

City of Milford



CITY COUNCIL AGENDA Monday, February 24, 2020

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

7:00 P.M.
COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Public Hearings ®

Ordinance 2019-30 ®

Milford Marina Enterprises LLC for a Conditional Use for a Planned Unit Development and a Preliminary Major Subdivision on 40.35 +/- acres in R3 (Garden Apartment and Townhouse) and C3 (Highway Commercial) Zoning Districts. Property is located on the south of Cedar Beach Road, east of Beaver Dam Road and west of State Route 1, Milford, Delaware. Present Use: Vacant Land; Proposed Use: 101 Single Family units and 30 Townhouse units for a total of 131-unit subdivision to be known as Knight Crossing. Tax Map 3-30-7.00-035.00, 036.00 & 037.00 (portions)

Ordinance 2019-41 ®

Change of Zone/Lands Belonging to Coranado Treasures LTD/1017 S DuPont Blvd, Milford, DE 19963/ 2.84 +/- Acres/Current Zone OB1/Proposed Zone C3/Tax Map 1-30-3.19-013.00

Communication & Correspondence

Unfinished Business

Annexation Committee Report-First Baptist Church Petition
Vinyard Shipyard Property Status

New Business

Funding Request/Chamber of Commerce for Greater Milford/Riverwalk Freedom Festival
Authorization/State of Delaware DNREC Mosquito Spraying Policy
Adoption/Resolution 2020-13a/Proceed with PD Borrowing/Schedules Public Hearing ®
Adoption/Resolution 2020-13b/Proceed with PD Borrowing/Schedules Public Hearing ®*
Introduction/Ordinance 2020-09/Personnel Code/Chapter 55/Tuition Reimbursement Policy
Funding Authorization/Manhole Sealing/Sewer Capital Reserves
Funding Authorization/City Hall Exterior Stair Repair
Funding Authorization/Information Technology Office Fit-Out/General Fund Reserves

Introduction/Ordinance 2020-12/Public Works Department Fees**

EXECUTIVE SESSION

Motion to Recess into Executive Session

§ 10004(b)(4) Strategy sessions, including those involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation, but only when an open meeting would have an adverse effect on the bargaining or litigation position of the public body;

Return to Open Session

Legal Issue

Union Negotiations

Adjournment

All items on the Council Meeting 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.

012020 012120 012720 020320 020420 020620 021420

*021820 Amended-Recommended by Solicitor Rutt/Provide Two Resolutions/Scenarios for Police Referendum

**022020 Amended-Ordinance 2020-12 Introduction Added; In Lieu of Resolution Previously Planned



DATA SHEET FOR KNIGHT CROSSING

Development Advisory Committee: August 21, 2019
Planning Commission Meeting: September 17, 2019
City Council Meeting: September 23, 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	:	Preliminary Major Subdivision & Conditional Use
Present Comprehensive Plan Map Designation	:	Moderate Density Residential
Present Zoning District(s)	:	R-3 (Garden Apartment & Townhouse)
Present Use	:	Vacant
Proposed Use	:	Planned Unit Development
Size and Location	:	25.80 +/- 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 (portion)

ENC: Staff Analysis Report
Exhibit A – Location & Zoning Map
Exhibit B – Preliminary Major Subdivision



STAFF ANALYSIS REPORT
August 19, 2019

Application Number / Name	:	19-021 / Knight Crossing
Application Type	:	Preliminary Major Subdivision & Conditional Use
Comprehensive Plan Designation	:	Moderate Density Residential
Zoning District	:	R-3 (Garden Apartment & Townhouse District) C-3 (Highway Commercial District)
Present Use	:	Vacant
Proposed Use	:	Planned Unit Development
Property Identification Numbers	:	3-30-7.00-035.00, 036.00 & 037.00 (portions)
Area and Location	:	40.64 +/- acres of land located south of Cedar Beach Road, east of Beaver Dam Road and west of Route 1.

I. BACKGROUND INFORMATION:

- The applicant proposes to construct a 131 unit residential Planned Unit Development to be called Knight Crossing. The development would consist of 101 single-family detached condominiums and 30 townhouse condominiums.
- The applicant is seeking conditional use approval for the Planned Unit Development with the specific requested deviations outlined in Section II of the staff report. The applicant is also seeking Preliminary Major Subdivision approval.

II. STAFF ANALYSIS:

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

- Evaluation based on “Criteria for Planned Unit Residential Development” as provided in Chapter 230-48.1

Permitted Uses. Uses, accessory uses and signs permitted in any residential district shall be permitted in accordance with the additional requirement and provisions of the article.

The proposed single-family detached and townhouse uses are permitted within the City’s residential districts and meet this requirement.

Minimum requirements, area and width. In a planned unit residential development, minimum lot area and width may be less than that required by the district regulations, except that no single-family lot shall be less than 4,000 square feet in area nor less than 40 feet in width. The width of the lot shall be between lot lines at the front building setback line as determined by the Planning Commission.

The proposed subdivision is a planned condominium arrangement where the dwelling units are constructed on common grounds owned by the condominium association. The typical single family detached condominium layout is 50’ wide by 100’ deep, which equals a lot area of approximately 5,000 square feet. The typical townhouse layout 24’ wide by 75’ deep, which equals a lot area of approximately 1,800 square feet.

Lot requirements are listed in the data column on the title sheet for each unit type.

Density. A planned unit residential development is not intended to increase density, but to allow flexibility in the design of the number of dwelling units permitted. If a parcel or parcels have more than one zoning classification, the total permitted density may be located throughout the parcel or parcels. The total permitted density shall be determined by dividing the net development area by the minimum lot area per dwelling unit required by the zoning district in which the land is located. Net development area shall be determined by subtracting 25% of the gross area. Gross area shall not include any wetlands, floodway or similar area not suitable for building as determined by the Planning Commission.

The data column on the PUD sheet shows the density calculation. The total site contains 25.80 +/- acres, which has a net developable area of 19.31 +/- acres. 131 dwelling units divided by 19.31 acres equals a project density of 6.78 dwelling units per acre.

Other requirements. Off-street parking, parking beneath buildings, front, side and rear setbacks, landscaping and buffering, lot coverage, number of units per building and building separation shall be as determined by the Planning Commission. Maximum height shall not exceed 48 feet and four stories maximum.

The applicant is seeking the following deviations from Chapter 230 and Chapter 200 which are outlined on the PUD sheet and are to be approved by the Planning Commission and City Council;

- Chapter 200-5(A)(14) – Reduction in the right of way requirement for the townhouse area from 60’ to 50’ and a reduction of the pavement width for the townhouse area from 30’ to 24’.
- Chapter 200-5(A)(16) – Waiver of the requirement to install a 100’ right of way cul-de-sac with a 76’ diameter paved section on Knight Court. The developer wishes to install a “T” turnaround.

- Chapter 200-5(A)(16) – Allow the construction of Knight Court as a dead-end street that is longer than the maximum length allowed of 400 feet.
- Chapter 200-5(D)(3) – Allow a reduction in the block width from 275 feet to 250 feet.
- Chapter 200-5(E)(4) – Requesting only one front yard setback for a corner lot and then a ½ setback for the other front yard.
- Chapter 230-11(B)(1)(a)(2) – Allow an increase in the maximum lot coverage from 45% to 52%.
- Chapter 230-11(B)(1)(a)(5) - Allow a reduction in the front yard setback from 30 feet to 20 feet.
- Chapter 230-11(B)(1)(a)(6) - Allow a reduction in the side yard setback from 8 feet to 5 feet on each side.
- Chapter 200-5(e)(6) – Allow a 25 foot setback for Lots 1-6 between the building envelope and the proposed planted buffer along Beaver Dam Road.

Neighborhood Commercial.

No neighborhood commercial is proposed for this project. The site is adjacent to 14.84 +/- acres of C-3 Highway Commercial land.

A minimum of 400 square feet per unit shall be designated as open space subject to the recreational use. Recreational use requirement – 50% of the required open space shall be set aside for recreation use.

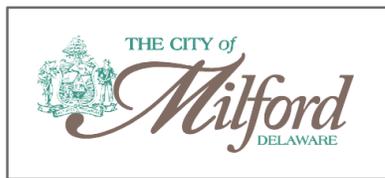
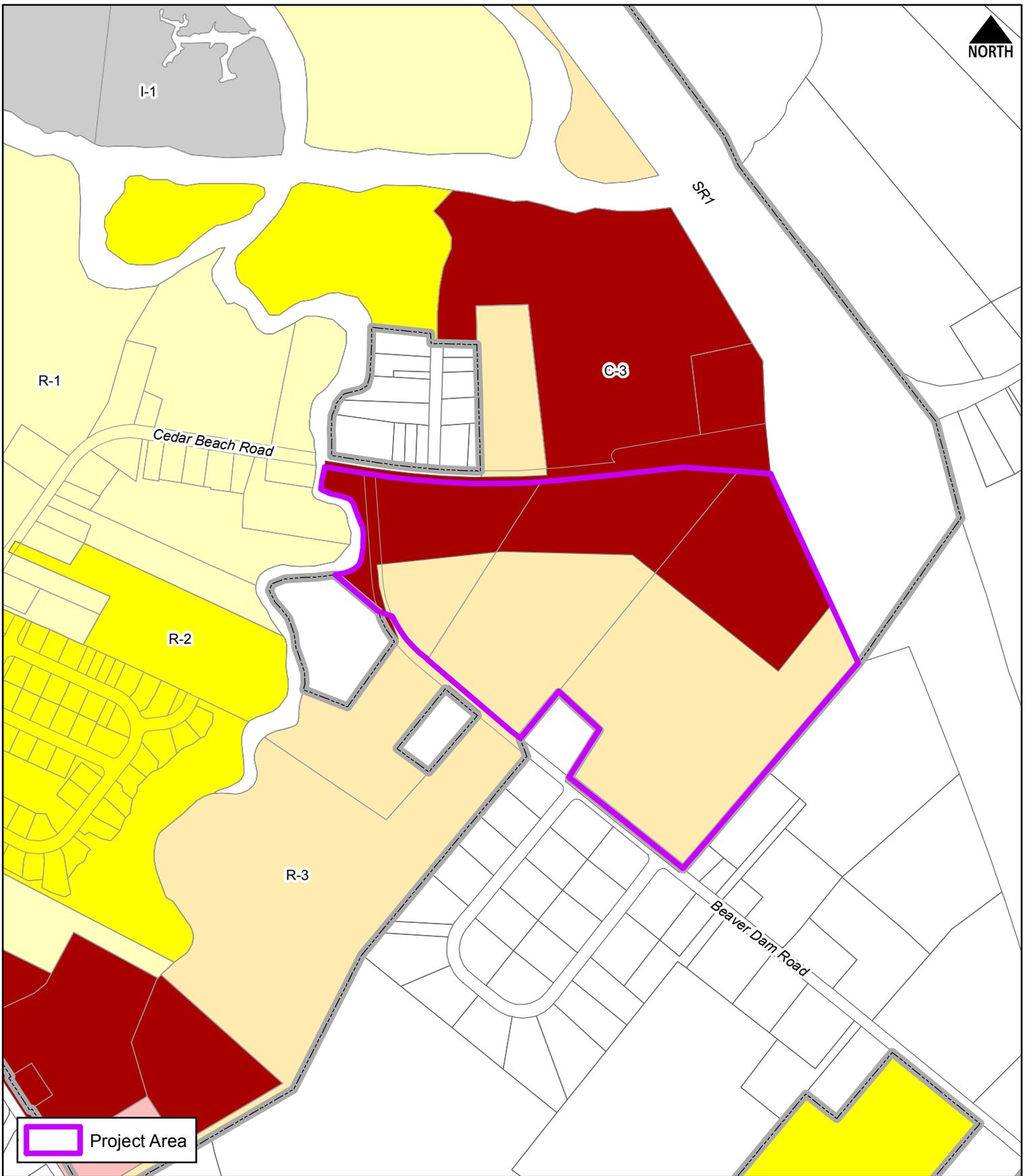
With a total of 131 dwelling units, the project requires 1.20 acres of open space of which 0.6 acres must be designated recreational open space. The development provides 4.74 acres of open space of which 1.42 acres are designated as recreational open space. The proposed recreational open space includes a community clubhouse and swimming pool.

- The Preliminary Site Plans have been reviewed for general compliance with the City’s construction standards and specifications. The applicant is required to construct a water main through the proposed subdivision. The applicant is required to enter into a cost sharing agreement with the Windward on the River developer for the construction of a regional sanitary sewer pumping station and associated force main. The Knight Crossing project will be served by gravity sanitary sewer.
- The following comments must be addressed prior to Final Major Subdivision;
 - Obtain approvals or no objection letters from DelDOT, State Fire Marshal’s Office, Sussex Conservation District, DNREC WPC and DHSS;
 - Address remaining Preliminary Major Subdivision comments (copy of which is included in the packet) from the Planning Department;
 - Address conditions imposed by the Planning Commission and City Council as part of the PUD approval;
 - Obtain final construction plan approval from the City Engineer; and
 - Address additional department and agency comments outlined in Section III.

III. AGENCY & DEPARTMENT COMMENTS:

- **Office of State Planning Coordination**
 Contact: David Edgell – 302-739-3090
 See attached PLUS review letter and applicant response letter.

- **DelDOT**
Contact: Derek Sapp – 302-760-4803
See comments provided for the April 25, 2019 PLUS review and the attached PLUS response letter from Duffield Associates.
- **Delaware Health and Social Services – Division of Public Health**
Contact: William J. Milliken, Jr. – 302-741-8646
No comments provided.
- **Department of Natural Resources and Environmental Control (DNREC), Division of Water, Surface Water Discharges Section (SWDS)**
Contact: Bryan Ashby – 302-739-9946
No comments provided.
- **Sussex Conservation District**
Contact: Jessica Watson – 302-856-2105
No comments provided.
- **Delaware State Fire Marshal’s Office**
Contact: Duane T. Fox – 302-856-5298
See attached comments.
- **Carlisle Fire Company**
No comments provided.
- **City Engineer**
Contact: KCI – Robert Ott, P.E.
See attached Preliminary Major Subdivision review comments.
- **City of Milford Public Works Department**
Contact: Mark Whitfield – 302-422-1110
See attached Preliminary Major Subdivision review comments.
- **City of Milford Parks and Recreation Department**
No comments provided.
- **City of Milford Police Department**
No comments provided.
- **Milford School District**
No comments provided.



Scale: Feet
0 250 500

Drawn by: WRP Date: 09/30/19

Title: Preliminary Major Subdivision
Knight Crossing
Location & Zoning Map

Filepath: PreliminaryMajorSubdivision_KnightCrossing.mxd

July 16, 2019

Mr. Rob Pierce
City of Milford
201 South Walnut Street
Milford, DE 19963

RE: Project No. 11686.CC (Duffield)
Knight Crossing – PUD Design list

Dear Mr. Pierce:

Below please find the list of the PUD Design deviations from the R-3 zoning code and PUD zoning Regulations for the City of Milford.

- **Chapter 200-5(A)(14)** - 60' Right of way with 30' pavement width for townhouses. Requesting 50' right of way with 24' pavement width to match the rest of the development.
- **Chapter 200-5(A)(16)** – Provide a 100' right of way and 76' diameter curb Cul-de-Sac at Knight Court. Requesting a “T” turnaround per direction from DelDOT for future connection to existing parcel.
- **Chapter 200-5(A)(16)** – Knight Court is no allowed to be longer than 400' Requesting Knight Court to extend to the existing Parcel to allow connection in the future if that parcel is to be developed per DelDOT direction as they will not allow another entrance to Beaver Dam Road.
- **Chapter 200-5(D)(3)** – Block widths shall be no less than 275 feet in length Requesting the current block layout at 250' +/-.
- **Chapter 200-5(E)(4)** – Corner lots shall have two front yard setbacks . Requesting one front yard setback and then a ½ setback for the other front yard.
- **Chapter 230-11(B)(1)(a)2** – Maximum lot coverage of 45% Request PUD / Condominium style with coverage of approximately 52%.
- **Chapter 230-11(B)(1)(a)5** - Minimum building setback of 30'. Request PUD / Condominium style with front setback of 20'.
- **Chapter 230-11(B)(1)(a)6** - Minimum side yard setback of 8' on each side. Request PUD / Condominium style with width of 5' on each side.
- **Chapter 200-5(e)(6)** – 10' minimum easement along a main road for landscape screening. Request to allow a minimum 25' setback from the building envelope to road way with a planted buffer for lots 1-6.

If you have any questions on the content of this letter please feel free to contact us at your convenience.

Knight Crossing – PUD Design Deviations
Project No. 11686.CC
July 16, 2019
Page 2



Very truly yours,

DUFFIELD ASSOCIATES, INC.

Stephen J Gorski, P.E.
Senior Project Manager

SJG/BK:bac
11686CC.0719-WaiverRequest.COR

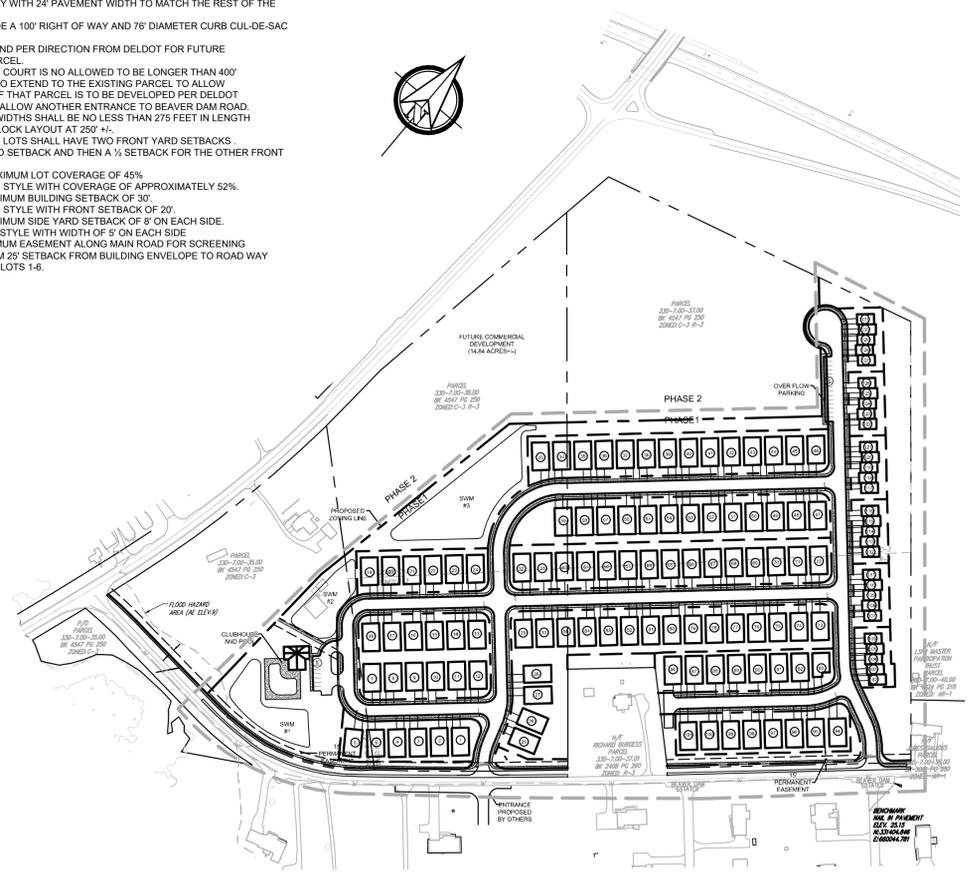
KNIGHT CROSSING PRELIMINARY MAJOR SUBDIVISION PHASE 1

CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

- GENERAL NOTES
- THE BOUNDARY INFORMATION SHOWN ON THESE DRAWINGS IS BASED ON A SURVEY PERFORMED BY DAVIS, BOWDEN & FRIEDEL, INC. ON MARCH 2010.
- A TOPOGRAPHIC SURVEY WAS PERFORMED BY DAVIS, BOWDEN & FRIEDEL, INC. OF MILFORD, DELAWARE ON MARCH 2010. HORIZONTAL DATUM IS BASED ON DELAWARE STATE GRID. NAD83 CONTROL MONUMENTS ARE SHOWN ON THESE DRAWINGS.
- HYDRIC SOILS ARE NOT INDICATED AS BEING PRESENT ACCORDING TO THE SUSSEX COUNTY SOIL SURVEY. SOILS HAVE BEEN INSPECTED BY DUFFIELD ASSOCIATES, A LICENSED WETLANDS SCIENTIST.
- 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 HISHER 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 (800-282-8554) 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 TAPE 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 ITEM(S) 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 ITEM(S).
- 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 10 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 SANITARY 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.
- THIS SITE SITS PARTIALLY WITHIN ZONE FLOOD ZONE AE (ELEVATION 9) PER FEMA FLOOD MAP PANEL 10050C001K AND 10000C002K LAST REVISED 03/16/015.
- ALL ROADWAYS ARE TO BE SWEEPED 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, 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 STANDPIPES 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 APPLICABLE.
- 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 OR LICENSED 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(S) OR MONUMENT(S) SHALL BE PRESENTED 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 FULLY 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 CITY COUNCIL SHALL BE VOID AFTER ONE (1) YEAR, UNLESS AN EXTENSION IS REQUESTED BY THE OWNER AND APPROVED BY CITY COUNCIL 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 RECORDED.
- WITHIN 90 DAYS OF FINAL APPROVAL FROM CITY COUNCIL, THE SUBDIVIDER SHALL RECORD THE PLAT AT THE COUNTY RECORDER OF DEEDS OFFICE. FAILURE TO RECORD THE APPROVED PLAT WITHIN ONE YEAR FROM THE DATE OF CITY COUNCIL APPROVAL SHALL VOID THE FINAL APPROVAL. IN ORDER TO OBTAIN FINAL APPROVAL AFTER IT HAS BEEN VOIDED, THE SUBDIVIDER MUST MAKE APPLICATION FOR APPROVAL AGAIN. FAILURE TO RECORD THE APPROVED PLAT MORE THAN ONE YEAR FROM THE DATE OF CITY COUNCIL APPROVAL SHALL VOID THE PRELIMINARY APPROVAL AND FINAL APPROVAL. IN ORDER TO OBTAIN PRELIMINARY AND FINAL APPROVAL AFTER THEY HAVE BEEN VOIDED, THE SUBDIVIDER MUST MAKE APPLICATION FOR AND RECEIVE PRELIMINARY APPROVAL, THEN MAKE APPLICATION FOR AND RECEIVE FINAL APPROVAL.
- IF CONSTRUCTION OF IMPROVEMENTS SHOWN ON THE RECORDED SUBDIVISION PLANS DO NOT COMMENCE WITHIN FIVE YEARS OF THE ORIGINAL RECORDING DATE, AND RECORDING PROGRESSING TOWARDS COMPLETION, THE SUBDIVISION IS SUBJECT TO EXPIRATION PER CHAPTER 200-9 OF THE CITY CODE.
- 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 ANY CONSTRUCTION START DATE THAT IS NOT MET DUE TO THE APPLICANT OR HISHER 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 GUARANTY FOR ANY IMPROVEMENTS WHICH WILL EVENTUALLY BE TAKEN OVER BY THE CITY. THE GUARANTY SHALL BE IN AN AMOUNT EQUAL TO 150% OF THE COST OF THE IMPROVEMENTS AS ESTIMATED OR APPROVED BY THE CITY ENGINEER. THE GUARANTY SHALL BE IN THE FORM OF A BOND OR FUNDS DEPOSITED IN AN ESCROW ACCOUNT. THE PUBLIC WORKS AGREEMENT AND THE GUARANTY SHALL BE REVIEWED AND APPROVED BY THE CITY SOLICITOR. 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 ACHIEVE FINAL COMPLETION OF THE IMPROVEMENTS AND RELEASE OF ANY COMPLETION GUARANTY. 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 (PLAN 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 FINE 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) HARD PAPER COPIES SHALL BE SUBMITTED, SIGNED AND SEALED BY THE CITY 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, FORCEMAIN INVERT ELEVATIONS EVERY 50 FEET, FORCEMAIN AIR RELEASE VALVE RIM & INVERT ELEVATIONS, SEWER CLEANOUT RIM & INVERT ELEVATIONS, AND GREASE TRAP RIM, BOTTOM & INVERT ELEVATIONS;
 - WATER VALVES, 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
 - E 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 HISHER REPRESENTATIVE SHALL BE IN ATTENDANCE.
- THERE ARE NO WRPA ON THE SITE PER DNRNC ENVIRONMENTAL NAVIGATOR.
- PROVIDE A STATEMENT REGARDING THE ABSENCE OR PRESENCE OF STATE OR FEDERALLY REGULATED WETLANDS. IF WETLANDS ARE PRESENT, PROVIDE THE TOTAL ACREAGE OF WETLANDS IN THE DATA COLUMN ALONG WITH THE ACREAGE OF WETLAND TO BE DISTURBED.
- ALL RIGHT OF WAYS SHOWN ON THIS PLAT SHALL BE DEDICATED TO THE PUBLIC USE UPON RECORDATION OF THESE PLATS.
- ALL SUBDIVISION LOTS SHALL HAVE A 5 FOOT PUBLIC EASEMENT ALONG LOT LINES FOR A TOTAL EASEMENT WIDTH OF AT LEAST TEN FEET ALONG A LOT LINE COMMON TO TWO LOTS AND A TEN FOOT WIDE EASEMENT ALONG FRONT PROPERTY LINES WITHIN THE SUBDIVISION. EASEMENTS ALONG PERIMETER BOUNDARIES OF THE SUBDIVISION SHALL BE TEN FEET IN WIDTH ON THE INTERIOR SIDE OF THE BOUNDARY.
- NO PLANTINGS OR IMPROVEMENTS MAY BE PLACED IN THE DEDICATED EASEMENT AREAS, EXCEPT FOR FENCES.

PUD ALTERNATIVE DESIGN LIST:

- CHAPTER 200-5(A)(14) - 80' RIGHT OF WAY WITH 30' PAVEMENT WIDTH FOR TOWNHOUSES. REQUESTING 50' RIGHT OF WAY WITH 24' PAVEMENT WIDTH TO MATCH THE REST OF THE DEVELOPMENT.
- CHAPTER 200-5(A)(16) - PROVIDE A 100' RIGHT OF WAY AND 76" DIAMETER CURB CUL-DE-SAC AT KNIGHT COURT. REQUESTING A "T" TURNAROUND PER DIRECTION FROM DELOOT FOR FUTURE CONNECTION TO EXISTING PARCEL.
- CHAPTER 200-5(A)(6) - KNIGHT COURT IS NO ALLOWED TO BE LONGER THAN 400'. REQUESTING KNIGHT COURT TO EXTEND TO THE EXISTING PARCEL TO ALLOW CONNECTION IN THE FUTURE IF THAT PARCEL IS TO BE DEVELOPED PER DELOOT DIRECTION AS THEY WILL NOT ALLOW ANOTHER ENTRANCE TO BEAVER DAM ROAD.
- CHAPTER 200-5(D)(3) - BLOCK WIDTHS SHALL BE NO LESS THAN 275 FEET IN LENGTH. REQUESTING THE CURRENT BLOCK LAYOUT AT 250' +/-.
- CHAPTER 200-5(E)(4) - CORNER LOTS SHALL HAVE TWO FRONT YARD SETBACKS. REQUESTING ONE FRONT YARD SETBACK AND THEN A 1/2 SETBACK FOR THE OTHER FRONT YARD.
- CHAPTER 230-11(B)(1)(A)2 - MAXIMUM LOT COVERAGE OF 45%. REQUEST PUD / CONDOMINIUM STYLE WITH COVERAGE OF APPROXIMATELY 52%.
- CHAPTER 230-11(B)(1)(A)5 - MINIMUM BUILDING SETBACK OF 30'. REQUEST PUD / CONDOMINIUM STYLE WITH FRONT SETBACK OF 20'.
- CHAPTER 230-11(B)(1)(A)6 - MINIMUM SIDE YARD SETBACK OF 5' ON EACH SIDE. REQUEST PUD / CONDOMINIUM STYLE WITH WIDTH OF 5' ON EACH SIDE.
- CHAPTER 200-5(E)(6) - 10' MINIMUM EASEMENT ALONG MAIN ROAD FOR SCREENING. REQUEST TO ALLOW A MINIMUM 25' SETBACK FROM BUILDING ENVELOPE TO ROAD WAY WITH A PLANTED BUFFER FOR LOTS 1-6.



SITE LOCATION MAP
SCALE: 1" = 200'

SHEET INDEX:

C 01	COVER SHEET
C 02	INDEX SHEET
C 03	EXISTING CONDITIONS PLAN
C 04	EXISTING CONDITIONS PLAN
C 05	LOT LINE ADJUSTMENT PLAN
C 06	PRELIMINARY SITE PLAN
C 07	PRELIMINARY SITE PLAN
C 08	PRELIMINARY UTILITY PLAN
C 09	PRELIMINARY UTILITY PLAN
C 10	PRELIMINARY BULK GRADING PLAN
C 11	PRELIMINARY BULK GRADING PLAN
C 12	PRELIMINARY LANDSCAPE PLAN
L 2	PRELIMINARY LANDSCAPE PLAN

WETLANDS CERTIFICATION

THIS SITE WAS EVALUATED IN ACCORDANCE WITH THE 1987 CORPS OF ENGINEERS WETLANDS DELINEATION MANUAL TO IDENTIFY THE PRESENCE OF WETLANDS, AND WETLANDS WERE FOUND TO EXIST ON THE SITE. A LETTER OF FINDINGS HAS BEEN PREPARED BY DUFFIELD ASSOCIATES, DATED APRIL 30, 2019. ALL WETLANDS ARE MAN-MADE RESULTING FROM A PREVIOUS QUARRY OPERATION, ISOLATED AND CONSIDERED TO BE NON-JURISDICTIONAL.

OWNER'S CERTIFICATION

I, _____ HEREBY CERTIFY THAT I AM A REPRESENTATIVE FOR MILFORD MARINA, LLC IN REGARDS TO THE PROJECT SHOWN IN THESE PLANS AND THAT THE PLAN WAS MADE AT MY DIRECTION. I ACKNOWLEDGE THE SAME TO BE MY ACT, AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

SIGNED _____ DATE _____

CITY OF MILFORD APPROVAL

ERIC NORENBURG CITY MANAGER DATE _____

CITY ENGINEER APPROVAL

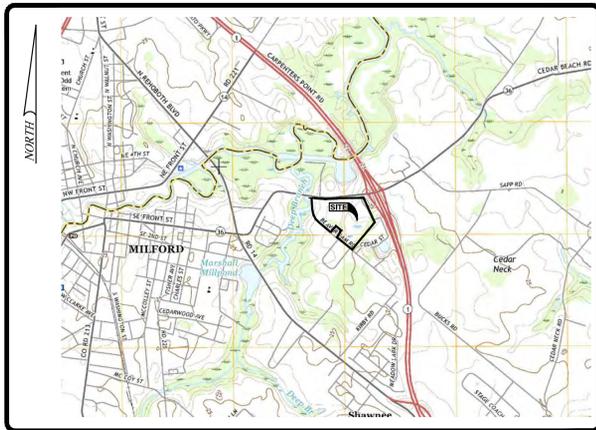
CONSTRUCTION IMPROVEMENTS PLANS HAVE BEEN REVIEWED AND ARE FOUND TO BE IN GENERAL CONFORMANCE WITH THE CITY OF MILFORD'S STANDARD SPECIFICATIONS FOR INSTALLATION OF UTILITY CONSTRUCTION PROJECTS AND SUBDIVISION PAVEMENT DESIGN. THE OWNER AND THEIR ENGINEER AND/OR SURVEYOR ASSUME ALL RESPONSIBILITY FOR THE DESIGN AS CONTEMPLATED HEREIN AND ACCURACY OF ALL INFORMATION SHOWN HEREON.

CITY ENGINEER DATE _____

ENGINEER'S CERTIFICATION

I, STEPHEN J. GORSKI, HEREBY CERTIFY THAT I AM A REGISTERED ENGINEER IN THE STATE OF DELAWARE, AND THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

STEPHEN J. GORSKI, P.E. _____ DATE _____



MAP: USGS QUAD, MILFORD, DE 1984 **GENERAL LOCATION OF SUBDIVISION** SCALE: 1" = 2500'

SITE DATA:

1. APPLICATION NO.:	19-021
2. TAX PARCEL NUMBER:	3-30-7.00-035.00; & 036.00; & 037.00
3. OWNER:	MILFORD MARINA, LLC 2120 LOVE POINT STEVENSVILLE, MD 21166 PH: 302-684-4844
4. DEVELOPER:	LIMITLESS DEVELOPMENT CO. LLC 26412 BROADKILL ROAD MILTON, DE 19968 PH: 302-684-4844 DEED BOOK : PAGE
5. SOURCE OF TITLE:	R-3 - 12.98 ACRES C-3 - 27.66 ACRES
6. EXISTING ZONING:	R-3 - 25.84 ACRES C-3 - 14.80 ACRES
7. PROPOSED ZONING	R-3 - 12.98 ACRES C-3 - 27.66 ACRES

R-3 GARDEN APARTMENT AND TOWNHOUSE DISTRICT

	REQUIRED	PUD PROPOSED
SINGLE FAMILY DWELLING	REQUIRED	PUD PROPOSED
MINIMUM LOT AREA	7,500 SQ.FT.	4,000 SQ.FT. (CONDOMINIUM)
MAXIMUM BUILDING COVERAGE	45%	52% +/- (BUILDING ENVELOPE)
MINIMUM LOT WIDTH	60 FEET	50 FEET
MINIMUM SIDE YARD	10 FEET	5 FEET - 10 AGG.
MINIMUM FRONT YARD	30 FEET	20 FEET (10' COR. FRONT YARD)
MINIMUM REAR YARD	15 FEET	15 FEET
MAXIMUM BUILDING HEIGHT	35 FEET (3 STORIES)	35 FEET
TOWNHOUSE OR ROW DWELLING	REQUIRED	PUD PROPOSED
NUMBER OF DWELLING PER GROUP	MINIMUM OF 3 - MAXIMUM OF 8	5 UNITS
DWELLING UNITS PER ACRE	MAXIMUM 12 DU	SEE PUD CALC.
BUILDING COVERAGE	60%	47% +/- (BUILDING ENVELOPE)
MINIMUM LOT SIZE PER DU	2,000 SF PER DU	2,000 SQ.FT. (CONDOMINIUM)
BUILDING HEIGHT	35 FEET	35 FEET

	REQUIRED / ALLOWABLE	PUD PROPOSED
PUD COMPUTATIONS	REQUIRED / ALLOWABLE	PUD PROPOSED
MINIMUM LOT AREA	4,000 SQ.FT.	5,000 SQ.FT.
MINIMUM LOT WIDTH	40 FEET	50 FEET
MAXIMUM DENSITY	25% OF GROSS DEV. AREA 25.75 AC - 6.44 AC = 19.31AC 841,143 / 4,000 = 210 D.U.	131 DWELLINGS UNITS

REQUIRED OPEN SPACE	400 SQ.FT. PER D.U. 131 D.U. * 400 SQ.FT. = 52,400 SQ.FT. 52,400 / .5 = 26,200 SQ.FT 0.6 ACRE	4.736 ACRES 1.420 ACRES
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REQUIRED RECREATIONAL	52,400 * .5 = 26,200 SQ.FT 0.6 ACRE	1.420 ACRES
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PARKING REQUIREMENTS	2.5 SPACES PER UNIT 131*2.5 = 328 SPACES REQUIRED	2 PER UNIT TOWNHOUSE 30*2 = 60 SPACES 3 PER SINGLE FAMILY (1 GARAGE) 10*13 = 130 SPACES OVERFLOW SPACES 23 SPACES TOTAL SPACES = 386
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8. BENCHMARK:	NAIL IN PAVEMENT EDGE ELEV = 25.15 N: 331404.8460 E: 660044.7810
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9. DATUM:	HORIZONTAL: DE STATE PLAN NAD 83 VERTICAL: NAVD 88
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10. SITE ACREAGE:	TOTAL = 40.64 ± ACRES RESIDENTIAL = 25.80 ACRES FUTURE COMMERCIAL = 14.84 ACRES
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11. WATER SUPPLY:	CITY OF MILFORD
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12. SANITARY SEWER:	CITY OF MILFORD
ANTICIPATED SEWAGE:	EXISTING: NONE PROPOSED: SINGLE FAMILY RESIDENCE (131 EDU @250 GPD PER LOT) 32,750 GPD NET INCREASE 32,750 GPD

13. ELECTRIC SUPPLY	CITY OF MILFORD
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14. LAND USE	EXISTING USE OF THE PROPERTY IS UNDEVELOPED LAND AND ONE SINGLE FAMILY UNIT.
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	PROPOSED USE OF THE PROPERTY IS DEVELOPMENT OF 131 UNIT PUD AND FUTURE COMMERCIAL.
--	--

DUFFIELD ASSOCIATES
Soil, Water & the Environment

5400 LIMESTONE ROAD
WILMINGTON, DE 19808-1232
TEL: 302.239.6634
FAX: 302.239.8485

OFFICES IN DELAWARE, MARYLAND, PENNSYLVANIA AND NEW JERSEY
WEB: HTTP://DUFFIELD.COM
E-MAIL: DUFFIELD@DUFFIELD.COM

CHECKED BY:	SIG	FILE NAME:	CODE/WORK
DESIGNED BY:	BRK	DRAWN BY:	BRK
DATE:		DATE:	

NO.	REVISION	DATE
1	PER CITY COMMENTS - JULY 2019	

PRELIMINARY NOT FOR CONSTRUCTION

OWNER:	MILFORD MARINA ENTERPRISE, LLC 2110 LOVE POINT STEVENSVILLE, MD 21166
DEVELOPER:	LIMITLESS DEVELOPMENT CO. LLC 26412 BROADKILL ROAD MILTON, DE 19968 PHONE: (302) 684-4844

COVER SHEET

PRELIMINARY MAJOR SUBDIVISION

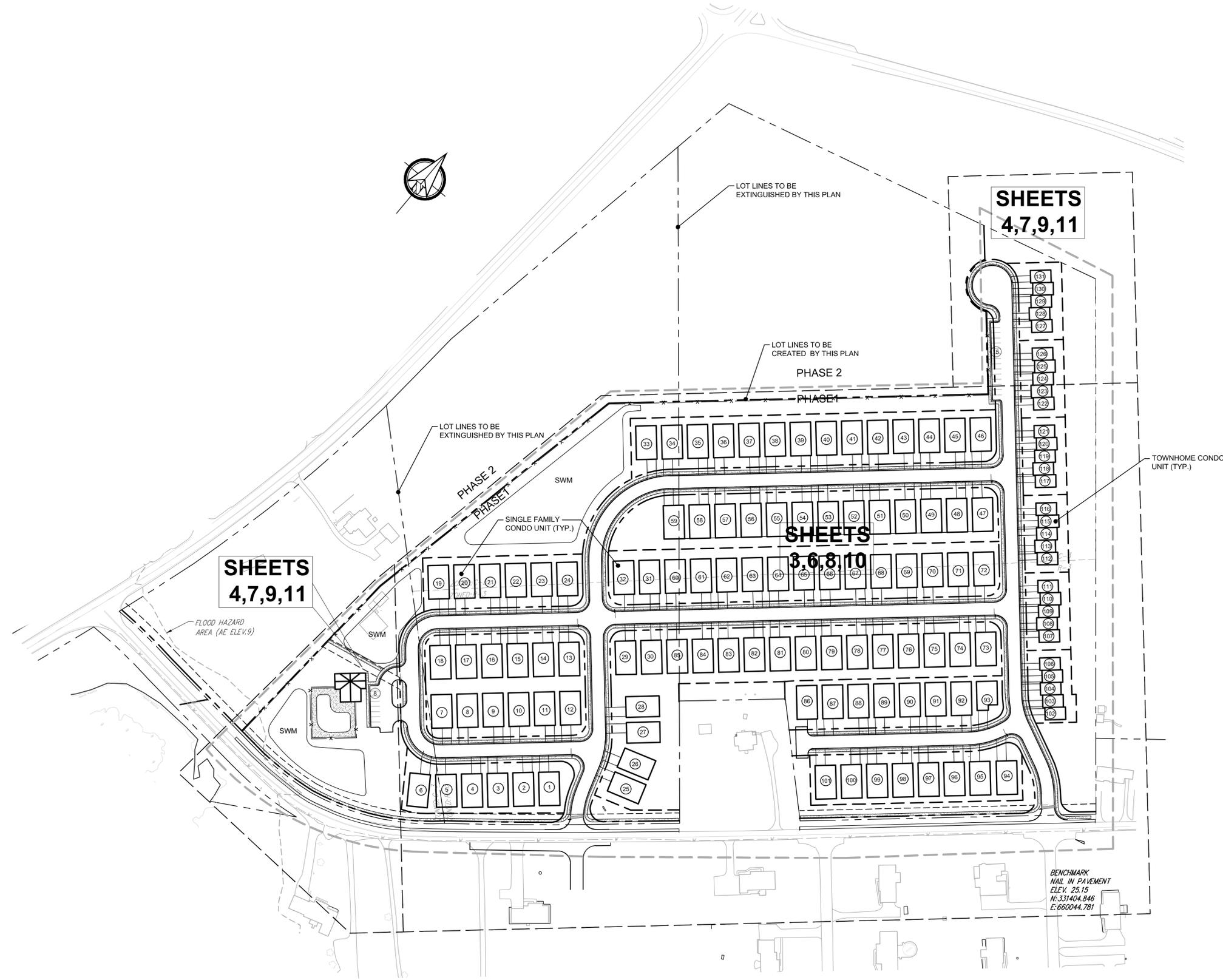
KNIGHT CROSSING

PHASE ONE

CITY OF MILFORD ~ SUSSEX COUNTY ~ DELAWARE

DATE:	8 MAY 2019
SCALE:	AS NOTED
PROJECT NO.	11686.CC
SHEET:	1 OF 13





DATE: 8 MAY 2019
 SCALE: AS NOTED
 PROJECT NO. 11686.CC
 SHEET: 2 OF 13

KEY MAP SHEET
PRELIMINARY MAJOR SUBDIVISION
KNIGHT CROSSING
PHASE ONE
 CITY OF MILFORD ~ SUSSEX COUNTY ~ DELAWARE

OWNER: MILECROSS MARINA ENTERPRISE, LLC
 2100 LOVEPOINT
 STEVENSVILLE, MD 21666
 DEVELOPER: MILECROSS DEVELOPMENT CO. LLC
 2412 HERODASILE ROAD
 MILFORD, DE 19968
 PHONE: (302) 684-8844

NO.	REVISION	DATE	BY
1	PER CITY COMMENT - 1 JULY 2019		

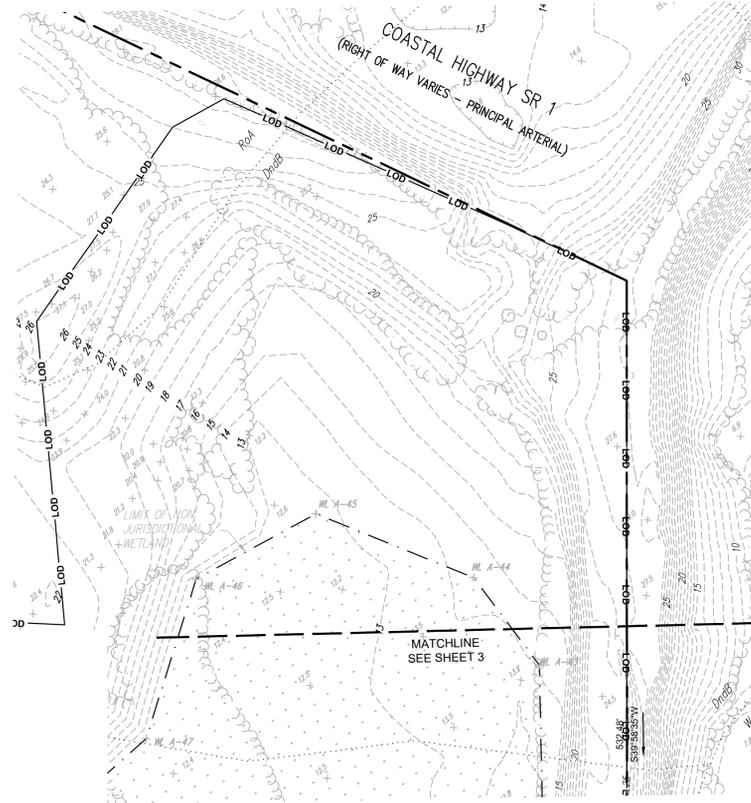
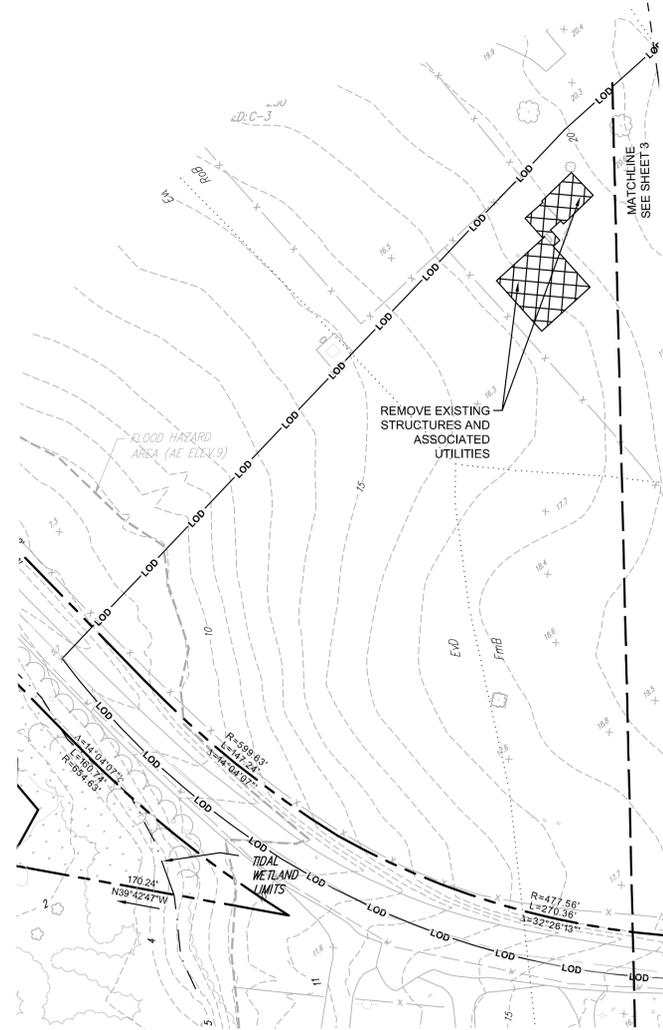
**PRELIMINARY
NOT FOR
CONSTRUCTION**

DESIGNED BY: BRK
 DRAWN BY: BRK
 CHECKED BY: SIG
 FILE NAME: 1ET10862
 STEVE J. GORSKI, P.E.
 STATE: DELAWARE P.E. #12625

DUFFIELD ASSOCIATES
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 OFFICES IN DELAWARE, MARYLAND, PENNSYLVANIA AND NEW JERSEY
 WEB: HTTP://DUFFIELD.COM
 E-MAIL: DUFFIELD@DUFFIELD.COM

LEGEND

	RIGHT-OF-WAY LINE
	PROPERTY LINE
	ADJACENT PROPERTY LINE
	BENCHMARK
	CONCRETE MONUMENT FOUND
	CAPPED REBAR FOUND
	IRON PIPE FOUND
	BUILDING SETBACK LINE
	PAVEMENT SETBACK LINE
	EASEMENT LINE
	WETLANDS (NON-JURISDICTIONAL)
	CONTOUR ELEVATION
	SPOT ELEVATION
	LIMIT OF DISTURBANCE
	TO BE REMOVED



EXISTING CONDITIONS AND DEMOLITION PLAN
PRELIMINARY MAJOR SUBDIVISION
KNIGHT CROSSING
PHASE ONE
 CITY OF MILFORD ~ SUSSEX COUNTY ~ DELAWARE

DATE: 8 MAY 2019
 SCALE: 1" = 50'
 PROJECT NO. 11686.CC
 SHEET: 4 OF 13

OWNER: MILDORA MARINA ENTERPRISE, LLC
 2111 LOVE POINT ROAD
 STEVENSVILLE, MD 21166

DEVELOPER: M DEVELOPMENT CO, LLC
 2442 HROADKILL ROAD
 MILTON, DE 19968
 PHONE: (302) 684-4844

No.	REVISION
1	PER CITY COMMENTS - 1 JULY 2019
PRELIMINARY NOT FOR CONSTRUCTION	

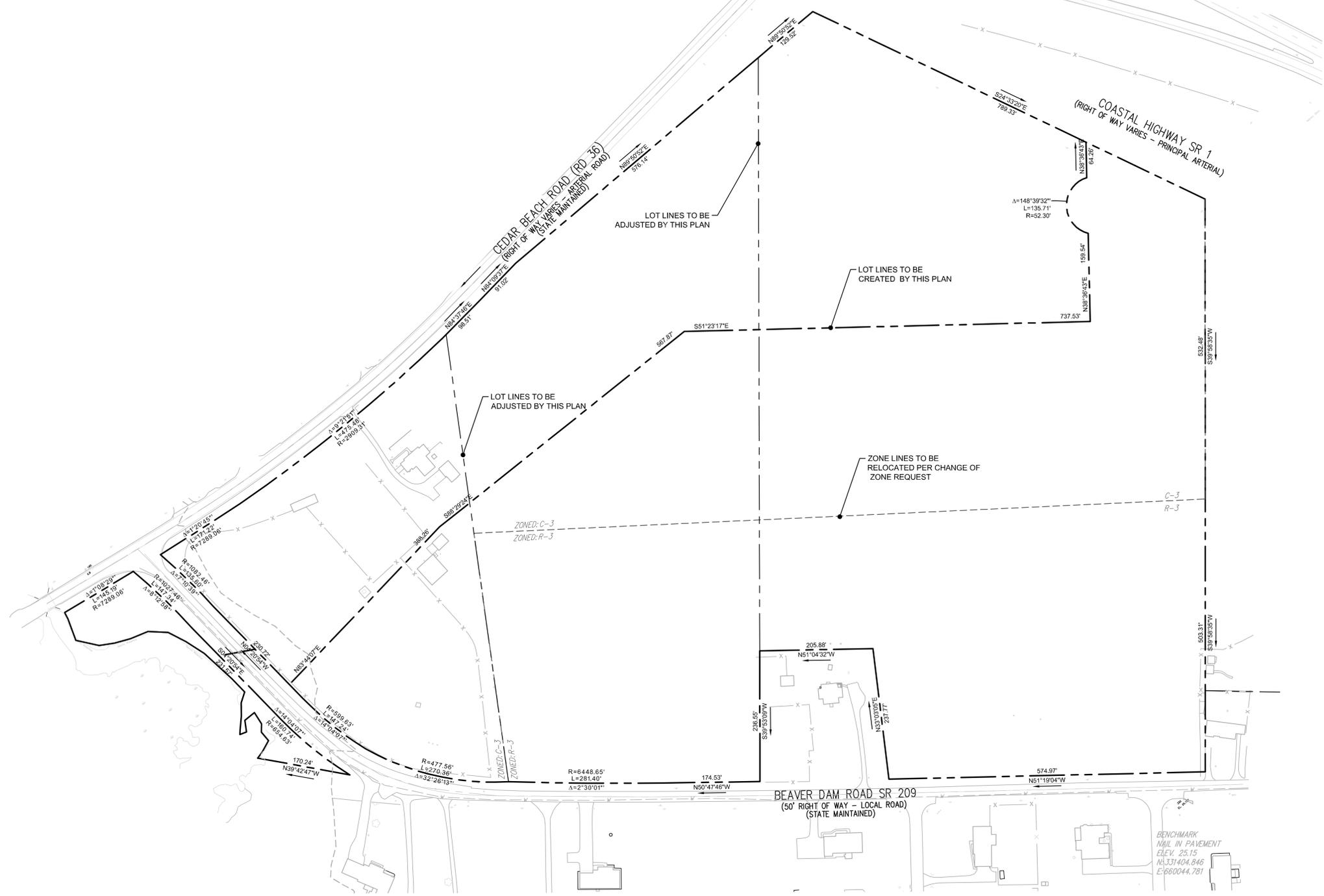
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FILE NAME:	ED010302
DATE:	5/17/2019
STATE:	DELAWARE
P.E. #:	12625



Soil, Water & the Environment
 5400 LIMESTONE ROAD
 WILMINGTON, DE 19808-1232
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 FAX: 302.239.8485
 OFFICES IN DELAWARE, MARYLAND,
 PENNSYLVANIA AND NEW JERSEY
 WEB: HTTP://DUFFIELD.COM
 E-MAIL: DUFFIELD@DUFFIELD.COM

LEGEND

	RIGHT-OF-WAY LINE
	PROPERTY LINE
	ADJACENT PROPERTY LINE
	BENCHMARK
	CONCRETE MONUMENT FOUND
	CAPPED REBAR FOUND
	IRON PIPE FOUND
	BUILDING SETBACK LINE
	PAVEMENT SETBACK LINE
	EASEMENT LINE
	WETLANDS (NON-JURISDICTIONAL)



DUFFIELD ASSOCIATES
Soil, Water & the Environment

4500 LIMESTONE ROAD
WILMINGTON, DE 19808-1232
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FAX: 302.239.8485

OFFICES IN DELAWARE, MARYLAND, PENNSYLVANIA AND NEW JERSEY
WEB: [HTTP://DUFFIELD.COM](http://duffield.com)
E-MAIL: DUFFIELD@DUFFIELD.COM

CHECKED BY:	SAG
DESIGNED BY:	BRK
DRAWN BY:	BRK
FILE NAME:	LOT-ADJ.DWG
DATE:	7/15/2019
DESIGNER:	STEVE J. GORSKI, P.E.
STATE:	DELAWARE
P.E. #:	12625

NO.	REVISION
1	PER CITY COMMENTS - 1 JULY 2019

OWNER: MILDORA MARINA ENTERPRISE, LLC
2111 LOVE POINT ROAD
STEVENSVILLE, MD 21166

DEVELOPER: DEVELOPMENT CO. LLC
2442 BRADKILL ROAD
MILTON, DE 19868
PHONE: (302) 684-4844

LOT LINE ADJUSTMENT PLAN
PRELIMINARY MAJOR SUBDIVISION
KNIGHT CROSSING
PHASE ONE
CITY OF MILFORD ~ SUSSEX COUNTY ~ DELAWARE

DATE: 8 MAY 2019
SCALE: 1" = 100'
PROJECT NO. 11686.CC
SHEET: 5 OF 13



LEGEND:

	RIGHT-OF-WAY LINE
	PROPERTY LINE
	ADJACENT PROPERTY LINE
	LIMITED COMMON ELEMENT / PHASE LINE
	BENCHMARK
	CONCRETE MONUMENT FOUND
	CAPPED REBAR FOUND
	IRON PIPE FOUND
	BUILDING SETBACK LINE
	PAVEMENT SETBACK LINE
	EASEMENT LINE
	WETLANDS (NON-JURISDICTIONAL)
	PR. RIGHT-OF-WAY LINE
	PR. PROPERTY LINE
	PR. ADJACENT PROPERTY LINE
	PR. BUILDING SETBACK LINE
	PR. EASEMENT LINE
	PR. BUILDINGS
	PR. ON-SITE CURB
	PR. ON-SITE ASPHALT
	PR. ON-SITE CONCRETE
	PR. CONDOMINIUM UNIT NUMBER

SITE DATA:

TOTAL SITE AREA	= 40.64 ACRES
AREA OF STATE RIGHT OF WAY DEDICATION	= 11,428 SF (0.26 ACRES)
AREA OF DEVELOPMENT	= 1,123,848 SF (25.80 ACRES)
AREA OF CITY RIGHT OF WAY	= 223,576 SF (5.36 ACRES)
AREA OF CONDOMINIUM PROPERTIES	= 619,261 SF (14.21 ACRES)
REQUIRED OPEN SPACE 131 UNITS * 400SF	= 52,400 SF (1.20 ACRES)
PROPOSED OPEN SPACE	= 206,300 SF (4.736 ACRES)
PROPOSED SWM AREAS	= 65,541 (1.50 ACRES)

CITY OF MILFORD APPROVAL

ERIC NORENBERG CITY MANAGER DATE _____

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 SUBMISSION 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 _____



DUFFIELD ASSOCIATES
Soil, Water & the Environment
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WILMINGTON, DE 19808-1232
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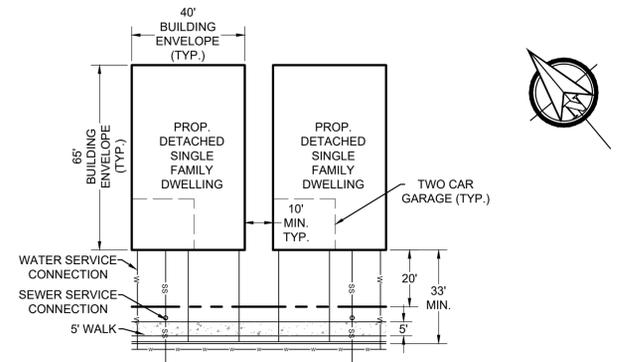
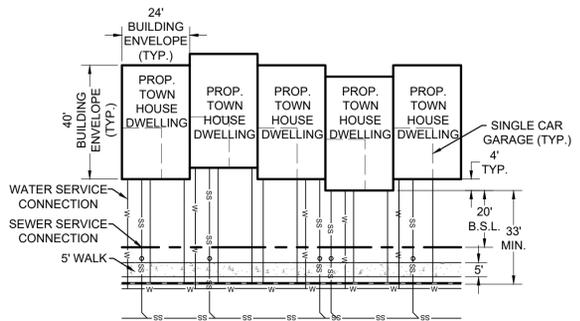
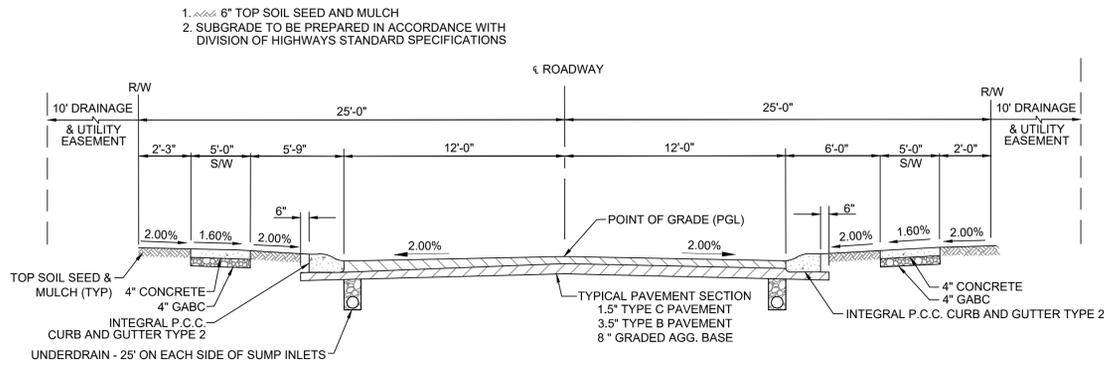
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DESIGNED BY:	FILE NAME:
DRAWN BY:	DATE:
DATE:	DATE:

OWNER: MILECRUSA MARINA ENTERPRISE, LLC 2101 LOVE PRINT ROAD STEVENSVILLE, MD 21166	DEVELOPER: CRUSA DEVELOPMENT CO. LLC 2442 BRADKILL ROAD MILFORD, DE 19968 PHONE: (302) 684-4844
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REVISION	NO.	DESCRIPTION

PRELIMINARY RECORD PLAT
PRELIMINARY MAJOR SUBDIVISION
KNIGHT CROSSING
PHASE ONE
CITY OF MILFORD ~ SUSSEX COUNTY ~ DELAWARE

DATE:	8 MAY 2019
SCALE:	1" = 50'
PROJECT NO.:	11686.CC
SHEET:	6 OF 13



SECTION: TYPICAL 24' WIDE INTERNAL STREETS WITH SIDEWALKS

TYPICAL TOWN HOUSE LAYOUT

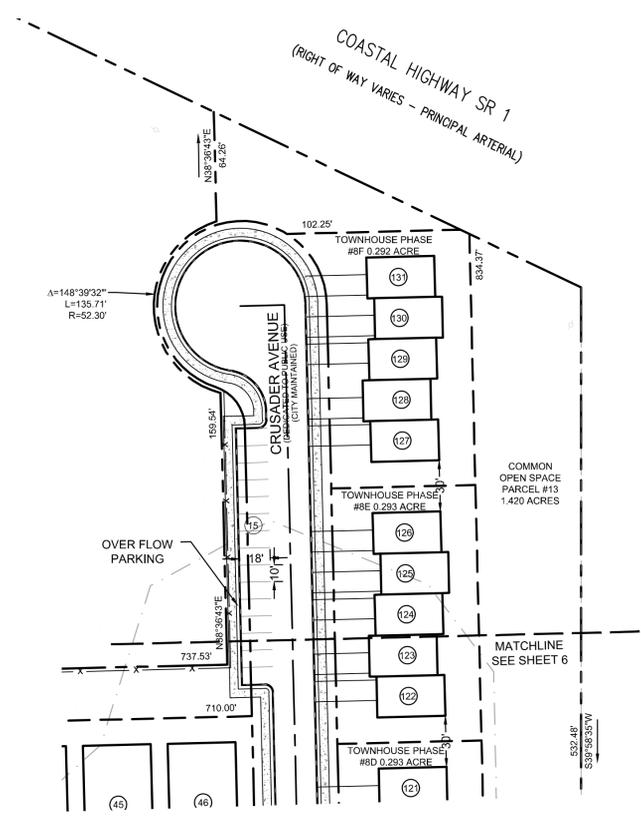
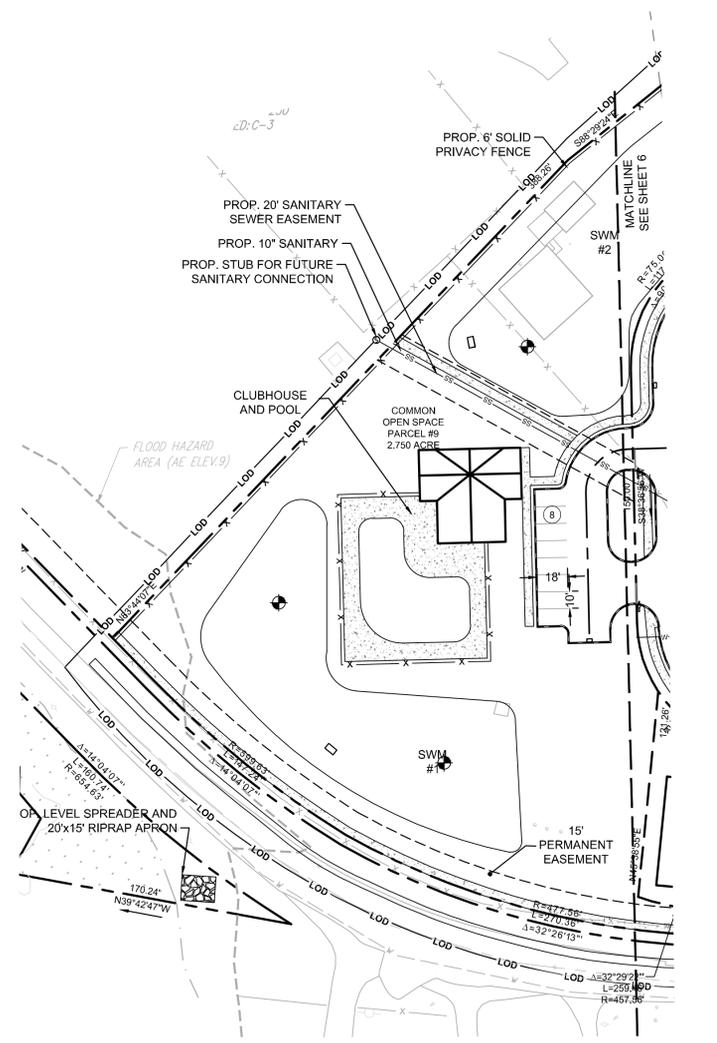
TYPICAL DETACHED CONDO HOUSE LAYOUT

SCALE: N.T.S

SCALE: N.T.S

SITE DATA:

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LEGEND:

[Symbol]	RIGHT-OF-WAY LINE
[Symbol]	PROPERTY LINE
[Symbol]	ADJACENT PROPERTY LINE
[Symbol]	LIMITED COMMON ELEMENT / PHASE LINE
[Symbol]	BENCHMARK
[Symbol]	CONCRETE MONUMENT FOUND
[Symbol]	CAPPED REBAR FOUND
[Symbol]	IRON PIPE FOUND
[Symbol]	BUILDING SETBACK LINE
[Symbol]	PAVEMENT SETBACK LINE
[Symbol]	EASEMENT LINE
[Symbol]	WETLANDS (NON-JURISDICTIONAL)
[Symbol]	PR. RIGHT-OF-WAY LINE
[Symbol]	PR. PROPERTY LINE
[Symbol]	PR. ADJACENT PROPERTY LINE
[Symbol]	PR. BUILDING SETBACK LINE
[Symbol]	PR. EASEMENT LINE
[Symbol]	PR. BUILDINGS
[Symbol]	PR. ON-SITE CURB
[Symbol]	PR. ON-SITE ASPHALT
[Symbol]	PR. ON-SITE CONCRETE



DUFFIELD ASSOCIATES
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WEB: HTTP://DUFFIELD.COM
E-MAIL: DUFFIELD@DUFFIELD.COM

CHECKED BY:	SG	FILE NAME:	SEE BRK
DESIGNED BY:	BRK	DRAWN BY:	BRK
CRK BY:	DATE	STATE:	DELAWARE

NO.	REVISION
1	PER CITY COMMENTS - JULY 2019

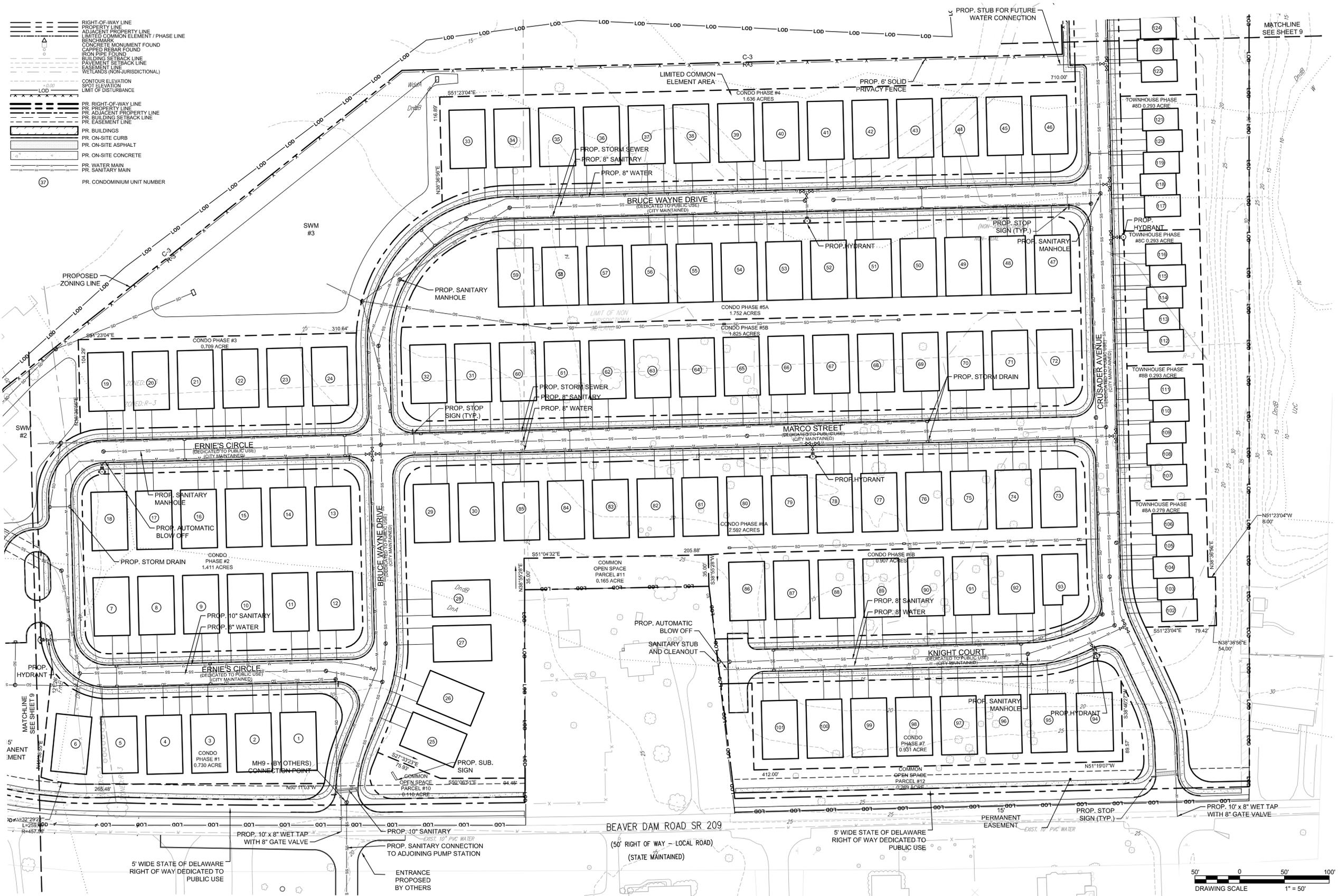
OWNER: MILLERS MARINA ENTERPRISE, LLC
2111 LOVE POINT ROAD
STEVENSVILLE, MD 21166
DEVELOPER: DEVELOPMENT CO. LLC
2442 BRADKILL ROAD
MILFORD, DE 19968
PHONE: (302) 684-4844

PRELIMINARY RECORD PLAT
PRELIMINARY MAJOR SUBDIVISION
KNIGHT CROSSING
PHASE ONE
CITY OF MILFORD ~ SUSSEX COUNTY ~ DELAWARE

DATE: 8 MAY 2019
SCALE: 1" = 50'
PROJECT NO. 11686.CC
SHEET: 7 OF 13



- RIGHT-OF-WAY LINE
- PROPERTY LINE
- ADJACENT PROPERTY LINE
- LIMITED COMMON ELEMENT / PHASE LINE
- BENCHMARK
- CONCRETE MONUMENT FOUND
- CAPPED REBAR FOUND
- IRON PIPE FOUND
- BUILDING SETBACK LINE
- PAVEMENT SETBACK LINE
- EASEMENT LINE
- WETLANDS (NON-JURISDICTIONAL)
- CONTOUR ELEVATION
- SPOT ELEVATION
- LIMIT OF DISTURBANCE
- PR. RIGHT-OF-WAY LINE
- PR. PROPERTY LINE
- PR. ADJACENT PROPERTY LINE
- PR. BUILDING SETBACK LINE
- PR. EASEMENT LINE
- PR. BUILDINGS
- PR. ON-SITE CURB
- PR. ON-SITE ASPHALT
- PR. ON-SITE CONCRETE
- PR. WATER MAIN
- PR. SANITARY MAIN
- PR. CONDOMINIUM UNIT NUMBER



DUFFIELD ASSOCIATES
Soil, Water & the Environment
5400 LIMESTONE ROAD
WILMINGTON, DE 19808-1232
TEL: 302.239.6634
FAX: 302.239.8485
OFFICES IN DELAWARE, MARYLAND, PENNSYLVANIA AND NEW JERSEY
WEB: HTTP://DUFFIELD.COM
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CHECKED BY:	SJG
DESIGNED BY:	FILE NAME:
BRK	BRK
DATE:	DATE:
NO.	NO.

**PRELIMINARY
NOT FOR
CONSTRUCTION**

PER CITY COMMENTS - JULY 2019
STATE: DELAWARE
P.E. #12625

OWNER: MILECRUSA MARINA ENTERPRISE, LLC
2111 LOVE PRINT
STEVENSVILLE, MD 21166
DEVELOPER: CRUSA DEVELOPMENT CO. LLC
2442 BRADKILL ROAD
MILFORD, DE 19968
PHONE: (302) 684-4844

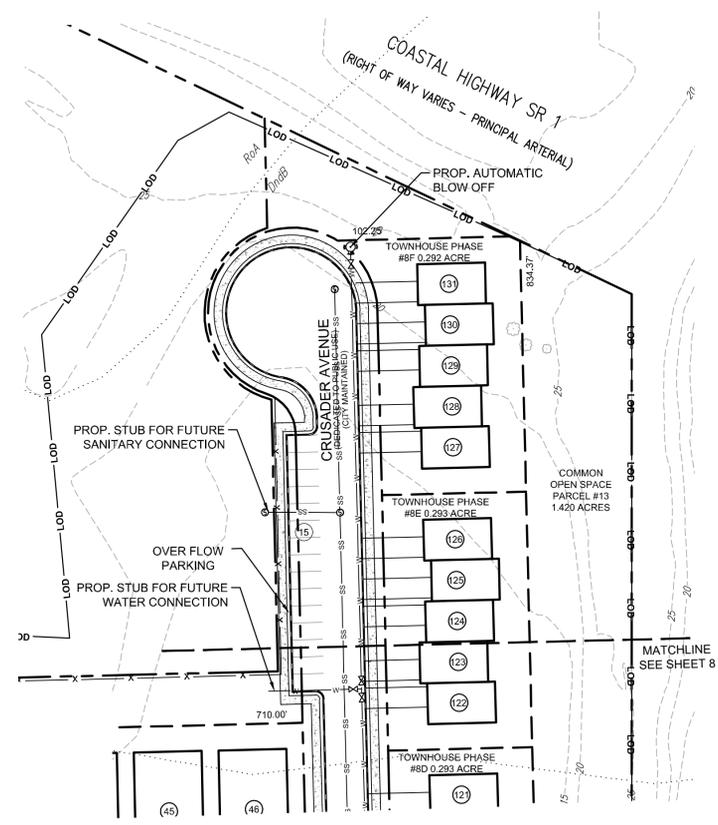
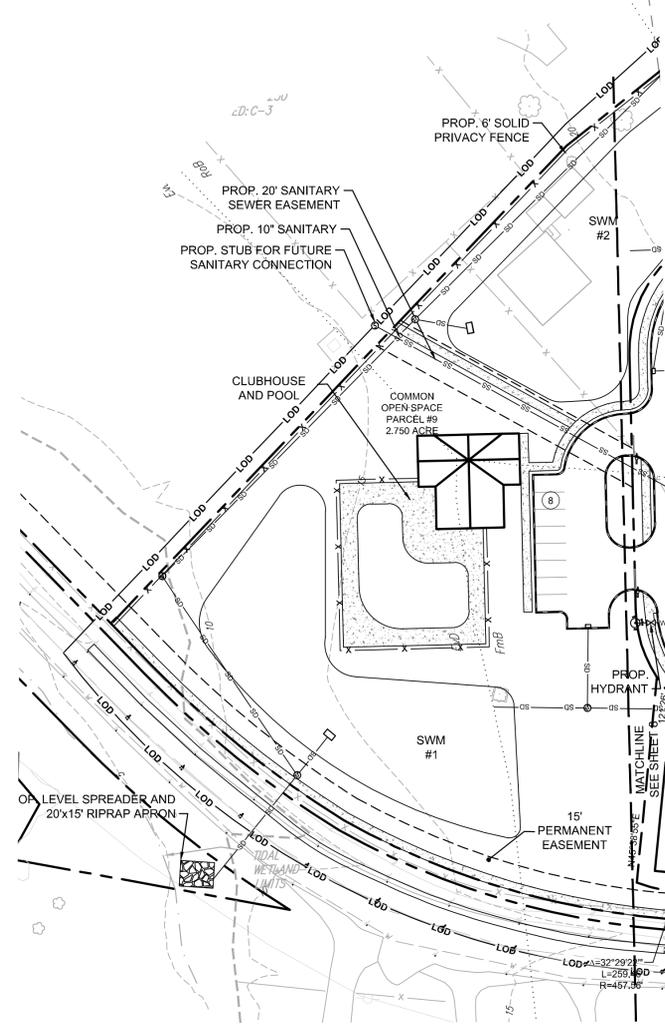
**PRELIMINARY UTILITY PLAN
PRELIMINARY MAJOR SUBDIVISION
KNIGHT CROSSING
PHASE ONE
CITY OF MILFORD ~ SUSSEX COUNTY ~ DELAWARE**

DATE: 8 MAY 2019
SCALE: 1" = 50'
PROJECT NO. 11686.CC
SHEET: 8 OF 13





- RIGHT-OF-WAY LINE
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- PR BUILDINGS
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CHECKED BY: SAG
DESIGNED BY: BRK
DRAWN BY: BRK
FILE NAME: 10111980C
STEVE J. GORSKI, P.E.
STATE: DELAWARE P.E. #12625

NO.	REVISION
1	PER CITY COMMENTS - JULY 2019

OWNER: MILLERS MARINA ENTERPRISE, LLC
2111 LOVE POINT
STEVENSVILLE, MD 21166
DEVELOPER: DE DEVELOPMENT CO. LLC
2442 BRADKILL ROAD
MILTON, DE 19968
PHONE: (302) 684-4844

PRELIMINARY UTILITY PLAN
PRELIMINARY MAJOR SUBDIVISION
KNIGHT CROSSING
PHASE ONE
CITY OF MILFORD ~ SUSSEX COUNTY ~ DELAWARE

DATE: 8 MAY 2019
SCALE: 1" = 50'
PROJECT NO. 11686.CC
SHEET: 9 OF 13

PRELIMINARY
NOT FOR
CONSTRUCTION



- RIGHT-OF-WAY LINE
 - PROPERTY LINE
 - ADJACENT PROPERTY LINE
 - LIMITED COMMON ELEMENT / PHASE LINE
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 - PR ON-SITE ASPHALT
 - PR ON-SITE CONCRETE
 - PR WATER MAIN
 - PR SANITARY MAIN
 - PR CONDOMINIUM UNIT NUMBER



DUFFIELD ASSOCIATES
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CHECKED BY:	SAG
DESIGNED BY:	STEVE J. GORSKI, P.E.
FILE NAME:	(BDD)BNC
DRAWN BY:	BRK

NO.	REVISION
1	PER CITY COMMENTS - JULY 2019

OWNER: MILLERS MARINA ENTERPRISE, LLC
2101 LOVE PRINT
STEVENSVILLE, MD 21166

DEVELOPER: P&S DEVELOPMENT CO. LLC
2442 BROADKILL ROAD
MILTON, DE 19968
PHONE: (302) 684-4844

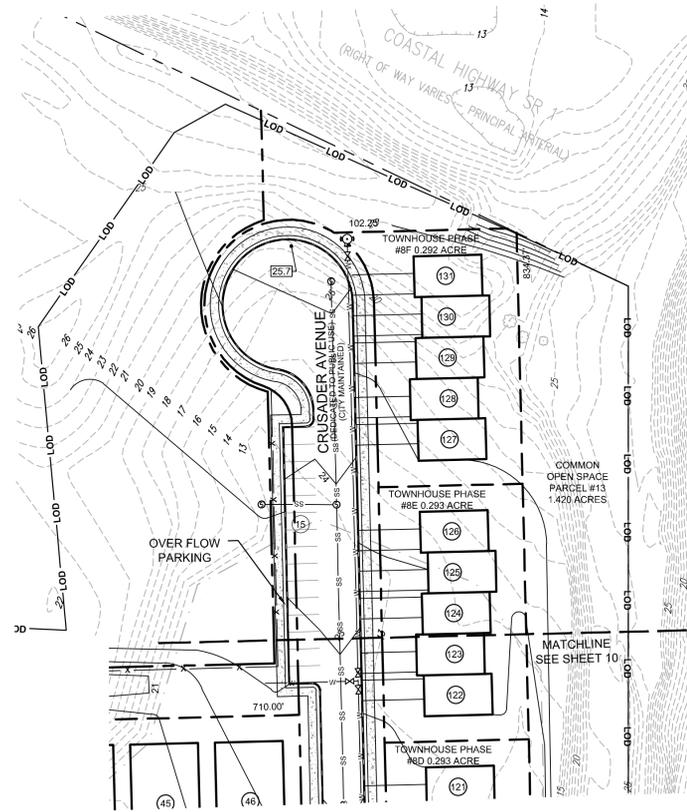
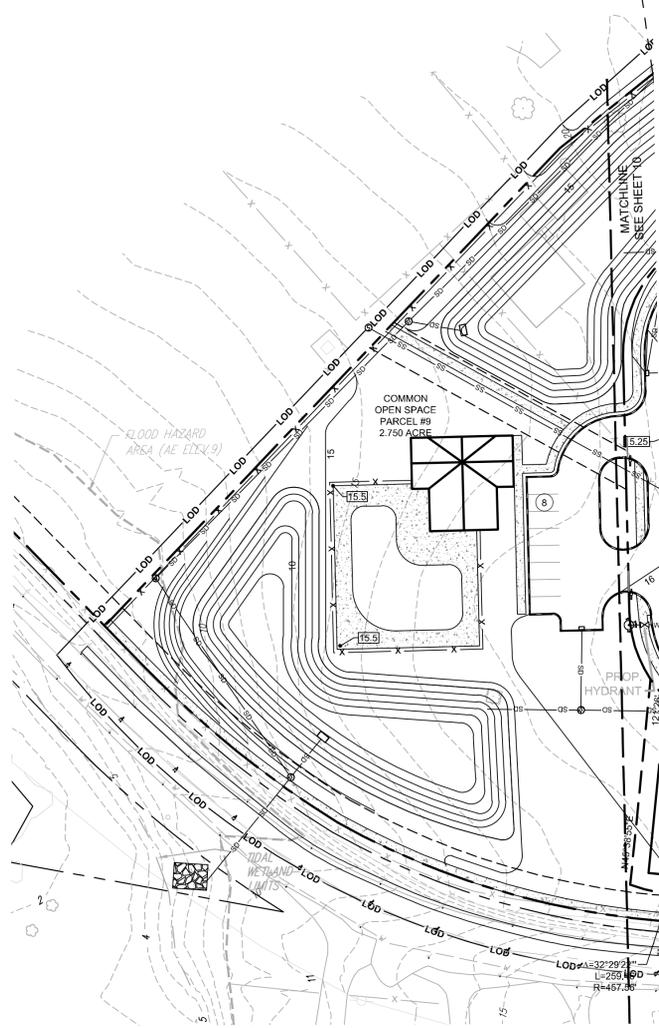
**PRELIMINARY BULK GRADING PLAN
PRELIMINARY MAJOR SUBDIVISION
KNIGHT CROSSING
PHASE ONE
CITY OF MILFORD ~ SUSSEX COUNTY ~ DELAWARE**

DATE: 8 MAY 2019
SCALE: 1" = 50'
PROJECT NO. 11686.CC
SHEET: 10 OF 13





- RIGHT-OF-WAY LINE
- PROPERTY LINE
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- PR ON-SITE CURB
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- PR ON-SITE CONCRETE
- PR WATER MAIN
- PR SANITARY MAIN
- PR CONDOMINIUM UNIT NUMBER



**PRELIMINARY BULK GRADING PLAN
PRELIMINARY MAJOR SUBDIVISION
KNIGHT CROSSING
PHASE ONE
CITY OF MILFORD ~ SUSSEX COUNTY ~ DELAWARE**

DATE: 8 MAY 2019
SCALE: 1" = 50'
PROJECT NO. 11686.CC
SHEET: 11 OF 13

OWNER: MILLERS MARINA ENTERPRISE, LLC
2101 LOVE PRINT
STEVENSVILLE, MD 21666

DEVELOPER: PR DEVELOPMENT CO. LLC
2442 BRADKILL ROAD
MILFORD, DE 19968
PHONE: (302) 684-4844

NO. 1

**PRELIMINARY
NOT FOR
CONSTRUCTION**

PER CITY COMMENTS - 1 JULY 2019

CHK BY: [blank]
DATE: [blank]

DESIGNED BY: BRK

DRAWN BY: BRK

CHECKED BY: SAG

FILE NAME: (BRK)BRK

STEVE J. GORSKI, P.E.

STATE: DELAWARE P.E. #12625

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E-MAIL: DUFFIELD@DUFFIELDNET.COM

- RIGHT-OF-WAY LINE
- PROPERTY LINE
- ADJACENT PROPERTY LINE
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- IRON PIPE FOUND
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- PR BUILDING SETBACK LINE
- PR EASEMENT LINE
- PR BUILDINGS
- PR ON-SITE CURB
- PR ON-SITE ASPHALT
- PR ON-SITE CONCRETE
- PR WATER MAIN
- PR SANITARY MAIN
- CANOPY / STREET TREE
- UNDERSTORY TREE
- EVERGREEN TREE



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CHECKED BY:	SAG	FILE NAME:	LAND/BRK
DESIGNED BY:	BRK	DRAWN BY:	BRK
DATE:			

**PRELIMINARY
NOT FOR
CONSTRUCTION**

OWNER: MILLERS MARINA ENTERPRISE, LLC
2101 LOVE PRINT
STEVENSVILLE, MD 21166

DEVELOPER: DE DEVELOPMENT CO. LLC
2442 BRADKILL ROAD
MILTON, DE 19968
PHONE: (302) 684-4844

**PRELIMINARY LANDSCAPE PLAN
PRELIMINARY MAJOR SUBDIVISION
KNIGHT CROSSING
PHASE ONE
CITY OF MILFORD ~ SUSSEX COUNTY ~ DELAWARE**

DATE:	8 MAY 2019
SCALE:	1" = 50'
PROJECT NO.	11686.CC
SHEET:	12 OF 13

LANDSCAPE NOTES

- TREE PITS, PLANT BEDS, AND GROUND COVER AREAS SHALL HAVE A CUT EDGE WITH RED 3/4" SHALE (2" DEPTH) FOR ALL TREE PITS AND SHRUB BEDS.
- THIS DRAWING TO BE USED FOR LANDSCAPE DEVELOPMENT PURPOSES ONLY.
- ALL TREE STAKING, GUYING, AND WRAPPING SHALL BE REMOVED AFTER ONE YEAR.
- ALL SHRUB, FLOWER, AND GROUND COVER BEDS SHALL BE PITCHED OR CROWNED TO ASSURE A MINIMUM SURFACE PITCH OF 3% FOR POSITIVE SURFACE DRAINAGE.
- ALL PROPOSED LANDSCAPE PLANT MATERIAL TO BE GUARANTEED FOR A PERIOD OF THREE YEARS FROM THE DATE OF ACCEPTANCE, AGAINST DEFECTS INCLUDING DEATH AND UNSATISFACTORY GROWTH, EXCEPT FOR DEFECTS RESULTING FROM NEGLIGENCE BY OWNER, ABUSE OR DAMAGE BY OTHERS, OR UNUSUAL PHENOMENA OR INCIDENTS WHICH ARE BEYOND LANDSCAPE INSTALLER CONTROL. CONTRACTOR, IF NOT MAINTAINING THE PROPERTY DURING THE GUARANTEE PERIOD, SHALL BE RESPONSIBLE FOR MAKING MONTHLY INSPECTIONS AND ISSUING WRITTEN REPORTS DETAILING ANY MAINTENANCE PRACTICES HE OBSERVES WHICH WOULD IN ANYWAY NEGATE HIS GUARANTEE OBLIGATION.
- ALL AREAS BEYOND THE LIMIT OF LAWN/GROUND COVER THAT ARE DISTURBED BY CONSTRUCTION OPERATIONS SHALL BE REPAIRED TO PRE-CONSTRUCTION CONDITION AND/OR TO COMPLY WITH STANDARDS INDICATED ON THE SOIL EROSION AND SEDIMENT CONTROL PLAN.
- ALL TREES ADJACENT TO CURBS (OR EDGE OF PAVEMENT) SHALL BE PLACED 5'-0" AWAY FROM THE CURB FACE MEASURED TO THE CENTERLINE OF THE TREE TRUNK. IF PLACED IN THE MEDIAN ISLAND, THEY SHALL BE CENTERED IN THE SPACE BETWEEN THE CURBS OR AS NOTED ON THE LANDSCAPE PLAN. ALL TREES PLANTED ADJACENT TO PEDESTRIAN WALKWAYS SHALL BE BRANCHED AT 7' INITIALLY.
- NO PLANT MATERIAL ABOVE 24" WILL BE INSTALLED WITHIN ANY APPROVED SIGHT TRIANGLE.
- PLANT BACKFILL MIX SHALL CONTAIN THE FOLLOWING:
1 PART AMENDED TOPSOIL (SCREENED) WITH FERTILIZATION AS REQUIRED BELOW:

AMENDED TOPSOIL: SHALL BE WITHOUT ADMIXTURE OF SUBSOIL OF SLAG AND SHALL BE FREE OF STONES, LUMPS, PLANTS OR THEIR ROOTS, STICKS AND EXTRANEOUS MATTER, AND SHALL NOT BE MOVED, PLACED OR USED WHILE IN FROZEN OR MUDDY CONDITION. TOPSOIL SHALL HAVE AN ACIDITY RANGE OF pH 5.0 TO 7.0 AND SHALL CONTAIN NOT LESS THAN 5% ORGANIC MATTER AS DETERMINED BY THE "WALKLEY-BLACK METHOD" (COLORIMETRIC VERSION). SUFFICIENT LIMESTONE SHALL BE ADDED TO TOPSOIL USED TO BRING SOIL TO RANGE

OF pH 6.0 TO pH 6.5. THERE SHALL BE A MINIMUM OF 12" OF TOPSOIL (AFTER SETTLEMENT) IN ALL PLANT BEDS, OR GROUND COVER AREAS AND 3" IN ALL FINE LAWN, SEEDED AREAS OR AS CALLED FOR. AREAS WHERE PAVING HAS BEEN REMOVED TO PROVIDE LAWN OR PLANTING BED AREA SHALL BE ROTOTILLED TO A DEPTH OF AT LEAST 12 INCHES PRIOR TO PLACING TOPSOIL.

FERTILIZATION: 1. FOR TREES, SHRUBS AND ALL GROUND COVER (HERBACEOUS AND CONIFEROUS): "TERRA-SORB" AG AT THE RATE OF 32 OZ PER CUBIC YARD OF SOIL MIX.
2. FOR TREES AND SHRUBS (EXCLUDING CONIFEROUS GROUND COVER): PHC HEALTHY START 3-4-3 ORGANIC FERTILIZER/SOIL CONDITIONER. SHALL BE APPLIED AT 1/2 LB. PER TRUNK DIAMETER (CAL. INCH) FOR TREES. FOR SHRUBS USE THE FOLLOWING TABLE:

PLANT SIZE	RATE CUPS	LBS.	#PLANT BAG
1 GALLON	1/2	1/4	100
5 GALLON	1	1/2	50
15 GALLON	2	1	25
24" BALL/BOX	3	1 1/2	16
36" BALL/BOX	5	2 1/2	10
42" BALL/BOX	6	3	8
54" BALL/BOX	8	4	6
72" BALL/BOX	10	5	5

FOR HERBACEOUS AND CONIFEROUS GROUND COVER: DRY ROOTS 2 SHALL BE APPLIED AT THE FOLLOWING RATES:

CONIFEROUS GROUND COVER:	RATE CUPS	LBS.	#PLANT BAG
15-18" B&B	1 1/2	3/4	37

HERBACEOUS GROUND COVER: 20LBS./1000 SQUARE FEET.

FOR LAWN AND SEEDED AREAS: 10-6-4 50% ORGANIC FERTILIZER AT THE RATE OF 20LBS. PER 1,000 SQUARE FEET (OR AS REQUIRED BY TOPSOIL ANALYSIS REPORT).

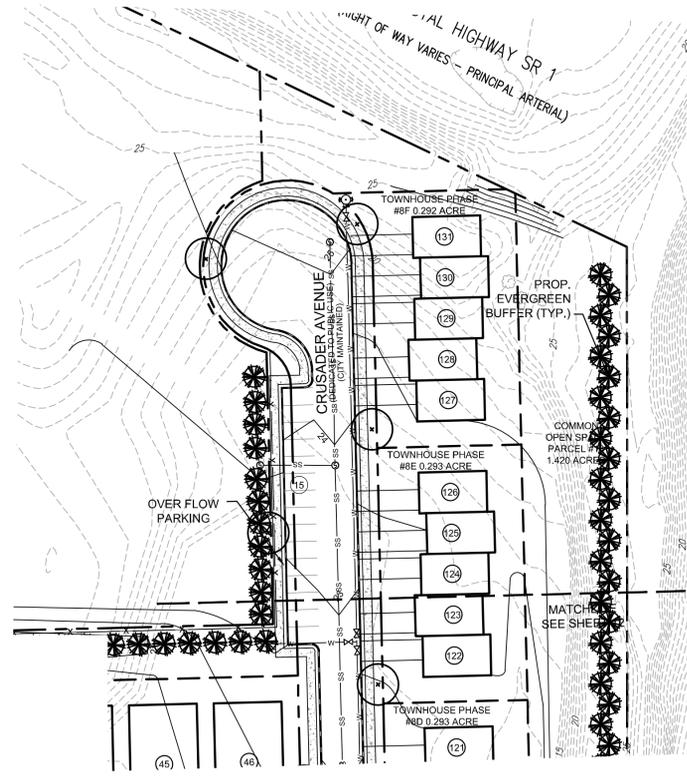
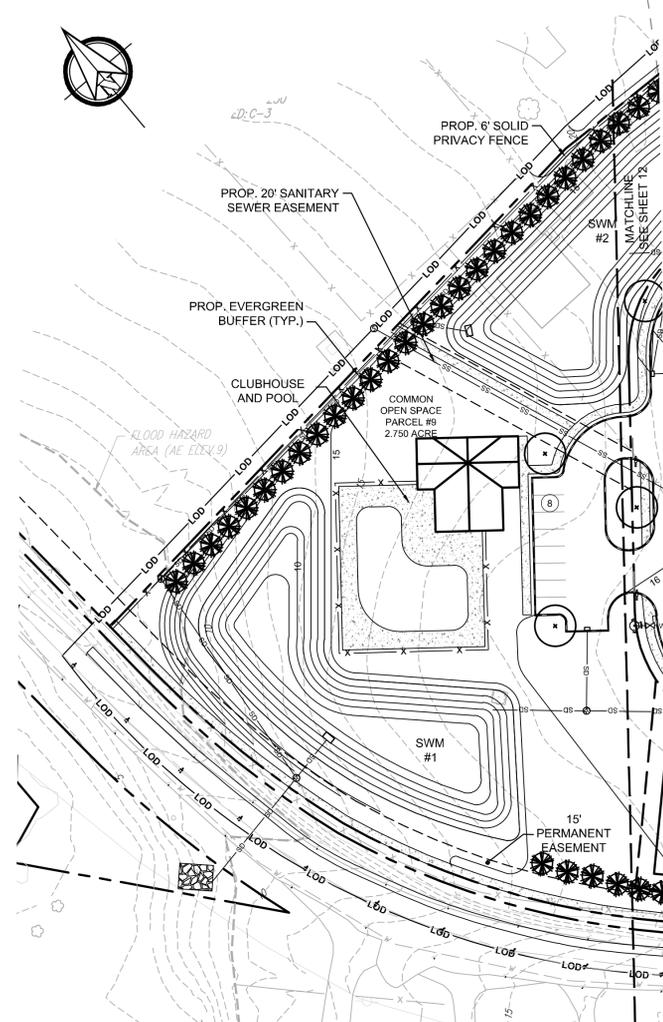
- ALL PLANT MATERIAL MUST COMPLY WITH THE RECOMMENDATIONS AND REQUIREMENTS OF ANSI Z60.1 "STANDARD FOR NURSERY STOCK".
- PLANT QUANTITIES ARE GIVEN FOR COMPARISON PURPOSES ONLY. CONTRACTOR IS RESPONSIBLE FOR CONFIRMING PLANT COUNTS AND SHALL BE RESPONSIBLE FOR PROVIDING ALL PLANT MATERIAL SHOWN ON THE DRAWING. ANY DISCREPANCIES BETWEEN PLANT SCHEDULE QUANTITIES AND PLANS SHALL IMMEDIATELY BE BROUGHT TO THE LANDSCAPE ARCHITECT'S ATTENTION PRIOR TO SUBMISSION OF BID. NO SUBSTITUTIONS OF TYPE OF PLANT MATERIAL OR SIZES OF PLANT MATERIAL WILL BE ACCEPTABLE UNLESS APPROVED BY THE LANDSCAPE ARCHITECT. ANY CHANGES TO AN APPROVED LANDSCAPE PLAN MUST BE AUTHORIZED BY THE LANDSCAPE ARCHITECT.
- APPLY ANTI-DESICCANT PRIOR TO THE ONSET OF WINTER AND AGAIN IN MID-WINTER, USING POWER SPRAY TO PROVIDE AN ADEQUATE FILM OVER TRUNKS, BRANCHES, STEMS, TWIGS, AND FOLIAGE. IF DECIDUOUS TREES OR SHRUBS ARE MOVED IN FULL-LEAF, SPRAY WITH ANTI-DESICCANT AT NURSERY BEFORE MOVING AND AGAIN TWO WEEKS AFTER INSTALLATION.
- ALL PLANTED TREES, SHRUBS, GROUND COVERS AND ANNUAL FLOWERS, SHALL BE MAINTAINED UNTIL FINAL ACCEPTANCE OF THE COMPLETED CONTRACT, OR WHEN INSTALLATION IS ACCEPTED AND MAINTENANCE IS TRANSFERRED TO OWNER. MAINTENANCE SHALL INCLUDE WATERING, CULTIVATING, CONTROL OF INSECTS, FUNGUS, AND OTHER HORTICULTURAL OPERATIONS NECESSARY FOR THE PROPER GROWTH OF ALL PLANT MATERIAL.
- PLANT LOCATIONS SHOWN ON THE PLAN ARE APPROXIMATE AND SUBJECT TO FIELD AND UTILITY LOCATIONS.
- PERMANENT SEEDING MIX PER DNREC STANDARD DETAIL DE-ESC 3.4.3. REFER TO SEDIMENT AND STORMWATER PLANS, SHEET 6 OF 9. ALL PERVIOUS AREAS THAT DO NOT RECEIVE SHREDDED HARDWOOD MULCH SHALL BE SEEDED ACCORDING TO THE TABLE BELOW.

PERMANENT SEEDING AND SEEDING DATES (cont.)											
Mx No.	Certified Seed ³	Seeding Rate ¹	Optimum Seeding Dates ²							Remarks	
			Coastal Plain	Piedmont	All ¹	Remarks					
14	Croaking Reed Fescue Rough Bluestem or Cheatings Fescue	50 90	1.15 2.1	G	A	O	O	O	A	O	Shade tolerant, moisture tolerant.

- When hydroseeding is the chosen method of application, the total rate of seed should be increased by 25%.
- Winter seeding requires 3 tons per acre of straw mulch. Planting dates listed above are average for Delaware. These dates may require adjustment to reflect local conditions.
- All seed shall meet the minimum purity and maximum germination percentages recommended by the Delaware Department of Agriculture. The maximum % of weed seeds shall be in accordance with Section 1, Chapter 24, Title 3 of the Delaware Code.
- Cool season species may be planted throughout summer if soil moisture is adequate or seeded area can be irrigated.
- All leguminous seed must be inoculated.
- Warm season grass mix and Reed Canary Grass cannot be mowed more than 4 times per year.
- Warm season grasses require a soil temperature of at least 50 degrees in order to germinate, and will remain dormant until then.

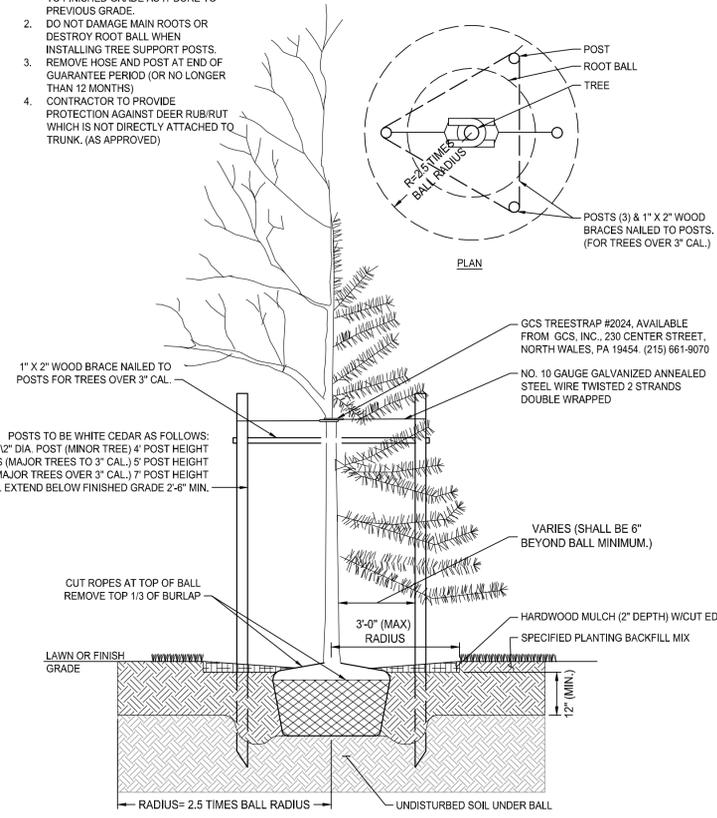
TREE PROTECTION NOTES

- LIMIT OF WORK LINE TO BE DELINEATED BY SNOW FENCING OR APPROVED EQUAL. ALL TREES IDENTIFIED AS BEING PRESERVED FOR CREDIT SHALL BE FENCED ALONG OR BEYOND THEIR DRIP LINE. SEE TREE PROTECTION DETAIL ON THIS SHEET.
- PROTECTIVE FENCING TO BE SNOW FENCING OR EQUIVALENT TO PROTECT VEGETATION FROM HEAVY MACHINERY OR CONSTRUCTION OPERATIONS.
- PROTECTIVE FENCING TO BE ERECTED BEFORE EXCAVATION AND REMOVED UPON COMPLETION OF GRADING.



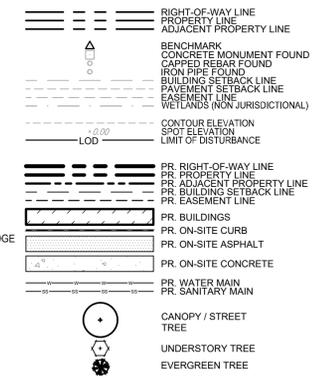
PLANTING NOTES:

- CROWN OF ROOT BALL SHALL BEAR SAME RELATION (OR SLIGHTLY ABOVE) TO FINISHED GRADE AS IT BORE TO PREVIOUS GRADE.
- DO NOT DAMAGE MAIN ROOTS OR DESTROY ROOT BALL WHEN INSTALLING TREE SUPPORT POSTS.
- REMOVE HOSE AND POST AT END OF GUARANTEE PERIOD (OR NO LONGER THAN 12 MONTHS).
- CONTRACTOR TO PROVIDE PROTECTION AGAINST DEER RUB/RUT WHICH IS NOT DIRECTLY ATTACHED TO TRUNK. (AS APPROVED)



DETAIL: TREE PLANTING

SCALE: NOT TO SCALE



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WILMINGTON, DE 19808-1232
TEL: 302.239.6634
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E-MAIL: DUFFIELD@DUFFIELD.COM

CHECKED BY:	SAG	FILE NAME:	LAND/1802
DESIGNED BY:	BRK	DRAWN BY:	BRK
DATE:		DATE:	

REVISION			
No.			

PRELIMINARY NOT FOR CONSTRUCTION

OWNER: MILECRS MARINA ENTERPRISE, LLC
218 LOVE POINT
STEVENSVILLE, MD 21166
DEVELOPER: PRS DEVELOPMENT CO. LLC
2412 HROADKILL ROAD
MILFORD, DE 19968
PHONE: (302) 684-4844

PRELIMINARY LANDSCAPE PLAN
PRELIMINARY MAJOR SUBDIVISION
KNIGHT CROSSING
PHASE ONE
CITY OF MILFORD ~ SUSSEX COUNTY ~ DELAWARE

DATE:	8 MAY 2019
SCALE:	1" = 50'
PROJECT NO.	11686.CC
SHEET:	13 OF 13

June 6, 2019

State of Delaware
Executive Department
Office of State Planning Coordination
122 Martin Luther King Jr. Blvd. South
Haslet Armory – 3rd Floor
Dover, DE 19901

Attn: Constance C. Holland, AICP
Director, Office of State Planning Coordination

Re: Marina Del Phase 1
PLUS review 2019-03-10
Duffield Project No. 11686.CC

Dear Ms. Holland:

Duffield Associates, Inc. (Duffield) is in receipt of the State of Delaware's review letter dated April 25, 2019 for the referenced project and offer our responses. For ease of review, we have repeated your comments followed by our responses in bold *italic* type.

Strategies for State Policies and Spending

- This project is located in Investment Levels 1 and 2 according to the *Strategies for State Policies and Spending*. Investment Level 1 reflects areas that are already developed in an urban or suburban fashion, where infrastructure is existing or readily available, and where future redevelopment or infill projects are expected and encouraged by State policy. Investment Level 2 reflects areas where growth is anticipated by local, County, and State plans in the near term future.

Response: ***Noted.***

Code Requirements/Agency Permitting Requirements

Department of Transportation - Contact Bill Brockenbrough 760-2109

- Because the site fronts on roads that are part of the Federal-aid primary road system, that is Coastal Highway (Delaware Route 1) and Cedar Beach Road (Delaware Route 36), and for Cedar Beach Road, part of Delaware's Bayshore Byway, it is subject to outdoor advertising regulations found in CFR 23 §131 and 17 Del. C. §1101-1120. Accordingly, the applicant should expect the following requirements:
 - No new billboards, variable message boards, or electronic changing message sign(s) anywhere on or off Coastal Highway or Cedar Beach Road. Any such structure or fixture shall be 660 feet away, i.e., any closest right-of-way edge.
 - No off-premises advertising on the property for others within 660 feet of Coastal Highway or Cedar Beach Road, e.g., displaying on-site the bank/financial institution funding the project or the contractor building the project.
 - Along Coastal Highway and Cedar Beach Road, the applicant would not be permitted to advertise or direct information about themselves on other private property.

Response: ***The residential project will have no proposed billboards or message boards as described.***

- The site access on Beaver Dam Road (Sussex Road 209) must be designed in accordance with DelDOT's Development Coordination Manual,

Response: ***The access will conform with the Development Coordination Manual. Internal subdivision streets will be maintained by the City of Milford.***

- Pursuant to Section P.3 of the Manual, a Pre-Submittal Meeting is required before plans are submitted for review.

Response: ***A Pre-submittal meeting will be requested after the TOA Counts submittal and approved.***

- Section P.5 of the Manual addresses fees that are assessed for the review of development proposals. DelDOT anticipates collecting the Initial Stage Fee when the record plan is submitted for review and the Construction Stage Fee when construction plans are submitted for review.

Response: *Noted.*

- Section 1.2.1 of the Manual addresses the principles to be considered in locating site entrances. The east entrance to the site is, appropriately, proposed to be opposite Beaver Dam Drive. The west entrance should be located opposite the entrance to Windward on the River, a development presently proposed on the south side of Beaver Dam Road immediately west of Beaver Dam Manor.

Response: *The west entrance has been shifted to a location immediately across from the Windward development entrance.*

- Per Section 2.2.2.1 of the Manual, Traffic Impact Studies (TIS) are warranted for developments generating more than 500 vehicle trip ends per day or 50 vehicle trip ends per hour in any hour of the day. The PLUS application states that the proposed development would generate 1,170 vehicle trip ends per day. As shown in the table below, DelDOT calculates a slightly higher trip generation. With either total, however, the warrant for a TIS is met.

ITE Code	Size	Weekday ADT	Weekday AM Peak Hour	Weekday PM Peak Hour	Saturday Peak Hour
210	101 dwellings	1,049	77	103	103
220	30 dwellings	186	15	20	21
	Total	1,235	92	123	124

- Per Section 2.2.2.2 of the Manual, developments generating fewer than 2,000 vehicle trip ends per day and fewer than 200 vehicle trip ends per hour in any hour of the day may be eligible to pay a fee, the Area Wide Study Fee, in lieu of doing a TIS. The fee is calculated as \$10 times the Average Daily Traffic volume shown on the site plan and is payable with the Initial Stage submission. Payment of the fee does not exempt the developer from responsibility to make off-site improvements or from preparing a Traffic Operational Analysis (TOA) if DelDOT identifies a need for a TOA in the plan review process.
- DelDOT can readily identify two off-site improvements as being necessary to support the subject development:
- Improvement of Beaver Dam Road to meet DelDOT standards for local roads, which

- include 11-foot lanes and 5-foot shoulders, within the limits of the property frontage; and
- Realignment of Beaver Dam Road opposite Brown Street and construction of turning lanes as needed at the intersection of Beaver Dam Road, Brown Street and Cedar Beach Road. The present alignment of Beaver Dam Road places left turns into Beaver Dam Road and Brown Street in conflict with each other and is such that a right turn lane onto Beaver Dam Road would require extending the culvert that carries Herring Branch under Cedar Beach Road.
 - If the applicant chooses to pay the Area Wide Study Fee, DelDOT presently anticipates requiring a TOA to determine the need for and size of turning lanes at the intersection of Beaver Dam Road and Cedar Beach Road. It is likely that the commercial development of the remaining lands of the applicant would create a need for greater improvements there and possibly improvements where Cedar Beach Road intersects with Delaware Route 1 and with Rehoboth Boulevard.

Response: The shoulder will be added to the frontage. The 11' wide travel lanes currently exist. A warrant for realignment of Beaver Dam Road with the residential development will be studied further during the TOA process. We anticipate that no conflict will arise with the left turn movements due to very limited trips into Brown Road. An Area Wide Study Fee will be paid. The initial TOA will submitted to DelDOT later this month.

- Section 3.2.4.2 of the Manual addresses the placement of right-of-way monuments (markers) along the roads on which a property fronts, in this case Beaver Dam Road. Monuments sufficient to re-establish the permanent rights-of-way after the realignment discussed above and the dedication discussed below should be shown on the plan and provided in the field in accordance with this section.

Response: Noted.

- As necessary, in accordance with Section 3.2.5 and Figure 3.2.5-a of the Manual, DelDOT will require dedication of right-of-way along the site's frontage on Coastal Highway and Beaver Dam Road to meet DelDOT's standards for arterial highways and local roads, respectively. By this regulation, this dedication is to provide a minimum of 30 feet from the outside edge of the travel way on Coastal Highway and 30 feet of right-of-way from the physical centerline along Beaver Dam Road. The following right-of-way dedication note is required, "**An X-foot wide right-of-way is hereby dedicated to the State of Delaware, as per this plat.**"

Response: Right of way dedication will be provided as required.

- In accordance with Section 3.2.5.1.1 of the Manual, if this development is proposing a neighborhood sign/structure, then a permanent easement shall be established at the site entrance. The easement shall be located outside of any existing and/or proposed right-of-way. It will also need to be verified that the sign/structure does not pose a sight distance and/or safety hazard.

Response: *A single sign is anticipated at this time. An easement will be provided outside the right of way and sight triangles.*

- In accordance with Section 3.2.5.1.2 of the Manual, DeIDOT will require the establishment of 15-foot wide permanent easements across the property frontage on Beaver Dam Road. The location of the easements shall be outside the limits of the ultimate right-of-way. The easement area can be used as part of the open space calculation for the site. The following note is required, "A **15-foot wide permanent easement is hereby established for the State of Delaware, as per this plat.**"

Response: *A 15' Permanent Easement is proposed.*

- In accordance with Section 3.4 of the Manual, a Record Plan shall be prepared prior to issuing "Letter of No Objection". The record plan submittal shall include the items listed on the Critical Items for Acceptance: Record Plan document available on the DeIDOT website.

Response: *This is standard practice and is noted.*

- Referring to Section 3.4.2.1 of the Manual, the following items, among other things, are required on the Record Plan:
 - A Traffic Generation Diagram. See Figure 3.4.2a for the required format and content.
 - Depiction of all existing entrances within 450 feet of the proposed entrance on Beaver Dam Road.
 - Notes identifying the type of any off-site improvements, agreements (signal, letter) contributions and when the off-site improvements are warranted.

Response: *A Trip Generation Diagram has been prepared previously and will be updated with the Entrance and Record Plan submittals. Entrance locations and notes as*

listed will be shown on the Record Plan.

- Section 3.5 of the Manual provides DelDOT's requirements with regard to connectivity. The requirements in Sections 3.5.1 through 3.5.3 shall be followed for all development projects having access to State roads or proposing DelDOT-maintained public streets for subdivisions. Private or municipal streets should follow the City's requirements for connectivity. In that regard, DelDOT recommends that City of Milford require stub streets for interconnection to adjoining properties in the following three locations:
 - To Tax Parcel 330-7.00-37.00, remaining lands of the applicant by noting on the plan that an access easement to the remaining lands is established opposite Lots 127 through 131;
 - To Tax Parcel 330-7.00-37.01, Richard L. Burgess and Gail M. Burgess, by extending the right-of-way at the end of the proposed cul-de-sac to the parcel line; and
 - To Tax Parcel 330-7.00-40.00, LSF9 Master Participation Trust by creating a stub street approximately where Lots 109 and 110 are proposed.

Response: An interconnection to the commercial property is not preferred to limit the use of a residential road as an access road opposite Lots 127-131. The right of way to the Burgess property will be provided, with the cul de sac removed and tee turnaround installed in its place. Due to the lack of viable development, no access to the Master Participation Trust land is proposed. This property is encumbered by a large pond which is identified as Waters of the US. .

- Section 3.5.4.2 of the Manual addresses requirements for shared-use paths and sidewalks. Referring to Section 3.5.4.2.A of the Manual, in Level 1 and 2 Investment Areas, installation of a sidewalk or Shared Use Path along the development's road frontage is mandatory. While DelDOT will consider any applicable City regulations in this regard the type of facility, initially DelDOT will require a Shared Use Path along the development frontage.

Response: A Shared use path will be designed.

- Referring to Section 3.5.5 of the Manual, existing and proposed transit stops and associated facilities as required by the Delaware Transit Corporation (DTC) or DelDOT shall be shown on the Record Plan.

Response: We will coordinate this requirement with DTC.

- Referring to Section 4.3 of the Manual, an entrance plan shall be prepared prior to issuing entrance approval. The entrance plan submittal shall include the items listed on the Critical Items for Acceptance: Entrance/Construction/Subdivision Set Plan document available on the DelDOT website.

Response: *This is standard and will be provided.*

- In accordance with Section 5.2.5.6 of the Manual, a separate turning template plan shall be provided to verify vehicles can safely enter and exit the site entrances. As per Section 5.2.3 of the Manual, entrances shall be designed for the largest vehicle using the entrance.

Response: *Noted.*

In accordance with Section 5.2.9 of the Manual, the Auxiliary Lane Worksheet should be used to determine whether auxiliary lanes are warranted at the site entrances and how long those lanes should be.

Response: *Noted.*

- In accordance with Section 5.4 of the Manual, sight distance triangles are required and shall be established in accordance with American Association of State Highway and Transportation Officials (AASHTO) standards. A spreadsheet has been developed to assist with this task.

Response: *Noted.*

- In accordance with Section 5.14 of the Manual, all existing utilities must be shown on the plan and a utility relocation plan will be required for any utilities that need to be relocated.

Response: *Noted.*

- Because the proposed development would not have State-maintained streets, Section 6.4.3 of the Manual, which pertains to the inspection and acceptance of commercial entrances, applies. Construction inspection responsibilities shall be in accordance with Figure 6.4.3-a. DelDOT's preliminary reading of this figure is that the entrance construction requires Level I inspection and that a construction inspection agreement will not be needed. For the realignment discussed above, Level II inspection may be

required.

Response: *Noted.*

- Section 7.7.2 of the Manual addresses the need to provide 20-foot wide drainage easements for all storm drainage systems, open or closed, that fall outside the existing right-of-way or the drainage/utility easement. In accordance with this section, metes and bounds and total areas need to be shown for any drainage easements. The easements should be shown and noted on the record plan.

Response: *Easements will be provide as necessary.*

State Historic Preservation Office - Contact Carlton Hall 736-7404

- There is a known dwelling (**810406**) 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 (**803728**) 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.

Response: *Noted, however these structures are not located within the proposed 130 unit residential property and therefore should not be affected by this proposed development.*

- 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.

Response: *Noted.*

- 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

Response: *No Federal Funding is anticipated.*

Delaware State Fire Marshall's Office - Contact Duane Fox 259-7037

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:

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.

Response: *Noted.*

- Where a water distribution system is proposed for single-family dwellings it shall be capable of delivering at least 500 gpm for 1-hour duration, at 20-psi residual pressure. Fire hydrants with 1000 feet spacing on centers are required.

Response: *This requirement will be met. Fire flow test data is pending from the City of Milford as of this writing.*

- Where a water distribution system is proposed for townhouse type dwelling sites, the infrastructure for fire protection water shall be provided, including the size of water

mains.

Response: This information will be provided.

Fire Protection Features:

- For townhouse buildings, provide a section *I* detail and the UL design number of the 2-hour fire rated separation wall on the Site plan

Response: This note will be included with the Fire Marshal Site Plan.

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.

Response: Access will be provided per Fire Code requirements.

- 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.

Response: Noted.

- Any dead end road more than 300 feet in length shall be provided with a tum-around or cul-de-sac arranged such that fire apparatus will be able to tum 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 tum-around shall be shown on the final plans. Also, please be advised that parking is prohibited in the cul-de-sac or tum around.

Response: Adequate turnarounds will be provided.

- The use of speed bumps or other methods of traffic speed reduction must be in accordance with Department of Transportation requirements.

Response: No speed bumps will be designed with this project.

- 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.

Response: *No gates are proposed with the residential project.*

Gas Piping and System Information:

- Provide type of fuel proposed, and show locations of bulk containers on plan.

Response: *No bulk containers will be designed.*

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
- Square footage of each structure (Total of all Floors)
- National Fire Protection Association (NFPA) Construction Type
- Maximum Height of Buildings (including number of stories)
- Name of Water Provider
- Letter from Water Provider approving the system layout
- Townhouse 2-hr separation wall details shall be shown on site plans
- Provide Road Names, even for County Roads.

Response: *All standard notes will be provided on the Final Fire Marshal Site Plans as listed.*

Recommendations/Additional Information

This section includes a list of site specific suggestions that are intended to enhance the project. These suggestions have been generated by the State Agencies based on their expertise and subject area knowledge. **These suggestions do not represent State code requirements.** They are offered here in order to provide proactive ideas to help the applicant enhance the site design, and it is hoped (**but in no way required**) that the applicant will open a dialogue with the relevant agencies to discuss how these suggestions can benefit the project.

Department of Transportation - Contact Bill Brockenbrough 760-2109

- Cedar Beach Road is part of the Delaware's Bayshore Byway. Because of the subject lands' location relative to the Byway, the applicant should expect the following requirements:
 - Byways signs may be required along Cedar Beach Road as part of the plan review process.
 - Landscaping or landscaping buffers and/or vegetation screening is strongly encouraged. DelDOT has suggested list of native and low maintenance vegetation plantings. If efforts are undertaken or partially undertaken in State right of way, maintenance responsibility will need to be formalized in written agreements with DelDOT.
- Section 3.2.4.1 of the Manual addresses the placement of right-of-way monuments (markers) along subdivision streets. DelDOT recommends that monuments be furnished and placed along the proposed streets in accordance with this section.
- The applicant should expect a requirement that any substation and/or wastewater facilities will be required to have access from an internal street or driveway with no direct access to Coastal Highway, Cedar Beach Road or Beaver Dam Road.
- The applicant should expect a requirement that all PLUS and Technical Advisory Committee (TAC) comments be addressed prior to submitting plans for review.
- Please be advised that the Standard General Notes have been updated and posted to the DelDOT website. Please begin using the new versions and look for the revision dates of March 21, 2019 and March 25, 2019.

Response: All notes and recommendations will be taken into consideration with the Final Design Drawings.

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

Waste & Hazardous Substances

- The northwest portion of parcel #330-7.00-13.00 is a Formerly Used Defense Site known as the Milford Ordinance Plant and intersects the Northwest section of the subject parcel. There is potential for contamination and ordinance on site. A site investigation has been conducted to date.
- Parcel #330-7.00.13.00 is also identified by the DNREC Tank Management Section as

the Mispillion Marina site (5-000379), and No Further Action letters was issued in May 1999.

- An investigation report was submitted and reviewed by DNREC. Analytical results indicate non-detectable concentrations of petroleum hydrocarbons in soil samples obtained from borings installed outside the former tank field, which pose no threat to human health or the environment and no further action is required at the present time. However, this letter does not absolve the responsible party from responsibility for any future problems related to the storage tank formerly at this location.

Response: A Phase 1 Environmental Site Assessment is being performed. We anticipate very limited impact to the residential portion of the site.

Delaware State Fire Marshall's Office - Contact John Rudd 323-5365

- Although not a requirement of the State Fire Prevention Regulations, the Office of the State Fire Marshal encourages home builders to consider the benefits of home sprinkler protection in dwellings. The Office of the State Fire Marshal also reminds home builders that they are obligated to comply with requirements of Subchapter III of Chapter 36 of Title 6 of the Delaware Code which can be found at the following website: <http://delcode.delaware.gov/title6/c036/sc03/index.shtml>
- 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.

Response: We will arrange a pre-submittal meeting with the Sussex County Fire Marshal prior to submittal. Sprinkler systems will be taken into consideration.

Delaware Area Rapid Transit (DART) – Contact: Jared Kauffman 576-6062

- DTC agrees with DelDOT's comments on including additional pedestrian pathways to help increase pedestrian connectivity both within the development, and to future development.

Response: Connectivity will be provided to future commercial development areas, along the internal road network and along the road frontages.

Constance C. Holland, AICP
Marina Del Phase 1 Residential
Duffield Project No.1 11686.CC
June 6, 2019
Page 14



Thank you for your assistance in this matter. Please feel free to call me with any questions.

Very truly yours,

DUFFIELD ASSOCIATES, INC.

Stephen J. Gorski, P.E.

cc: Sussex County
Milford

SJG:acj
11686CC.0619-StateOfDelawareResponseLtr.COR

July 17, 2019

Mr. Rob Pierce
 Planning & Economic Development Director
 The City of Milford
 180 Vickers Drive
 Milford, DE 19963

RE: Project No. 11686.CC (Duffield)
 Application Number: 19-021
 Application Name: Knight Crossing
 Application Type: Planned Unit Development & Preliminary Major Subdivision
 Tax Parcel Number(s): 3-30-7.00-035.00, 036.00 & 037.00 (portions)

Dear Mr. Pierce:

Duffield Associates, Inc. (Duffield) received your comments, dated July 1, 2019, for the above-referenced project. We have addressed your comments and are pleased to submit our responses in the response column.

PAGE NO.	COMMENT NO.	PROJECT REVIEW COMMENTS	RESPONSE
		Planned Unit Development	
General	1	Provide an overall PUD master sheet with a data column similar to what is on the record plan. The PUD master sheet should provide a table showing all of the deviations from Chapter 230 and Chapter 200 of the City Code.	A table has been added to the overall subdivisions sheets
	2	Final Major Subdivision will require approvals or letters of no-objection from DelDOT, State Fire Marshal's Office, Sussex Conservation District, DHSS Office of Engineering, DNREC WPCC and the City Engineer.	Understood
	3	Provide a copy of the PLUS response.	This was previously submitted with initial submission. It is also attached to this submittal.
	4	The Clubhouse will require a separate Site Plan submission.	Understood. Will provide with Final Design.
	5	There are outstanding invoices related to a feasibility study that was previously performed for Limitless Development that needs to be paid before the item is scheduled for Planning Commission and City Council review.	This is being paid by the developer.

	6	One of the properties has an open violation for a vacant/dilapidated structure. The City requests that the dwelling unit and outbuildings be demolished prior to the item being placed on the Planning Commission and City Council agenda for Final Major Subdivision approval.	This will be resolved by the developer.
C-01	7	Sheet C-05 is missing from the plan set and we were unable to review.	C-05 was a part of the PDF set that was sent via email to the City.
	8	Provide a location map with a minimum scale of 1"=2,500'.	A location Map was provided on the Cover Sheet
	9	Provide a vicinity map with a minimum scale of 1"=400'.	A Vicinity Map was provided on the Cover Sheet
	10	Incorporate the attached General Record Plan notes. Ensure all items are completed within the notes, specifically the source and date of the boundary and topographic survey, wetlands note, FEMA floodplain note and source water protection note.	The General Notes are shown on the Cover Sheet and will be completed.
	10a	Show the existing AE zone of the FEMA floodplain.	The Flood Zone is shown on all sheets (far northwest corner of the site).
	11	Update the Owner's Certification Block to reflect the property owner's information, not the applicant.	The Owners Cert. Has been updated with the correct information.
	12	Data Column: Change the application number to 19-021.	The Application number has been added to the Data column.
	13	Data Column: Provide a phone number for the property owner.	The phone number has been added.
	14	Data Column: Provide the existing zoning of the property with a breakdown of acreage. Provide the proposed zoning of the property with a breakdown of acreage.	Requested information has been added to the Data Column
	15	Data Column: Provide the existing and proposed use for the property.	Requested information has been added to the Data Column.

	16	Data Column: List the area regulations required for SFD and Townhouses along with the actual conditions provided. Any deviations from the City Code must be specifically requested by the applicant and approved by City Council.	Requested information has been added to the Data Column
	17	Data Column: For the SFD information, list out the required and provided front, side and rear setbacks.	The requested information has been added to the Data Column
	18	Data Column: For the Townhouse information, remove the reference to the open space and recreational open space requirement, as these will be noted under the PUD calculation.	The requested information has been added to the Data Column
	19	Data Column: For the Townhouse information, list the required and provide building height.	The requested information has been added to the Data Column
	20	Data Column: Provide an additional benchmark for the project site. Identify each and label on the record plans and title sheet.	This will be added to the Final Site Plans.
	21	Data Column: Remove the notes below the water provider.	The notes have been removed
	22	Data Column: Remove the notes below the sewer provider.	The notes have been removed
	23	Data Column: List the City of Milford as the Electric Provider.	The supplier has been added to the Data Column
	24	Data Column: Specifically reference 131 EDUs in the flow calculation table.	The requested note has been added.
	25	Data Column: Provide the PUD Density calculation based on Chapter 230-48.1. List the Net Developable Area, Gross Area and Allowable Density. List the provided density.	The requested information has been added to the Data Column
	26	Data Column: List the amount of Open Space required and provided based on the PUD criteria. Please note that stormwater management ponds cannot count towards open space area. See Chapter 200 for definition of Open Space.	The requested information has been added to the Data Column
	27	Data Column: List the amount of Recreational Open Space required and provided based on the PUD criteria.	The requested information has been added to the Data Column

	28	Provide a PUD table showing all deviations from Chapter 230 and Chapter 200.	Table has been added to sheet 1.
C-02	29	Provide a separate lot-line adjustment plan for review. Remove notes pertaining to the removal of property lines on the existing conditions and demolition sheet.	Notes have been removed from the Ex. Cond. Plan and new plan created (Sheet 5)
	30	Label Beaver Dam Road, Route 1 and Cedar Beach Road as State Maintained.	Labels have been added to the roads.
	31	Provide the correct zoning for the adjacent parcels located within Sussex County.	The correct zoning has been addressed
	32	Label the entrance to Beaver Dam Estates	The entry has been labeled.
C-03	33	Record plans should have a scale no greater than 1"=50'. Adjust and provide a key map in the Preliminary Major Subdivision plan set.	The plan has been adjusted to be 50 scale
	34	Label all condominium parcels and open space parcels with a unique identifier and provide the acreage for each.	All parcels have been labeled.
	35	Chapter 230-22(A)(1) requires landscape screening between the R-3 and C-3 zoned properties. Provide landscape screening along this property line.	A solid fence has been added to this property line.
	36	Chapter 230-22(A)(2) requires landscape screening between the townhouses and the adjacent residential uses to the south and east. Provide landscape screening along this property line.	A wooded berm already exists in this area. Supplemental buffering will be provided with final design as necessary.
	37	Chapter 200-5(H)(1)(f) requires shade trees 150 feet on center on each side of the road.	A landscape plan has been added to the set.
	38	Label each street based on Chapter 200-5(A)(14) and the City's Construction Standards. Ensure the right-of-way widths and pavement widths are consistent with Chapter 200. Collectors require 60' wide right-of-way with 28' pavement width. Minors for Townhouses or Apartments require 60' wide right-of-way with 30' pavement width. Minors for other Residential requires 50' wide right-of-way and 25' pavement width.	A PUD design alternative is requested to maintain 50' right of way throughout the development.
	39	The City will require 1.5" Type C, 3.5" Type B and 8" GABC throughout the subdivision. Update the pavement section detail.	Paving section has been added to the details.

	40	Street names should be consistent with Chapter 200-5(A)(17). The City recommends changing to Ernie's Circle, Knight Court and Crusader Avenue.	Streets have been renamed per city recommendations.
	41	Show the locations of proposed stop signs, curb ramps and crosswalks.	Stop signs, crosswalks and ramps shown.
	42	Per Chapter 200-5(A)(16), provide cul-de-sacs with 100' right-of-way diameters and 76' pavement diameters at the end of Knight Alley and Crusader Drive.	A cul-de-sac has been added to the end of Crusader Avenue, Knight Court has been requested as a "Tee turnaround" by DeIDOT for future extension to the adjacent property. When that property develops, it will provide a cu de sac.
	43	Per Chapter 200(A)(16), Knight Alley is longer than 400 feet and must be shortened.	This was requested by DeIDOT for future connectivity.
	44	Add to each street label "(Dedicated to Public Use, City Maintained)".	The requested note has been added.
	45	Show the preliminary entrance layout based on DeIDOT comments.	The proposed 11' travel lane and 5' shoulder have been added.
	46	Show the location of any subdivision sign.	The location has been shown.
	47	Label SR1, Beaver Dam Road and Cedar Beach Road as State Maintained.	The label has been added.
	48	Provide the correct zoning for the adjacent parcels located in Sussex County.	The parcels have been labeled.
	49	Dimension the typical parking space for the clubhouse and overflow parking area. Label the sum of parking spaces for each row.	Dimensions and Labels have been added.
	50	Per Chapter 200-5(D)(3), block widths shall not be less than 275 feet. All of the blocks shown on the Preliminary Plans measure less than 275 feet.	A waiver has been requested for this.
	51	Although the developer intends to construct a condominium community of single-family detached and attached dwellings, lot lines around each individual	PUD design alternatives have been requested to

		condominium should be shown demonstrating that the R-3 code requirements are met. Show the building restriction lines for each condo lot and ensure the required setbacks, minimum lot area and maximum lot coverage is met.	reduce the setbacks of R-3 to utilize the PUD.
	52	Chapter 200-5(E)(4) states that corner lots shall have two front yard setbacks. Adjust the record plan to show 30 foot front setbacks on the corner lots.	An alternative PUD design is requested to reduce this to half the front yard setback.
	53	Based on the required 15 foot rear yard setback requirement, there should be a minimum of 30 feet between the back of each condo building and the neighbor's back of unit.	Each rear of the condo units are a minimum of 30 feet apart.
	54	The units along Beaver Dam Road are too close to the State right-of-way. These will be treated as having two front yard setbacks. Per Chapter 200-5(E)(6), an easement with a minimum width of 10 feet shall be provided along with landscaping to screen the houses from the main road.	The easement has been added for lots 94-101 and have a 30' setback. A PUD design alternative of a minimum 25' setback is being requested for lots 1-6.
	55	Dimension the distance between the townhouse end units. City Code requires 30 feet.	The dimensions have been added.
	56	Provide the right-of-way radius at the intersection of Ernie's Path and Bruce Wayne Drive, adjacent to Unit 1.	The dimension has been added.
	57	Provide a sidewalk connector to the commercial parcels internal to the subdivision.	A connection can be made to the sidewalk around the cul-de-sac at the end of Crusader Ave
	58	Will there be garages for the SFD condos? If so, note this on the typical detail.	Yes. The SFD detail now denotes this.
	59	Will there be garages for the Townhouse condos? If so, note this on the typical detail.	Yes there will be a single car garage
	60	Dimension a typical condominium driveway, including the width and the distance between the sidewalk and the dwelling unit, to ensure each property meets the off-street parking requirement.	Two spaces will be provided in the driveways.

	61	Please note that water meter pits cannot be located within driveways. Water meter pits and cleanouts must be placed in the sidewalk.	It is noted as construction drawings progress this will be addressed.
	62	Coordinate with the Milford Post Office on a location for mailboxes.	We will coordinate this.
	63	Coordinate with the Milford School District and DART on the potential need for a bus shelter.	This will be coordinated.
C-04	64	Update this sheet based on the comments for Sheet C-03.	The sheet has been updated.
	65	Again, sheets should be 1"=50' or less.	The sheet has been updated.
	66	Show the existing 10" PVC water main along Beaver Dam Road.	The water line has been shown.
	67	Label each water main connection as a 10"x8" wet tap with 8" Gate Valve.	The connections have been labeled
	68	Label the first manhole on Beaver Dam Road as Proposed MH9 (by others) and label as the connection point.	The manhole has been labeled.
	69	Catch basins should not be located in the driveways for the condo units.	This will be reviewed and addressed if necessary as construction documents move through development.
	70	Provide a sewer cleanout and water service stub to the adjacent residential parcels along Beaver Dam Road.	This has been added.
	71	All water main dead-ends will require the installation of an automatic blow-off with a concrete apron.	Blow off locations have been shown.
	72	Provide a water main stub next to the sewer stub on Crusader Drive for the future commercial development.	A stub has been shown on the drawings.
General	73	Address additional plan review comments from KCI dated July 1, 2019.	Comments will be addressed under a separate response letter.
	74	Provide a written response for each plan review comment.	Written response has been provided.

Knight Crossing
Project No. 11686.CC
July 17, 2019
Page 8



We trust that our response addresses your comments. Please do not hesitate to contact us should you have any questions.

Very truly yours,

DUFFIELD ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "S.J. Gorski". The signature is written in a cursive style with a horizontal line at the end.

Stephen J Gorski, P.E.
Senior Project Manager

BK/SJG:bac
11686CC.0719-KnightCrossing-PUD PreliminaryMajorSubdivision-Review#1-Response.COR



ISO 9001:2015 CERTIFIED

ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS

1352 Marrows Road, Suite 100 • Newark, DE 19711 • Phone 302-731-9176 • Fax 302-731-7807

7/1/2019

City of Milford
201 South Walnut Street
Milford, Delaware 19963

Attention: Rob Pierce

Subject: Knight Crossing – Plan Review Summary
KCI Job No. 131803632 – Task 08

Dear Mr. Pierce,

As requested, a KCI Technologies performed a review of the Knight Crossing – Preliminary Major Subdivision plans against the City’s preliminary major subdivision application requirements, the City’s Standard Specifications, and general engineering best practices. These plans were submitted by the Limitless Development Company, LLC and are dated May 8, 2019 according to the plan set title block.

According to our review, the following comments apply to the submitted sheets and have not been addressed during previous reviews:

1. *KCI Comment:* (General) If the developer will be seeking any waivers from the Code of the City of Milford, **Please list all waivers being sought and their corresponding code locations.**
2. *KCI Comment:* (General) This project is dependent on sanitary sewer infrastructure being constructed as a part of the neighboring development, Windward on the River – Residential. **This project CANNOT be built before the windward development has been constructed.**
3. *KCI Comment:* (page 1/5) Please consult the Preliminary Major Subdivision Checklist included in the Application. **Provide all items, including the following:**
 - Index of sheets included
 - Developer certification statement
 - Street names on the vicinity map
 - Source and date of boundary and topographical surveys
 - Actual lot areas
 - Actual lot length and width

Employee-Owned Since 1988

- Proposed building height
 - Open space percentage
 - Proposed lot coverage area and percentage of coverage
 - Required and proposed parking spaces (include calculations)
 - Utility providers for both electric and gas utilities, if applicable
 - Estimated number of EDUs
 - Applicable FEMA map and whether or not 100 year floodplain is present on site
 - Statement regarding source water protection area and impervious coverage of said area
4. KCI Comment: (page 3/5) Please consult the Preliminary Major Subdivision Checklist included in the Application. **Provide the required certification statements, City approval statement, and general notes.**
 5. KCI Comment: (page 3/5) The City will need to know the final paving thickness for the development's streets. **Please provide paving cross section details for the development.**
 6. KCI Comment: (page 3/5) The individual lots appear to share property with adjacent lots. **Please provide proposed property lines to separate lots into individual parcels.**
 7. KCI Comment: (page 4/5) There are no entrance improvements shown along Beaver Dam Road. **Please include preliminary entrance improvements.**
 8. KCI Comment: (page 4/5) Please add additional information on parking areas. **Show typical width and length dimensions and provide the number of spaces in each row.**
 9. KCI Comment: (page 4/5) **Please show all existing and proposed easements.**
 10. KCI Comment: (page 4/5) The sewer laterals for lots 18, 19, 40, 41, 52, 53, 86, 101, 130, and 131 must connect to the sewer main and not directly to a proposed manhole. See city specification section 3.12,A,5. **Please extend the sewer main in these areas to allow room for the lateral connections.**
 11. KCI Comment: (page 4/5) Please indicate the location and method of installation (Tee fitting) for the water taps at the following locations, include 8" gate valves at these locations:
 - **Beaver Dam Road and Bruce Wayne Drive**
 - **Beaver Dam Road and Crusader Drive**
 12. KCI Comment: (page 4/5) Please install gate vales at these locations:
 - **In front of lot 26 on the Ernie's Path branch of the water main tee**
 - **Add a 4th valve in the valve cluster located at the intersection of Bruce Wayne Drive and Marco Street**
 13. KCI Comment: (page 4/5) Please install automatic flushers at the following locations:

- **Knight Alley at the western end of the water main**
- **Crusader Drive at the northern end of the water main**
- **Ernie's Path at the northwestern corner of the water main loop near SWM #2**

14. KCI Comment: (page 4/5) All hydrant assemblies are to be equipped with hydrant valves. **Please provide all required hydrant valves.**

15. KCI Comment: (page 4/5) The radii of all curved streets and cul-de-sacs will need to be designed to meet minimum requirements to accommodate trash trucks and snow plows. **Please indicate the requested radii on the plans.**

16. KCI Comment: (page 4/5) There are no storm drain inlets on Crusader Drive north of Bruce Wayne Drive, or south of Knight Alley. **Please provide storm drain inlets and pipe along this road at the requested locations.**

Because this project is dependent on infrastructure to be built by another development, KCI would like to advise the City of Milford to secure assurances from both the Windward developer and Knight Crossing developer in order to coordinate the required infrastructure.

If you have any questions or comments regarding this letter, please do not hesitate to contact me any time at (302) 318-1084.

Sincerely,



Robert Ott, P.E.
Project Engineer

July 16, 2019

Mr. Rob Pierce
City of Milford
201 South Walnut Street
Milford, DE 19963

RE: Project No. 11686.CC (Duffield)
Knight Crossing – Plan Review Summary
KCI Job No. 131803632 – Task 08

Dear Mr. Pierce:

Duffield Associates, Inc. (Duffield) received KCI Technologies' comments, dated July 1, 2019, for the above-referenced project. We have addressed their comments and are pleased to submit our responses in **bold** and *italicized*.

As requested, a KCI Technologies performed a review of the Knight Crossing – Preliminary Major Subdivision plans against the City's preliminary major subdivision application requirements, the City's Standard Specifications, and general engineering best practices. These plans were submitted by the Limitless Development Company, LLC and are dated May 8, 2019 according to the plan set title block.

1. KCI Comment:(General) If the developer will be seeking any waivers from the Code of the City of Milford, Please list all waivers being sought and their corresponding code locations.

Response: *A list of waivers has been supplied with this submission*

2. KCI Comment: (General) This project is dependent on sanitary sewer infrastructure being constructed as a part of the neighboring development, Windward on the River – Residential. This project CANNOT be built before the windward development has been constructed.

Response: *Understood- no response necessary*

3. KCI Comment: (page 1/5) Please consult the Preliminary Major Subdivision Checklist included in the Application. Provide all items, including the following:
 - o Index of sheets included
 - o Developer certification statement
 - o Street names on the vicinity map
 - o Source and date of boundary and topographical surveys
 - o Actual lot areas
 - o Actual lot length and width
 - o Proposed building height

- Open space percentage
- Proposed lot coverage area and percentage of coverage
- Required and proposed parking spaces (include calculations)
- Utility providers for both electric and gas utilities, if applicable
- Estimated number of EDUs
- Applicable FEMA map and whether or not 100 year floodplain is present on site
- Statement regarding source water protection area and impervious coverage of said area

Response: The requested information has been added or clarified on the cover sheet of the submission.

4. KCI Comment: (page 3/5) Please consult the Preliminary Major Subdivision Checklist included in the Application. Provide the required certification statements, City approval statement, and general notes.

Response: The requested signature blocks have been added to the sheet. The general notes are currently located on the cover sheet of the plan set.

5. KCI Comment: (page 3/5) The City will need to know the final paving thickness for the development's streets. Please provide paving cross section details for the development.

Response: The paving cross section has been updated to reflect the city's requested paving thicknesses.

6. KCI Comment: (page 3/5) The individual lots appear to share property with adjacent lots. Please provide proposed property lines to separate lots into individual parcels.

Response: The concept behind this plan is to utilize a PUD with a condominium set up where an HOA owns the grounds. The outline of the open space and Condominium parcels have been denoted.

7. KCI Comment: (page 4/5) There are no entrance improvements shown along Beaver Dam Road. Please include preliminary entrance improvements.

Response: DelDOT has requested an 11' travel and with a 5' shoulder which is now shown on the plans.

8. KCI Comment: (page 4/5) Please add additional information on parking areas. Show typical width and length dimensions and provide the number of spaces in each row.

Response: The requested dimensions and callouts have been added to the plan.

9. KCI Comment: (page 4/5) Please show all existing and proposed easements.

Response: *All easements have been shown and noted on the plans.*

10. KCI Comment: (page 4/5) The sewer laterals for lots 18, 19, 40, 41, 52, 53, 86, 101, 130, and 131 must connect to the sewer main and not directly to a proposed manhole. See city specification section 3.12,A,5. Please extend the sewer main in these areas to allow room for the lateral connections.

Response: *The sanitary line has been extended in these areas to allow connection to the main and not into a structure.*

11. KCI Comment: (page 4/5) Please indicate the location and method of installation (Tee fitting) for the water taps at the following locations, include 8” gate valves at these locations:
- o Beaver Dam Road and Bruce Wayne Drive
 - o Beaver Dam Road and Crusader Drive

Response: *The connection method and location have been shown and called out on the plan set.*

12. KCI Comment: (page 4/5) Please install gate valves at these locations:
- o In front of lot 26 on the Ernie’s Path branch of the water main tee
 - o Add a 4th valve in the valve cluster located at the intersection of Bruce Wayne Drive and Marco Street

Response: *The requested valve locations have been added to the plan set.*

13. KCI Comment: (page 4/5) Please install automatic flushers at the following locations:
- o Knight Alley at the western end of the water main
 - o Crusader Drive at the northern end of the water main
 - o Ernie’s Path at the northwestern corner of the water main loop near SWM #2

Response: *Automatic flush valves have been added at the requested locations.*

14. KCI Comment: (page 4/5) All hydrant assemblies are to be equipped with hydrant valves. Please provide all required hydrant valves.

Response: *All hydrants have their associated valves shown on the plans.*

15. KCI Comment: (page 4/5) The radii of all curved streets and cul-de-sacs will need to be designed to meet minimum requirements to accommodate trash trucks and snow plows. Please indicate the requested radii on the plans.

Response: *The radius of the streets and cul-de-sacs have been designed to meet the*

minimum standards for the City of Milford.

16. KCI Comment: (page 4/5) There are no storm drain inlets on Crusader Drive north of Bruce Wayne Drive, or south of Knight Alley. Please provide storm drain inlets and pipe along this road at the requested locations.

Response: *Inlets will be added as needed as the storm drain system is designed for flow capacity.*

Because this project is dependent on infrastructure to be built by another development, KCI would like to advise the City of Milford to secure assurances from both the Windward developer and Knight Crossing developer in order to coordinate the required infrastructure.

We trust that these responses address KCI's comments. Please do not hesitate to contact us should you have any questions.

Very truly yours,

DUFFIELD ASSOCIATES, INC.

Stephen J Gorski, P.E.
Senior Project Manager

SJG/BK:bac
11686CC.0719-RESPONSE.COR

City of Milford, Delaware
Development Advisory Committee

Comment Sheet



DATE OF REVIEW: July 30, 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: KNIGHT CROSSING (19-021)

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. (Assembly and Townhouses)
- Where a water distribution system is proposed for single-family dwellings it shall be capable of delivering at least 500 gpm for 1-hour duration, at 20-psi residual pressure. Fire hydrants with 1000 feet spacing on centers are required. (One & Two- Family Dwelling)
- 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
 - For townhouse buildings, provide a section / detail and the UL design number of the 2-hour fire rated separation wall on the Site plan.
- c. **Accessibility**
- All premises, which the fire department may be called upon to protect in case of fire, and which are not readily accessible from public roads, shall be provided with suitable gates and access roads, and fire lanes so that all buildings on the premises are accessible to fire apparatus. This means that the access road to the subdivision from Beaver Dam Rd 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)
 - Townhouse 2-hr separation wall details shall be shown on site plans
 - Note indicating if building is to be sprinklered
 - Name of Water Provider
 - Letter from Water Provider approving the system layout
 - Provide 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

CITY OF MILFORD
PLANNING COMMISSION
Minutes of Meeting
December 17, 2019

A public hearing of the Planning Commission was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, DE.

PRESIDING: Chairman Marvin Sharp

IN ATTENDANCE: Commissioners Ed Holloway, Sara Pletcher, Michiah Grainger

STAFF: City Solicitor David Rutt, Planning & Economic Development Director Rob Pierce, Deputy City Clerk & Recording Secretary Christine Crouch

ABSENT: Commissioner Rae Mims, Andrew Fulton, Dwayne Powell

PUBLIC HEARINGS

Director Pierce read the Public Hearing procedures into the record.

Ordinance 2019-30

Milford Marina Enterprises LLC for a Conditional Use for a Planned Unit Development and a Preliminary Major Subdivision on 40.35 +/- acres in R3 (Garden Apartment and Townhouse) and C3 (Highway Commercial) Zoning Districts. Property is located on the south of Cedar Beach Road, east of Beaver Dam Road and west of State Route 1, Milford, Delaware. Present Use: Vacant Land; Proposed Use: 101 Single Family units and 30 Townhouse units for a total of 131-unit subdivision to be known as Knight Crossing. Tax Map 3-30-7.00-035.00, 036.00 & 037.00 (portions)

Director Pierce reviewed the Staff Report & Analysis included in the packet.

Commissioner Powell arrived at 7:02 pm.

In particular, Director Pierce explained Chapter 200-9 allows for varying or waiving of the requirements of Chapter 200-Subdivision of Land, therefore the applicant has requested the following waivers of Chapter 200:

- Chapter 200-8(A)(14): Required-60' Right of way with 30' pavement width for townhouses; Requesting-50' right of way with 24' pavement width to match the rest of the development.
- Chapter 200-8(A)(16): Required-Provide a 100' right of way and 76' diameter curb Cul-de-Sac; Requesting-A "T" turnaround per direction from DelDOT for future connection to existing parcel for Knight Court.
- Chapter 200-8(A)(16): Required-Dead-end streets shall not be longer than 400 feet; Requesting: Extend Knight Court to the existing parcel (unknown length) to allow connection in the future if that parcel is to be developed per DelDOT direction as they will not allow another entrance to Beaver Dam Road.
- Chapter 200-8(D)(3): Required-Block widths shall be no less than 275 feet in length; Requesting-Block layout at 250' +/-.
- Chapter 200-8(E)(4): Required-Corner lots shall have two front yard setbacks; Requesting-One front yard setback and then a ½ setback for the other front yard.
- Chapter 200-8(E)(6): Required-10' minimum easement along a main road for landscape screening; Requesting-A minimum 25' setback from the building envelope to road way with a planted buffer for lots 1-6.

In addition, the applicant has requested the following waivers of Chapter 230-Zoning:

Chapter 230-11(B)(1)(a)[2]: Required-Maximum lot coverage of 45%; Requesting-Maximum lot coverage of 52%.

Chapter 230-11(B)(1)(a)[5]: Required-Minimum building setback of 30'; Requesting-Front setback of 20'.

Chapter 230-11(B)(1)(a)[6]: Required-Minimum side yard setback of 8' on each side; Requesting-Minimum side yard setback of 5' on each side.

It was determined the application before the Commission applies only to the R3 zoned property and not the C3 zoned property which has been designated as Phase I on the plans. The commercially zoned property, shown as Phase II on the plans, is not being reviewed at this time.

Mr. Stephen Gorski with Duffield Associates on behalf of the owner confirmed Director Pierce's presentation adding the single-family homes will be located on one lot, the townhomes will be located on a second lot, and there will be a home owners association. Sales will target 55 plus buyers.

Ms. Pletcher questioned the parking provided which Mr. Gorski replied the single-family units will have two car driveways with a one car garage and the townhomes will have one car driveways with a one car garage. When asked where additional parking is located, especially with more narrow streets requested. Mr. Gorski referred to the end of the cul-de-sac where fifteen spaces have been provided adding cars will be allowed to park on one side of the streets as well. He stated the plans meet the parking requirements.

Chairman Sharp stated he has a problem with 24' wide streets, especially when parking is permitted on one side, due to emergency vehicle access. Ms. Pletcher agreed.

Mr. Holloway added the regulations in Chapter 200 are there for a reason. In this case the reasons are for the safety of the future residents. He is not in favor of going against those regulations.

When asked where the privacy fence on the east side of the property will be, Mr. Gorski explained it follows the phase line, which means the residential portion of the plan will not connect to the commercial portion.

Mr. Gorski explained there will be a recreation center, or community center, and pool for use by residents of the development. There is also open space south of the parking lot to that center and pool for recreation as well.

When asked how many HOA's will be created for this community, Mr. Gorski replied one.

Director Pierce asked if the streets could be wider than the requested 24' pavement width. Mr. Gorski stated the 24' width is being requested for the townhome section only and not the single-family section, but believes the plan can accommodate a 30' pavement width. Chairman Sharp confirmed the single-family section will have a 25' pavement width, which is per code.

It was determined the applicant's waiver requests should be for Chapter 200-8 and not 5 and that the first waiver request by the applicant should read:

Chapter 200-8(A)(14): Required-60' Right of way with 30' pavement width for townhouses; Requesting-50' right of way with 25' pavement width to match the rest of the development.

If the plans can accommodate a 30' pavement width for the townhome section though, as Director Pierce confirmed, then the first waiver request is unnecessary.

Chairman Sharp called for public comment on Ordinance 2019-30.

Ms. Brenda Watson, 35 Beaver Dam Dr, confirmed the locations of the entrances and the sewer pump station. When asked why the applicant is requesting a reduction in road widths, Director Pierce explained it does not increase the number of units in the development, but it does reduce costs and would be more uniform with the single-family section.

Hearing no additional comments, the public hearing was closed.

Ms. Pletcher confirmed sidewalks will be provided and questioned what the City Public Works Department comments were. Director Pierce explained KCI Technologies reviewed this project on behalf of Public Works and their comments are included in the packet.

Ms. Pletcher stated there are a lot of houses and not a lot of parking provided in this plan. She would prefer more communal parking be provided and gave the pool and community center as an example. There are only eight parking spaces provided there which is not enough parking. Director Pierce stated he will review the parking proposed at the community center and pool to ensure it complies with the code.

Solicitor Rutt referred to page one of the plans noting the parking calculations state the townhome units will have two spaces per unit and the single-family units will have three spaces per unit. Based on this, the townhome units do not meet the code. Mr. Gorski explained the fifteen spaces at the end of the cul-de-sac can be used to meet the townhome parking requirements. Solicitor Rutt stated that is not on-site parking though and could be used by anyone.

Director Pierce asked if the townhomes could be moved back, increasing the front yard depth, to accommodate 2.5 parking spaces per unit since there is a large distance in the rear yard to which Mr. Gorski replied the back of the units have a large berm, so it is deceiving how much usable space is behind the units.

Ms. Pletcher added she is not in favor of the requested five-foot side yard setback for the single-family units either as that will only leave ten feet between houses. Chairman Sharp agreed adding from a fire perspective that is dangerous.

Pletcher moved to recommend approval of Ordinance 2019-30, seconded by Powell, and grant the following waiver requests:

Chapter 200-8(A)(16): Required-Provide a 100' right of way and 76' diameter curb Cul-de-Sac; Requesting-A "T" turnaround per direction from DeDOT for future connection to existing parcel for Knight Court.

Chapter 200-8(A)(16): Required-Dead-end streets shall not be longer than 400 feet; Requesting: Extend Knight Court to the existing parcel (unknown length) to allow connection in the future if that parcel is to be developed per DeDOT direction as they will not allow another entrance to Beaver Dam Road.

Chapter 200-8(D)(3): Required-Block widths shall be no less than 275 feet in length; Requesting-Block layout at 250' +/-.

Chapter 200-8(E)(4): Required-Corner lots shall have two front yard setbacks; Requesting-One front yard setback and then a ½ setback for the other front yard.

Chapter 200-8(E)(6): Required-10' minimum easement along a main road for landscape screening; Requesting-A minimum 25' setback from the building envelope to road way with a planted buffer for lots 1-6.

Chapter 230-11(B)(1)(a)[2]: Required-Maximum lot coverage of 45%; Requesting-Maximum lot coverage of 52%.

Chapter 230-11(B)(1)(a)[5]: Required-Minimum building setback of 30'; Requesting-Front setback of 20'.

The motion excludes from approval the following waiver requests:

Chapter 200-8(A)(14): Required-60' Right of way with 25' pavement width for townhouses; Requesting-50' right of way with 25' pavement width to match the rest of the development.

Chapter 230-11(B)(1)(a)[6]: Required-Minimum side yard setback of 8' on each side; Requesting-Minimum side yard setback of 5' on each side.

The motion carried with the following votes:

- Holloway Yes only because we need 55 plus housing. He cautions future developers to not vary from the code.
- Pletcher Yes because we need 55 plus housing.
- Powell Yes for reasons stated by Ms. Pletcher.
- Grainger Yes for reasons stated by Mr. Holloway.
- Sharp No because of the fire hazards presented.

ORDINANCE 2019-30

Milford Marina Enterprises LLC for a Conditional Use for a Planned Unit Development and a Preliminary Major Subdivision on 40.35 +/- acres in R3 (Garden Apartment and Townhouse) and C3 (Highway Commercial) Zoning Districts. Property is located on the south of Cedar Beach Road, east of Beaver Dam Road and west of State Route 1, Milford, Delaware. Present Use: Vacant Land; Proposed Use: 101 Single Family units and 30 Townhouse units for a total of 131-unit subdivision to be known as Knight Crossing. Tax Map 3-30-7.00-035.00, 036.00 & 037.00 (portions)

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on December 17, 2019; and

WHEREAS, Milford City Council will hold a Public Hearing on January 27, 2020 to allow for public comment and further review of the ordinance; and

WHEREAS, it is deemed in the best interest of the City of Milford to allow a Conditional Use for a Planned Unit Development and a Preliminary Major Subdivision to be known as Knight Crossing as herein described.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Upon the adoption of this ordinance, Milford Marina Enterprises LLC is hereby granted a Conditional Use Permit to allow a Planned Unit Development and a Preliminary Major Subdivision to be known as Knight Crossing in accordance with the application, approved plans and any conditions set forth at the Public Hearings.

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

Section 3. Dates.

Planning Commission Review & Public Hearing: ~~September 17, 2019; POSTPONED BY APPLICANT TO 10/15/19; POSTPONED BY APPLICANT TO 12/17/19~~

City Council Introduction: September 9, 2019

City Council Public Hearing: ~~September 23, 2019; POSTPONED BY APPLICANT TO 10/28/19; POSTPONED BY APPLICANT TO 01/27/20~~

Effective: ~~October 3, 2019; November 7, 2019;~~ February 6, 2020

Ordinance 2019-41

Change of Zone/Lands Belonging to Coranado Treasures LTD; 1017 S DuPont Blvd, Milford, DE 19963; Tax Map 1-30-3.19-013.00; 2.84 +/- Acres; Current Zone OB1/Proposed Zone C3

Director Pierce reviewed the Staff Report & Analysis included in the packet which indicates the requested zoning complies with the Comprehensive Plan.

Mr. Powell felt this was similar to the change of zone heard at the October meeting to which Director Pierce stated it is very similar however this is further south, but on the same side of the road.

Mr. Dennis Barnes with Coldwell Banker on behalf of the property owners, explained this property was rezoned to OB1 several years ago and had a site plan approved however not developed. The owners now wish to change the zoning to C3 and sell the property.

Chairman Sharp called for public comment on Ordinance 2019-41 and hearing none, the public hearing was closed.

Pletcher moved to recommend approval of Ordinance 2019-41, seconded by Holloway. Motion carried with all present voting in favor.

ORDINANCE 2019-41
 Change of Zone/Lands Belonging to Coranado Treasures LTD
 1017 S DuPont Blvd, Milford, DE 19963
 Tax Map 1-30-3.19-013.00
 2.84 +/- Acres
 Current Zone OB1/Proposed Zone C3

AN ORDINANCE OF THE CITY OF MILFORD, DELAWARE to amend the zoning map of the City of Milford by rezoning 2.84 +/- acres of land from OB1 to C3 at 1017 S DuPont Blvd, Milford, DE 19963.

WHEREAS, on December 17, 2019, the Planning Commission will hold the noticed public hearing during which time interested persons will have an opportunity to testify in support of, or opposition to, the proposed zoning change, after which a recommendation by favorable vote of the Commissioners will be made; and

WHEREAS, on January 27, 2020, City Council will consider evidence presented, public comments, and the Planning Commission’s recommendation and will deem whether it is in the best interest of the City of Milford to allow the change of zone as herein described.

NOW, THEREFORE, the City of Milford hereby ordains as follows:
 Upon the adoption of this ordinance, tax map and parcels 1-30-3.19-013.00 is hereby zoned C3.

- Dates.
- Introduction to City Council: December 9, 2019
- Planning Commission Public Hearing: December 17, 2019
- City Council Public Hearing and Determination: January 27, 2020
- Effective Date: February 6, 2020

Ordinance 2019-42
Feebs Distilling Co on behalf of S & P Holdings LLC for a Conditional Use on 2.02 +/- acres for a craft distillery in an I-1 Zoning District. Property is located along the east side of McColley Street between Delaware

*Avenue and McCoy Street, addressed as 733 McColley Street., Milford, Delaware. Present use: Distillery
Proposed Use: Same with retail sales. Tax Map: 3-30-11.09-015.00*

Director Pierce reviewed the Staff Report & Analysis included in the packet adding they are not proposing a tasting room at this time, however, customers will be allowed to purchase a sample prior to making a purchase. There is no proposed outdoor seating at this time. There is no food prepared or served either.

Ms. Stacey Arnold and Eric Fiebelkorn of Feebs Distilling on behalf of the owner confirmed Director Pierce’s staff report and analysis

Ms. Pletcher asked for an explanation of the drawings submitted. Mr. Fiebelkorn stated there are three parking spots available, one of which will be ADA, one for the two employees, and one for patrons. Patrons will come up to the garage door, which will be open, or enter from the man door and then into the garage, which will have a retail space of 90 square feet. The employee area is 60 square feet. The building is 1762 square feet total. They are looking to work their way up slowly to add additional retail space where patrons can have tastings and purchase food.

Chairman Sharp called for public comment on Ordinance 2019-42 and hearing none, the public hearing was closed.

When asked if the 1000’ distance requirement between daycares and alcohol establishments, referencing the daycare on Watergate Blvd, is being met, Director Pierce stated it is far enough away to meet code.

Pletcher moved to recommend approval of Ordinance 2019-42, seconded by Powell. Motion carried with all present voting in favor.

ORDINANCE 2019-42

Feebs Distilling Co on behalf of S & P Holdings LLC for a Conditional Use on 2.02 +/- acres for a craft distillery in an I-1 Zoning District. Property is located along the east side of McColley Street between Delaware Avenue and McCoy Street, addressed as 733 McColley Street., Milford, Delaware. Present use: Distillery Proposed Use: Same with retail sales. Tax Map: 3-30-11.09-015.00

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a conditional use; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on December 17, 2019; and

WHEREAS, Milford City Council will hold a Public Hearing on January 27, 2020 to allow for public comment and further review of the ordinance; 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 2019-41, and upon the effective date, Feebs Distilling Co on behalf of S & P Holdings LLC is hereby granted a Conditional Use to allow a craft distillery, in accordance with the application, approved plans, and any conditions set forth at the Public Hearings.

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

Section 3. Dates.

Planning Commission Review & Public Hearing: December 17, 2019

City Council Introduction: December 9, 2019

City Council Public Hearing: January 27, 2020

Effective: February 6, 2020

A regular meeting of the Planning Commission was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, DE.

PRESIDING: Chairman Marvin Sharp

IN ATTENDANCE: Commissioners Dwayne Powell, Ed Holloway, Sara Pletcher, Michiah Grainger

STAFF: City Solicitor David Rutt, Planning & Economic Development Director Rob Pierce, Deputy City Clerk & Recording Secretary Christine Crouch

ABSENT: Commissioner Rae Mims, Andrew Fulton

CALL TO ORDER

Chairman Sharp called the meeting to order at 8:08 pm.

APPROVAL OF PREVIOUS MINUTES

The minutes from November 2019 were approved as submitted.

NEW BUSINESS

Liborio Watergate LLC/Final Site Plan/ Watergate Boulevard North and Marshall Street – Watergate Subdivision/Zoning District R-3/Property Tax Parcel 3-30-11.09-030.00, 3-30-11.09-031.00 & 3-30-11.09-115.00

Director Pierce reviewed the Staff Report & Analysis included in the packet.

Mr. Scott Lobdell with Van Cleef Engineering on behalf of the owner confirmed Director Pierce's staff report and analysis adding this application is for a daycare to be known as Beach Babies.

When asked what the hours of operation will be, Mr. Sean Toner, owner of Beach Babies, replied weekdays from 6:00 am until 6:00 pm.

Mr. Lobdell explained the trees and shrubs proposed along Marshall Street comply with the agreement with the neighboring property owner which required them to be no taller than three feet so as to not reduce their visibility.

Mr. Toner confirmed the daycare and school district work together to arrange for school buses to pick up and drop off at the location.

Grainger moved to approve the Final Site Plan as presented, seconded by Holloway. Motion carried with all present voting in favor.

Mid-Delaware Professional, LLC/Extension #1/Preliminary Site Plan/204 W Liberty Way/Tax Map MD-16-173.00-01-02.11/Zoning OC-1

Director Pierce reviewed the Staff Report & Analysis included in the packet.

Mr. Kevin Minnich of Minnich Engineering on behalf of the property owner confirmed Director Pierce's staff report and analysis.

Pletcher moved to approve a one-year extension of the Preliminary Site Plan, seconded by Powell. Motion carried with all present voting in favor.

200 NW Front Street LLC on behalf of Ditomasso, John; Wavecrest LLC; Downtown Properties LLC/Extension #1/Preliminary Major Subdivision/106 N Church St, 201 NW Front St, 205 NW Front St, 207 NW Front St, 209 NW Front St, 211 NW Front St/Tax Map MD-16-183.10-02-059.01; -077.00; -079.00; -080.00; -.081.00; -082.00

Director Pierce reviewed the Staff Report & Analysis included in the packet.

Mr. Ring Lardner of Davis, Bowen & Friedel on behalf of the property owner confirmed Director Pierce's staff report and analysis adding in May the property owner received quotes from builders and because of the high costs had to go back to the plans and make some changes to lessen the financial burden. The final Major Subdivision is on the January Planning Commission agenda, so while the request is for a one-year extension, in reality they expect to need a 30-40 days extension.

Holloway moved to approve a one-year extension of the Preliminary Major Subdivision, seconded by Powell. Motion carried with all present voting in favor.

ADJOURN

There being no further business, the meeting adjourned at 8:36 pm.

Respectfully submitted,

Christine R. Crouch, MMC
Deputy City Clerk

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: ~~Tuesday, September 17, 2019; POSTPONED BY APPLICANT TO 10/15/19;~~
POSTPONED BY APPLICANT TO 12/17/19 @ 7:00 p.m.

City Council Hearing: ~~Monday, September 23, 2019; POSTPONED BY APPLICANT TO 10/28/19;~~
POSTPONED BY APPLICANT TO 01/27/20 @ 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 2019-30

Milford Marina Enterprises LLC for a Conditional Use for a Planned Unit Development and a Preliminary Major Subdivision on 40.35 +/- acres in R3 (Garden Apartment and Townhouse) and C3 (Highway Commercial) Zoning Districts. Property is located on the south of Cedar Beach Road, east of Beaver Dam Road and west of State Route 1, Milford, Delaware. Present Use: Vacant Land; Proposed Use: 101 Single Family units and 30 Townhouse units for a total of 131-unit subdivision to be known as Knight Crossing. Tax Map 3-30-7.00-035.00, 036.00 & 037.00 (portions)

Whereas, the City of Milford Planning Commission will consider the application at a Public Hearing on December 17, 2019; and

Whereas, Milford City Council will hold a Public Hearing on January 27, 2020 to allow for public comment and further review of the ordinance; and

WHEREAS, it is deemed in the best interest of the City of Milford to allow a Conditional Use for a Planned Unit Development and a Preliminary Major Subdivision to be known as Knight Crossing as herein described.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Upon the adoption of this ordinance, Milford Marina Enterprises LLC is hereby granted a Conditional Use Permit to allow a Planned Unit Development and a Preliminary Major Subdivision to be known as Knight Crossing in accordance with the application, approved plans and any conditions set forth at the Public Hearings.

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

Section 3. Dates.

Planning Commission Review & Public Hearing: ~~September 17, 2019; POSTPONED BY APPLICANT TO 10/15/19;~~ **POSTPONED BY APPLICANT TO 12/17/19**

City Council Introduction: September 9, 2019

City Council Public Hearing: ~~September 23, 2019; POSTPONED BY APPLICANT TO 10/28/19;~~ **POSTPONED BY APPLICANT TO 01/27/20**

Effective: ~~October 3, 2019; November 7, 2019;~~ February 6, 2020

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

Advertised: Beacon 112719



DATA SHEET FOR CORANADO TREASURES, LLC

Planning Commission Meeting: December 17, 2019

Application Number / Name	:	19-041 / Coranado Treasures, LLC
Applicant	:	Bahia Corazon & Domingo Aviado 209 Cedar Island Drive Brick, NJ 08723
Owner	:	Coranado Treasures, LLC 209 Cedar Island Drive Brick, NJ 08723
Application Type	:	Change of Zone
Present Comprehensive Plan Map Designation	:	Commercial
Present Zoning District(s)	:	OB-1 (Office Building)
Proposed Zoning District(s)	:	C-3 (Highway Commercial)
Present Use	:	Vacant
Proposed Use	:	Vacant
Size and Location	:	2.84 +/- acres of land located along the east side of US Route 113 approximately 3,500 feet south of the Seabury Avenue intersection.
Tax Map & Parcel(s)	:	1-30-3.19-013.00

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



STAFF REPORT
October 31, 2019

Application Number / Name	:	19-041 / Coranado Treasures, LLC
Present Comprehensive Plan Designation	:	Commercial
Present Zoning District(s)	:	OB-1 (Office Building)
Proposed Zoning District(s)	:	C-3 (Highway Commercial)
Present Use	:	Vacant
Proposed Use	:	Vacant
Size and Location	:	2.84 +/- acres of land located along the east side of US Route 113 approximately 3,500 feet south of the Seabury Avenue intersection.
Tax Map & Parcel(s)	:	1-30-3.19-013.00

I. BACKGROUND INFORMATION:

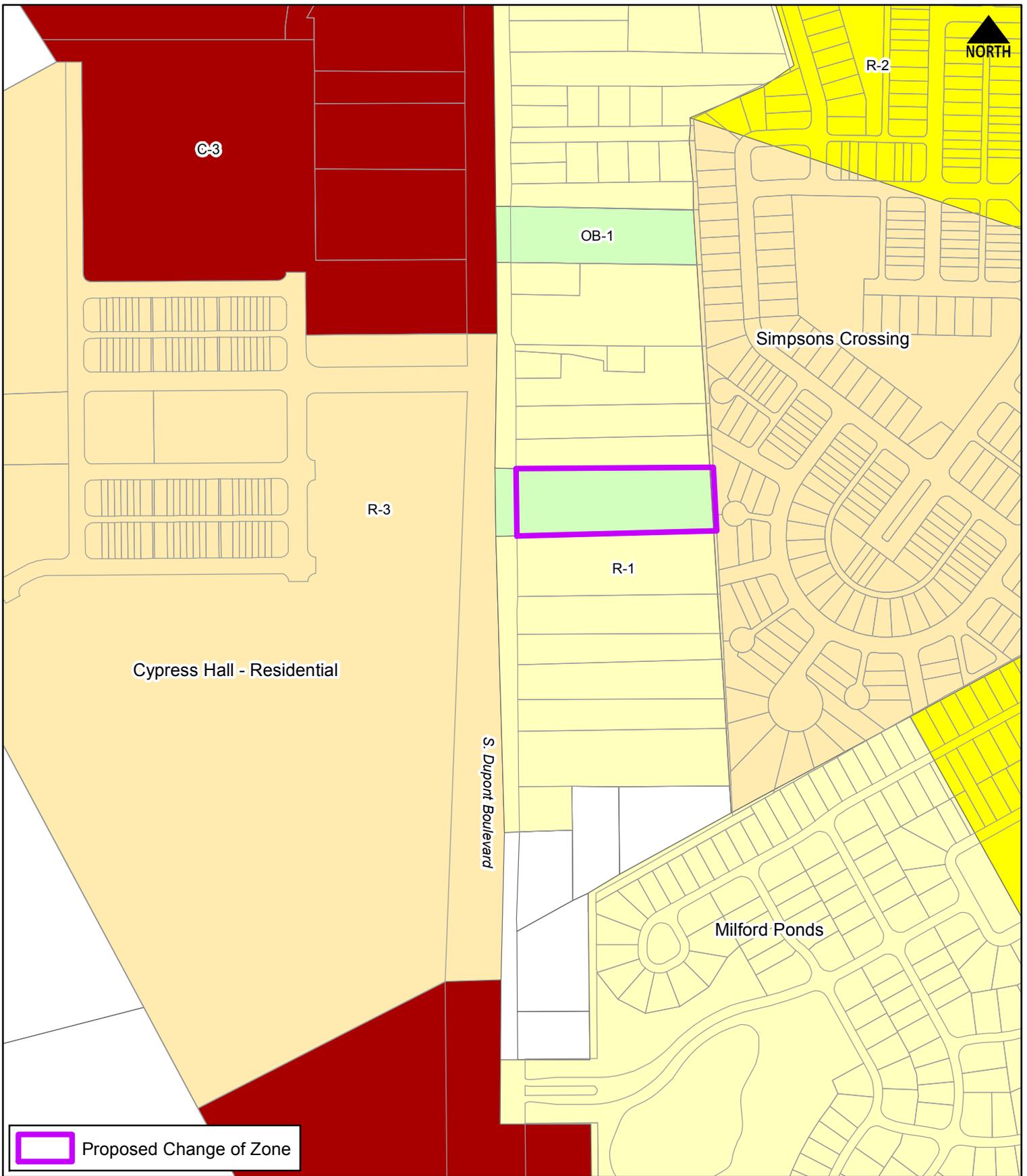
- The applicant proposes to change the zoning designation of the above referenced parcel from OB-1 (Office Building) to C-3 (Highway Commercial). Any proposed use would be subject to the City Code, specifically the use and area regulations adopted at the time of application.

II. STAFF ANALYSIS:

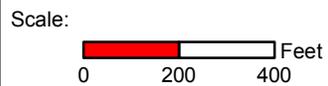
Based on the information presented, the City of Milford Code, and the Comprehensive Plan, staff submits the following regarding the request to amend the Zoning Map:

- The Change of Zone request is consistent with the 2018 Comprehensive Plan Future Land Use maps. The Future Land Use designation for the property is Commercial, for which C-3 (Highway Commercial) is a suitable zoning designation. The Comprehensive Plan states Highway Commercial zones should be located along major transportation routes, including DE 1, US 113, Route 14 and Business 1.

- According to Chapter 230, the purpose of the C-3 category is to provide for larger-scale commercial uses that may require large amounts of parking space or have a high traffic impact. These uses generally require locations on major arterial routes and serve both local and regional customers.
- US 113 (S. Dupont Boulevard) is a State Maintained roadway and is considered a principal arterial road according to DelDOT's functional classification map. Site access and entrance improvements would be reviewed and approved by DelDOT as part of the site plan approval process.
- The property to the north is zoned R-1 (Single-family Residential District) and contains a single-family detached dwelling. The property to the south is zoned R-1 (Single-family Residential) and contains a single-family detached dwelling. The property to the east is zoned R-3 (Garden Apartment and Townhouse District) and will contain future townhouses within the Simpsons Crossing Planned Unit Development. The property to the west, across US Route 113, are zoned R-3 (Garden Apartment and Townhouse District) and are part of the Cypress Hall Residential Planned Unit Development.



 Proposed Change of Zone

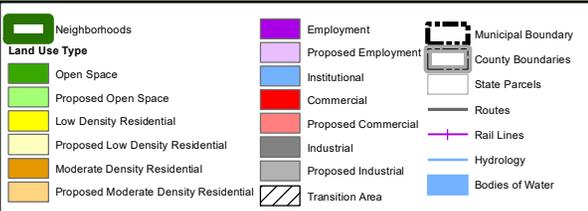
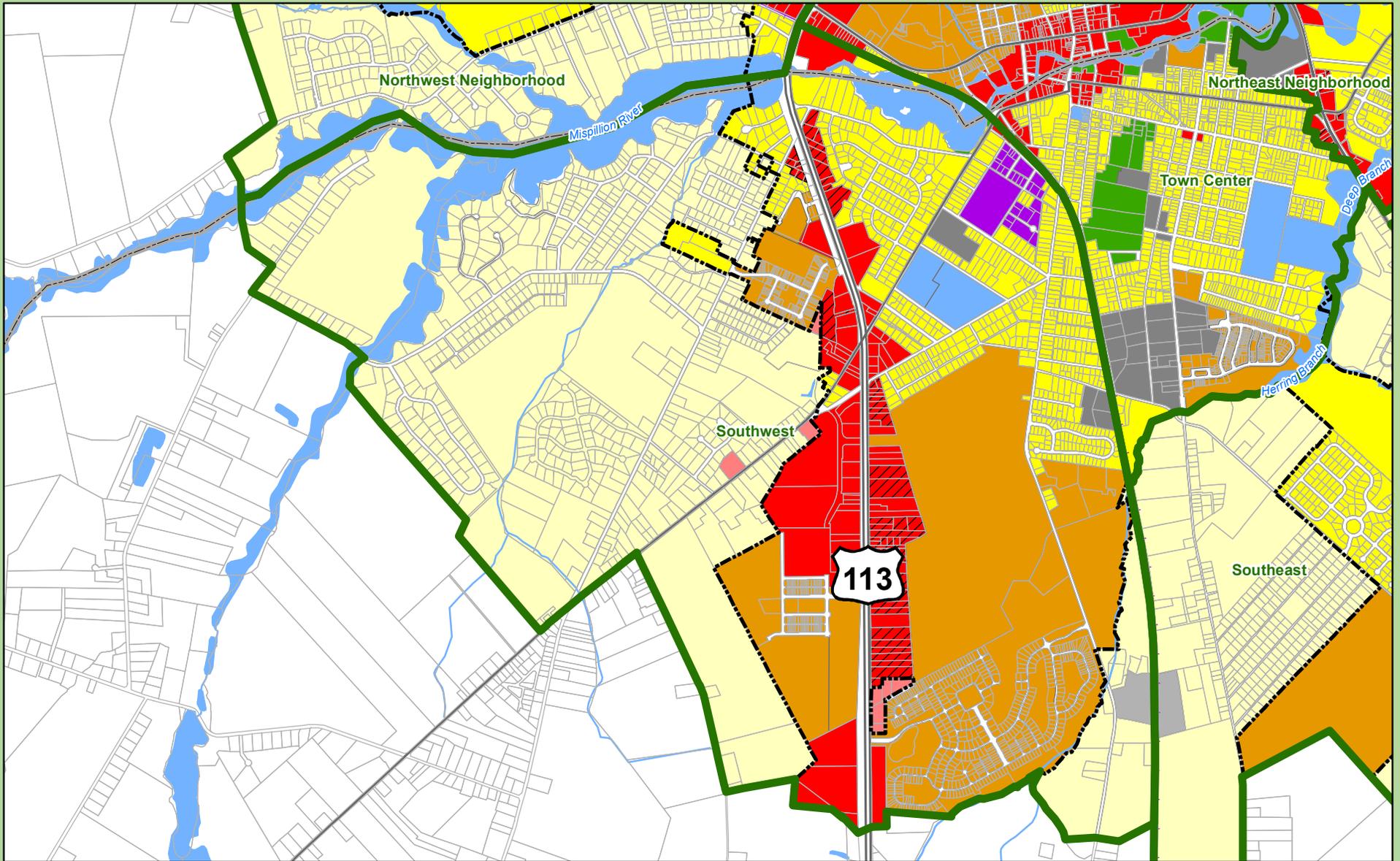


Drawn by: WRP Date: 11/15/19

Title:

Change of Zone
Coronado Treasures, LLC
Location & Zoning Map

Filepath: ChangeZone_CoronadoTreasures.mxd

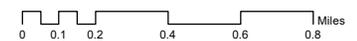


City of Milford, Delaware

Future Land Use

Southwest

Adopted Jan. 22, 2018, Certified May 2018



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

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



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 Institute for Public Administration

- Purchase of Land – In the interest of Milford City Council to protect our recharge areas, funding could be used to protect our recharge areas and preserve open space.

10-4b. Land Use and Zoning Link

The link between land use and zoning is important because Title 22, Section 702(c) of the Delaware Code requires that Milford:

“...within 18 months of the adoption of a comprehensive development plan or revision thereof, amend its official zoning map to rezone all lands within the municipality in accordance with the uses of land provided for in the comprehensive development plan.”

Table 27 shows the link between the future land use designations depicted on the *Future Landuse and Urban Growth Boundary* map and the zoning districts summarized in Table 28. Table 27 provides guidance as to the zoning districts that would be considered consistent with each land use designation.

Table 27. Land Use and Zoning Link

Future Land Use Designation	Corresponding Zoning District(s)
Employment	H-1 – Institutional Development
	IM – Institutional Medical
	IS – Institutional Service
Commercial	C-1 – Community Commercial
	C-2 – Central Business
	C-2A – Riverfront Development
	C-3 – Highway Commercial
	OC-1 – Office Complex
	BP – Business Park
	H-1 – Institutional Development
Industrial	I-1 – Limited Industrial
	I-2 – General Industrial
Institutional	Institutional uses may be permitted or conditionally permitted in residential, commercial, and employment zones

PLAT 240/800

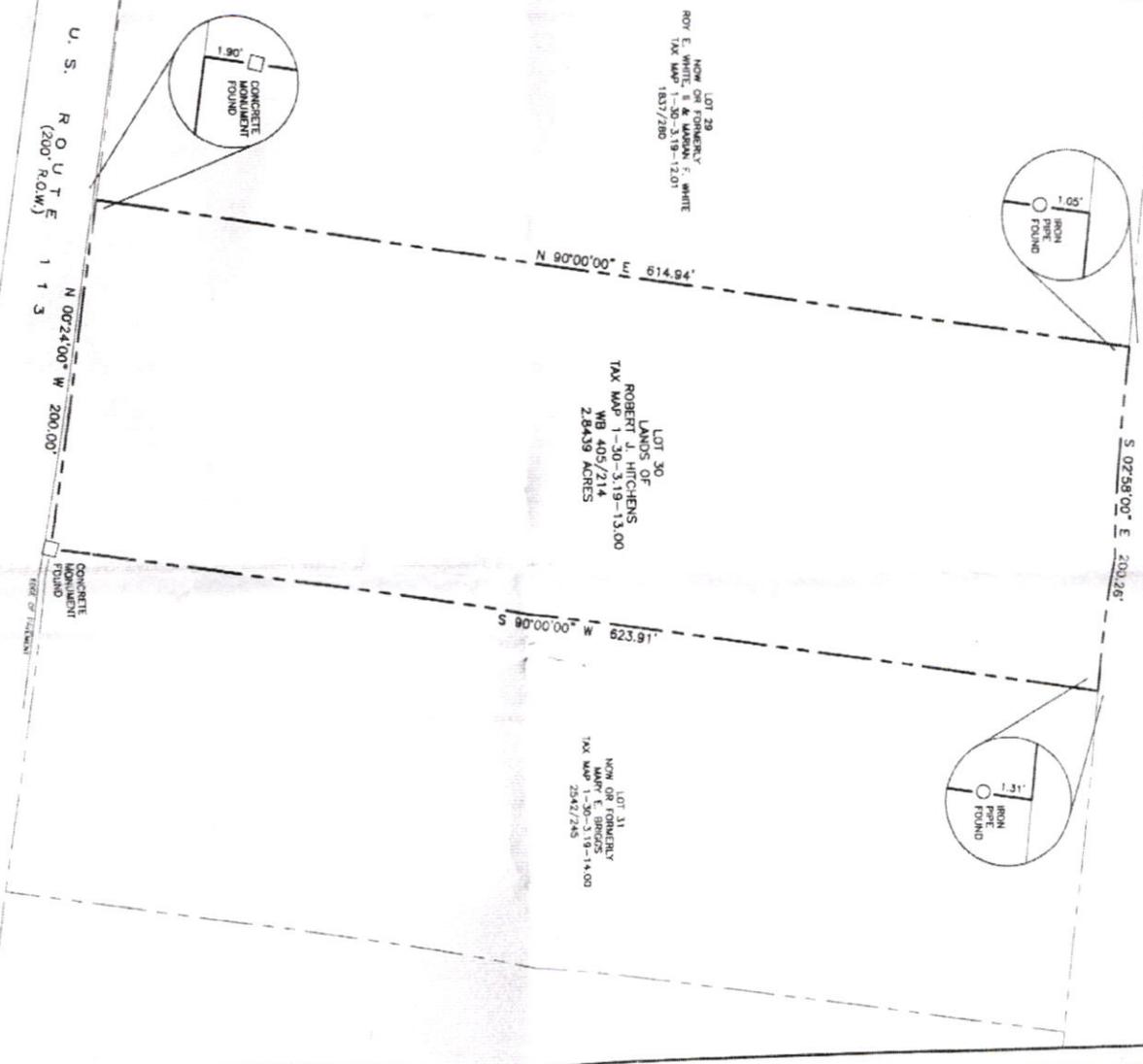


THIS PLAT AND SURVEY WERE PERFORMED UNDER MY SUPERVISION TO THE LOCAL STANDARD OF CARE, AND SUBSTANTIALLY MEET THE "MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING" AS PROMULGATED BY THE BOARD OF REGISTRATION FOR PROFESSIONAL LAND SURVEYORS FOR A CLASS B SURVEY.

DAVIS, BOWEN & FRIEDEL, INC.
by CHARLES R. WOODWARD, JR., AGENT

CHARLES R. WOODWARD, JR.
PROFESSIONAL LAND SURVEYOR
DE NO. 530

IF THE SURVEYOR'S SEAL IS NOT
EMBEDDED IN THIS PLAT, IT
SHOULD BE ASSURED TO
CONTAIN UNAUTHORIZED ALTERATIONS
THE STATEMENTS CONTAINED ON THIS
DRAWING SHALL NOT APPLY TO
ANY OTHERS.



NOW OR FORMERLY
VIRGINIA R. FRIEDEL, RESIDENT
TAX MAP 1-30-319-14.00
1873/280

LOT 30
LANDS OF
ROBERT J. HITCHENS
TAX MAP 1-30-319-13.00
2.8439 ACRES

LOT 31
NOW OR FORMERLY
TAX MAP 1-30-319-14.00
2.542/245

THIS DRAWING, THE DESIGN AND CONSTRUCTION FEATURES
DISCLOSED ARE PROMISES BY DAVIS, BOWEN & FRIEDEL,
INC., AND SHALL NOT BE ALTERED OR REUSED WITHOUT
WRITTEN PERMISSION.

COPYRIGHT © 2003

BOUNDARY SURVEY
OF THE LANDS OF
ROBERT J. HITCHENS
CITY OF MILFORD
CEDAR CREEK HUNDRED
SUSSEX COUNTY, DELAWARE



ARCHITECTS ENGINEERS SURVEYORS
SALESBURY, MARYLAND (410) 543-8091
MILFORD, DELAWARE (302) 424-1441



Date	OCT. 2003
Scale	1" = 50'
Drawn By	PHH
Proj. No.	1292A001
Sheet No.	1 of 1

§ 230-14. - C-3 Highway Commercial District.

In a C-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 C-3 District is to provide for larger-scale commercial uses that may require large amounts of parking space or have a high traffic impact. These uses generally require locations on major arterial routes and serve both local and regional customers.
- B. Permitted uses. Permitted uses for the C-3 District shall be as follows:
 - (1) Those uses permitted in the C-2 District.
 - (2) Warehouses.
 - (3) Large retail outlets.
 - (4) Indoor storage accessory building.
 - (5) Fast-food restaurants and drive-in restaurants.
 - (6) Supermarkets.
 - (7) Truck and trailer rentals.
 - (8) Roadside produce market.
 - (9) Memorial stone shop.
 - (10) Outdoor commercial recreational facilities, not motorized vehicles.
 - (11) Swimming club.
 - (12) Indoor facility for amusement or assembly.
 - (13) Bus station.
- C. Conditional uses subject to special requirements. The following uses are permitted subject to receiving a conditional use permit by the City Council as provided in Article IX of this chapter:
 - (1) Motels or hotels with a minimum lot size of three acres.
 - (2) Commercial greenhouse.
 - (3) Wholesale establishment.
 - (4) Newspaper publishing or printing establishment.
 - (5) Contractors', craftsmen's or general service shops, including welding and similar shops.
 - (6) Laboratory, testing and research.
 - (7) Car repair shops.
 - (8) Used car lots.
 - (9) Telephone central office or television cable central office.
 - (10) Service station, automobile sales agency, public garage, parking garage or lot, but not including storage of wrecked cars, subject to the following special requirements:
 - (a) All facilities shall be located and all services shall be conducted on the lot.
 - (b) All repair work shall be conducted within an entirely enclosed building.
 - (c) No equipment for the service of gasoline or oil shall be placed closer to any street or property line than 20 feet.

- (d) No portion of such structure or its equipment shall be located within 500 feet of the premises of any school, hospital, church or public recreation building.
 - (e) No service station shall be located within 800 feet of another service station on the same side of the street within the same block.
 - (f) Any such use shall be permitted only where it is determined that it will not materially interfere with the main pedestrian movement in conjunction with a compact retail area.
- (11) Shopping center, subject to site plan review and the following site requirements:
- (a) The total shall not be less than one acre.
 - (b) The site must be served by public water, sewer and electricity.
 - (c) Stormwater drainage. The facilities shall be provided by the developer to handle the increase in stormwater runoff, and he shall make contributions towards the cost of off-site facilities of the shopping center.
 - (d) Traffic and parking.
 - [1] The internal circulation of traffic shall be separated from the external street system, and pedestrian and vehicular traffic shall be separated through traffic control devices and appropriate site design.
 - [2] Access to state highways shall be controlled by the State Department of Transportation.
 - [3] The minimum distance between accessways and a residential district shall be 50 feet.
 - [4] Spacing of accessway.
 - [a] From adjoining property: 50 feet.
 - [b] From minor intersections: 50 feet.
 - [c] From major intersections: 100 to 150 feet.
 - [5] Five and one-half parking spaces shall be provided per 1,000 feet of leasable area.
 - [6] Parking lots shall be attractively landscaped as shown on the general site plan.
 - (e) Setback.
 - [1] From street right-of-way: 15 feet.
 - [2] From nonresidential districts: 15 feet.
 - [3] From residential districts: 100 feet.
 - (f) Buffering and landscaping.
 - [1] There shall be a minimum of a ten-foot landscaped buffer along all lot lines. The screening shall be six feet high near residential districts.
 - [2] Ten percent of the site shall be landscaped and may include features such as pedestrian walking or rest areas and courtyards.
- (12) Day-care centers, with site plan required.
- (13) Car wash, all types (staffed, automatic, self-service, etc.).
- (14) Convenience stores with gas pumps.
- (15) Community residential treatment program.
- (16) All dwellings other than single-family with a maximum density of 12 units per acre.
- (17) Business, commercial or industrial uses that do not adversely affect neighboring properties.

(18) Billboard, subject to the following:

(a) Shall be constructed and maintained in accordance with the Delaware Code, Title 17-Highways, Chapter 11-Regulations of Outdoor Advertising, Subchapter 1-General Provisions.

(19) Aquarium.

D. Area regulations.

(1) Minimum lot area shall be one acre.

(2) Maximum lot coverage shall be 80%.

(3) Minimum lot width shall be as follows: for an interior lot 150 feet and for a corner lot 170 feet.

(4) Height of buildings shall not exceed three stories or 35 feet, with the following exception: a motel, hotel, or aquarium may be erected to a height of over three stories, but not over five stories, and not exceeding 60 feet.

(5) Minimum building setback shall be 30 feet.

(6) Side yards shall be provided as follows: each lot shall have two side yards a minimum of 20 feet with a minimum aggregate width of two side yards of 50 feet.

(7) Minimum rear yard shall be 50 feet.

(8) Parking shall comply with the requirements provided in Article IV of this chapter.

(9) Landscape screening shall comply with the requirements provided in Article V of this chapter.

(10) Signs shall comply with the requirements provided in Article VI of this chapter.

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.

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

PLANNING COMMISSION PUBLIC HEARING: DECEMBER 17, 2019
CITY COUNCIL PUBLIC HEARING: JANUARY 27, 2020

NOTICE IS HEREBY GIVEN 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 at 7:00 p.m. to allow interested parties to participate in the discussion and consideration of the following zoning matter:

ORDINANCE 2019-41

Change of Zone/Lands Belonging to Coranado Treasures LTD
1017 S DuPont Blvd, Milford, DE 19963
Tax Map 1-30-3.19-013.00
2.84 +/- Acres
Current Zone OB1/Proposed Zone C3

AN ORDINANCE OF THE CITY OF MILFORD, DELAWARE to amend the zoning map of the City of Milford by rezoning 2.84 +/- acres of land from OB1 to C3 at 1017 S DuPont Blvd, Milford, DE 19963.

WHEREAS, on December 17, 2019, the Planning Commission will hold the noticed public hearing during which time interested persons will have an opportunity to testify in support of, or opposition to, the proposed zoning change, after which a recommendation by favorable vote of the Commissioners will be made; and

WHEREAS, on January 27, 2020, City Council will consider evidence presented, public comments, and the Planning Commission's recommendation and will deem whether it is in the best interest of the City of Milford to allow the change of zone as herein described.

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

Upon the adoption of this ordinance, tax map and parcels 1-30-3.19-013.00 is hereby zoned C3.

Dates.

Introduction to City Council: December 9, 2019

Planning Commission Public Hearing: December 17, 2019

City Council Public Hearing and Determination: January 27, 2020

Effective Date: February 6, 2020

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

Advertised: *Beacon 11/27/19*



Sussex County Association of Towns

37 The Circle, Georgetown, Delaware 19947

S.C.A.T. Dinner for Wednesday, March 4, 2020

Town of Bethany Beach

Town of Bethel

Town of Blades

Town of Bridgeville

Town of Dagsboro

Town of Delmar

Town of Dewey Beach

Town of Ellendale

Town of Fenwick Island

Town of Frankford

Town of Georgetown

Town of Greenwood

Town of Henlopen Acres

Town of Laurel

City of Lewes

City of Milford

Town of Millsboro

Town of Millville

Town of Milton

Town of Ocean View

City of Rehoboth Beach

City of Seaford

Town of Selbyville

Town of Slaughter Beach

Town of South Bethany

Sussex County Council

LOCATION: Laurel Fire Hall
205 W 10th Street
Laurel, DE 19956

TIME: 6:00 pm – Cash Bar
6:30 pm – Dinner

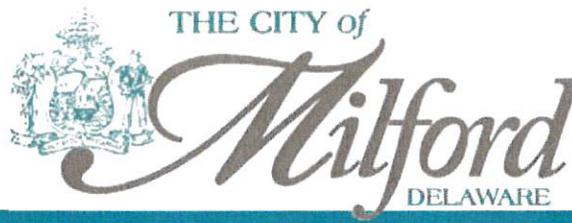
HOST: Town of Laurel

SPEAKER: Jill Hall – Delaware Brownfields Development Program (DNREC)

COST: \$28.00 per person

MENU: Chicken Cordon Bleu
Stuffed Shells
Roast Bottom Round Roast of Beef
Red Skin Potatoes
Mixed Garden Salad
Baked Apples
Succotash
Beets & Assorted Rolls
Cheesecake

**PLEASE RSVP TO CHRISTINE NO LATER THAN
10am on 02/25/20**



TO: Mayor & Council Members
FROM: Annexation Committee
DATE: February 10, 2020
RE: Annexation Committee Report

A public meeting was held in Council Chambers on February 10, 2020 to consider the annexation request for lands described as:

Property Owner:	First Baptist Church of Milford
Location:	6044 Old Shawnee Road
Size:	1.14 +/- acres
Existing Zoning:	MR – Medium Residential (Sussex County)
Proposed Zoning:	R-1 (Single-family Residential)
Tax Map and Parcel Number:	1-30-3.06-125.00

APPLICANT

A petition by the property owners was submitted on January 2, 2020 to annex 1.14 +/- acres into the corporate limits of the City of Milford.

LOCATION

The property is identified as Sussex County tax parcel 1-30-3.06-125.00 and is located along the north side of Old Shawnee Road approximately 1,900 feet west of the S. Dupont Boulevard intersection.

STREETS

The property contains an existing single-family detached dwelling with one residential entrance along Old Shawnee Road. Old Shawnee Road is a State Maintained roadway and any changes in access would require DeDOT approval.

DRAINAGE

The residential site is already developed. Any future redevelopment of the property would be subject to DNREC storm-water regulations and the owner would be required to obtain any and all permits from the Sussex Conservation District and State of Delaware.

ZONING

The area proposed to be annexed is currently zoned MR (Medium Residential) in Sussex County under the Sussex County zoning ordinance. The applicant requests the property be zoned R-1 (Single-family Residential District) under the City of Milford zoning ordinance.

SEWER

The property is currently served by an onsite septic system under the governance of DNREC. The property owner would be permitted to keep the onsite septic system until such time that sewer became available to the property. Any redevelopment of the property would require connection to City sewer service. It is determined that the applicant would have to extend sewer from the Brookstone Trace development to serve the existing church and the subject parcel containing the single-family dwelling. The property owner would have to design and construct a pumping system to convey the wastewater from the property to Brookstone Trace. All costs associated with the design and construction of the sewer extension would be borne by the applicant. Any construction improvements would need to be reviewed and approved by the City Engineer.

WATER

The property is currently served by an onsite well under the governance of DNREC. The property owner would be permitted to keep the onsite well until such time that water became technically available to the property. Any redevelopment of the property would require connection to City water service. It is determined that the applicant would have to extend water service from the Brookstone Trace development or along Old Shawnee Road to the east in order to serve the existing church and the subject parcel containing the single-family dwelling. All costs associated with the design and construction of the water main extension would be borne by the applicant. Any construction improvements would need to be reviewed and approved by the City Engineer.

ELECTRIC

The property is currently served by the City of Milford.

TRAFFIC

The existing single-family dwelling has as single residential driveway along Old Shawnee Road. Old Shawnee Road is a State Maintained roadway and any changes to the access would need to be approved by DelDOT.

ENVIRONMENTAL ISSUES

The U.S. Army Corp of Engineers will control provisions under Section 404 of wetlands on the parcel. According to the DNREC Navigator website, the property does not contain state mapped wetlands. The property is not located within the 100-year floodplain according to the most recent FEMA Flood Insurance Rate Maps (FIRMs). The property does not contain areas of excellent groundwater recharge according to DNREC Navigator website.

AREA LAND USES

The properties to the south and west are owned by the First Baptist Church of Milford and contain the church and youth center. The properties to the east contain similar single-family detached dwellings. The properties to the east, across Old Shawnee Road, contain single-family detached dwellings.

FIRE AND POLICE

The subject parcel is located within the Carlisle Fire Company district area according to Kent County's online mapping application. Carlisle Fire Dept. already provides fire and EMS coverage to this area. EMS is also currently provided by Kent County Levy Court. Milford Police Department will provide police service.

COMPREHENSIVE LAND USE PLAN

The annexation request is consistent with the 2018 Comprehensive Plan Future Land Use Plan and is designated as Proposed Low Density Residential.

PROPERTY TAXES AND OTHER ECONOMIC CONSIDERATIONS

The proposed annexation will not generate new property tax revenue to the City since the owner is considered a non-profit organization. Extension of utilities would provide additional revenue within the sewer and water system.

ADVANTAGES TO THE CITY

- 1. The property is within the planning area of the City of Milford.
- 2. The City would receive revenues (building permits, etc.) for activity on the property.
- 3. Potential for additional water and sewer user.
- 4. Identified within the Urban Growth Boundary of the 2018 Comprehensive Plan.
- 5. Consistent with the Comprehensive Plan Future Land Use exhibits.

DISADVANTAGES TO THE CITY

- 1. None.

RECOMMENDATION

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

- 1. Annexation is consistent with the "Comprehensive Land Use Plan."
- 2. Property is contiguous to existing City Limits.
- 3. Any changes to the property are subject to review by the City of Milford Planning Commission and/or City Council.
- 4. Property is already served by City Electric. The property could be served by City Sewer and Water in the future.
- 5. An executed Annexation Agreement is required prior to final City Council approval.
- 6. Upon approval of the annexation committee report, a Municipal Annexation Plan of Services will be submitted to the Office of State Planning for their approval.

The property should be annexed with the following zoning classification: R-1 (Single-family Residential)

<i>Owen S. Break Jr.</i>	<i>2-5-20</i>
Council Representative/Committee Chairman	Date
<i>Nautilus Morrison</i>	<i>2-10-20</i>
Council Representative	Date
<i>[Signature]</i>	<i>2-10-20</i>
Council Representative	Date
<i>Daniel Macabelli</i>	<i>2-10-20</i>
Council Representative	Date
Planning Commission Chairman	Date

First Baptist Church

Dr. David P. Perdue, Pastor

6062 Old Shawnee Road
Milford, DE 19963-3355
Tel: 302/422-9795
Fax: 302/422-6379
E-Mail: pastorperdue@fbcmlcs.org

December 31, 2019

City of Milford
Planning and Zoning
City Council
201 South Walnut Street
Milford, Delaware 19963

Re: Annexation Request
Sussex County Tax Map No. 1-30-3.06-125.00
Property Address: 6044 Old Shawnee Rd., Milford, DE 19963

Dear Mayor and City Council:

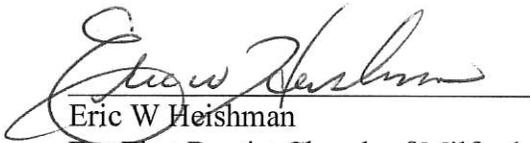
Please accept this correspondence as a formal request for annexation of the above referenced parcel into the incorporated City of Milford. The property is currently County zoned MR. As per the City of Milford Comprehensive Plan the parcel is designated Low Density Residential. We are requesting R-1 zoning for this property which contains 1.140 +/- acres.

The purpose of this request is to utilize the services and resources that the City has to offer and expand our property located at 6062 Old Shawnee Rd., Milford, DE 19963 which is already annexed into the incorporated City of Milford.

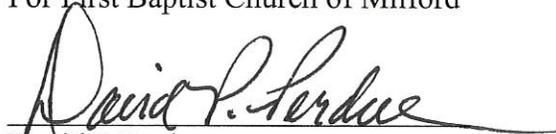
Should have any questions, please reach out to the point of contact for the property owner via:

Eric W Heishman
(302) 249-9727

Respectfully requested,


Eric W Heishman
For First Baptist Church of Milford


Witness


David P Perdue
Pastor, First Baptist Church of Milford



Land Use Application Cover Sheet

File Name: FIRST Baptist Church Date Stamp
 File Number: 19-022

Instructions for Applicants:

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

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

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

Please Type or Print Legibly

Property Owner(s): <u>FIRST BAPTIST CHURCH OF MILFORD</u>			Phone: <u>(302) 422-9795</u>
Address: <u>6062 Old Shawnee Rd</u>			Cell:
City: <u>MILFORD</u>	State: <u>DE</u>	Zip: <u>19963</u>	Fax: <u>(302) 422-6379</u>
E-Mail: <u>FIRSTBAPTIST@FBEMCS.ORG</u>			
Applicant Name and Company: <u>SAME</u>			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Surveyor or Engineer: <u>STEPHEN R. LEHR</u>			Phone: <u>(302) 422-9568</u>
Address: <u>10045 CLENDANIEL POND RD</u>			Cell:
City: <u>LINCOLN</u>	State: <u>DE</u>	Zip: <u>19960</u>	Fax:
E-Mail:			
Site Address: <u>6044 OLD SHAWNEE RD</u>			Zoning: <u>MR</u>
Tax Map & Parcel Number(s): <u>130-3.06-125.00</u>			Acreage: <u>1.14 AC</u>
I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.			
Signature of Property Owner(s): <u>[Signature]</u>			Date: <u>12/31/19</u>
Signature of Applicant(s): <u>[Signature]</u>			Date: <u>12/31/19</u>

Office Use Only:

- Current on Utilities
- Current on Taxes
- No Outstanding Violations

REVISED: 05.2016



Annexation Application

File Name: First Baptist Church
 File Number: 19-002

Date Stamp

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

Current County Zoning: MR Requested Zoning: R-1 Comprehensive Plan Designation: Res, Low Dens

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

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

Signature of Property Owner: David P. Parker Date: 12/31/19
 Signature of Applicant: James J. ... Date: 12/31/19

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

REVISED: 01.2014



TO: Mayor & Council Members
FROM: Annexation Committee
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- 5. Consistent with the Comprehensive Plan Future Land Use exhibits.

DISADVANTAGES TO THE CITY

- 1. None.

RECOMMENDATION

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- 2. Property is contiguous to existing City Limits.
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- 5. An executed Annexation Agreement is required prior to final City Council approval.
- 6. Upon approval of the annexation committee report, a Municipal Annexation Plan of Services will be submitted to the Office of State Planning for their approval.

The property should be annexed with the following zoning classification: R-1 (Single-family Residential)

Council Representative/Committee Chairman

Date

Council Representative

Date

Council Representative

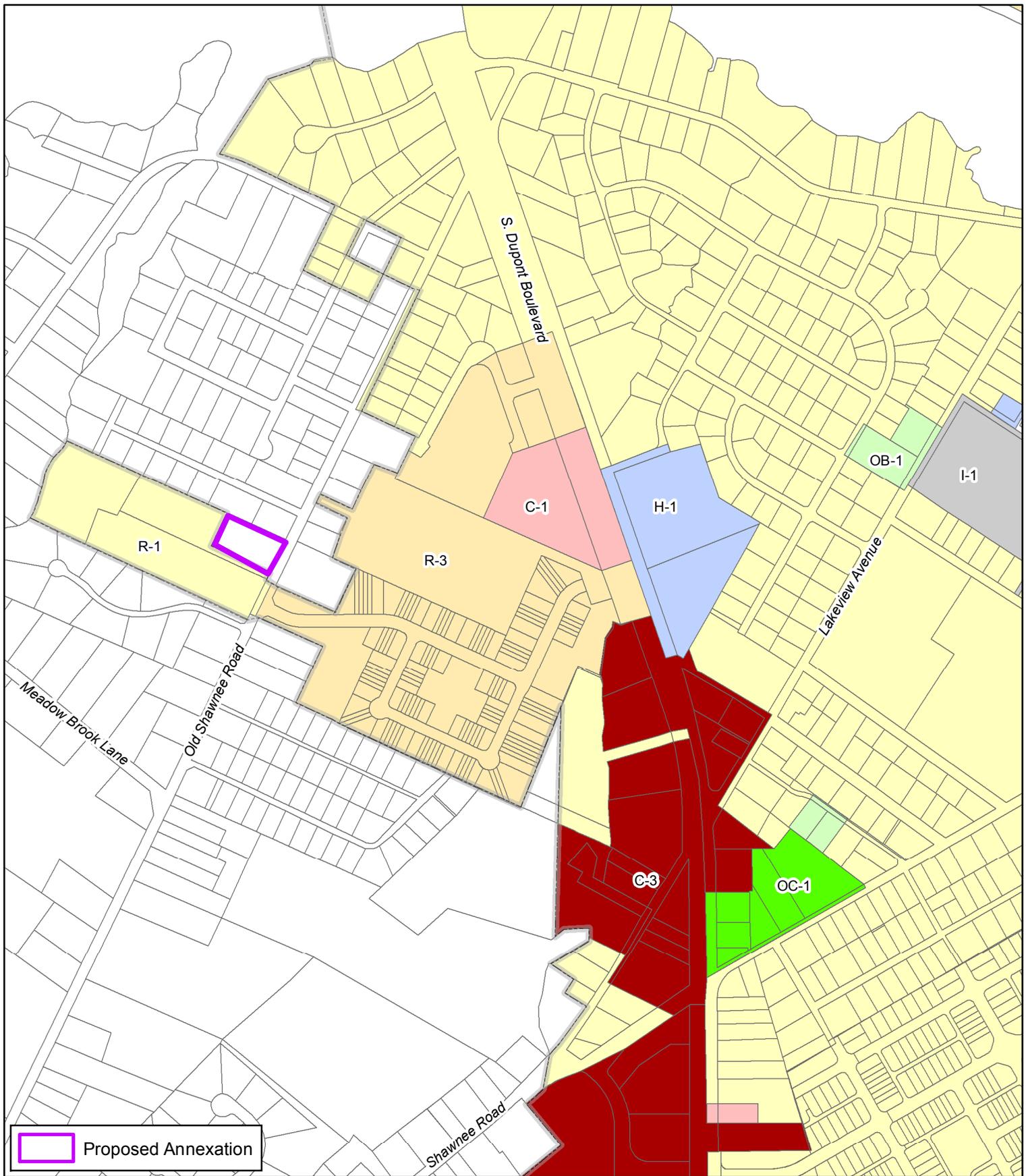
Date

Council Representative

Date

Planning Commission Chairman

Date



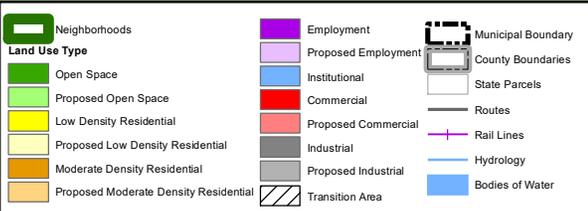
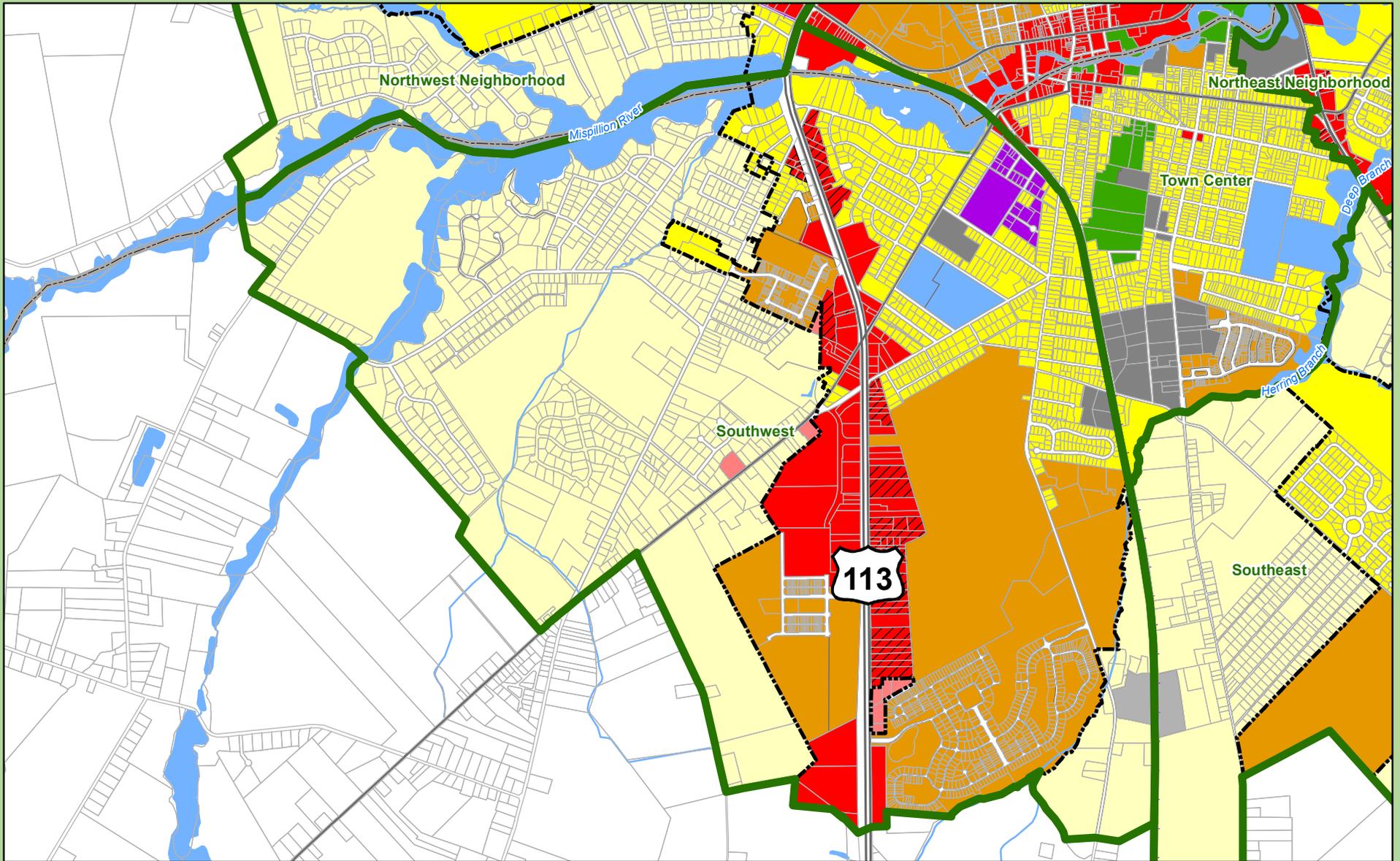
 Proposed Annexation



Drawn by: WRP Date: 01/02/20

Title:
**Proposed Annexation
First Baptist Church of Milford
Location & Zoning Map**

Filepath: Annexation_FirstBaptistChurch.mxd

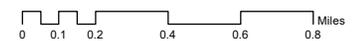


City of Milford, Delaware

Future Land Use

Southwest

Adopted Jan. 22, 2018, Certified May 2018



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

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



www.ipa.udel.edu
 Institute for Public Administration

Tax Parcel No. 1-30-3.06-125.00

Prepared by: Planning & Zoning

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

Return to: The Honorable Arthur J. Campbell, Mayor

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

FIRST BAPTIST CHURCH OF MILFORD, INC.
PLAN OF SERVICES AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2020, by and between FIRST BAPTIST CHURCH OF MILFORD, INC. (hereinafter “FBC”) located at 6062 Old Shawnee Road, Milford, Delaware 19963, and the City of Milford, a municipal corporation of the State of Delaware, with its principal offices located at 201 South Walnut Street, Milford Delaware, 19963 (hereinafter “City”).

RECITALS

- A. WHEREAS, FBC is the record title owner of a parcel of land consisting of 1.14 acres, more or less, lying contiguous to the City of Milford, said tract identified on the Sussex County, Delaware tax maps as Tax Parcel No. 1-30-3.06-125.00, said tract hereinafter referred to as “FBC PROPERTY”.

FBC is desirous of having the FBC PROPERTY annexed into the City of Milford and requested the land use to be Low Density Residential in nature.

- B. WHEREAS the City, through its City Council (in consultation with the City Solicitor and City Planner), has duly considered the proposed annexation and has determined that the proposed annexation would be in the City’s overall best interest for the following reasons among others:

1. The property would be within the planning area of the City of Milford.
2. Identified within the Urban Growth Boundary Area of the 2018 Comprehensive Plan.
3. Consistent with the Future Land Figure of the 2018 Comprehensive Plan.

- C. Recognizing that FBC’s request for annexation is unilateral (in that the City cannot annex the FBC PROPERTY unless FBC desires the property to be annexed) and further recognizing that the intended land use is consistent with the City’s Land Use Plan, and can be accommodated within the City’s long range Comprehensive Plan, the City

Council has determined that it is in the City's best interest to provide FBC with binding assurances to proceed with annexation.

- D. Article I, Section 1.04 of the City Charter of the City of Milford (pursuant to Chapter 148, Volume 72, Laws of Delaware {as amended}) authorizes and empowers the Mayor of the City of Milford to appoint a Committee composed of not less than three (3) of the elected members of the City Council and one member of the City Planning Commission to investigate the possibility of annexation.

NOW THEREFORE, in consideration of the premises, and in consideration of FBC's request to be annexed into the City of Milford, in consideration of the annexation filing fee for administrative expenses, the receipt whereof is hereby acknowledged, and for other good and valuable consideration, the parties hereto, intending to be legally bound, hereby covenant and agree as follows:

1. Annexation Contingency. This Agreement is expressly contingent upon the annexation, by the City, of the FBC PROPERTY. In the event that such annexation does not occur, this Agreement shall be null, void, and of no legal force or effect.
2. Land Subject to Annexation. The land subject to this Agreement consists of 1.14 acres, more or less, said tract identified on the Sussex County, Delaware tax maps as Tax Parcel No. 1-30-3.06-125.00.

The hereinabove described parcel of land is more fully depicted on that certain Survey "Boundary Survey Plan prepared for First Baptist Church of Milford, Inc." dated August 23, 2018, prepared by Adams-Kemp Associates, Inc. a copy of which is attached hereto as **Exhibit "A"** and incorporated herein by reference; metes and bounds description for parcel is attached hereto as **Exhibit "B"** and incorporated herein by specific reference.

3. Water Distribution System and Sanitary Sewer. Notwithstanding any other provision or requirement under any City ordinance or regulation, FBC agrees that the FBC PROPERTY will be connected to the City water distribution system if and when water service becomes technically available at a connection point located along Old Shawnee Road within the FBC Property. Similarly, FBC agrees that the FBC PROPERTY will be connected to the City sanitary sewer system if and when sewer service becomes technically available at a connection point located along Old Shawnee Road within the FBC Property. Any redevelopment of the subject parcel into a use other than a single-family detached dwelling may require FBC to connect to City water and sewer service at the sole discretion of the City. The parties agree that FBC would be responsible for the costs to design and construct any utility extensions and service connections needed to serve the FBC Property. FBC agrees to execute any documents needed for the City to obtain Certificate of Public Convenience and Necessity (CPCN) rights.

4. Electric Distribution System. The FBC PROPERTY is already a City of Milford electric customer.
5. Natural Features. The U.S. Army Corp of Engineers will control provisions under Section 404 of wetlands on the parcel.
6. Zoning. The FBC shall be annexed as City district R-1 Single-family Residential and shall be developed in accordance with said district. Nothing in this agreement shall remove or eliminate the owner from the necessary site plan reviews, fees, public hearings and all other requirements under the City's Land Use Ordinance.
5. City Not Responsible for Infrastructure Improvements; FBC Right to Assign.

Anything herein to the contrary notwithstanding:

- a) The City shall have no obligation or responsibility (financial or otherwise) for providing, installing, or constructing any of the required infrastructure improvements;
 - b) FBC may, with the City's prior written consent, which shall not be unreasonably withheld, sell, lease, or convey all or any portion of FBC PROPERTY to any third party and, as part of such sale, lease, or conveyance, assign all or any of its rights and *corresponding obligations* hereunder to such third party.
6. Except as Modified, All Other City Ordinances and Regulations to Control. Except as specifically provided herein, once finally annexed into the City of Milford, all lands subject to this Agreement shall be subject to and governed by all provisions of the City Charter and all City ordinances and regulations as they now exist or may hereafter be amended, revised, or repealed, as well as any new ordinances or regulations adopted by the City Council, to the same effect and degree as all other lands within the City boundaries of the City of Milford.
 7. Annexation Agreement to be a Material Part of Annexation Proceedings. Pursuant to Title 22, Delaware Code §101 Plan of Services Reporting, this Agreement shall be deemed to be a material part of the annexation proceedings conducted pursuant hereto; that is to say:
 - a. The resolutions and notices adopted by the City Council, including any resolution and notices for public hearings, proposing the aforesaid annexation shall recite that the proposed annexation includes, and is subject to, an annexation agreement, shall briefly summarize the terms of this annexation agreement, and shall state that copies of the annexation agreement are available upon request at the City Hall.

b. If the results of the annexation hearings are favorable to the proposed annexation, the final resolution annexing the territory shall recite that the annexation is subject to an annexation agreement and shall incorporate the terms of such annexation agreement by specific reference.

8. Land Use Planning Act. The City of Milford shall notify the Delaware State Planning Office, Kent County Department of Public Works, Milford Police Department, Carlisle Fire Department and Milford School District of the proposed annexation contemplated by this Agreement and the parties shall comply with the requirements of the Delaware Land Use Planning of Title 29 of Delaware Code, Chapter 92 (Land Use Planning Act effective until February 14, 2004; Preliminary Land Use Services effective February 14, 2004), as amended.
9. Governing Law. This Agreement shall be governed by the laws of the State of Delaware (notwithstanding the fact that one or more parties may now or later become a resident of another state) and the parties hereto agree that the courts of the State of Delaware shall have jurisdiction over any case or controversy and hereby consent to such jurisdiction.
10. Separability. If any section, paragraph, sentence or clause of this Agreement is determined or declared to be invalid or unenforceable by any court of competent jurisdiction, the remainder hereof shall remain in full force and effect.
11. Entire Agreement. This Agreement constitutes the entire understanding of the parties. It supersedes any and all prior agreements between them. There are no representations or warranties other than those herein contained.
12. Amendments. This Agreement shall not be amended except in writing executed by all parties hereto.
13. Binding Effect. This Agreement shall be binding upon the parties hereto, their administrators, successors, successors in interest and assigns.
14. Contra Proferentum. The fact that one party has drafted this Agreement shall in no way be used against that party in construing the terms, condition, and obligations hereunder.
15. Headings. Headings and captions used herein are solely for the convenience of the parties and shall have no legal significance in construing the terms of this Agreement.
16. Non-Waiver. The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.
17. Enforcement. In the event of a breach, this Agreement shall be enforced through

a decree of specific performance, the parties agreeing that monetary damages would not provide an adequate remedy.

18. Recording. This agreement, dully executed by the City and FBC, shall be recorded in the office of the Recorder of Deeds, in and for Sussex County, Delaware. The cost of recording shall be paid by FBC.
19. Plan of Services Requirement. This Agreement shall not be considered or deemed to be contract zoning. The parties hereto acknowledge their respective obligations to enter into a Plan of Services Agreement as part of the annexation process according to 22 Del.C., §101(3) and Milford City Charter Article 1.04(a)(3).

DRAFT

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

FIRST BAPTIST CHURCH OF MILFORD,
INC.

Attest: _____

By: _____
Pastor David P. Perdue, President

CITY OF MILFORD

Attest: _____
City Clerk

By: _____ (Seal)
Arthur J. Campbell, Mayor

STATE OF DELAWARE :
:
COUNTY OF SUSSEX :

Signed and sworn to before me this _____ day of _____, 2020, by Pastor David P. Perdue, President of First Baptist Church of Milford, Inc.

Signature of Notary Public

STATE OF DELAWARE :
:
COUNTY OF SUSSEX :

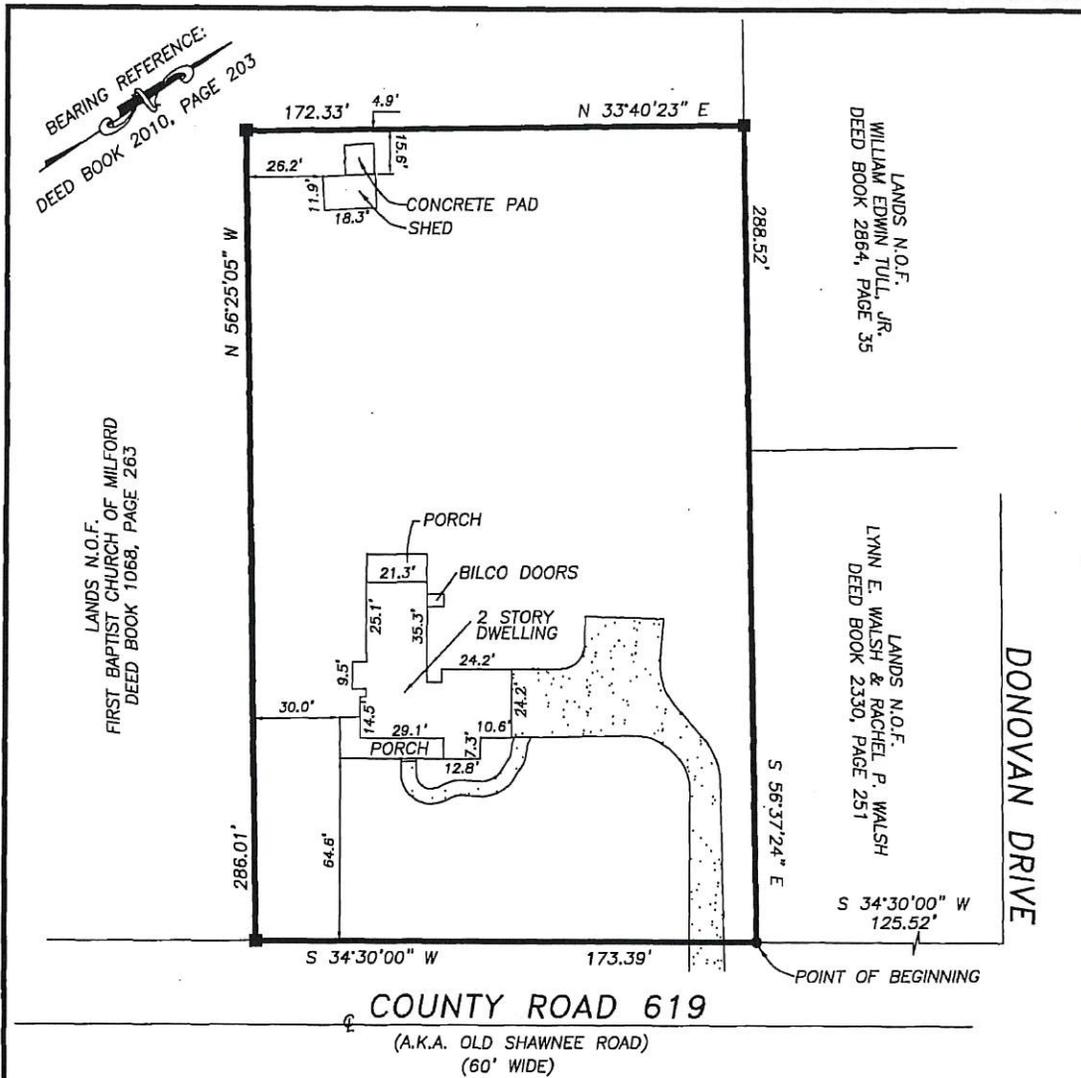
Signed and sworn to before me this _____ day of _____, 2020, by Arthur J. Campbell, Mayor of the City of Milford.

Signature of Notary Public

Exhibit A

DRAFT

TAX MAP NO. 1-30-3.06, PARCEL 125.00



NOTES:

- 1) CLASS "B", SUBURBAN SURVEY
- 2) SOURCE OF TITLE: DEED BOOK 2010, PAGE 203
- 3) THIS BOUNDARY SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A COMPLETE TITLE REPORT AND IS SUBJECT TO ANY ENCUMBRANCES, RESTRICTIONS, EASEMENTS AND/OR RIGHTS OF WAY THAT MIGHT BE REVEALED BY A THOROUGH TITLE SEARCH

LEGEND:

- FOUND IRON PIPE
- FOUND CONCRETE MONUMENT

BOUNDARY SURVEY PLAN

PREPARED FOR
**FIRST BAPTIST CHURCH
 OF MILFORD, INC.**

FOR PROPERTY KNOWN AS
 6062 OLD SHAWNEE ROAD
 SITUATED IN
 CEDAR CREEK HUNDRED
 SUSSEX COUNTY
 STATE OF DELAWARE
 AREA: 1.140± ACRES
 SCALE: 1" = 50'
 DATE: AUGUST 23, 2018

Prepared By
 ♦ ADAMS-KEMP ASSOCIATES, INC. ♦
 PROFESSIONAL LAND SURVEYORS
 AND PLANNERS
 217 SOUTH RACE STREET
 GEORGETOWN, DELAWARE 19947
 PHONE: (302) 856-6699
 WWW.ADAMSKEMP.COM

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

R.B. Kemp, III
 R.B. KEMP, III, P.L.S. 541

Exhibit B

DRAFT

Description

Land to be conveyed to
First Baptist Church of Milford, Inc.
6062 Old Shawnee Road
Tax Map 1-30-3.06 Parcel 125.00
Cedar Creek Hundred
Sussex County
State of Delaware

Beginning for the same at a found iron pipe located at the southeast corner of the herein described property located at 6062 Old Shawnee Road, Tax Map 1-30-3.06 Parcel 125.00, Cedar Creek Hundred, Sussex County, State of Delaware. Point of beginning being located

A) S 34°30'00" W a distance of 125.52' from Donovan Drive.

Point of beginning also being the southwest corner of the land now or formerly of Lynn and Rachel Walsh (Deed 2330 page 251), and being in the Northerly line of Old Shawnee Road (Co. Rd. 619). Thence running and binding with said Old Shawnee Road (Co. rd. 619),

1) S 34°30'00" W a distance of 173.39'; to a found concrete monument and to land now or formerly of First Baptist Church of Milford (Deed book 1068 page 263). Thence with same for the two following courses and distances,

2) N 56°25'05" W a distance of 286.01'; to a found concrete monument, thence

3) N 33°40'23" E a distance of 172.33'; to a found concrete monument and to land now or formerly of William E Tull Jr. (deed book 2864 page 35).

Thence with same and land of aforesaid Walsh,

4) S 56°37'24" E a distance of 288.52'; to the point of beginning.

Containing 1.140 acres, more or less.



MARK A. WHITFIELD, INTERIM CITY MANAGER
201 South Walnut Street
Milford, DE 19963

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: Mayor and City Council
From: Mark Whitfield, Interim City Manager/Public Works Director
Subject: Vinyard Shipyard Property Update
Date: February 21, 2020

Friends of the Vinyard Shipyard have expressed interest for the City future ownership of the property. The property would provide a continuous ownership of riverfront property and provide a missing link for the trail connecting downtown to goat island. The ship building could provide an educational venue to display and portray the ship building heritage of Milford.

Council should consider the following:

1. Is Council interested in owning the Vinyard Shipyard property?

It may not be necessary for the City to own the property to acquire an easement for the missing Riverwalk link, however, City ownership would provide control and preservation.

2. If the City is interested in owning the property, how much City funds, if any, should be used for the purchase?

The City could entertain ownership of the property with the proviso that only state or private money be used for the purchase. The City may elect to put some money or no money into the purchase but agree to the ownership.

3. If the City does take ownership of the property, how will future maintenance of the property be funded?

The City may elect to own the property only if there is a business plan outlining how future maintenance would be paid for, without the use of City funds. In short, the ownership and operation of the property should be self-sustaining. Additionally, if the expectation is that the City maintain the property, it should be clear what the future liability is on the City for that future maintenance.

Recommendation: Staff recommends Council discuss and consider the three questions outlined above.



MARK A. WHITFIELD, INTERIM CITY MANAGER
201 South Walnut Street
Milford, DE 19963

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: Mayor and City Council
From: Mark Whitfield, Interim City Manager/Public Works Director
Subject: Riverwalk Freedom Festival Funding Request – Milford Chamber of Commerce
Date: February 19, 2020

The Chamber of Commerce is requesting \$25,000 in funding for the Riverwalk Freedom Festival to be used for a Kids Corner, Advertising, Entertainment, Fireworks, and Safety and Security. Jo Schmeiser and Angela Dorey will be in attendance and give a brief powerpoint presentation on the Festival and the funding request. Monies were not appropriated in the FY20 budget.

Recommendation: Staff recommends Council consider contributing \$25,000 for the Riverwalk Freedom Festival with funds coming from General Fund Reserves.



Presented by: Jo Schmeiser - Executive Director, Chamber of Commerce for Greater Milford
Angela Dorey - Chairperson, Riverwalk "Freedom" Festival

1



The Riverwalk "Freedom" Festival is the largest, longest running outdoor festival in Milford.

The event hosts Milford's only fireworks display.

2



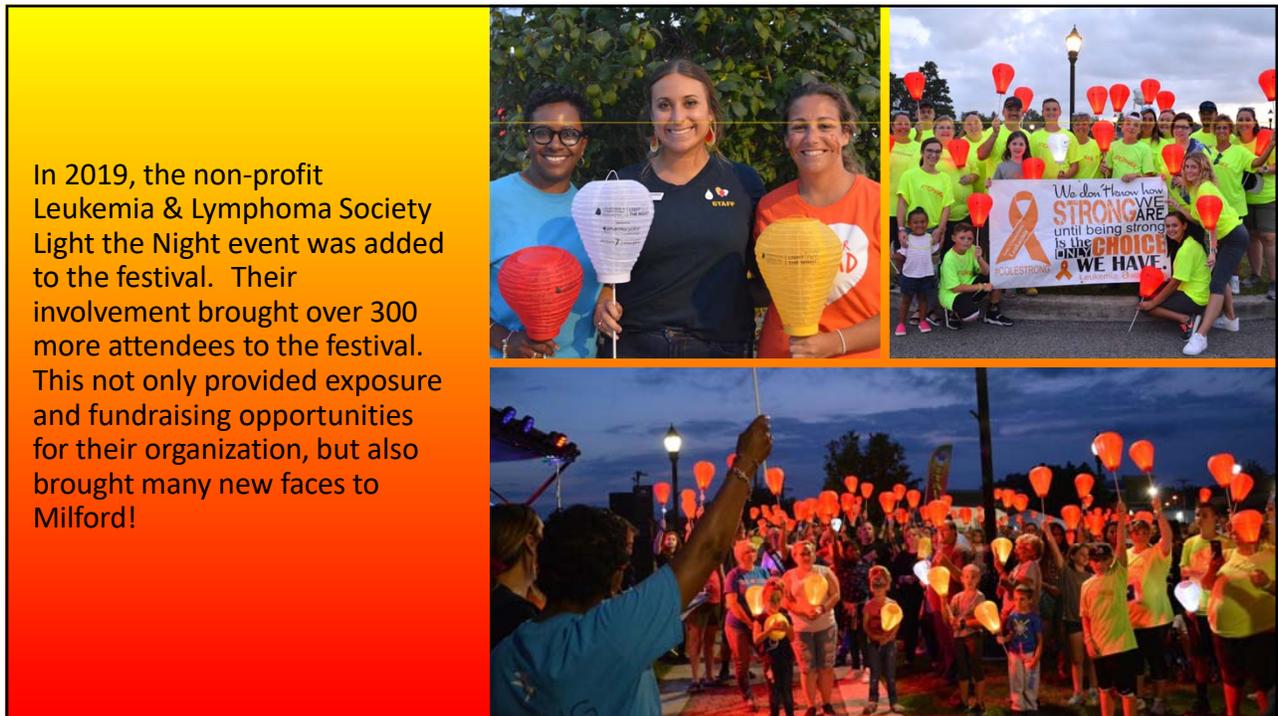
Last year attendance ranged from 8,000 to 10,000 people throughout the day.

The festival is diverse and welcomes all genders, all ages, all ethnicities, and cultures by offering a wide range of vendors, activities, entertainment, performances, and cuisine. Something for everyone, even the family pet!

Currently the Riverwalk "Freedom" Festival has a Facebook page with almost 2500 likes.

Last year Facebook boosts reached 52,865 people in Philadelphia, Salisbury, Washington DC, as well as other areas.

3



In 2019, the non-profit Leukemia & Lymphoma Society Light the Night event was added to the festival. Their involvement brought over 300 more attendees to the festival. This not only provided exposure and fundraising opportunities for their organization, but also brought many new faces to Milford!

4



5

- The festival is the Chamber of Commerce for Greater Milford's largest annual fundraiser. The Chamber is currently a 501c6 non-profit rather than a 501c3 non-profit. We are not eligible for grants like most other non-profits.
- The September 2020 festival is the 20th Anniversary! We would like to expand and grow the festival to be bigger and better than ever. Our goal is to draw more visitors to Milford, help boost the economy as well as encourage the local community to participate more and enjoy. In order to do so we would require additional funds.
- Funding would be used for additional and improved activities in the Kids Corner, additional and improved entertainment, increased advertising including Red, White and Brew Garden 20th Anniversary keepsakes and memorabilia, a longer fireworks display, and a high priority item is to increase festival security and safety.
- In 2019 the festival expenses exceeded \$19,000.
- To support the expansion of Milford's largest and oldest outdoor festival we are asking the City to contribute \$25,000 this year and in future years.

6



\$25,000.00 to be used for the following:

- Kids Corner: \$5,000 -Water Fun Gun, Super Speedway, Escape Room, Games, Prizes- was \$211 in 2019
- Advertising: \$5,000 -Broadcast, Print, and Social Media- was \$5,023 in 2019
- Entertainment: \$9,000 -More bands, better known artists, improved staging, and more sound equipment- was \$2,200 in 2019
- Fireworks: \$5,000 -Synchronized music and longer show- was \$10,000 in 2019
- Safety & Security: \$1,000 -Crossing Guards and Police- was \$1,079 in 2019



MARK A. WHITFIELD, INTERIM CITY MANAGER
201 South Walnut Street
Milford, DE 19963

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: Mayor and City Council
From: Mark Whitfield, Interim City Manager/Public Works Director
Subject: DNREC Mosquito Control Spray Policy
Date: February 19, 2020

The City has contracted with DNREC's Mosquito Control Section for more than 15 years to control larval and adult mosquito populations and treat mosquito habitats within City limits.

Recommendation: Staff recommends Council authorize the execution of the DNREC Mosquito Control Spray Policy for 2020.



STATE OF DELAWARE
**DEPARTMENT OF NATURAL RESOURCES AND
ENVIRONMENTAL CONTROL**

DIVISION OF FISH & WILDLIFE
RICHARDSON & ROBBINS BUILDING
89 KINGS HIGHWAY
DOVER, DELAWARE 19901

**MOSQUITO CONTROL
SECTION**

PHONE
(302) 739-9917

January 29, 2020

Mark Whitfield
City of Milford
201 South Walnut Street
Milford, DE 19963

Re: Do you want State Mosquito Control services in your municipality this year?

Dear City Manager,

It's now time for you to think about the start of another mosquito control season, involving our program now inquiring about whether your city or town might again want to receive (or might newly want to receive) the State's mosquito control services for the upcoming year (2020). By mid-March, 2020 the **Delaware Mosquito Control Section** will once again start its statewide spring woodland control program (to control larval mosquitoes breeding in wet woodlands). We'll then be performing from early April into early November our usual range of other statewide efforts to control these pests and public health menaces, which can originate from coastal tidal marshes, freshwater wetlands, and within developed or domestic settings. As such, **we now want to know if your city / town wants to participate in our control program for the upcoming year**, and to receive at no cost to your municipality the State's mosquito control services.

Potential problems if for some reason you choose not to sign up

In addition to our usual concern for mosquito nuisance problems and their quality-of-life and economic impacts (for local economies based on tourism, outdoor recreation, hosting outdoor events, animal husbandry), plus our traditional concern for possible transmission to humans or horses of highly virulent Eastern Equine Encephalitis (EEE), this upcoming season also carries the specter for the quite probable continued occurrence of a relatively new mosquito-borne disease problem given much publicity over the past 20 years or so, being West Nile Encephalitis (WNE), which also affects both humans and horses. While WNE might not be as sickening or deadly a problem as EEE, it will probably more frequently occur, and still be quite problematic for some people who contract this virus. We are now also on the lookout in Delaware for a recent mosquito-borne disease to hit the country affecting people, being chikungunya virus that first came to the Western Hemisphere in December, 2013 in the Caribbean, and for which Delaware the past six summers has had a few imported cases of this disease brought back by travelers to the Caribbean and Central or South America, but fortunately not yet any locally-transmitted chikungunya. The newest mosquito-borne disease that has now landed at our doorstep four years ago by way of South America and the Caribbean, having many characteristics similar to chikungunya including being a recent import from the Old World, but now with an additional concern for pregnant women in possibly leading to microcephaly and other development issues among newborns, is Zika virus. Fortunately to date, we've had no

locally-transmitted cases of Zika, and we're working hard to see this doesn't occur, whereby your hopeful cooperation and participation in our mosquito control program then also helps.

It's important to understand that if at this time your municipality chooses not to participate in the Section's program, then in event of your sudden change of mind, perhaps due to intolerable nuisance or disease problems sometime during the upcoming year, the Section might *not* be able to take control actions until all the agreements and procedures contained herein are fulfilled by your municipality. This can then slow down, or even preclude, the Section's ability to take or deliver timely response actions.

What you need to do to participate

In order to best serve the public, the Delaware Department of Natural Resources and Environmental Control (DNREC) has developed and adopted the enclosed **Mosquito Control Spray Policy** to govern applications of insecticides, with particular emphasis on the spraying of aerially- or ground-applied adulticides (insecticides to kill adult mosquitoes), and to a lesser degree for aerially- or ground-applied larvicides (insecticides to kill immature mosquitoes in their aquatic stages), within incorporated cities or towns. Aerial spraying of adulticides or larvicides might be done by fixed-wing aircraft or by helicopter. Ground application of adulticides will be done by truck-mounted sprayers (a.k.a. "foggers"). Ground application of larvicides might be done by truck-mounted sprayers, backpack sprayers, or hand tosses. We are not requesting your endorsement for our ability to undertake ground applications of larvicides, but we are for all types of aerial spraying for adulticiding or larviciding, as well as for ground applications of adulticides.

The Spray Policy requires annual consent by municipalities before the Section will undertake certain types of needed insecticide spraying within a city or town's jurisdictional boundaries; provides for contact persons to represent both the municipality and the State; allows through a municipality's own devices for identification of human health-related "No-spray zones" for adulticides (if any); and addresses mosquito control in event of a declared public health emergency. This annual consent can be indicated by completing and returning to the Section the enclosed "**Municipality Endorsement**" form. There is also the option on the endorsement form to indicate that your city or town does not wish to participate. We would greatly appreciate your returning the endorsement form in either case. Without receiving the endorsement signed in some manner by the time requested, the Section will assume that your city or town does **not** wish to participate in the upcoming year's control program.

Please note that just by your signing and returning the Municipality Endorsement form it does **not** mean that you then automatically receive **all** of our mosquito control services whenever needed without any further actions on your part. Converse to this and as a specific exception (exclusive of a public health emergency that Mosquito Control might recognize), and as described in our Spray Policy (see Section III-4), **each and every time** that you want Mosquito Control to undertake any adulticide spraying (to control adult mosquitoes), done by us either via ground-based or aerial applications within or over areas in your municipality's jurisdiction, **your municipality's designated Mosquito Control contact person** (as you will have indicated on the Municipality Endorsement form, or alternatively it could be some other appropriate city or town official) **must contact the Mosquito Control Section to request such adulticiding**. Please note that there can be occasions when we might recommend to your city or town that such type of spraying be undertaken (based on technical information that our program collects), and whereby we advise you that your municipality should then officially request that we take such spray actions. However, in many instances it will be more a matter of your first contacting us on an **event-by-event** basis that you want Mosquito Control to apply adulticides (which could be determined by your municipality as being necessary or desirable for us to undertake via several avenues, such as your hearing from your citizens or constituents about intolerable local mosquito infestations, or by other means or devices that your city or town might have at your disposal).

The Mosquito Control Section also requires all participating municipalities **to prepare and sign a waiver on official city / town letterhead** permitting spray applications by low-flying aircraft, in order to comply with Federal Aviation Administration (FAA) regulations, and return such to us when done. Additionally, we have

included a map of your city / town's area **for your municipality to delineate its current incorporated boundaries**; and for you **to also indicate and delineate requests for human health-related adulticide No-spray Zones (if any)** in regard to adulticide aerial spraying, adulticide ground spraying, or both. In regard to requesting any human-health-related adulticide No-Spray Zones, you will then also have to follow-up with additional information when making such requests in accordance with our Mosquito Control Spray Policy.

Information about the products we use

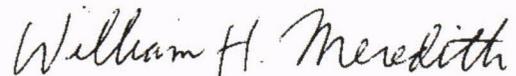
We have provided a CD in this packet containing insecticide product labels and Safety Data Sheets (SDS) for the insecticides mentioned in our enclosed Spray Policy, which constitute the range of products that we might use this upcoming season. These written materials, although technical in nature, can provide a wealth of information to any concerned individuals regarding an insecticide's safety for human health, wildlife, or the environment. And of course we only use EPA-registered products for the purpose at-hand, safely done in full accordance with federally-approved label instructions. Please note that we will send our Spray Announcements to you throughout the control season via e-mail, and that you can also receive notice of this via our new Spray Zone Notification System (SZNS), with more details about the latter in our Mosquito Control Spray Policy. We have also included a copy of our public information handout "Mosquito Control in Delaware," which you can reproduce and use however you see fit.

If your city or town wishes to participate in the Section's mosquito control program next season, please sign and return **by no later than COB on Friday, March 6, 2020**:

1. the enclosed Municipality Endorsement;
2. an FAA waiver letter giving us permission to aerially spray over your city / town, written on your municipal letterhead;
3. the enclosed map, where you have drawn your municipality's current boundaries along with any changes since last year, or have indicated any requested No-spray Zones.

Your response no matter where you might be located in Delaware should now be mailed to: **Delaware Mosquito Control Section, 1161 Airport Road, Milford, DE 19963 (attn: Anne Newlin)**. If you have any questions, please call me at 302-739-9917. Thank you for your cooperation.

Sincerely,



William H. Meredith, Ph.D.
Environmental Program Administrator
Delaware Mosquito Control Section

- Encl: Mosquito Control Spray Policy (for your information)
CD of product labels and Safety Data Sheets (SDS)
Municipality Endorsement form (to be signed and returned)
"Mosquito Control in Delaware" (an informational handout)
USGS topo map (to indicate municipal boundaries and return)

MUNICIPALITY ENDORSEMENT

MOSQUITO CONTROL SPRAY POLICY

A. I hereby certify that the **City of Milford** has received from the Delaware Mosquito Control Section (DNREC) for the year **2020** a copy of the Mosquito Control Spray Policy, along with a CD electronically containing product labels and Safety Data Sheets (SDS) for the insecticides mentioned in the Spray Policy.

B. On behalf of the City / Town in regard to participating in and permitting the Section's mosquito control spray activities to occur this year (from March through mid-November) within our jurisdictional boundaries: (please check one):

_____ I agree to allow the Mosquito Control Section to undertake its spraying activities within the City / Town, to be done in adherence to and per provisions of the Mosquito Control Spray Policy.

OR

_____ I do not request the Section's mosquito control spray services this year within City / Town boundaries.

C. In event of agreeing to participate and permit mosquito control activities within the City / Town, I have enclosed:

- 1) a USGS topographic map showing the current municipal boundaries along with any changes since last year, as well as identifying and delineating on the map any requested human health-related No-spray Zones (if any), but which will then require further follow-up on my part in accordance with your Mosquito Control Spray Policy;
- 2) a signed waiver prepared on official City / Town letterhead permitting spray applications by low-flying aircraft.

D. In event of agreeing to participate and permit mosquito control spraying within the City / Town, the municipal contact person is _____ at phone number _____ and e-mail address _____.

As a second municipal contact, his/her alternate is _____ at phone number _____ and e-mail address _____.

E. Please note that the Mosquito Control Section will send Spray Announcements to the provided e-mail addresses, as warranted, throughout the control season. For further details on the Spray Zone Notification System (SZNS), please see the Mosquito Control Spray Policy.

(Signature of municipal official)

(Title of municipal official)

(Date)

*Please return endorsement, updated map & FAA waiver before **Friday, March 6, 2020:**
Delaware Mosquito Control Section, c/o Anne Newlin, 1161 Airport Road, Milford, DE 19963*



MARK A. WHITFIELD, INTERIM CITY MANAGER
201 South Walnut Street
Milford, DE 19963

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: Mayor and City Council
From: Mark Whitfield, Interim City Manager/Public Works Director
Jeffery Portmann, Finance Director
Subject: Bond Issuance for Police Station
Date: February 19, 2020 (REVISED from 2/14/2020)

Referendum

A General City Election will be held on Saturday April 25, 2020. If Council chooses to place a Bond Referendum on the ballot, the City Clerk needs two months for advertising and completing all the necessary preparation work for the Referendum. Therefore, a decision on the bond amounts need to be at this Council Meeting.

Police Station Project Cost

The total estimated cost for the police station project is \$18,429,045. The City has a commitment of funding through the state bond bill of \$300,000, however use of the bond bill money requires Delaware Prevailing Wages to be used on the entire project. This provision could add 30 – 35% more to the cost of the project, therefore staff recommends Council NOT factor the bond bill funding in the equation. Staff recommends \$18,429,045 be used as the required amount needed by the City to fund the project.

Bond Issuance

Council must decide on the amount of the bond issue. There are two scenarios: 1) an issue of \$15.429 million or 2) an issue of \$18.429 million. Given the historic low interest rate, Council may want to take advantage of borrowing the full amount for the Police Station. The \$15.429 million would necessitate using \$3 million of fund balance operating cash from Electric. The fund balance has accumulated over the past two years in the Electric Fund.

In order to obtain the lowest interest rates, the bonds will need to be sold over two years as bank qualified bonds, therefore each issue needs to be below \$10 million. It is proposed there would be an issue in June 2020 and a second issue in January 2021.

Effect on Budget and Tax Increase

The two scenarios would be a borrowing for 30 years with an average interest rate of 2.41%. A \$0.01 tax increase results in \$89,000 in revenue. Each \$0.01 tax increase equals \$20/year to a home owner with an assessed property value of \$200,000.

Scenario 1 – Borrow \$15,429,045

The \$15,429,045 would require \$782,000 per year in debt payments resulting in a \$0.09 tax increase, or a \$15 per month increase on an average property owner (or \$180 year).

Scenario 2 – Borrow \$18,429,045

\$18,429,045 would require \$932,000 per year in debt payments, resulting in a \$0.105 real estate tax increase, or a \$17.50 per month increase to an average property owner (or \$210 per year).

Discussion

Additional monies through Community Transportation Funds for the project have been verbally committed for the sidewalks and parking lot area for the project, however, because there are no firm commitments or cost estimates, those funds cannot be included in the funding options at this time. The bond bill money may also be factored into the project at a later date, provided the provision for Delaware Prevailing Wage is waived. Should these funds become available, it may result in borrowing less money for the second bond issuance (January 2021).

Using funds (\$3 million) from the Electric Fund carries some challenge risks, since the five major rate payers are large businesses who comprise of over 60% of the electric usage. Additionally, there are numerous electric customers who live outside the City, who will not receive a benefit with the new police station. For these reasons, Council may want to consider a decrease in electric rates rather than using the profits from electric for the new police station.

Lastly, given the historic low interest rate, staff believes it is more prudent to borrow the entire amount needed.

Recommendation: Staff recommends Council adopt a resolution for a bond referendum in the amount of \$18,429,045 to fund the new police station.

City of Milford



RESOLUTION 2020-13A

AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$15,500,000 AND SCHEDULING OF PUBLIC HEARING ON MARCH 23, 2020

WHEREAS, the City Council of the City of Milford, Delaware (“Council”) has been advised that up to \$15,500,000 is required to finance the design, construction and equipping of a police station and to complete other necessary infrastructure improvements in connection therewith as well as other miscellaneous capital projects (the “Capital Project”).

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL AS FOLLOWS:

1. The Council hereby proposes unto the electors of the City that an amount of money not exceeding \$15,500,000 (exclusive of original issue discount) be borrowed to pay for the costs of the Capital Project and to pay the costs associated with the financing. The borrowing is expected to be accomplished through the issuance of the City’s General Obligation Bonds, Series of 2020 (the “2020 Bonds”).
2. The average rate of interest on the 2020 Bonds shall not exceed 3.5%.
3. The 2020 Bonds shall be secured by the full faith and credit of the City.
4. The 2020 Bonds shall be paid or funded from electric and tax revenues of the City.
5. The City will utilize the 2020 Bond proceeds to fund the Capital Project and will be authorized to use a portion of the proceeds of the 2020 Bonds to pay costs associated with the issuance of the 2020 Bonds.
6. A Public Hearing upon this Resolution shall be held in the Joseph “Ronnie” Rogers Council Chambers at 201 S Walnut Street, Milford, Delaware on Monday, March 23, 2020, commencing at 7:00 p.m., at which time the City Council shall vote upon the final authorization for the 2020 Bonds.

Adopted: February 24, 2020

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson

City of Milford



RESOLUTION 2020-13B

AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$15,500,000 AND SCHEDULING OF PUBLIC HEARING ON MARCH 23, 2020

WHEREAS, the City Council of the City of Milford, Delaware (“City”) has been advised that up to \$18,500,000 is required to finance the design, construction and equipping of a police station and to complete other necessary infrastructure improvements in connection therewith, as well as other miscellaneous capital projects (the “Capital Project”).

WHEREAS, the Capital Project is expected to be financed through the issuance of the City of Milford General Obligation Bonds, in one or more series, including the Series 2020 Bonds (the “Bonds”).

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

1. The City Council hereby proposes unto the electors of the City that an amount of money not exceeding \$18,500,000 be borrowed to finance the Capital Project.
2. The average rate of the interest of the Bonds shall not exceed 3.5%.
3. The Bonds shall be secured by the full faith and credit of the City.
4. The Bonds shall be paid or funded from the tax revenues of the City.
5. The City will be authorized to use the Bond proceeds to fund the Capital Project and will be authorized to use a portion of the proceeds of the Bonds to pay costs associated with the issuance of the Bonds.
6. The City Council hereby establishes that a Public Hearing upon the Resolution and the proposed borrowing described herein shall be held on **Monday, March 23, 2020** at **7:00 p.m.**, in the Joseph “Ronnie” Rogers Council Chambers at the Milford City Hall located at 201 South Walnut Street, Milford, Delaware 19963, and hereby directs that notice of such hearing be published and posted as required by Article VIII of the Charter of the City of Milford.

Resolution 2020-13B was thereupon declared duly adopted by the majority vote of City Council on February 24, 2020.

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: Mark Whitfield, City Manager (Interim)
From: Christie Murphy, Solid Waste and Facilities Supervisor
Subject: City Hall IT Area Restoration and Exterior Step Repair
Date: February 20, 2020

Staff requests City Council consider a recommendation that the IT Area and basement restrooms be restored back to its original state prior to the basement waterproofing project. Staff also requests the repair of the exterior steps at the front entry area and side entry area of the City Hall building. With the basement waterproofing just about complete, with the exception of the installation of the custom-made Chimney Caps, which should take place the week of February 23rd.

The IT staff has been displaced from their offices since the basement project began in November 2019. They have made a temporary work around until the area was ready to be fully restored.

While the mason contractors were on site during the project it was noticed that several steps were not stable. After further evaluation of the steps, it was found that the caulking and mortar around each precast stone tread has begun deteriorating.

In order to ensure the best safety practices, we are recommending that the existing steps be removed, cleaned and reset with new caulk. The existing bricks at the step risers will be cut out and pointed up within the step area with new matching mortar. For review, I have attached the scope of work and pictures of each of the areas to be repaired and restored.

Each element of the project would be completed by a specialty contractor. Because each contract will not exceed \$50,000, staff can obtain competitive quotes for each specialty contract.

Cost to complete Interior restoration of the IT Area/Restrooms:	\$45,300
Cost to repair Exterior steps at front and side entry ways:	<u>\$30,500</u>
Total:	\$75,800

We are recommending that IT Area and restrooms be restored back to its original state with further waterproofing features such as mold resistant drywall and epoxy flooring. Also, necessary repairs to the deteriorating steps.

RECOMMENDATION: Staff recommends City Council authorize staff to proceed with the IT Area/Restroom restoration and exterior step repairs with funding not to exceed \$75,800, with funds coming from General Reserve Funds.



EDIS COMPANY

TEL. (800) 995-EDIS • ediscompany.com

February 19, 2020

Ms. Christie L. Murphy
Supervisor Solid Waste & Facilities
City of Milford
180 Vickers Drive
Milford, DE 19963

Re: Milford City Hall IT Area Fit-Out

Dear Ms. Murphy,

Thank you for the opportunity to provide the City of Milford for a budget for the fit-out of the Lower Level IT Area in the Milford City Hall.

Please refer to the scope package which outlines the scope of work and associated pictures further detailing the scope of work.

EDiS is pleased to submit a budget price of: **Forty Five Thousand Three Hundred dollars (\$45,300.00)**

The budget pricing includes all required trade costs as well as a professional services fee from the EDiS Company to manage the various construction trades.

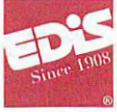
Please feel free to contact us with any questions/comments.

EDiS looks forward to working with you and the City of Milford.

Thank you

Leon Thompson, Jr
EDiS Company





Milford City Hall
City of Milford
Lower Level IT Area Fit-out

Scope of Work:

Extent:

Replace metal studs and track which were removed as required for the installation of DryZone's water management system. Install new XP drywall (mold resistant) throughout IT Area as required. (refer to Partial Plan indicating areas). Access panels will be installed at all locations where the DryZone water management system has installed cleanouts. Provide and install new epoxy flooring. Prep and paint all partitions within the IT Area. Rework /repair existing acoustical ceiling system as required. Provide/install a thermostat within the IT Area so this space is conditioned separately from the main open area. Replace metal studs and drywall in each existing Toilet Room. Provide new ceramic tile finish to match as close as possible. Provide new paint finish on existing drywall partitions in each existing Toilet Room. Re-set toilet in Women's Room. Re-set existing electrical and voice/data boxes which were temporarily relocated during the demolition.

General:

Contractors to provide daily clean-up.
Contractor to provide safety protection at areas of construction.
All areas of construction to be non-occupied by Owner.
Prevailing wage rates are excluded.





Prep existing floor. Provide/install new epoxy flooring with integral base. (typical through out IT Area)

Provide/install new XP (mold resistant) drywall. Prep to receive new paint finish.

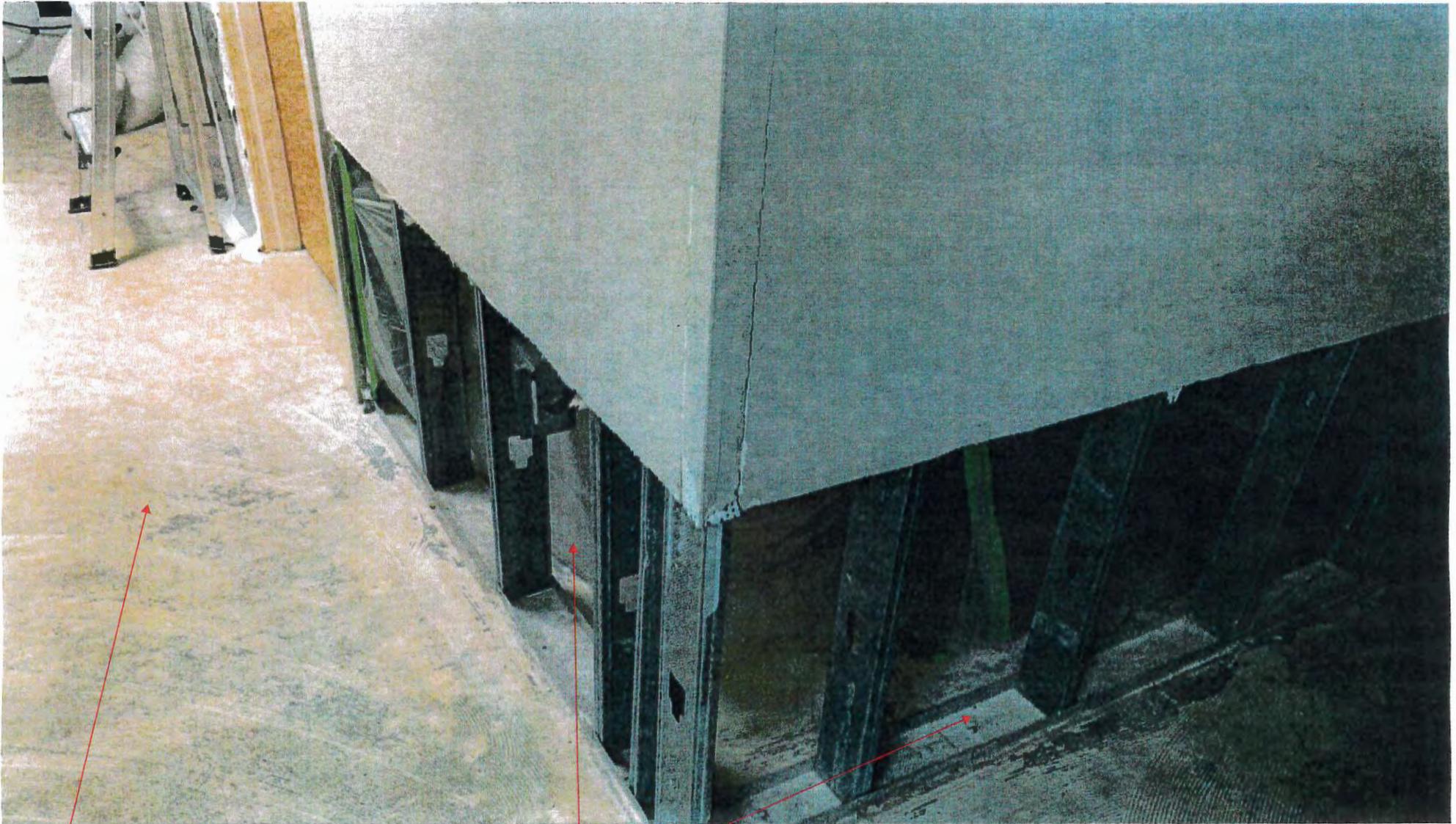
Milford City Hall
City of Milford
Lower Level IT Area

Interior Wall Detail



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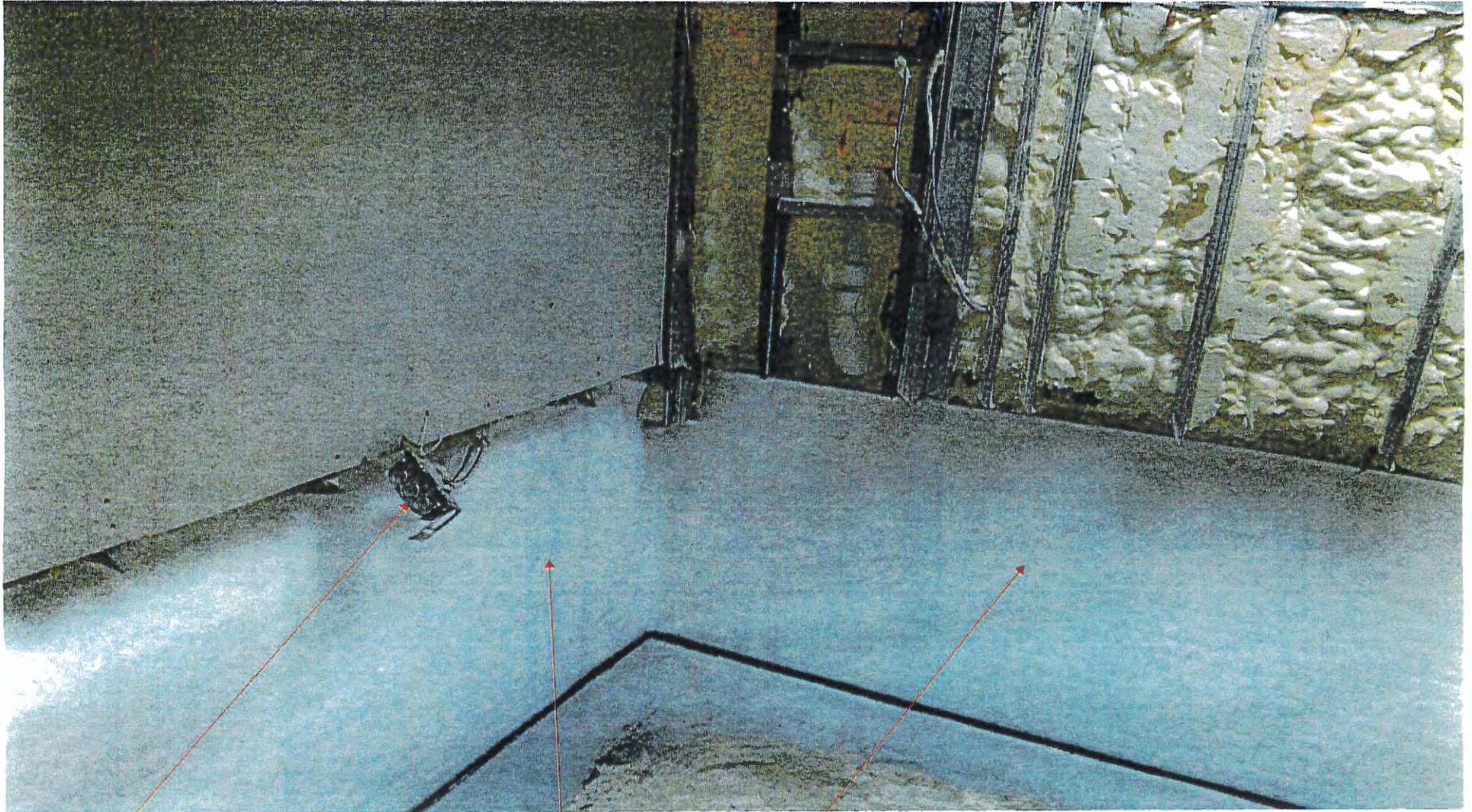
Provide/install new XP (mold resistant) drywall. Prep to receive new paint finish

Prep existing floor area. Provide/install new epoxy floor with integral base (typical throughout area)

Milford City Hall
City of Milford
Lower Level IT Area

Interior Partition Detail





Provide/install new XP (mold resistant) drywall. Prep to receive new paint finish.

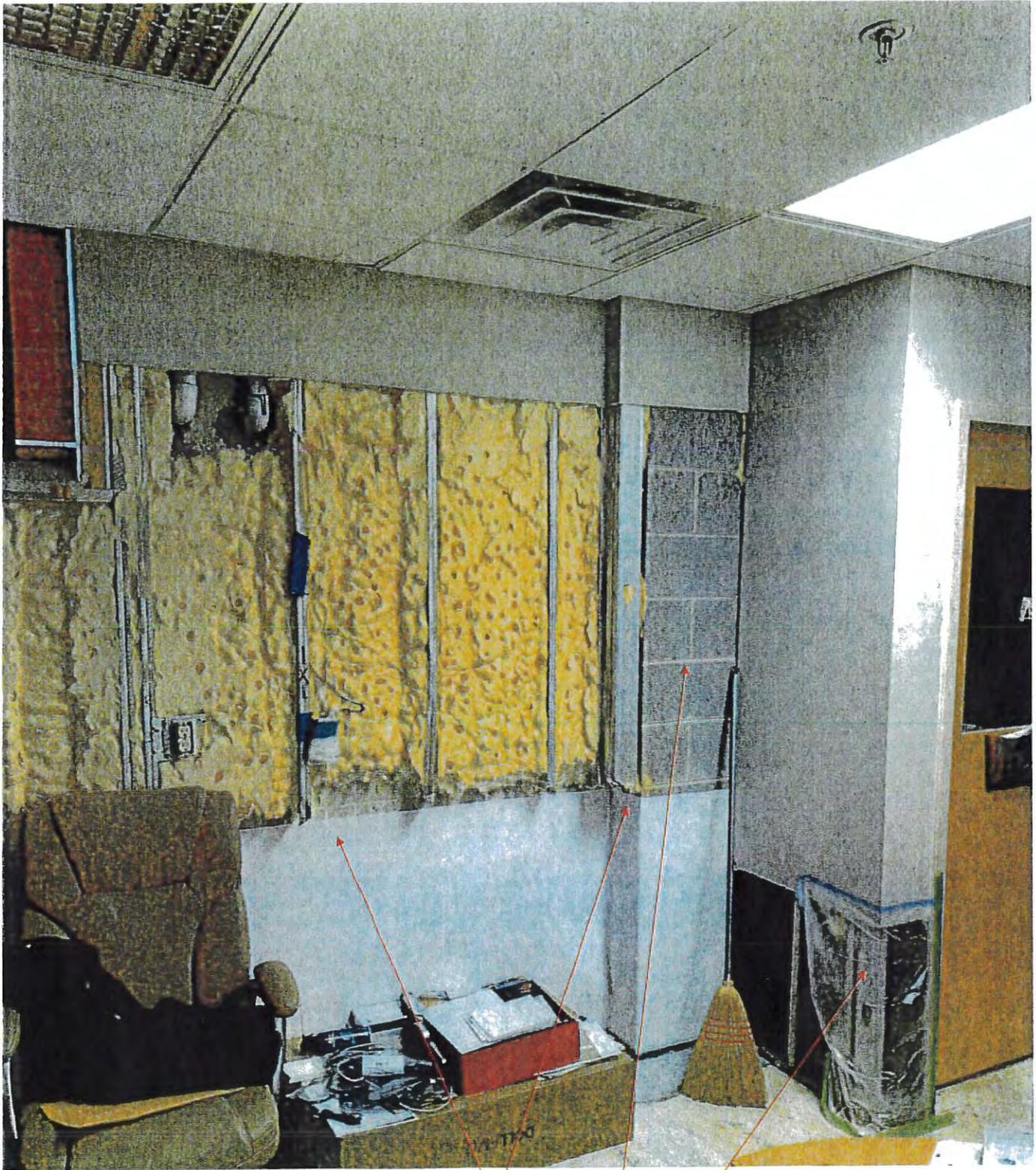
Re-set existing electrical box

Provide new floor track and metal studs as required. Provide/install fg insulation

Milford City Hall
City of Milford
Lower Level IT Area

Interior/Exterior Wall Detail





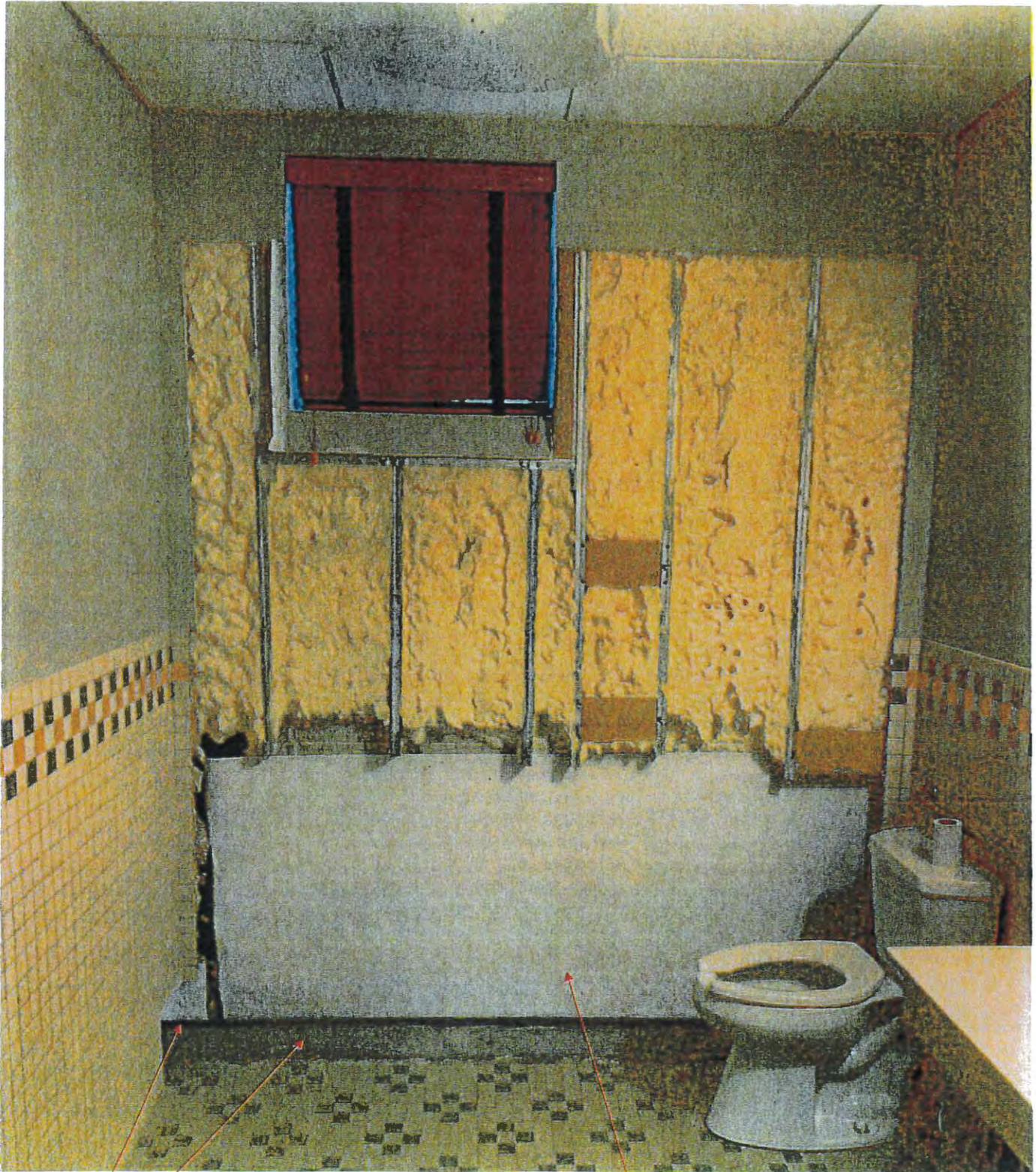
Provide/install new floor track and metal studs as required. Provide/install new fg batt insulation @ exterior wall only.

Provide/install XP (mold resistant) drywall. Prep to receive new paint finish

Milford City Hall
City of Milford
Lower Level IT Area

Exterior Wall Detail





Provide/install new floor track and metal studs as required. Provide/install new fg batt insulation at exterior wall only.

Provide/install new ceramic tile @ wall and floor. Exterior wall not to receive ceramic tile.

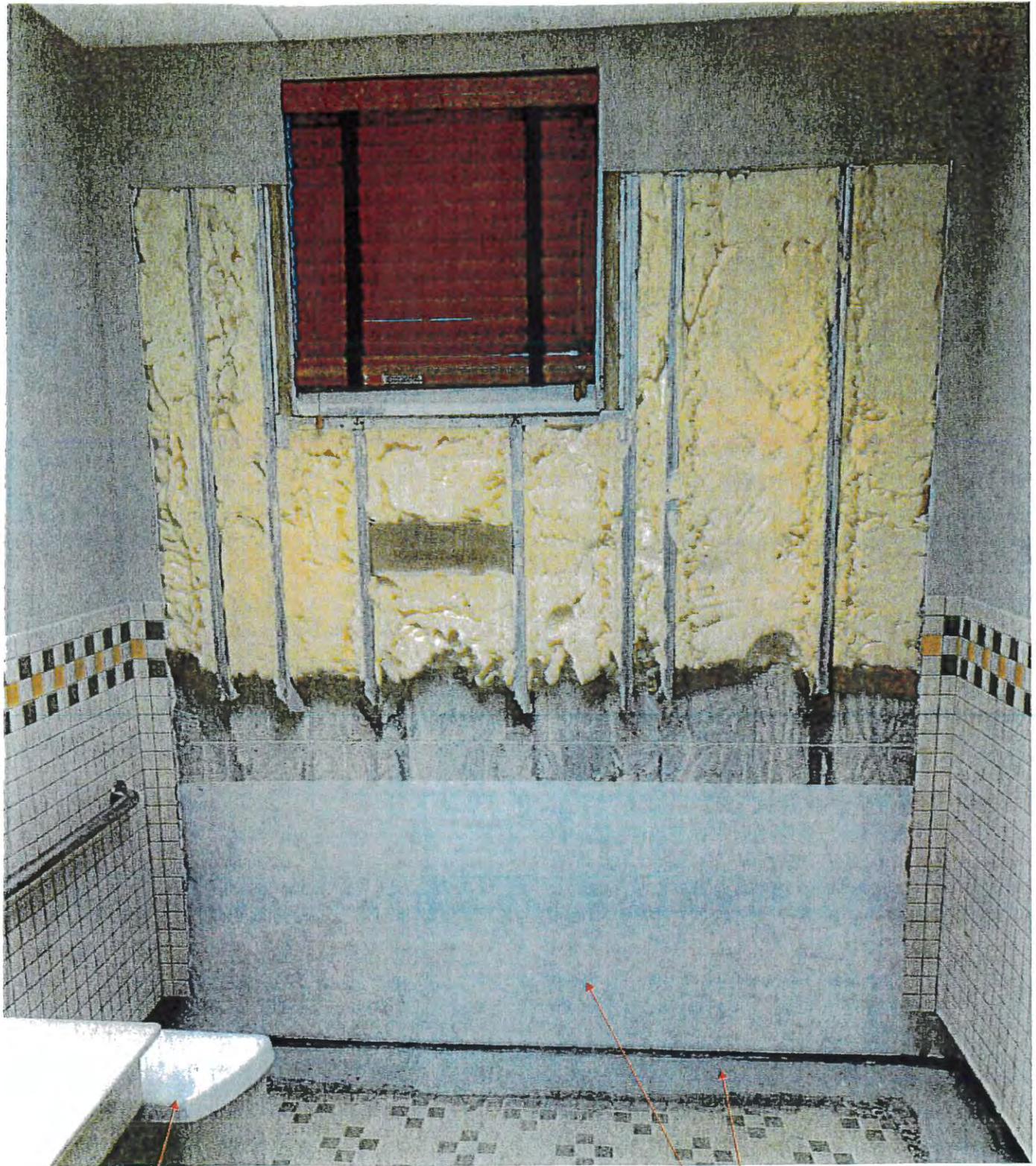
Milford City Hall
City of Milford
Lower Level IT Area

Men's Room



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Provide/install new floor track and metal studs as required. Provide/install new fg batt insulation at exterior wall only. Provide/install new XP (mold resistant) drywall. Prep to receive new paint finish.

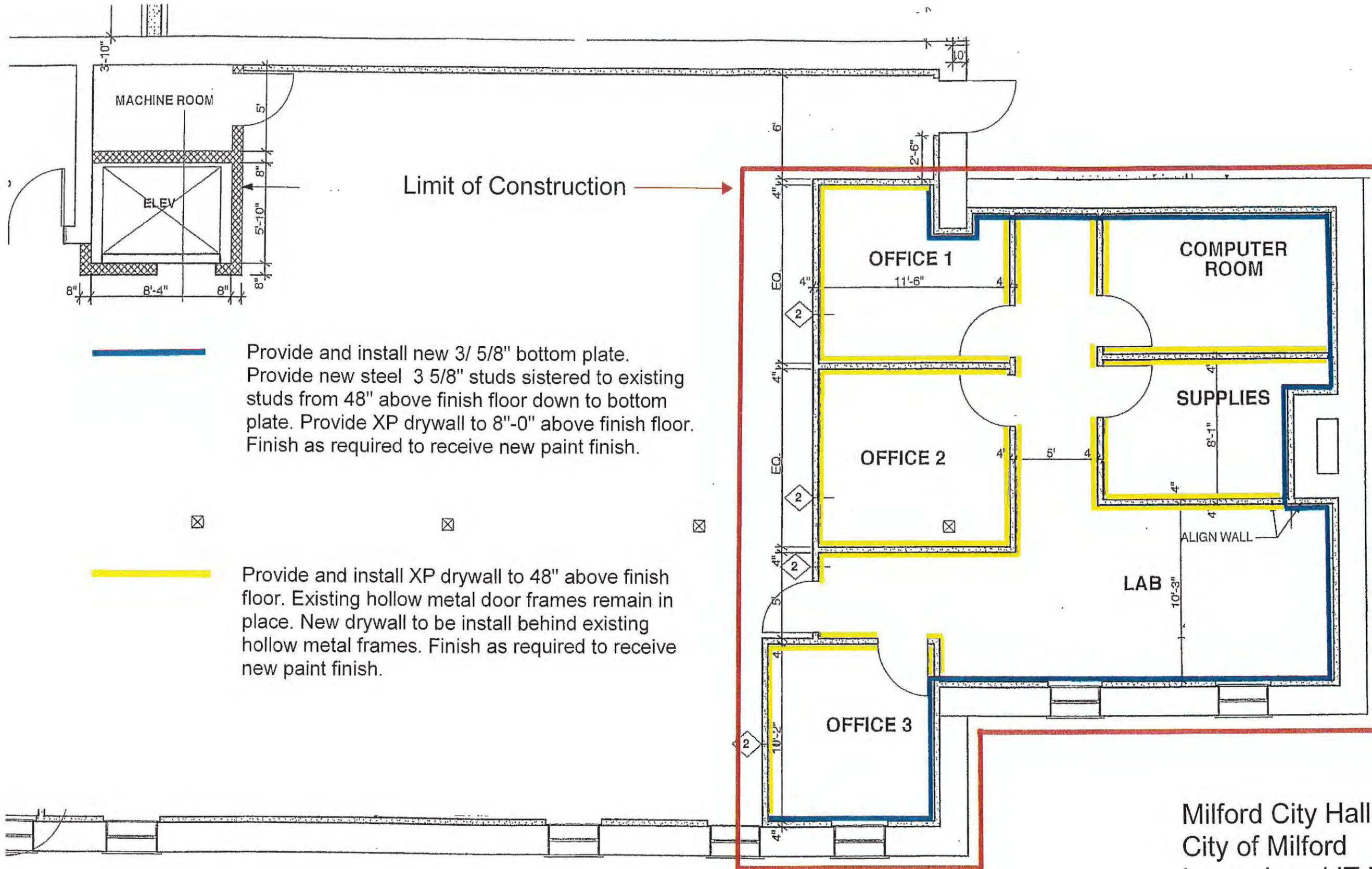
Re-set existing toilet

Provide/install new ceramic tile at floor and wall areas as required

Milford City Hall
City of Milford
Lower Level IT Area

Women's Room





Limit of Construction →

 Provide and install new 3/ 5/8" bottom plate. Provide new steel 3 5/8" studs sistered to existing studs from 48" above finish floor down to bottom plate. Provide XP drywall to 8"-0" above finish floor. Finish as required to receive new paint finish.

 Provide and install XP drywall to 48" above finish floor. Existing hollow metal door frames remain in place. New drywall to be install behind existing hollow metal frames. Finish as required to receive new paint finish.

Milford City Hall
 City of Milford
 Lower Level IT Room

Partial Fit-Out Plan

Scale: 3/16" = 1'-0"



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February 19, 2020

Ms. Christie L. Murphy
Supervisor Solid Waste & Facilities
City of Milford
180 Vickers Drive
Milford, DE 19963

Re: Milford City Hall Exterior Masonry Step Repairs

Dear Ms. Murphy,

Thank you for the opportunity to provide the City of Milford a budget for the existing exterior masonry stair repairs at the Milford City Hall. The scope consists of repairs to both the side entry area and the front entry area.

Please refer to the scope package which outlines the scope of work and associated pictures further detailing the scope of work.

EDiS is pleased to submit a budget price of: **Thirty Thousand Five Hundred dollars (\$30,500.00)**

The budget pricing includes all required trade costs as well as a professional services fee from the EDiS Company to manage the various construction trades.

Please feel free to contact us with any questions/comments.

EDiS looks forward to working with you and the City of Milford.

Thank you

Leon Thompson, Jr
EDiS Company





Milford City Hall
City of Milford
Exterior Masonry Steps Repairs

Scope of Work:

Extent:

Repairs to (2) existing exterior masonry steps located on the front (Pearl Alley Side) and left side of the existing structure. Scope of work is limited to the existing step areas only. The existing landing areas are excluded from this scope of work except for the resetting of the precast stone around the perimeter of the landing area. Entire masonry surfaces will be acid wash and cleaned bot the landing area and the step areas.

Masonry:

Remove, clean, and reset the existing pre-cast stone treads.

Cut out and point up brick joints within the step area, including the brick joints at the step risers. New mortar will match the existing mortar color and texture. Washdown and clean-up upon repair completion.

Caulking:

Remove and re-caulk perimeter of existing cast stone treads to brick. Remove and re-caulk joints between existing precast stone treads.

Remove and re-caulk the vertical joint where the step areas abut the landing area.

General:

Contractors to provide daily clean-up.

Contractor to provide safety protection at step areas during the time frame of repairs.

The existing front step repairs will be completed one side at a time to allow for pedestrian access to the building.

The side steps will be closed during the time frame of repairs. No access into the building will be permitted.

Prevailing wage rates are excluded.



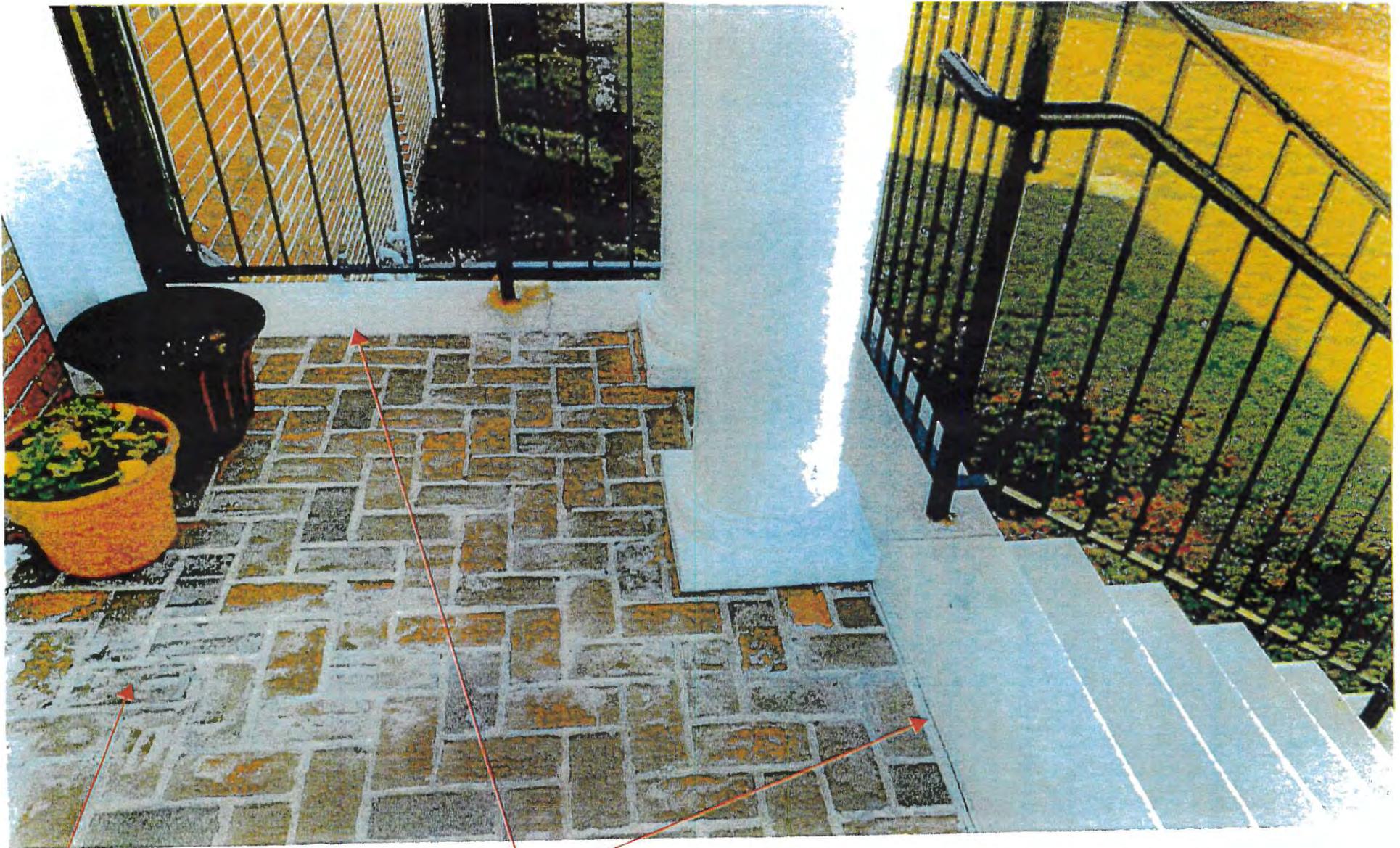
Re-set existing precast stone treads.
Re-caulk perimeter of each precast stone tread

Cut out & repoint brick joints at step risers.
Acid wash masonry surfaces.

Milford City Hall
City of Milford
Existing Masonry Steps Repairs

Front Steps
Front Elevation





Remove existing caulk/mortar. Install new sealant at existing cast stone perimeter.

Acid wash existing masonry surface. Typical at each side

Milford City Hall
City of Milford
Exterior Masonry Steps Repairs

Front Steps
Right Side Landing Area



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Remove existing caulk/mortar.
Install new sealant at existing cast stone perimeter
Acid wash masonry surface. Typical at sides of
landing area

Milford City Hall
City of Milford
Exterior Masonry Steps Repairs
Front Steps
Landing Area



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Re-set existing precast stone treads. Re-caulk perimeter of each precast stone tread.

Cut out & repoint brick joints at step risers. Acid wash masonry surfaces.

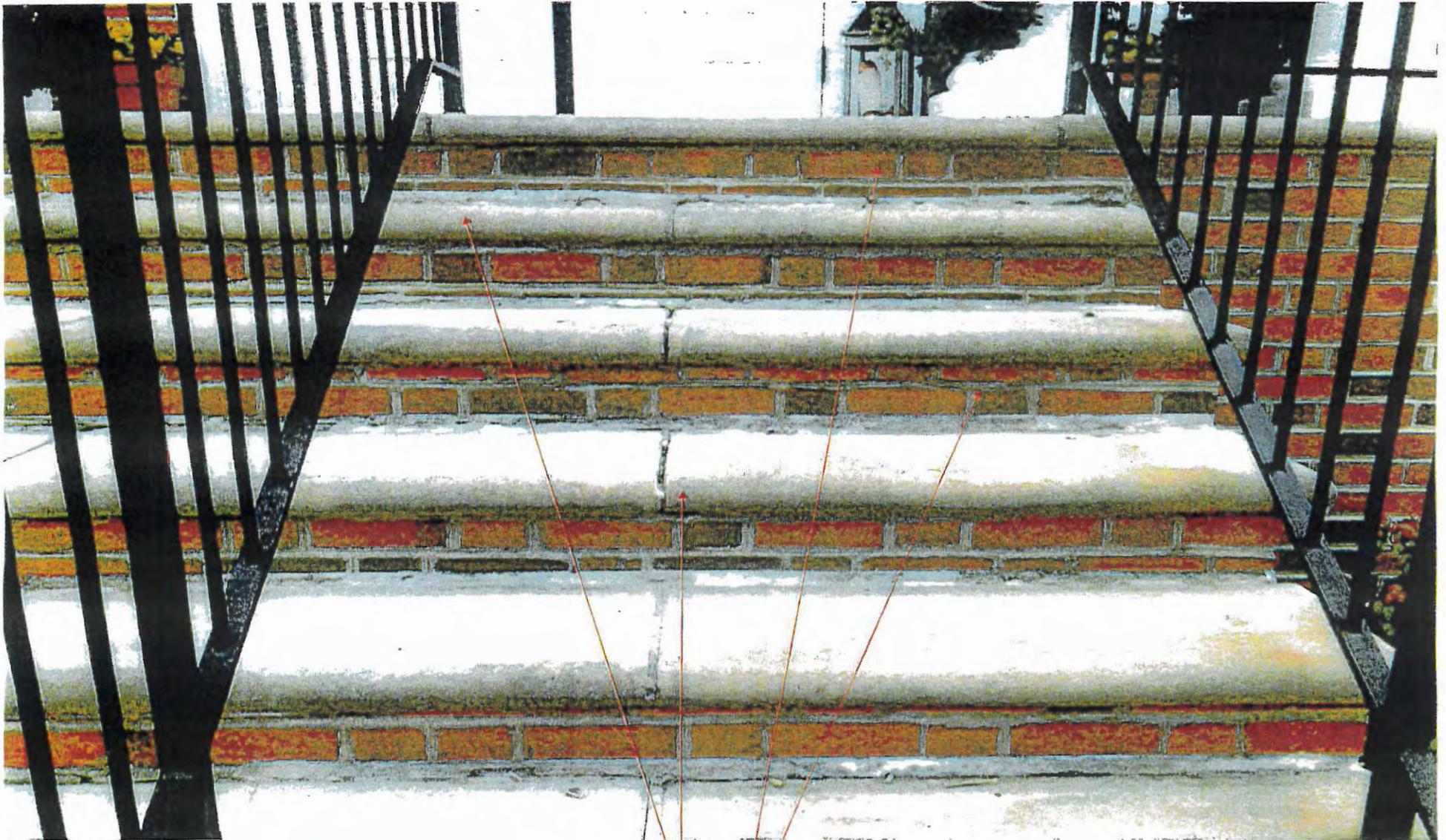
Milford City Hall
City of Milford
Exterior Masonry Steps Repairs

Front Steps
Front Elevation Left Side



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Re-set existing precast stone treads.
Re-caulk perimeter of each precast stone tread.

Cut out & repoint brick joints at step risers.
Acid wash masonry surfaces.

Milford City Hall
City of Milford
Exterior Masonry Steps Repairs

Front Steps
Front Elevation Right Side



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Re-set existing precast stone treads. re-caulk perimeter of each precast stone tread.

Touch-up repointing as required at sides of steps and landing areas. Acid wash masonry surfaces.

Milford City Hall
City of Milford
Exterior Masonry Steps Repairs

Front Steps
Right Side Elevation



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Re-set existing precast stone treads. Re-caulk perimeter of each precast stone tread.

Touch-up repointing as required at sides of step and landing areas. Acid wash masonry surfaces.

Milford City Hall
City of Milford
Exterior Masonry Steps Repairs

Front Steps
Left Side Elevation





Re-set existing precast stone treads. Recaulk perimeter of each precast stone tread.
Cut out & repoint brick joints at step risers.
Acid wash masonry surfaces

Milford City Hall
City of Milford
Exterior Masonry Steps Repairs
Side Steps
Front Elevation



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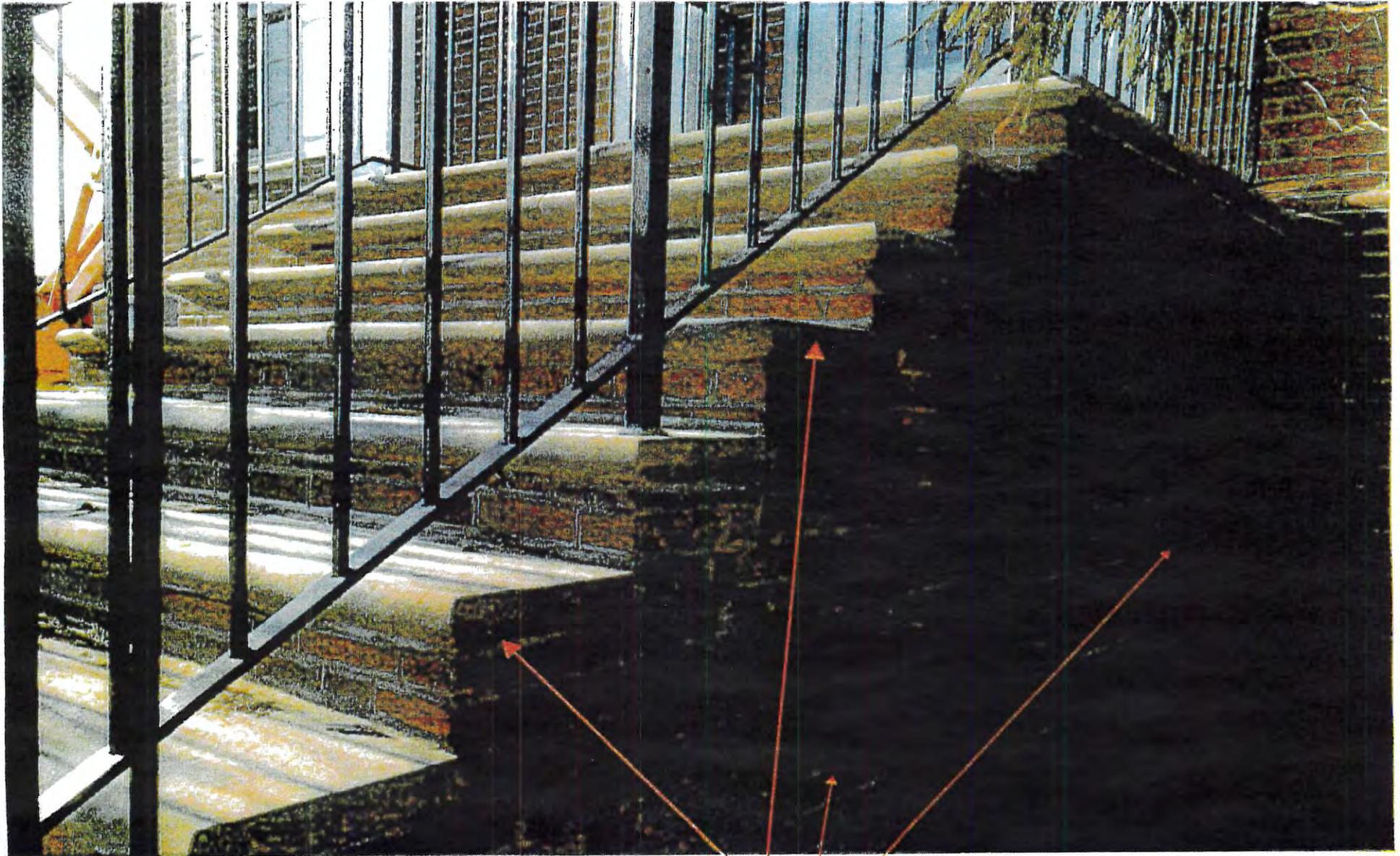
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Remove existing caulk/mortar.
Install new sealant at existing cast stone perimeter
Acid wash masonry surfaces.
Typical at sides of landing area

Milford City Hall
City of Milford
Exterior Masonry Steps Repairs

Side Steps
Landing Area



Re-set existing pre cast stone treads.
Re-caulk perimeter of each existing precast stone tread (typical)
Touch-up re-pointing as required at sides of step areas and
landing area. Acid wash masonry surfaces

Milford City Hall
City of Milford
Exterior Masonry Steps Repairs
Side Steps
Right Side Elevation



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Re-set existing precast stone treads. Re-caulk perimeter of each precast stone tread (typical). Touch-up repointing as required at sides of step areas and landing area. Acid wash masonry surfaces

Milford City Hall
City of Milford
Exterior Masonry Steps Repairs

Side Steps
Left Side Elevation



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PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: Mayor and City Council
From: Rhiannon Slater, Public Works Operations Supervisor
Subject: Public Works Billable Rates
Date: February 19, 2020

Staff requests City Council consider a recommendation to adopt hourly rates for labor and equipment. These rates are to be utilized any time City employees and/or equipment is to be used to complete jobs for customers. Some examples include infrastructure installation in developments, service line repairs, and repairs of city owned assets relating to auto accidents. It has been found that in the past, not all work completed by City crews was billed consistently, there has constantly been a question of the addition of 10% to cover administrative and finance staff time. The adoption of one comprehensive labor rate will alleviate questions of what fees or percentages to add to each invoice. Previous equipment rates were incorrectly computed using FEMA rates for some equipment, but not all necessary equipment, for the Electric Division. These rates were not adopted by the Council. At this time, the Streets and Utilities Division does not have an equipment rate schedule.

In addition to labor and equipment fees relating to construction projects completed by City crews, we have found it necessary to adopt engineering fees for infrastructure review and inspection. The majority of developers install their own infrastructure for water, sewer and storm water management, these items along with streets, sidewalks and curbing must have a plan review prior to installation as well as an inspection following installation. In the past an engineering firm has been contracted to provide these services and the cost passed through to the developer.

The attached proposed fee schedule includes factors for insurance, maintenance and fuel relating to equipment usage. Labor rates were arrived at utilizing the salaries (including benefits) of employees involved in each of these jobs; crew members, supervisors, administration and finance. The rate for Engineering Tech includes the cost of a vehicle because all inspections are conducted on-site.

RECOMMENDATION: Staff recommends City Council adopt Ordinance 2020-12 and Resolution 2020-11 relating to Public Works Department fees.

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the following Ordinance is currently under review by Milford City Council, with action scheduled to occur on the date so indicated:

ORDINANCE NO. 2020-12 AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF MILFORD, PART II GENERAL LEGISLATION, BY ADDING A NEW CHAPTER 177, ENTITLED PUBLIC WORKS DEPARTMENT FEES

WHEREAS, the City Council of the City of Milford has the authority to establish fees for various services; and

WHEREAS, the City finds it necessary to recover the costs of providing certain Public Works' services whereby said fees shall not exceed the reasonable costs of providing such services; and

WHEREAS, charging inconsistent fees increases the risk of an unmerited financial burden on current and future taxpayers and utility customers; and

WHEREAS, the adoption of the Public Works Billable Rate Schedule will assist the public, as well as City staff in readily locating fees, while continuing the City's quest for governmental transparency; and

WHEREAS, the Public Works Billable Rate Schedule will be evaluated each year to ensure quality services continue to be provided while practical, but necessary cost recovery fees are measured; and

WHEREAS, the proposed Public Works Billable Rate Schedule shall supersede any previously adopted or established fee for specified City services.

NOW THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. The Code of the City of Milford is hereby amended by adding thereto a new Chapter 177, to be titled "PUBLIC WORKS DEPARTMENT FEES".

Section 2. The Code of the City of Milford is further amended by adding the following provisions to the new Chapter 177, to hereby read as follows:

§177-1. Applicability.

City of Milford Citizens, Commercial and Industrial Establishments, and Entities who, by agreement with the City, or who otherwise necessitate the usage of the City's heavy equipment during an emergency situation, upon violation of an existing City ordinance, upon request, or for any other purpose, shall adhere to the Public Works Department Fee Schedule, as adopted by City Council.

§177-2. Authority to impose and collect fees.

The City of Milford, under the authority and supervision of the City Manager, is authorized and directed to determine the necessity of, to administer, implement, and enforce the Public Works Department Fee Schedule and is authorized to collect such fees as any other fine or cost is collected.

§177-3. Repeal of previously adopted fees.

The fees attached and exhibited as Resolution 2020-11, are hereby adopted and any fees or other costs previously adopted or authorized for the exact services are hereby repealed.

§177-4. Amendments.

The Mayor and City Council of Milford shall have the authority to revise this fee schedule by resolution on an annual basis.

Section 3. Dates.

City Council Introduction: February 24, 2020

City Council Public Hearing: March 9, 2020

Effective: March 19, 2020

Attachment: Resolution 2020-11

**CITY OF MILFORD
RESOLUTION 2020-11
PUBLIC WORKS DEPARTMENT FEE SCHEDULE**

Now, Therefore, be it Resolved by the City of Milford:

STREETS AND UTILITY DIVISION FEE

<i>Description</i>	<i>Fee Per Hour</i>
Labor Rate	\$68.50
Pick-Up Truck	\$20.00
Service Truck	\$25.00
Backhoe	\$30.00
Excavator	\$20.00
Jetter/Vac	\$100.00
Jetter/Vac Trailer*	\$45.00
Loader	\$45.00
Sweeper Truck	\$75.00
Dump Truck	\$55.00
Chipper*	\$35.00

ELECTRIC DIVISION FEES

<i>Description</i>	<i>Fee Per Hour</i>
Labor Rate	\$75.50
Pick-Up Truck	\$20.00
Service Truck	\$25.00
Bucket Truck	\$55.00
Digger Derrick	\$65.00
Trencher*	\$55.00
Chipper*	\$35.00

ENGINEERING DIVISION FEES

<i>Description</i>	<i>Fee Per Hour</i>
Engineer	\$68.00
Engineering Tech*	\$61.50

**Includes Pick-Up Truck to transport.*

Adopted: March 9, 2020

Effective: March 19, 2020

Advertised: Beacon, 02/26/20

(R) 02/27/2020