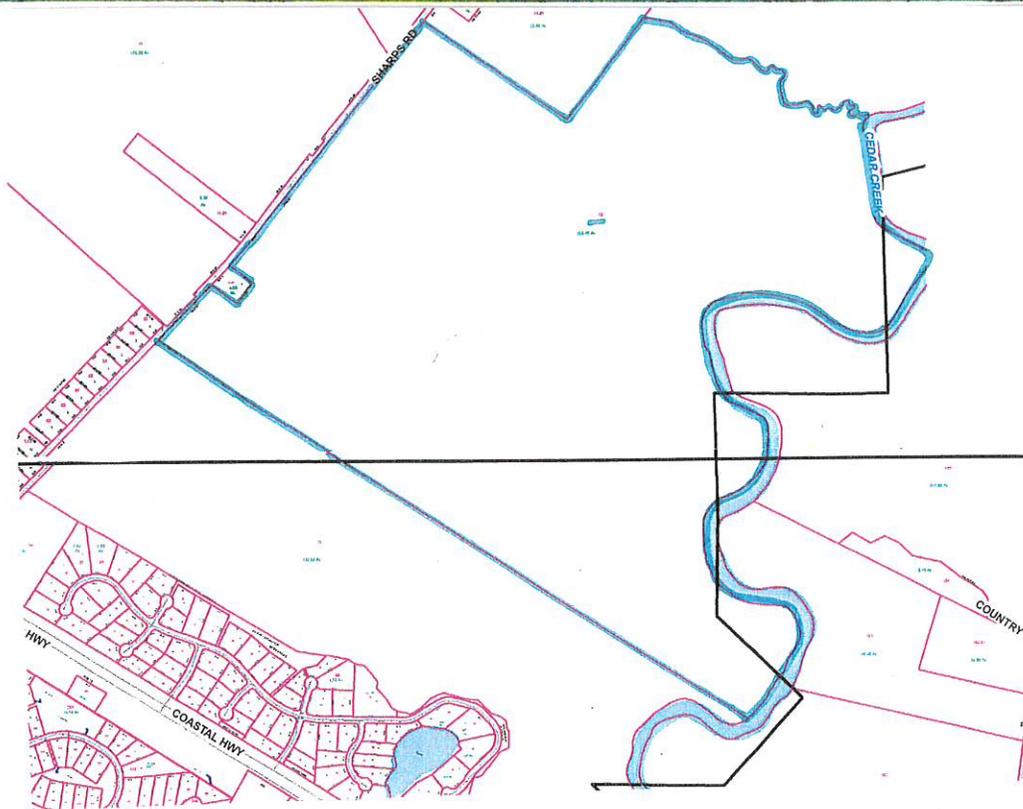
Date Inspected:

May 2017

Remarks:

Economic characteristics are typical for a farming operation and limited development potential. Leased for \$25,000 per annum (\$104 per tillable acre which is reasonable) at time of sale but year-to-year.

Photograph and Tax Map of Comparable Sale



Karen H. Belinko Appraisals, LLC

Sale No. 2

Location: Sharps Road
Cedar Creek Hundred

County: Sussex
Map Reference: 3-30-12-12

Grantor: Thomas W. Bennett, Jr., Constance B. Pusey & John W. Hall
Grantee: Sharps Road LLC

Deed Reference: Liber 4230, folio 109
Record Date: February 14, 2014

Consideration: \$1,600,000
Per Unit: \$4,363 per acre

Site Data:

Size Approx. 366.7 acres
Frontage Approx. 3,024 ft.
Zoning AR-1
Utilities Public electricity and telephone.
Topography Level
Soil Types Approx. 170 acres tillable, remainder is woods and marshland.
Irrigated Yes, approx. 130-140 acres but owned by tenant.

Improvements: None at time of sale.

Buyer Motivation: Bought for agricultural use.

Current Use: Agricultural

Property Rights

Conveyed: DALPF easement, 2 rights remain

Analysis of Sale: Normal arms length transaction in the marketplace.

Financing: Mid-Atlantic Farm Credit ACA

Highest & Best Use: Continued use within the existing zoning classification.

Sale Verified With: Buyer's Rep., Johnny Hopkins

Date Inspected: June 2013

Remarks: Asking price was \$1,650,000. Bought by tenant. Cash lease. Sold back 7.0 acres at same price per acre as bought. Seller took one lot, buyer retaining 1 to 2 acres for two rights. Economic characteristics are typical for a farming operation and limited potential development.

Photograph and Property Map of Comparable Sale



Karen H. Belinko Appraisals, LLC

Sale No. 3

Location: N/s Route 464 (Woody Road)
Little Creek Hundred

County: Sussex

Map Reference: 3-32 9.00 8.10, Lot 1, Plot 130/61

Grantor: Jesse E. & Kyle J. Steen

Grantee: Fowled Up Farms LLC (Patricia & Darrell Hastings)

Deed Reference: Liber 4624, folio 96

Record Date: January 31, 2017

Consideration: \$540,000

Per Unit: \$8,905 per acre

Site Data:

Size **Approx. 60.65 acres**

Frontage Approx. 505 ft. in two sections plus right-of-way

Zoning AR-1

Utilities Public electricity and telephone.

Topography Generally level.

Soil Types 100% tillable

Irrigated Two pivots with one well. One pivot was from the 1970s, but larger pivot was only 12 years old. Included in purchase price above.

Improvements: Old barns of no contributing value at time of sale.

Buyer Motivation: Bought for agricultural use.

Current Use: Agriculture

**Property Rights
Conveyed:** Reported to be in fee simple.

Analysis of Sale: Normal arms use within the existing zoning classification.

Financing: Wilmington Saving Fund Society FSB, \$1,099,000

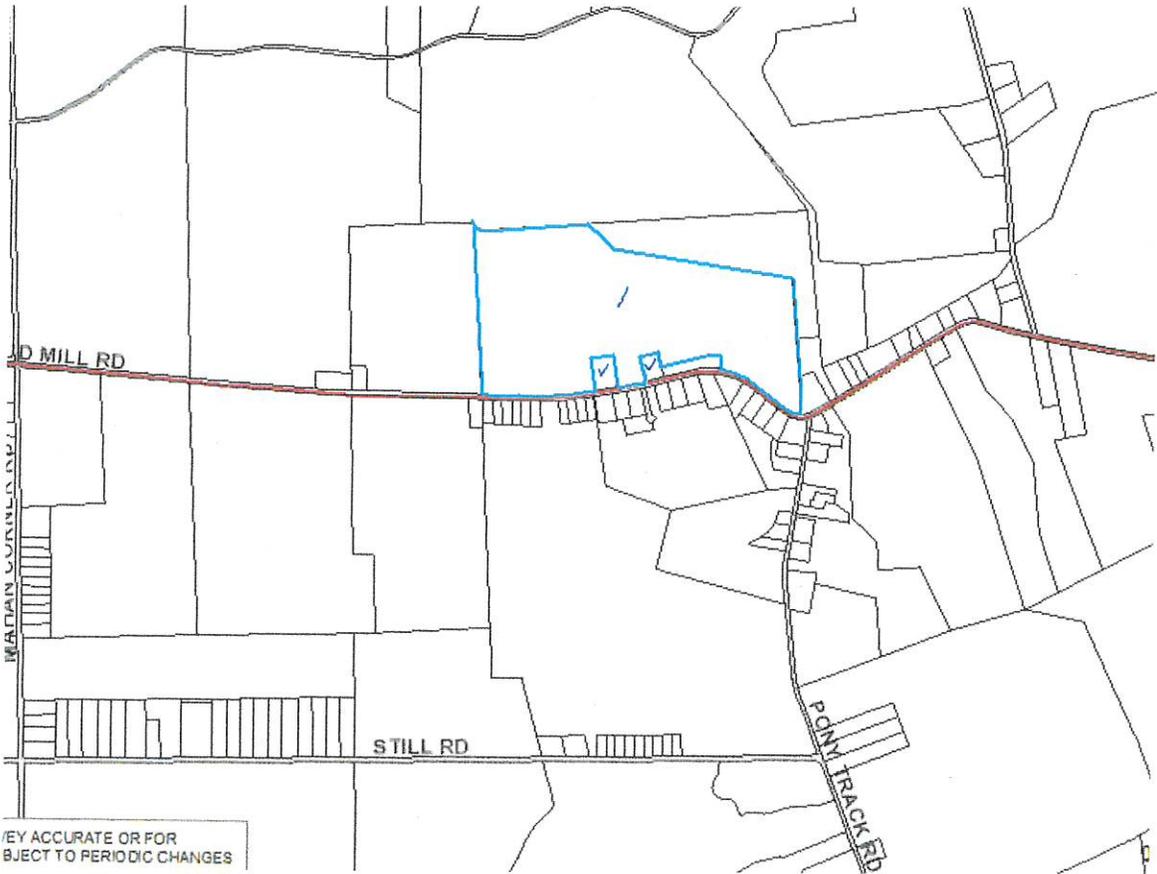
Highest & Best Use: Use within the existing zoning classification.

Sale Verified With: Seller, Jesse Steen

Date Inspected: October 2017

Remarks: Buyer was motivated by chicken house money being offered by producer. Allowed 1.0 acre for three homes but practically could only be one new dwelling. Economic characteristics are typical for a farming operation and development potential. Not rented at time of sale. Prior sale in May 2009 for \$420,000.

Photograph and Tax Map of Comparable Sale



Karen H. Belinko Appraisals, LLC

Sale No. 4

Location: **Mud Mill Road**
North Murderkill Hundred

County: Kent

Map Reference: 7-00-10800-01-26.01, 26.05 & 26.06, Plot Book 73-23 & 84-10

Grantor: Robert Keith Cooper & Sue Ellen Thacker

Grantee: Chris Beachy & Steven Beachy

Deed Reference: Liber 9110, folio 41

Record Date: May 7, 2018

Consideration: \$525,000

Per Unit: \$4,430 per acre

Site Data:

Size **Approx. 118.52 acres**

Frontage Approx, 4,043 ft.

Zoning AR

Utilities Public electricity and telephone.

Topography Generally level.

Soil Types Approx. 47.16% tillable.

Improvements: Two-story 1800s vintage brick farmhouse and farm buildings, no contributing value.

Buyer Motivation: Bought for agricultural use.

Current Use: Agricultural

Property Rights Conveyed: In the DALPF preservation easement program. Three rights remain, two on 3.25 acres now Lots 2 & 3.

Analysis of Sale: Normal arms length transaction in the marketplace.

Financing: \$420,000, Mid-Atlantic Farm Credit ACA

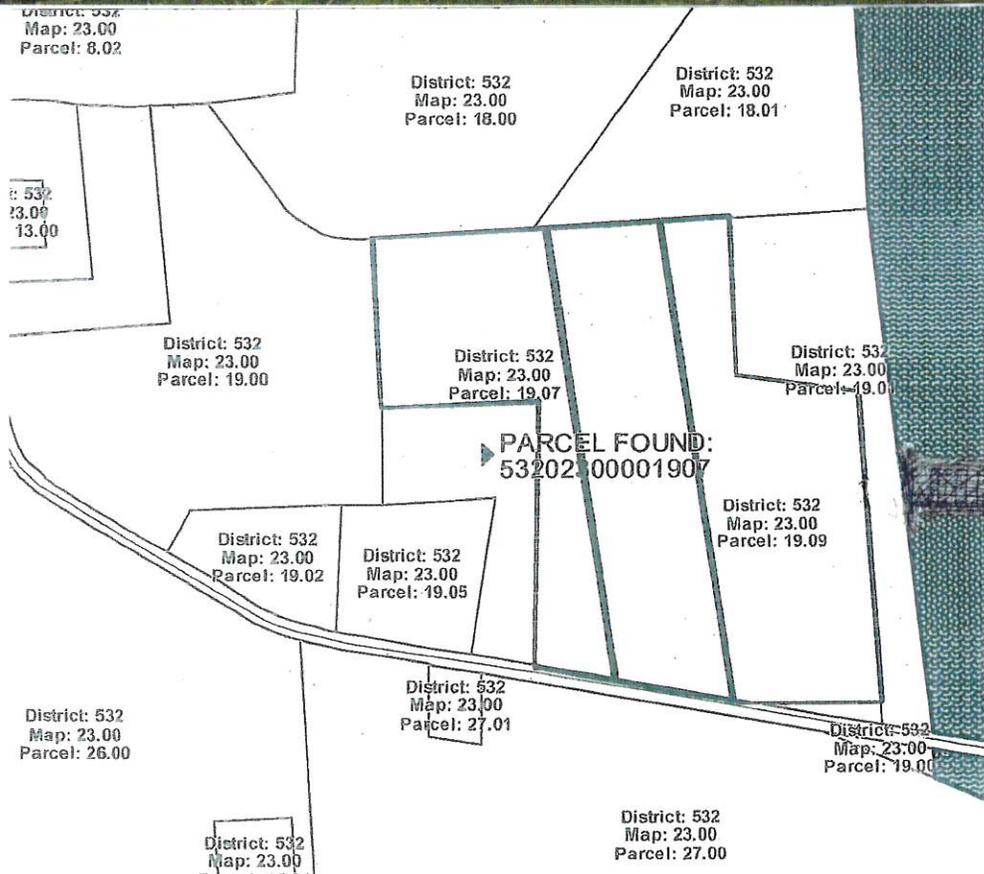
Highest & Best Use: Use within the existing zoning classification.

Sale Verified With: Agent, Carl Kaplan

Date Inspected: February 2019

Remarks: Two lots but no perks achieved. Economic characteristics are typical for a farming operation.

Photograph and Tax Map of Comparable Sale



Karen H. Belinko Appraisals, LLC

Sale No. 5

Location:

N/s Line Church Road
Little Creek Hundred
Seaford, DE

County:

Sussex

Map Reference:

532-23-19.07, 532-23-19.08, 532-23-19.09, Lots 6, 7, 8

Grantor:

Joshua S. & Kathryn M. Wharton

Grantee:

Catrina Lynn Justis-Martinez

Deed Reference:

Liber 4652, folio 346

Contract Date:

January 13, 2017

Consideration:

\$246,000

Per Unit:

\$8,300 per acre

Site Data:Size

Approx. 29.64 acres

Frontage

Approx. 1,045.62 ft.

Zoning

AR-1

Utilities

Public electricity and telephone.

Topography

Generally level.

Soil Types

100% tillable

Lot Potential

One acre for three dwellings.

Improvements:

None at time of sale.

Buyer Motivation:

Bought for agricultural use.

Current Use:

Agricultural

Financing:

First Financial Bank, \$1,099,000

Property Rights**Conveyed:**

Under a DALPF easement

Analysis of Sale:

Normal arms length transaction in the marketplace

Highest & Best Use:

Use within the existing zoning classification.

Sale Verified With:

Seller, Mr. Wharton, appraiser's files, appraised for Young Farmers Program.

Date Inspected:

May 2017

Remarks:

Comprised of three recorded lots that were dissolved when it was put under easement. Buyer plans to build chicken houses. Prior sale was in Mach 2013 for \$165,000 through the Young Farmers program. Economic characteristics are typical for a farming operation and development potential. Not rented at time of sale.

Karen H. Belinko Appraisals, LLC

Sale No. 6

Location:

SE/s Shawnee Road (CR 36)
Nanticoke Hundred
Greenwood, DE 19950

County:

Sussex

Map Reference:

4-30-3.00-35.00, Mill Run, Lot 2, Plot 54/212

Grantor:

Austin J. & Megan S. Embleton

Grantee:

Adam & Elizabeth Reagan

Deed Reference:

Liber 4689, folio 292

Record Date:

April 5, 2017

Consideration:

\$125,000

Per Unit:

\$6,291 per acre

Site Data:Size

Approx. 19.869 acres

Frontage

Approx. 265.9 ft.

Zoning

AR-1

Utilities

Public electricity and telephone. Approved LPP system.

Topography

Generally level.

Soil Types

Approx. 7.56 acres cropland and 11.31 acres woods.

Irrigated

None

Lot Yield

Restricted to one home on 1.0 acre.

Improvements:

None at time of sale.

Buyer Motivation:

Bought for residential and agricultural use.

Current Use:

Agricultural & woods.

Property Rights**Conveyed:**

Under a DALPF easement.

Analysis of Sale:

Normal arms length transaction in the marketplace.

Financing:

\$125,000, 30 yrs., Bridgeville Building & Loan Association

Highest & Best Use:

Use within the existing zoning classification.

Sale Verified With:

Buyer, Elizabeth Reagan

Date Inspected:

May 2017

Remarks:

Prior sale from Alastair & Dana Probert for \$102,900 dated September 8, 2016 in Liber 4595, folio 324, after being listed for \$99,900 and getting into multiple offers. The Embletons then performed another site evaluation and it was again approved for an LPP. However, they decided to build on a family farm so it became available again. The Reagans had bid on it the first time, and got into another multiple bid situation which increased the price to \$125,000. It did appraise higher. The Ag easement (S-05-06-093K) permits 1.0 acre for three dwellings; however, legally it can only be one lot under the subdivision regulations of Mill Run which also prohibits poultry houses and manufactured homes. Economic characteristics are typical for a residential farmette. Not rented at time of sale.

Karen H. Belinko Appraisals, LLC

Sale No. 7

Location: W/s Fawn Road (CR 600) & E/s Sugar Hill Road
Nanticoke Hundred

County: Sussex
Map Reference: 430-11-20 & 430-8-2.01

Grantor: Shawnee Woods Farms, Inc.
Grantee: BPW Farms, LLC

Deed Reference: Liber 5001, folio 227
Record Date: January 4, 2019

Consideration: \$4,500,000
Per Unit: \$7,011 land only

Site Data:

Size **Approx. 641.847 acres total**
Frontage Approx. 16,000 ft. both roads
Zoning AR-1
Utilities Public electricity and telephone. Private well and septic.
Topography Generally level.
Soil Types Approx. 570 acres tillable
Irrigated No irrigation on Parcel 20 which is 107 acre parcel. Three irrigation systems on the larger acre site.

Improvements: Mobile home and approximately 60 ft. x 160 ft. frame storage shed modified from a manure shed, all enclosed, in good condition. Buyer paid separately for improvements and irrigation at \$250,000.

Buyer Motivation: Bought for agricultural and residential uses.
Current Use: Agriculture

Property Rights Conveyed: Larger 533 acre piece is under a DALPF preservation easements with 3 lot rights remaining on 10 acres. The 107-acre piece was in a district but no development rights had been sold off of it and reported to be in fee simple.

Analysis of Sale: Normal arms length transaction in the marketplace.

Financing: \$1M, Mid-Atlantic Farm Credit ACA

Highest & Best Use: Use within the existing zoning classification.

Sale Verified With: Buyer, James Carpenter

Date Inspected: February 2019

Remarks: Had been listed and buyers who were the tenant farmers were second ones to make offer and were the higher bidders. As tenant farmers, had made some modifications at tenant's expense. Economic characteristics are typical for a farming operation and development potential.

SALES COMPARISON APPROACH

AFTER VALUE		Comparable Sale #1	Comparable Sale #2	Comparable Sale #3	Comparable Sale #4	Comparable Sale #5	Comparable Sale #6	Comparable Sale #7
Property Identification	MILFORD	Shockley Town Rd	Sharps Road	Woody Road	Mud Mill Rd	Line Church Road	Shawnee Road	Fawn Road
Date of Sale	Nov-18	Dec-16	Feb-14	Jan-17	May-18	Jan-17	Mar-17	Jan-19
Sale Price	100,000 acres	\$1,660,000	\$1,600,000	\$540,000	\$525,000	\$246,000	\$125,000	\$4,600,000
Size	292,866 acres	366,700 acres	60,650 acres	118,520 acres	118,520 acres	29,640 acres	19,869 acres	641,847 acres
Price per unit	\$5,634	\$4,363	\$8,904	\$4,430	\$8,904	\$8,300	\$6,291	\$7,011
Property Rights Conveyed	Description	Data	Data	Data	Data	Data	Data	Data
Financing	Fee Simple	DALPF	DALPF	DALPF	DALPF	DALPF	DALPF/NRCS	Part DALPF
Conditions of Sale	Assume Market	Market	Conventional	Market	Market	Market	Market	Market
Market conditions (time)	Assume None	Typical	None	None	None	None	None	Typical
Adjusted sale price	0.00%	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Location	Millford	\$5,634	\$4,363	\$8,904	\$4,430	\$8,300	\$6,291	\$6,310
Size	100,000 acres	10	15	60,650	118,520	29,640	19,869	641,847
Zoning/Development Potential	AR-1	AR-1	AR-1	AR-1	AR	AR-1	AR-1	AR-1
Utilities	DALPF	DALPF	DALPF	DALPF	DALPF	DALPF	DALPF	DALPF
Site Characteristics-frontage	3	2	3	2	2	1	1	NA
Soil Types - Cleared ratio	33	183	20	59	30	30	20	Similar
Irigation	Public elect/telephone	Similar	Similar	Similar	Similar	Similar	Similar	Similar
Composite Adjustment	Some public in area	3	98	98	98	98	98	98
INDICATED VALUE	2,000 ft.	14,852	3,024	4,043	1,043	1,043	266	16,000
	20.0 ft/ac	50.7	8.2	34.1	35.2	35.2	13.4	24.9
	70-75% tillable	81.95%	46.36% swamp	100.00%	45.87%	100.00% ditch crossings	43.08% Fair soils	88.81%
	None	None	Yes but owned by tenant	Yes, two pivots includes equipment	None	None	None	Paid separately
	\$5,907 Mean	1,1000	1,3500	0,8000	1,1000	0,6000	0,8500	1,1000
	\$5,500 /acre	\$6,197	\$5,890	\$7,123	\$4,873	\$4,980	\$5,348	\$6,941

Reconciliation of Comparable Farm Sales - After Value

This appraiser has provided comparable sales which were subject to Development Rights Easements through DALPF. Hence, these are good indicators of value in the subject instance. All are situated in Sussex County or Kent County Delaware. Items of adjustment are detailed on the opposite chart. The range in indicated values is from \$4,873 to \$7,123 per acre. There are no known conditions of sale or financing terms that would impact price. Most of the items of adjustment such as encumbered as location, site characteristics and size are still factors that impact value since in both scenarios agricultural and residential uses exist.

Property Rights Appraised - All are subject to a DALPF easement which has similar restrictions. While all of the sales are subject to a DALPF easement, each differs in the exercise of residential acreage which is addressed below under Zoning/Development Potential. In addition, Sale No. 7 is only partially encumbered by the DALPF easement. The seller added on a non-eased tract to an eased property, and there was a price differential for the two tracts. Based upon the differential, a 10 percent downward adjustment has been made.

Market Conditions - Sale prices had been increasing significantly for development land, but this ceased in recent years. For agricultural land, prices have also remained relatively stable. Based upon the current climate and the current sale prices, no appreciation is estimated.

Location - Generally similar for agricultural uses.

Size - Typically, the larger the size the lower the price per unit. The market indicates that the adjustment only applies if the size discrepancy is significant. The sales provide some evidence. Sales No. 1, 2 and 7 are larger than the subject property, warranting an upward adjustment. Sales No. 5 and 6 are smaller, warranting a downward adjustment.

Zoning/Development Potential - Although all of the properties are subject to DALPF easements, the development potential varies per acre. The subject property retains 10 acres for three lots. All of the sales retained development rights; some are spread across larger

acreage and hence are less dense (Nos. 1, 2 and 4). These are adjusted upwards. Sales No. 3, 5 and 6 are more dense and adjusted downwards. Sale No. 7 is relatively similar. However, it would appear the building rights are not the most significant factor/motivation in these easement sales. In most cases, buyers would be farmers who would tend to view these lots as future assets and not for immediate development. Market value considered all future benefits and, hence, even limited residential development is a factor.

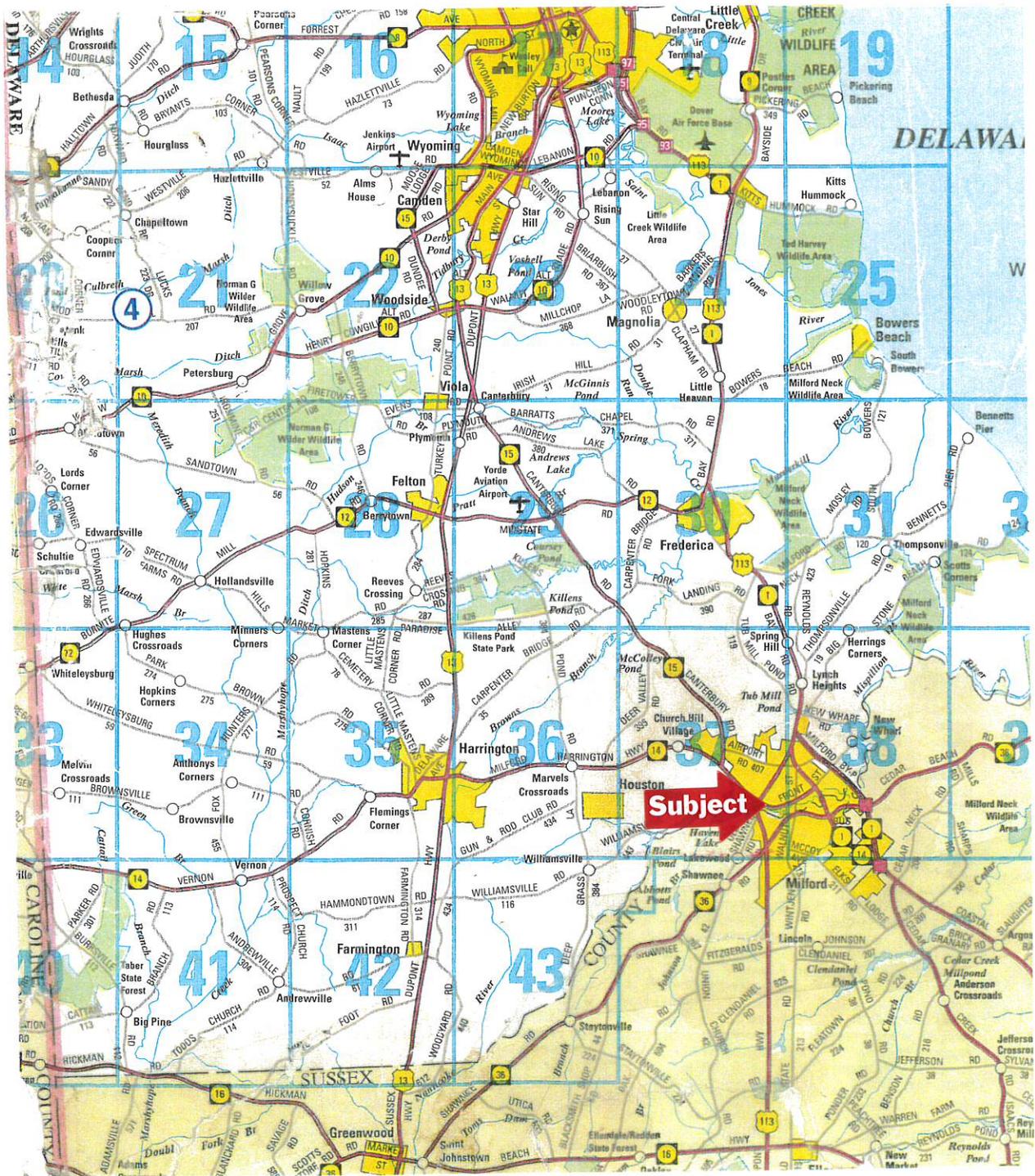
Utilities - Similar.

Site Characteristics - There are several factors that impacts the appeal of raw land parcels - accessibility, frontage, topography, floodplain and shape, to name a few. However, for agricultural use, road frontage is less important because strip development would not be a factor. Frontage does allow for better access for farm vehicles and cultivating as well as whatever residential rights have been retained. Overall the comparable sales are similar to the subject property except for No. 1 which has expansive frontage on multiple roads and adjusted downwards by 5 percent. The subject property is assumed to be 70 to 75 percent tillable. For agricultural purposes, cropland would tend to command a premium over woodland. For other easement sales, the buyer considered a differential of 69 percent between woodland and cropland. In other sales, buyers have quoted higher rates for cropland with lower rates for woods but the discount was not as great. Upward adjustments have been made to three of the sales. Sales No. 3, 5 and 7 have higher ratios and superior. Sale No. 1 is similar.

Irrigation still commands a premium as discussed previously. Four of the sales are adjusted upwards. Sale No. 3 included equipment and is adjusted downwards. The subject property is raw land. Sale No. 4 has two lots, No. 5 had perks in place and No. 6 an LPP system that reduced the time, energy, cost and risk for a buyer, warranting small downward adjustments.

Conclusion - The most recent sales, Nos. 3 thru 7, indicate values in the low to high range. Sales No. 1, 4 and 7 have composite adjustments closer to 1.0, indicating greater overall comparability; these indicate values in the low to upper range. Sale No. 7 requires the fewest number of adjustments and indicates a value in the upper range. Sale No. 2 is closest to Milford and indicates a value of \$5,890 per acre. Sale No. 7 indicates the

Location Map of Comparable Sales



Karen H. Belinko Appraisals, LLC

second highest value but is only partially encumbered. The average of Sales No. 1, 2, 4, 5 and 6 is \$5,458 per acre. Based upon all of the above, this appraiser estimates the market value of the subject property to be **\$5,500** per acre.

Difference - The difference in the market value with development potential and as encumbered is **\$6,000** per acre as noted below:

Market Value with Development Potential	\$11,500
Encumbered with DALPF Easement	\$ <u>5,500</u>
Market Value of Easement	\$ <u>6,000</u>

CERTIFICATION

I certify that, to the best of my knowledge and belief, except as otherwise noted in this appraisal report.

1. The statements of fact contained in this report are true and correct.
2. The terms of the assignment and reported analyses, opinions, and conclusions are limited only by the reported assumptions, limiting conditions, and contingencies herein, and are my personal, unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the subject property, and have no personal present or prospective interest or bias with respect to the subject matter of this appraisal report or the parties involved.
4. My compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
5. The analyses, opinions and conclusions were developed, and this appraisal report has been prepared, in conformity with the requirements of the Uniform Standards of Professional Practice (USPAP) adopted by the Appraisal Standards Board of the Appraisal Foundation, and the requirements of the Code of Professional Ethics and Standards of Professional Practice of the Appraisal Institute, except to the extent that statutory or regulatory requirements of the Foundation take precedent.
6. I have made a personal inspection of the property that is the subject of this report.
7. Camden E. Belinko researched and analyzed primary data regarding the typical property and comparable sales, inspected the sales with Karen H. Belinko, assisted in analyzing the comparable sales and the final conclusion of value.
8. The appraisal assignment was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.
9. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
10. I have previously completed appraisal assignments on property such as the typical for this location.
11. As of the date of this report, I, Karen H. Belinko, have completed the continuing education program of the Appraisal Institute.
12. As of the date of this report, I, Karen H. Belinko, have completed the Standards and Ethics Education Requirement of the Appraisal Institute.
13. I have not performed an appraisal service as an appraiser regarding the property

that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.

14. In my opinion, the market value of the typical farm with development potential is \$11,500 per acre and the market value as encumbered is \$5,500 per acre, with the difference of \$6,000 per acre, as of January 22, 2019.



Karen H. Belinko, MAI
State Certified General Real Estate Appraiser
DE Certified General Appraiser, #X1-0000309



Camden E. Belinko
MD Real Estate Trainee, #32956

ADDENDA

Karen H. Belinko Appraisals, LLC

RESUME

Karen H. Belinko, MAI
Certified General Real Estate Appraiser, State of DE, #X1-0000309

EDUCATION

University of Maryland, Baltimore County, Bachelor of Arts
Degree, English, Cum Laude

CONTINUING EDUCATION

International Association of Assessing Officers
Course 1 Fundamentals of Real Property Valuation
Course 2 Income Approach to Value
Course 301 Mass Appraisal of Residential Properties
Course 302 Mass Appraisal of Income Producing Properties

Maryland Association of County Appraisers Societies
Appraisal Principles and Math
Appraisal Standards of Practice and Ethics Workshop

Appraisal Institute

120 Appraisal Procedures
410 Standards of Professional Practice, Part A
420 Standards of Professional Practice, Part B
430 Standards of Professional Practice, Part C
510 Advanced Income Capitalization
520 Highest & Best Use and Market Analysis
530 Advanced Sales Comparison & Cost Approach
540 Report Writing and Valuation Analysis
550 Advanced Applications
Uniform Appraisal Standards for Federal Land Acquisitions
Uniform Standards of Professional Appraisal Practice
Valuation of Conservation Easements
Business Practices & Ethics
The Appraiser as an Expert Witness: Preparation &

Testimony

CERTIFICATE

Certified General Real Estate Appraiser, State of MD, #04-438
Certified General Real Estate Appraiser, State of DE,
#X1-0000309
Certified General Real Estate Appraiser, State of VA,
#4001 004817
Certified General Real Estate Appraiser, District of
Columbia,
#GA10613

Member - Appraisal Institute

QUALIFIED EXPERT WITNESS

Property Tax Assessment Appeals Board, 1979 to 1993
Maryland Tax Court, 1979 to 1993
Board of Zoning Appeals, Howard County
Board of Property Review, Carroll County
Board of Property Review, Harford County

Board of Property Review, Baltimore County
Circuit Court, Baltimore City, 2009

EXPERIENCE

Real Property Assessor, 1979 to 1993
Real Property Consultants, 1984 to 2010
Karen H. Belinko Appraisals, LLC, 2010 to present

SPECIFIC CLIENTS

M&T Bank
Carroll County Land Acquisition Division
City of Rockville
Civil War Trust
Delaware Agricultural Lands Preservation Foundation
Department of Housing and Community Development,
Baltimore City
Department of Housing and Urban Development (HUD)
Diversified Property Services
Ducks Unlimited
Frederick County Planning & Zoning
Howard County Department of Public Works
Maryland Aviation Administration
Maryland Port Administration
Maryland Transportation Authority
State of Maryland, State Highway Administration
State of Maryland, Maryland Transit Administration
State of Maryland, Department of General Services
State of Maryland, Department of Natural Resources
State of Delaware, Department of Transportation
State of Delaware, Department of Agriculture
U.S. Department of the Navy
WMATA

**SPECIFIC
MULTI-FAMILY
CLIENTS**

Department of Housing and Community Development,
Baltimore City
Department of Housing and Urban Development (HUD)
Maryland Department of Housing & Community Development
AGM Financial Services
Comprehensive Housing Assistance, Inc. (CHAI)
Cooperative Services, Inc.
CW Capital, LLC
Deutsche Bank Berkshire Mortgage, Inc.
Enterprise Housing, Inc.
Homes for America
Housing & Health Services, Inc.
Love Funding Corporation
M&T Realty Capital Corporation

**SOME SPECIFIC
APPRAISALS**

Airports

BWI Airport & Air Cargo Terminal
Frederick Municipal Airport
Martin State Airport
Carroll County Airport

Railroads

Penn Central Railroad
CSX System
Conrail, Wilmington, Delaware
Several short lines, including B&A Railroad Company,
Cumberland/Frostburg/Frederick and MD Midland Railroad
Light Rail Line, north and south legs
Canton Railroad
CSX Anacostia - Shepherd's Point Industrial Park to Bolling
Air Force Base (Naval Station Annex)
Ivy Yard, District of Columbia

Right of Way/Public Works

Purple Line, State of Maryland
Red Line, State of Maryland
MD Route 140 Improvements
MD Route 30 Improvements
MD Route 2 Improvements

Karen H. Belinko Appraisals, LLC

RESUME

Camden Ellsworth Belinko
MD Real Estate Appraiser Trainee, #32956

EDUCATION

University of Maryland, Baltimore County, Bachelor of Arts
Degree 2017, Economics

RELATED COURSES

Economics - 33 credits
Applied Statistics - Business & Economics
International Finance
Computer Engineering/Science - 28 credits

QUALIFYING EDUCATION

Basic Appraisal Procedures
Basic Appraisal Principles
Uniform Appraisal Standards of Professional Appraisal
Practice
Supervisor-Trainee Course for Maryland

CERTIFICATE

Appraiser Trainee, State of MD, #32956

EXPERIENCE

Karen H. Belinko Appraisals, LLC, 2014 to present
Volunteer Work, 2013 to present

CLIENTS

Howard County Department of Public Works
State Highway Administration
Department of Natural Resources
Delaware Agricultural Lands Preservation Foundation
CXS Transportation, Inc.
MD Department of Housing & Community Development
Towson University
Frederick County Land Preservation Critical Farms Program
Maryland Aviation Administration
BWI Fair Market Rent
Civil War Trust
State of Maryland, Department of General Services

CITY OF MILFORD
PUBLIC NOTICE

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on an amendment to the City of Milford 2018 Comprehensive Plan on Tuesday, July 16, 2019 at 7:00 pm or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, July 22, 2019 at 7:00 pm or as soon thereafter as possible before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2019-25
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
SE MASTER PLAN/TDR RECEIVING AREAS

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the City of Milford established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702-Comprehensive Development Plan, of the Delaware Code, the City of Milford adopted Ordinance 2017-24, the 2018 Comprehensive Plan, on January 22, 2018 to implement the current Comprehensive Plan, and

WHEREAS, the Planning and Economic Development Director has prepared and consulted with the Office of State Planning during a PLUS review on May 22, 2019 the first amendment to the 2018 Comprehensive Plan; and

WHEREAS, the amendment will amend the SE Master Plan by relocating Transfer of Development Rights Receiving Areas #2 and #4; and

WHEREAS, Receiving Area #2 has been reshaped to encompass a single track of land versus four parcels; and

WHEREAS, Receiving Area #4 has been shifted further south to encompass two tracks of land versus twenty-five parcels; and

WHEREAS, the City of Milford Planning Commission held a duly advertised public hearing for public review and comment on the 2018 Comprehensive Plan amendment on July 16, 2019 and did recommend approval and adoption of the first amendment of the 2018 Comprehensive Plan, and

WHEREAS, the Mayor and City Council held a duly advertised public hearing on the first amendment of the 2018 Comprehensive Plan on July 22, 2019 at which time the amendment of the 2018 Comprehensive Plan was reviewed with the public.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS that the amended 2018 Comprehensive Plan is hereby adopted on July 22, 2019 and made effective as the amended 2018 Comprehensive Plan for Milford on this 1st day of August 2019.

Planning Commission Review & Public Hearing: July 16, 2019

City Council Introduction: July 8, 2019

City Council Review & Public Hearing: July 22, 2019

Adoption: July 22, 2019

Effective: August 1, 2019

This ordinance shall take effect and be in force ten days after its adoption.

SYNOPSIS:

	Node ID / Receiving Area ID	Receiving Area Acres	Base Zoning at 3 DU/Ac	TDR Zoning at 8 DU/Ac	Additional DUs Through TDR Use
Current	1	58	174	464	290
Proposed Amendment	3	60	180	480	300
Current	2	118	354	944	590
Proposed Amendment	4	120	360	960	600
Current	3	107	321	856	535
Proposed Amendment	1 & 2	110	330	880	550
<i>TOTAL</i>					
<i>Current</i>		<i>283</i>	<i>849</i>	<i>2264</i>	<i>1415</i>
<i>Proposed Amendment</i>		<i>290</i>	<i>870</i>	<i>2320</i>	<i>1450</i>

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.3986 or RPierce@milford-de.gov.

Published: Beacon 07/04/19

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN the City of Milford Planning Commission will hold a Public Hearing on the following ordinance on Monday, July 16, 2019.

A FINAL REVIEW AND PUBLIC HEARING is scheduled before Milford City Council on Monday, July 22, 2019.

All persons interested in this application are encouraged to attend. Both public hearings will begin at 7:00 p.m. on the said dates in the Milford City Hall Council Chambers, 201 South Walnut Street, Milford, DE 19963.

Ordinance 2019-13
Chapter 200-Subdivision of Land

WHEREAS, the Mayor and Council of the City of Milford are charged with the protection of the public health, safety, and welfare of the citizens of the City of Milford; and

WHEREAS, the City Comprehensive Plan and Southeast Master Plan recognize the pressure to develop rural agricultural areas east of the City where adequate infrastructure does not exist to support such development and the fact that development of such agricultural, environmentally sensitive, and architecturally and culturally significant land threatens the character and quality of life that residents of the Milford area expect; and

WHEREAS, the Council of the City of Milford has considered the proposed text amendment changes to the Subdivision of Land, with regard to the establishment of a Transfer of Development Rights Program, and finds that the amendment is warranted in order to achieve the purposes of the City Comprehensive Plan and Southeast Master Plan, as it relates to those goals; and

WHEREAS, that Chapter 200, Subdivision of Land, is hereby amended with additions in underline, deletions in strikethrough, and existing sections renumbered as set forth below.

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

Section 1. The Title and Text of Section 200-5 General Requirements and Design Standards is hereby renumbered Section 8 as set forth below:

§ 200-8. General Requirements and Design Standards

Section 2. The Title and Text of 200-6 Variances and Waivers is hereby renumbered Section 9 as set forth below:

§200-9. Variances and Waivers

Section 3. Section 200-6 is hereby renamed Revisions to Recorded Subdivision Plats as set forth below:

§200-6. Revisions to Recorded Subdivision Plats

Section 4. The Title and Text of 200-7 Administrative Approvals is hereby renumbered Section 5 as set forth below:

§200-5. Administrative Approvals

Section 5. Section 7 is hereby renamed Expiration of Approved Subdivision Development Plans as set forth below:

§200-7. Expiration of Approved Subdivision Development Plans

Section 6. Section 9 is hereby renamed Variances and Waivers as set forth below:

§200-9. Variances and Waivers

Section 7. A new Section 10 is hereby added to read as follows:

§ 200-10. – Transfer of development rights.

A. Purpose and intent. This section is intended to promote more efficient utilization of land resources through the creation of a transfer of development rights program available to land owners. The transfer of development rights

program enables developers of land within receiving areas the ability to purchase development credits to be used to increase the number of residential units per acre for development within the receiving areas. Funds paid by developers of land within receiving areas would be utilized to purchase the development rights of property owners of certain land designated as sending areas. This option was conceived in response to increasing pressure to develop rural agricultural areas where essential infrastructure and support services necessary to sustain suburban and urban land uses do not exist and are not planned. This section endeavors to achieve well designed and efficient communities inside the City of Milford while preserving, protecting and enhancing precious agricultural lands and rural and natural landscapes from encroachment by sprawl development that threatens the unique character and quality of life that Milford citizens enjoy and expect. The purpose of this section is further described as follows;

- (1) Enables the purchase of transfer credits by developers of land within designated receiving areas;
- (2) Enables the purchase of development rights for willing land owners within designated sending areas;
- (3) Provides for farmland, open space and natural resource preservation through the transfer of development rights that permits an increased density on a receiving parcel and preservation of a sending parcel;
- (4) Provides transit oriented, pedestrian friendly communities with parks, greenways, mixed uses and interconnectivity thereby reinforcing community character;
- (5) Provides adequate and efficient density to support infrastructure investment within the City.
- (6) To further discourage sprawling of urban development into rural areas; and
- (7) Ensures that development credits be utilized for properties that are in areas that have adequate support facilities, including, but not limited to, transportation, water, sewer, employment, recreation and commercial services to accommodate additional development.

B. Definitions. As used in this section, the following terms shall have the meanings indicated:

DEVELOPMENT RIGHTS – The rights of the owner of a parcel of land to develop or use the parcel in accordance with Chapters 230 and 200 of the City of Milford Code.

RECEIVING AREA – One or more designated areas within which the development credits from sending areas may be purchased for use within development projects.

RECEIVING PARCEL – A parcel of land in a receiving area that is the recipient of development credits for the purpose of development with an increase in the number of dwelling units equivalent to the number of development credits purchased in addition to the number of dwelling units that would otherwise be permitted on the parcel.

SENDING AREA – One or more areas in which the development rights of parcels may be purchased from for the use in one or more receiving areas.

SENDING PARCEL – A parcel of land in a sending area from which development rights are being transferred for use on a parcel within a designated receiving area, and upon which a legally binding and irrevocable preservation easement has been placed and recorded that would prohibit the future development of such parcel.

TRANSFER OF DEVELOPMENT RIGHTS – The procedure prescribed by this section whereby the owner of a parcel in the sending area may convey development rights in perpetuity to the City and State of Delaware, Department of Agriculture, and the owner of a parcel in a receiving area may purchase development credits from the City to be utilized on the receiving parcel in addition to the development rights already existing on the parcel.

C. General Provisions.

- (1) A system of transferable development rights credit for properties situated within designated sending areas is established in Subsection D, Sending areas.
- (2) A system of limitations on the quantity of development rights credits that may be imported into designated receiving areas is established in Subsection E, Receiving areas.
- (3) The designation, tabulation, tracking, recordkeeping, management and transfer of development rights shall be under the direction of the City Manager or designee in accordance with the provisions of this section, and procedures established by the Planning Department.
- (4) All sending parcels shall be encumbered in perpetuity by an irrevocable preservation easement of the development rights. Such preservation easement shall be recorded and become codicil to the property deed of the sending parcel, and shall have the effect of limiting in perpetuity the future construction of dwellings on the sending parcel to a maximum allowed by the State of Delaware, Department of Agriculture preservation program.
- (5) All properties to which development rights are planned to be transferred shall comply with the provisions of Subsection E Receiving Areas, of this section and shall be subject to the plan review and approval processes set forth in Chapter 200 and Chapter 230 of the City Code.

D. Sending areas.

- (1) All areas designated as TDR Sending Areas in the adopted City of Milford Comprehensive Plan shall be considered sending areas.
- (2) Sending area value. Sending areas are assigned a value of transferable development right credits that may be transferred for utilization within a designated receiving area. The sending area value is determined by the development

potential based on the property's current zoning classification, exclusive of undevelopable land such as wetlands, floodplain or other natural features.

(3) Sending parcels shall convey all of their available transfer credits at the time of preservation easement dedication.

(4) Lands for which the State of Delaware, or any other entity, such as the federal government, a nature conservancy, or any other nongovernmental agency has purchased or otherwise secured the development rights, either through fee simple acquisition, condemnation, eminent domain, deed restriction, easement or any other legal means for the expressed purpose of preventing the development of such lands, shall be ineligible for participation in the City's Transfer of Development Rights Program. Examples of such lands include any state or federal owned property and lands on which agricultural preservation easements have been purchased.

(5) Property owners who have transferred development rights from their land forfeit the ability to use the land for any purpose or use other than those permitted by right in the underlying zoning district, except that such property shall not be subdivided for residential development.

E. Receiving areas.

(1) All areas designated as TDR Receiving Areas in the adopted City of Milford Comprehensive Plan shall be considered receiving areas. The receiving area acreage and number of TDR credits shall be limited to what is provided in the Comprehensive Plan; however, the City of Milford shall have the flexibility to determine the exact location on the receiving parcel where the TDR credits may be applied based on the availability of public utilities, road and traffic considerations, availability of public transportation, environment considerations, proximity to public services and existing density.

(2) Receiving area value. The maximum gross development densities shall be limited to eight (8) dwelling units per acre.

(3) Receiving areas may be rezoned to R-8 Garden Apartment and Townhouse District in accordance with Chapter 230-58 if the developer participates in the TDR program and purchases TDR credits.

(4) Developers may purchase available credits from the TDR bank at a value per transfer credit established by the City in accordance with Section G.

F. Irrevocable Preservation Easement

(1) Preparation of irrevocable preservation easement. Prior to the purchase of transfer credits, the State of Delaware, Department of Agriculture shall prepare an irrevocable preservation easement for the purposes of establishing a perpetual restriction upon the sending area property from which development credits are being purchased. The irrevocable preservation easement shall be prepared by and at the expense of the State of Delaware, Department of Agriculture and shall be subject to review and approval of the Planning Department.

(2) Recordation of irrevocable preservation easement. Such preservation easement shall be recorded in the Office of the Recorder of Deeds for the County at the time of purchase of any development credits, and shall become a permanent, perpetual preservation easement on the deed of the sending property. No such preservation easement shall be recorded without the signature of the City Manager and Planning Director.

G. Administration.

(1) A value for each transfer credit shall be established by a licensed and certified Delaware real estate appraiser and adopted by resolution by the City Council. The value shall be reviewed every two years.

(2) The City may include the cost of administering the TDR program, including but not limited to, the performance of appraisals, in the value per unit established by City Council.

Section 8. A revision to the City of Milford Subdivision Code is hereby granted, as specified in the motion approved by a majority vote of City Council.

Section 9. Dates

City Council Introduction: July 8, 2019

Planning Commission Public Hearing: July 16, 2019

City Council Public Hearing: July 22, 2019

Section 10. Effective Date.

This Ordinance shall be effective on the tenth day following the date of its adoption.

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

CITY OF MILFORD NOTICE OF PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN the City of Milford Planning Commission will hold a Public Hearing on the following ordinance on Monday, July 16, 2019.

A FINAL REVIEW AND PUBLIC HEARING is scheduled before Milford City Council on Monday, July 22, 2019.

All persons interested in this application are encouraged to attend. Both public hearings will begin at 7:00 p.m. on the said dates in the Milford City Hall Council Chambers, 201 South Walnut Street, Milford, DE 19963.

City of Milford

Ordinance 2019-20 Chapter 230-Zoning

WHEREAS, the Mayor and Council of the City of Milford are charged with the protection of the public health, safety, and welfare of the citizens of the City of Milford; and

WHEREAS, the City Comprehensive Plan and Southeast Master Plan recognize the pressure to develop rural agricultural areas east of the City where adequate infrastructure does not exist to support such development and the fact that development of such agricultural, environmentally sensitive, and architecturally and culturally significant land threatens the character and quality of life that residents of the Milford area expect; and that open space has important functions in shaping the character of a municipality's development and is integral to the healing, safety, welfare and quality of life of its population; and

WHEREAS, a transfer of development rights program is a tool that can be used to preserve agricultural lands and environmentally sensitive areas and architecturally and culturally significant lands and create public open space and the City desires to use this tool; and

WHEREAS, it is necessary to amend Chapter 230, entitled Zoning Code, of the City of Milford Code to establish a Transfer Development Rights Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MILFORD:

Section 1.

Chapter 230 is hereby amended by adding a new §230-19.6 entitled Transfer of Development Rights that shall read as follows:

§ 230-19.6. – Transfer of Development Rights.

- (1) In recognition of the pressure to develop rural agricultural areas where adequate infrastructure does not exist to support such development and the fact that development of such agricultural, environmentally sensitive and architecturally and culturally significant land threatens the

character and quality of life that residents of the Milford area expect, a Transfer of Development Rights Program has been established.

- (2) Areas considered to be sending areas for transferred development rights are identified in the Comprehensive Plan and SE Master Plan as TDR Sending Areas, and are outlined in Chapter 200-10 Paragraph D.*
- (3) Areas considered to be receiving areas for transferred development rights are identified in the Comprehensive Plan and SE Master Plan as TDR Receiving Areas, and are outlined in Chapter 200-10 Paragraph E.*
- (4) The Official Map may be amended by City Council to allow Receiving Areas to be zoned R-8 Garden Apartment and Townhouse District if the developer participates in the TDR program and purchases TDR credits. Amendments to the zoning map shall follow the procedures outlined in Chapter 230-58.*

Section 2.

A revision to the City of Milford Zoning Code is hereby granted, as specified in the motion approved granted by a majority vote of City Council.

Section 3. Dates

City Council Introduction: July 8, 2019

Planning Commission Public Hearing: July 16, 2019

City Council Public Hearing: July 22, 2019

Section 4. Effective Date.

This Ordinance shall be effective on the tenth day following the date of its adoption.

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

Posted 061119

Adv Beacon 061919

**CITY OF MILFORD
RESOLUTION 2019-05
PLANNING DEPARTMENT FEE SCHEDULE**

Whereas, in an effort to achieve recovery of staff costs, it is necessary to update and revise fees charged by the City of Milford Planning Department to provide services without adversely impacting the City General Fund Budget nor placing an unwarranted burden on the Taxpayers of the City of Milford; and

Whereas, in order to recover these costs, it is necessary to establish new fees and modify current fees from time to time; and

Whereas, Section 230-57 of the Zoning Code of the City of Milford states the Planning and Zoning Fee Schedule shall be set by resolution adopted by City Council and maintained by the City Clerk's office; and

Whereas, following a properly noticed Public Hearing at which testimony was received and considered, the City Council has determined it to be in the best interest of the City to include two new fees adopted through separate ordinances:

Transfer of Development Rights Credit and Police and General Government Facilities

NOW, THEREFORE, THE CITY OF MILFORD HEREBY RESOLVES as follows:

The Planning and Zoning Fees, is hereby amended, by renaming Planning and Zoning Fees to Planning and Development Fees, indicated by underline and bold italics; and

Adding the Police and General Government Facilities fee, authorized by City Council on May 28, 2019 and effective June 6, 2019, through the adoption of Ordinance 2019-19, indicated by underline and bold italics; and

Adding the Transfer of Development Rights Credit fee, authorized by City Council on July 22, 2019 and effective August 1, 2019, through the adoption of Ordinance 2019-20, indicated by underline and bold italics.

PLANNING AND ZONING FEES		
<i>PLANNING & DEVELOPMENT FEES</i>		
	Description	Fee
Major Subdivision	Preliminary or Final, Residential	\$1,000.00 plus \$10.00 per unit
	Preliminary or Final, Other than Residential	\$1,000.00 plus \$100.00 per lot
Minor Subdivision or	Final, Residential	\$300.00 plus \$50.00 per unit
	Final, Other than Residential (less than four acres)	\$500.00 plus \$100.00 per unit
Lot Line Adjustment	Final, Residential	\$300.00 plus \$50.00 per unit
	Final, Other than Residential (less than four acres)	\$500.00 plus \$100.00 per unit
Site Plan	Preliminary, Final or Amendment	\$700.00
Conditional Use or Amendment to a Conditional Use		\$700.00
Zoning Map Amendment/Comprehensive Plan Amendment		\$1,000.00 plus \$100.00 per acre
Zoning Code Amendment Request		\$700.00

Annexation	Residential, less than 1 acre	\$700.00
	Residential, 1 to 5 acres	\$2,500.00
	Residential, 5+ acres	\$2,500.00 plus \$100.00 per acre
	Other than Residential	\$2,500.00 plus \$500.00 per acre
Variance(s)	1-3 variances	\$300.00
	4-6 variances	\$400.00
	7+ variances	\$500.00
Board of Adjustment Hearing (no variance)		\$300.00
Subdivision Agreement		\$2,500.00
Zoning Verification Letter		\$20.00
Certificate of Use		\$75.00
Legal Interpretation of Subdivision or Zoning Code		\$300.00
Street or Alley Closing		\$300.00
Application Resubmission or Rescheduling Fee		\$200.00
Professional Service Fees (including but not limited to Legal Fees, Engineering Review Fees)		Fees charged the City of Milford, plus 10%; Billed as encumbered.
<i>Transfer of Development Rights (TDR) Credit</i>		<i>\$3,000 per dwelling unit</i>

BUILDING INSPECTION AND PERMITTING FEES

Description		Fee
Building Permit, Residential, Use groups R3 or R4	New Dwelling Unit	\$50 per 100 heated square feet plus \$13 per 100 unheated square feet
	Interior/Exterior Renovations, Accessory Building, Pool, Deck, Ramp, Solar Panels	\$50 plus \$5 per \$1,000 up to \$1M and \$2 per \$1,000 over \$1M based on cost of project
	Demolition	\$50.00
	Certificate of Occupancy	\$25.00
Building Permit, Other than use groups R3 or R4	New Construction, Commercial Fit-Out, Interior/Exterior Renovations, Footer, Foundation,	\$100 plus \$5 per \$1,000 up to \$1M and \$2 per \$1,000 over \$1M based on cost of project
	Sign, Sales/Construction Trailer, Solar Panel	\$50 plus \$5 per \$1,000 up to \$1M and \$2 per \$1,000 over \$1M based on cost of project
	Demolition	\$100.00
	Certificate of Occupancy	\$25.00
Building Permit, Renewal		\$50 or 10% of permit fee, whichever is greater
Re-inspection		\$50.00
Temporary Certificate of Occupancy		\$50.00
Carlisle Enhancement Fund		1/4 of 1% of heated square feet cost
<i>Police and General Government Facilities</i>		<i>3/4 of 1% of heated square feet cost</i>

CODE ENFORCEMENT AND LICENSING FEES

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

This Resolution replaces in its entirety Resolution 2018-02.

Section 1.

Following adoption of Resolution 2019-05, and upon the effective date, the Planning Department Fee Schedule is hereby amended.

Section 2.

Any revision to the City of Milford Planning Department Fee Schedule, is hereby granted, as specified in the motion approved by a majority vote of City Council.

Section 3. Dates

Planning Commission Review & Public Hearing: July 16, 2019

City Council Review & Public Hearing: July 22, 2019

Section 4. Effective Date.

Effective date will coincide with that of Ordinance 2019-20.

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

Advertised: Beacon 07/04/19

CITY OF MILFORD
PUBLIC NOTICE

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on an amendment to the City of Milford 2018 Comprehensive Plan on Tuesday, July 16, 2019 at 7:00 pm or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, July 22, 2019 at 7:00 pm or as soon thereafter as possible before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2019-26
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
MILFORD MARINA ENTERPRISES LLC
FUTURE LAND USE DESIGNATION CHANGE

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the City of Milford established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702-Comprehensive Development Plan, of the Delaware Code, the City of Milford adopted Ordinance 2017-24, the 2018 Comprehensive Plan, on January 22, 2018 to implement the current Comprehensive Plan, and

WHEREAS, the Planning and Economic Development Director has prepared and consulted with the Office of State Planning during a PLUS review on May 22, 2019 the second amendment to the 2018 Comprehensive Plan; and

WHEREAS, the amendment involves changes to the SE Master Plan, which will permit the future land use designation of three properties to alternate future land use designations; and

WHEREAS, the City of Milford Planning Commission held a duly advertised public hearing for public review and comment on the second 2018 Comprehensive Plan amendment on July 16, 2019 and did recommend approval and adoption of the amendment of the 2018 Comprehensive Plan, and

WHEREAS, the Mayor and City Council held a duly advertised public hearing on the second amendment of the 2018 Comprehensive Plan on July 22, 2019 at which time the amendment of the 2018 Comprehensive Plan was reviewed with the public.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS that the amended 2018 Comprehensive Plan is hereby adopted on July 22, 2019 and made effective as the amended 2018 Comprehensive Plan for Milford on this 1st day of August 2019.

Planning Commission Review & Public Hearing: July 16, 2019

City Council Introduction: July 8, 2019

City Council Review & Public Hearing: July 22, 2019

Adoption: July 22, 2019

Effective: August 1, 2019

This ordinance shall take effect and be in force ten days after its adoption.

SYNOPSIS:

1. Milford Marina Enterprises LLC, Cedar Beach Road (3-30-7.00-035.00, 3-30-7.00-036.00, 3-30-7.00-037.00; change in future land use designation from commercial to moderate density residential)

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.3986 or RPierce@milford-de.gov.

Published: Beacon 07/04/19

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, July 16, 2019 @ 7:00 p.m.

City Council Hearing: Monday, July 22, 2019 @ 7:00 p.m.

Notice is hereby given that the Planning Commission and City Council will hold Public Hearings in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street to allow interested parties to participate in the discussion and consideration of the following zoning matter:

Ordinance 2019-24

Change of Zone

Milford Marina Enterprise LLC on behalf of

Applicant Limitless Development Company LLC

Current & Proposed Zoning: R-3 (Garden Apartment & Townhouse)

and C-3 (Highway Commercial) Zoning Districts

Present Use Vacant

Proposed Use Planned Unit Development and Commercial Residual Land

Size: 12.90 +/- Acres of 60.58 +/- total Acres of Land

South of Cedar Beach Road, East of Beaver Dam Road and West of State Route 1

Site Address: 19859 Cedar Beach Road, Milford, DE

Tax Map & Parcel(s) 3-30-7.00-035.00, 036.00 & 037.00 (portions of)

Whereas, the City of Milford Planning Commission reviewed and made recommendations on Ordinance 2019-22 following a Public Hearing on Tuesday, July 16, 2019; and

Whereas, Milford City Council held a Public Hearing on Monday, July 22, 2019 to allow for additional debate and further review of the Zoning Ordinance; and

Whereas, it is deemed in the best interest of the City of Milford to permit a Change of Zone by allowing the Zoning Boundary Line to be moved further north resulting in an additional 12.9 +/- acres of R-3 Garden Apartment & Townhouse District and reduction of C-3 Highway Commercial-zoned lands, as described within the application.

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

Section 1. Following adoption of Ordinance 2019-24, and upon its effective date, approximately 12.9 acres of lands zoned C-3 become R-3 zoned lands, as found on the south of Cedar Beach Road, east of Beaver Dam Road and west of State Route 1, on portions of Tax Parcels 3-30-7.00-035.00, 036.00 & 037.00.

Section 2.

A revision to the City of Milford Zoning Map is hereby granted, as specified in the motion approved by a majority vote of City Council.

Section 3. Dates

City Council Introduction: July 8, 2019

Planning Commission Public Hearing: July 16, 2019

City Council Public Hearing: July 22, 2019

Section 4. Effective Date.

This Ordinance shall be effective on the tenth day following the date of its adoption.

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

Posted 061119

Adv Beacon 061919



DATA SHEET FOR KNIGHT CROSSING

Planning Commission Meeting: July 16, 2019

Application Number / Name	:	19-021 / Knight Crossing
Applicant	:	Limitless Development Company, LLC 26412 Broadkill Road Milton, DE 19968
Owner	:	Milford Marina Enterprise, LLC 2120 Love Point Stevensville, MD 21666
Application Type	:	Change of Zone
Present Comprehensive Plan Map Designation	:	Commercial & Moderate Density Residential
Present Zoning District(s)	:	C-3 (Highway Commercial) & R-3 (Garden Apartment & Townhouse)
Proposed Zoning District(s)	:	C-3 (Highway Commercial) & R-3 (Garden Apartment & Townhouse)
Present Use	:	Vacant
Proposed Use	:	Residential Subdivision and Commercial Residual Land
Size and Location	:	12.9 +/- acres of land located south of Cedar Beach Road, east of Beaver Dam Road and west of Route 1.
Tax Map & Parcel(s)	:	3-30-7.00-035.00, 036.00 & 037.00 (portions)

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



STAFF REPORT
June 10, 2019

Application Number / Name	:	19-021 / Knight Crossing
Present Comprehensive Plan Designation	:	Commercial & Moderate Density Residential
Present Zoning District(s)	:	C-3 (Highway Commercial) R-3 (Garden Apartment & Townhouse)
Proposed Zoning District(s)	:	C-3 (Highway Commercial) R-3 (Garden Apartment & Townhouse)
Present Use	:	Vacant
Proposed Use	:	Planned Unit Development and Commercial Residual Land
Size and Location	:	12.9 +/- acres of land located south of Cedar Beach Road, east of Beaver Dam Road and west of Route 1.
Tax Map & Parcel(s)	:	3-30-7.00-035.00, 036.00 & 037.00 (portions)

I. BACKGROUND INFORMATION:

- The applicant proposes to move the zoning boundary between the R-3 (Garden Apartment & Townhouse) and the C-3 (Highway Commercial) zoning districts further north to create more residentially zoned property. This would result in changing approximately 12.9 acres of land from C-3 to R-3 as shown on the attached exhibit.

II. STAFF ANALYSIS:

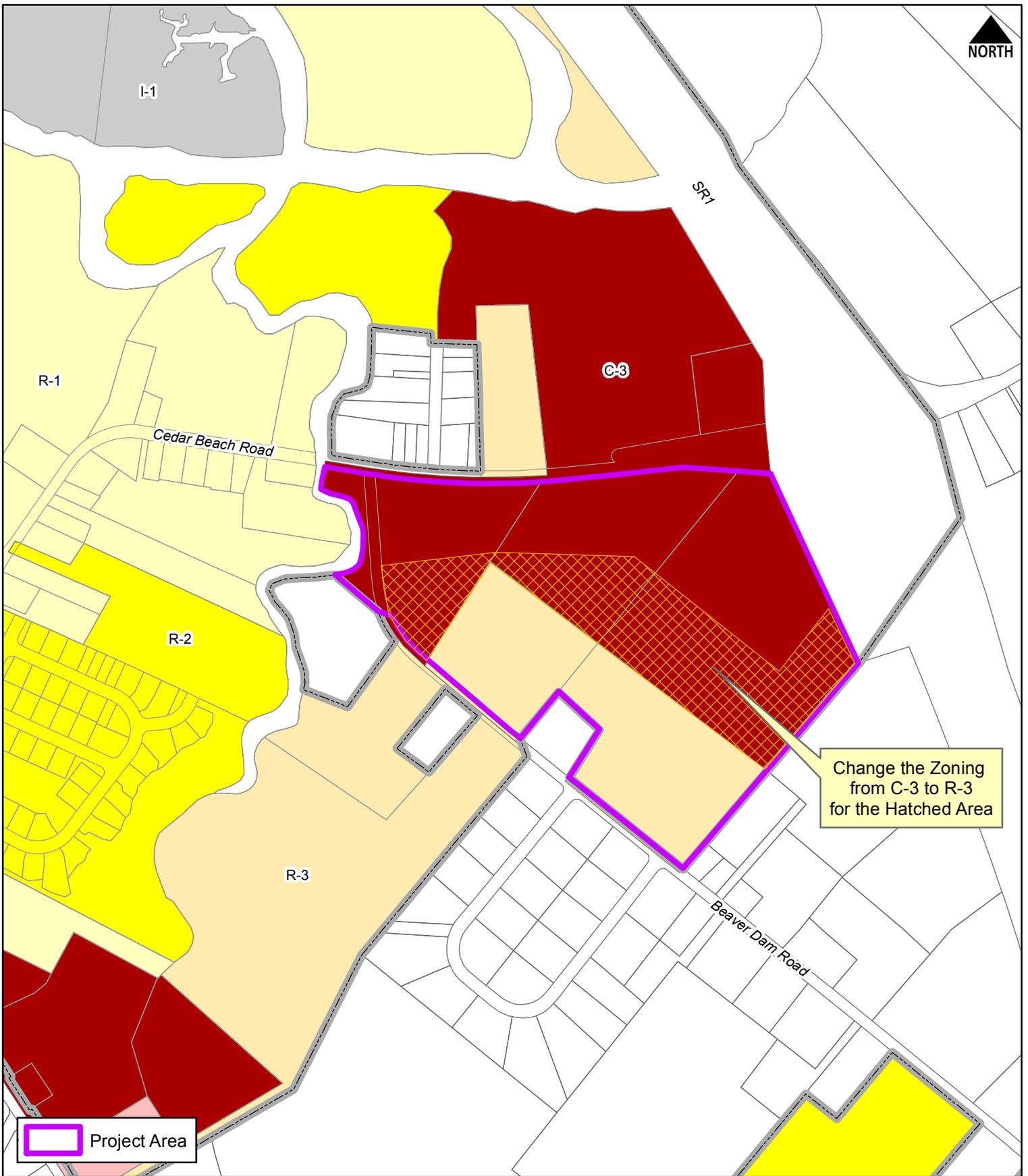
Based on the information presented, the City of Milford Code, and the Comprehensive Plan, staff submits the following regarding the request to amend the Zoning Map:

- The Change of Zone request is consistent with the adopted 2018 Comprehensive Plan Future Land Use maps, as amended. The Future Land Use designation for the properties is split

between Commercial and Moderate Density Residential, for which C-3 (Highway Commercial) and R-3 (Garden Apartment & Townhouse District) are suitable zoning designation.

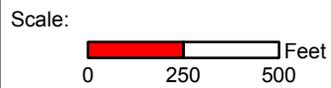
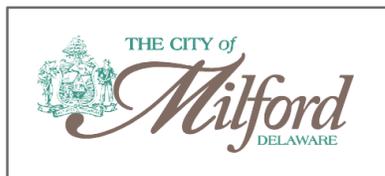
III. AGENCY COMMENTS:

- DelDOT – See attached PLUS review comments pertaining to the Comprehensive Plan Amendment Request.
- Kent Conservation District – No comments solicited.
- State Fire Marshall – No comments solicited.



 Project Area

Change the Zoning
from C-3 to R-3
for the Hatched Area



Drawn by: WRP Date: 06/10/19

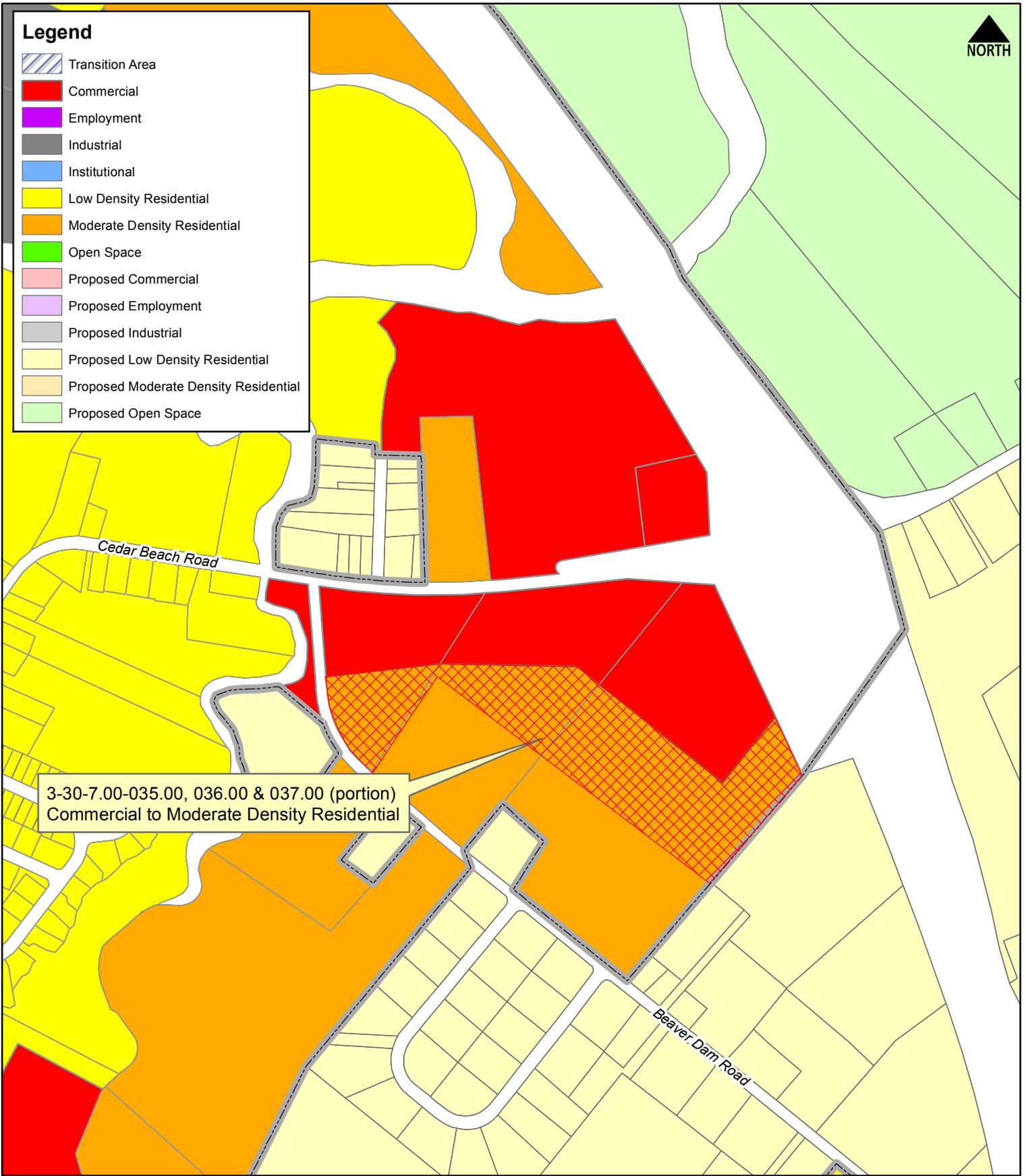
Title:

Change of Zone
Knight Crossing
Location & Zoning Map

Filepath: ChangeofZone_KnightCrossing.mxd

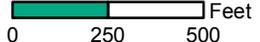
Legend

-  Transition Area
-  Commercial
-  Employment
-  Industrial
-  Institutional
-  Low Density Residential
-  Moderate Density Residential
-  Open Space
-  Proposed Commercial
-  Proposed Employment
-  Proposed Industrial
-  Proposed Low Density Residential
-  Proposed Moderate Density Residential
-  Proposed Open Space



3-30-7.00-035.00, 036.00 & 037.00 (portion)
Commercial to Moderate Density Residential



Scale:  Feet
0 250 500

Drawn by: WRP Date: 03/26/19

Title: **Exhibit B**
2019 Comprehensive Plan Amendment
Future Land Use Map

Filepath: Exhibit_B_032619.mxd

§ 230-11. - R-3 Garden Apartment and Townhouse District.

In an R-3 District no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying with the requirements so indicated.

- A. Purpose. The purpose of the R-3 District is to provide for the orderly development of existing and proposed medium- to high-density residential areas where adequate public facilities exist. The district will permit development of garden-type apartments as well as townhouses that will yield high densities in selected areas, multifamily dwellings and a variety of housing types.
- B. Permitted uses. Permitted uses for the R-3 District shall be as follows:
- (1) All uses permitted in an R-2 District and subject to its area regulations, unless otherwise indicated in this section as provided below:
 - (a) Single-family and two-family dwellings shall be subject to the following area regulations:
 - [1] Minimum lot area shall be 7,500 square feet.
 - [2] Maximum building coverage shall be 45%.
 - [3] Minimum lot width shall be 60 feet.
 - [4] Height of buildings shall not exceed three stories or 35 feet.
 - [5] Minimum building setback line shall be 30 feet.
 - [6] 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.
 - [7] Minimum rear yard setback shall be 15 feet. For corner lots the rear yard setback may be reduced 20% in depth to allow for skewing of a residential dwelling on the lot.
 - [8] Decks, subject to the following requirements:
 - [a] The deck cannot be located in the front yard.
 - [b] A minimum distance of 10 feet must be maintained from the deck to the rear property line.
 - (2) Garden or low-rise apartments, subject to site plan review and the following requirements:
 - (a) The number of dwelling units per acre shall not exceed 16.
 - (b) Building coverage shall be a maximum of 20% for any lot developed for garden apartments.
 - (c) The maximum number of dwelling units per building shall be 12.
 - (d) Distance between buildings or groups of buildings shall be as follows: each building or group of buildings shall be at least 25 feet from any other building or group of buildings.
 - (e) Minimum lot width on any public street shall be at least 50 feet.
 - (f) Minimum lot size shall be one acre for garden apartment properties or complexes, with a minimum of 2,500 square feet of lot area for each dwelling unit.
 - (g) A minimum of 400 square feet per unit shall be designated as open space subject to the following recreational use requirements in Subsection B(2)(h) herein.
 - (h) Recreational use requirement. 50% of the required open space shall be set aside for recreational uses. This requirement only applies to subdivisions or developments with 15 or more lots or units.
 - (3) Townhouses or row dwellings, subject to site plan review and the following requirements:

- (a) The number of dwelling units per group shall not exceed eight nor be fewer than three.
- (b) The number of dwelling units per acre shall not exceed 12.
- (c) Maximum building coverage shall be 60%.
- (d) No group of townhouses shall be closer than 60 feet as to facing walls and 30 feet as to end walls from any other group of such dwellings nor closer than 60 feet from any boundary line of a designated townhouse area of which the group is a part.
- (e) There shall be within any contiguous group of townhouses at least three different architectural plans having substantially different designs and building materials. In addition, no more than three continuous townhouses shall have the same front setback, and the variations in front setback shall be at least four feet.
- (f) 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.
- (g) Height of buildings shall not exceed three stories or 35 feet.
- (h) Alleys in the rear of townhouse groups are required for access to units by owners and to facilitate City services, trash collection, meter reading and parking.
- (i) 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.
- (j) 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.
- (k) Recreational use requirement. 50% of the required open space shall be set aside for recreational uses. This requirement only applies to subdivisions or developments with 15 or more lots or units. [\[2\]](#)

C. Conditional uses subject to special regulations. The following uses may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with the provisions of Article IX of this chapter:

- (1) Rooming or boarding houses.
- (2) Business offices for administrative purposes only.
- (3) Professional offices (nonresident).
- (4) Medical clinics.
- (5) Sanatoriums or nursing homes.
- (6) Mobile home parks, subject to conformance with the following requirements and subject to site plan review:
 - (a) The total area to be developed as a mobile home park shall be at least 20 acres.
 - (b) The maximum density shall not exceed eight units per acre.
 - (c) Mobile home parks with more than 25 units shall provide at least 5,000 square feet or 400 square feet per lot of open space. At least 10% of the open space shall be developed as a recreational area.
 - (d) Landscape screening shall be required along all property lines. The screening shall be accomplished with an evergreen hedge, shrubs or trees. The screen shall be located not less than five feet from the property line.
 - (e) Common sidewalks four feet in width shall be required where pedestrian traffic is located. Individual sidewalks 2 1/2 feet wide shall connect each mobile home unit to the common walk.

- (f) Off-street parking shall be provided on the basis of two spaces per lot. All parking areas shall be located not more than 400 feet from the mobile home unit. There shall be no on-street parking.
- (g) Signs.
 - [1] An identification sign may be set up at the park entrance. This sign may be illuminated and shall have a street setback of 15 feet. It may have a maximum height of 20 feet and may not exceed 20 square feet of area on either side.
 - [2] Unilluminated traffic direction signs may also be erected. These signs shall have a street and property setback of 15 feet. They shall be no more than four square feet in area or two feet in height.
- (h) Streets shall be required from abutting public streets to individual lots. The streets shall be designed to minimize congestion and traffic hazards and must be built to the street and storm drainage specifications of Chapter 200, Subdivision of Land, of this Code. No more than two streets shall intersect at one point.
- (i) Minimum requirements for mobile home lots.
 - [1] Lot area shall be 5,000 square feet per mobile home.
 - [2] Width shall be 40 feet.
 - [3] Public street setback shall be 50 feet.
 - [4] Mobile home park setback shall be 35 feet.
 - [5] Mobile home street or parking area setback shall be 30 feet.
 - [6] Distance from other mobile homes and buildings shall be 25 feet.
 - [7] One patio shall be required per unit, 10 feet by 40 feet paved.
 - [8] Landscaping shall be one tree per lot.
 - [9] Mobile homes must meet the requirements of the Federal Manufacturer Housing Construction and Safety Standard Act of 1974.
 - [10] The entire lot occupied by a mobile home park shall be maintained in single ownership throughout the entire life of the mobile home park.
- (7) Art or specialty shops/galleries. The following items shall be reviewed for conformance during the site plan review hearing by the Planning Commission:
 - (a) The residence shall remain as the predominant feature of the site.
 - (b) The shop or gallery shall occupy only 40% of the residence.
 - (c) Public parking shall be available, with the determination of said parking requirements being made by the Planning Commission during the site plan review hearing. These determinations and recommendations must be done in conjunction with any state regulations concerning traffic control within the given site area.
 - (d) The Fire Marshal review must be applied for and recommendations made by the agency must be presented two weeks prior to the hearing date. All requests or recommendations shall be adhered to.
- (8) Planned unit residential development.

ARTICLE XII - Amendments

§ 230-58. - Procedure.

- A. The City Council may, from time to time, on its own motion or the motion of the Planning Commission or on petition by an owner, amend, supplement, change, modify or repeal the zoning regulations, restrictions and boundaries in a manner in accordance with the procedure provided.
- B. All proposals for amending, supplementing, changing, modifying or repealing the zoning regulations, restrictions or boundaries, before being acted upon by the City Council, except those originating on motion of the Planning Commission, shall be referred to the Planning Commission for consideration and recommendation. The Planning Commission shall study all proposals, whether originating with the Commission or otherwise, conduct a public hearing, after having given notice required for the agenda of the Commission, and report its findings and recommendations to the City Council.
- C. The Planning Commission is granted the authority to require, as a condition to consideration of any proposal other than one originating with the City Council, that a petition be submitted accompanied by such maps, charts, sketches and other information as the Commission deems necessary for the proper and effective consideration of such proposal and to refuse to consider any proposal not complying with such requirement.
- D. No proposed amendment, change, modification or repeal of any zoning regulation, restriction or boundary shall become effective until after a public hearing shall have been held by the City Council at which parties in interest and citizens shall have an opportunity to be heard. At least 15 days' notice of the time and place of such hearing shall be published in a newspaper of general circulation in the City of Milford. In case of an unfavorable report or recommendation for denial by the Planning Commission, such amendment or change shall not become effective except by a favorable vote of 3/4 of the City Council.
- E. In the event of a protest against such changes signed by 20% or more of property owners within 200 feet of the proposed change, such amendment shall not become effective except by the favorable vote of 3/4 of all the members of the City Council.
- F. If, after due consideration, a proposal is denied, such proposal shall not be eligible for reconsideration for a period of one year after final action by the City Council, except upon the favorable vote of 3/4 of the Planning Commission or City Council.

§ 230-59. - Hearing; notice required.

No change or amendment shall become effective until after a public hearing at which parties in interest and citizens shall have had an opportunity to be heard. At least 15 days' notice of the time and place of such hearing shall be published in an official paper or a paper of general circulation in the City of Milford. In all cases in which a proposed amendment would change the Zoning Map, notice of the amendment shall be sent by mail to all property owners of record whose property is proposed to be changed by the amendment and all property owners within 200 feet of the proposed change.

§ 230-60. - Fee.

A nonrefundable fee as set forth in § 230-57 shall accompany each application or petition, except for those petitions which have been initiated by the City Council or by the Planning Commission.

CITY OF MILFORD
PUBLIC NOTICE

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on an amendment to the City of Milford 2018 Comprehensive Plan on Tuesday, July 16, 2019 at 7:00 pm or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, July 22, 2019 at 7:00 pm or as soon thereafter as possible before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2019-28
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
WEBB, SWAIN, SIMPSON
FUTURE LAND USE DESIGNATION CHANGE

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the City of Milford established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702-Comprehensive Development Plan, of the Delaware Code, the City of Milford adopted Ordinance 2017-24, the 2018 Comprehensive Plan, on January 22, 2018 to implement the current Comprehensive Plan, and

WHEREAS, the Planning and Economic Development Director has prepared and consulted with the Office of State Planning during a PLUS review on May 22, 2019 the fourth amendment to the 2018 Comprehensive Plan; and

WHEREAS, the amendment involves changes to the SE Master Plan, which will permit the future land use designation of three properties to alternate future land use designations; and

WHEREAS, the City of Milford Planning Commission held a duly advertised public hearing for public review and comment on the fourth 2018 Comprehensive Plan amendment on July 16, 2019 and did recommend approval and adoption of the amendment of the 2018 Comprehensive Plan, and

WHEREAS, the Mayor and City Council held a duly advertised public hearing on the fourth amendment of the 2018 Comprehensive Plan on July 22, 2019 at which time the amendment of the 2018 Comprehensive Plan was reviewed with the public.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS that the amended 2018 Comprehensive Plan is hereby adopted on July 22, 2019 and made effective as the amended 2018 Comprehensive Plan for Milford on this 1st day of August 2019.

Planning Commission Review & Public Hearing: July 16, 2019

City Council Introduction: July 8, 2019

City Council Review & Public Hearing: July 22, 2019

Adoption: July 22, 2019

Effective: August 1, 2019

This ordinance shall take effect and be in force ten days after its adoption.

SYNOPSIS:

Jesse C. & Joyce L. Webb, G. Walter & Janet R. Swain, and Gilbert C. & Irene D. Simpson, South Rehoboth Boulevard (3-30-7.00-033.00 (portion of)); change in future land use designation from moderate density

residential to commercial) (3-30-11.00-261.00; change in future land use designation from commercial to moderate density residential) (3-30-11.00-043.00; change in future land use designation from low density residential to commercial)

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.3986 or RPierce@milford-de.gov.

Published: Beacon 07/04/19

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, July 16, 2019 @ 7:00 p.m.

City Council Hearing: Monday, July 22, 2019 @ 7:00 p.m.

Notice is hereby given that the Planning Commission and City Council will hold Public Hearings in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street to allow interested parties to participate in the discussion and consideration of the following zoning matter:

Ordinance 2019-22

Change of Zone

K&G Associates LLC

Current Zoning: H-1 (Institutional Development)

Proposed Zoning: OB-1 (Office Building)

Present & Proposed Use: Medical Office

Size/Location: .29 +/- acres of land located along the east side of
Polk Avenue between Sussex Avenue and Kings Highway.

Address: 302 Polk Avenue

Tax Map & Parcel(s): 1-30-3.08-067.00

Whereas, the City of Milford Planning Commission reviewed and made recommendations on Ordinance 2019-22 following a Public Hearing on Tuesday, July 16, 2019; and

Whereas, Milford City Council held a Public Hearing on Monday, July 22, 2019 to allow for additional debate and further review of the Zoning Ordinance; and

Whereas, it is deemed in the best interest of the City of Milford to permit the Change of Zone from H-1 to OB-1 as described within the application.

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

Section 1. Following adoption of Ordinance 2019-22, and upon the effective date, the property owned and managed by K&G Associates LLC located on .29 +/- acres of land at 302 Polk Avenue, is hereby designated d OB-1 (Office Building) in accordance with Chapter 230 §230-19.

Section 2. A revision to the City of Milford Zoning Map is hereby granted, as specified in the motion approved by a majority vote of City Council.

Section 3. Dates

City Council Introduction: July 8, 2019

Planning Commission Public Hearing: July 16, 2019

City Council Public Hearing: July 22, 2019

Section 4. Effective Date.

This Ordinance shall be effective on the tenth day following the date of its adoption.

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

Posted 061119

Adv Beacon 061919



DATA SHEET FOR K&G ASSOCIATES

Planning Commission Meeting: July 16, 2019

Application Number / Name	:	19-020 / K&G Associates
Applicant	:	K&G Associates, LLC 3 White Oak Road Rehoboth Beach, DE 19971
Owner	:	Same
Application Type	:	Change of Zone
Present Comprehensive Plan Map Designation	:	Low Density Residential
Present Zoning District(s)	:	H-1 (Institutional Development)
Proposed Zoning District(s)	:	OB-1 (Office Building)
Present Use	:	Medical Office
Proposed Use	:	Medical Office
Size and Location	:	0.29 +/- acres of land located along the east side of Polk Avenue between Sussex Avenue and Kings Highway. Addressed as 302 Polk Avenue.
Tax Map & Parcel(s)	:	1-30-3.08-067.00

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



STAFF REPORT
June 7, 2019

Application Number / Name	:	19-020 / K&G Associates
Present Comprehensive Plan Designation	:	Low Density Residential
Present Zoning District(s)	:	H-1 (Institutional Development)
Proposed Zoning District(s)	:	OB-1 (Office Building)
Present Use	:	Medical Office
Proposed Use	:	Medical Office
Size and Location	:	0.29 +/- acres of land located along the east side of Polk Avenue between Sussex Ave and Kings Highway. Addressed as 302 Polk Avenue.
Tax Map & Parcel(s)	:	1-30-3.08-067.00

I. BACKGROUND INFORMATION:

- The applicant proposes to rezone the above referenced parcel from H-1 (Institutional Development) to OB-1 (Office Building). The property contains an existing building that was used as a doctor's office adjacent to the former Milford Memorial hospital.

II. STAFF ANALYSIS:

Based on the information presented, the City of Milford Code, and the Comprehensive Plan, staff submits the following regarding the request to amend the Zoning Map:

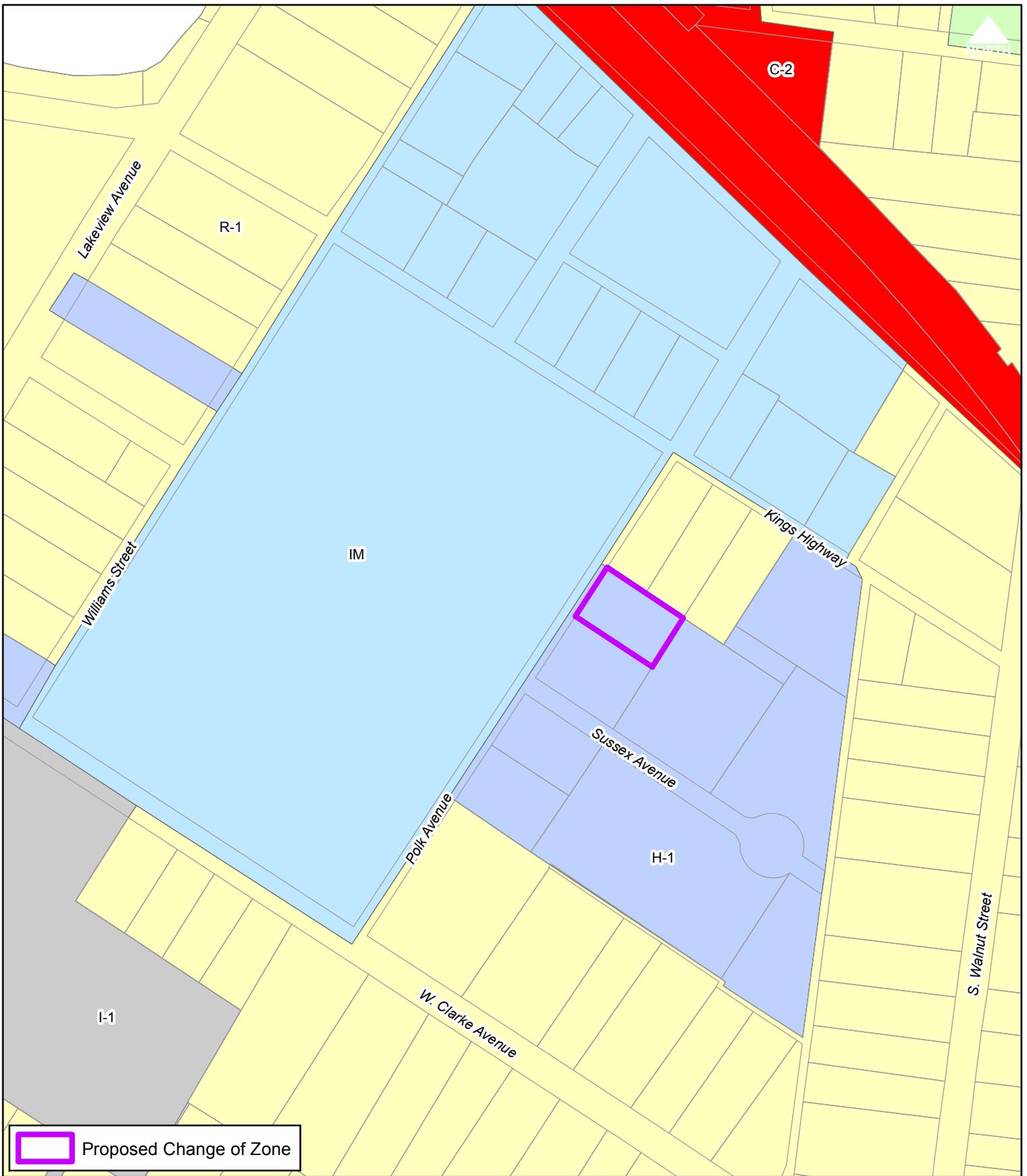
- The Change of Zone request is consistent with the adopted 2018 Comprehensive Plan Future Land Use maps, as amended. The Future Land Use designation for the property is Low Density Residential, for which OB-1 (Office Building) is a suitable zoning designation.
- The purpose of the OB-1 district is to provide locations for the operation of professional offices of a low profile, low traffic category in areas of residential nature where existing nonresidential buildings/structures are present. The district will provide such locations that

will not detract from the surrounding residential atmosphere of the neighborhood but will allow viable businesses to operate in existing buildings/structures.

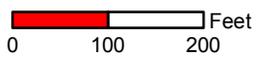
- The property to the north is zoned R-1 (Single-family Residential) while the properties to the west, south and east are all zoned H-1 (Institutional Development).
- The property contains an existing house that had been previously converted into a doctor's office. The site contains 12 off-street parking spaces.
- The OB-1 category would accept the property's existing condition, dimensions and location of the structure as the permitted area regulations.
- Any future use of the property must comply with Chapter 230 and the OB-1 (Office Building) zoning use and area regulations as adopted at the time of building permit issuance.

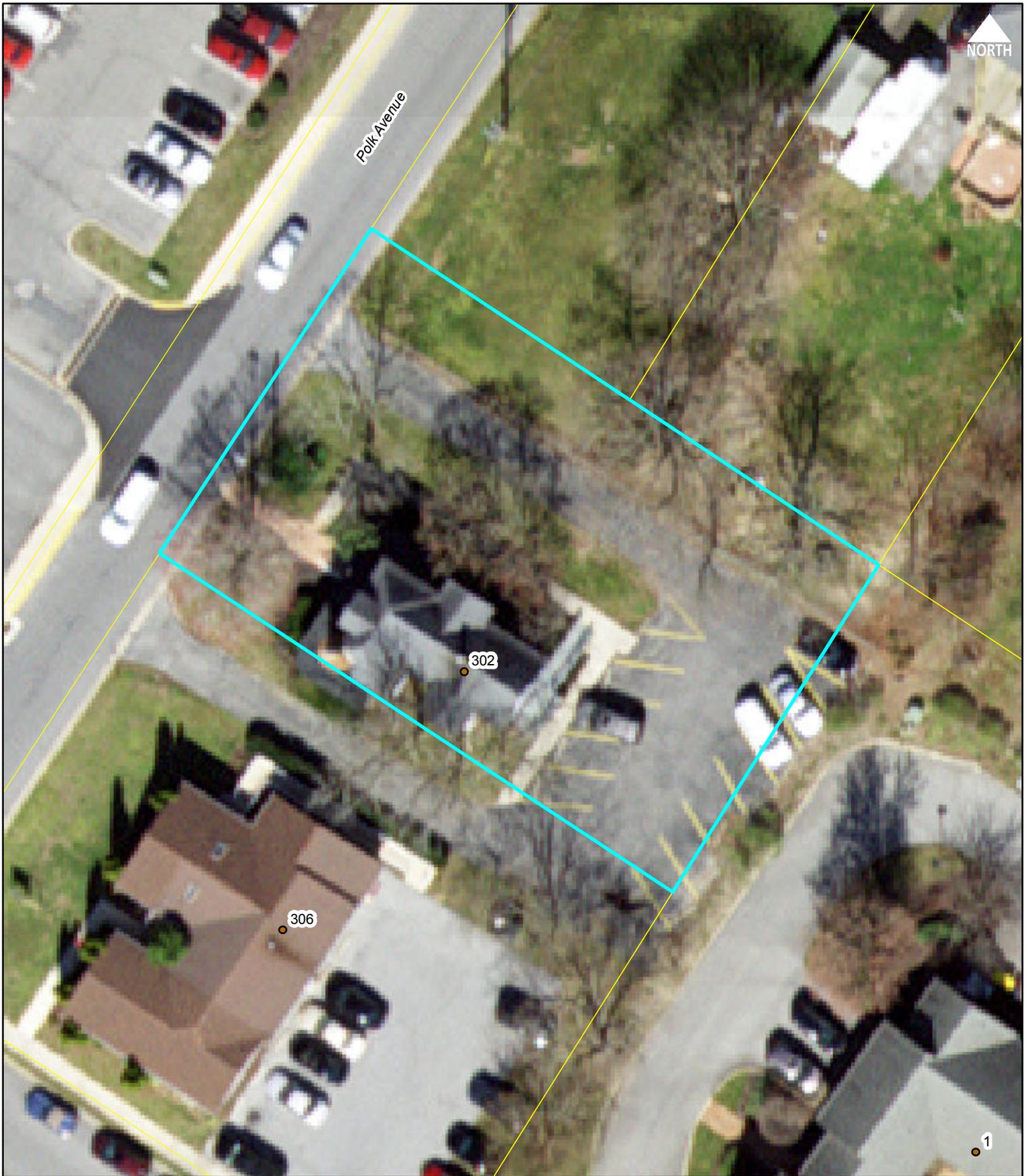
III. AGENCY COMMENTS:

- DelDOT – No comments solicited
- Sussex Conservation District – No comments solicited.
- State Fire Marshall – No comments solicited.



 Proposed Change of Zone

	Scale:  Feet 0 100 200	Title: Change of Zone K&G Associates Location & Zoning Map
	Drawn by: WRP Date: 06/07/19	
Filepath: ChangeZone_K&GAssociates.mxd		



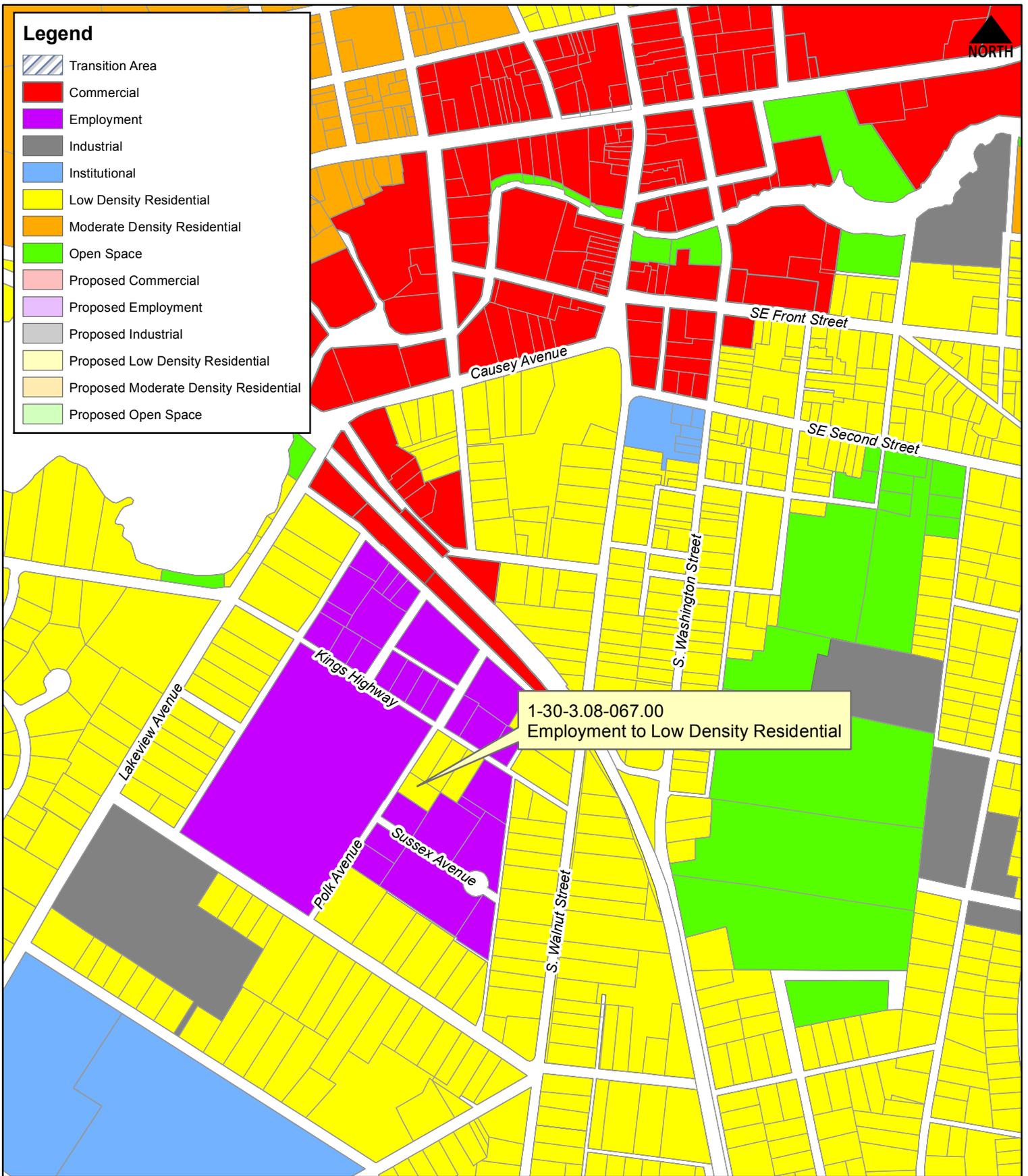
Scale:  Feet
0 15 30

Drawn by: WRP Date: 06/07/19

Title:

Change of Zone
K&G Associates
Aerial Map

Filepath: ChangeZone_K&GAssociates_Aerial.mxd



§ 230-19. - OB-1 Office Building District.

In an OB-1 District no building/structure or premises shall be used and no building/structure or part thereof shall be erected or altered which is arranged, intended or designed to be used, in whole or in part, for any purpose except for one or more of the following uses and complying with the requirements herein indicated.

- A. The purpose of the OB-1 Office Building District shall be to provide locations for the operation of professional offices of a low-profile, low-traffic category in areas of a residential nature where existing nonresidential buildings/structures are present. In short, this district will provide such locations that will not detract from the surrounding residential atmosphere of the neighborhood but allow viable businesses to operate in existing buildings/structures.
- B. Permitted uses. Permitted uses for the OB-1 District shall be as follows:
 - (1) Professional services and administrative activities, including but not limited to architects, engineers, brokers, insurance agents, realtors, physicians, dentists, artists and attorneys, within a single occupancy setting.
 - (2) Branch libraries and public information centers.
- C. Conditional uses. Conditional uses shall be as follows:
 - (1) Medical and dental clinics.
 - (2) Day-care facilities (group and day-care centers only).
 - (3) Civic or fraternal organizations.
 - (4) Government offices serving the public.
 - (5) Churches and other places of worship.
 - (6) New facilities proposed for vacant properties (see lot requirements).
 - (7) Any use which would necessitate dual-occupancy settings within the single building/structure.
 - (8) Musicians.
- D. Prohibited uses. Any and all uses which would alter the residential nature of the neighborhood or cause such activity to occur which would deteriorate said residential atmosphere shall be prohibited.
- E. Design standards and requirements. These are minimum requirements for all activities that are permitted or conditional uses. Conditional use activities are subject to much greater control than those of the permitted use variety and are additionally subject to those requirements imposed by the Planning Commission and/or the City Council.
 - (1) Accessory uses shall not be allowed without a principle use.
 - (2) The premises shall be suitably landscaped; most landscaping is present at existing sites.
 - (3) All driveways shall meet width requirements of the State Fire Marshal's regulations.
 - (4) All requirements set forth by the state guidelines for sediment and erosion control shall be complied with in all respects. Further, if any federal rulings are applicable, said property shall likewise comply in all respects.
 - (5) All sites shall be made to comply with the requirements set forth by the Americans with Disabilities Act, and all such needed modifications to the building or premises shall require sealed architectural plans submitted to the City Inspections Office for approval.
 - (6) All internal driveways and parking areas (for public, in-house staff or other vehicular traffic) shall be paved.
 - (7) All OB-1 District projects and proposals are subject to site plan review in such cases where expansion to an existing facility may be requested or if any upgrades required by the

aforementioned codes or requirements deem any major alterations to occur. This review shall be held by the City Planning Commission.

- (8) Exterior lighting will be adequately shielded from the view of all surrounding properties and streets.

F. Area and height regulations shall be as follows:

- (1) Minimum lot area.
 - (a) Existing buildings/structures on site: none.
 - (b) New construction (conditional use): 1/2 acre.
- (2) Maximum lot coverage (building/structure and paved area) shall be no greater than 50%, with the remainder being utilized for plantings and landscaping (new construction, with conditional use). Existing facilities shall not decrease any existing planted or landscaped areas on the site without obtaining a variance for said decrease from the Board of Adjustment.
- (3) Minimum lot width.
 - (a) New construction, with conditional use: 100 feet.
 - (b) Existing facilities: existing dimension accepted.
- (4) Maximum building/structure heights shall not exceed the requirements set forth within this chapter for the residential zoning district in which the building/structure exists.
- (5) Minimum front yard setback (new construction, with conditional use): 30 feet. Existing facilities shall not be allowed to encroach further into the front yard area(s) if the setback is less than 30 feet.
- (6) Minimum side yard setback (new construction, with conditional use): 15 feet. Existing facilities shall not be allowed to encroach further into the side yard area(s) if the setback is less than 15 feet.
- (7) Minimum rear yard setback (new construction, with conditional use): 30 feet. Existing facilities shall not be allowed to encroach further into the rear yard area if the setback is less than 30 feet.
- (8) Off-street parking. See Article IV of this chapter.
- (9) Landscape screening.
 - (a) Existing structures/facilities shall maintain existing screening and plantings (as per requirements stated previously within this subsection).
 - (b) Planted screening shall be provided at all boundaries where adjacent residential properties exist.
 - (c) There shall be a ten-foot buffer area along all parking areas and adjacent residential properties, in which natural screening shall be placed.
 - (d) Each planted area of screening/buffering shall:
 - [1] Retain natural vegetation.
 - [2] Be planted with indigenous evergreens, deciduous and ornamental trees or shrubs.
- (10) Sign requirements.
 - (a) A wall sign shall be allowed, with the following stipulations:
 - [1] The sign shall be applied or affixed to the building and shall not exceed 20 square feet in area.
 - [2] The sign shall not extend beyond the wall of the building upon which it is attached and shall not protrude from the wall more than six inches.

[3] If a sign is illuminated, said illumination shall be of an indirect nature and shall have its light source shielded from all adjacent properties and streets.

(b) One identification sign shall be allowed at each street access point, the size of which shall not exceed one foot by two feet.

G. Additional requirements.

- (1) Space requirement per office staff: 200 square feet (minimum).
- (2) Accessory structure installation shall be reviewed by the Director of Planning, and if said unit shall exceed 150 square feet in area, the proposal shall be submitted to the Planning Commission for site plan review. Total accessory structure allowance shall not exceed 10% of the property area.
- (3) Accessory structures shall be located within the rear yard area.
- (4) Accessory structures shall not be located closer than 15 feet to the rear property line.

CITY OF MILFORD
PUBLIC NOTICE

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on an amendment to the City of Milford 2018 Comprehensive Plan on Tuesday, July 16, 2019 at 7:00 pm or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, July 22, 2019 at 7:00 pm or as soon thereafter as possible before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2019-27
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
MALONEY, MITCHELL RENTALS LLC
FUTURE LAND USE DESIGNATION CHANGE

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the City of Milford established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702-Comprehensive Development Plan, of the Delaware Code, the City of Milford adopted Ordinance 2017-24, the 2018 Comprehensive Plan, on January 22, 2018 to implement the current Comprehensive Plan, and

WHEREAS, the Planning and Economic Development Director has prepared and consulted with the Office of State Planning during a PLUS review on May 22, 2019 the third amendment to the 2018 Comprehensive Plan; and

WHEREAS, the amendment involves changes to the SE Master Plan, which will permit the future land use designation of three properties to alternate future land use designations; and

WHEREAS, the City of Milford Planning Commission held a duly advertised public hearing for public review and comment on the third 2018 Comprehensive Plan amendment on July 16, 2019 and did recommend approval and adoption of the amendment of the 2018 Comprehensive Plan, and

WHEREAS, the Mayor and City Council held a duly advertised public hearing on the third amendment of the 2018 Comprehensive Plan on July 22, 2019 at which time the amendment of the 2018 Comprehensive Plan was reviewed with the public.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS that the amended 2018 Comprehensive Plan is hereby adopted on July 22, 2019 and made effective as the amended 2018 Comprehensive Plan for Milford on this 1st day of August 2019.

Planning Commission Review & Public Hearing: July 16, 2019

City Council Introduction: July 8, 2019

City Council Review & Public Hearing: July 22, 2019

Adoption: July 22, 2019

Effective: August 1, 2019

This ordinance shall take effect and be in force ten days after its adoption.

SYNOPSIS:

Joan Maloney, and Mitchell Rentals LLC, South Rehoboth Boulevard (3-30-7.18-022.00, 3-30-7.18-023.00, 3-30-7.18-025.02; change in future land use designation from commercial to industrial)

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.3986 or RPierce@milford-de.gov.

Published: Beacon 07/04/19

CITY OF MILFORD
PUBLIC NOTICE

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on an amendment to the City of Milford 2018 Comprehensive Plan on Tuesday, July 16, 2019 at 7:00 pm or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, July 22, 2019 at 7:00 pm or as soon thereafter as possible before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2019-28
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
WEBB, SWAIN, SIMPSON
FUTURE LAND USE DESIGNATION CHANGE

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the City of Milford established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702-Comprehensive Development Plan, of the Delaware Code, the City of Milford adopted Ordinance 2017-24, the 2018 Comprehensive Plan, on January 22, 2018 to implement the current Comprehensive Plan, and

WHEREAS, the Planning and Economic Development Director has prepared and consulted with the Office of State Planning during a PLUS review on May 22, 2019 the fourth amendment to the 2018 Comprehensive Plan; and

WHEREAS, the amendment involves changes to the SE Master Plan, which will permit the future land use designation of three properties to alternate future land use designations; and

WHEREAS, the City of Milford Planning Commission held a duly advertised public hearing for public review and comment on the fourth 2018 Comprehensive Plan amendment on July 16, 2019 and did recommend approval and adoption of the amendment of the 2018 Comprehensive Plan, and

WHEREAS, the Mayor and City Council held a duly advertised public hearing on the fourth amendment of the 2018 Comprehensive Plan on July 22, 2019 at which time the amendment of the 2018 Comprehensive Plan was reviewed with the public.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS that the amended 2018 Comprehensive Plan is hereby adopted on July 22, 2019 and made effective as the amended 2018 Comprehensive Plan for Milford on this 1st day of August 2019.

Planning Commission Review & Public Hearing: July 16, 2019

City Council Introduction: July 8, 2019

City Council Review & Public Hearing: July 22, 2019

Adoption: July 22, 2019

Effective: August 1, 2019

This ordinance shall take effect and be in force ten days after its adoption.

SYNOPSIS:

Jesse C. & Joyce L. Webb, G. Walter & Janet R. Swain, and Gilbert C. & Irene D. Simpson, South Rehoboth Boulevard (3-30-7.00-033.00 (portion of)); change in future land use designation from moderate density

residential to commercial) (3-30-11.00-261.00; change in future land use designation from commercial to moderate density residential) (3-30-11.00-043.00; change in future land use designation from low density residential to commercial)

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.3986 or RPierce@milford-de.gov.

Published: Beacon 07/04/19

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, July 16, 2019 @ 7:00 p.m.

City Council Hearing: Monday, July 22, 2019 @ 7:00 p.m.

Notice is hereby given that the Planning Commission and City Council will hold Public Hearings in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street to allow interested parties to participate in the discussion and consideration of the following zoning matter:

ORDINANCE 2019-23

Liborio Watergate LLC on behalf of Beach Babies

Conditional Use to allow a Daycare Center

R-3 Zoning District on 1.82 +/- acres of land

Northeast Intersection of Watergate Boulevard North and Marshall Street.

Contains portions of Lot 2 within the Watergate Planned Unit Development.

Present Use: Vacant Land (Planned Unit Development

Proposed Use: Day Care Center

3-30-11.09-030.00, 3-30-11.09-031.00 & 3-30-11.09-115.00

WHEREAS, the City of Milford Planning Commission has considered the conditional use application at a Public Hearing on Tuesday, July 16, 2019; and

WHEREAS, Milford City Council held a Public Hearing on Monday, July 22, 2019, to allow for public comment and further review of the ordinance and related recommendations and comments; and

WHEREAS, it is deemed in the best interest of the City of Milford to approve the Conditional Use, as herein described.

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

Section 1. Following adoption of Ordinance 2019-23, and upon the effective date, Liborio Watergate LLC, on behalf of Beach Babies, is hereby granted a Conditional Use Permit to allow a two-story, 14,781 square foot Day Care Center, on lands located as described herein.

Section 2. The Conditional Use, is hereby granted, as specified in the motion approved by a majority vote of City Council.

Section 3. Construction or operation shall commence within one year of the date of issuance of the permit otherwise the conditional use becomes void.

Section 4. Dates

City Council Introduction: July 8, 2019

Planning Commission Public Hearing: July 16, 2019

City Council Public Hearing: July 22, 2019

Section 4. Effective Date.

This Ordinance shall be effective on the tenth day following the date of its adoption.

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



DATA SHEET FOR LIBORIO WATERGATE - BEACH BABIES

Planning Commission Meeting: July 16, 2019

Application Number / Name	:	19-016 / Liborio Watergate - Beach Babies
Applicant	:	Liborio Watergate, LLC 903 N. French Street Wilmington, DE 19801
Owner	:	Same
Application Type	:	Preliminary Site Plan & Conditional Use
Comprehensive Plan Designation	:	Moderate Density Residential
Zoning District	:	R-3 (Garden Apartment and Townhouse District)
Present Use	:	Vacant (Planned Unit Development)
Proposed Use	:	Day Care Center
Area and Location	:	1.82 +/- acres of land located at the northeast corner of Watergate Boulevard North and Marshall Street. Contains portions of Lot 2 within the Watergate Planned Unit Development
Property Identification Numbers	:	3-30-11.09-030.00, 3-30-11.09-031.00 & 3-30-11.09-115.00

ENC: Staff Analysis Report
Exhibit A - Location & Zoning Map
Preliminary Site Plan



STAFF REPORT
June 10, 2019

Application Number / Name	:	19-016 / Liborio Watergate – Beach Babies
Present Comprehensive Plan Designation	:	Moderate Density Residential
Present Zoning District	:	R-3 (Garden Apartment & Townhouse)
Present Use	:	Vacant (Planned Unit Development)
Proposed Use	:	Day Care Center
Tax Map & Parcel	:	3-30-11.09-030.00, 3-30-11.09-031.00 & 3-30-11.09-115.00
Size and Location	:	1.82 +/- acres of land located at the northeast intersection of Watergate Boulevard North and Marshall Street. Contains portions of Lot 2 within the Watergate Planned Unit Development

I. BACKGROUND INFORMATION:

- The applicant proposed to construct a two-story, 14,781 square foot Daycare Facility along the east side of Marshall Street, north of Watergate Boulevard South.
- The subject parcel is Lot 2 of the recorded Watergate Planned Unit Development that was approved by City Council on January 28, 2019.
- The applicant proposes to revise the Watergate PUD by removing proposed apartment buildings ‘B’ & ‘C’ containing 24 dwelling units along Marshall Street and designating this area as Residual R-3 lands. The revised subdivision plan would have to be recorded with Sussex County before the daycare receives final site plan approval from the Planning Commission.
- Chapter 230-11(C), all conditional uses within the R-1 and R-2 zoning districts may be permitted with the approval of a conditional use. A day care center is a conditional use within the R-1 zoning category.

- The site plan requires a variance from Chapter 230-11(C) which states that the maximum lot coverage allowed for the daycare use is 30%. The applicant requested permission from the Board of Adjustment on July 11, 2019 to allow an increase in the maximum lot coverage of 12%, resulting in a proposed lot coverage of 42%.

II. STAFF ANALYSIS:

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

- Aside from the variance noted above, the Preliminary Site Plan meets the minimum requirements of Chapter 230 Zoning.
- The preliminary site plans have been reviewed for general compliance with the City's Standard Construction Specifications by the Public Works Department.
- The applicant must revise the Watergate PUD and re-record the subdivision plan removing Lot 2 and the daycare center from the residential plan.
- Evaluation based on the criteria found under Chapter 230-48 Conditional Uses.

A. The presence of adjoining similar uses.

The property is located within the Watergate Planned Unit Development (PUD) which contains a mixture of single-family detached, duplex, townhouse and multi-family housing units. The property to the north contains a self-storage facility and is zoned I-1 Limited Industrial. There are existing light industrial uses located across Marshall Street to the west. There are existing daycare facilities along McCoy Street and McColley Street in and around the light industrial zones.

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

The proposed use is only allowed by conditional use approval within the residential and commercial zoning districts.

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

The Comprehensive Plan designates this area as Moderate Density Residential. It is common to find daycares and other compatible commercial uses in and around residential neighborhoods that provide services to the residents. The proposed use is consistent with the land use plan for the Comprehensive Plan and addresses additional goals and objectives related to economic development and business growth.

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

The daycare is bound on the west by Marshall Street, to the east by the Watergate PUD and Community Building, and to the south by Watergate Boulevard South. Screening

would be provided along the property line to the north consistent with the previous conditions for the Watergate PUD and agreement between the developer and Milford Ministorage, Inc.

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

The proposed use should not detract from other permitted uses in the district and the use is compatible with the adjacent residential lands. There are existing light industrial uses on the west side of Marshall Street, directly across from the subject parcel, that operate 24 hours a day and may produce industrial noise and traffic. It should be noted that there are existing daycare facilities within and adjacent to the light industrial area, specifically along McCoy Street and S. Washington Street.

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

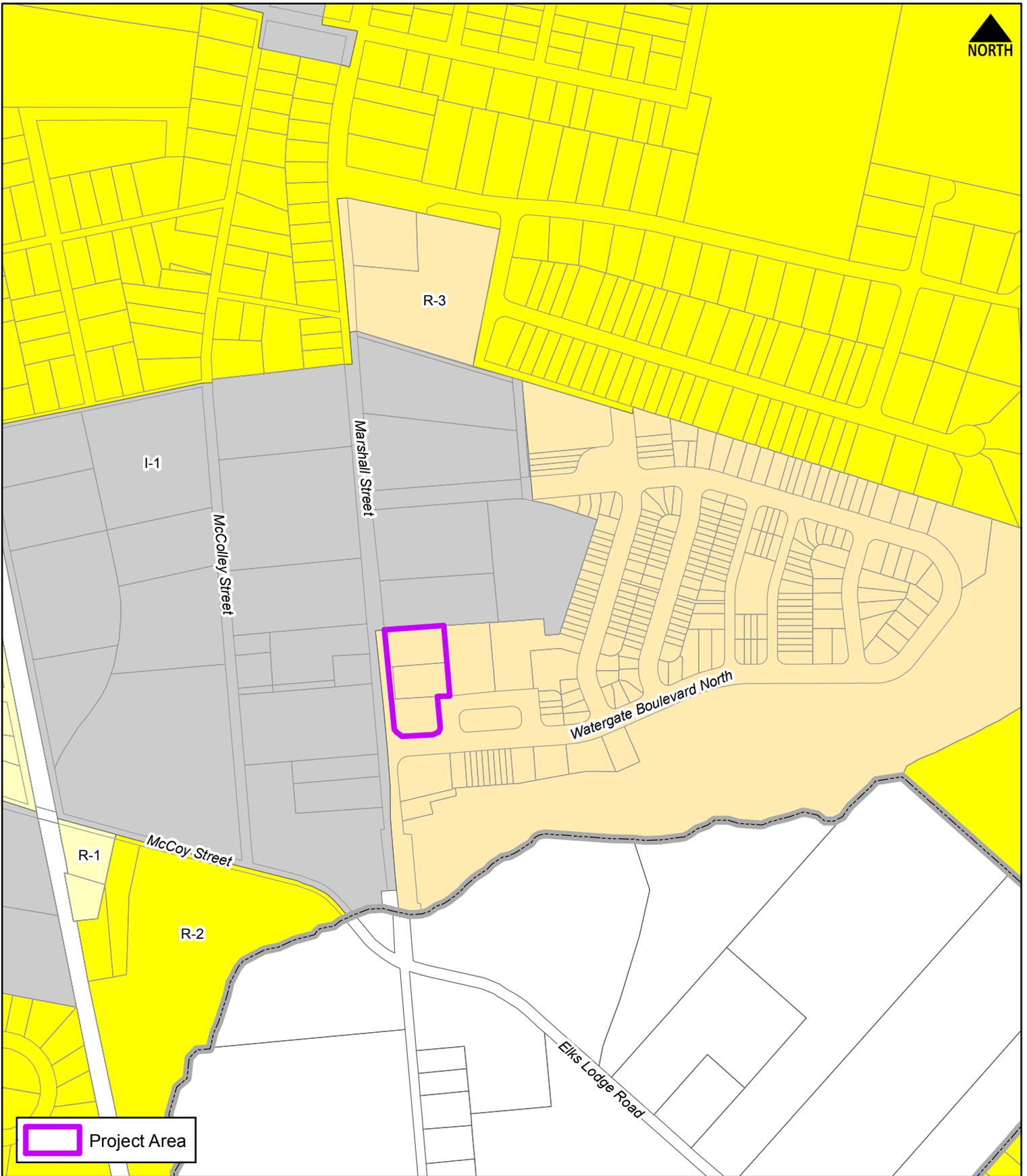
The site is located along an established City road and would gain access along Watergate Boulevard South. The site meets the parking standards for a school and meets the minimum front, rear and side yard setbacks set forth in Chapter 230. Landscape screening would be provided along the north side of the playground consistent with the conditions of the Watergate PUD.

- The following comments must be addressed prior to final site plan approval:
 - Final Site Plan approval will require approvals or no objection letters from the State Fire Marshal's Office and Sussex Conservation District;
 - The Watergate PUD would need to be revised and re-recorded with Sussex County to create a residual R-3 property for the development of a daycare;
 - Address Preliminary Site Plan and Conditional Use review comments (a copy of which is provided in the packet);
 - Obtain final approval of engineering plans from the City Engineer; and,
 - Additional department and agency comments outlined in Section III.

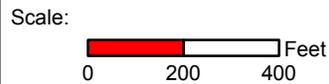
III. AGENCY COMMENTS:

- **DelDOT Planning, Development Coordination**
Derek Sapp – 302-760-4803
The project received a revised Letter of No Objection from DelDOT on June 8, 2018. This included 32,237 sf of General Office space. DelDOT has no further comments.
- **Delaware Health and Social Services – Division of Public Health**
Contact: William Milliken – 302-741-8646
No comments provided.
- **Department of Natural Resources and Environmental Control (DNREC), Division of Water, Surface Water Discharges Section (SWDS)**
No comments provided.

- **Sussex Conservation District**
Contact: Jessica Watson
No comments provided.
- **Delaware State Fire Marshal's Office**
Contact: Duane Fox – 302-856-5298
See attached comments.
- **Carlisle Fire Company**
No comments provided.
- **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: 05/31/19

Title:

Preliminary Conditional Use Site Plan
Beach Babies
Location & Zoning Map

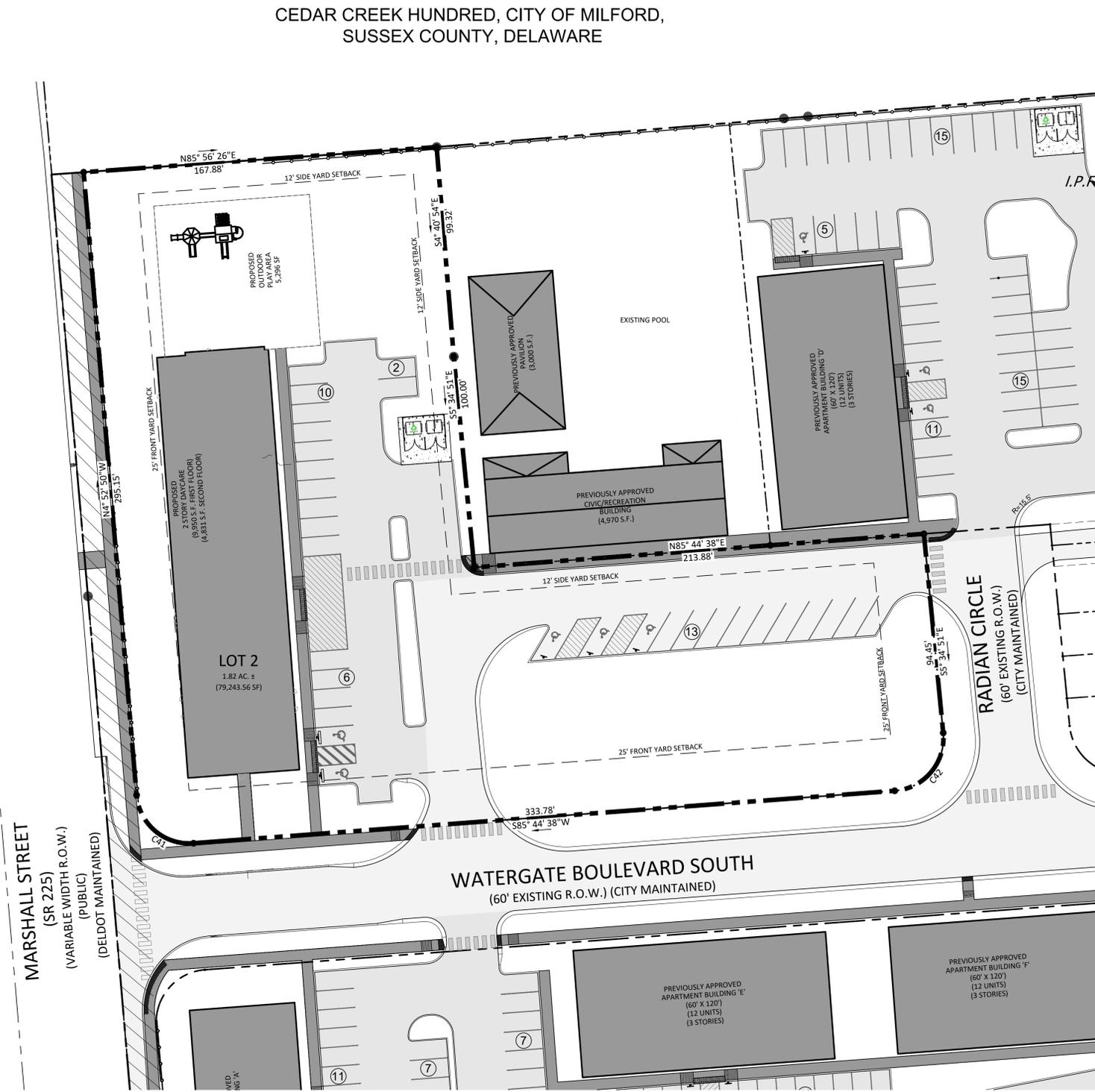
Filepath: PreliminarySitePlan_BeachBabies.mxd

LOT 2 - SITE PLAN

for
WATERGATE AT MILFORD
CEDAR CREEK HUNDRED, CITY OF MILFORD,
SUSSEX COUNTY, DELAWARE

SITE PLANS GENERAL NOTES (CITY OF MILFORD)

- THE BOUNDARY INFORMATION IS TAKEN FROM A PLAN ENTITLED "AERIAL TOPOGRAPHIC SURVEY/BOUNDARY SURVEY" PREPARED BY THE DELMARVA SURVEY CO. DATED MAY 26, 2005 AND A PLAN ENTITLED "LANDS TO BE CONVEYED TO WESTVIEW LAND COMPANY" PREPARED BY CHARLES D. MURPHY ASSOCS., INC. DATED DECEMBER 22, 2006.
- THE PROPERTY SERVED BY THIS PLAN IS REFERENCED LOT 2 ON THE SUBDIVISION PLANS CALLED "WATERGATE AT MILFORD" RECORDED BY THE RECORDER OR DEEDS IN SUSSEX COUNTY. DOCUMENT #20190000669, BK: 279 PG: 45 AND RECORDED ON 2/27/2019.
- THE TOPOGRAPHIC INFORMATION WAS PROVIDED BY THE DELMARVA SURVEY COMPANY, INC.
- THE "LIMIT OF WATERS OF THE UNITED STATES, INCLUDING WETLANDS SUBJECT TO THE CORPS OF ENGINEERS REGULATORY PROGRAM" WERE DELINEATED BY JAMES C. MCCULLY IV, ENVIRONMENTAL CONSULTANTS INC. AS SHOWN ON A PLAN ENTITLED "AERIAL TOPOGRAPHIC SURVEY/BOUNDARY SURVEY" PREPARED BY JAMES C. MCCULLY IV, ENVIRONMENTAL CONSULTANTS INC. DATED MAY 26, 2005.
- EXISTING UTILITIES ARE SHOWN IN ACCORDANCE WITH THE BEST AVAILABLE INFORMATION. COMPLETENESS OR CORRECTNESS THEREOF IS NOT GUARANTEED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE UTILITY COMPANIES INVOLVED IN ORDER TO SECURE THE MOST ACCURATE INFORMATION AVAILABLE AS TO UTILITY LOCATION AND ELEVATION. NO CONSTRUCTION AROUND OR ADJACENT TO UTILITIES SHALL BEGIN WITHOUT NOTIFYING THEIR OWNERS AT LEAST 48 HOURS IN ADVANCE. THE CONTRACTOR SHALL TAKE THE NECESSARY PRECAUTIONS TO PROTECT THE EXISTING UTILITIES AND MAINTAIN UNINTERRUPTED SERVICE AND ANY DAMAGE DONE TO THEM DUE TO HIS/HER NEGLIGENCE SHALL BE IMMEDIATELY AND COMPLETELY REPAIRED AT THE CONTRACTOR'S EXPENSE. TO LOCATE EXISTING UTILITIES IN THE FIELD PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL CONTACT MISS UTILITY, DELMARVA (800-282-8555) A MINIMUM OF THREE (3) CONSECUTIVE WORKING DAYS PRIOR TO ANY EXCAVATION.
- ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. MATERIALS AND WORKMANSHIP SHALL MEET THE REQUIREMENTS OF THE CITY OF MILFORD STANDARD SPECIFICATIONS FOR INSTALLATION OF UTILITY CONSTRUCTION AND SUBDIVISION PAVEMENT DESIGN, AND ALL APPLICABLE AGENCIES HAVING JURISDICTION OVER THE PROPOSED IMPROVEMENTS.
- USE ONLY SUITABLE AND APPROVED GRANULAR MATERIAL FOR BACKFILLING TRENCHES.
- THE CONTRACTOR SHALL DETERMINE THE LOCATION OF ALL RIGHT-OF-WAY LINES AND PROPERTY LINES TO HIS OWN SATISFACTION. ANY DISTURBED AREAS BEYOND THE RIGHT-OF-WAY OR EASEMENT LINES SHALL BE RESTORED IMMEDIATELY TO THEIR ORIGINAL CONDITION.
- ALL VALVE CLOSURES AND CUT-INS SHALL BE COORDINATED WITH THE CITY. CITY OFFICIALS WILL CARRY OUT ALL NECESSARY VALVE CLOSURES. CONTRACTOR SHALL COORDINATE ISOLATION OF EXISTING WATER MAINS WITH THE CITY AND NOTIFY AFFECTED RESIDENTS AT LEAST 48 HOURS PRIOR TO CUT-IN.
- PIPELINE DETECTION TAPES SHALL BE COLOR CODED, APPROPRIATELY LABELED, AND INSTALLED 18 INCHES BELOW THE GROUND SURFACE AND DIRECTLY ABOVE ALL PROPOSED NON-METALLIC WATER MAIN, SEWER MAIN, SEWER LATERALS, AND WATER SERVICES.
- CONDUCTIVE TRACER WIRE SHALL BE INSTALLED WITH ALL NON-METALLIC WATER PIPE AND SERVICES, AND ALONG ALL SEWER LATERALS AND FORCE MAINS. WIRE SHALL BE SECURED TO THE PIPE AND SHALL BE SECURELY BONDED TOGETHER AT ALL WIRE JOINTS WITH APPROVED WATERTIGHT CONNECTORS. TRACER WIRE SHALL BE ACCESSIBLE AT ALL VALVE BOXES, METER PITS, CLEANOUTS, AND AIR RELEASE VALVES.
- PRIOR TO ISOLATION AND CUT-IN PROCEDURES, CONTRACTOR SHALL EXCAVATE, LOCATE, AND OBSERVE FUNCTION OF ALL EXISTING VALVES TO ASSIST IN THE SYSTEM ISOLATION.
- SHOP DRAWINGS FOR ANY ITEMS WHICH WILL EVENTUALLY BE TAKEN OVER BY THE CITY SHALL BE SUBMITTED TO THE CITY ENGINEER FOR REVIEW AND APPROVAL PRIOR TO THE ORDERING OF AND/OR INSTALLATION OF THE ITEMS.
- ALL SANITARY SEWER MAINS AND FORCE MAINS SHALL HAVE A MINIMUM COVER OF 36 INCHES AND ALL WATER MAINS SHALL HAVE A MINIMUM COVER OF 42 INCHES AS MEASURED FROM THE TOP OF PIPE TO PROPOSED GRADE. SEWER LATERALS SHALL HAVE A MINIMUM DIAMETER OF SIX (6) INCHES AND HAVE A MINIMUM COVER OF 36 INCHES.
- THERE SHALL BE A MINIMUM HORIZONTAL SEPARATION BETWEEN WATER MAINS AND SANITARY SEWER MAINS AND FORCE MAINS OF 16 FEET, AS MEASURED FROM EDGE OF PIPE TO EDGE OF PIPE. THERE SHALL BE A MINIMUM VERTICAL SEPARATION OF 18 INCHES BETWEEN WATER MAINS AND SEWER MAINS OR FORCE MAINS AT CROSSINGS. ONE FULL LENGTH OF WATER PIPE SHALL BE LOCATED SO THAT BOTH JOINTS WILL BE AS FAR FROM THE SEWER AS POSSIBLE AT CROSSINGS.
- THERE SHALL BE A MINIMUM VERTICAL SEPARATION OF 12 INCHES BETWEEN ANY STORM DRAIN PIPE AND ANY WATER MAIN OR SEWER MAIN. IF 12 INCHES CANNOT BE MAINTAINED, A MINIMUM OF SIX (6) INCHES IS REQUIRED AND PROVISIONS SHALL BE MADE ACCEPTABLE TO THE CITY OF MILFORD FOR PROPERLY ENCASED THE PIPE IN CONCRETE.
- FLOOD ELEVATIONS BASED UPON FLOOD INSURANCE RATE MAP DATED MARCH 16, 2015 (FIRM) NUMBER 10005C0043K.
- ALL ROADWAYS ARE TO BE SWEEP FREE OF SEDIMENT ON A DAILY BASIS.
- THE CONTRACTOR SHALL REMOVE AND IMMEDIATELY REPLACE, RELOCATE, RESET OR RECONSTRUCT ALL OBSTRUCTIONS IN THE WORK AREA, INCLUDING, BUT NOT LIMITED TO, MAILBOXES, SIGNS, LANDSCAPING, LIGHTING, PLANTERS, CURBS, DRIVEWAYS, PARKING AREAS, CURBS, GUTTERS, FENCES, OR OTHER NATURAL OR MAN-MADE OBSTRUCTIONS. TRAFFIC CONTROL, REGULATORY WARNING AND INFORMATIONAL SIGNS SHALL REMAIN FUNCTIONAL AND VISIBLE TO THE APPROPRIATE LANES OF TRAFFIC AT ALL TIMES, WITH THEIR RELOCATION KEPT TO A MINIMUM DISTANCE.
- 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.
- THE STORM DRAINAGE SYSTEM HAS BEEN DESIGNED USING THE CRITERIA OF THE STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION DEVELOPMENT COORDINATION MANUAL, LATEST EDITION.
- ALL FIRE LANES, FIRE HYDRANTS, EXITS, AND STANDPIPS WILL BE MARKED IN ACCORDANCE WITH STATE FIRE PREVENTION REGULATIONS.
- 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.
- DRAWINGS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, AS AMENDED AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
- CONTRACTOR SHALL GRADE, TOPSOIL, SEED AND MULCH ALL DISTURBED AREAS OF CONSTRUCTION, INCLUDING PIPE INSTALLATION OR DITCH CONSTRUCTION. EROSION CONTROL MATTING SHALL BE PROVIDED ON ALL SLOPES GREATER THAN 3:1.
- THE OWNER AND/OR THEIR CONTRACTOR IS RESPONSIBLE FOR OBTAINING THE SERVICES OF A PROFESSIONAL SURVEYOR LICENSED IN THE STATE OF DELAWARE FOR THE PERMANENTLY RE-ESTABLISHING OF ANY PROPERTY MARKERS OR MONUMENTS DISTURBED DURING CONSTRUCTION. A SURVEY AND METES AND BOUNDS THAT INCLUDES THE RE-ESTABLISHED MARKERS OR MONUMENTS SHALL BE SUBMITTED TO THE PROPERTY OWNER FOR COMPARISON WITH THE ORIGINAL PLAT, FOR VERIFICATION.
- THE OWNER SHALL BE RESPONSIBLE FOR THE SHORT-TERM MAINTENANCE OF THE ANY AND ALL STORMWATER MANAGEMENT FACILITIES AND STORM SEWER SYSTEMS UNTIL SUCH TIME THAT THE LONG-TERM MAINTENANCE RESPONSIBILITIES CAN BE TRANSFERRED TO A LEGALLY ESTABLISHED HOMEOWNERS ASSOCIATION OR OTHER RESPONSIBLE ENTITY.
- THE CITY OF MILFORD WILL ASSUME OWNERSHIP AND MAINTENANCE RESPONSIBILITY OF WATER AND SEWER PIPES AND APPURTENANCES, INSTALLED WITHIN CITY RIGHT-OF-WAY AND EASEMENTS DEDICATED TO THE CITY, STORM SEWER PIPES AND CATCH BASINS, INSTALLED WITHIN CITY RIGHT-OF-WAY, ONCE THE FOLLOWING CONDITIONS HAVE BEEN MET:
 - ALL ITEMS HAVE PASSED CITY INSPECTION;
 - THE CITY HAS RECEIVED AND APPROVED DIGITAL AND HARD COPIES OF THE RECORD DRAWINGS; AND
 - THE RIGHTS-OF-WAY AND/OR EASEMENTS HAVE BEEN DEEDED TO THE CITY AND RECORDED WITH THE RECORDER OF DEEDS.
- SEWER AND WATER CAPACITY ARE NOT GUARANTEED UNTIL BUILDING PERMITS ARE ISSUED, ALL FEES ARE PAID AND SUITABLE UTILITIES ARE IN PLACE FOR PROPER CONVEYANCE, TREATMENT AND DISPOSAL.
- PRELIMINARY APPROVAL FROM PLANNING COMMISSION SHALL BE VOID AFTER ONE (1) YEAR, UNLESS AN EXTENSION IS REQUESTED BY THE OWNER AND APPROVED, FOR GOOD CAUSE, BY THE PLANNING COMMISSION PRIOR TO THE DATE OF EXPIRATION.
- THE APPROVAL OF A CONDITIONAL USE IS VALID FOR ONE YEAR, UNLESS PERMITS ARE OBTAINED OR CONSTRUCTION OR USE IS SUBSTANTIALLY UNDERWAY. ALL PROVISIONS OF THE CONDITIONAL USE ARE AUTOMATICALLY RESCINDED.
- 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 CAUSE.
- THE APPLICANT IS RESPONSIBLE TO ENSURE THAT ALL CITY AND/OR AGENCY CONSTRUCTION PERMIT APPLICATIONS HAVE BEEN COMPLETED, SUBMITTED, AND ALL APPLICABLE FEES HAVE BEEN PAID PRIOR TO COMMENCING CONSTRUCTION. THE CITY SHALL NOT BE HELD RESPONSIBLE FOR AN ANTICIPATED CONSTRUCTION START DATE THAT IS NOT MET DUE TO THE APPLICANT OR HIS/HER CONTRACTOR NOT HAVING MET THE CONSTRUCTION PERMITTING REQUIREMENTS.
- AS A CONDITION OF THE APPROVAL OF THE CONSTRUCTION DRAWINGS, AND PRIOR TO THE START OF CONSTRUCTION, THE APPLICANT MAY BE REQUIRED TO ENTER INTO A FORMAL PUBLIC WORKS AGREEMENT WITH THE CITY AND/OR TO POST A COMPLETION GUARANTEE FOR ANY IMPROVEMENTS WHICH WILL EVENTUALLY BE TAKEN OVER BY THE CITY. THE GUARANTEE SHALL BE IN AN AMOUNT EQUAL TO 150% OF THE COST OF THE IMPROVEMENTS AS ESTIMATED OR APPROVED BY THE CITY ENGINEER. THE GUARANTEE SHALL BE IN THE FORM OF A BOND OR FUNDS DEPOSITED IN AN ESCROW ACCOUNT. THE PUBLIC WORKS AGREEMENT AND THE GUARANTEE SHALL BE REVIEWED AND APPROVED BY THE CITY ENGINEER. THE COMPLETION GUARANTEE SHALL NOT BE RELEASED UNTIL A MAINTENANCE BOND IN THE AMOUNT OF 10% OF THE IMPROVEMENTS HAS BEEN SUBMITTED.
- A MAINTENANCE BOND IN THE AMOUNT OF 10% OF THE CONSTRUCTION VALUE FOR ANY CONSTRUCTED IMPROVEMENTS AND A PERFORMANCE BOND IN THE AMOUNT OF 125% OF THE CONSTRUCTION VALUE FOR ANY UNCOMPLETED WORK SHALL BE PROVIDED IN ORDER TO FACILITATE FINAL COMPLETION OF THE IMPROVEMENTS AND RELEASE OF ANY COMPLETION GUARANTEE. THE MAINTENANCE PERIOD SHALL BE A MINIMUM OF ONE YEAR AND ALL CONSTRUCTION VALUES MUST BE SUBMITTED TO, REVIEWED AND APPROVED BY THE CITY ENGINEER PRIOR TO THE ISSUANCE OF ANY BONDS.
- UPON COMPLETION OF THE CONSTRUCTION IMPROVEMENTS AND PRIOR TO THE RELEASE OF ANY DEVELOPER'S COMPLETION GUARANTEE, THE DEVELOPER SHALL PROVIDE THE CITY ENGINEER A DRAFT PAPER SET OF DETAILED RECORD PLANS (DRAWING VIEW AND PROFILE SHEETS). RECORD INFORMATION SHALL BE PLACED ON THE APPROPRIATE APPROVED DRAWINGS. ORIGINAL DESIGN ELEVATION AND/OR DISTANCE INFORMATION SHALL BE STRUCK THROUGH WITH A PINK LINE AND THE RECORD INFORMATION SHALL BE INSERTED NEXT TO IT. WHEN THE DRAFT SET OF DRAWINGS HAS BEEN APPROVED BY THE CITY, THREE (3) FINAL PAPER COPIES SHALL BE SUBMITTED, SIGNED AND SEALED BY THE OWNER'S ENGINEER OR SURVEYOR. ADDITIONALLY, A CD SHALL BE PROVIDED WITH DIGITAL RECORD INFORMATION IN AUTOCAD FORMAT (VERSION 2018 OR LATER). THE DIGITAL INFORMATION SHALL BE ON DELAWARE STATE PLANE, NAD 83 HORIZONTAL CONTROL, AND NAVD83 VERTICAL CONTROL. RECORD PLAN INFORMATION SHALL INCLUDE SURVEYED AS-BUILT ELEVATIONS AND HORIZONTAL LOCATIONS OF THE FOLLOWING:
 - ALL PROPERTY MONUMENTS/MARKERS;
 - SEWER MANHOLE RIM & INVERT ELEVATIONS, WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, PUMP STATION RIM, BOTTOM & INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, FORCE MAIN INVERT ELEVATIONS EVERY 50 FEET, FORCE MAIN & INVERT ELEVATIONS, VALVE & INVERT ELEVATIONS, SEWER CLEANOUT RIM & INVERT ELEVATIONS, AND GREASE TRAP RIM, BOTTOM & INVERT ELEVATIONS;
 - WATER MAINS, FIRE HYDRANTS, METER VAULTS, METER PITS, AND CURB STOPS;
 - STORM SEWER CATCH BASIN AND/OR MANHOLE GRATE, RIM & INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED; AND
 - ANY OTHER ITEM WHICH WILL BE TAKEN OVER BY THE CITY.
- THE CONTRACTOR SHALL NOTIFY THE CITY PUBLIC WORKS DEPARTMENT AT (302) 422-1110 A MINIMUM OF TWO WEEKS PRIOR TO THE START OF CONSTRUCTION AND SCHEDULE A PRE-CONSTRUCTION MEETING. THE SITE CONTRACTOR AND THE OWNER, OR HIS/HER REPRESENTATIVE SHALL BE IN ATTENDANCE.
- UPON RECORDED OF THIS PLAT, THE CITY WILL HAVE THE RIGHT OF INGRESS AND EGRESS TO LOT 2 FOR THE PURPOSE OF MAINTAINING UTILITIES AND FOR TRASH REMOVAL SERVICES.



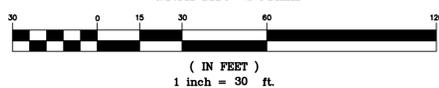
RECORD/SITE PLANS GENERAL NOTES *(LAST REVISED MARCH 21, 2019)

- All lots shall have access from the internal subdivision street.
- No landscaping shall be allowed within the right-of-way unless the plans are compliant with Section 3.7 of the Development Coordination Manual.
- The Developer shall be required to furnish and place right-of-way monuments in accordance with DelDOT's Development Coordination Manual.
- The Developer shall be required to furnish and place right-of-way markers to provide a permanent reference for re-establishing the right-of-way and property corners on local and higher order frontage roads. Right-of-way markers shall be set and/or placed along the frontage road right-of-way at property corners and at each change in right-of-way alignment in accordance with Section 3.2.4.2 of the Development Coordination Manual.
- Upon completion of the construction of the sidewalk or shared-use path across this project's frontage and physical connection to adjacent existing facilities, the Developer, the property owners or both associated with this project, shall be responsible to remove any existing road tie-in connections located along adjacent properties, and restore the area to grass. Such actions shall be completed at DelDOT's discretion, and in conformance with DelDOT's Development Coordination Manual.
- Private streets constructed within this subdivision shall be maintained by the Developer, the property owners within this subdivision or both (Title 17 §1313). DelDOT assumes no responsibilities for the future maintenance of these streets.
- The sidewalk shall be the responsibility of the Developer, the property owners or both within this subdivision. The State of Delaware assumes no responsibility for the future maintenance for the sidewalk.

SITE PLAN

Scale: 1" = 30'

GRAPHIC SCALE



Engineer's Certification:

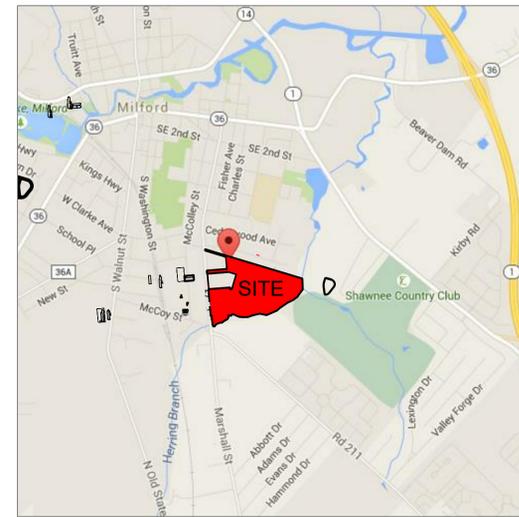
I, SCOTT E. LOBDELL, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER WITH A BACKGROUND IN CIVIL ENGINEERING IN THE STATE OF DELAWARE AND THAT ALL OF THE INFORMATION ON THIS PLAN IS TRUE AND CORRECT TO THE ACCURACY REQUIRED BY ACCEPTED SURVEYING STANDARDS AND PRACTICES AND BY THE CITY OF MILFORD DEVELOPMENT CODE.

SCOTT E. LOBDELL, PROFESSIONAL ENGINEER NO. 12260 DATE

Certificate of Ownership:

I, LOU RAMUNNO, HEREBY CERTIFY THAT LIBORIO WATERGATE, LLC IS THE OWNER OF THE PROPERTY WHICH IS SUBJECT OF THIS PLAN AND THAT THE LAND USE ACTION PROPOSED BY THIS PLAN IS MADE AT MY DIRECTION AND THAT I AUTHORIZE THIS PLAN TO BE RECORDED IN ACCORDANCE WITH THE REGULATIONS OF CITY OF MILFORD DEVELOPMENT CODE.

LOU RAMUNNO DATE



Location Map

Scale: 1" = 2000'

Site Data:

- OWNER OF RECORD: LIBORIO WATERGATE, LLC
C/O LOU RAMUNNO
903 N. FRENCH STREET
WILMINGTON, DE 19801
(302) 426-0200
- APPLICANT: LIBORIO WATERGATE, LLC
C/O LOU RAMUNNO
903 N. FRENCH STREET
WILMINGTON, DE 19801
(302) 426-0200
- ENGINEER/SURVEYOR: VAN CLEEF ENGINEERING ASSOCIATES
630 CHURCHMANS ROAD, SUITE 105
NEWARK, DE 19702
(302) 368-3184
- TAX MAP: 3-30-11.09, LOT 2 IN THE WATERGATE SUBDIVISION
- ZONING: R3 - GARDEN APARTMENT AND TOWNHOUSE DISTRICT (EXISTING & PROPOSED)
- NUMBER OF LOTS: 1
- SITE AREA: 1.82 Ac ± (79,243.56 S.F.)
- SITE AREA DISTRIBUTIONS:

TOTAL AREA:	1.82 Ac ± (79,243.56 S.F.)
BUILDING COVERAGE:	0.23 Ac ± (9,950.00 S.F.)
PAVING/IMPERVIOUS COVERAGE:	0.54 Ac ± (23,423.74 S.F.)
OPEN SPACE:	1.05 Ac ± (45,869.80 S.F.)
- EXISTING USE: VACANT LAND
- PROPOSED USE: DAYCARE (CONDITIONAL USE IN R3)
- PROPOSED BUILDING: TWO (2) STORIES
9,950 S.F. (FIRST FLOOR)
4,831 S.F. (SECOND FLOOR)
- SURVEY BENCHMARK: VERTICAL: NGVD 1929
HORIZONTAL: NAD 1983
- LOT REGULATIONS:

MINIMUM LOT SIZE:	REQ'D	PROVIDED
MINIMUM LOT WIDTH:	10,000 S.F.	79,243.56 S.F.
FRONT YARD SETBACK:	80 FT.	319.32 FT.
SIDE YARD SETBACK:	25 FT.	25 FT.
REAR YARD SETBACK:	12 FT.	88.3 FT.
MAX. IMPERVIOUS SURFACE:	25 FT.	25 FT.
MAX. BUILDING HEIGHT:	30%	41.6%
	35 FT.	35 FT.
- UTILITIES:

SANITARY:	PUBLIC SEWER (CITY OF MILFORD)
WATER:	CENTRAL WATER (CITY OF MILFORD)
- PARKING REQUIREMENTS:

DAYCARE REQUIRED =	3 SPACES PER ADMIN OFFICE & 1 SPACE PER CLASSROOM 1 ADMIN OFFICE * 3 + 14 CLASSROOMS * 1 = 17 SPACES
PROVIDED =	31 SPACES
- MONUMENTATION:

EXISTING: 0	<input type="checkbox"/>
PROPOSED: 10	<input type="checkbox"/>
- FIRE HYDRANTS:

EXISTING: 0	<input type="checkbox"/>
PROPOSED: 1	<input type="checkbox"/>
- SEWER FLOW:

10 GPD/CHILD x 220 CHILDREN = 2,200 GPD
30 GPD/EMPLOYEE * 30 EMPLOYEES = 900 GPD
PEAK FLOW = 4 x (2,200 GPD + 900 GPD) = 12,400 GPD

CITY OF MILFORD APPROVAL

PROJECT:	1301MLD	DESIGNED BY:	S.E.L.
DATE:	5/9/2019	DRAWN BY:	E.P.C.
SCALE:	AS NOTED	CHECKED BY:	S.E.L.

CITY PLANNING DEPARTMENT APPROVAL

PLANS HAVE BEEN REVIEWED AND ARE FOUND TO BE IN GENERAL CONFORMANCE WITH THE MOST RECENTLY ADOPTED AND/OR CERTIFIED VERSIONS OF THE CITY OF MILFORD'S CODE OF ORDINANCES AND COMPREHENSIVE LAND USE PLAN. THE OWNER AND THEIR ENGINEER AND/OR SURVEYOR ASSUME ALL RESPONSIBILITY FOR THE DESIGN AS CONTEMPLATED HEREIN AND ACCURACY OF ALL INFORMATION SHOWN HEREON.

CITY ENGINEER APPROVAL

CONSTRUCTION IMPROVEMENTS PLANS HAVE BEEN REVIEWED AND ARE FOUND TO BE IN GENERAL CONFORMANCE WITH THE CITY OF MILFORD'S STANDARD SPECIFICATIONS FOR INSTALLATION OF UTILITY CONSTRUCTION PROJECTS AND SUBDIVISION PAVEMENT DESIGN. THE OWNER AND THEIR ENGINEER AND/OR SURVEYOR ASSUME ALL RESPONSIBILITY FOR THE DESIGN AS CONTEMPLATED HEREIN AND ACCURACY OF ALL INFORMATION SHOWN HEREON.

CITY ENGINEER	DATE
---------------	------

PLAN NOTES

SHEET LIST TABLE	
SHEET NUMBER	SHEET TITLE
RP1	COVER SHEET
RP2	SITE PLAN
LP1	LANDSCAPE PLAN

Curve Table			
Curve #	Length	Radius	Delta
C41	38.99	25.00	89.38
C42	38.99	25.00	89.38

811 MISS UTILITY OF DELMARVA

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PROTECT YOURSELF. GIVE TWO WORKING DAYS NOTICE

Know what's below. Call before you dig.

PLANNING NOTATION
ONLY THOSE PLANS WHICH CONTAIN AN IMPRESSED SEAL OR A RED INK SEAL OF THE RESPONSIBLE PROFESSIONAL SHALL BE CONSIDERED VALID. THIS PLAN HAS BEEN SPECIFICALLY PREPARED FOR THE OWNER DESIGNATED HEREON. ANY MODIFICATION, REVISION, DUPLICATION OR USE WITHOUT THE WRITTEN CONSENT OF VAN CLEEF ENGINEERING ASSOCIATES IS PROHIBITED. RELIANCE ON THIS PLAN FOR ANY PURPOSE OTHER THAN THAT WHICH IS INTENDED SHALL BE AT THE SOLE DISCRETION AND LIABILITY OF THE APPLICABLE PARTY.

BY: **SCOTT E. LOBDELL** DATE
DELAWARE PROFESSIONAL ENGINEER NO. 12260

Van Cleaf ENGINEERING ASSOCIATES

Consulting Civil Engineering
Environmental Engineering
Municipal Engineering

Land Surveying
Professional Planning
Landscape Architecture

630 CHURCHMANS ROAD, SUITE 105, NEWARK, DE 19702
EMAIL: NORTHERNDE@VCEA.ORG WEB: WWW.VCEA.ORG
PHONE (302) 368-3184 FAX (302) 368-7196

PROJECT:	1301MLD	DESIGNED BY:	S.E.L.
DATE:	5/9/2019	DRAWN BY:	E.P.C.
SCALE:	AS NOTED	CHECKED BY:	S.E.L.

WATERGATE AT MILFORD
FOR
LIBORIO WATERGATE, LLC
TAX MAP 3-30-11.09, PARCELS 29, 30, 31, 32
SITUATED IN
CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

TITLE
COVER

RECORD PLAN	SHEET NUMBER RP1
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LEGEND

- EXISTING PROPERTY LINE
- PROPOSED PROPERTY LINE
- EXISTING RIGHT-OF-WAY
- PROPOSED RIGHT-OF-WAY
- EXISTING CENTER LINE
- PROPOSED CENTER LINE
- PROPOSED CURB
- EXISTING CURB
- EX. EDGE OF PAVEMENT
- EXISTING LINE STRIPING
- PROPOSED LINE STRIPING
- BUILDING SETBACK LINE
- EXISTING CONTOUR
- PROPOSED CONTOUR
- EXISTING PAVEMENT CROSS SECTION
- PROPOSED PAVEMENT CROSS SECTION
- PROPOSED SIDEWALK
- PROPOSED BUILDING
- EXISTING INLET
- PROPOSED INLET
- EXISTING DRAINAGE M.H.
- PROPOSED DRAINAGE M.H.
- EXISTING STORM PIPE
- PROPOSED STORM PIPE
- PROPOSED F.E.S.
- EXISTING SANITARY M.H.
- PROPOSED SANITARY M.H.
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING SAN. FORCEMAIN
- EXISTING WATER MAIN
- PROPOSED WATER MAIN
- EX./PROP. FIRE HYDRANT
- EX./PROP. GATE VALVE
- SOIL TYPE BOUNDARY LINE
- MONUMENT/PIPE FOUND
- MONUMENT TO BE SET
- PROPOSED LIGHT POLE
- PERMANENT EASEMENT
- PROPOSED CENTERLINE BIOSWALE
- EXISTING SEWER LATERAL AND CLEANOUT
- PROPOSED SEWER LATERAL AND CLEANOUT
- EXISTING SEWER LINE AND MANHOLE TO BE REMOVED
- EXISTING SEWER LATERAL TO BE REMOVED
- EXISTING WATER LATERAL AND METER
- EXISTING WATER LATERAL AND METER TO BE ABANDONED

- | ITEM # | DESCRIPTION |
|--------|---|
| (A) | PCC CURB (TYPE 1-6) - DELDOT STANDARD DETAIL C-1 |
| (B) | CURB RAMP |
| (C) | DETECTABLE WARNING SURFACE (TRUNCATED DOMES) |
| (D) | 6" CONCRETE CURB STOP |
| (E) | FIRE HYDRANT |
| (F) | 6" DIA. WATER MAIN |
| (G) | 6" DIA. FIRE SERVICE LINE |
| (H) | 2" DIA. WATER SERVICE |
| (I) | DUMPSTER ENCLOSURE AREA |
| (J) | 6" DIA. PVC SDR26 SANITARY SEWER LATERAL |
| (K) | 8" DIA. PVC SDR26 SANITARY SEWER MAIN |
| (L) | CONCRETE SIDEWALK (5' WIDE UNLESS OTHERWISE NOTED) |
| (M) | 3' HIGH POST AND RAIL FENCE |
| (N) | PAINTED STRIPING - 4" SOLID WHITE LINE |
| (O) | PAINTED ISLAND STRIPING - 4" SOLID WHITE LINE, 2.5' O.C. |
| (P) | PAINTED ISLAND STRIPING - 4" SOLID BLUE LINE, 2.5' O.C. |
| (Q) | PAINTED BLUE INTERNATIONAL SYMBOL OF ACCESSIBILITY |
| (R) | INSTALL R7-8 " RESERVED PARKING FOR PERSONS WITH DISABILITIES" SIGN (24"x18") OVER R7-8P "VAN ACCESSIBLE" PLAQUE (12"x6") |
| (S) | WATER METER |
| (T) | 8"x8"x6" TEE |
| (U) | 6"x6"x6" TEE |
| (V) | 6" WATER VALVE |
| (W) | SANITARY SEWER CLEANOUT |

MARSHALL STREET
(SR 225)
(VARIABLE WIDTH R.O.W.)
(PUBLIC)(DEDOT MAINTAINED)

50' R.O.W.

65' R.O.W.

25.0'

30.9'

PROPOSED DAYCARE
2 STORY DAYCARE
(9,950 S.F. FIRST FLOOR)
(4,831 S.F. SECOND FLOOR)

10' WIDE UTILITY EASEMENT

PROPOSED OUTDOOR PLAY AREA
5,296 SF

PREVIOUSLY APPROVED PAVILION
(3,000 S.F.)

PREVIOUSLY APPROVED CIVIC/RECREATION BUILDING
(4,970 S.F.)

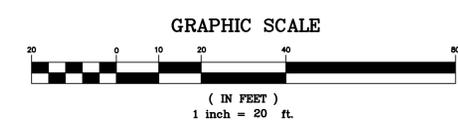
PREVIOUSLY APPROVED APARTMENT BUILDING 'D'
(60' X 120')
(12 UNITS)
(3 STORIES)

6" DIA. SANITARY SEWER LATERAL (TYP.)

10' WIDE UTILITY EASEMENT

WATERGATE BOULEVARD SOUTH
(60' WIDE R.O.W.)(PUBLIC)(CITY MAINTAINED)

RADIAN CIRCLE



PLAN NOTES

NO.	REVISION	DATE
1		

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PLAN NOTATION ONLY THOSE PLANS WHICH CONTAIN AN IMPRESSED SEAL OR A RED INK SEAL OF THE RESPONSIBLE PROFESSIONAL SHALL BE CONSIDERED VALID. THIS PLAN HAS BEEN SPECIFICALLY PREPARED FOR THE OWNER DESIGNATED HEREON. ANY MODIFICATION, REVISION, DUPLICATION OR USE WITHOUT THE WRITTEN CONSENT OF VAN CLEEF ENGINEERING ASSOCIATES IS PROHIBITED. RELIANCE ON THIS PLAN FOR ANY PURPOSE OTHER THAN THAT WHICH IS INTENDED SHALL BE AT THE SOLE DISCRETION AND LIABILITY OF THE APPLICABLE PARTY.

BY: **SCOTT E. LOBDELL** DATE: _____
DELAWARE PROFESSIONAL ENGINEER NO. 12260

Van Cleef ENGINEERING ASSOCIATES
Consulting Civil Engineering Environmental Engineering Municipal Engineering Land Surveying Professional Planning Landscape Architecture
530 CHURCHMAN ROAD, SUITE 105, NEWARK, DE 19702
EMAIL: NORTHERN@VCA.ORG WEB: WWW.VCA.ORG
PHONE (302) 368-3184 FAX (302) 368-7195

PROJECT: 1301MLD	DESIGNED BY: S.E.L.
DATE: 5/9/2019	DRAWN BY: E.P.C.
SCALE: 1"=20'	CHECKED BY: S.E.L.

WATERGATE AT MILFORD
FOR **LIBORIO WATERGATE, LLC**
TAX MAP 3-30-1109, PARCELS 29, 29.03, 30, 31, 32
SITUATED IN **CITY OF MILFORD**
KENT COUNTY, DELAWARE

TITLE: SITE PLAN	SHEET NUMBER: RP2
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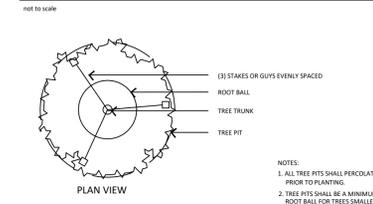
GENERAL PLANTING NOTES:

1. ALL NEW TREES SHALL BE GUARANTEED TO SURVIVE FOR ONE FULL YEAR AFTER INSTALLATION (FULL COST). ALL STAKES AND GUYS SHALL BE REMOVED FROM TREES AND SITE AT THE END OF THE GUARANTEE PERIOD.
2. THE APPLICANT IS EXPECTED TO MAINTAIN PLANTINGS INCLUDING WATERING ALL PLANTS ANYTIME FROM APRIL 1ST. TO DECEMBER 1ST., WHEN NATURAL RAINFALL IS LESS THAN 1" PER WEEK.
3. NO TREE SHALL BE PLANTED CLOSER THAN TEN FEET (10') FROM ANY FIRE HYDRANT.
4. ONLY TREES THAT REACH A HEIGHT AND SIZE AT MATURITY OF SMALL TO MEDIUM SHALL BE PLANTED UNDER POWER LINES. NO TREES SHALL BE PLANTED WITHIN TEN FEET (10') OF UNDERGROUND UTILITIES.
5. THE PURPOSE OF THIS PLAN IS TO MEET THE REQUIREMENTS OF TOWN OF MIDDLETOWN LANDSCAPE ORDINANCE. THE PLAN DOES NOT INCLUDE SPECIFICATIONS FOR DRAINAGE, SOIL PREPARATION AND PLANT QUALITY WHICH ARE NECESSARY TO ENSURE SUCCESSFUL INSTALLATION. WITHOUT THESE SPECIFICATIONS THE LANDSCAPE ARCHITECT SHALL NOT BE RESPONSIBLE FOR THE RESULT OF IMPLEMENTING THIS PLAN. THE DEVELOPER OR OWNER IS ADVISED TO CONTACT THE LANDSCAPE ARCHITECT CONCERNING THESE MATTERS.

NOTES:

1. ALL TREE FITS SHALL PERCOLATE. TEST EACH FIT PRIOR TO PLANTING.
2. TREE FITS SHALL BE A MINIMUM OF 2" WIDER THAN ROOT BALL FOR TREES SMALLER OR EQUAL TO 3" CAL. AND A MINIMUM OF 4" WIDER FOR TREES OVER 3" CAL.
3. DO NOT STAKE TREE OR WRAP TRUNK. MARK THE NORTH SIDE OF THE TREE IN THE NURSERY AND LOCATE TO THE NORTH IN THE FIELD.
4. DO NOT PRUNE TREE AT PLANTING EXCEPT TO PRUNE DAMAGED AND CRUELING BRANCHES. MAINTAINING NORMAL TREE SHAPE. NEVER CUT CENTRAL LEADER OR TRUNK.
5. SET ROOT BALL FLUSH TO GRADE. IN POORLY DRAINING SOILS, SET ROOT BALL SEVERAL INCHES HIGHER THAN GRADE. AFTER SETTLEMENT TREE SHALL BE FLUSH AND BEAR SAME RELATIONSHIP TO FINISH GRADE AS IT DID TO ITS NURSERY AND FIELD-GROWING GRADE. CAREFULLY CUT AND REMOVE BURLAP & TWINE FROM ROOT BALL AND/OR CAREFULLY CUT TOP BANDS OF WIRE BASKET FROM ROOT BALL.
6. 3" HIGH MOUNDED EARTH SAUCER.
7. FINISHED GRADE.
8. PLANTING PIT WITH SOIL MIX AS SPECIFIED. DIG A WIDE SHALLOW HOLE WITH FANDED SIDES. SCARIFY BOTTOM OF PLANTING PIT TO ENSURE POROSITY. (SEE NOTE ABOVE).
9. REMOVE WIRE BASKET BEFORE PLANTING, AS PER CITY OF TRENTON DRAINAGE MOUND OF UNDISTURBED SUBGRADE. MINIMUM COMPACTION 95%. TAMP SOIL SOLIDLY AROUND BASE OF ROOT BALL.
10. UNDISTURBED SUBGRADE.

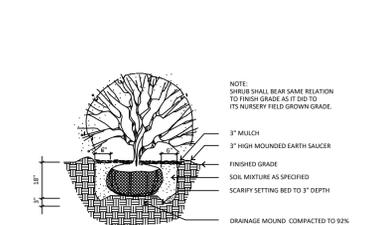
PLANTING DETAIL DECIDUOUS TREES < 4.0" CAL.



NOTES:

1. ALL TREE FITS SHALL PERCOLATE. TEST EACH FIT PRIOR TO PLANTING.
2. TREE FITS SHALL BE A MINIMUM OF 2" WIDER THAN ROOT BALL FOR TREES SMALLER OR EQUAL TO 3" CAL. AND A MINIMUM OF 4" WIDER FOR TREES OVER 3" CAL.
3. DO NOT STAKE TREE OR WRAP TRUNK. MARK THE NORTH SIDE OF THE TREE IN THE NURSERY AND LOCATE TO THE NORTH IN THE FIELD.
4. #12 GAUGE GALVANIZED GUY WIRE AS SPECIFIED. INSTALL THREE GUYS PER TREE. EQUALLY SPACED AROUND ROOT BALL AS SHOWN IN PLAN VIEW ABOVE. USE (2) ORIGINAL TREESTRACK (CCL, INC. 1215 863-9071) AROUND TREE TRUNK.
5. CLEAR STAKES - INSTALL MIN. 1" Ø INTO FIRM SUBGRADE. 3" HIGH TREE. STAKES SHALL BE WIND-RESISTANT. STAKES SHALL BE FLUSH AND BEAR SAME RELATIONSHIP TO FINISH GRADE AS IT DID TO ITS NURSERY AND FIELD-GROWING GRADE. CAREFULLY CUT AND REMOVE BURLAP & TWINE FROM ROOT BALL AND/OR CAREFULLY CUT TOP BANDS OF WIRE BASKET FROM ROOT BALL.
6. 3" MULCH MATERIAL.
7. 3" HIGH MOUNDED EARTH SAUCER.
8. SET ROOT BALL FLUSH TO GRADE. IN POORLY DRAINING SOILS, SET ROOT BALL SEVERAL INCHES HIGHER THAN GRADE. AFTER SETTLEMENT TREE SHALL BE FLUSH AND BEAR SAME RELATIONSHIP TO FINISH GRADE AS IT DID TO ITS NURSERY AND FIELD-GROWING GRADE. CAREFULLY CUT AND REMOVE BURLAP & TWINE FROM ROOT BALL AND/OR CAREFULLY CUT TOP BANDS OF WIRE BASKET FROM ROOT BALL.
9. SCARIFY BOTTOM OF PLANTING PIT AS SPECIFIED TO ENSURE POROSITY. (SEE NOTE ABOVE).
10. DRAINAGE MOUND OF UNDISTURBED SUBGRADE. MINIMUM COMPACTION 95%. TAMP SOIL SOLIDLY AROUND BASE OF ROOT BALL.
11. UNDISTURBED SUBGRADE.

EVERGREEN TREE PLANTING DETAIL



SHRUB PLANTING DETAIL



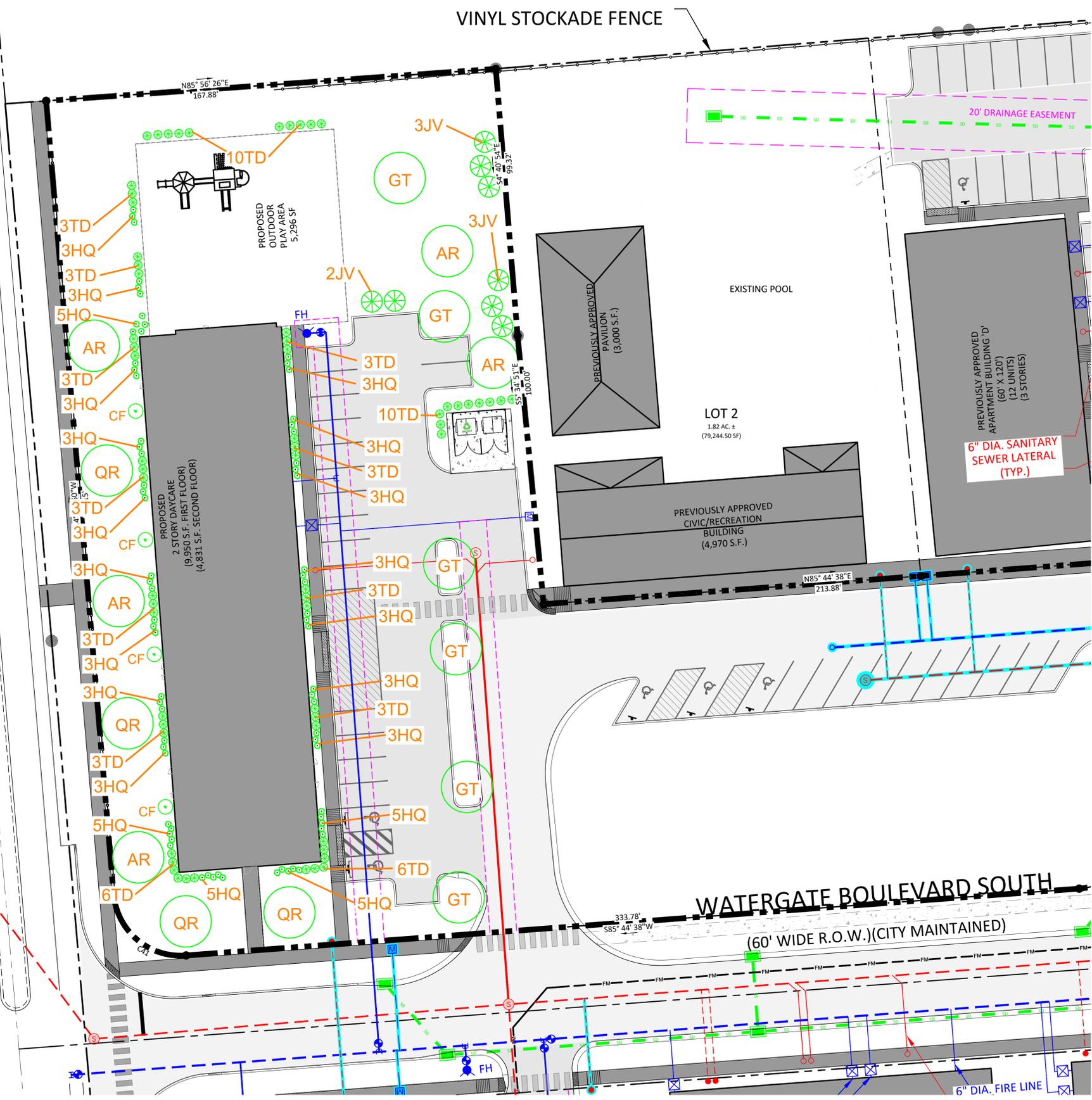
PLANTING SCHEDULE:

KEY	BIOLOGICAL NAME	COMMON NAME	SIZE AT TIME OF PLANTING	QUANTITY
AR	Acer rubrum 'Red Sunset'	Red Sunset Maple	2-2.5" Cal. B&B Heavy	5
GT	Gleditsia triacanthos 'Shademaster'	Shademaster Honeylocust	2-2.5" Cal. B&B Heavy	6
QR	Quercus rubra	Northern Red Oak	2-2.5" Cal. B&B Heavy	4
JV	Juniperus virginiana 'Sentinel'	Emerald Sentinel Juniper	5'-6" B&B Heavy	8
CF	Cornus Florida	Flowering Dogwood	1.5"-2" Cal. B&B Heavy	4
TD	Taxus x media 'Densiformis'	Dense Spreading Yew	18"-24" B&B Heavy	62
HQ	Hydrangea Quercifolia	Oakleaf Hydrangea	18"-24" 3 Gal. Cont. Heavy	73

MARSHALL STREET
(SR 225)
(VARIABLE WIDTH R.O.W.)
(PUBLIC)
(DEDOT MAINTAINED)

TELEPHONE BOX

VINYL STOCKADE FENCE



PLAN NOTES

NO.	REVISION	DATE
1	Per Planning Dep. rev. letter dated 6/13/16	6/2016
2	Per Planning Dep. rev. letter dated 9/27/16	10/2016
3	Per Planning Dep. rev. letter dated 9/7/16	10/2016



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PROTECT YOURSELF. GIVE TWO WORKING DAYS NOTICE.

PLAN NOTATION
ONLY THOSE PLANS WHICH CONTAIN AN IMPRESSED SEAL OR A RED INK SEAL OF THE RESPONSIBLE PROFESSIONAL SHALL BE CONSIDERED VALID. THIS PLAN HAS BEEN SPECIFICALLY PREPARED FOR THE OWNER DESIGNATED HEREON. ANY MODIFICATION, REVISION, DUPLICATION OR USE WITHOUT THE WRITTEN CONSENT OF VAN CLEEF ENGINEERING ASSOCIATES IS PROHIBITED. RELIANCE ON THIS PLAN FOR ANY PURPOSE OTHER THAN THAT WHICH IS INTENDED SHALL BE AT THE SOLE DISCRETION AND LIABILITY OF THE APPLICABLE PARTY.

BY: KEVIN A. KESTER, R.L.A. DATE: REGISTERED LANDSCAPE ARCHITECT NO. S1-0000400

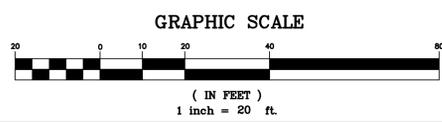
Van Cleef ENGINEERING ASSOCIATES
Consulting Civil Engineering, Environmental Engineering, Municipal Engineering, Land Surveying, Professional Planning, Landscape Architecture
6300 CHURCHMANS ROAD, SUITE 105, NEWARK, DE 19702
EMAIL: NORTHERNDE@VCA.ORG WEB: WWW.VCA.ORG
PHONE (302) 368-3184 FAX (302) 368-7195

PROJECT:	1301MLD	DESIGNED BY:	S.E.L.
DATE:	5/9/2019	DRAWN BY:	E.P.C.
SCALE:	1"=20'	CHECKED BY:	S.E.L.

WATERGATE AT MILFORD
FOR
LIBORIO WATERGATE, LLC
TAX MAP 3-30-1109, PARCELS 29, 29.03, 30, 31, 32
SITUATED IN
CITY OF MILFORD
KENT COUNTY, DELAWARE

TITLE: **LANDSCAPE PLAN**

SITE PLAN SHEET NUMBER: **LP1**





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Neil I. Van Cleef, P.E., L.S. & P.P.
Robert J. Clerico, P.E. & P.P.
Robert B. Heibell, P.E., L.S. & P.P.
Daniel A. Nagy, L.S. & P.P.
Samuel D. Costanzo, P.E. & P.P.

PROJECT SUMMARY

The applicant/owner, Liborio Watergate, LLC, is seeking a conditional use approval for a daycare on Lot 2 of the recently re-recorded Watergate Subdivision. The daycare building would replace two (2) apartment buildings that were originally proposed on this lot. The footprint of the daycare will be smaller than the original apartment buildings. A designated play area is will also be part of the plan. The parking areas that were approved as part of the Watergate Site Plans will be modified very slightly resulting in a small reduction of impervious areas.

BUSINESS SUMMARY

Beach Babies Milford will be a licensed child care facility providing care for children ages 6 weeks through 12 years of age.

Sept-June will primarily be an infant (6 weeks) through Pre-K operation with a Before and After School Program for children through ages 12.

July-Aug the School Age Program transforms into a Summer Camp Program for the same ages as our Before and After School.

The hours of operation will be Monday-Friday 6:30am - 6:00pm. There will be an estimated 30 Full Time Staff with approximately 10 Part Time Staff.

Please Reply To:

NORTHERN DE OFFICE • 630 Churchmans Road, Suite 105 • Newark, DE 19702 • 302.368.3184 • Fax: 302.368.7195

With Other Offices In:

Salisbury MD • Hamilton NJ • Hillsborough NJ • Lebanon NJ • Phillipsburg NJ • Whippany NJ • Thorofare NJ • Doylestown PA • Bethlehem PA • Wyomissing PA

City of Milford, Delaware
Development Advisory Committee

Comment Sheet



DATE OF REVIEW: June 6, 2019

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

INDIVIDUAL REVIEWERS: **Duane T. Fox, CFPS, CFPE, CFI, Asst. Chief Technical Services**
Dennett E. Pridgeon, CFPS, CFPE, CFI, Sr. Fire Protection Specialist
Jefferson L. Cerri, CFI, Sr. Fire Protection Specialist
Joseph Moran, CFI, Sr. Fire Protection Specialist
Desiree B. McCall, CFI, Sr. Fire Protection Specialist

AGENCY PHONE NUMBERS: **302-856-5298, Fax: 302-856-5800**

RE: **LIBORIO – WATERGATE AT MILFORD – BEACH BABIES (19-016)**

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. (Daycare)
- 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:**

- All structures over 10,000 sqft aggregate will require automatic sprinkler protection installed.
- Buildings greater than 10,000 sqft, 3-stories or more, over 35 feet, or classified as High Hazard, are required to meet fire lane marking requirements.
- Show Fire Department Connection location (Must be within 300 feet of fire hydrant), and detail as shown in the DSFPR.
- Show Fire Lanes and Sign Detail as shown in DSFPR

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 Marshall St and Watergate Blvd South 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
- Square footage of each structure (Total of all Floors)
- National Fire Protection Association (NFPA) Construction Type
- Maximum Height of Buildings (including number of stories)
- Note indicating if building is to be sprinklered
- Name of Water Provider
- Letter from Water Provider approving the system layout
- Provide Lock Box Note (as detailed in DSFPR) if Building is to be sprinklered
- 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

DWG/PG NO.	COMMENT NO.	PROJECT REVIEW COMMENTS	RESPONSE
General	1	The application is for a standalone Conditional Use and Preliminary Site Plan. The Watergate PUD needs to be amended to remove the location of the proposed Daycare facility from the plan and recalculate the use and area regulations. Per Chapter 230-48.1(F)(1)(b), child-care centers can be associated with a PUD if they have less than 24 children. I believe the proposed daycare will be much larger, therefore it cannot be considered part of the existing PUD. The PUD should be amended and the area used by the daycare should be labeled "Residual R-3 Lands." The major subdivision for Watergate will need to be re-recorded showing this modification. In addition, the Planning Commission and City Council will need to review the changes to the PUD. Staff recommends that this change to the Watergate PUD accompany the Preliminary Conditional Use Site Plan review of the daycare facility.	We have revised the Watergate PUD to reflect this pathway. These plans will be submitted for your review under separate cover.
	2	Due to the removal of the apartment buildings on current Lot 2 of the Watergate subdivision, the applicant may be able to eliminate the 38 parking spaces in the middle of Radian Circle and leave this area as open space. The number of parking spaces should be re-evaluated with the amended Watergate PUD.	These parking spaces were made part of Lot 16 within the Watergate PUD. This is part of the lot containing the pool and clubhouses.
	3	Typically, applicants submit for both the Preliminary Site Plan and Conditional Use approvals simultaneously to reduce the number of meetings required to obtain approvals. Please submit payment of \$700 for the Preliminary Site Plan review and application checklist if you wish to combine meetings, otherwise, you will be required to return to the Planning Commission if the Conditional Use is approved to receive Preliminary Site Plan approval.	The check and application checklist are part of this submittal.
	4	The Watergate subdivision should be revised to create a parcel for the daycare facility. Any parking or other amenities needed to serve the apartment buildings or recreation building should not be located on the parcel for the daycare facility. We recommend modifying the parcel for the daycare by carrying the easternmost property line straight down to Watergate Boulevard South, moving the other parking area into the open space parcel for the Watergate community building.	The lot has been modified as needed.
	5	The submission requires its own Landscaping Plan, which should take into consideration the previous plan notes along the northern property line shared with Milford Mini-Storage.	Landscape plan is included.
	6	Final site plan approval will require approvals or letters of no objection from DelDOT, SCD, SFMO and the City Engineer.	We will obtain these prior to final approval.
RP1	7	The Preliminary Site Plan and Conditional Use should be revised to reflect the updated parcel configuration and all data column items should be updated as well. A daycare is a conditional use subject to the use and area regulations found in the R-1 zoning category.	Information has been updated.
	8	Data Column: Remove reference to the Planned Unit Development throughout.	PUD reference has been removed
	9	Data Column: List the following required setbacks and show the setbacks on the site plan; front 25 feet, rear 25 feet, side 12 feet.	Setbacks have been noted.
	10	Data Column: List the maximum lot coverage of 30% and provide the actual lot coverage for the proposed use.	Lot coverage has been noted.
	11	Data Column: Based on the above parcel alignment recommendation, it appears that there are 41 parking spaces provided. Update the data column. Provide a label on the site plan for the number of parking spaces in each row associated with the daycare.	parking has been noted. Labels are noted on the second sheet.
	12	Data Column: Provide the maximum height allowed and actual height of the building. Label the building as proposed two-story.	Building height has been added.
	13	Incorporate the attached City approval statements.	Statements added to the cover sheet.
	14	Add the attached general site plan notes.	Notes updated on the cover sheet.
	15	Label Marshall Street as State Maintained. Label Radian Circle and Watergate Boulevard South as City Maintained.	Labels have been updated.
	16	Dimension the distance from the building and the property line along Marshall Street and Watergate Boulevard South.	Dimensions have been added.
	17	The trash enclosure on the proposed parcel should only be used by the daycare. A trash enclosure needs to be relocated and provided for the recreation center. In addition, the proposed trash enclosure location for the daycare facility needs to be relocated and cannot be on top of proposed utilities.	A separate trash enclosure has been added as requested. The original location has also been preserved for the recreation center as this appears to be the best location for accessibility. The utilities have been updated to eliminate the conflict.

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

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

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

- (1) Churches and other places of worship and cemeteries.
- (2) Public and private elementary, junior or senior high schools.
- (3) Day-care centers.
- (4) Conversion of a one-family dwelling into multiple dwelling units, if such dwelling is structurally sound but too large to be in demand for one-family use and if that conversion would not impair the character of the neighborhood, subject to conformance with the following requirements:
 - (a) There shall be a lot area of at least 2,000 square feet for each unit to be accommodated.
 - (b) There shall be a gross leasable floor area, computed as the sum of those areas enclosed by the outside faces of all exterior walls surrounding each story used for the residence, exclusive of any area for any accessory private garage, of at least 500 square feet per family to be accommodated.
 - (c) No dwelling shall be converted unless it complies with Chapter 145, Housing Standards, and Chapter 88, Building Construction, of this code.
 - (d) No addition shall extend within the front yard, side yards or rear yard required for the district within which it is located.
 - (e) Fire escapes and outside stairways leading to a second or higher story shall, where practicable, be located on the rear of the building and shall not be located on any building wall facing a street.
 - (f) Two off-street parking spaces shall be provided for each additional dwelling unit created.
- (5) Professional occupation restricted to the owner/occupant, subject to conformance with the following requirements:
 - (a) There shall be three off-street parking spaces in addition to those otherwise required.
 - (b) No more than two persons shall be employed by the practitioner of the professional occupation to provide secretarial, clerical, technical or similar assistance.
 - (c) No storage of materials or products outside the dwelling shall be permitted unless completely housed.
 - (d) The area used for the practice of a professional occupation shall occupy no more than 50% of the total floor area, including garages or other accessory buildings.
 - (e) The professional use shall be clearly incidental to the residential use of the dwelling and shall not change the essential residential character of the dwelling.
 - (f) No external alterations inconsistent with the primary residential use of the dwelling shall be allowed.
 - (g) No display of products shall be visible from outside the building.
 - (h) A maximum of one nonilluminated display sign affixed to the building not exceeding two square feet shall be permitted.
- (6) Customary home occupation or a studio for artists, designers, photographers, musicians, sculptors and other similar persons, subject to conformance with the following requirements:
 - (a) The area used for the practice of the home occupation or studio shall occupy no more than 50% of the total floor area of the dwelling unit in which it is located.
 - (b) No storage of materials or products outside the dwelling shall be permitted unless completely housed.
 - (c) The home occupation or studio shall be clearly incidental to the residential use of the dwelling and shall not change the essential residential character of the dwelling.

- (d) No external alterations inconsistent with the primary residential use of the dwelling shall be allowed.
 - (e) No display of products shall be visible from outside the building.
 - (f) A maximum of one nonilluminated display sign affixed to the building not exceeding two square feet shall be permitted.
 - (g) A maximum of two employees shall be permitted in the operation of the home occupation or studio.
- (7) Social club or fraternal, social service, union or civic organization.
 - (8) Cultural facilities, including a library, museum or art gallery.
 - (9) Country club, regulation golf course, including customary accessory uses, provided that all buildings have a minimum setback of 120 feet from all street and property lines.
 - (10) Planned unit residential development.
 - (11) Planned Residential Neighborhood Development.
 - (12) Bed-and-breakfast, subject to the following requirements:

D. Area regulations.

- (1) Minimum lot area shall be 10,000 square feet. Minimum interior lot shall be 10,000 square feet. Minimum corner lot shall be 13,000 square feet.
- (2) Maximum lot coverage shall be 30%, exclusive of accessory buildings.
- (3) Minimum lot width shall be 80 feet.
- (4) Height of buildings shall not exceed three stories or 35 feet. Accessory buildings shall not exceed 15 feet in height.
- (5) Minimum front building setback line shall be 25 feet.
- (6) Minimum rear yard shall be 25 feet. For corner lots the rear yard may be reduced 20% in depth to allow for skewing of a residential dwelling on the lot.
- (7) Side yards shall be provided as follows: each lot shall have two side yards with a minimum of 12 feet each.
- (8) Parking shall comply with the requirements provided in Article IV of this chapter.
- (9) Signs shall comply with the requirements provided in Article VI of this chapter.
- (10) Decks, subject to the following requirements:
 - (a) The deck cannot be located in the front yard.
 - (b) A minimum distance of 10 feet must be maintained from the deck to the rear property line.

§ 230-11. - R-3 Garden Apartment and Townhouse District.

In an R-3 District no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying with the requirements so indicated.

- A. Purpose. The purpose of the R-3 District is to provide for the orderly development of existing and proposed medium- to high-density residential areas where adequate public facilities exist. The district will permit development of garden-type apartments as well as townhouses that will yield high densities in selected areas, multifamily dwellings and a variety of housing types.
- B. Permitted uses. Permitted uses for the R-3 District shall be as follows:

- (1) All uses permitted in an R-2 District and subject to its area regulations, unless otherwise indicated in this section as provided below:
 - (a) Single-family and two-family dwellings shall be subject to the following area regulations:
 - [1] Minimum lot area shall be 7,500 square feet.
 - [2] Maximum building coverage shall be 45%.
 - [3] Minimum lot width shall be 60 feet.
 - [4] Height of buildings shall not exceed three stories or 35 feet.
 - [5] Minimum building setback line shall be 30 feet.
 - [6] 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.
 - [7] Minimum rear yard setback shall be 15 feet. For corner lots the rear yard setback may be reduced 20% in depth to allow for skewing of a residential dwelling on the lot.
 - [8] Decks, subject to the following requirements:
 - [a] The deck cannot be located in the front yard.
 - [b] A minimum distance of 10 feet must be maintained from the deck to the rear property line.
- (2) Garden or low-rise apartments, subject to site plan review and the following requirements:
 - (a) The number of dwelling units per acre shall not exceed 16.
 - (b) Building coverage shall be a maximum of 20% for any lot developed for garden apartments.
 - (c) The maximum number of dwelling units per building shall be 12.
 - (d) Distance between buildings or groups of buildings shall be as follows: each building or group of buildings shall be at least 25 feet from any other building or group of buildings.
 - (e) Minimum lot width on any public street shall be at least 50 feet.
 - (f) Minimum lot size shall be one acre for garden apartment properties or complexes, with a minimum of 2,500 square feet of lot area for each dwelling unit.
 - (g) A minimum of 400 square feet per unit shall be designated as open space subject to the following recreational use requirements in Subsection B(2)(h) herein.
 - (h) Recreational use requirement. 50% of the required open space shall be set aside for recreational uses. This requirement only applies to subdivisions or developments with 15 or more lots or units.
- (3) Townhouses or row dwellings, subject to site plan review and the following requirements:
 - (a) The number of dwelling units per group shall not exceed eight nor be fewer than three.
 - (b) The number of dwelling units per acre shall not exceed 12.
 - (c) Maximum building coverage shall be 60%.
 - (d) No group of townhouses shall be closer than 60 feet as to facing walls and 30 feet as to end walls from any other group of such dwellings nor closer than 60 feet from any boundary line of a designated townhouse area of which the group is a part.
 - (e) There shall be within any contiguous group of townhouses at least three different architectural plans having substantially different designs and building materials. In addition,

no more than three continuous townhouses shall have the same front setback, and the variations in front setback shall be at least four feet.

- (f) 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.
- (g) Height of buildings shall not exceed three stories or 35 feet.
- (h) Alleys in the rear of townhouse groups are required for access to units by owners and to facilitate City services, trash collection, meter reading and parking.
- (i) 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.
- (j) 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.
- (k) Recreational use requirement. 50% of the required open space shall be set aside for recreational uses. This requirement only applies to subdivisions or developments with 15 or more lots or units. ^[2]

C. Conditional uses subject to special regulations. The following uses may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with the provisions of Article IX of this chapter:

- (1) Rooming or boarding houses.
- (2) Business offices for administrative purposes only.
- (3) Professional offices (nonresident).
- (4) Medical clinics.
- (5) Sanatoriums or nursing homes.
- (6) Mobile home parks, subject to conformance with the following requirements and subject to site plan review:
 - (a) The total area to be developed as a mobile home park shall be at least 20 acres.
 - (b) The maximum density shall not exceed eight units per acre.
 - (c) Mobile home parks with more than 25 units shall provide at least 5,000 square feet or 400 square feet per lot of open space. At least 10% of the open space shall be developed as a recreational area.
 - (d) Landscape screening shall be required along all property lines. The screening shall be accomplished with an evergreen hedge, shrubs or trees. The screen shall be located not less than five feet from the property line.
 - (e) Common sidewalks four feet in width shall be required where pedestrian traffic is located. Individual sidewalks 2 1/2 feet wide shall connect each mobile home unit to the common walk.
 - (f) Off-street parking shall be provided on the basis of two spaces per lot. All parking areas shall be located not more than 400 feet from the mobile home unit. There shall be no on-street parking.
 - (g) Signs.
 - [1] An identification sign may be set up at the park entrance. This sign may be illuminated and shall have a street setback of 15 feet. It may have a maximum height of 20 feet and may not exceed 20 square feet of area on either side.

- [2] Unilluminated traffic direction signs may also be erected. These signs shall have a street and property setback of 15 feet. They shall be no more than four square feet in area or two feet in height.
- (h) Streets shall be required from abutting public streets to individual lots. The streets shall be designed to minimize congestion and traffic hazards and must be built to the street and storm drainage specifications of Chapter 200, Subdivision of Land, of this Code. No more than two streets shall intersect at one point.
- (i) Minimum requirements for mobile home lots.
 - [1] Lot area shall be 5,000 square feet per mobile home.
 - [2] Width shall be 40 feet.
 - [3] Public street setback shall be 50 feet.
 - [4] Mobile home park setback shall be 35 feet.
 - [5] Mobile home street or parking area setback shall be 30 feet.
 - [6] Distance from other mobile homes and buildings shall be 25 feet.
 - [7] One patio shall be required per unit, 10 feet by 40 feet paved.
 - [8] Landscaping shall be one tree per lot.
 - [9] Mobile homes must meet the requirements of the Federal Manufacturer Housing Construction and Safety Standard Act of 1974.
 - [10] The entire lot occupied by a mobile home park shall be maintained in single ownership throughout the entire life of the mobile home park.
- (7) Art or specialty shops/galleries. The following items shall be reviewed for conformance during the site plan review hearing by the Planning Commission:
 - (a) The residence shall remain as the predominant feature of the site.
 - (b) The shop or gallery shall occupy only 40% of the residence.
 - (c) Public parking shall be available, with the determination of said parking requirements being made by the Planning Commission during the site plan review hearing. These determinations and recommendations must be done in conjunction with any state regulations concerning traffic control within the given site area.
 - (d) The Fire Marshal review must be applied for and recommendations made by the agency must be presented two weeks prior to the hearing date. All requests or recommendations shall be adhered to.
- (8) Planned unit residential development.

§ 230-21. - Parking and loading standards.

B. Use standards. All uses permitted in this chapter shall be subject to the following minimum off-street parking requirements in addition to any special requirements as indicated in each zoning district.

Types and Uses	Required Off-Street Parking Spaces
Retail stores and shops, all types, supermarkets, retail food stores and undertakers	1 per 200 square feet of floor area used or designed for sales on the ground floor, plus 1 per 300 square feet of floor area used or designed for sales on all other floors, plus 1 for each

	2 employees
New and used car and boat sales, mobile dwelling unit sales, truck and trailer sales, outdoor equipment and machinery sales, commercial nurseries and auctions	4 per salesperson, plus 1 per per 2 employees during the period of greatest employment
Personal service establishments, laundromats and dry cleaning	1 per 200 square feet of gross floor area
Banks and other financial institutions	1 per 200 square feet of gross floor area, plus 1 for each employee
Business, governmental and professional offices	1 per 100 square feet of gross floor area
Medical and dental offices or clinics [Amended 7-14-1997]	From 1 per 100 square feet gross floor space for medical and dental offices or clinics to 1 per 150 square feet of gross floor area for medical and dental offices or clinics
Hospitals	1 for each bed of planned patient capacity, plus 1 per 3 employees or the shift of greatest employment
Sanatorium or nursing home	1 for every 4 beds
Churches and other places of worship	1 per 5 seats
Indoor and commercial outdoor recreation	1 for each 150 square feet of gross floor, building or ground area devoted to such use or 1 per 4 seats of facilities available for patron use, whichever is applicable to the facility
Restaurants, taverns and similar uses	1 per 3 seating accommodations, plus 1 per 2 employees on the shift of greatest employment
Dwelling, one-family detached, semidetached or mobile home	2 1/2 per dwelling unit
Dwelling, townhouse, garden apartment or multifamily dwelling	2 1/2 per dwelling unit

Rooming and boarding house or converted unit	1 per rented unit
Museum, art gallery and similar use	1 per 4 seats in rooms for public assembly or for each 150 square feet of gross floor area for use by the public, whichever is greater, plus 1 for each 2 employees on the shift of greatest employment
Public library	1 per 400 square feet of gross floor area for public use, plus 1 per 2 employees on the shift of greatest employment
Fire station	25
Auditorium, stadium, assembly hall, gymnasium, theater (excluding drive-in) and community or recreation center	1 per 4 fixed seats in the largest assembly room area or for each 40 square feet of floor area available for the accommodation of movable seats in the largest assembly room, or 1 per 150 square feet of gross floor area, whichever is applicable to the facility
Social club and fraternal, social service, union and civic organization building	1 per adult attendant, plus 1 per 100 square feet gross floor area devoted to such uses
Public or private school	3 per room used for administrative offices, plus 1 per room used for class instruction, plus 1 for each 5 seats in the auditorium and other places of assembly or facility available to the public
Industrial, manufacturing or wholesaling establishment	1 per 2 employees on the shift of the greatest employment, plus 1 per 200 square feet of floor area devoted to sales
Hotel and motel	1 for each guest room plus 1 for each 3 employees

§ 230-46. - Purpose.

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

is in accordance with the provisions of this chapter after duly advertised hearings held in accordance with the provisions of Article XII.

§ 230-47. - Application and approval procedures.

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

§ 230-48. - Criteria for evaluation.

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

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

From: Chad Carter <chad.d.carter@gmail.com>

Sent: Wednesday, May 29, 2019 3:50 PM

To: Pierce, Rob <rpierce@milford-de.gov>; Crouch, Christine <CCrouch@milford-de.gov>

Subject: BOA Resignation - Chad Carter

Rob / Christine,

Our house is finally under contract, so I must resign effective June 30, 2019.

It has been a privilege to serve on the Board of Adjustment, and I wish you well finding a suitable replacement!

--

Regards,

Chad D. Carter

City of Milford CHAPTER 230 - Zoning

- **ARTICLE VII - Board of Adjustment**
- **§ 230-35. - Composition and terms of office.**

The Board of Adjustment shall be established as provided in 22 Del. C. § 322(d).

[Ord. No. 2009-13, §§ 1, 2, 7-27-2009]

DELAWARE TITLE 22

Municipalities

CHAPTER 3. MUNICIPAL ZONING REGULATIONS

Subchapter II. Boards of Adjustment

§ 322 Composition; terms of office.

(b) In cities or incorporated towns having heretofore or hereafter adopted a home rule charter pursuant to Chapter 8 of this title, the legislative body thereof may establish a board of adjustment consisting of 5 members who shall be residents of the city or incorporated town and who shall have knowledge of and experience in the problems of urban or suburban or rural development, and who, at the time of appointment, shall not be candidates-elect for or incumbents of an elective public office. The mayor or chief executive officer of such city or incorporated town, with consent of the legislative body thereof, shall appoint 4 members for terms of 4 years, provided that the terms of the original members shall be established in a manner that 1 shall expire each year. The mayor or chief executive officer of such city or incorporated town, with the consent of the legislative body thereof, shall appoint 1 member who shall be chairperson and who shall serve at the pleasure of that appointing official. The members shall be entitled to compensation as determined by the city or incorporated town.

(d) (1) Anything heretofore in this section to the contrary notwithstanding, any city or town, by its legislative body, may establish a board of adjustment consisting of not less than 3 nor more than 5 members who shall be residents of the city or town and who shall have knowledge of the problems of urban or suburban or rural development and who, at the time of appointment and throughout the term of office, shall not be candidates nor members of the legislative body nor employees of the city or town. The mayor or chief executive officer of such city or town shall appoint such members of the board of adjustment, and all such appointments shall be confirmed by a majority vote of the elected members of the legislative body.

(2) All appointments shall be for a period of 3 years, provided that the terms of the original members shall be established in such a manner that the term of at least 1 member shall expire each year and the successor shall be appointed for a term of 3 years. The board of adjustment so selected shall elect from among their own number a chairperson and a secretary.

(3) Any member of the board of adjustment may be removed from office by the legislative body for cause after a hearing by a majority vote of all the elected members of the legislative body of such city or town. A vacancy occurring otherwise than by the expiration of term shall be filled for the remainder of the unexpired term in the same manner as an original appointment.

From: noreply@civicplus.com <noreply@civicplus.com>

Sent: Monday, June 24, 2019 9:47 PM

To: Hudson, Terri <thudson@milford-de.gov>; Crouch, Christine <CCrouch@milford-de.gov>

Subject: Online Form Submittal: Application for Boards and Commissions

Application for Boards and Commissions

Applications for Boards and Commissions are always accepted. Should a vacancy occur, the City will review all applications on file.

Which Board or Commission are you applying for? Board of Adjustment

Applicant Name: Nadia Zychal

Street Address: 303 South Walnut Street

City, State, Zip:
Milford, DE 19963

How long have you been a resident of Milford? 5 1/2 years

Are you registered to vote in the City of Milford? Yes

Are you a plot owner in the Milford Community Cemetery? No

Occupation and Employer: Artist. Self employed

Describe any special knowledge, education, experience, qualities or talents you have that are relevant to the Board or Commission on which you are interested in serving: I've worked with architects and interior designers in the design field for 30 years, and continue to serve the design community with artistic services such as murals, painted finishes, and illustration.

Community and/or civic groups of which you are a member: Board member of the Milford Museum, and volunteer for DMI serving as a committee member of the design board.

Please describe why you wish to serve on this Board or Commission:

I feel it's important to serve my community in any capacity I can. This town is on the cusp of rapid growth, and quality of life can be greatly increased or diminished depending on how that growth is managed. I feel my experience in design can help advise the city with aesthetic considerations in zoning and design decisions.

Do you, your spouse or any immediate family members have any potential conflicts of interest (personal or financial) that could require you to recuse yourself from votes of the board/commission for which you are applying?

No

If yes, please describe:

Field not completed.

Thank you for your willingness to serve the City of Milford! Please be aware of the time commitment for the Board or Commission you are interested in serving on by reviewing the below information.

Board of Adjustment

[Additional Information](#)

Board of Appeals

[Additional Information](#)

Parks and Recreation
Advisory Board

[Additional Information](#)

Planning Commission

[Additional Information](#)

By submitting this form, you certify the information contained is true and correct.

Email not displaying correctly? [View it in your browser.](#)



July 11, 2019

TO: Mayor and City Council
FROM: Eric Norenberg
Suzannah Frederick
SUBJECT: Budget Correction

Background

Last week, as data for the new fiscal year’s budget was being entered into the system, a discrepancy was discovered in two lines in the transfers for the Water and Sewer Divisions. The bottom line of the budget was not affected, but approval of a corrected Resolution will be necessary.

Due to the errors identified and described below, the changes result in the following corrections in the Resolution:

Operations and Maintenance -	\$41,544,072	\$41,742,787
Debt Service -		\$1,109,160
Capital Program -	\$2,621,744	\$2,423,029
Total Expenditures -		\$45,274,976

Discussion

As City Council will recall, Public Works recommended the creation of a new division called Technical Services during the Budget Review workshop meetings. The two discrepancies in the approved budget were the result of two formula errors in the original budget spreadsheet that failed to include the Transfer to Tech Services to the Water and Sewer Divisions. Following are explanations of the changes to the budget due to formula errors:

Water Division Changes

The Transfer to Tech Services line of \$181,306 was not included in the formula to calculate the total Water Division O&M on page 17 of the approved FY 2020 Budget. To correct this error and maintain a balanced fund, Capital Outlay – Transfer to Reserves line (page 17) of \$582,815 was decreased by \$181,306 to \$401,509. (See exhibit B.)

On the Budget Page 1 summary, these changes are seen in the Water Operations & Maintenance column increase from \$1,636,680 by \$181,306 to \$1,817,986; and in the Capital on Summary page 1 of \$838,815 decreased by \$181,306 to total \$657,509. The net change in the Water Fund was \$0.00. (See Exhibit A)

Sewer Division Changes:

Transfer to Tech Services line of \$181,306 was not included in the formula to calculate the total Sewer Division O&M on page 19 of the approved budget. To correct this error and maintain a balanced fund, Capital Outlay – Transfer to Reserves line (page 19) was decreased by \$17,409 to \$0.00 and Water Treatment I&I expense of \$1,000,000 decreased by \$163,897 to \$836,103 (See Exhibit C &D)

On the Budget Page 1 summary, these changes are seen in the Sewer Operations & Maintenance column increase from \$4,133,051 by \$17,409 to \$4,150,460; and in the Capital on Summary page 1 of \$107,409 decreased by \$17,409 to total \$90,000. The net change in the Sewer Fund was \$0.00 (See Exhibit A)

Conclusion and Recommendation

We regret the error and apologize. It is respectfully requested that the amended resolution be adopted.

Exhibit A:

Original Summary page 1:

TOTAL GENERAL FUND	\$10,133,030	\$0	\$637,480	\$10,770,510
WATER	\$1,636,680	\$384,005	\$838,815	\$2,859,500
SEWER	\$4,133,051	\$404,540	\$107,409	\$4,645,000
SANITATION	\$1,184,965	\$0	\$0	\$1,184,965
ELECTRIC	\$24,456,345	\$320,615	\$1,038,040	\$25,815,000
TOTAL BUDGET	\$41,544,072	\$1,109,160	\$2,621,744	\$45,274,976

Corrected Summary page 1:

TOTAL GENERAL FUND	\$10,133,030	\$0	\$637,480	\$10,770,510
WATER	\$1,817,986	\$384,005	\$657,509	\$2,859,500
SEWER	\$4,150,460	\$404,540	\$90,000	\$4,645,000
SANITATION	\$1,184,965	\$0	\$0	\$1,184,965
ELECTRIC	\$24,456,345	\$320,615	\$1,038,040	\$25,815,000
TOTAL BUDGET	\$41,742,787	\$1,109,160	\$2,423,029	\$45,274,976

CITY OF MILFORD
BUDGET FISCAL YEAR 2019 - 2020
EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
202-2020	WATER DIVISION							
	EMPLOYEE BENEFITS							
432-20-10	MEDICAL	57,020	49,274	44,799	41,892	47,530	32,351	38,102
432-20-20	SOCIAL SECURITY	15,795	15,548	15,173	15,105	13,713	13,695	16,964
432-20-30	RETIREMENT	22,090	20,318	21,328	20,914	19,304	18,920	23,547
432-20-50	UNEMPLOYMENT COMPENSATION	1,405	1,222	1,354	1,034	839	1,229	994
432-20-60	WORKMENS COMPENSATION	10,210	9,596	9,851	9,730	8,806	8,995	8,598
432-20-70	GROUP LIFE INSURANCE	2,070	1,179	1,355	1,198	1,047	1,558	1,523
432-20-75	VISION	0	216	0	197	185	192	219
	TOTAL EMPLOYEE BENEFITS	108,590	97,353	93,860	90,070	91,424	76,940	89,947
432-90-30	INTERDEPARTMENTAL TRANSFERS	170,000	170,000	175,100	175,100	185,355	185,355	190,916
432-90-70	TRANSFER TO TECH SERVICES	0	0	0	0	0	0	181,306
432-90-80	TRANSFER TO PUBLIC WORKS	67,070	61,180	109,315	108,953	138,845	121,688	180,437
432-90-82	TRANSFER TO BILLING	113,665	111,954	116,410	113,098	123,821	126,425	160,416
	TOTAL WATER DIVISION - O&M	1,426,025	1,256,482	1,476,921	1,286,379	1,489,516	1,379,779	1,817,986
	DEBT SERVICE							
432-80-10	G O BONDS 2011(196)-PRINCIPAL	50,245	271,528	0	0	0	0	0
432-80-11	G O BONDS 2011(96)-INTEREST	7,395	5,714	0	0	0	0	0
432-80-13	1992 CAB BONDS-PRINCIPAL	395,000	395,000	395,000	390,000	0	0	0
432-80-15	G O BONDS 2011(92)-PRINCIPAL	104,035	562,229	0	0	0	0	0
432-80-16	G O BONDS 2011(92)-INTEREST	15,310	134,140	0	0	0	0	0
432-80-23	2012 USDA LOAN - PRINCIPAL	90,752	90,753	0	91,585	93,550	93,550	95,300
432-80-24	2012 USDA LOAN - INTEREST	95,248	95,248	0	94,416	92,455	92,455	90,700
432-80-02	2012 WASHINGTON ST. LOAN - PRINCIPAL	125,334	0	107,948	0	116,790	119,760	155,520
432-80-03	2012 WASHINGTON ST. LOAN - INTEREST	18,426	18,426	35,812	35,812	26,970	26,970	23,755
432-80-29	TOTAL WATER DIVISION DEBT	901,745	1,573,038	724,765	611,813	329,765	332,735	384,005
	WATER CAPITAL							
432-70-40	CAPITAL OUTLAY-EQUIPMENT	10,000	0	0	30,000	20,000	19,020	0
432-70-42	CAPITAL OUTLAY-VEHICLE	25,000	24,420	0	0	244,000	211,265	206,000
432-70-44	CAPITAL OUTLAY-INFRASTRUCTURE	50,000	0	45,000	172,739	0	0	50,000
432-90-10	CAPITAL OUTLAY-TRANSFER TO RESERVE	317,730	317,730	487,814	763,873	774,819	936,400	401,509
	TOTAL WATER DIVISION	2,730,500	3,171,670	2,734,500	2,864,804	2,858,100	2,878,199	2,859,500

Exhibit B:

CITY OF MILFORD
BUDGET FISCAL YEAR 2019 - 2020
EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
SEWER DIVISION								
203-3030	SALARIES & WAGES	175,590	160,375	166,111	163,016	145,663	163,233	189,627
432-10-10	SALARIES & WAGES-VACATION SELLBACK	495	493	700	714	1,200	528	549
432-10-11	SALARIES WAGES-TEMP WAGES	0	0	0	1,185	0	0	10,000
432-10-20	SALARIES & WAGES-OVERTIME	15,875	15,792	15,875	13,873	15,875	4,535	15,875
432-10-30	SALARIES & WAGES-SICK & VACATION PAY	0	3,403	0	-3,999	0	-372	0
432-10-40	SALARIES & WAGES-ON CALL	13,800	16,956	13,800	12,697	13,800	9,500	12,500
432-10-50	CONTRACT SERVICES	25,000	27,722	30,000	24,199	30,000	22,914	28,000
432-30-10	SURFACE RESTORATION	0	0	0	0	15,000	4,490	15,000
432-30-15	LEGAL EXPENSE	2,000	520	2,000	0	2,000	0	2,000
432-30-20	AUDITING	8,000	8,000	8,000	8,000	8,000	8,000	9,000
432-30-30	ENGINEERING EXPENSE	25,000	2,804	25,000	2,570	10,000	3,050	10,000
432-40-12	MAINS	20,000	8,491	20,000	3,262	15,000	10,890	11,000
432-40-13	CHEMICALS	33,000	16,219	33,000	14,797	20,000	5,305	17,500
432-40-14	SERVICE CONNECTIONS	4,000	488	4,000	455	4,000	445	2,000
432-40-15	PUMPING - POWER PURCHASED	25,000	24,434	25,000	26,923	25,000	25,335	28,000
432-40-17	LIFT STATIONS	85,000	46,576	85,000	30,559	70,000	70,000	70,000
432-40-18	FACILITIES	5,000	1,614	5,000	555	5,000	4,290	5,000
432-40-19	WASTEWATER TREATMENT	1,850,000	1,795,303	1,850,000	1,863,759	1,850,000	1,730,915	2,035,000
432-40-20	WASTEWATER TREATMENT-I & I	500,000	402,664	475,000	498,169	475,000	954,140	836,103
432-40-29	MAINT. & REPAIRS-VEHICLES LABOR	8,000	5,828	8,000	11,078	12,000	10,000	15,000
432-40-30	MAINT. & REPAIRS-VEHICLES	5,500	2,010	5,500	4,015	5,500	5,500	5,500
432-40-32	MAINT. & REPAIRS-EQUIPMENT	5,000	2,876	5,000	2,988	6,000	1,500	6,000
432-50-19	MAINT. & REPAIRS-SCADA	20,000	2,876	20,000	12,149	20,000	9,000	6,000
432-50-20	INSURANCE	5,420	5,739	5,700	4,641	5,000	5,090	5,345
432-50-30	TELEPHONE	400	1,157	300	256	300	530	600
432-50-40	ADVERTISING & PRINTING	1,000	22	1,000	258	1,000	0	1,000
432-50-60	SOFTWARE MAINTENANCE	0	0	0	1,781	3,275	2,075	1,000
432-50-90	TRAINING	1,500	424	1,500	1,072	1,500	190	1,500
432-60-10	MATERIALS & SUPPLIES	3,000	2,433	3,000	1,951	8,000	3,000	5,000
432-60-11	GENERAL EXPENSES	1,500	181	1,500	22	1,500	2,500	1,500
432-60-17	GASOLINE & OIL	8,000	7,272	8,000	7,911	8,000	6,000	8,000
432-60-18	UNIFORMS	1,500	1,350	2,500	2,508	3,500	2,310	4,000
432-60-19	RADIO	0	0	1,200	0	1,200	0	0
432-69-30	BOND DEBT SERVICE EXPENSE	1,400	1,577	1,400	1,016	1,400	0	1,400
432-60-75	SIDEWALKS	0	0	0	0	0	0	1,000
TOTAL SEWER GENERAL EXPENSE		2,849,980	2,565,599	2,823,086	2,712,381	2,783,713	3,065,468	3,352,999

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
203-3030	SEWER DIVISION EMPLOYEE BENEFITS							
432-20-10	MEDICAL	57,020	49,274	44,799	41,892	47,530	34,950	38,102
432-20-20	SOCIAL SECURITY	15,795	15,547	15,173	15,104	13,529	13,695	16,964
432-20-30	RETIREMENT	22,090	20,316	21,328	20,913	19,304	18,920	23,547
432-20-50	UNEMPLOYMENT COMPENSATION	1,405	1,222	1,354	1,033	839	1,125	994
432-20-60	WORKMEN'S COMPENSATION	10,210	9,595	9,851	9,729	8,687	9,825	8,598
432-20-70	GROUP LIFE INSURANCE	2,070	1,178	1,355	1,197	1,047	1,556	1,523
432-20-75	VISION	0	215	0	196	185	190	219
	TOTAL EMPLOYEE BENEFITS	108,590	97,347	93,860	90,064	91,121	80,261	89,947
432-90-40	INTERDEPARTMENTAL TRANSFERS	170,000	170,000	175,100	175,100	185,355	185,355	185,355
432-90-70	TRANSFER TO TECH SERVICES	0	0	0	0	0	0	181,306
432-90-80	TRANSFER TO PUBLIC WORKS	67,070	61,180	109,315	108,953	138,845	138,786	180,437
432-90-82	TRANSFER TO BILLING DEPT.	113,665	119,544	116,410	113,096	123,821	124,721	160,416
	TOTAL SEWER DIVISION - 0&M:	3,309,305	3,013,670	3,317,771	3,199,596	3,322,854	3,594,591	4,150,460
	DEBT SERVICE							
432-80-10	G O BONDS 2011(1996)-PRINCIPAL	66,365	358,649	0	0	0	0	0
432-80-11	G O BONDS 2011(1996)-INTEREST	9,765	13,353	0	0	0	0	0
432-80-12	2000 STATE REV. FUND LOAN-PRINCIPAL	95,785	95,785	362,000	313,750	0	0	0
432-80-28	2000 STATE REV. FUND LOAN-INTEREST	17,885	17,884	8,590	0	0	0	0
432-80-04	2011 BOND ISSUE-PRINCIPAL	140,000	140,000	75,000	75,000	185,000	185,000	185,000
432-80-05	2011 BOND ISSUE-INTEREST	105,565	103,097	60,980	60,938	58,340	58,340	54,640
432-80-06	2012 STATE REV. FUND LOAN-PRINCIPAL	49,975	49,975	50,980	50,980	52,005	52,005	53,050
432-80-07	2012 STATE REV. FUND LOAN-INTEREST	15,730	15,728	14,725	14,724	13,700	13,700	12,655
432-80-08	2012 KENT COUNTY BYPASS-PRINCIPAL	23,690	23,690	24,230	24,230	24,780	24,777	25,340
432-80-09	2012 KENT COUNTY BYPASS-INTEREST	27,255	27,252	26,715	26,714	26,165	26,164	25,605
432-80-25	2015 USDA LOAN-PRINCIPAL	0	0	0	0	0	0	0
432-80-26	2015 USDA LOAN-INTEREST	60,455	60,455	35,500	35,500	35,500	35,500	48,250
	TOTAL SEWER DEBT	612,470	905,868	658,720	601,836	395,490	395,486	404,540
	CAPITAL							
432-70-40	CAPITAL OUTLAY-EQUIPMENT	0	0	0	0	20,000	19,020	15,000
432-70-42	CAPITAL OUTLAY-VEHICLE	130,000	379,388	60,000	59,427	405,000	362,475	75,000
432-70-44	CAPITAL OUTLAY-INFRASTRUCTURE	15,000	15,000	65,000	62,265	0	0	0
432-90-10	CAPITAL OUTLAY-TRANSFER TO RESERVE	289,725	289,725	254,634	254,634	313,156	289,720	0
	TOTAL SEWER DIVISION	4,356,500	4,603,662	4,356,125	4,177,758	4,456,500	4,661,292	4,645,000

Exhibit D:

**CITY OF MILFORD
BUDGET FISCAL YEAR 2019 - 2020
BUDGET SUMMARY ANALYSIS**

DEPARTMENT	OPERATIONS & MAINTENANCE	DEBT SERVICE	CAPITAL	TOTAL EXPENDITURES
GENERAL FUND				
ADMINISTRATION	\$819,920	\$0	\$0	\$819,920
PLANNING & ZONING	\$214,407	\$0	\$0	\$214,407
CODE ENFORCEMENT & INSPECTION	\$371,687	\$0	\$32,000	\$403,687
FINANCE	\$526,588	\$0	\$0	\$526,588
INFORMATION TECHNOLOGY	\$346,080	\$0	\$48,500	\$394,580
POLICE	\$5,591,133	\$0	\$106,185	\$5,697,318
STREETS	\$779,745	\$0	\$200,000	\$979,745
PARKS & RECREATION	\$955,810	\$0	\$192,000	\$1,147,810
COUNCIL	\$527,660	\$0	\$58,795	\$586,455
TOTAL GENERAL FUND	\$10,133,030	\$0	\$637,480	\$10,770,510
WATER	\$1,817,986	\$384,005	\$657,509	\$2,859,500
SEWER	\$4,150,460	\$404,540	\$90,000	\$4,645,000
SANITATION	\$1,184,965	\$0	\$0	\$1,184,965
ELECTRIC	\$24,456,345	\$320,615	\$1,038,040	\$25,815,000
TOTAL BUDGET	\$41,742,787	\$1,109,160	\$2,423,029	\$45,274,976

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 REVENUE

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-0000	GENERAL FUND REVENUE							
390-10-10	GENERAL FUND CAPITAL RESERVES	316,000	270,023	585,000	237,590	500,500	715,455	623,775
390-10-17	GENERAL FUND CAPITAL RESERVES 5 Officers	0	-	0	-	0	255,000	425,000
390-10-20	GF RESERVES-ECONOMIC DEV. FUNDS	201,255	177,846	95,000	41,713	125,000	75,845	166,360
	REAL ESTATE TAX							
311-10-10	PROPERTY TAXES: CURRENT LEVY	3,732,970	3,817,126	3,820,560	3,817,511	3,902,716	3,946,924	4,120,385
311-10-30	PROPERTY TAXES: PENALTIES	30,000	23,275	30,000	130,031	25,000	27,646	28,000
319-20-15	REAL ESTATE TRANSFER FEE-POLICE	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>723,000</u>
	TOTAL REAL ESTATE TAXES	4,262,970	4,340,402	4,350,560	4,447,542	4,427,716	4,474,570	4,871,385
	LICENSES & PERMITS							
321-10-10	CONTRACTORS LICENSE	43,750	42,775	45,000	50,725	50,000	46,525	50,000
321-10-15	BUSINESS LICENSE	62,500	0	0	0	0	0	0
321-10-20	RENTAL LICENSE	85,000	95,500	80,000	107,725	85,000	91,725	95,000
322-10-00	BUILDING PERMIT FEES	75,000	119,661	80,000	181,275	160,000	208,219	200,000
322-15-00	PLANNING & ZONING FEES	15,000	24,800	15,000	36,930	15,000	34,830	35,000
328-10-30	GRASSCUTTING REVENUE	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
	TOTAL LICENSES & PERMITS	297,250	298,736	236,000	392,655	326,000	397,299	396,000
	POLICE DEPARTMENT							
342-10-10	FINES	135,000	103,572	110,000	105,313	110,000	83,497	100,000
342-10-60	MISCELLANEOUS REVENUE	5,000	5,380	5,000	7,534	5,000	5,380	15,800
342-10-90	ACCIDENT COPIES	10,000	14,206	14,000	14,160	14,000	11,090	14,000
342-10-70	STATE POLICE PENSION	130,000	138,964	130,000	150,947	135,000	153,845	162,950
342-10-92	SALE OF VEHICLES & EQUIPMENT	5,000	656	5,000	161	5,000	3,076	5,000
342-10-98	SPECIAL DUTY OVERHEAD	5,000	12,618	5,000	5,608	5,000	3,930	5,000
342-10-99	SRO OFFICERS SCHOOL FUNDED	<u>150,000</u>	<u>150,000</u>	<u>177,750</u>	<u>177,750</u>	<u>188,485</u>	<u>188,485</u>	<u>200,000</u>
	TOTAL POLICE DEPARTMENT	440,000	425,396	446,750	461,474	462,485	449,303	502,750

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 REVENUE

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-0000	GENERAL FUND REVENUE							
	MISCELLANEOUS REVENUE							
359-10-20	SPRINT TOWER RENTAL	17,300	17,307	17,300	17,307	17,300	12,980	17,300
359-10-25	VERIZON TOWER RENTAL	22,845	22,543	25,590	25,590	25,590	21,325	25,590
359-10-30	AT&T TOWER RENTAL	16,800	16,800	16,800	15,400	16,800	14,000	16,800
359-10-35	VERIZON SE TOWER RENTAL	0	0	0	22,000	24,000	20,540	24,000
359-10-38	VERIZON 10th ST TOWER RENTAL	0	0	0	0	24,000	0	24,000
359-10-39	NEW CINGULAR TOWER RENTAL	0	0	0	0	0	0	25,836
359-10-40	CHESAPEAKE GAS	36,000	35,858	36,000	34,716	35,000	43,042	43,000
359-10-50	CATV FRANCHISE FEES	106,000	114,883	113,000	112,219	113,000	55,444	113,000
359-10-55	POLE RENTAL FEES-CATV	6,835	6,839	6,835	6,839	6,835	5,650	6,835
359-10-60	FIBER OPTIC RENTAL	27,540	27,540	27,540	27,540	27,540	27,540	31,038
359-10-65	CEMETERY FUNDS	32,000	53,041	32,000	50,269	55,000	40,681	0
359-10-99	MISCELLANEOUS REVENUE	1,000	15,955	1,000	9,353	1,000	43,858	1,000
361-10-00	EARNINGS ON INVESTMENTS	6,500	21,866	10,000	32,378	30,000	51,264	60,000
	TOTAL MISCELLANEOUS REVENUE	272,820	332,632	286,065	353,610	376,065	336,324	388,399
391-10-10	OTHER - INTERDEPARTMENTAL	800,000	800,000	824,000	824,000	870,720	870,720	896,842
391-10-50	ELECTRIC DIVISION	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
	TOTAL TRANSFERS- GENERAL FUND	3,300,000		3,324,000	3,324,000	3,370,720	3,370,720	3,396,842
	TOTAL GENERAL FUND REVENUES	9,090,295	5,845,034	9,323,375	9,258,584	9,588,486	9,819,516	10,770,510

**CITY OF MILFORD
BUDGET FISCAL YEAR 2019 - 2020
EXPENDITURES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1010	CITY ADMINISTRATION							
413-10-10	SALARIES & WAGES	320,220	330,729	351,015	356,716	355,080	375,505	436,310
413-10-11	SALARIES & WAGES-VACATION SELLBACK	2,760	2,755	2,845	3,118	1,610	1,604	2,080
413-10-30	SALARIES & WAGES-OVERTIME	3,000	6,239	8,000	8,675	9,000	8,500	9,000
413-10-20	SALARIES & WAGES - TEMPORARY WAGES	0	0	0	0	0	0	7,970
413-10-40	SALARIES & WAGES-SICK/VACATION PAYOL	0	0	0	15,214	0	0	0
413-30-10	CONTRACT SERVICES-FELLOW	1,000	0	25,000	27,926	28,000	18,000	35,000
413-30-11	CONTRACT SERVICES-TAX ASSESSOR	15,000	16,097	MOVED	0	0	0	0
413-30-12	CONTRACT SERVICES-COMP. STUDY	25,000	25,000	0	0	0	0	0
413-30-13	CONTRACT SERVICES-STUDY OPER. & FAC	95,000	7,379	0	0	0	0	0
413-30-14	CONTRACT SERVICES-STAFFING STUDY.	0	0	0	0	0	0	20,000
413-30-20	LEGAL SERVICE	21,000	8,399	16,000	14,461	16,000	10,000	12,000
413-30-30	AUDITING SERVICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000
413-30-50	ENGINEERING	5,000	2,055	0	0	0	0	0
413-50-20	INSURANCE & BONDING	5,160	5,084	5,500	4,340	4,750	4,452	4,680
413-50-30	TELEPHONE	1,200	3,454	2,400	2,292	2,400	2,300	2,400
413-50-40	ADVERTISING & PRINTING	22,500	12,159	20,500	11,464	12,000	12,000	15,000
413-50-61	WEBSITE MAINTENANCE	3,500	3,308	3,500	3,473	3,680	3,847	3,700
413-50-62	CAMA SOFTWARE	6,760	3,308	MOVED	0	0	0	0
413-50-90	TRAINING	10,500	10,697	12,500	12,927	13,000	13,000	16,100
413-60-10	MATERIALS & SUPPLIES	4,500	4,490	3,000	2,317	3,200	4,000	4,500
413-60-11	GENERAL EXPENSE	9,600	6,533	9,150	5,720	6,000	7,000	10,000
413-60-12	COMPUTER	1,650	1,609	4,100	4,010	0	0	6,000
413-60-13	COPIER	6,000	6,969	3,000	3,427	3,400	3,400	3,300
413-60-15	POSTAGE	750	543	1,100	637	1,000	400	500
413-67-11	DISCRETIONARY FUNDS	15,000	13,115	15,000	12,520	15,000	7,600	10,000
413-69-20	OFFICE FURNITURE	0	0	0	0	0	0	5,000
413-90-80	COST ALLOCATION-CITY HALL BUILDING	8,975	7,951	7,500	11,354	8,000	8,000	19,250
	TOTAL ADMIN. GEN. EXPENSE	585,075	478,873	491,110	501,591	483,120	480,608	623,790

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1010	CITY ADMINISTRATION							
	EMPLOYEE BENEFITS							
413-20-10	MEDICAL	54,730	58,799	57,577	59,856	67,300	65,030	88,410
413-20-20	SOCIAL SECURITY	25,230	26,159	27,860	29,342	29,727	29,000	35,300
413-20-30	RETIREMENT	40,230	42,205	46,278	45,634	45,682	47,050	57,030
413-20-50	UNEMPLOYMENT COMPENSATION	1,655	1,401	1,689	1,489	1,298	1,500	1,540
413-20-60	WORKMAN'S COMPENSATION	1,475	1,438	1,500	1,500	1,411	1,700	1,340
413-20-70	GROUP LIFE INSURANCE	3,595	2,179	2,803	2,144	2,289	2,700	3,160
413-20-75	VISION	0	247	0	242	247	245	310
413-20-80	RETIREE MEDICAL BENEFITS	<u>9,035</u>	<u>8,574</u>	<u>9,035</u>	<u>8,574</u>	<u>9,035</u>	<u>8,575</u>	<u>9,040</u>
	TOTAL EMPLOYEE BENEFITS	135,950	141,002	146,742	148,781	156,988	155,800	196,130
	TOTAL GEN. GOV'T. - O & M	721,025	619,875	637,852	650,372	640,108	636,408	819,920
413-70-40	CAPITAL-EQUIPMENT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL GENERAL GOV. CAPITAL	0	0	0	0	0	0	0
	TOTAL GENERAL GOVERNMENT	721,025	619,875	637,852	650,372	640,108	636,408	819,920

**CITY OF MILFORD
BUDGET FISCAL YEAR 2019 - 2020
EXPENDITURES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1035	PLANNING & ZONING							
419-10-10	SALARIES & WAGES	117,490	113,056	91,406	93,109	94,365	92,925	98,220
419-10-30	SALARIES & WAGES-OVERTIME	2,500	3,423	2,500	599	2,500	1,200	2,500
419-30-10	CONTRACT SERVICES	30,000	20,000	0	0	0	0	25,000
419-30-20	LEGAL SERVICE	15,000	17,118	20,000	9,940	15,000	15,620	20,000
419-30-30	AUDITING SERVICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000
419-30-50	ENGINEERING	6,000	9,653	6,000	0	0	0	0
419-50-20	INSURANCE & BONDING	300	296	325	256	325	260	280
419-50-31	CELLPHONE	700	1,006	150	0	150	0	0
419-50-60	SOFTWARE MAINTENANCE	0	0	4,000	3,996	4,000	2,766	4,000
419-50-90	TRAINING	1,000	349	2,500	200	2,500	343	1,500
419-60-10	MATERIALS & SUPPLIES	3,000	442	2,400	2,332	2,000	210	2,000
419-60-11	GENERAL EXPENSE	1,000	444	2,500	2,252	2,000	417	2,000
419-60-12	COMPUTER	0	0	0	0	0	0	0
419-60-13	COPIER	0	0	3,500	2,216	2,500	2,500	2,300
419-60-15	POSTAGE	1,000	617	1,000	488	1,000	359	1,000
419-90-80	BUILDING MAINT.-XFER TO CITY HALL	8,975	9,447	7,500	7,354	8,000	8,000	0
419-90-81	BUILDING MAINT.-XFER TO PUBLIC WORKS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,307</u>
	TOTAL ADMIN. GEN. EXPENSE	187,965		144,781	123,742	135,340	125,600	165,107

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1035	PLANNING & ZONING							
	EMPLOYEE BENEFITS							
419-20-10	MEDICAL	37,290	37,297	26,860	26,870	26,860	26,860	26,860
419-20-20	SOCIAL SECURITY	9,205	8,963	7,262	7,106	7,540	7,559	7,810
419-20-30	RETIREMENT	15,140	13,741	11,795	11,617	12,410	12,543	12,920
419-20-50	UNEMPLOYMENT COMPENSATION	760	661	496	350	350	350	350
419-20-60	WORKMAN'S COMPENSATION	630	581	537	534	560	583	470
419-20-70	GROUP LIFE INSURANCE	1,385	823	722	650	680	798	810
419-20-75	VISION	0	124	0	77	80	77	80
	TOTAL EMPLOYEE BENEFITS	64,410	62,190	47,672	47,203	48,480	48,770	49,300
	TOTAL GENERAL GOV.-O & M	252,375	62,190	192,453	170,945	183,820	174,370	214,407
419-70-40	CAPITAL-EQUIPMENT	0	0	0	0	0	0	0
	TOTAL GENERAL GOV. CAPITAL	0	0	0	0	0	0	0
	TOTAL GENERAL GOVERNMENT	252,375	62,190	192,453	170,945	183,820	174,370	214,407

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	BUDGET FY 18-19	BUDGET FY 19-20
101-1045	CODE ENFORCEMENT & INSPECTION							
429-10-10	SALARIES & WAGES	154,265	90,882	87,870	86,286	199,725	156,300	198,620
429-10-30	SALARIES & WAGES-OVERTIME	1,500	0.00	2,000	1,798	2,000	2,000	3,000
429-10-40	SALARIES & WAGES-Sick and Vacation Payor	0.00	6,630	0	0	0	0	0
426-30-10	CONTRACT SERVICES	0	17,094	72,000	91,910	0	49,300	35,000
429-30-20	LEGAL SERVICE	2,300	880	2,500	2,360	2,500	520	2,000
429-30-30	AUDITING SERVICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000
429-30-50	ENGINEERING	1,000	0	1,000	0	1,000	0	500
429-40-29	MAINT. & REPAIR - VEHICLE LABOR	1,500	945	1,500	1,125	2,000	1,125	2,000
429-40-30	MAINT. & REPAIR - VEHICLES	1,700	1,318	1,000	233	1,500	1,200	1,500
429-50-20	INSURANCE & BONDING	2,815	1,948	2,050	1,044	2,050	1,180	2,050
429-50-30	TELEPHONE	0	1,637	0	694	0	750	1,000
429-50-31	CELLPHONE	1,000	387	900	266	1,500	1,550	1,500
429-50-90	TRAINING	5,000	2,912	2,000	245	5,000	90	5,000
429-60-10	MATERIALS & SUPPLIES	2,500	1,473	2,500	2,377	2,500	3,300	2,500
429-60-11	GENERAL EXPENSE	2,500	1,432	2,000	2,061	2,000	1,800	2,000
429-60-12	COMPUTER	2,000	1,762	0	0	0	2,300	2,000
429-60-13	COPIER	0	0	0	0	1,000	1,000	1,000
429-60-15	POSTAGE	2,500	2,382	2,500	2,760	2,500	2,500	2,500
429-60-17	GASOLINE & OIL	1,500	698	1,500	691	1,500	1,000	1,500
429-60-18	UNIFORMS	1,000	171	1,000	70	1,000	1,100	1,000
429-68-10	DEMOLITIONS	16,000	0	0	15,900	0	17,955	0
429-68-20	PROPERTY MAINTENANCE	16,000	13,453	16,000	10,508	16,000	16,000	16,000
429-90-80	BUILDING MAINT.-XFER TO CITY HALL BLDG	8,975	13,453	7,500	7,354	8,000	7,980	0
429-90-81	BUILDING MAINT.-XFER TO PUBLIC WORKS	0	0	0	0	0	0	5,307
	TOTAL ADMIN. GEN. EXPENSE	225,055	160,457	206,820	228,682	252,775	269,950	286,977

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	BUDGET FY 18-19	BUDGET FY 19-20
101-1045	CODE ENFORCEMENT & INSPECTION							
	EMPLOYEE BENEFITS							
429-20-10	MEDICAL	37,290	13,909	24,335	24,336	71,100	40,840	41,560
429-20-20	SOCIAL SECURITY	11,895	7,411	6,720	6,750	15,160	12,560	15,520
429-20-30	RETIREMENT	16,300	9,451	9,008	9,044	20,690	16,660	23,800
429-20-50	UNEMPLOYMENT COMPENSATION	1,140	556	617	489	1,050	1,290	1,050
429-20-60	WORKMAN'S COMPENSATION	1,000	596	447	440	1,140	1,050	910
429-20-70	GROUP LIFE INSURANCE	1,820	653	739	634	1,430	1,570	1,630
429-20-75	VISION	0	98	0	108	230	200	240
	TOTAL EMPLOYEE BENEFITS	69,445	32,674	41,866	41,801	110,800	74,170	84,710
	TOTAL GENERAL GOV.-O & M	294,500	193,131	248,686	270,483	363,575	344,120	371,687
429-70-42	CAPITAL-VEHICLE	25,000	0	0	0	0	23,792	32,000
	TOTAL GENERAL GOV. CAPITAL	25,000	0	0	0	0	23,792	32,000
	TOTAL GENERAL GOVERNMENT	319,500	193,131	248,686	270,483	363,575	367,912	403,687

**CITY OF MILFORD
BUDGET FISCAL YEAR 2019 - 2020
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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
225-6320	CITY HALL COST ALLOCATION							
481-30-10	CONTRACT SERVICES	2,700	2,665	9,500	8,418	9,500	9,000	13,300
481-30-15	CLEANING SERVICE	5,700	5,640	6,000	5,640	6,500	5,440	6,500
481-30-30	AUDITING SERVICES	1,000	1,000	1,000	1,000	1,000	1,000	1,000
481-40-31	BUILDING MAINT. & REPAIRS	25,000	23,465	9,000	8,296	5,000	47,500	3,000
481-50-30	TELEPHONE	2,500	2,857	-	-	-	-	-
481-60-10	MATERIALS & SUPPLIES	800	506	2,000	1,995	3,000	3,000	-
481-60-14	POSTAGE MACHINE	1,100	916	1,100	968	1,100	1,000	1,000
481-60-22	ELECTRIC	13,500	12,941	13,500	13,074	13,500	12,500	13,500
481-60-23	WATER	1,200	1,150	1,200	1,142	1,200	1,150	1,200
481-60-24	FUEL OIL	7,500	3,450	7,500	5,175	5,000	5,280	6,000
225-0000	CITY HALL BUILDING EXPENSES	61,000	54,590	50,800	45,708	45,800	85,870	45,500
331-10-01	LESS INTERSERVICE BILLING-CITY ADMIN.	(8,975)	(7,951)	(8,700)	(11,354)	(8,000)	(8,000)	(19,250)
331-10-02	LESS INTERSERVICE BILLING-CITY COUNCIL	(17,950)	(16,762)	(18,100)	(14,678)	(16,000)	(16,000)	(19,250)
331-10-03	LESS INTERSERVICE BILLING-CODE ENF.	(8,975)	(7,203)	(8,700)	(7,354)	(8,000)	(8,000)	-
331-10-04	LESS INTERSERVICE BILLING-IT	(6,125)	(5,893)	(6,600)	(4,968)	(5,800)	(5,800)	(7,000)
331-10-05	LESS INTERSERVICE BILLING-P&Z	(8,975)	(7,480)	(8,700)	(7,354)	(8,000)	(8,000)	-
390-10-10	TRANSFER FROM CAPITAL RESERVES	(10,000)	(9,301)	-	-	-	(40,070)	-
	NET CITY HALL COST	-	-	-	-	-	-	-

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1310	FINANCE							
415-10-10	SALARIES & WAGES	299,545	248,699	302,709	296,556	305,433	297,500	303,290
415-10-11	SALARIES & WAGES-VACATION SELLBACK	3,120	3,116	985	1,040	1,057	1,056	1,100
415-10-40	SALARIES & WAGES-SICK & VACATION PAYOFF	0	9,245	0	10,967	0	0	0
415-30-10	CONTRACT SERVICES	10,000	4,227	10,000	2,628	10,000	2,000	12,000
415-30-11	CONTRACT SERVICES - TAX ASSESSOR	0	0	16,100	15,400	16,100	21,700	32,000
415-30-15	CLEANING SERVICES	9,000	8,448	9,000	8,580	9,000	8,910	9,000
415-30-30	AUDITING SERVICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000
415-40-29	MAINT. & REPAIR-VEHICLE LABOR	500	0	500	0	500	675	1,000
415-40-30	MAINT. & REPAIR-VEHICLE	500	0	500	72	500	450	500
415-50-20	INSURANCE & BONDING	1,445	1,400	1,500	1,216	1,350	1,328	1,394
415-50-30	TELEPHONE	1,850	3,861	1,200	1,120	1,200	1,060	1,200
415-50-31	CELLPHONE	1,000	773	900	852	900	965	1,000
415-50-62	CAMA TAX SOFTWARE	0	0	7,000	7,030	7,500	8,210	7,605
415-50-90	TRAINING	9,000	7,916	9,000	5,404	9,000	6,500	9,000
415-60-10	MATERIALS & SUPPLIES	8,000	6,649	8,000	6,621	7,000	4,750	6,500
415-60-11	GENERAL EXPENSE	2,000	2,016	2,000	1,846	2,000	1,200	2,000
415-60-12	COMPUTER	4,000	4,148	4,000	4,637	4,000	3,955	4,000
415-60-13	COPIER	1,000	1,023	1,000	1,119	1,150	1,150	1,300
415-60-15	POSTAGE	2,500	2,269	2,500	2,719	2,500	2,300	2,500
415-60-17	GAS & OIL	250	0	250	36	250	75	150
415-69-20	OFFICE FURNITURE	0	0	0	0	0	0	3,500
			0					
	TOTAL ADMIN. GEN. EXPENSE	354,710	304,790	378,144	368,843	380,440	364,784	400,039

CITY OF MILFORD
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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1310	FINANCE							
	EMPLOYEE BENEFITS							
415-20-10	MEDICAL	50,890	35,766	50,475	35,396	50,529	39,570	56,400
415-20-20	SOCIAL SECURITY	23,445	20,508	23,825	23,706	24,207	22,975	23,703
415-20-30	RETIREMENT	35,025	29,783	37,362	34,484	40,592	36,540	32,280
415-20-50	UNEMPLOYMENT COMPENSATION	1,900	1,216	1,940	1,473	1,119	1,780	1,120
415-20-60	WORKMAN'S COMPENSATION	945	713	808	722	708	730	560
415-20-70	GROUP LIFE INSURANCE	3,525	1,801	2,397	2,090	2,180	1,140	2,030
415-20-75	VISION	0	221	0	165	309	355	230
	TOTAL EMPLOYEE BENEFITS	115,730	90,008	116,807	98,036	119,643	103,090	116,323
	FINANCE BUILDING							
415-40-31	MAINTENANCE & REPAIRS	5,000	3,459	5,000	4,126	5,000	4,500	5,000
415-60-22	ELECTRIC	5,000	5,747	5,000	5,636	5,700	4,500	5,000
415-60-23	WATER	225	218	200	190	200	260	225
	TOTAL MUN. BLDG. GEN. EXP	10,225	9,424	10,200	9,952	10,900	9,260	10,225
	TOTAL GENERAL GOV.-O & M	480,665		505,151	476,831	510,983	477,134	526,588
415-70-40	CAPITAL-EQUIPMENT	0	0	0	0	0	0	0
	TOTAL GENERAL GOV. CAPITAL	0	0	0	0	0	0	0
	TOTAL GENERAL GOVERNMENT	480,665		505,151	476,831	510,983	477,134	526,588

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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1510	INFORMATION TECHNOLOGY							
418-10-10	SALARIES & WAGES	107,310	102,885	114,995	114,900	116,805	115,000	120,710
418-10-11	SALARIES & WAGES-VACATION SELLBACK	1,580	1,580	1,630	1,625	1,660	0	1,710
418-30-10	CONTRACT SERVICES	1,300	1,260	1,300	1,260	1,300	1,300	1,300
418-30-30	AUDITING	1,000	1,000	1,000	1,000	1,000	1,000	1,000
418-40-29	MAINT. & REPAIR-VEHICLE LABOR	500	53	500	1,575	1,500	500	1,000
418-40-30	MAINT. & REPAIR-VEHICLE	500	7	500	449	500	500	500
418-50-20	INSURANCE & BONDING	700	660	750	584	650	684	750
418-50-30	TELEPHONE	300	1,305	600	510	600	515	600
418-50-31	CELLPHONE	1,000	775	1,000	852	900	962	1,000
418-50-60	SOFTWARE MAINTENANCE	124,225	126,537	134,000	98,518	145,000	115,000	129,000
418-50-90	TRAINING	5,000	4,055	6,400	3,336	6,400	3,250	3,000
418-60-10	MATERIALS & SUPPLIES	6,000	5,826	6,000	5,805	6,000	6,000	6,000
418-60-11	GENERAL EXPENSE	500	262	500	69	500	0	500
418-60-12	COMPUTER	30,000	29,739	30,000	29,739	30,000	30,000	30,000
418-60-17	GASOLINE & OIL	<u>300</u>	<u>240</u>	<u>300</u>	<u>184</u>	<u>300</u>	<u>150</u>	<u>300</u>
	TOTAL ADMIN. GEN. EXPENSE	280,215	276,184	299,475	260,406	313,115	274,861	297,370

CITY OF MILFORD
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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1510	INFORMATION TECHNOLOGY							
	EMPLOYEE BENEFITS							
418-20-10	MEDICAL	18,710	18,716	18,710	18,716	18,710	18,710	18,710
418-20-20	SOCIAL SECURITY	8,525	8,188	9,130	9,123	9,280	8,965	9,600
418-20-30	RETIREMENT	10,485	10,508	11,065	11,067	11,400	11,180	11,810
418-20-50	UNEMPLOYMENT COMPENSATION	760	713	685	625	560	560	560
418-20-60	WORKMAN'S COMPENSATION	340	282	310	274	270	292	230
418-20-70	GROUP LIFE INSURANCE	970	597	670	608	620	735	730
418-20-75	VISION	0	62	0	62	60	62	70
	TOTAL EMPLOYEE BENEFITS	39,790	39,066	40,570	40,475	40,900	40,504	41,710
	MUNICIPAL BUILDING							
418-90-80	COST ALLOCATION-CITY HALL BUILDING	6,125	5,421	5,100	4,968	5,800	5,800	7,000
	TOTAL GENERAL GOV.-O & M	326,130	320,671	345,145	305,849	359,815	321,165	346,080
418-70-40	CAPITAL-EQUIPMENT	55,000	47,516	63,000	48,148	49,000	47,727	48,500
	TOTAL GENERAL GOV. CAPITAL	55,000	47,516	63,000	48,148	49,000	47,727	48,500
	TOTAL GENERAL GOVERNMENT	381,130	368,187	408,145	353,997	408,815	368,892	394,580

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ACCOUNT	DESCRIPTION	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1610	POLICE DEPARTMENT	-----	-----	-----	-----	-----	-----
421-10-10	SALARIES & WAGES-SWORN OFFICERS	1,895,217	1,971,767	1,913,037	2,054,350	2,180,000	2,427,900
421-10-11	SALARIES & WAGES-VACATION SELLBACK	10,258	14,695	12,282	15,780	13,930	19,330
421-10-30	SALARIES & WAGES-OFFICERS OVERTIME	135,194	164,000	146,812	178,000	178,000	206,000
421-10-35	SALARIES & WAGES-OFFICERS COURT/ STAN	24,333	35,000	33,064	35,000	33,000	40,500
421-10-50	SALARIES & WAGES-OFFICERS ON CALL	54,760	55,000	60,120	55,000	58,000	50,000
421-10-55	SALARIES & WAGES-SHIFT DIFFERENTIAL	16,841	16,000	15,078	16,000	17,000	20,000
421-10-60	SALARIES & WAGES-DOWNTOWN PATROL	10,095	14,000	9,669	0	0	0
421-11-10	SALARIES & WAGES-CIVILIAN	367,588	399,625	387,810	398,520	433,500	511,060
421-11-11	SALARIES & WAGES-VACATION SELLBACK	244	2,570	2,770	2,810	2,810	2,923
421-10-12	SALARIES & WAGES - HOLIDAY SELLBACK	0	0	0	0	0	3,630
421-11-30	SALARIES & WAGES-CIVILIAN OVERTIME	32,043	30,000	35,622	30,000	40,000	30,000
421-11-40	SALARIES & WAGES - SICK & VACATION PAYO	42,858	0	5,395	0	5,836	0
421-11-55	SALARIES & WAGES-SHIFT DIFFERENTIAL	3,484	4,800	3,944	4,800	4,800	4,800
421-12-10	SALARIES & WAGES-CROSS. GUARDS	10,298	10,300	10,053	10,450	10,450	10,880
421-30-10	CONTRACT SERVICES	30,652	30,000	27,933	61,888	65,000	70,000
421-30-20	LEGAL EXPENSE	11,525	50,000	22,685	50,000	45,000	50,000
421-30-30	AUDITING	5,000	5,000	5,000	5,000	5,000	5,000
421-50-20	INSURANCE	46,726	51,500	38,360	42,200	42,444	44,570
421-50-30	TELEPHONE	6,341	6,500	5,955	6,500	5,613	6,500
421-50-31	CELLPHONE	8,525	9,500	10,041	9,500	9,000	9,500
421-50-40	ADVERTISING & PRINTING	2,064	5,000	1,984	5,000	2,000	5,000
421-50-90	TRAINING	2,064	42,000	41,000	42,000	42,000	42,000
421-60-10	MATERIALS & SUPPLIES	21,281	20,000	19,268	22,000	22,000	22,000
421-60-11	GENERAL EXPENSE	6,272	7,500	6,531	7,500	7,500	7,500
421-60-18	UNIFORMS & EQUIPMENT	31,378	32,500	37,118	37,500	80,000	63,700
421-65-11	SENIOR PATROL	201	1,000	536	1,000	755	1,000
421-65-13	CRIMINAL INVESTIGATION FUND	750	2,500	4,359	4,000	2,136	4,000
421-65-14	COMMUNITY POLICING	4,336	5,000	4,745	5,000	2,500	5,000
421-65-16	K-9 UNIT EXPENSE	3,179	3,500	3,261	2,500	687	15,300
421-65-17	SPECIAL OPS GROUP EXPENSE	3,775	4,000	3,791	3,000	1,322	3,000
	TOTAL POLICE GEN. SERV. EXPENSE	2,787,283	2,993,257	2,868,225	3,105,298	3,310,283	3,681,093

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ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1610	POLICE DEPARTMENT EMPLOYEE BENEFITS						
421-20-10	MEDICAL	547,867	549,452	519,635	547,802	592,245	638,040
421-20-20	SOCIAL SECURITY	210,647	208,924	210,641	213,164	236,750	257,980
421-20-30	RETIREMENT	371,831	355,835	336,142	476,267	497,695	586,610
421-20-50	UNEMPLOYMENT COMPENSATION	15,679	15,404	13,766	12,214	16,000	14,530
421-20-60	WORKMAN'S COMPENSATION	131,615	131,334	129,178	129,926	161,970	121,460
421-20-70	GROUP LIFE INSURANCE	15,537	19,484	16,285	17,104	23,565	23,550
421-20-75	VISION	1,931	0	2,462	2,534	2,675	2,970
	TOTAL EMPLOYEE BENEFITS	1,295,106	1,280,433	1,228,108	1,399,010	1,530,900	1,645,140
	VEHICLE EXPENSE						
421-40-29	MAINTENANCE-GARAGE LABOR	38,892	38,000	64,022	50,000	60,000	60,000
421-40-30	MAINTENANCE-PARTS & REPAIRS	24,172	28,000	26,965	28,000	28,000	39,000
421-50-21	INSURANCE	24,280	26,350	23,436	26,000	25,429	28,000
421-60-17	GASOLINE & OIL	51,130	60,000	56,088	60,000	50,000	60,000
	TOTAL VEHICLE EXPENSE	138,473	152,350	170,511	164,000	163,429	187,000
	HEADQUARTERS EXPENSE						
421-40-31	MAINTENANCE & REPAIR BUILDING	13,935	15,000	6,209	15,000	15,000	15,000
421-40-32	MAINTENANCE & REPAIR OF EQUIPMENT	12,845	15,000	11,750	15,000	10,000	15,000
421-60-12	COMPUTERS	5,155	7,000	7,506	10,000	10,000	10,000
421-60-13	COPIERS	1,684	2,000	1,841	2,000	2,450	3,000
421-60-15	POSTAGE	1,450	1,500	2,024	1,800	2,900	2,900
421-60-22	ELECTRIC	21,664	21,000	22,851	22,500	23,500	25,000
421-60-23	WATER	3,165	3,000	2,739	3,000	3,000	3,000
421-60-24	FUEL OIL	2,483	4,000	3,981	4,000	4,000	4,000
	TOTAL HEADQUARTERS EXPENSE	62,381	68,500	58,902	73,300	70,850	77,900
	POLICE CAPITAL						
421-70-20	CAPITAL-BUILDING	0	0	0	8,000	8,000	0
421-70-40	CAPITAL-EQUIPMENT	0	0	0	0	0	13,885
421-70-42	CAPITAL-VEHICLES	64,352	83,340	80,021	87,100	85,000	92,300
	TOTAL POLICE CAPITAL	64,352	83,340	80,021	87,100	85,000	106,185
	TOTAL POLICE BUDGET	4,347,595	4,577,880	4,405,766	4,828,708	5,160,462	5,697,318

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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1810	STREETS & GROUNDS DIVISION							
431-10-10	SALARIES & WAGES	277,305	194,211	228,306	225,916	234,520	190,000	200,880
431-10-11	SALARIES & WAGES-VACATION SELLBACK	2,560	2,559	1,495	1,599	840	837	880
431-10-20	SALARIES & WAGES-TEMPORARY	1,000	104	1,000	1,382	1,000	21,800	1,000
431-10-30	SALARIES & WAGES-OVERTIME	8,000	4,198	8,000	12,411	9,000	9,000	9,000
431-10-50	SALARIES & WAGES-ON CALL	10,500	11,072	10,500	13,508	10,500	12,000	12,000
431-10-40	SALARIES & WAGES - SICK & VACATION PAYOUT	0	14,098	0	0	0	0	0
431-30-10	CONTRACT SERVICES	30,000	11,485	12,000	2,641	22,550	20,000	15,000
431-30-30	AUDITING	2,000	2,000	2,000	2,000	3,000	3,000	3,000
431-30-50	ENGINEERING SERVICES	10,000	3,175	2,500	1,665	2,500	0	2,500
431-40-29	MAINT. & REPAIR-VEHICLE LABOR	29,000	22,260	30,000	20,640	22,000	20,000	25,000
431-40-30	MAINT. & REPAIR-VEHICLES	40,000	11,614	30,000	9,258	15,000	20,000	15,000
431-50-13	ENVIRONMENTAL COMPLIANCE	0	0	0	0	0	0	15,000
431-50-20	INSURANCE	18,165	16,566	19,000	15,995	17,500	15,520	16,300
431-50-30	TELEPHONE	500	1,278	400	366	400	370	400
431-50-31	CELLPHONE	800	723	800	231	2,080	1,300	2,000
431-50-40	ADVERTISING & PRINTING	1,500	206	1,500	487	2,000	500	1,500
431-50-60	SOFTWARE MAINTENANCE	0	0	0	0	550	0	550
431-50-90	TRAINING	1,000	170	2,500	245	3,000	1,000	3,000
431-60-10	MATERIALS & SUPPLIES	7,000	5,597	8,000	2,450	8,000	4,000	6,000
431-60-11	GENERAL EXPENSE	500	195	500	494	770	770	770
431-60-12	COMPUTER	0	2,528	0	0	0	0	2,500
431-60-17	GASOLINE & OIL	18,000	10,345	13,000	12,106	13,000	10,000	12,000
431-60-18	UNIFORMS & EQUIPMENT	5,800	2,779	6,100	4,195	6,100	5,500	5,500
431-60-19	RADIO	0	2,779	1,650	0	2,000	0	2,000
431-60-70	STREET SIGNS & MARKERS	10,000	10,000	10,000	3,096	10,000	6,580	35,000
431-60-71	STREET & ROAD MATERIALS	25,000	12,269	20,000	10,531	30,000	20,000	25,000
431-60-72	SNOW & ICE REMOVAL	20,000	8,559	16,000	8,704	16,000	6,180	10,000
431-60-73	STORM SEWERS & DRAINS	10,000	9,403	8,000	0	10,000	3,780	8,000
431-60-75	SIDEWALKS & CURBS	30,000	26,843	30,000	251	50,000	11,085	50,000
431-60-76	STREET LIGHTS	92,000	89,419	92,000	91,055	92,000	76,900	92,000
431-90-80	TRANSFER TO PUBLIC WORKS	<u>55,240</u>	<u>46,000</u>	<u>91,095</u>	<u>90,787</u>	<u>115,704</u>	<u>115,704</u>	<u>95,525</u>
	TOTAL S & G GEN. EXPENSE	705,870	522,435	646,346	532,013	700,014	575,826	667,305

CITY OF MILFORD
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 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1810	STREETS & GROUNDS DIVISION EMPLOYEE BENEFITS							
431-20-10	MEDICAL	101,490	62,752	73,050	73,074	75,600	67,500	59,360
431-20-20	SOCIAL SECURITY	23,025	17,634	18,876	19,574	19,380	17,000	17,050
431-20-30	RETIREMENT	32,745	23,856	26,664	27,248	27,320	24,000	23,940
431-20-50	UNEMPLOYMENT COMPENSATION	2,465	1,452	2,036	1,592	1,400	1,400	1,240
431-20-60	WORKMEN'S COMPENSATION	14,805	11,214	12,341	12,583	12,630	11,500	8,720
431-20-70	GROUP LIFE INSURANCE	3,065	1,364	1,928	1,620	1,700	1,700	1,650
431-20-75	VISION	<u>0</u>	<u>283</u>	<u>0</u>	<u>303</u>	<u>310</u>	<u>265</u>	<u>280</u>
	TOTAL EMPLOYEE BENEFITS	<u>177,595</u>	<u>118,555</u>	<u>134,895</u>	<u>135,994</u>	<u>138,340</u>	<u>123,365</u>	<u>112,240</u>
	BUILDING EXPENSES							
431-40-31	MAINTENANCE & REPAIR BUILDING	1,000	464	0	0	0	0	0
431-60-23	WATER	<u>400</u>	<u>246</u>	<u>300</u>	<u>168</u>	<u>200</u>	<u>160</u>	<u>200</u>
	TOTAL BUILDING EXPENSE	<u>1,400</u>	<u>710</u>	<u>300</u>	<u>168</u>	<u>200</u>	<u>160</u>	<u>200</u>
	TOTAL S & G DIVISION O & M	884,865	641,700	781,541	668,175	838,554	699,351	779,745
431-70-20	CAPITAL-BUILDING	0	0	25,000	0	0	0	0
431-70-40	CAPITAL-EQUIPMENT	0	0	60,000	60,000	70,000	64,954	60,000
431-70-42	CAPITAL-VEHICLES	145,000	0	173,000	144,712	27,000	27,000	0
431-70-44	CAPITAL-STREETS	66,000	0	280,000	247,798	85,000	45,000	140,000
431-80-10	1996 BOND DEBT-PRINCIPAL	14,360	-3,442	0	0	0	0	0
431-80-11	1996 BOND DEBT-INTEREST	<u>2,115</u>	<u>1,633</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL S & G DIV. CAPITAL & DEBT	227,475	-1,809	513,000	452,510	182,000	136,954	200,000
	TOTAL S & G DIVISION	<u>1,112,340</u>	<u>639,891</u>	<u>1,294,541</u>	<u>1,120,685</u>	<u>1,020,554</u>	<u>836,305</u>	<u>979,745</u>

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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1910	PARKS & RECREATION							
451-10-10	SALARIES & WAGES	308,420	309,269	330,297	322,326	323,670	282,500	369,140
451-10-11	SALARIES & WAGES-VACATION SELLBACK	4,455	4,454	4,700	4,842	2,010	2,006	1,050
451-10-15	SALARIES-SUMMER PLAYGROUND	14,000	14,267	14,000	13,112	14,000	13,000	14,000
451-10-20	SALARIES-TEMPORARY WAGES	90,000	83,832	90,000	99,337	120,000	115,500	100,000
451-10-22	SALARIES-TEMP. WAGES CEMETERY	32,000	53,041	32,000	50,269	55,000	55,000	0
451-10-30	SALARIES-TEMP. OVERTIME	0	273	2,500	1,372	2,500	1,000	1,000
451-10-40	SALARIES-SICK & VACATION PAYOUT	0	7,099	0	17,186	0	515	0
451-30-10	CONTRACT SERVICES	24,000	23,457	24,000	23,072	24,000	22,000	24,000
451-30-11	BOYS AND GIRLS CLUB RENTAL	32,000	30,000	33,000	33,000	33,000	18,750	18,750
451-30-20	LEGAL	1,000	0	1,000	0	1,000	480	1,000
451-30-30	AUDITING	2,000	2,000	2,000	2,000	2,000	3,000	3,000
451-30-50	ENGINEERING	2,000	753	2,000	0	2,000	1,000	2,000
451-40-29	MAINT. & REPAIR-VEHICLES LABOR	19,000	25,095	19,000	18,678	19,000	15,000	15,000
451-40-30	MAINT. & REPAIR-VEHICLES	15,000	14,399	15,000	21,763	20,000	15,000	14,000
451-40-31	MAINTENANCE & REPAIR-BUILDING	21,000	19,659	25,000	16,804	12,000	12,000	15,000
451-40-34	MAINTENANCE & REPAIR-FACILITIES	80,000	74,996	80,000	70,345	80,000	80,000	80,000
451-50-20	INSURANCE	12,615	12,684	13,500	10,510	12,000	11,484	12,060
451-50-30	TELEPHONE	950	4,632	1,500	1,483	1,500	1,650	1,500
451-50-31	CELLPHONE	1,000	305	0	0	1,200	700	1,200
451-50-40	ADVERTISING & PRINTING	3,500	4,598	5,500	2,836	5,500	3,500	4,000
451-50-60	SOFTWARE MAINTENANCE	3,005	4,598	3,100	3,076	3,300	3,165	3,300
451-50-90	TRAINING	5,000	4,759	4,200	5,075	5,000	4,095	5,000
451-60-10	MATERIALS & SUPPLIES	3,000	2,997	3,000	2,675	3,000	3,000	3,000
451-60-11	GENERAL EXPENSES	1,000	943	1,000	907	1,000	415	1,000
451-60-12	COMPUTER	2,000	1,505	4,000	3,808	3,000	820	3,000
451-60-13	COPIER	2,500	3,177	3,300	3,418	3,300	3,300	3,300
451-60-15	POSTAGE	800	334	800	122	800	25	500
451-60-17	GASOLINE & OIL	14,000	11,419	14,000	12,071	18,000	13,000	15,000
451-60-22	ELECTRIC	10,000	8,423	10,000	8,943	11,500	13,590	14,000
451-60-23	WATER	12,000	14,632	12,000	12,547	14,000	12,000	14,000
451-60-24	FUEL OIL	0	0	0	1,135	8,000	7,000	8,000
451-60-25	UNIFORMS	0	0	0	0	2,000	1,761	2,000
	TOTAL P&R GENERAL EXPENSE:	716,245	737,600	750,397	762,712	803,280	716,256	748,800

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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1910	PARKS & RECREATION							
	EMPLOYEE - BENEFITS							
451-20-10	MEDICAL	65,490	68,235	82,890	84,279	93,190	73,500	114,740
451-20-20	SOCIAL SECURITY	25,590	26,139	27,197	27,663	26,200	22,500	29,640
451-20-30	RETIREMENT	37,050	36,567	39,792	37,807	38,180	33,000	44,100
451-20-50	UNEMPLOYMENT COMPENSATION	2,595	2,333	2,450	2,053	2,000	2,000	2,200
451-20-60	WORKMAN'S COMPENSATION	14,130	14,371	15,152	15,279	14,370	13,000	12,960
451-20-70	GROUP LIFE INSURANCE	3,635	2,193	2,719	2,250	2,330	2,330	2,930
451-20-75	VISION	0	0	0	0	380	320	440
451-20-80	RETIREE HEALTH INSURANCE	8,270	7,846	7,685	7,840	7,685	5,227	0
	TOTAL P&R EMPLOYEE BENEFITS	156,760	157,684	177,885	177,171	184,335	151,877	207,010
	TOTAL P&R OPERATIONAL EXPENSES:	873,005	895,284	928,282	939,883	987,615	868,133	955,810
	PARKS & RECREATION CAPITAL							
451-70-42	CAPITAL-VEHICLES	0	0	0	0	60,000	55,077	0
451-70-20	CAPITAL-BUILDING	7,000	0	25,000	0	25,000	0	0
451-70-40	CAPITAL-EQUIPMENT	39,000	34,091	40,000	36,529	49,000	28,713	72,000
451-70-50	CAPITAL-PARKS	80,000	0	50,000	20,971	55,000	25,000	120,000
	TOTAL P&R CAPITAL	126,000	34,091	115,000	57,500	189,000	108,790	192,000
201-7010	PARKS & RECREATION ENTERPRISE FUND							
347-10-10	EXPENDITURES	100,000	101,748	90,000	92,944	90,000	55,000	90,000
451-69-10	ENTERPRISE PROGRAM REVENUES	-100,000	-97,806	-90,000	-97,244	-90,000	-55,000	-90,000
	TOTAL P&R ENTERPRISE EXPENSE	0	3,942	0	-4,300	0	0	0
	TOTAL PARKS & REC. BUDGET	999,005	933,317	1,043,282	993,083	1,176,615	976,923	1,147,810

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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
GENERAL GOVERNMENT								
101-1110 COUNCIL								
411-10-10	SALARIES & WAGES-COUNCIL	16,000	29,375	16,000	27,534	16,000	22,000	31,000
411-10-10	SALARIES & WAGES-MEETING TRANSCRIPTION	14,000	0	14,000	0	14,000	0	0
411-20-20	SOCIAL SECURITY	1,225	1,121	1,225	1,109	1,230	1,080	2,380
411-30-10	CONTRACT SERVICE-RECORDING EQUIP.	1,200	0	1,200	0	9,000	8,975	0
411-30-11	CONTRACT SERVICE-ADA TRANSITION PLAN	0	0	0	0	0	0	50,000
411-30-20	LEGAL	20,500	25,844	20,000	17,109	20,000	20,000	45,000
411-90-80	CITY HALL BUILDING EXPENSES	17,950	25,315	15,000	14,678	16,000	16,000	19,250
411-68-11	PUBLIC OFFICIALS & LIABILITY INSURANCE	21,740	19,636	23,000	17,067	18,200	17,397	18,270
411-68-12	CHRISTMAS DECORATIONS	15,000	10,355	10,000	1,100	10,000	9,581	7,000
411-60-12	COMPUTER EXPENSE	0	0	0	0	0	0	7,400
411-68-13	COUNCIL EXPENSE	17,000	16,975	20,000	17,376	17,500	19,000	25,000
411-68-14	EMPLOYEE RECOGNITION	11,000	9,656	11,000	10,317	21,000	17,000	21,000
411-68-15	CODIFICATION	9,500	6,196	10,000	9,794	10,000	10,000	15,000
411-68-16	CARLISLE FIRE COMPANY	140,000	140,000	140,000	140,000	100,000	100,000	140,000
411-68-17	MUSEUM	26,000	26,000	26,000	26,000	30,500	30,500	30,500
411-68-19	DOWNTOWN MILFORD INC.	40,000	40,000	40,000	40,000	45,000	45,000	45,860
411-68-20	MILFORD PUBLIC LIBRARY	0	0	0	0	0	0	25,000
411-68-34	ECONOMIC DEVELOPMENT	15,000	1,621	5,000	1,713	5,000	1,712	2,000
411-68-37	ARMORY EXPENSE	10,000	11,999	12,000	12,865	12,000	10,000	10,000
411-68-39	RESIDENT SURVEY	15,000	11,999	0	0	15,000	15,690	0
411-68-40	STRATEGIC PLAN	0	0	20,000	20,000	0	0	0
411-68-41	KENT ECONOMIC PARTNERSHIP	0	0	0	0	30,000	30,000	30,000
411-68-42	REPAIR & MAINTENANCE PARKING LOT	0	0	0	0	15,000	0	0
101-1210 ELECTIONS								
414-10-10	SALARIES-ELECTIONS	4,000	2,172	4,000	2,328	8,000	3,205	0
414-60-12	SUPPLIES-ELECTIONS	1,000	855	1,000	1,000	2,000	1,952	3,000
TOTAL COUNCIL AND ELECTIONS O & M		396,115	379,119	389,425	359,990	415,430	379,092	527,660
411-70-20	CAPITAL - BUILDING	0	0	0	0	30,400	30,000	0
411-70-40	CAPITAL - EQUIPMENT	0	0	0	0	0	0	58,795
TOTAL COUNCIL AND ELECTIONS BUDGET		396,115	379,119	389,425	359,990	445,830	409,092	586,455
TOTAL GENERAL FUND BUDGET		9,185,295	7,543,305	9,297,415	8,802,152	9,579,009	9,407,498	10,770,510

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
202-0000	WATER DIVISION							
344-10-10	SERVICE BILLINGS	2,700,000	2,711,294	2,700,000	2,805,656	2,800,000	2,800,000	2,800,000
344-10-20	LATE PENALTIES	3,000	2,645	3,000	3,386	3,000	3,200	3,000
344-10-40	CONNECT AND RECONNECT FEES	15,000	24,053	15,000	17,255	15,000	17,000	16,000
344-10-45	NEW METER CONNECTIONS	10,000	16,200	12,000	20,800	20,000	27,000	25,000
359-10-99	MISCELLANEOUS	500	0	500	560	500	0	500
361-10-00	EARNINGS ON INVESTMENTS	2,000	8,594	4,000	17,147	10,000	31,000	15,000
390-20-10	TRANSFER FROM CAPITAL RESERVES	0	0	0	0	0	0	0
	TOTAL WATER REVENUES	2,730,500	2,762,786	2,734,500	2,864,804	2,848,500	2,878,200	2,859,500
203-0000	WASTEWATER DIVISION							
344-10-09	KENT COUNTY COST ADJUSTMENTS	1,850,000	1,795,309	1,850,000	1,863,753	1,850,000	1,850,000	2,035,000
344-10-10	SERVICE BILLINGS	2,500,000	2,521,502	2,500,000	2,611,205	2,600,000	2,600,000	2,600,000
344-10-20	PENALTIES	5,000	4,584	5,000	5,225	5,000	6,000	5,000
361-10-00	EARNINGS ON INVESTMENTS	1,500	6,264	3,000	2,040	1,500	6,989	5,000
390-10-10	TRANSFER FROM CAPITAL RESERVES	0	292,284	0	210,377	0	198,303	0
	TOTAL WASTEWATER REVENUES	4,356,500	4,619,943	4,358,000	4,692,600	4,456,500	4,661,292	4,645,000

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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
202-2020	WATER DIVISION							
432-10-10	SALARIES WAGES	175,590	160,378	166,111	163,070	145,663	163,385	189,627
432-10-11	SALARIES WAGES-VACATION SELLBACK	495	492	700	714	2,408	528	549
432-10-20	SALARIES WAGES-TEMP WAGES	0	0	0	1,186	0	0	10,000
432-10-30	SALARIES WAGES-OVERTIME	15,875	15,794	15,875	16,089	15,875	12,000	15,875
432-10-40	SALARIES WAGES - VACATION/SICK PAYOUT	0	0	0	0	0	372	0
432-10-50	SALARIES WAGES-ON CALL	13,800	16,960	13,800	12,699	13,800	11,000	13,800
432-30-10	CONTRACT SERVICES	45,000	49,542	50,000	33,996	50,000	30,000	50,000
432-30-15	SURFACE RESTORATION	0	0	0	0	15,000	53,000	60,000
432-30-20	LEGAL EXPENSES	2,500	1,337	2,500	0	2,500	2,400	2,500
432-30-30	AUDITING	8,000	8,000	8,000	8,000	8,000	8,000	9,000
432-30-50	ENGINEERING	25,000	9,454	25,000	1,067	10,000	5,000	10,000
432-40-10	WATER METERS	49,000	44,323	49,000	48,451	60,000	30,000	15,000
432-40-11	WELLS	80,000	81,975	100,000	16,798	85,000	80,500	85,000
432-40-12	MAINS	30,000	5,347	30,000	24,605	30,000	13,820	25,000
432-40-13	CHEMICALS	125,000	80,898	125,000	98,400	100,000	100,000	100,000
432-40-14	SERVICE CONNECTIONS	12,000	6,954	12,000	5,850	12,000	3,700	10,000
432-40-15	PUMPING - POWER PURCHASED	250,000	232,534	240,000	243,760	250,000	240,000	250,000
432-40-29	MAINT. & REPAIR-VEHICLE LABOR	8,000	5,828	8,000	11,078	12,000	10,000	15,000
432-40-30	MAINT. & REPAIR-VEHICLES	8,000	2,238	8,000	4,495	8,000	5,000	8,000
432-40-31	MAINT. & REPAIR-BUILDING	10,000	3,995	10,000	6,855	10,000	7,625	10,000
432-40-34	MAINT. & REPAIR-WATER TOWERS	52,650	52,647	52,650	52,647	52,650	53,380	52,650
432-50-19	MAINT. & REPAIR - SCADA	10,000	9,870	20,000	12,408	20,000	2,935	TECH SERVI
432-50-20	INSURANCE	16,090	9,870	17,000	13,548	15,000	14,345	15,062
432-50-30	TELEPHONE	3,000	1,223	300	327	300	330	300
432-50-31	CELLPHONE	3,000	2,241	3,000	3,581	4,000	3,400	5,000
432-50-40	ADVERTISING & PRINTING	1,000	524	1,000	625	1,000	652	1,000
432-50-60	SOFTWARE MAINTENANCE	0	0	0	1,781	3,275	2,075	TECH SERVI
432-50-90	TRAINING	2,500	690	2,500	1,249	2,500	660	2,500
432-60-10	MATERIALS & SUPPLIES	8,000	2,728	8,000	3,144	8,000	4,500	5,000
432-60-11	GENERAL EXPENSE	2,000	934	2,000	706	2,000	3,500	2,000
432-60-17	GASOLINE & OIL	8,000	7,272	8,000	7,911	8,000	5,765	8,000
432-60-18	UNIFORMS	1,500	1,187	2,500	3,477	2,500	1,500	3,500
432-60-19	RADIO	0	0	600	0	600	0	600
432-60-75	SIDEWALKS	0	0	0	0	0	0	40,000
432-69-30	DEBT EXPENSE	<u>700</u>	<u>761</u>	<u>700</u>	<u>641</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL WATER DIVISION O&M EXP	966,700	815,995	982,236	799,158	950,071	869,372	1,014,964

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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
202-2020	WATER DIVISION							
	EMPLOYEE BENEFITS							
432-20-10	MEDICAL	57,020	49,274	44,799	41,892	47,530	32,351	38,102
432-20-20	SOCIAL SECURITY	15,795	15,548	15,173	15,105	13,713	13,695	16,964
432-20-30	RETIREMENT	22,090	20,318	21,328	20,914	19,304	18,920	23,547
432-20-50	UNEMPLOYMENT COMPENSATION	1,405	1,222	1,354	1,034	839	1,229	994
432-20-60	WORKMEN'S COMPENSATION	10,210	9,596	9,851	9,730	8,806	8,995	8,598
432-20-70	GROUP LIFE INSURANCE	2,070	1,179	1,355	1,198	1,047	1,558	1,523
432-20-75	VISION	0	216	0	197	185	192	219
	TOTAL EMPLOYEE BENEFITS	108,590	97,353	93,860	90,070	91,424	76,940	89,947
432-90-30	INTERDEPARTMENTAL TRANSFERS	170,000	170,000	175,100	175,100	185,355	185,355	190,916
432-90-70	TRANSFER TO TECH SERVICES	0	0	0	0	0	0	181,306
432-90-80	TRANSFER TO PUBLIC WORKS	67,070	61,180	109,315	108,953	138,845	121,688	180,437
432-90-82	TRANSFER TO BILLING	113,665	111,954	116,410	113,098	123,821	126,425	160,416
	TOTAL WATER DIVISION - O&M	1,426,025	1,256,482	1,476,921	1,286,379	1,489,516	1,379,779	1,817,986
	DEBT SERVICE							
432-80-10	G O BONDS 2011(96)-PRINCIPAL	50,245	271,528	0	0	0	0	0
432-80-11	G O BONDS 2011(96)-INTEREST	7,395	5,714	0	0	0	0	0
432-80-13	1992 CAB BONDS-PRINCIPAL	395,000	395,000	395,000	390,000	0	0	0
432-80-15	G O BONDS 2011(92)-PRINCIPAL	104,035	562,229	0	0	0	0	0
432-80-16	G O BONDS 2011(92)-INTEREST	15,310	134,140	0	0	0	0	0
432-80-23	2012 USDA LOAN - PRINCIPAL	90,752	90,753	91,589	91,585	93,550	93,550	95,300
432-80-24	2012 USDA LOAN - INTEREST	95,248	95,248	94,416	94,416	92,455	92,455	90,700
432-80-02	2012 WASHINGTON ST. LOAN - PRINCIPAL	125,334	0	107,948	0	116,790	119,760	155,520
432-80-03	2012 WASHINGTON ST. LOAN - INTEREST	18,426	18,426	35,812	35,812	26,970	26,970	23,755
432-80-29	2019 USDA LEAD SERVICE LINE REPLACEMENT	0	0	0	0	0	0	18,730
	TOTAL WATER DIVISION DEBT	901,745	1,573,038	724,765	611,813	329,765	332,735	384,005
	WATER CAPITAL							
432-70-40	CAPITAL OUTLAY-EQUIPMENT	10,000	0	0	30,000	20,000	19,020	0
432-70-42	CAPITAL OUTLAY-VEHICLE	25,000	24,420	0	0	244,000	211,265	206,000
432-70-44	CAPITAL OUTLAY-INFRASTRUCTURE	50,000	0	45,000	172,739	0	0	50,000
432-90-10	CAPITAL OUTLAY-TRANSFER TO RESERVE	317,730	317,730	487,814	763,873	774,819	935,400	401,509
	TOTAL WATER DIVISION	2,730,500	3,171,670	2,734,500	2,864,804	2,858,100	2,878,199	2,859,500

CITY OF MILFORD
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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
203-3030	SEWER DIVISION							
432-10-10	SALARIES & WAGES	175,590	160,375	166,111	163,016	145,663	163,233	189,627
432-10-11	SALARIES & WAGES-VACATION SELLBACK	495	493	700	714	1,200	528	549
432-10-20	SALARIES WAGES-TEMP WAGES	0	0	0	1,185	0	0	10,000
432-10-30	SALARIES & WAGES-OVERTIME	15,875	15,792	15,875	13,873	15,875	4,535	15,875
432-10-40	SALARIES & WAGES-SICK & VACATION PAY	0	3,403	0	-3,999	0	-372	0
432-10-50	SALARIES & WAGES-ON CALL	13,800	16,956	13,800	12,697	13,800	9,500	12,500
432-30-10	CONTRACT SERVICES	25,000	27,722	30,000	24,199	30,000	22,914	28,000
432-30-15	SURFACE RESTORATION	0	0	0	0	15,000	4,490	15,000
432-30-20	LEGAL EXPENSE	2,000	520	2,000	0	2,000	0	2,000
432-30-30	AUDITING	8,000	8,000	8,000	8,000	8,000	8,000	9,000
432-30-50	ENGINEERING EXPENSE	25,000	2,804	25,000	2,570	10,000	3,050	10,000
432-40-12	MAINS	20,000	8,491	20,000	3,262	15,000	10,890	11,000
432-40-13	CHEMICALS	33,000	16,219	33,000	14,797	20,000	5,305	17,500
432-40-14	SERVICE CONNECTIONS	4,000	488	4,000	455	4,000	445	2,000
432-40-15	PUMPING - POWER PURCHASED	25,000	24,434	25,000	26,923	25,000	25,535	28,000
432-40-17	LIFT STATIONS	85,000	46,576	85,000	30,559	70,000	70,000	70,000
432-40-18	FACILITIES	5,000	1,614	5,000	555	5,000	4,290	5,000
432-40-19	WASTEWATER TREATMENT	1,850,000	1,795,303	1,850,000	1,863,759	1,850,000	1,730,915	2,035,000
432-40-20	WASTEWATER TREATMENT-I & I	500,000	402,664	475,000	498,169	475,000	954,140	836,103
432-40-29	MAINT. & REPAIRS-VEHICLES LABOR	8,000	5,828	8,000	11,078	12,000	10,000	15,000
432-40-30	MAINT. & REPAIRS-VEHICLES	5,500	2,010	5,500	4,015	5,500	5,500	5,500
432-40-32	MAINT. & REPAIRS-EQUIPMENT	5,000	2,876	5,000	2,988	6,000	1,500	6,000
432-50-19	MAINT. & REPAIRS-SCADA	20,000	2,876	20,000	12,149	20,000	9,000	TECH SERVIK:
432-50-20	INSURANCE	5,420	5,739	5,700	4,641	5,000	5,090	5,345
432-50-30	TELEPHONE	400	1,157	300	256	300	530	600
432-50-40	ADVERTISING & PRINTING	1,000	22	1,000	258	1,000	0	1,000
432-50-60	SOFTWARE MAINTENANCE	0	0	0	1,781	3,275	2,075	TECH SERVIK:
432-50-90	TRAINING	1,500	424	1,500	1,072	1,500	190	1,500
432-60-10	MATERIALS & SUPPLIES	3,000	2,433	3,000	1,951	8,000	3,000	5,000
432-60-11	GENERAL EXPENSES	1,500	181	1,500	22	1,500	2,500	1,500
432-60-17	GASOLINE & OIL	8,000	7,272	8,000	7,911	8000	6,000	8,000
432-60-18	UNIFORMS	1,500	1,350	2,500	2,508	3,500	2,310	4,000
432-60-19	RADIO	0	0	1,200	0	1,200	0	0
432-69-30	BOND DEBT SERVICE EXPENSE	1,400	1,577	1,400	1,016	1,400	375	1,400
432-60-75	SIDEWALKS	0	0	0	0	0	0	1,000
	TOTAL SEWER GENERAL EXPENSE	2,849,980	2,565,599	2,823,086	2,712,381	2,783,713	3,065,468	3,352,999

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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
203-3030	SEWER DIVISION EMPLOYEE BENEFITS							
432-20-10	MEDICAL	57,020	49,274	44,799	41,892	47,530	34,950	38,102
432-20-20	SOCIAL SECURITY	15,795	15,547	15,173	15,104	13,529	13,695	16,964
432-20-30	RETIREMENT	22,090	20,316	21,328	20,913	19,304	18,920	23,547
432-20-50	UNEMPLOYMENT COMPENSATION	1,405	1,222	1,354	1,033	839	1,125	994
432-20-60	WORKMEN'S COMPENSATION	10,210	9,595	9,851	9,729	8,687	9,825	8,598
432-20-70	GROUP LIFE INSURANCE	2,070	1,178	1,355	1,197	1,047	1,556	1,523
432-20-75	VISION	0	215	0	196	185	190	219
	TOTAL EMPLOYEE BENEFITS	108,590	97,347	93,860	90,064	91,121	80,261	89,947
432-90-40	INTERDEPARTMENTAL TRANSFERS	170,000	170,000	175,100	175,100	185,355	185,355	185,355
432-90-70	TRANSFER TO TECH SERVICES	0	0	0	0	0	0	181,306
432-90-80	TRANSFER TO PUBLIC WORKS	67,070	61,180	109,315	108,953	138,845	138,786	180,437
432-90-82	TRANSFER TO BILLING DEPT.	113,665	119,544	116,410	113,098	123,821	124,721	160,416
	TOTAL SEWER DIVISION - O&M:	3,309,305	3,013,670	3,317,771	3,199,596	3,322,854	3,594,591	4,150,460
	DEBT SERVICE							
432-80-10	G O BONDS 2011(1996)-PRINCIPAL	66,365	358,649	0	0	0	0	0
432-80-11	G O BONDS 2011(1996)-INTEREST	9,765	13,353	0	0	0	0	0
432-80-12	2000 STATE REV. FUND LOAN-PRINCIPAL	95,785	95,785	362,000	313,750	0	0	0
432-80-28	2000 STATE REV. FUND LOAN-INTEREST	17,885	17,884	8,590	0	0	0	0
432-80-04	2011 BOND ISSUE-PRINCIPAL	140,000	140,000	75,000	75,000	185,000	185,000	185,000
432-80-05	2011 BOND ISSUE-INTEREST	105,565	103,097	60,980	60,938	58,340	58,340	54,640
432-80-06	2012 STATE REV. FUND LOAN-PRINCIPAL	49,975	49,975	50,980	50,980	52,005	52,005	53,050
432-80-07	2012 STATE REV. FUND LOAN-INTEREST	15,730	15,728	14,725	14,724	13,700	13,700	12,655
432-80-08	2012 KENT COUNTY BYPASS-PRINCIPAL	23,690	23,690	24,230	24,230	24,780	24,777	25,340
432-80-09	2012 KENT COUNTY BYPASS-INTEREST	27,255	27,252	26,715	26,714	26,165	26,164	25,605
432-80-25	2015 USDA LOAN-PRINCIPAL	0	0	0	0	0	0	0
432-80-26	2015 USDA LOAN-INTEREST	60,455	60,455	35,500	35,500	35,500	35,500	48,250
	TOTAL SEWER DEBT	612,470	905,868	658,720	601,836	395,490	395,486	404,540
	CAPITAL							
432-70-40	CAPITAL OUTLAY-EQUIPMENT	0	0	0	0	20,000	19,020	15,000
432-70-42	CAPITAL OUTLAY-VEHICLE	130,000	379,388	60,000	59,427	405,000	362,475	75,000
432-70-44	CAPITAL OUTLAY-INFRASTRUCTURE	15,000	15,000	65,000	62,265	0	0	0
432-90-10	CAPITAL OUTLAY-TRANSFER TO RESERVE	289,725	289,725	254,634	254,634	313,156	289,720	0
	TOTAL SEWER DIVISION	4,356,500	4,603,652	4,356,125	4,177,758	4,456,500	4,661,292	4,645,000

CITY OF MILFORD
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 REVENUE

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
204-0000	SOLID WASTE DIVISION							
344-10-70	SERVICE BILLINGS-COMMERCIAL	42,000	42,569	43,000	43,608	43,000	47,500	45,000
344-10-71	SERVICE BILLINGS-RESIDENTIAL	1,000,000	1,017,790	1,040,000	1,063,762	1,060,000	1,078,000	1,100,000
344-10-72	SERVICE BILLINGS-BULK TRASH	10,000	9,618	10,000	1,200	1,000	600	500
344-10-74	REBATE	18,000	0	0	0	0	0	0
344-10-20	LATE PENALTIES	3,500	3,896	3,500	3,968	3,500	4,300	3,500
361-10-00	EARNINGS ON INVESTMENTS	4,500	6,389	2,000	1,937	1,000	1,200	1,000
399-40-00	BUDGETED FUND BALANCE	32,440	0	45,165	0	69,743	0	34,965
399-40-00	BUDGETED CD-RESERVES	250,000	0	227,000	0	0	0	0
	TOTAL SOLID WASTE REVENUE:	1,360,440	1,080,261	1,370,665	1,114,474	1,178,243	1,131,600	1,184,965

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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
204-4040	SOLID WASTE DIVISION							
432-10-10	SALARIES & WAGES	234,190	176,004	168,137	137,883	203,321	204,897	210,096
432-10-11	SALARIES & WAGES-VACATION SELLBACK	0	752	390	387	0	0	0
432-10-20	SALARIES & WAGES-TEMPORARY	20,000	41,932	20,000	49,380	10,000	11,450	15,000
432-10-30	SALARIES & WAGES-OVERTIME	11,000	6,728	11,000	17,229	15,000	15,000	10,000
432-10-31	SALARIES & WAGES-SICK AND VACATION	0	2,664	0	5,518	0	0	0
432-10-50	SALARIES & WAGES-ON CALL					930	0	0
432-30-10	CONTRACT SERVICE	21,700	15,445	25,550	35,169	17,500	21,250	38,000
432-30-30	AUDITING	6,000	6,000	6,000	6,000	6,000	6,000	6,000
432-40-29	MAINT. & REPAIR-VEHICLE LABOR	18,000	29,480	18,000	35,218	28,000	23,000	30,000
432-40-30	MAINT. & REPAIR-VEHICLE	35,000	42,439	40,000	40,000	40,000	42,000	25,000
432-42-10	LANDFILL FEES	265,000	248,047	250,000	245,438	250,000	245,000	250,000
432-50-20	INSURANCE	11,365	10,837	12,000	9,134	10,000	10,804	11,350
432-50-31	CELL PHONE	0	0	1,200	402	2,250	500	2,200
432-50-40	ADVERTISING AND PRINTING	4,000	4,437	5,000	4,706	10,000	2,500	8,000
432-50-60	SOFTWARE MAINTENANCE	0	0	3,600	3,411	9,000	0	10,600
432-50-90	TRAINING	1,000	160	3,000	811	3,500	2,850	4,500
432-60-10	MATERIALS & SUPPLIES	3,500	2,223	3,000	2,575	3,500	1,250	2,500
432-60-11	GENERAL EXPENSES	1,000	631	1,000	544	1,000	505	600
432-60-15	POSTAGE	500	69	750	110	750	100	650
432-60-17	GASOLINE & OIL	20,000	19,975	20,000	30,244	25,200	26,000	26,000
432-60-18	UNIFORMS	6,000	2,621	4,450	2,704	5,000	3,500	5,500
432-60-21	NATURAL GAS	6,000	2,621	5,000	2,167	4,000	1,400	2,500
432-61-10	TRASH & RECYCLING CONTAINERS	20,000	49,682	48,000	42,059	60,750	56,550	35,000
432-61-11	YARD WASTE CONTAINERS	10,000	0	8,000	6,805	10,000	12,450	0
432-61-12	DUAL CONTAINERS	0	0	24,450	0	0	0	0
432-90-50	INTERDEPARTMENTAL TRANSFERS	100,000	100,000	103,000	103,000	106,090	106,090	109,273
432-90-80	TRANSFER TO PUBLIC WORKS	55,240	51,280	91,095	100,080	115,704	115,655	106,139
432-90-82	TRANSFER TO BILLING DEPT.	<u>113,665</u>	<u>111,954</u>	<u>116,410</u>	<u>113,176</u>	<u>123,821</u>	<u>114,221</u>	<u>160,416</u>
	TOTAL SOLID WASTE O & M EXP.	963,160	925,979	989,032	994,153	1,061,315	1,022,972	1,069,324

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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
204-4040	SOLID WASTE DIVISION EMPLOYEE BENEFITS							
432-20-10	MEDICAL	70,365	59,272	63,214	40,272	71,588	70,710	57,771
432-20-20	SOCIAL SECURITY	19,130	14,504	15,873	12,210	16,519	17,994	17,551
432-20-30	RETIREMENT	29,385	21,328	24,596	17,696	25,991	27,461	28,236
432-20-50	UNEMPLOYMENT COMPENSATION	2,465	1,520	1,852	980	1,328	1,490	1,330
432-20-60	WORKMEN'S COMPENSATION	12,165	9,208	10,293	7,507	10,618	12,332	8,803
432-20-70	GROUP LIFE INSURANCE	2,770	1,314	1,705	987	1,461	1,879	1,656
432-20-75	VISION	0	299	0	196	294	294	294
	TOTAL EMPLOYEE BENEFITS	136,280	107,444	117,533	79,848	127,800	132,160	115,641
432-70-40	CAPITAL-EQUIPMENT	0	0	9,350	8,860	0	0	0
432-70-42	CAPITAL-VEHICLE	261,000	220,291	227,000	254,653	0	0	0
	CAPITAL RESERVES	0	0	0	0	0	0	0
	TOTAL SOLID WASTE CAPITAL	261,000	220,291	227,000	254,653	0	0	0
	TOTAL SOLID WASTE EXPENSES	1,360,440	1,253,714	1,333,565	1,328,654	1,189,115	1,155,132	1,184,965

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 REVENUE

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
205-0000	ELECTRIC DIVISION REVENUE							
344-10-10	SERVICE BILLING	24,730,790	25,033,358	24,815,000	24,946,717	24,900,000	25,000,000	25,500,000
344-10-20	LATE PENALTIES	60,000	51,081	60,000	49,400	50,000	55,000	55,000
344-10-30	RETURNED CHECKS	3,000	5,250	4,000	3,550	3,000	5,000	5,000
344-10-40	CONNECTION FEES	90,000	124,782	100,000	351,077	125,000	150,000	150,000
344-10-41	UNDERGROUND FEES	10,000	27,500	20,000	54,500	20,000	64,000	50,000
359-10-99	MISCELLANEOUS	5,000	65,320	5,000	102,802	5,000	76,005	15,000
361-10-00	EARNINGS ON INVESTMENTS	5,000	18,977	10,000	30,667	20,000	77,300	40,000
392-10-10	SALE OF PROPERTY OR EQUIPMENT	2,000	0	2,000	0	2,000	0	0
390-10-10	TRANSFER FROM RESERVES	<u>20,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>422,000</u>	<u>422,000</u>	<u>0</u>
	TOTAL ELECTRIC DIVISION REVENUE	24,925,790	25,326,268	25,016,000	25,538,712	25,547,000	25,849,305	25,815,000

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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
205-5050	ELECTRIC DIVISION							
432-10-10	SALARIES & WAGES	788,235	785,991	808,233	839,132	888,830	870,000	662,647
432-10-20	SALARIES & WAGES-TEMPOARY WAGES	0	0	0	0	0	0	10,000
432-10-11	SALARIES & WAGES-VACATION SELLBACK	1,895	1,893	3,610	3,610	6,490	3,276	987
432-10-30	SALARIES & WAGES-OVERTIME	35,225	28,858	35,225	35,456	35,225	35,225	35,225
432-10-40	SALARIES & WAGES-SICK/VACATION PAY	0	5,071	0	38,844	0	18,778	0
432-10-50	SALARIES & WAGES-ON CALL	42,640	40,481	42,640	40,246	42,640	42,640	42,640
432-30-10	CONTRACT SERVICES	30,000	29,559	30,000	23,396	40,000	20,000	40,000
432-30-12	SMARTMETERING	0	0	50,000	6,955	30,000	84,774	TECH SERV
432-30-20	LEGAL SERVICE	37,500	97,103	100,000	4,764	25,000	460	50,000
432-30-30	AUDITING	8,000	7,480	8,000	7,429	9,000	8,170	9,000
432-30-50	ENGINEERING SERVICE	20,000	6,674	20,000	7,772	20,000	15,000	15,000
432-40-10	METERS	45,000	43,571	45,000	16,482	45,000	15,000	TECH SERV
432-40-29	MAINT. & REPAIRS-VEHICLE LABOR	22,000	26,015	22,000	33,753	28,000	25,000	40,000
432-40-30	MAINT. & REPAIRS-VEHICLES	43,000	37,922	43,000	23,989	43,000	40,000	43,000
432-44-20	RENTAL OF EQUIPMENT	2,500	0	2,500	2,489	5,000	0	5,000
432-50-10	TRAFFIC SIGNALS	5,000	0	5,000	1,992	5,000	0	2,500
432-50-11	SUB-STATIONS	50,000	48,019	50,000	37,268	50,000	30,000	35,000
432-50-12	DISTRIBUTION LINES	300,000	244,323	350,000	303,933	350,000	200,000	300,000
432-50-20	INSURANCE	83,810	82,348	88,000	70,739	77,000	72,150	75,758
432-50-30	TELEPHONE	5,000	6,456	3,000	2,791	3,000	2,800	3,000
432-50-31	CELLPHONE	3,600	3,206	3,100	3,100	3,500	4,000	4,000
432-50-40	ADVERTISING & PRINTING	2,500	3,206	2,500	593	2,500	0	2,500
432-50-90	TRAINING	21,000	10,018	34,000	22,765	36,000	14,000	23,000
432-60-10	MATERIALS & SUPPLIES	5,000	3,662	5,000	3,462	5,000	1,520	3,500
432-60-11	GENERAL EXPENSE	2,000	1,745	2,000	1,442	2,000	1,670	2,000
432-60-17	GASOLINE & OIL	22,000	19,701	22,000	21,082	22,000	15,000	20,000
432-60-18	UNIFORMS	10,000	6,416	15,000	14,852	25,000	17,000	25,000
432-60-19	RADIO	5,000	610	5,000	0	5,000	600	2,000
432-60-23	WATER	0	2,544	0	2,697	0	2600	3,000
432-60-25	SMALL TOOLS	7,500	7,394	7,500	7,447	7,500	10,000	7,500
432-60-26	BOOTS & SAFETY GEAR	15,000	10,658	15,000	7,573	15,000	4,300	12,000
432-60-75	SIDEWALKS	0	0	0	0	0	0	20,000
	SUB-TOTAL ELECTRIC O & M EXP.	1,613,405	1,560,922	1,817,308	1,586,055	1,826,685	1,553,963	1,494,256

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
205-5050	ELECTRIC DIVISION O & M CONTINUED							
432-50-13	ENVIRONMENTAL COMPLIANCE	31,000	27,767	31,000	30,200	31,000	37,000	40,000
432-50-14	VEGETATION CONTROL	75,000	33,977	75,000	65,107	75,000	83,250	85,000
432-50-15	WAREHOUSE EXPENSE	3,500	3,411	3,500	898	3,500	1,020	3,500
432-50-17	FIBER MAINTENANCE	10,000	596	10,000	1,068	10,000	4,200	TECH SERVIK
432-50-19	SCADA	0	0	25,000	0	25,000	11,000	TECH SERVIK
432-50-60	SOFTWARE MAINTENANCE	4,000	2,975	4,000	3,960	4,500	4,500	TECH SERVIK
432-58-40	INVENTORY EXPENSE	25,000	-33,514	25,000	3,441	25,000	29,558	25,000
432-69-20	OFFICE EQUIPMENT	8,000	8,000	8,000	2,980	8,000	10,300	8,000
432-69-30	BANK CHARGES-BOND ISSUE	700	822	700	375	700	375	700
432-80-30	METER DEPOSIT INTEREST EXPENSE	<u>1,000</u>	<u>693</u>	<u>1,000</u>	<u>708</u>	<u>1,000</u>	<u>700</u>	<u>1,000</u>
	TOTAL ELECTRIC O & M EXPENSE	1,771,605	1,605,649	2,000,508	1,694,792	2,010,385	1,735,866	1,657,456
	EMPLOYEE BENEFITS							
432-20-10	MEDICAL	165,125	155,660	150,128	149,375	174,060	145,000	110,225
432-20-20	SOCIAL SECURITY	67,665	66,670	69,075	71,598	76,080	70,000	58,159
432-20-30	RETIREMENT	98,200	92,673	98,522	101,284	114,990	97,000	86,228
432-20-50	UNEMPLOYMENT COMPENSATION	5,540	4,810	5,161	3,949	3,920	3,920	2,660
432-20-60	WORKMEN'S COMPENSATION	40,485	38,502	41,486	42,872	45,490	45,490	28,904
432-20-70	GROUP LIFE INSURANCE	9,290	5,744	6,622	5,923	6,350	7,000	5,329
432-20-75	VISION	0	<u>902</u>	0	<u>829</u>	<u>865</u>	<u>800</u>	<u>587</u>
	TOTAL EMPLOYEE BENEFITS	386,305	364,961	370,994	375,830	421,755	369,210	292,092
	TRANSFERS TO OTHER FUNDS							
432-90-20	TRANSFER TO GENERAL FUND	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
432-90-60	INTERDEPARTMENTAL TRANSFERS	360,000	360,000	370,800	370,800	393,920	393,920	405,738
432-90-70	TRANSFER TO TECH SERVICES.	0	0	0	0	0	0	362,612
432-90-80	TRANSFER TO PUBLIC WORKS	94,670	82,363	151,825	151,317	192,836	192,836	350,256
432-90-82	TRANSFER TO BILLING DEPT.	<u>416,765</u>	<u>410,488</u>	<u>427,595</u>	<u>419,454</u>	<u>454,009</u>	<u>463,557</u>	<u>588,191</u>
	TOTAL TRANSFERS	3,371,435	3,352,851	3,450,220	3,441,571	3,540,764	3,550,313	4,206,797
	TOTAL ELECTRIC OPERATING EXPENSE:	5,529,345	5,323,461	5,821,722	5,512,193	5,972,905	5,655,389	6,156,345

CITY OF MILFORD
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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
205-5050	ELECTRIC DIVISION							
	POWER PURCHASED							
432-50-16	DEMEC	18,600,000	17,995,016	18,300,000	17,315,409	18,300,000	18,000,000	18,300,000
	DEBT SERVICE							
432-80-21	2011 BOND DEBT-PRINCIPAL	160,000	0	85,000	85,000	215,000	215,000	220,000
432-80-22	2011 BOND DEBT-INTEREST	186,445	107,965	107,965	107,965	104,965	104,965	100,615
	TOTAL BOND DEBT	346,445	107,965	192,965	192,965	319,965	319,965	320,615
	CAPITAL OUTLAY							
432-70-40	EQUIPMENT	0	0	30,000	30,000	100,000	0	140,000
432-70-42	VEHICLES	265,000	0	238,000	198,000	330,000	191,795	455,000
432-70-44	PROJECTS/INRASTRUCTURE	185,000	0	238,000	152,739	422,000	93,042	75,000
432-90-10	TRANSFER TO RESERVES	0	0	215,665	195,603	114,412	TBD	368,040
	TOTAL ELECTRIC FUND CAPITAL	450,000	0	721,665	576,342	966,412	284,837	1,038,040
	TOTAL ELECTRIC FUND EXPENDITURES	24,925,790	23,426,442	24,726,823	24,057,621	25,559,282	24,260,191	25,815,000

ACCOUNT CODE -----	DESCRIPTION -----	ACTUAL FY 17-18 -----	ACTUAL FY 18-19 -----	BUDGET FY 19-20 -----
223-6220	TECH SERVICES INTERSERVICE FUND			
436-10-10	SALARIES & WAGES	0	0	155,806
436-10-50	SALARIES & WAGES-ON CALL	0	0	6,600
436-30-10	CONTRACT SERVICES	0	0	7,500
436-30-30	AUDITING SERVICE	0	0	1,000
436-30-12	SMART METERING	0	0	15,000
436-40-10	METERS	0	0	90,000
436-40-29	MAINT.&REPAIR-VEHICLES LABOR	0	0	1,000
436-40-30	MAINT.&REPAIR-VEHICLES	0	0	5,000
436-50-17	FIBER MAINTENANCE	0	0	25,000
436-50-19	SCADA MAINTENANCE	0	0	25,000
436-50-20	INSURANCE	0	0	3,000
436-50-60	SOFTWARE MAINTENANCE	0	0	140,700
436-50-90	TRAINING	0	0	11,000
436-60-10	MATERIALS & SUPPLIES	0	0	2,500
436-60-17	GAS & OIL	0	0	2,000
436-60-18	UNIFORMS	0	0	7,600
436-60-19	RADIO	0	0	1,000
436-90-20	OFFICE FURNITURE & EQUIPMENT	0	0	3,500
436-60-25	SMALL TOOLS	0	0	2,500
436-60-26	BOOTS & SAFETY GEAR	0	0	2,500
436-90-81	BUILDING MAINT.-XFER TO PUBLIC WORKS	<u>0</u>	<u>0</u>	<u>84,912</u>
	TOTAL ADMIN. GEN. EXPENSE	0	0	593,117

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ACCOUNT CODE	DESCRIPTION	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20
223-6220	TECH SERVICES INTERSERVICE FUND			
	EMPLOYEE BENEFITS			
436-20-10	MEDICAL	0	0	31,126
436-20-20	SOCIAL SECURITY	0	0	12,335
436-20-30	RETIREMENT	0	0	16,342
436-20-50	UNEMPLOYMENT COMPENSATION	0	0	840
436-20-60	WORKMAN'S COMPENSATION	0	0	6,093
436-20-70	GROUP LIFE INSURANCE	0	0	1,186
436-20-75	VISION	<u>0</u>	<u>0</u>	<u>185</u>
	TOTAL EMPLOYEE BENEFITS	0	0	68,107
	TOTAL TECH SERVICES - O & M	0	0	661,224
416-70-42	CAPITAL-VEHICLES	<u>0</u>	<u>0</u>	<u>64,000</u>
	TOTAL TECH SERVICES	0	0	725,224
223-0000	LESS INTERSERVICE BILLING			
331-10-20	INTERSERVICE-WATER	0	0	-181,306
331-10-30	INTERSERVICE-SEWER	0	0	-181,306
331-10-50	INTERSERVICE-ELECTRIC	<u>0</u>	<u>0</u>	<u>-362,612</u>
	LESS TOTAL INTERSERVICE BILLING	<u>0</u>	<u>0</u>	<u>-725,224</u>

**CITY OF MILFORD
BUDGET FISCAL YEAR 2019 - 2020
EXPENDITURES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
222-6120	PW COST ALLOCATION							
435-10-10	SALARIES & WAGES	141,390	143,901	300,728	292,924	399,970	344,105	503,610
435-10-11	SALARIES & WAGES-VACATION SELLBACK	0	0	0	0	0	1,550	0
435-10-20	SALARIES & WAGES-TEMP WAGES	0	0	0	1,530	0	1,030	0
435-10-30	SALARIES & WAGES-OVERTIME	2,000	3,640	2,000	233	2,000	2,000	2,000
435-10-40	SALARIES & WAGES-SICK & VACATION P	0	16,420	0	35,979	0	14,335	0
435-30-10	CONTRACT SERVICES	11,700	14,271	9,600	8,030	7,830	8,500	10,000
435-30-15	CLEANING	20,000	17,178	20,000	16,620	32,500	26,100	35,800
435-30-20	LEGAL	2,000	300	0	0	1,000	990	1,000
435-30-30	AUDITING	3,000	3,000	3,000	3,000	4,000	4,000	4,000
435-30-50	ENGINEERING	12,000	27,135	2,500	2,173	2,500	775	2,500
435-40-29	MAINT. & REPAIR-GARAGE LABOR	1,400	173	0	0	0	0	0
435-40-30	MAINT. & REPAIR-VEHICLES	500	17,885	0	28,128	0	0	0
435-40-31	MAINT. & REPAIR-BUILDING	20,200	0	18,700	0	14,200	26,000	16,800
435-40-34	FACILITY MAINTENANCE	0	0	0	0	18,500	13,000	19,000
435-50-20	INSURANCE	3,145	3,032	3,300	2,660	3,000	3,008	3160
435-50-30	TELEPHONE	1,000	3,256	1,200	1,164	1,200	1,200	1,200
435-50-31	CELLPHONE	500	0	1,500	0	2,100	2,000	2,100
435-50-40	ADVERTISING	0	0	0	0	1,000	1,000	1,000
435-50-60	SOFTWARE MAINTENANCE	0	0	4,425	4,425	9,345	8,536	4,425
435-50-90	TRAINING	7,000	3,785	5,000	2,961	6,000	3,500	6,100
435-60-10	MATERIALS & SUPPLIES	10,027	7,892	8,500	7,714	8,500	8,500	8,500
435-60-11	GENERAL EXPENSE	1,500	7,892	2,500	1,897	2,500	2,500	2,500
435-60-13	COPIER	1,000	0	1,000	2,271	3,580	3,580	3,580
435-60-15	POSTAGE	600	431	600	605	700	705	700
435-60-17	GASOLINE & OIL	1,000	0	0	0	0	0	0
435-60-18	UNIFORMS	0	0	250	157	900	375	900
435-60-19	RADIO	2,000	939	2,000	715	1,000	425	1,200
435-60-21	NATURAL GAS	15,000	18,496	18,000	27,149	27,000	22,000	27,000
435-60-22	ELECTRIC	55,000	50,753	52,000	45,944	47,000	45,000	47,000
435-60-23	WATER	4,700	4,771	4,700	4,264	4,700	4,500	4,700
435-60-90	COMPUTERS	0	0	2,000	8,281	3,000	2,580	0
435-69-20	OFFICE EQUIPMENT	0	0	1,100	507	4,000	2,000	5,500
	PUBLIC WORKS EXPENSES	316,662	345,149	464,603	499,331	608,025	553,794	714,275

CITY OF MILFORD
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 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
222-6120	PW COST ALLOCATION EMPLOYEE BENEFITS							
435-20-10	MEDICAL	29,280	30,937	47,884	35,401	59,410	46,390	107,510
435-20-20	SOCIAL SECURITY	10,720	11,365	23,945	22,989	31,750	28,155	38,987
435-20-30	RETIREMENT	12,845	14,145	33,236	28,798	49,140	36,880	53,945
435-20-50	UNEMPLOYMENT COMPENSATION	895	1,187	1,826	2,074	1,690	1,840	2,505
435-20-60	WORKMEN'S COMPENSATION	855	917	3,493	2,079	8,260	6,000	7,707
435-20-70	GROUP LIFE INSURANCE	1,565	964	2,427	1,921	2,760	2,700	3,955
435-20-75	VISION	0	118	0	232	325	285	510
	TOTAL EMPLOYEE BENEFITS	56,160	59,632	112,811	93,493	153,335	122,250	215,119
	PUBLIC WORKS CAPITAL							
435-70-20	CAPITAL-BUILDING	21,708	0	0	0	0	0	132,000
435-70-40	CAPITAL-EQUIPMENT	0	0	11,000	630	10,000	0	0
222-0000	TOTAL PUBLIC WORKS COST	394,530	404,781	588,414	593,454	771,360	676,044	1,061,394
331-10-10	INTERSERVICE-GARAGE	-55,240	0	-52,957	0	-69,422	-60,844	-53,070
331-10-20	INTERSERVICE-WATER	-67,070	0	-105,915	0	-138,845	-121,688	-180,437
331-10-30	INTERSERVICE-SEWER	-67,070	0	-105,915	0	-138,845	-121,688	-180,437
331-10-40	INTERSERVICE-SOLID WASTE	-55,240	0	-88,262	0	-115,704	-101,407	-106,139
331-10-50	INTERSERVICE-ELECTRIC	-94,670	0	-147,104	0	-192,840	-169,011	-350,260
331-10-60	INTERSERVICE-STREETS	-55,240	0	-88,262	0	-115,704	-101,407	-95,525
331-10-92	INTERSERVICE-PLANNING & ZONING	0	0	0	0	0	0	-5,307
331-10-93	INTERSERVICE-CODE ENFORCEMENT	0	0	0	0	0	0	-5,307
331-10-95	INTERSERVICE-TECH SERVICES	0	0	0	0	0	0	-84,912
	TOTAL INTERSERVICE BILLINGS	-394,530	0	-588,414	0	-771,360	-676,044	-1,061,394
	NET PUBLIC WORKS COST	0	404,781	0	593,454	0	0	0

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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
221-6010	GARAGE-INTERSERVICE FUND							
434-10-10	SALARIES & WAGES	54,955	54,951	63,634	61,735	53,290	53,290	55,126
434-10-11	SALARIES & WAGES-VACATION SELLBACK	1,055	1,053	1,080	1,307	0	0	0
434-10-30	SALARIES & WAGES-OVERTIME	1,000	0	1,000	5,626	1,000	1,040	1,000
434-10-40	SALARIES & WAGES-SICK & VACATION PAY	0	-442	0	12,756	0	0	0
434-30-10	CONTRACT SERVICES	500	260	500	320	500	370	500
434-30-30	AUDITING	2,000	2,000	2,000	2,000	2,000	2,000	2,000
434-40-29	MAINT. & REPAIR-GARAGE LABOR	1,000	2,205	1,000	3,540	1,000	675	1,000
434-40-30	MAINT. & REPAIR-VEHICLES	1,000	61	1,000	69	1,000	605	3,300
434-40-31	MAINT. & REPAIR-BUILDING	1,000	6,440	1,000	595	2,000	400	8,500
434-40-34	FACILITY MAINT. & REPAIR - GAS TANKS	4,000	2,055	4,000	1,623	3,000	4,070	3,000
434-50-20	INSURANCE	3,745	3,831	4,000	1,224	3,500	4040	4242
434-50-30	TELEPHONE	150	603	200	183	200	185	200
434-50-31	CELLPHONE	300	249	300	252	600	395	1,000
434-50-60	SOFTWARE MAINTENANCE	0	0	0	0	0	0	12,375
443-50-90	TRAINING	0	0	0	0	2,000	3,170	3,000
434-60-10	MATERIALS & SUPPLIES	2,000	986	2,000	1,948	3,000	2,970	3,000
434-60-12	COMPUTER	0	0	0	0	1,500	1,760	0
434-60-17	GASOLINE & OIL	1,200	1,057	1,200	1,110	1,200	700	1,200
434-60-18	UNIFORMS & EQUIPMENT	2,000	1,029	2,000	953	1,500	1,225	1,500
434-60-60	GARAGE EXPENSE	4,000	1,003	4,000	3,719	14,000	12,575	6,000
434-90-80	TRANSFER TO PUBLIC WORKS	55,240	46,000	55,655	54,466	69,422	69,393	53,070
434-60-70	LOAN PAYBACK ELECTRIC RESERVES	0	0	0	0	0	0	10,000
	TOTAL GARAGE ADMIN EXPENSE	135,145	0	144,569	153,426	160,712	158,863	170,013
	EMPLOYEE BENEFITS							
434-20-10	MEDICAL	17,445	17,552	18,710	19,884	23,380	23,380	23,382
434-20-20	SOCIAL SECURITY	4,465	4,376	5,124	5,736	4,050	4,050	4,207
434-20-30	RETIREMENT	7,070	7,012	8,322	7,817	6,080	6,080	6,291
434-20-50	UNEMPLOYMENT COMPENSATION	380	330	484	291	280	280	280
434-20-60	WORKMEN'S COMPENSATION	2,830	2,765	3,262	3,678	2,690	2,690	2,195
434-20-70	GROUP LIFE INSURANCE	650	400	505	452	383	383	183
434-20-75	VISION	0	62	0	67	62	62	62
	TOTAL EMPLOYEE BENEFITS	32,840	32,497	36,407	37,925	36,924	36,925	36,599
434-40-34	Capital - Equipment	0	0	0	0	0	0	0
	TOTAL GARAGE BUDGET	167,985	32,497	180,976	191,351	197,637	195,788	206,612
331-10-10	(LESS INTERSERVICE BILLINGS)	-\$167,985	-\$32,497	-\$180,976	-\$191,351	-\$197,637	-\$195,788	-\$206,612

CITY OF MILFORD
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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
BILLING INTERSERVICE FUND								
ADMINISTRATION								
224-1410								
416-10-10	SALARIES & WAGES	330,935	331,240	344,860	341,215	338,730	343,129	495,567
416-10-11	SALARIES & WAGES-VACATION SELLBACK	1,890	1,121	1,950	0	1,980	1,979	2,063
416-10-30	SALARIES & WAGES-OVERTIME	6,000	5,348	6,000	5,346	26,000	30,000	10,000
416-10-20	SALARIES & WAGES - TEMPORARY WAGES	0	0	0	0	24,000	24,000	0
416-10-50	SALARIES & WAGES-ON CALL	3,500	2,907	3,500	2,670	3,500	2,800	0
416-10-40	SALARIES & WAGES-SICK & VACATION PAYO	0	754	0	5,240	0	0	0
416-30-10	CONTRACT SERVICES	20,000	20,545	23,000	22,586	23,000	23,000	23,000
416-30-12	CONTRACT SERVICES-PINNACLE	46,000	45,695	46,000	46,807	46,000	45,500	47,000
416-30-20	LEGAL-COLLECTION LAWYER	6,000	1,148	6,000	5,659	6,000	1,500	6,000
416-30-30	AUDITING SERVICE	2,000	2,000	2,000	2,000	3,000	3,000	3,000
416-30-60	COLLECTION EXPENSE	4,000	3,569	4,000	3,591	4,000	2,000	4,000
416-40-29	MAINT.&REPAIR-VEHICLE LABOR	3,000	1,680	2,400	3,885	4,000	1,500	2,000
416-40-30	MAINT.&REPAIR-VEHICLES	1,000	802	1,000	812	1,000	750	1,500
416-40-31	BUILDING MAINTENANCE	4,530	4,529	500	220	500	400	3,000
416-50-20	INSURANCE	4,000	3,920	4,200	3,364	3600	3,520	4,000
416-50-30	TELEPHONE	3,000	6,832	3,000	2,183	3,000	2,200	3,000
416-50-31	CELLPHONE	1,000	312	300	252	350	252	0
416-50-61	PITNEY BOWES EQUIPMENT	6,500	3,315	6,500	2,580	6,500	3,000	4,000
416-50-90	TRAINING	5,000	3,488	5,000	2,469	5,000	2,500	5,000
416-60-10	MATERIALS & SUPPLIES	13,000	13,214	13,000	11,906	13,000	13,000	13,000
416-60-11	GENERAL EXPENSE	1,000	795	1,000	829	1,000	1,000	1,000
416-60-12	COMPUTER	10,000	795	10,000	8,790	10,000	9,777	10,000
416-60-13	COPIER	6,000	4,758	6,000	5,567	6,000	3,560	6,000
416-60-15	POSTAGE	14,000	12,323	14,000	11,136	14,000	12,000	14,000
416-60-17	GAS & OIL	3,000	1,868	2,000	2,154	2,000	750	1,000
416-60-18	UNIFORMS	0	0	675	1,023	2,300	1,995	1,000
416-60-22	ELECTRIC	12,000	11,214	11,000	11,390	11,000	12,500	13,000
416-60-23	WATER	500	390	400	375	400	350	350
416-69-30	BANK CHARGES-CREDIT CARD FEES	60,000	64,022	60,000	67,200	60,000	70,000	70,000
	TOTAL ADMIN. GEN. EXPENSE	567,855	548,584	578,285	571,249	619,860	615,962	742,480

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

BILLING & COLLECTIONS PAGE 31

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
224-1410	BILLING INTERSERVICE FUND EMPLOYEE BENEFITS							
416-20-10	MEDICAL	117,070	117,324	123,505	122,433	113,790	130,798	175,851
416-20-20	SOCIAL SECURITY	25,325	25,261	26,520	26,455	25,900	28,123	37,515
416-20-30	RETIREMENT	37,595	37,190	39,730	38,451	37,870	41,371	58,198
416-20-50	UNEMPLOYMENT COMPENSATION	3,035	2,651	2,815	2,455	2,240	2,967	2,800
416-20-60	WORKMAN'S COMPENSATION	2,975	2,720	2,935	2,730	2,870	3,070	925
416-20-70	GROUP LIFE INSURANCE	3,905	2,408	3,035	2,439	2,440	3,370	4,052
416-20-75	VISION	0	495	0	495	500	495	618
	TOTAL EMPLOYEE BENEFITS	189,905	188,049	198,540	195,458	185,610	210,194	279,959
	TOTAL BILLING - O & M	757,760	736,633	776,825	766,707	805,470	826,156	1,022,439
416-70-20	CAPITAL-BUILDING	0	0	0	0	20,000	16,675	32,000
416-70-40	CAPITAL-EQUIPMENT	0	0	0	0	0	0	15,000
416-70-42	CAPITAL-VEHICLES	0	0	0	0	0	0	0
	TOTAL BILLING EXPENSES	757,760	736,633	776,825	766,707	825,470	842,831	1,069,439
224-0000	LESS INTERSERVICE BILLING							
331-10-20	INTERSERVICE-WATER	-113,665	-111,954	-116,524	-114,886	-123,821	-126,425	-160,416
331-10-30	INTERSERVICE-SEWER	-113,665	-111,954	-116,524	-114,886	-123,821	-126,425	-160,416
331-10-40	INTERSERVICE-SOLID WASTE	-113,665	-111,954	-116,524	-114,886	-123,821	-126,425	-160,416
331-10-50	INTERSERVICE-ELECTRIC	-416,765	-410,488	-427,254	-421,944	-454,009	-463,557	-588,191
	LESS TOTAL INTERSERVICE BILLING	-757,760	-746,350	-776,825	-766,602	-825,470	-842,831	-1,069,439
						0		

City of Milford



RESOLUTION 2019-10

RE-ADOPTING THE CITY OF MILFORD FISCAL YEAR 2019-2020 BUDGET & CAPITAL PROGRAM

WHEREAS, the operating and capital budgets of the City of Milford for Fiscal Year 2019-2020 have been prepared and submitted to the City Council by the City Manager in accordance with Article VI 'Financial Procedures' of the City Charter; and

WHEREAS, the City Council was presented with the proposed budget following a comprehensive study and review while meeting in public sessions on June 3, 2019 and June 4, 2019 and initially adopted on June 24, 2019; and

WHEREAS, the City Council approved Resolution 2019-07, adopting the FY 2019-2020 Budget, presented on June 10, 2019 and June 24, 2019; and

WHEREAS, the City of Milford Finance Staff recommends amendments to the adopted FY 2019-2020 Budget presented on June 24, 2019; and

WHEREAS, Resolution 2019-07 is hereby rescinded and replaced by Resolution 2019-10, and all FY 2019-2020 budgets approved prior to this date are null and void; and

WHEREAS, in the opinion of the City Council, the budget, as amended, most accurately reflects the City's anticipated revenues and expenditures for the fiscal year, retroactive to July 1, 2019 and ending June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILFORD, that the City of Milford's Operating Budget for Departments shown under General Fund as Administration, Planning and Zoning, Code Enforcement and Inspections, Finance, Information Technology, Police, Streets Division, Parks and Recreation and Council; and the Water, Sewer, Sanitation and Electric Divisions was adopted and approved as the budget of the City of Milford for Fiscal Year 2019-2020 in the following amounts:

Operations and Maintenance - \$41,742,787
Debt Service - \$1,109,160
Capital Program - \$2,423,029
Total Expenditures - \$45,274,976

A copy of said budget, is on file in the Office of the City Clerk, as was adopted by majority vote of Milford City Council on the 22nd day of July 2019.

APPROVED: _____
Mayor Arthur J. Campbell

ATTEST: _____
City Clerk Teresa K. Hudson



PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: Eric Norenberg, City Manager
From: Mark A. Whitfield, Public Works Director
Subject: Bid Award – Sidewalk Repair Project – Year 1
Date: July 28, 2019

As part of the Sidewalk Repair program implemented by the City in 2017, bids were solicited for cost of replacement of sidewalk, should property owners elect to have the City repair, or if property owners fail to repair the sidewalks within the 90-day period. Additionally, the City is responsible for the repair of sidewalks where there are water meter pits, utility poles, street signs, hydrants, street tree roots, and sewer cleanouts, and the bid includes these sidewalks as well.

The bids provide a range based on the quantity of sidewalks repaired. The more sidewalks completed under the contract, the less expensive the square foot price. Additionally, separate prices for 4" thick sidewalk and 6" thick sidewalk (at driveways) were obtained.

Bids for the project were opened on July 18, 2019. One bid was received from Mitten Construction Co of Dover, DE

Based on the lowest responsible bid, the replacement of sidewalks under the City's responsibility would be as follows:

	<u>at \$13.00/SF</u>
Water	\$26,975
Electric	\$11,700
Sewer	\$ 650
Streets	\$21,450

Costs to property owners for a single sidewalk block (approximately 25 sf) would be as follows:

<u>Thickness</u>	<u>Approx. price/block</u>	<u>Discounted price/block</u>
4" thick	\$325	\$275
6" thick (at driveways)	\$400	\$350

The discounted price would be \$2/SF if property owner chose the City to remove and replace, and paid the invoice in full at time of receipt.

Recommendation: Staff recommends City Council award the Sidewalk Replacement Project-Year 1, Contract NO 2020-ST-001 to Mitten Construction of Dover, DE, at a not-to-exceed price of \$677,275. City responsible sidewalks to be funded through: Water Operating Budget \$26,975, Electric Operating Budget \$11,700, Sewer Operating Budget \$650, and Streets Operating Budget \$21,450. Discounted price for residents choosing the City's contractor to complete repairs to come from Real Estate Transfer Tax, which would not to exceed \$96,350. All other costs shall be paid from Real Estate Transfer Tax Resevers and paid back through assessments to abutting property owners.

SECTION 00020**INVITATION TO BIDDERS**

The City of Milford is seeking responsible contracting firms for the completion of construction improvements as part of their **SIDEWALK REPAIR PROJECT-YEAR 1, CONTRACT NO. 2020-ST-001**. The scope of WORK on the proposed project includes the demolition, removal and replacement of a potential maximum of approximately 50,000 SF of sidewalk and associated work.

Sealed BIDS, in duplication, for the general construction of the **SIDEWALK REPAIR PROJECT-YEAR 1, CONTRACT NO. 2020-ST-001**, will be received by the City of Milford at Milford City Hall, 201 S. Walnut Street, Milford, Delaware 19963, until **2:00 P.M. LOCAL TIME ON JULY 18, 2019**.

BIDS will be opened publicly and read aloud in the Council Chambers at Milford City Hall at the time designated in this notice. The main purpose of the BID opening is to reveal the name(s) of the BIDDER(S), and not to serve as a forum for determining the low BIDDER(S). Any BIDS not in the possession of the City of Milford after that time will be returned unopened. It is the responsibility of the BIDDER to ensure their BID is received prior to the closing date and time.

ENVELOPES MUST BE CLEARLY MARKED "SIDEWALK REPAIR PROJECT-YEAR 1, CONTRACT NO. 2020-ST-001, BID OPENING JULY 18, 2019, 2:00 P.M." AND SENT TO THE "ATTENTION OF THE CITY CLERK'S OFFICE". 201 South Walnut St Milford DE 19963 No faxed or electronic BIDS will be accepted.

The CONTRACT DOCUMENTS may be examined and/or obtained at the City of Milford Public Works Facility, 180 Vickers Drive, Milford, Delaware 19963, upon payment of \$20.00 for each set, non-refundable. Checks should be made payable to the City of Milford.

Responsible BIDDERS will be required to provide BID SECURITY in the amount of 10% of the bid sum. The successful bidder must post PERFORMANCE and PAYMENT BONDS equal to 100% of the contract price upon execution of the CONTRACT.

An OPTIONAL Pre-BID Meeting will be held at **10:00AM, JULY 11, 2019** at the City of Milford Public Works Facility, 180 Vickers Drive, Milford, Delaware 19963.

The City reserves the right, as the interest of the City of Milford may appear, to reject any and all BIDS, to waive any informality or irregularity in the BIDS received, to accept or reject any items of any BID, and to adjust the estimated quantities listed at their sole discretion.

CITY OF MILFORD
By: Benny Hoover
Engineering Division

**SCHEDULING A
E ABANDONMENT
ERLY KNOWN AS
NG THE MERGER
TOWN PROPERTY
CENT TO THE
I**

of Smyrna has authority
"widen or alter existing
vacate, or abandon ex-
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Town";

known as Federal Street
and owned by the Town
1-17-01017-06-5400-

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lic hearing pursuant to
public comments about
ederal Street should be

D by the Town Council
ncurring in Council duly

omments for legislative
street now or formerly
connects Dwight Ave.
d at the SMYRNA TOWN
019 AT 6:45 P.M.;

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that the Town Council
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the same is located in
myrna now or formerly
and TMP# 1-17-01017-
, and (b) to merge the
Town Properties to cre-

d in at least five public
er of general circulation
eturn receipt requested,
utting Federal St., with
urring at least fourteen
c hearing.

t copy of the resolution
of Smyrna at a regular
n July 1, 2019.

Name Change

THE COURT OF

ADVERTISEMENT FOR

Sealed bids will be received by the Lewes Boa
aware (herein called the "OWNER") at the Lev
Street, Lewes, Delaware 19958, until **2:00 p.
day, July 23, 2019**, and then at said locati
read aloud.

WRF EFFLUENT PIPE REHABILITATI

CONTRACT DURATION: 90 CALEM

Work on the WRF EFFLUENT PIPE REHABILITA
of mobilization, removal and disposal, five (5) c
holes and frames and covers, 1150-feet of cle
16-inch wastewater treatment plant effluent
wetlands. All quantities are approximate.

Contract documents may be examined at t
Board of Public Works, 107 Franklin Avenue,
and George, Miles & Buhr, LLC, 400 High Str
19973.

Copies of the Contract Documents may be
George, Miles & Buhr, LLC, 400 High Street S
payment of Forty Dollars (\$ 40.00) for eac
Checks made payable to George, Miles & Buhr,

No Bidder may withdraw his bid within n
actual date of the opening thereof. Each Bi
by a Bid Bond payable to the Owner for ten
amount of the bid.

A non-mandatory pre-bid meeting with a site
p.m. local time on **Tuesday, July 9, 2019**,
Board of Public Works, Chambers at City Hall
allow Bidders an opportunity to obtain informa
the Engineer and Owner.

The right is reserved, as the interests of Lew
appear, to reject any and all bids, to waive
received, and to accept or reject any items of
the time and place for opening the bids from
less than five (5) calendar days-notice. The O
to choose a combination of items and item qu
parts of the bid proposal form.

Lewes Boa
Darrin Gor

346152 DSN 7/3,10/2019



Subaqueous Lands Lease and Pe

Monina Huey To construct a 4 by 130 foot lon

Contract No:

Project:

Section:

Sidewalk Repair Project ✓

Bid Tabulation

Bid Opening:

Addenda:

Section:

Bid Opening: *July 18, 2019*

*Bid
Bond*

Bidder	Addendum 1 Acknowledgement	Item No/Price	Subcontractors List Provided	Supplies List Provided	Security Provided
<i>Mitten Const. Dover, DE</i>		<i>13.00 4" 16.00 6"</i>	<i>✓</i>		

✓

Teresa Hudson, MMC
City Clerk

SECTION 00300

BID FORM

Proposal of Mitten Construction Co. (hereafter called "BIDDER"), organized and existing under the laws of the State of Delaware doing business as a corporation (Insert "a corporation", "a partnership", or "an individual" as applicable) to the City of Milford (hereinafter called "OWNER").

In compliance with the INVITATION TO BIDDERS, BIDDER hereby proposes to perform all WORK for the SIDEWALK REPAIR PROJECT-YEAR 1, CONTRACT No. 2020-ST-001, in strict accordance with the CONTRACT DOCUMENTS, within the time set forth herein, and at the prices stated below.

By submission of this BID, each BIDDER certifies that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this CONTRACT on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within 120 CONSECUTIVE CALENDAR DAYS thereafter. BIDDER further agrees to pay, as liquidated damages, an amount of \$500.00 PER CALENDAR DAY as defined in the GENERAL CONDITIONS.

BIDDER acknowledges receipt of the following ADDENDA:

N/A
N/A

BIDDER'S ACKNOWLEDGEMENT OF CITY'S ABILITY TO ADJUST QUANTITIES	INITIAL BELOW
BIDDER acknowledges the estimated quantities listed below may be increased or decreased at the sole discretion of the City.	EPR

This BID includes sales tax and all other applicable taxes and fees. BIDDER agrees to perform all the WORK described in the CONTRACT DOCUMENTS for the following unit prices or lump sum:

ITEM NO. & DESCRIPTION		UNIT	SIZE OR DEPTH	EST. MINIMUM QTY.	EST. MAXIMUM QTY.	UNIT PRICE
1A	Remove & Replace Existing 4" Concrete Sidewalk and Other Appurtenant Work	SF	4"	23,787	47,575	\$13.00
2A	Remove & Replace Existing 6" Concrete Sidewalk and Other Appurtenant Work	SF	6"	18,839	3,675	\$16.00

SUBCONTRACTOR and SUPPLIER LIST

In accordance with Title 29, Chapter 69, §6962 (d) (10) b. of the Delaware Code, the following SUBCONTRACTOR and SUPPLIER listing must accompany the BID submittal. The name and address (City and State only) of all major material SUPPLIERS and SUBCONTRACTORS must be listed for each category where the BIDDER intends to use a SUPPLIER or SUBCONTRACTOR to perform that category of WORK. In order to provide full disclosure and acceptance of the BID by the OWNER, it is required that BIDDERS list themselves as being the SUBCONTRACTOR or SUPPLIER for all categories where he/she is qualified and intends to perform such WORK.

SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE (Y/N)
1.	N/A	N/A	N/A	N/A
2.	N/A	N/A	N/A	N/A
3.	N/A	N/A	N/A	N/A
4.	N/A	N/A	N/A	N/A
5.	N/A	N/A	N/A	N/A

SUPPLIERS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE (Y/N)
1.	Concrete	Atlantic Concrete	Milford, DE	N
2.	Flagging	Rightway Flagging	Camden, DE	N
3.	N/A	N/A	N/A	N/A
4.	N/A	N/A	N/A	N/A
5.	N/A	N/A	N/A	N/A

BIDDER Please Note:

The OWNER reserves the right to accept or reject any or all BIDS. The OWNER may elect to delete some or all portions of any BID item, shown above and described in the CONTRACT DOCUMENTS, or accept any or all alternate BID items, in any order, such that the best interests of the OWNER are served.

By submission of this BID, BIDDER certifies that: (1) he is licensed, or has initiated the license application, as required by Title 30, Chapter 25, §2502 of the Delaware Code; (2) he has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this submitted proposal; and (3) he comprehends the bidding requirements set forth in the CONTRACT DOCUMENTS and herein and is thoroughly familiar with the provisions of the CONTRACT DOCUMENTS.

BIDDER agrees that this BID shall be good and may not be withdrawn for a period of one-hundred eighty (180) days after the scheduled closing time for receiving BIDS. Upon receipt of written notice of the acceptance of this BID, BIDDER will execute the formal CONTRACT, attached to said notice, within twenty (20) days and deliver a Surety BOND or BONDS as required by the INFORMATION FOR BIDDER.

The BID security attached in the sum of \$ \$64,396.50 or 10% of maximum quantity awarded, representing ten percent (10%) of the total Project BID, is to become the property of the OWNER in the event the CONTRACT and BONDS are not executed within the time above set forth, as liquidated damages for the delay and additional time expense to the OWNER caused thereby.

Respectfully submitted:



Signature

July 18, 2019

Date

Vice President

Title

P.O. Box 904

Address

1989013518

License Number (if applicable)

Dover, DE 19903

Address (cont'd)

Seal - (if bid is by a corporation)

END OF SECTION

SECTION 00370

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the Undersigned,
 Mitten Construction Co _____, as PRINCIPAL, and
 Old Republic Insurance Company _____, as SURETY, are hereby
 held and firmly bound unto the City of Milford, as OWNER, the penal sum of
 Ten Percent of Amount Bid _____, (\$ 10%) for the
 payment of which, well and truly to be made, we hereby jointly and severally bind ourselves,
 successors and assigns.

Signed, this 18th day of July, 2019.

The condition of the above obligation is such that whereas the PRINCIPAL has submitted to the City of Milford a certain BID, attached hereto and hereby made a part hereof to enter into a CONTRACT in writing, for the SIDEWALK REPAIR PROJECT-YEAR 1, CONTRACT No. 2020-ST-001.

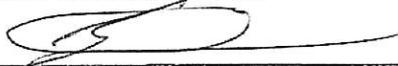
NOW, THEREFORE,

- A. If said BID shall be rejected, or
- B. If said BID shall be accepted and the PRINCIPAL shall execute and deliver a CONTRACT in the form of CONTRACT attachment hereto (properly completed in accordance with said BID) and shall furnish a BOND for faithful performance of said CONTRACT, and for the payment of all persons performing labor and furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the SURETY for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The SURETY, for value received, hereby stipulates and agrees that the obligations of said SURETY and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID; and said SURETY does hereby waive notice of any extension.

In WITNESS WHEREOF, the PRINCIPAL and the SURETY have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above. SURETY executing BONDS shall be a licensed agent in the State of Delaware.

Mitten Construction Co



(L.S.)

Principal Eben Roberts
Vice President

Old Republic Insurance Company

Surety



By: Lisa A Post, Attorney-in-Fact

IMPORTANT - SURETY companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

END OF SECTION

OLD REPUBLIC INSURANCE COMPANY
OF GREENSBURG, PENNSYLVANIA

STATUTORY FINANCIAL STATEMENT AS OF DECEMBER 31, 2017

ADMITTED ASSETS

Bonds	\$1,862,324,869
Common stocks	593,139,143
Cash, cash equivalents and short-term investments	65,831,172
Bonds, short-term investments and cash held under retrospective rating agreements	34,482,062
Premiums and considerations - uncollected premiums and agents' balances in the course of collection	262,147,791
Deferred premiums, agents' balances and installments booked but deferred and not yet due	16,236,106
Accrued retrospective premiums	700,166
Funds held by or deposited with reinsured companies	8,815
Amounts recoverable from reinsurers	54,742,227
Current federal and foreign income tax recoverable and interest thereon	4,201,044
Electronic data processing equipment and software	113,130
Investment income due and accrued	19,335,258
Receivables from parent, subsidiaries and affiliates	1,236,824
Other assets	8,711,410
TOTAL ADMITTED ASSETS	<u><u>\$2,923,260,036</u></u>

LIABILITIES AND SURPLUS

Losses	\$886,147,514
Reinsurance payable on paid losses and loss adjustment expenses	6,586,967
Loss adjustment expenses	151,601,954
Commissions payable, contingent commissions and other similar charges	4,712,906
Other expenses (excluding taxes, licenses and fees)	14,269,251
Taxes, licenses and fees (excluding federal income taxes)	64,609,674
Net deferred tax liability	10,962,116
Unearned premiums	270,475,952
Dividends declared and unpaid - policyholders	1,216,072
Ceded reinsurance premiums payable (net of ceding commissions)	172,874,442
Funds held by company under reinsurance treaties	95,976,765
Amounts withheld or retained by company for account of others	55,888,035
Remittances and items not allocated	30,288,085
Provision for reinsurance	9,182,213
Payable to parent, subsidiaries and affiliates	1,245,016
Other liabilities	4,055,200
TOTAL LIABILITIES	<u><u>\$1,782,092,162</u></u>
Common capital stock	3,800,004
Surplus notes	155,000,000
Gross paid in and contributed surplus	103,869,422
Unassigned funds (surplus)	878,498,448
SURPLUS AS REGARDS POLICYHOLDERS	<u><u>\$1,141,167,874</u></u>
TOTAL LIABILITIES AND SURPLUS	<u><u>\$2,923,260,036</u></u>

Securities carried at \$321,021,057 are deposited with States or Other Authorities as required by law.

STATE OF WISCONSIN)
)SS
COUNTY OF WAUKESHA)

Alan P. Pavlic, Vice President, and Rick A. Johnson, Vice President of Old Republic Insurance Company of Greensburg, Pennsylvania being duly sworn, each for himself, deposes and says that they are the above described officers of the said company, and that on the 31st day of December, 2017, the company was actually possessed of the assets set forth in the foregoing statement and that such assets were available for the payment of losses and claims and held for the protection of its policyholders and creditors, except as here-in-before indicated, and that the foregoing statement is a correct exhibit of such assets and liabilities of the said company on the 31st day of December, 2017, according to the best of their information, knowledge and belief, respectively.

Alan P. Pavlic
Alan P. Pavlic, Vice President

Rick A. Johnson
Rick A. Johnson, Vice President

Sworn to and subscribed before me this 15th day of March, 2018.

Deborah L. Vogt
Notary Public, State of Wisconsin
My Commission expires: July 5, 2019

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC INSURANCE COMPANY, a Pennsylvania stock insurance corporation, does make, constitute and appoint:
 LISA A. POST, LAWRENCE D. COHEN, NICHOLAS CASHAN, BRETT DONALD BALSLEY, OF MEDFORD, NJ

its true and lawful Attorney(s)-in-Fact, with full power and authority, not exceeding \$50,000,000, for and on behalf of the Company as surety, to execute and deliver and affix the seal of the Company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than self-insurance workers compensation bonds guaranteeing payment of benefits, asbestos abatement contract bonds, waste management bonds, hazardous waste remediation bonds or black lung bonds), as follows:

ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC INSURANCE COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This document is not valid unless printed on colored background and is multi-colored. This appointment is made under and by authority of the board of directors at a meeting held on March 14, 2014. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC INSURANCE COMPANY on March 14, 2014.

RESOLVED FURTHER, that the chairman, president or any vice president of the Company's surety division, in conjunction with the secretary or any assistant secretary of the Company, be and hereby are authorized and directed to execute and deliver, to such persons as such officers of the Company may deem appropriate, Powers of Attorney in the form presented to and attached to the minutes of this meeting, authorizing such persons to execute and deliver and affix the seal of the Company to bonds, undertakings, recognizances, and suretyship obligations of all kinds, other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds. The said officers may revoke any Power of Attorney previously granted to any such person. The authority of any Power of Attorney granted by any such officer of the Company as aforesaid shall not exceed fifty million dollars (\$50,000,000.00), except (a) bonds required to be filed as open penalty bonds, and (b) bonds filed with any court or governmental authority requiring an unlimited penalty in bonds filed in that court.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company (i) when signed by the chairman, president or any vice president of the Company's surety division and attested and sealed (if a seal be required) by any secretary or assistant secretary; or (ii) when signed by a duly authorized Attorney-in-Fact and sealed with the seal of the Company (if a seal be required).

RESOLVED FURTHER, that the signature of any officer designated above, and the seal of the Company, may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC INSURANCE COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 15TH day of MAY, 2019.

OLD REPUBLIC INSURANCE COMPANY

Jane E. Cherney
 Assistant Secretary



Alan Pavlic
 Vice President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 15TH day of MAY, 2019, personally came before me, ALAN PAVLIC and JANE E CHERNEY to me known to be the individuals and officers of the OLD REPUBLIC INSURANCE COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say; that they are said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said organization.



Kathryn R. Pearson
 Notary Public

My commission expires: 9/28/22

(Expiration of notary commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC INSURANCE COMPANY, a Pennsylvania corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

95-7655

Signed and sealed at the City of Brookfield, WI this 17th day of July, 2019.



Jane E. Cherney
 Assistant Secretary

BCA INSURANCE GROUP

THIS DOCUMENT HAS A COLORED BACKGROUND AND IS MULTICOLORED ON THE FACE. THE COMPANY LOGO APPEARS ON THE BACK OF THIS DOCUMENT AS A WATERMARK. IF THESE FEATURES ARE ABSENT, THIS DOCUMENT IS VOID.



PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

SIDEWALK REPAIR NOTICE

Dear Property Owner:

The City of Milford strives to be a safe, walkable community. To this effect, the City has launched a Sidewalk Repair Program. The Public Works Department has developed a schedule to inspect sidewalks in the City over a 4-year cycle, with different areas being inspected each year. For the first year of the program, sidewalk inspections were completed along collector streets and streets serving public schools.

During a recent inspection of your sidewalk, deficiencies were found. City Ordinance Chapter 197 requires property owners to keep public sidewalks along City streets abutting their property in good repair. A satellite photo of your sidewalk is included with this letter depicting the location of the deficient blocks.

If you have questions regarding the sidewalk blocks needing repair, or would like to have a second opinion, please contact the Engineer's Office at 302-422-1110 or email sidewalks@milford-de.gov. If after having a second opinion you would like to appeal the Notice, you may do so through the Board of Appeals. Please submit an appeal request in writing through the City Manager's Office at City Hall, 201 South Walnut Street, Milford, DE 19963.

Property owners will have until October 31, 2019 to complete the repairs of their sidewalks. If you choose to complete the repairs, please call the City Engineer's Office at 302-422-1110 or email sidewalks@milford-de.gov to schedule a reinspection of the sidewalk once the work is complete. A pamphlet is enclosed with information on how to complete the sidewalk repairs. ***Sidewalks not completed by the property owner by October 31, 2019 will be completed by the City's contractor and owner billed as indicated on following page.***

Please note the City will be repairing any sidewalk blocks found to be deficient that contain a water meter box, sewer manhole/cleanout, street sign, fire hydrant, or utility pole at no cost to the property owner. Property owners ***do not*** need to repair those blocks.

Property owners can opt to have the City complete the repairs and be billed for the repair cost. Property owners will have 30 days to make payment for the repairs.

4" thick \$13.00 per square foot, or approximately \$ 325 per 5' x 5' block
6" thick \$16.00 per square foot, or approximately \$ 400 per 5' x 5' block (driveways)

Property owners who want the City to repair their sidewalk must contact the City Engineer's Office at your earliest convenience at sidewalks@milford-de.gov or 302-422-1110. Property owners electing to have the City repair the sidewalk, and make payment within 30 days of invoice, will receive a \$2 per sf discount, or 4" thick sidewalk at \$11 (\$275 per block); 6" thick sidewalk at \$14/sf (\$350).

Property owners also have the option of financing the sidewalk repair costs completed by the City over a 60-month period at no interest. You will receive a coupon payment booklet to use when making your monthly payments.

Property owners who are financially unable to pay for the repair costs may opt for the City to complete the repair and have a lien filed against the property that will be satisfied at the time the property is sold.

Sidewalks are an important component to making a neighborhood accessible and enjoyable to the public. It is important the City of Milford be a safe, walkable community, and we appreciate your effort in being part of this initiative.

Yours truly,

Mark A. Whitfield,
Public Works Director

Sidewalk Repair/Replacement Alternatives

Property owner can:

- 1. Repair/replace the sidewalk themselves**
- 2. Hire a contractor to repair/replace the sidewalk**
- 3. Contact the City and have the City replace using the City's contractor; City will inspect**
- 4. Do nothing and City will repair sidewalk in November 2019**

City replacement:

- 1. City's contractor will remove and replace sidewalk blocks and complete inspection.**
- 2. City will bill property owner for contractor's cost.**

Financing options:

- 1. Property owner can pay directly to contractor hired by them**
- 2. Property owner can pay City cost less a \$2/sf discount if paid within 30 days of billing.**
- 3. Property owner can make 60 equal monthly payments for 100% of City's cost at no interest.**
- 4. Property owner can pay nothing and a lien will be filed against property to be satisfied at time of sale.**

Timeline:

August 1, 2019 – Notices sent to property owners identifying sidewalk blocks needing repair

October 31, 2019 – Deadline for property owners to have sidewalks repaired/replaced.

November 1, 2019 – Notices to property owners sent of City repair of sidewalks not completed by October 30, 2019

November 2019 – City contractor replaces sidewalks not completed by property owner.

January 2020 – Invoices sent to property owners for sidewalk replacements completed by City contractor.

February 1, 2020 – First payments due on invoices.

City of Milford Public Works Department Public Sidewalk Repair and Construction Criteria

Tripping Hazards

Repair/replacement of a sidewalk block is necessary when a tripping hazard exists as follows:

- 1) a crack or joint has separated greater than 1";
- 2) the edge(s) of a crack are chipped or broken, creating a surface opening of 1" or more;
- 3) vertical offset at a crack creates a trip hazard;
- 4) a block is raised or sunken greater than 1" above or below the adjacent block (measured 15" from the edge of the block);
- 5) greater than 25% of the horizontal surface of a block and at any point has deteriorated ½" below the original surface;
- 6) cross slope is insufficient or misaligned;
- 7) water ponds on sidewalk;
- 8) any other deficiency deemed a trip hazard as determined by the City Engineer.

Blocks damaged by tree roots may need special attention and methods of repair which are listed below.

Suggested Repair Methods

Patching

Repairs may be made using a half-and half mixture of Portland cement and sand, or with a commercial two-part epoxy-type concrete patch material. The minimum thickness for a patch is 1". Thicknesses less than 1" generally do not bond well.

Prior to patching, the deteriorated material should be removed to expose sound concrete. The surface should be prepared with a bonding material or epoxy as prescribed by the patch material manufacturer.

Grinding

The edge of a raised block may be "shaved" off by using a concrete grinder, as long as the height of the raised portion is no more than 1½". After grinding, the area should be smooth in texture and level with the adjacent block. In no case should the remaining block be less than 2" thick. Chipping or chiseling of the raised portion is not acceptable.

Placing a wedge of patch material over a portion of a square is not acceptable because wedges will not adhere properly nor will they withstand frost movement.

Re-inspection

Repairs must be re-inspected once complete. Please call 422-1110 to schedule a re-inspection.

Graffiti

When choosing to do the work yourself or when hiring a contractor, please remember that keeping the freshly poured concrete from graffiti is your responsibility.

Sidewalk Replacement

If the deterioration of the sidewalk block is severe, it may be in your best interest to replace the entire block. Please follow the

guidelines listed below for new concrete sidewalk construction.

Hiring a Contractor

Contractor names can be found in the Yellow Pages of the telephone book under "Concrete Contractors". The contractor should remove and dispose of the old block. Specify to the Contractor that the concrete is to be Class A, 3300 PSI concrete, and reinforced with fibrillated fiber mesh MD fibers (1-1/2 pounds per cubic yard). The block must be at least 4 inches thick in residential areas and at least 6 inches thick for a driveway area. The side of the sidewalk block should be formed using 2 x 4's (or 2 x 6's at a driveway). Surface edges shall have a 1/4" radius. The finished surface should be slip resistant by coarse-brooming in a direction perpendicular to the street. The width of the sidewalk block should be at least 5 feet, unless an exception has been granted by the City Engineer. When having two or more blocks poured continuously, the contractor should create a saw cut no greater than 6 feet apart and to a depth of 2". Joints should be placed no greater than 6 feet apart. Expansion joints shall be constructed of pre-molded one-half inch (½") expansion material placed the full depth of the sidewalk for 2 or more adjacent blocks in the same pour. For one single block, the expansion joint may be one-quarter inch (¼"). Expansion material shall be placed between the sidewalk and any rigid structure (e.g. another sidewalk, curb or curb gutter, inlet, concrete driveway, light post, buildings). All hand-formed contraction and expansion joints shall be edged with an edger having one-fourth inch (¼") maximum radius. Expansion joints in sidewalks shall be caulked with SikaFlex-1A sealant

manufactured by Sika Corporation, or equal. A curing compound should be placed on the new concrete after brooming the finish. An application of boiled linseed oil 45-60 days after the pour should be placed to seal the concrete, which will reduce future salt damage.

Do It Yourself

Property owners may complete the work themselves by following the same guidelines listed for contractors. You will need to dispose of the old sidewalk block(s) after it is removed concrete may be taken to DSWA on Rt 113 in Milford.

The property owner may use 80# bags of pre-packaged concrete mix in lieu of ordering from a concrete supplier. (Concrete suppliers normally require a minimum order which usually is in excess of the 1/3 cubic yard that is needed for one 4" thick, 5' x 5' sidewalk block) Approximately 17-80# bags will be needed for one 4" thick, 5' x 5' block. Carefully follow the directions on the package. The pour must be made in one course. Finishing and curing should be done as described above under "Hiring a Contractor".

You can also mix your own concrete using 1 part Portland cement, 2 parts fine sand, 3 parts coarse aggregate mixed with 6 gallons of water (maximum) per sack of cement.

Re-inspection

Upon completing the sidewalk replacement, please call 422-1110 to schedule a re-inspection.

Tree and Sidewalk Conflicts

The natural, vigorous growth of healthy street trees occasionally will cause damage to sidewalks

due to expanding roots. Several options are available to minimize the reoccurrence of this situation. Each of the options listed below must be approved by the City Engineer prior to construction.

Reduce Sidewalk Width (Figure 1)

The sidewalk block may be reduced to a width of 4' (four feet) around an existing tree. If this option is selected, consideration should be given to the installation of root barriers as described below.

Construct Sidewalk around Tree

Onto Private Property (Figure 2)

If there are multiple sidewalk blocks to be replaced due to tree root damage, a by-pass walk may be constructed back onto private property. Place concrete on a sub base of 6" of gravel (2RC stone), which will deter root growth and provide drainage.

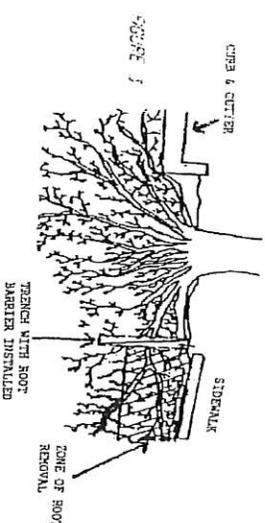
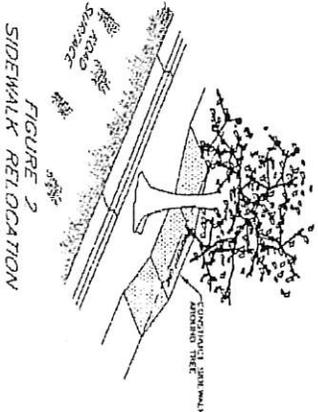
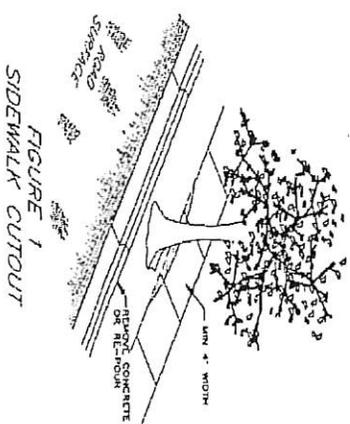
Root Removal/Root Barriers (Figure 3)

One solution is to remove roots for a depth of 6" to 8" below the sidewalk (12" total) and install a root barrier. A plastic root barrier may be used. Installation is the responsibility of the property owner, but the City can provide installation instructions. All roots removed should be pruned off cleanly. **Removal of roots greater than 2" in diameter is not recommended.** New concrete should be placed on 6" of gravel (2RC stone) to deter future root growth.

Temporary Measures

The use of brick, asphalt, or quartered concrete squares may be used as a temporary measure, when approved by the City Engineer. The temporary measure may only be used until the time the tree is removed. Upon the removal of the tree, the property

owner will be expected to replace the temporary material with concrete, as noted in the above guidelines.





PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

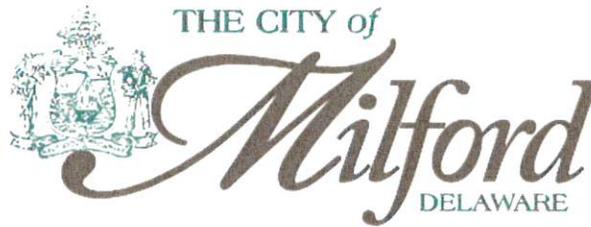
PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: Eric Norenberg, City Manager
From: Mark A. Whitfield, Public Works Director
Subject: Electric Division Digger Derrick Line Truck Replacement
Date: July 15, 2019

Staff requests City Council consider a recommendation to replace the existing 2000 International digger derrick line truck (Unit E-110) used by the Electric Division with a 2020 International truck with a Versalift digger derrick body. The existing unit has approximately 30,000 mile/5000 engine hours, is 20 years old, and has been used beyond its life expectancy. The replacement of the unit was identified in the 2020 Capital Improvement Plan. The truck is used for drilling holes for poles and craning poles into place for electric distribution lines.

The purchase of this truck will be made through the Sourcewell cooperative purchasing (formerly NJPA Purchasing Agreement) through the Delaware State Contract. Specifications for the 2020 International truck and Versalift digger derrick body are attached. The Electric Division budgeted \$275,000.00 for the purchase of this unit, and the Sourcewell final cost is \$265,717.10.

RECOMMENDATION: Staff recommends City Council authorize a purchase order to Navistar Inc for a 2020 International Truck with a Versalift Digger Derrick body in the amount of \$265,717.10 in accordance with the Sourcewell contract #081716-NVS, with funding coming from Electric Reserves.



PUBLIC WORKS DEPARTMENT

180 Vickers Drive

Milford, DE 19963

PHONE 302.422.1110

FAX 302.422.1117

www.cityofmilford.com

To: Eric Norenberg, City Manager
From: Mark A. Whitfield, Public Works Director
Subject: Electric Division Trencher Replacement
Date: July 16, 2019

Staff requests City Council consider a recommendation to replace the existing 2003 Vemeer Trencher (Unit E-130) used by the Electric Division with a 2020 Vemeer RTX750 Trencher. The existing unit has approximately 1900 engine hours, is 16 years old, and has been used beyond its life expectancy. The replacement of the unit was identified in the 2020 Capital Improvement Plan. The trencher is used for excavating for the placement of underground electric distribution lines.

The purchase of the unit will be made through the Sourcewell cooperative purchasing (formerly NJPA Purchasing Agreement) through the Delaware State Contract. Specifications for the 2020 Vemeer RTX750 Trencher are attached. The Electric Division budgeted \$125,000.00 for the purchase of this unit, and the Sourcewell final cost is \$117,845.00.

RECOMMENDATION: Staff recommends City Council authorize a purchase order to Vemeer Mid-Atlantic for a 2020 Vemeer RTX750 Trencher in the amount of \$117,845 in accordance with the Sourcewell contract #0124-18-VRM, with funding from Electric Reserves.



EQUIPPED TO DO MORE.

Quote Number 00000239
Created Date 7/3/2019
Expiration Date 7/31/2019

Prepared By Chris Moorefield
Email chris.moorefield@vermeermidatlantic.com

Contact Name Timmy Barnett
Phone 302-542-8388
Email tbarnett@milford-de.gov

Bill To Name City of Milford
Bill To 180 Vickers Drive
Milford, DE 19963

Ship To 180 Vickers Drive
Milford, DE 19963

Product Name	Product Details	Quantity	Total Price
Vermeer RTX750	Vermeer RTX750 Deutz 74HP Duetz Diesel Engine 38x14-20 Wheel assembly WITH weight Kit ROPS with Canopy and Highway Safety Lights 6 Way Backfill Blade 4 Wheel Steer B750 Backhoe with 18" Bucket S0750 Sliding offset trencher with 60" boom and 8" wide Shark Combo Hydraulic Crumber Auto Creep and Trench Sense	1.00	\$117,845.00
Quad Tracks	Add Quad Tracks	1.00	\$21,585.00

Standard Financing Options (does not include special financing)

- 24 Months - \$6317.35 per month
- 36 Months - \$4377.06 per month
- 48 Months - \$3410 per month
- 60 Months - \$2832.21 per month

* Estimated monthly payment for qualified applicants. Actual payments will be determined upon credit approval.

Chute for crumber is no longer available through Vermeer but we will remove one off of current machine and put on new one.

Pricing is Sourcewell (NJPA) Contract #012418-VRM

Subtotal \$139,430.00
Total Price \$139,430.00
Grand Total \$139,430.00

Signature: _____

RTX750 RIDE-ON TRACTOR



IN CONTROL. Common controls across the entire RTX lineup help operators become more efficient and productive.



AN ATTACHMENT FOR EVERY JOB.

The RTX750 has an arsenal of attachments to match many applications including rockwheels, plows, combos and trenchers.



MANEUVERABILITY IN A SMALLER FOOTPRINT.

The versatile RTX750 has the smallest footprint in its class, making it well-suited to working in tight jobsite spaces and congested residential areas.



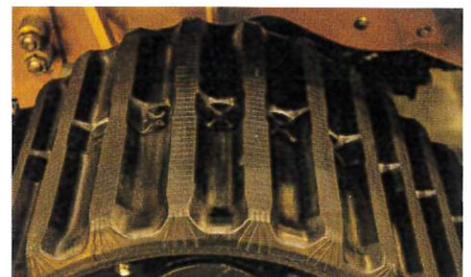
MAKE SENSE OF YOUR TRENCH.

When difficult conditions are encountered while trenching, causing a sudden drop in engine speed, the TrenchSense™ electronic control system automatically pauses the forward motion of the tractor to prevent engine shutdown and recalibration of the machine controls. Once preset engine and trencher speed recovers, forward auto creep resumes. The sequence occurs within seconds and requires no operator adjustment.



KNOWLEDGE ON DISPLAY.

An integrated system display toggles through machine diagnostics, including engine rpm, fuel level, alternator voltage, engine coolant temperature and engine hours. When in either ground drive or using a rear attachment, the display indicates the percentage of the hydrostatic capacity being utilized, allowing the operator to easily monitor important machine functions.



QUAD TRACK SYSTEM.

The quad track system offers improved flotation, reduced surface damage and increased tractive effort. Four-wheel steer and crab steering are functional with both quad track and rubber tire options.

RTX750 RIDE-ON TRACTOR

GENERAL WEIGHTS AND DIMENSIONS

Weight (rubber tires): 5900 lb (2676.2 kg)

Weight (tracks): 9330 lb (4232 kg)

Length (rubber tires): 10.5' (3.2 m)

Length (tracks): 11.1' (3.4 m)

Width (rubber tires): 72" (182.9 cm)

Width (tracks): 78.5" (199.4 cm)

Height: 100.3" (254.8 cm)

ENGINE OPTION ONE

Make and model: Deutz TD2.9L4

Noise level at operator's ear: 91 d(B)a

Manufacturer's gross hp rating: 74 hp (55 kW)

Max torque: 192 ft-lb (260.3 Nm)

Cooling medium: Liquid

Fuel type: Diesel

EPA certification family: Tier 4 final

ENGINE OPTION TWO

Make and model: Cummins B3.3T

Noise level at operator's ear: 95 d(B)a

Manufacturer's gross hp rating: 74 hp (55 kW)

Max torque: 181 ft-lb (245.4 Nm)

Cooling medium: Water

Fuel type: Diesel

EPA certification family: Tier 4i (EU Stage IIIB)

CAPACITIES

Fuel tank: 27 gal (102.2 L)

Hydraulic tank: 23 gal (87.1 L)

Hydraulic system: 25 gal (94.6 L)

Coolant (Tier 4 final): 3 gal (11.4 L)

Coolant [Tier 4i (Stage IIIB)]: 2.3 gal (8.7 L)

HYDRAULIC SYSTEM

Ground drive pump capacity: 35 gpm (132.5 L/min)

Ground drive pump relief: 4350 psi (299.9 bar)

Attachment pump capacity: 35 gpm (132.5 L/min)

Attachment pump relief: 5500 psi (379.2 bar)

Auxiliary pump capacity: 19.4 gpm (73.4 L/min)

Auxiliary pump relief: 2500 psi (172.4 bar)

GROUND DRIVE — RUBBER TIRE

Max transport speed (fwd/rev): 5 mph (8.1 km/h)

Max creep speed (fwd/rev): 2 mph (3.2 km/h)

Tire size: 38" x 14" (96.5 cm x 35.6 cm)

GROUND DRIVE — TRACKS

Max transport speed (fwd/rev): 4 mph (6.4 km/h)

Max creep speed (fwd/rev): 1.5 mph (2.4 km/h)

Number of track assemblies: 4

Track contact length: 35" (88.9 cm)

Track width: 17.8" (45.2 cm)

Ground pressure: 3.8 psi (.3 bar)

AXLE OPTIONS

Front axle type: Steerable planetary with hydraulic differential lock

Rear axle type: Steerable planetary with hydraulic differential lock

Axle load rating: 11,250 lb (5102.9 kg)

Outside turning diameter (rubber tires, front steer only): 33' (10.1 m)

Outside turning diameter (tracks, front steer only): 39.5' (12 m)

Outside turning diameter (rubber tires, front and rear steer):
16.8' (5.1 m)

Outside turning diameter tracks, front and rear steer): 23' (7 m)

Service brake type: Hydrostatic

Parking brake type: Spring-applied, hydraulic release

See corresponding attachments literature for available attachments.

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Vermeer



EQUIPPED TO
DO MORE.



PUBLIC WORKS DEPARTMENT

180 Vickers Drive

Milford, DE 19963

PHONE 302.422.1110

FAX 302.422.1117

www.cityofmilford.com

To: Eric Norenberg, City Manager
From: Mark A. Whitfield, Public Works Director
Subject: Sewer Division Vacuum Pump Trailer Replacement
Date: July 15, 2019

Staff requests City Council consider a recommendation to replace the existing 2005 Vemeer trailer mounted vacuum pump (Unit SE-13) used by the Water/Sewer Division with a 2020 Vemeer LP573SDT Vacuum Pump. The existing unit has approximately 500 engine hours, is 15 years old, and has been used beyond its life expectancy. The circuit board is outdated and repair parts are no longer available, the pump needs rebuilt, and the motor mounts need replaced. The replacement of the unit was identified in the 2020 Capital Improvement Plan. The vacuum pump is used for dewater trenches when making water or sewer line repairs.

The purchase of the unit will be made through the Sourcewell cooperative purchasing (formerly NJPA Purchasing Agreement) through the Delaware State Contract. Specifications for the 2020 Vemeer LP573SDT Vacuum Pump are attached. The Sewer Division budgeted \$75,000.00 for the purchase of this unit, and the Sourcewell final cost is \$68,259.00.

RECOMMENDATION: Staff recommends City Council authorize a purchase order to Vemeer Mid-Atlantic for a 2020 Vemeer LP573SDT Trailer Mounted Vacuum Pump in the amount of \$68,259.00 in accordance with the Sourcewell contract #012418-VRM, with funding coming from Wastewater Reserves.



EQUIPPED TO DO MORE.

Quote

Quote Number 00000370
Created Date 7/8/2019
Expiration Date 7/31/2019

Prepared By Chris Moorefield
Email chris.moorefield@vermeermidatlantic.com

Contact Name Charles Nordberg
Phone 302-422-6616
Email ehelmick@milford-de.gov

Bill To Name City of Milford
Bill To 180 Vickers Drive
Milford, DE 19963

Ship To 180 Vickers Drive
Milford, DE 19963

Product Name	Product Details	Quantity	Total Price
LP573SDT	NEW VERMEER LP573SDT Includes: 500 gallon spoil tank, 12,000 GVWR, (2) 100 Gallon Water Tanks, 49 HP Yanmar Diesel (Tier 4 Final), 1,000 CFM Vacuum Pump (High-CFM), Debris Tank with Hydraulic Tilt, 4,000 PSI @ 4 GPM - High Pressure Water System, Fully enclosed and insulated engine stand (lockable), Reverse Pressure to off-load liquids and dislodge debris in hose, Polymer liner on bottom half of tank for easy dumping and cleanout, 30' x 4" Suction Hose and Suction Tool, Hydraulically operated full open and locking rear door, Water Knife and Clean-up wand, 30 Gallon Fuel Tank	1.00	\$65,759.00
Strong Arm	Add Strong Arm Option	1.00	\$2,500.00

Standard Financing Options (does not include special financing)

- 24 Months - \$3098.48 per month
- 36 Months - \$2146.82 per month
- 48 Months - \$1672.5 per month
- 60 Months - \$1389.12 per month

* Estimated monthly payment for qualified applicants. Actual payments will be determined upon credit approval.

Pricing is Sourcewell (NJPA) Contract #012418-VRM

Member #31321

Subtotal \$68,259.00
Total Price \$68,259.00
Grand Total \$68,259.00

Signature: _____

LP 573/873 SDT

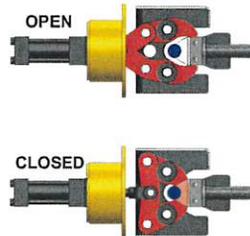
Vac-Tron Equipment

The Industry Innovator



CVF FILTRATION HOUSING:

The LP ground level filtration housing also incorporates a 28" (71.1 cm) diameter cyclone, four-way valve for reverse pressure, and the largest silencer in the industry for quiet performance. **Patented.**



NEW 7 SERIES CLAW DOOR:

No fuss over center locking mechanism for positive lock and unlock.



OPTIONAL BOOM:

Optional six-way hydraulic boom maximizes job performance by supporting the weight of the vacuum hose.



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8 2 2 - 8 7 6 6

VAC-TRON LP 573/873 SDT

LOW PROFILE SERIES

General Dimensions and Weights - Skid

Length 14.75' (4.5m) (573 model)
Length: 16.4' (5m) (873 model)
Height 82" (208 cm)
Empty weight: 5440 lb (2468 kg) (573 model)
Empty weight: 6160 lb (2794 kg) (873 model)
Width: 93" (236 cm)

General Dimensions and Weights - Trailer

Empty weight: 6440 lb (573 model)
Empty weight: 6670 lb (873 model)
Empty weight: 8280 lb (873 Heavy)
Length: 19.25' (5.9 m) (573 model)
Length: 22.4' (6.8 m) (873 model)
Width: 93" (236 cm)
Width: 100" (254 cm) (873 Heavy)
Height: 90" (229 cm)
Brake Type: Electric
Hitch type: Pintle
GVWR: 12,000 lb (5443 kg) (573 model)
GVWR: 9,995 lb (4533.66 kg) (573 Lite)
GVWR: 14,000 lb (6350 kg) (573 Heavy)
GVWR: 14,000 lb (6350 kg) (873 model)
GVWR: 20,000 lb (9072 kg) (873 Heavy)

Engine 573/873 SDT:

Horsepower: 49 hp (37 kW) Yanmar Tier 4 Final
Horsepower: Optional 83 hp (61 kW) Yanmar Diesel (Heavy)
Vacuum: 1000 cfm
Fuel tank capacity: 30 gal (114 L)

Water Tank

Water tank capacity: 573 Standard 200 gal (757 L)
573 Lite 100 gal (379 L)
573 Heavy 300 gal (1136 L)
873 200 gal (757 L)
873 Heavy 400 gal (1515 L)

Number of tanks: 2
High pressure pump flow rate: 4 gpm
High pressure pump pressure: 4000 psi
High Pressure hose length: 50' (15 m)
Low water shut off: Yes

Spoil Tank

Spoil tank capacity: 500 gal (1893 L) (573 model)
Spoil tank capacity: 800 gal (3028 L) (873 model)
Door type: Hydraulic
Tank lift type: Hydraulic

Vacuum

Type of filters: Cartridge filter 0.5 microns
Hose length: 30' (9 m)
Hose width: 3" (8 cm)
Hose width optional: 4" (10 cm)
Vacuum: 1000 cfm
Water trap capacity: 60 gal (227 L)
Suction hose storage: 30' (9 m)

Control Panel

Controls: Curbside
Guages: Analog and Digital

Optional Boom

Pick up hose: 4" (10 cm)
Reach: 15' (5 m)
Movement: 6-way

Optional Strong Arm

Reach: 15' (5 m)

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