City of Milford

CITY COUNCIL AGENDA
Monday, January 11, 2021

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

In accordance with the State of Emergency Declaration issued by Governor John Carney that became effective on March 13, 2020, and as extended, all public meetings of the City of Milford shall be conducted electronically through Zoom until further notice to prevent unnecessary public gatherings.

This meeting is available for viewing by the public by accessing the following link: https://zoom.us/j/96045987495?pwd=Mis1QXFEUmhpd2xMckZ2MjhLM1lnUT09 Passcode: 942225

Members of the public may also dial in by phone using the following number:
1 301 715 8592 Webinar ID: 960 4598 7495 Passcode: 942225

Public Comments are encouraged on items as noted on the agenda and must be submitted via email to cityclerk@milford-de.gov no later than the start of the meeting. Attendees may also alert the City Clerk that they wish to speak at the appropriate time by submitting their name, address, and applicable agenda item via the Zoom Q&A function or by using the Raise Your Hand function during the meeting. All comments received will be read into the record at the meeting.

7:00 P.M.
COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

Proclamation 2021-01/Honoring Martin Luther King Jr.

Public Hearing Ⓟ & Final Determination:

ORDINANCE 2020-18
Mispillion Gateway LLC on behalf of Grant Shane, t/a Clear Definition Detailing, for a Conditional Use Permit to allow a Car Detailing Operation in a portion of an existing commercial building located at 301 Northeast Front Street. The property is currently zoned C-3 and consists of 1.494 +/- acres on the north side of Northeast Front Street between East Street and Northeast Fourth Street in Kent County. Present Use: Vacant Building Proposed Use: Car Detailing Operation Tax Map & Parcel MD-16-183.10-04-23.01

ORDINANCE 2020-26[1]
Davis, Bowen & Friedel on behalf of Milford Ponds LLC for a Final Major Subdivision (Phase II Only) of 28.06 +/- acres into 89 single family units in R1, R2, and R3 Zoning Districts. Property is located along Patchwork Drive and Round Robin Drive in the Milford Ponds Subdivision, Milford, Delaware. Present Use: Subdivision known as Milford Ponds; Proposed Use: Same. Tax Map: 1-30-3.00-264.01, 1-30-3.00-558.00, 1-30-6.00-600.00 through -691.00

Staff Reports
- Monthly Police Chief Report

Monthly City Manager Report
- Finance Department
- Public Works Department
- Planning & Economic Development Department
- Parks & Recreation Department
- Human Resources Office

Monthly City Finance Report

Committee & Ward Reports

Communication & Correspondence
- Scheduling Pre-Retreat Workshop (Public Safety & Infrastructure) [1]
- Scheduling of On-Site Retreat[1]

Unfinished Business

New Business
- Bid Award/Milford NE Front Street Waterline Replacement Project
- Adoption/Resolution 2021-01/DEMEC Executive Board Appointment Ⓟ
- Adoption/Fund Balance Policy
- Police Facility Citizens Advisory Committee [2]
- Introduction/Ordinance 2021-01/Mahadev LLC on behalf of Comfort Inn & Suites at 699 N. DuPont Boulevard Request to amend a previously-approved Conditional Use Permit to allow a hotel on 2.287 +/- acres located along the west side of North Dupont Boulevard, currently zoned C-3 (Highway Commercial). Tax Map & Parcel MD-16-183.05-01-03.00

Executive Session

Motion to Recess into Executive Session

Pending Litigation:
Pursuant to 29 Del. C. §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

Property Sale/Lease:
Pursuant to 29 Del. C. §10004(b)(2) Preliminary discussions on site acquisitions for any publicly funded capital improvements, or sales or leases of real property;

Personnel:
Pursuant to 29 Del. C. §10004(b)(9) Personnel matters in which the names, competency and abilities of individual employees or students are discussed

Return to Open Session

Executive Session Items/Potential Vote(s):
Litigation
Property
Personnel Matters

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.*

111820 121020 121120 121820 010421
010521 Items Removed
[1]Added 010721 Items Removed from Initial Agenda in Error
[2] Item Removed & Agenda Item Clarified




The Pledge of Allegiance
I pledge allegiance to the flag
of the United States of America,
and to the republic for which it stands,
one nation under God,
indivisible, with liberty and justice for all.

CITY OF MILFORD
Milford City Council
Minutes of Meeting
November 17, 2020

The City Council of the City of Milford met by way of video conferencing on November 17, 2020 for a Council Workshop/Retreat.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Daniel Marabello, Mike Boyle, Andrew Fulton, Todd Culotta, Brian Baer, Douglas Morrow, Jason James Sr. and Katrina Wilson.

STAFF: City Manager Mark Whitfield and City Clerk Terri Hudson

In an effort to adhere to social distancing protocols and best practices imposed by Governor Carney's State of Emergency Declaration effective March 13, 2020, the City of Milford has canceled all public gatherings until further notice. See November 17, 2020 Council Meeting agenda for additional information.

CALL TO ORDER

The Council Workshop convened at 5:46 p.m.

City Manager Whitfield thanked everyone for attending the meeting tonight. He explained that this is the first of a couple of retreats meetings that are planned. Tonight's meeting is to focus on the finance aspect of the City. The next retreat will cover planning and economic development, as well as open space. The third retreat will be with the facilitators to figure out how to move forward after hearing all of the information presented at the previous retreats.

General Fund Strategies
General Real Estate Tax
Real Estate Transfer Tax
General Fund Reserve Funding Police Officers
Real Estate Transfer Tax Funding of Police Officers
Funding for Equipment Replacement Fund
Funding for General Fund Portion of Customer Service expenses
Interdepartmental Fund Transfers

Finance Director Lou Vitola discussed the first item on the agenda--General Fund Strategies. He explained how it was broken into components that were isolated to illustrate the impact of each component. He noted that the tax rate has not changed 2007 and talked about the assessed value and the impact of growth in terms of parcel counts at volume growth and then the potential increase in revenue attributable to the value per parcel over time. While rates haven't changed, the revenue experience has increased and individual private property owners' taxes could go up substantially as a woman he spoke to today on the phone pointed out simply because they haven't gone up in 13 years.

In addition to the underlying growth or the property tax revenue increases due to growth, we also need the part that's attributable to rates broken out because our expenses don't discriminate and our expenses don't behave in a way that we can decide or choose over this time frame expenses have increased, both as a function of the growth because we need to expand our services based on our footprint, infrastructure and everything else.

He said that to meet the needs associated with that growth, while at the same time the underlying rates that drive our costs are also changing with something like inflation. There's inflationary pressure with wages and benefits and similar factors that drive the majority of the operating budget.

Mr. Vitola referenced a graph of property tax revenue consisting of years 2004 to 2020. In 2007, the rate increased from $0.41 to its current level of $0.46 per $100 assessed value (AV).

In the general fund, personnel is the number one cost-driver. The City is growing in the number of people count; though the revenue of property taxes has not increased so the underlying growth which will not be enough.

Mr. Vitola explained that if rates are increased at the minimum of one penny per hundred of AV, it would have closed the funding gap by $2 million, and the steepness of the revenue line would have mirrored that of the expenditure line, even if the total general fund expenditures continued to far exceed the property tax revenue.

During the years of 2004 through 2020, most of the growth and parcel count in the City occurred during the first decade. In the last six years, that growth has declined to only a couple hundred. During the years of 2004 through 2014, the growth rate was 5.8% and during the years of 2014 through 2020, declined to 0.5%. The value per parcel has picked at some of the property tax growth. There is a lot of permit activity currently going on in the City as well.

Mr. Viola explained that the recommendation is not to increase property taxes for the sake of lagging CPI or flattening of parcel count growth. The recommendation is due to unfunded operational expenditures in the general fund for which there is not enough revenue to match. He stated that the City is out of one-time revenues, such as the general fund reserve balance that is being reduced to $270,000 at the end of the year. The real estate transfer fund (RTT) account cannot be relied on if the goal is to achieve a structural balance in the budget.

Mr. Vitola then discussed revenue figures for the FY22 general fund. The cost of service rates for water, wastewater, electric and solid waste has increased. To achieve things such as structural balance and a margin sufficient to build reserves, no revenue can be extracted from the utility funds.

Mayor Campbell pointed out a lot of the parcels are not completed yet; Mr. Viola replied that is true and we are not sure what the future holds, but the hope is that improvements are made to those parcels to increase revenue.

Councilman James asked how many of those parcels included in the graph are yet to be improved. He added that may provide additional information on potential revenues over a period of time.

Mayor Campbell also asked the number of parcels that have been averaged per year. Mr. Viola replied that it has been fewer lately; he is unsure about the pace of permit approvals. In the last six years, there were 200 new parcels in the property tax file. It was higher in the prior period though that pace has slowed down. Mr. Vitola pointed out that even if there is room for growth, the demands of those new residents and businesses will also increase. As a result of that growth, there will be associated expenses that may or may not eclipse the incremental revenue.

Councilman Fulton stated that the Court of Chancery on May 8th declared that there would be a risk assessment because y Delaware had violated the Constitution of the State with all three counties doing their reassessment of their property values which resulted in not properly funding the school districts. When the reassessment is done of all of the properties, Councilman Fulton asked if that would affect the charts that are being presented. Mr. Vitola replied that he did not believe so. The City of Milford has its own assessment and the state ruling resulted from each County not updating its assessment in decades. The City of Milford has been updating their assessments every ten years and believes that the City would fall outside of that scope.

Councilman James asked when the next tax reassessment was due to be done. Mr. Vitola replied that he was not sure of the date. City Manager Whitfield stated that it would be due in the Fall of 2021. Councilman Morrow pointed out that when a reassessment is completed, the tax rate has to be rolled back. So, every assessment does not include a property tax increase.

Mayor Campbell asked if a new assessment is done when a new home is built; Mr. Vitola replied that the assessment is based on when the last tax assessment was completed. For instance, if it was completed five years ago, that is what the price would be based on and not today's market value. This allows for all taxpayers to be on the same level with respect to assessed and market values.

A discussion was held about the property tax reassessment process. Mr. Vitola believes that there is a limit of how much revenue can be increased as a result of an assessment. Therefore, it cannot be used as a veiled tax increase. The intent of a reassessment to update the assessed value to current market values, while learning property tax revenue is unchanged. Councilman Morrow added that Mr. Vitola is correct and that information is included in the City Charter.

City Clerk Hudson noted there is a State law that prevents an increase in your tax bill due to a higher property revalve. The last two revaluations that were completed, the tax rate was rolled back to stay the same. However, a tax increase was then enacted which caused the rolled-back rate to increase to the same rate in place before the revaluation. In order to do that, Council had to adopt an ordinance to 'increase' the tax rate to 46 cents.

Mayor Campell shared the City is currently looking at up to $480,000 in delinquent taxes and could that change the revenue chart; Mr. Vitola replied those are past due amounts that are owed to the City and a separate matter.

Councilman Marabello asked about figure D and if the number shown is a projected SERP deficit; Mr. Vitola replied no; that is assumed so it is the actual deficit from the FY21 budget that was adopted by Council.

Councilman Marabello commented that when he reviews the previous statements, there seems to be a repetitive process that we always take the expenses on the budget which means we always are lower than the budget. He asked if the plan was to continue to do that type of work and Mr. Vitola replied it is smart and helps to be conservative. He added that we can alleviate the need for a tax increase to the magnitude of 10.8 cents by improving the forecasting and being more realistic with the budget process.

Mayor Campbell asked what the recommendation was for properties that have delinquent property taxes with deceased owners; Mr. Vitola replied that using the County process is probably the most efficient and cleanest way to manage that process.

Councilman Culotta the legal limitations were on the processes of selling properties that have delinquent property taxes. Mr. Vitola said he is unsure and deferred to Solicitor Rutt. Mr. Vitola pointed out that if the City were to purchase a property, all of the liens for the property would need to be paid and many of the delinquent property taxes would be written off or paid to the County. Therefore, it could be costly to the City to do that depending on what is owed on the property. He added that since we are an eminent domain, some of those fees could be written off but that again is a question for Solicitor Rutt.

A discussion was held about people that have not paid their property taxes for several years and how that is unfair to those that pay their property taxes. Mr. Vitola agreed that people that do not pay their property taxes are putting a burden on every other resident. Mr. Vitola bases his projected numbers on those that may not pay their property taxes; however, the City will work hard to get those unpaid taxes paid.

Councilwoman Wilson shared that over the years, Council has looked at the reserve accounts and was very excited about what was there. The deficits have never been presented other than in the audit reports. Over the years, there has not been a rate increase although it has been discussed instead Council chose to allow the reserve accounts to bail us out. At this point, Councilwoman Wilson understands we can no longer operate like that. To keep up with the growth, everything needs to be looked at and rates increased as needed.

Councilman Boyle asked Mr. Vitola if it is realistic to think he will be able to learn the function of his department prior to the budget cycle since he is new to his job. He is relating to the bigger, overall picture of where the City stands and if a deficit budget is being run, along with opportunities to reduce expenses, to bring things more in line with income. Mr. Vitola replied yes that he is planning to look at all hard costs and at ways to cut costs. He will look at every department and challenge them to look at their wants lists.

Councilman James shared his appreciation for the transparency that Mr. Vitola provides for the citizens of Milford. He believes that it is important to look at all costs to mitigate any proposed increase and other alternatives. Councilman Fulton reminded everyone to be aware of these points when requests are being made to Council to be taken out of the general fund. He believes that it needs to weigh heavily on what is needed in the budget.

Mayor Campbell suggested that when a department head submits their budget request, it should come out to a balanced amount. He believes that a harder stance should be taken with those that owe delinquent taxes and unless we push them, most of them will not pay.

Mr. Vitola agreed with both points and added that the past due property taxes will not have a huge impact on the City's revenue. If all of that revenue were to be collected, it would be a one-time cash infusion of those past years that were recovered. The City Solicitor and the County Sheriff should work together to get those delinquent taxpayers to pay. With respect to the budget requests, the City is ultra-conservative on the revenue side and conservative on the expense side. That allows room for error on both sides so that there is not a need to come back for additional funds.

A discussion was held about adding an equipment replacement reserve fund into the budget as a line item. Mr. Vitola shared that he does not believe that can be fit into the budget at this time due to other pressing items.

Councilman James thanked Mr. Vitola for the detailed explanations that are being provided tonight.

Councilman James recommended doing projections for the next three to five years and Mr. Vitola agreed.

Mr. Vitola then moved on to discuss the structural imbalance of the general fund. He pointed out that even when a budget is balanced, it could be truly imbalanced from a structural nature. This means that one-time revenues or irregular revenues are used to close the budget gap.

Realty transfer tax appears to be recurring and sustainable year after year. However, the funding source cannot be considered reliable or sustainable in the context of a structurally balanced budget. The funding is not reliable due to its unpredictability and sensitivity to conditions beyond the City's control. Over the last fifteen years, RTT receipts have ranged from a low of $260,000 to a high of nearly $2 million.

Mr. Vitola shared that the City of Seaford treats RTT as a nonrecurring one-time revenue source that could disappear at any moment. He would like to see Milford get to that point one day. Other towns use RTT 100% for the operating budget though they are the much larger cities. He believes that 100% of those RTT funds should be pulled aside and not relied on to balance the budget each year. The ability to receive RTT funding is beyond the City's control and rests with the State legislature. A change in state law could quickly reduce, eliminate or otherwise impact the availability of RTT receipts.

Councilman James pointed out the code states that RTT can only be used for certain things and when this is fixed, it would need a code change. Mr. Vitola respectfully disagreed with Councilman James stating the ability to spend RTT on those items is a function of state code enabling legislation when RTT was first shared. They could replace all of that language with anything you want to spend that money on. He would not recommend changing that language because that would restrict all of the future Councils from being able to use RTT receipts for things that the State of Delaware always intended it to be used for. Mr. Vitola recommends keeping the code stay in place and not restricting RTT to capital expenses, then assign that fund balance to operating expenses. Mr. Vitola hopes to be able to achieve a structural balance by FY2023 which would mean the City would stop authorizing those funds for use in the operating budget and instead enable them for operating expenditures.

Councilman Marabello believes that RTT should be used for capital items; he asked what the assumption would be for RTT in the future. Mr. Vitola replied that he was not sure and would estimate $500,000 again. Councilman Marabello suggested doing a phasing out of the general fund of five years. Mr. Vitola replied that it was a good idea that can be looked into.

Mr. Vitola then discussed inter-fund transfers and that Council has done a great job of keeping everything stable and has not heavily relied on this fund. The electric fund generates a strong margin and pays the City back for having a public power utility. His recommendation would be to continue its demonstrated practice of limiting the electric fund transfer to $2.5 million.

While direct transfers of utility operating margins are a method of providing a return to governmental funds as a payment instead of taxes or a form of equity contribution, other inter-departmental and inter-fund transfers serve as a cost-allocation method. The finance and administrative departments strive to reflect the true cost of service on a department by department, fund by fund basis. Over time, the structural imbalance in the general fund has required an under-allocation of shared service costs to the fund. Ideally, the FY22 budget would reflect an updated cost allocation supported by revenue enhancements.

Mr. Vitola then discussed equipment replacement funding and that staff recommends the establishment of an equipment replacement fund through the practice of cash-funding the City's general fund vehicle and equipment depreciation expense each year. The recommended amount will be determined as part of the FY22 budget process.

Councilman James asked if a policy would be looked into about when the assets would need to be replaced; Mr. Vitola shared that work is already underway by the new Public Works Director and may also be a part of the three to five-year CIP plan.

When asked when the future asset replacement figures were expected, Mr. Vitola replied that he has the figures that are included in the packet but the draft policies are not yet completed.

Councilman Boyle thanked Mr. Vitola for his work and explanation of the processes.

Economic Development Funding

Sale of Busines Lots
DMI
KEP
Internal Economic Development Position

City Manager Whitfield then discussed the economic development fund. This fund was created at one point for various purposes, including the acquisition of open space land, parking lot improvements, contributions to DMI, the museum and the library, etc. In the past, it was used to fund the Planning and Economic Development position. Due to the recent slow

down in lot sales in the business park, the fund has been nearly depleted. Once all lots are sold in the business park, there is no foreseeable income to the fund. Therefore, Council will need to consider other funds for the continuation of the City's contribution to these activities, and reduce or eliminate contributions.

Councilman Fulton talked about no longer funding KEP and Councilman Culotta agreed and believes the economic development position is vital to the growth of Milford. Councilman Fulton added that if this person is on Milford staff, they will be selling Milford and not the rest of Kent County.

Councilman James agreed with Councilman Fulton and Culotta in that the City needs control of this position to create economic development to maximize our growth to increase the tax base.

City Manager Whitfield stated that it is just not about growth but also about retention. Some businesses are struggling that we should be helping to prevent their closing. He believes that it is important to retain the businesses that are already here and build on those relationships.

Councilman Boyle agreed that this position should move forward and recommends this person work closely with the Chamber of Commerce. That will have a much bigger impact on the City than to continue paying KEP.

Councilman Baer shared that he looks forward to filling that position and feels it is vital to have someone involved in community engagement and economic development.

Councilman Marabello suggested setting up a budget for short term loans to help people start businesses. Councilman Culotta suggested tax incentives to get the lots sold in the business park. City Manager Whitfield replied that Director Pierce suggested incentivizing lots for health care.

Councilwoman Wilson agreed with the comments about the position and how it would help the City. She also agreed the City should not continue funding KEP.

Councilman Culotta asked if DMI needs a full-time employee. If there was not a DMI, could the committees run the various events, and would the City have the ability for grants as our classification could change to being a downtown entity. He also asked what type of grants they received to help over the three to five years. City Manager Whitfield replied offered to ask DMI to prepare a presentation for Council to answer those questions.

Councilman Boyle asked if they were still a viable organization or are they going to go away; City Manager Whitfield replied that he is under the impression they want to continue and have a person filling in in the Director's role.

Councilman James would prefer for DMI to become more self-funded.

Councilman Marabello pointed out all of the involvement downtown and events that DMI does though it has been difficult this past year due to the pandemic.

Councilman Culotta pointed out that DMI can still exist, but he questions whether they need a full-time staff position.

Councilman Boyle pointed out that a lot of the positive publicity that is received is due to the efforts of DMI.

Councilman Baer shared that DMI has a small business loan program for $20,000 and is also currently assisting a new small business.

Capital Project Funding
MSA
Real Estate Transfer Tax

Mr. Vitola then discussed Capital Project Funding. He said there is an interest in making sure that funding is available for the street repairs identified annually by the public works division. Mr. Vitola shared that Municipal Street Aid (MSA) is a lot like RTT with appropriated amounts of money spread to various municipalities and that funding has been tighter than in the past. They are still pretty liberal and can be used for things like street lighting and operating expenses in the street department. He recommends Council continue to authorize MSA funds for only streets.

Although the fund is almost depleted, there will be another $273,000 received next fiscal year assuming that the state reallocates the same level next year. The hope is that Council continues their practice of authorizing these funds for street repairs. Mr. Vitola reminded Council these funds can be taken away at any given time.

City Manager Whitfield added that all streets were reviewed and a schedule created in which to repair those in poor condition.

Mayor Campbell asked if some of this money received from local State Representatives. City Manager Whitfield replied that each year, state legislators reach out to him for eligible streets that qualify for Community Transportation Funds (CTF) funds. The same list is provided to them and on average, the City has been provided about $100,000 a year from CTF funds.

Police Station Funding
New Building Cost
Funding Options

Mr. Vitola then discussed the police facility funding. The second resolution required to authorize the financing and set the date of the referendum will take place at the December 14, 2020 Council Meeting.

Mr. Vitola shared a picture of the site plan and cost projections completed by the Becker Morgan Group. The property is owned by the City of Milford and was purchased with electric funds.

The construction cost estimate of the facility and most recently updated on September 24, 2020 totals $18.9 million. The all-in-total cost of the facility, including land acquisition, financing cost estimates, and additional contingencies shows a total financing requirement of $20,000,000.

Mr. Vitola shared some cost estimates based on proposed costs for the project.

Mayor Campbell asked if these are the same numbers that were previously discussed. Mr. Vitola replied that the $18.9 million is the same number and 15 million is a number provided using the background information of Becker Morgan. He added that the avoidance of prevailing wages could save 20% to 30%. He updated the numbers based on the information received from the staff at Becker Morgan.

Mr. Vitola discussed how he calculated the proposed financing cost estimate based on the information received.

Mr. Vitola shared that the cost is going to be driven by the Becker Morgan Group as they are the experts in this field. He can only provide cost estimates based on the information provided from them.

It was pointed out that the figures being shown tonight do not change the scope of the project or the square footage of the building. The savings are due to the labor savings of not having to pay prevailing wages.

Mr. Vitola discussed different funding options for the project. He explained that he was presenting a handful of financing scenarios that show the resulting debt service requirement related to a tax increase requirement. Mr. Vitola has been working closely with Chief Brown and Becker Morgan Group to provide this data.

Councilman Marabello asked if Becker Morgan Group would oversee the project consistently to conform to these numbers. Mr. Vitola replied that a construction management firm should be employed for this project due to the size of the project. He added that it should not be the same firm that is doing the design and engineering and instead a third-party firm. City Manager Whitfield agreed it is recommended a different project manager than the architect firm.

Mr. Vitola shared updated numbers from DFM, the public finance consultants. The rates provided were lower than the numbers discussed at the November 9th meeting. DFM contends that there would be savings as high as 25 basis points if we do a public offering and the bonds are designated as bank-qualified to increase the marketing ability to the commercial banking sector.

Mr. Vitola then discussed a phasing plan for the bond issuance. This would allow a delay in a property tax increase until the debt service payment is experienced. A cash flow schedule has been put together that was reviewed by Becker Morgan and based on that schedule, it is possible to not issue debt until early 2022.

Mayor Campbell asked about a 30-year USDA term loan; Mr. Vitola replied they offer that as long as the life of the asset being financed has a life that long. The police station should have a 40-year life. Mayor Campbell pointed out that more interest will be paid with a 40-year loan though Mr. Vitola agreed, but pointed out that taxpayers will be paying a smaller increase over that time frame.

Mr. Vitola shared that one option considered is a private sale or private placement of a note directly with a commercial bank. Otherwise, his recommendation at this time is to leave all other options open. He noted that there is always a risk of the interest rates changing over time. It is unknown where rates will be next year. With the current rate environment and the timing being discussed, Mr. Vitola feels that this is the best method to place the smallest impact on the taxpayers.

It was confirmed that Mr. Vitola is somewhat leaning toward USDA financing.

Mr. Vitola shared that the only instance that he would recommend using variable rate financing is with a short-term ultra bond anticipation. This would be privately placed directly with a commercial bank that would carry a floating rate of interest. He has received a quote from one bank at 1.58% currently. This would be used to support the early cost of the project such as the design, engineering, and early-stage construction or materials purchased by the selected vendor. He added that by paying interest only, you can absorb that with reserves or operating cash without requiring an initial tax rate increase.

Mayor Campbell asked what the CAP was on the floating rate; Mr. Vitola replied that he does not have a term sheet but only an email from a bank. If a CAP could not be done, we would have to agree to cap prices every month or quarter.

Councilman James pointed out that all internal funding would be paid back to those funds once the debt is issued and Mr. Vitola verified that is correct.

Policies for Fund Balances/Reserve Funds
Utility Rate Increases/Cost of Services Study

Mr. Vitola then discussed the reserve funds. Electric, water and sewer reserve funds already have a minimum cash requirement specified. Mr. Vitola shared a chart showing the general fund reserves snapshot that was included in the September 30th financials. The balance showed $2.1 million. However, after approved expenditures, the balance is down to $270,000.

Council has asked about policies for fund balances. Mr. Vitola has consulted with GMO best practices and they advise two months of operating revenues or expenses, no matter what. Currently, the City's expenses are $11.1 million and the main sources of revenue are property taxes of $4.3 million, an electric utility transfer of $2.5 million, and the RTT which varies. The recurring revenue for the general fund is $7.8 million which is only 70% of budgeted expenditures. The Finance Director's recommendation would be to take the two months minimum operating expenditures and the general fund which is $1.8 million.

The plan would be to build the general fund capital reserve so that there would be enough to cover equipment replacement and still leave the $2.1 minimum required amount. He encourages the policy should be based on the $2.1 million.

Mr. Vitola then discussed the water fund reserve. The balance was $9.6 million when reported with the September 30, 2020 financial reporting package and an uncommitted reserve balance of $5.2 million after project funding commitments. The cost of service study identified an MCR of $2.4 million for 2021, which consists of approximately 45 days of operating expenditures, current FY total debt service reserves, and one-fifth of the five-year capital improvements plan.

Mr. Vitola recommends having the MCR equal to the COS study, the CIP less component for $887,632 and the equipment replacement fund equal to the CIP component of the COS study in the amount of $1,546,200, for a total of $2,433,832. Councilman James stated that he felt it was a good idea and would also prevent having to go back to do a cost of service study to try to determine a minimum cash requirement.

Mr. Vitola then discussed the sewer fund reserve. The balance on September 30, 2020 was reported as $4.0 million. with an uncommitted reserve balance of $309,974 after project funding commitments. The cost of service study identified an MCR of $3.6 million for 2021, which consists of approximately 45 days of operating expenditures, the current FY Kent County sewer fees and debt service reserves, and one-fifth of the five-year CIP. Director Vitola recommends a minimum reserve balance of $3,562,637.

Mr. Vitola then discussed the electric fund reserve. The balance was $11.7 million when reported in the September 30, 2020 financial reporting package, with an uncommitted reserve balance of $4.7 million after project funding commitments. The previous cost of service study identified an MCR of $4.8 million, which was based on 2018 source data. The cost of service study was updated in March 2020, including an update to the MCR of $7.6 million, in part due to a revised calculation and in part due to changes in the date from 2018 to 2020.

Mr. Vitola also noted that DEMEC takes responsibility for serving 100% of Milford's load, regardless of the customer profile from one day to the next day or month. Therefore, he believes it is not necessary to include a $1.2 million provision in the minimum cash requirement calculation for the loss of a large customer. Mr. Vitola's recommendation would be to have a minimum reserve balance in the amount of $6,426,686.

Councilman James asked if more details could be provided about the $1.6 million increase between studies driven by growth and purchase power costs. Mr. Vitola replied that in 2018, the projected cost of power was estimated at $2 million. In 2020, the projected cost was $2 million which makes up $2 million of the $4.6 million. However, in the new cost of service study, the purchase power component is estimated at $3.4 million. That makes it a $2.5 million estimate, plus a purchase cost adjustment premium assuming that we adjust the rates to a level commensurate with the actual wholesale power costs.

Director Vitola reviewed the RTT reserve account which he recommends be used for reserve funds only. The RTT reserve balance was $3.1 million when reported with the September 30, 2020 financial reporting package with an uncommitted reserve balance of $3.0 million, after anticipated receipts less operating budget and project commitments.

Mr. Vitola reviewed the MSA reserve account that had a balance of $445,294 when reported with the September 30, 2020 financial reporting package, with an uncommitted reserve balance of $1,615 after anticipated receipts, less project commitments. This should be removed from the RTT reserve balance considering it is not an actual operating item. Instead, this is grant revenue in streets received each year that will be depleted each year. With that in mind, the recommendation is not to have a policy drafted for this account.

Mr. Vitola then reviewed the impact fee reserves. The balance was $6.8 million when reported with the September 30, 2020 financial package. Spending regulations and restrictions related to impact fees may not exist in the Delaware Code but case law exists in Delaware and elsewhere. The policies are likely to be guided by government finance best practices and Milford City Council's action should be taken to establish impact fees. Mr. Vitola plans to research this further and will inform Council of his findings.

Mr. Vitola reviewed the utility rate increases memo that was provided in the packet. City staff would recommend the implementation of the deferred water and sewer rates at the start of 2021 as planned at the time of deferral. The approved water and sewer rate increases would result in an average monthly increase of $0.78 and $1.18, respectively. The solid waste increase of $1.05 per month was implemented as scheduled along with the electric rate reduction averaging $1.68 per month in the winter and $12.20 per month in the summer. With the implementation of the water and sewer rates, an average customer would experience an annual decrease of $26.12 overall.

Mr. Vitola reviewed the importance of a professional cost of service study. They are designed to build fixed cost recovery, equitable and defensible rate design by customer groups, volume indifference, and asset replacement mechanisms into utility operations.

City Manager Whitfield shared that the only thing Council would have to vote on is if they would desire to defer the increase longer. The decision to defer was done in June for six months so it will automatically go to the new rates unless Council takes action before January 1st.

Councilman James asked the purpose of deferring it and City Manager Whitfield explained it was due to the financial impact of the COVID crisis and the thought of increasing water and sewer fees during that time. Councilman James pointed out that COVID is currently surging and his thought is to consider deferring the increase somewhat longer. City Manager Whitfield stated that it would be placed on the December meeting for additional discussion.

Mr. Vitola pointed out that the 2020 Census is likely to push Milford into the NTS permit requirement. This would necessitate the review and assessment and lots of repair work related to stormwater infrastructure. He feels that this should be on the radar for the 2022 budget. Councilman Baer asked if that could affect the USDA rate and Mr. Vitola believes it would though he does know that we are eligible.

With no further questions or comments, Mayor Campbell adjourned the meeting at 10:01 p.m.

Respectfully Submitted,

Tracy N. Torbert
Transcriptionist

MILFORD CITY COUNCIL
Minutes of Meeting
December 14, 2020

The City Council of the City of Milford met by way of video conferencing on December 14, 2020 for a Council Meeting.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Daniel Marabello, Mike Boyle, Todd Culotta, Brian Baer, Douglas Morrow, Jason James Sr. and Katrina Wilson.

STAFF: City Manager Mark Whitfield, Police Chief Kenneth Brown and City Clerk Terri Hudson

ABSENT: Councilman Andrew Fulton

In an effort to adhere to social distancing protocols and best practices imposed by Governor Carney's State of Emergency Declaration effective March 13, 2020, the City of Milford has cancelled all public gatherings until further notice, See December 14, 2020 Council Meeting agenda for additional information.

CALL TO ORDER

Mayor Campbell called the regular Council Meeting to order at 7:04 p.m.

INVOCATION AND PLEDGE

Councilwoman Wilson gave the invocation followed by the Pledge of Allegiance.

APPROVAL OF PREVIOUS MINUTES

Councilwoman Wilson made a motion to approve the minutes of November 9, 2020 & November 23, 2020 Council, Workshops and Committee Meetings. Councilman Boyle seconded the motion which passed with all present voting in favor.

RECOGNITION

Director of Human Resources Jamesha Eaddy highlighted the employees that were selected over the course of last year as Excellence Award winners. These winners were nominated by their peers or supervisor and she reminded Mayor and Council the program was created by the Reward and Recognition Committee.

The first employee recognized was Howard Willis, Code Enforcement Official II.

The next employees that were recognized were CC Dennis, Code Enforcement Officer 1 and Howard Willis, Code Enforcement Officer II.

The Electric Crew of Timmy Barnett, Keith Knotts, Scott Moore, Gary Johnston, Chris Hitchens, Jeremiah Curry, Rob Palladino and John Tweed was also recognized.

Ms. Eaddy was pleased there have been several employees that were nominated through this program.

INTRODUCTION OF NEW EMPLOYEES

Director Mike Svaby introduced two new members of the Public Works Department--Reagan Ogden and Mark Moore.

PUBLIC HEARINGS

Adoption/Resolutions 2020-34, 35, 36, 37, 38
DSHA/Community Development Block Grant Program
Kent & Sussex County

Mike Miles from Kent County and Brad Whaley from Sussex County were present to provide the information.

Mr. Whaley explained that Delaware State Housing Authority applies funding and the communities within Kent and Sussex County apply to receive those funds. One of the requirements is that a public hearing is held to provide additional information about the program.

The HUD funding is designed to assist low to moderate resident homeowners with housing issues. The funds are primarily used for housing rehabilitation projects and smaller infrastructure projects such as demolitions can also be completed. Water and sewer hookup costs can also be applied for.

In order to qualify for the program, the household must have an income that is at, or below 80%, of the median income. Currently, in Sussex County, a one-person household income has to be below $42,500 per year but does increase by $6,000 per additional household member.

The program is mostly used to keep the housing unit stable and is not geared for housing remodeling. Over the past 10 years, the City of Milford has received over $280,000 in Community Development Block Grant funding. The program has been able to help 16 households in the City of Milford. There are currently about 12 people on the waiting list for the City of Milford on the Sussex County side.

Mr. Miles then added that his office is looking to put some funds into Milford on the Kent County side though it was unsuccessful in FY19. There is a need to have at least four viable households and at this point, there remains three on the waiting list.

Mr. Miles shared that the Kent County income limit is $38,300 for a single household which is a little lower than Sussex County.

Mayor Campbell asked why Kent County income limit was lower than Sussex County. Mr. Miles replied that it is due to the median income; Kent County has always been slightly lower than Sussex. Mr. Whaley explained that HUD puts out yearly median incomes and they do fluctuate. To meet the requirements, you have to be at 80% of the median income that is set by HUD.

Mayor Campbell asked if there was a time frame that the homeowner has to stay in the home if they received this assistance. Mr. Whaley said they are required to protect this funding with a prorated non-interest-bearing loan. The loan depends on how much money is spent. If it is over $15,000, there is a ten-year prorate non-interest loan. Anything less than $15,000 is a five-year loan in Sussex County. He further explained that there is no payment though it must be paid if the property is sold or transferred. The loan can be passed onto the new property owner if they qualify for the program.

Mayor Campbell opened it up for public comment and questions at 7:26 p.m.; hearing none, the floor was closed.

Councilman Boyle made a motion to adopt Resolutions 2020-34, 35, 36, 37 and 38 as presented:

RESOLUTION 2020-34
Sussex County

Councilmember Boyle submitted to the Council the following Proposed Resolution:

ENDORSING PROJECT TO BE SUBMITTED TO THE DELAWARE STATE HOUSING AUTHORITY FOR FUNDING FROM THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AUTHORIZING TODD F. LAWSON, SUSSEX COUNTY ADMINISTRATOR TO SUBMIT APPLICATION.

WHEREAS, the City of Milford resolves to apply for Community Development funds from the Delaware State Housing Authority in accordance with appropriate regulations governing Community Development Block Grants State of Delaware Program for Block Grants as contained in Sections 570.488-499 24 CFR U.S. Department of Housing and Urban Development; and

WHEREAS, the City of Milford has met the application requirements of (Attachment E Delaware Community Block Grant Program Policies and Procedures) Citizen Participation requirements; and

WHEREAS, Sussex County plans on accomplishing the requested projects with CDBG funds; and

WHEREAS, the City of Milford hereby agrees to allow Sussex County to accomplish the projects in the targeted areas of Milford; and

WHEREAS, the City of Milford and Sussex County are in agreement with this activity.

NOW, THEREFORE, BE IT RESOLVED by the City of Milford and Sussex County that they endorse and grant permission for the following activity:

APPLICATION: Rehabilitation/Infrastructure/Demolition

Total Infrastructure project cost is $_____ , total CDBG grant request is $_____.
Matching funds in the amount of $_____ will be provided by the City of Milford general funds.

NOTE: To be used for Infrastructure projects only.

I DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF A RESOLUTION PASSED BY THE CITY OF MILFORD, SUSSEX COUNTY, ON THE 14th DAY OF DECEMBER 2020.

WE GIVE MAYOR AUTHORIZATION TO SIGN RESOLUTION:

Councilmembers

Daniel Marabello	Brian Baer
Mike Boyle	Douglas Morrow
Andrew Fulton (Absent)	Jason James Sr.
Todd Culotta	Katrina Wilson

_____
Mayor Arthur J. Campbell

I DO HEREBY CERTIFY THAT THE FOREGOING TITLE OF RESOLUTION ADOPTED BY THE CITY OF MILFORD IS THE SAME TITLE OF RESOLUTION NO. ADOPTED BY THE COUNTY COUNCIL OF SUSSEX COUNTY ON THE ____DAY OF _____.

Robin A. Griffith
Clerk of the County Council

Resolution 2020-35
CITIZEN PARTICIPATION
CERTIFICATE OF ASSURANCE
Sussex County

It is hereby assured and certified to the Delaware State Housing Authority that Sussex County, Delaware, has met application requirements of (Attachment E Delaware Community Development Block Grant Program Policies and procedures) citizen participation requirements, and that Sussex County has:

1) made available information concerning the amount of funds that may be applied for;

2) made known the range of activities that may be undertaken with these funds;

3) made known the fact that more applications will be submitted to the State of Delaware than can be funded;

4) outlined the processes to be followed in soliciting and responding to the views and proposals of citizens, communities, nonprofit agencies and others in a timely manner; and

5) provided a summary of other important program requirements.

The City of Milford has held a Public Hearing on December 14, 2020 with required notice for all citizens, including low and moderate income persons, to have an opportunity to present their views and proposals.

The City of Milford has by resolution and following a Public Hearing, endorsed this application.

Mayor Arthur J. Campbell

Adopted: December 14, 2020

RESOLUTION 2020-36
Requirement for Fair Housing
Sussex County

WHEREAS, the City of Milford recognizes the importance of fair housing for the citizens of Milford; and

WHEREAS, the City of Milford supports the goals of the Federal Fair Housing Law.

NOW, THEREFORE, BE IT RESOLVED, that the City of Milford heartily encourages all parties involved in the renting, selling or financing of housing in the City of Milford to insure that no person shall, on the grounds of race, color, national origin or sex, be discriminated against or denied a fair and equal opportunity for housing; and

BE IT FURTHER RESOLVED, that the City of Milford, when acting as administrator of a Community Block Grant, is hereby authorized to take such actions as deemed necessary to affirmatively further fair housing in connection with the said Community Development Block Grant.

This RESOLUTION was passed by a majority of the Council of the City of Milford on December 14, 2020.
Mayor Arthur J. Campbell

RESOLUTION 2020-37
Authorizes Levy Court of Kent County to Submit Application

The City Council of Milford, Delaware, hereby authorizes Mayor Arthur J. Campbell, to submit the Fiscal Year 2021 Community Development Block Grant (CDBG) application and all understandings and assurances therein contained, and furthermore authorizes the Levy Court of Kent County to Act as the official representative of the City of Milford in connection with the submission of the Fiscal Year 2021 CDBG applicant and to provide such additional information as may be required. In the event the City of Milford's application is funded, the Levy Court of Kent County is hereby authorized to administer the funded application on behalf of the City of Milford.

This resolution was passed by a majority of the Council of the City of Milford on December 14, 2020.

Mayor Arthur J. Campbell

RESOLUTION 2020-38
Requirement for Fair Housing
Kent County

WHEREAS, the City of Milford recognizes the importance of fair housing for the citizens of Milford; and

WHEREAS, the City of Milford supports the goals of the Federal Fair Housing Law.

NOW, THEREFORE, BE IT RESOLVED, that the City of Milford heartily encourages all parties involved in the renting, selling or financing of housing in the City of Milford to insure that no person shall, on the grounds of race, color, national origin or sex, be discriminated against or denied a fair and equal opportunity for housing; and

BE IT FURTHER RESOLVED, that the Kent County Levy Court, when acting as administrators of a Community Block Grant for the City of Milford, is hereby authorized to take such actions as deemed necessary to affirmatively further fair housing in connection with the said Community Development Block Grant.

This RESOLUTION was passed by a majority of the Council of the City of Milford on December 14, 2020.

Mayor Arthur J. Campbell

Councilman Culotta seconded the motion. Motion passed with all present voting in favor.

Adoption/Resolution 2020-41
Milford Police Department Borrowing

The following proposal was presented to City Council for review and comment by the public to be followed by final action by City Council. Said public notice was published and posted according to the requirements of the City of Milford Charter:

RESOLUTION 2020-41
AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS
IN AN AMOUNT NOT TO EXCEED $20,000,000 AND
SCHEDULING A SPECIAL ELECTION ON JANUARY 26, 2021

WHEREAS, the City Council of the City of Milford, Delaware ("Council") has been advised that up to $20,000,000 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's General Obligation Bonds, which may be issued in one or more series or subseries, including any interim financing related thereto (the "Bonds").

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

1. The Council hereby proposes unto the electors of the City that an amount of money not exceeding $20,000,000 be borrowed to finance the Capital Project:
2. The average rate of interest of the Bonds shall not exceed 5.0%.
3. The Bonds shall be secured by the full faith and credit of the City.
4. The Bonds shall be paid or funded from 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 orders and directs that a Special Election be held in the City of Milford. The purpose of such Special Election shall be for registered voters of the City to vote for or against the proposed borrowing. The Special Election shall be held at the City of Milford Public Works Facility, at 180 Vickers Drive located in the Greater Milford Business Park within the City of Milford, on Tuesday, January 26, 2021, between the hours of 8:00 a.m. and 7:00 p.m**.**

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 14th day of December 2020.

City Clerk Teresa K. Hudson

Mayor Campbell asked about the $20 million amount since the cost of construction would most likely be less than originally anticipated. Finance Director Lou Vitola replied that he does not see the harm of the resolution language as presented. The cost savings is based on not having to do prevailing wages, however, there has not been anything received from the architect or engineer yet that shows a different amount.

Councilman Culotta explained this is similar to a credit line and that the City will be using as much as is needed for the police station but not all will necessarily be needed. However, if the amount is limited then it would have to come back to the public for an additional ask.

Solicitor Rutt pointed out that it has been advertised 'not to exceed $20 million and if the language of the resolution is desired to be changed, it would need to be readvertised and another public hearing scheduled.

Mayor Campbell asked about the tax increase if the project cost comes in lower. Mr. Vitola replied that if this resolution is approved and on January 26th the referendum is passed, that does not mean there will be an immediate tax increase and instead it will occur when it is needed to meet the needs of the debt service associated with this borrowing.

Mayor Campbell asked if a tax increase could be done over three years. Mr. Vitola replied that it depends on the form of borrowing though it is a possibility.

Mayor Campbell then opened the floor for questions or comments from the public; hearing none he closed the public hearing.

Councilman Culotta moved to adopt Resolution 2020-41; authorizing the issuance of general obligation bond and the amount to not exceed $20 million and to schedule a Special Election on January 26, 2021. Councilman Marrow seconded the motion. Motion carried by the following roll call vote:

Councilman Marabello voted yes and it is needed;
Councilman Boyle voted yes and it is something that is desperately needed;
Councilman Culotta voted yes, he hopes that everyone involved will keep costs as low as possible to meet the requirements;
Councilman Baer voted yes, and he looks forward to hearing from the public on what they are feeling about the new police station;
Councilman Morrow voted yes; he feels the citizens will support the station;
Councilman James voted yes, that Chief Brown has sufficiently demonstrated the need for the police station based on the size of the force and growth of the City;
Councilwoman Wilson voted yes; based on the reasons stated prior and our community is also deserving of this new building.

STAFF REPORTS

Monthly Police Department Report

Councilman Boyle reported on behalf of the police department:

Monthly Stats:
A total of 536 arrests were made by the Milford Police Department during November 2020. Of these arrests, 128 were for criminal offenses and 408 for traffic violations. Criminal offenses consisted of 15 felonies and 113 misdemeanors. Traffic violations consisted of 107 Special Duty Radar, 8 Drunk-Driving charges, 293 other.

Police officers investigated 62 accidents during the month and issued 135 written reprimands. In addition, they responded to 1173 various complaints including city requests and other agency assistance.

Monthly Activities:

Throughout the month of November, participated in numerous conference calls and virtual meetings in reference the COVID-19 and the Governor's Emergency Order for the State of Delaware. This includes weekly Fire and Police conference calls, calls with the Governor, Municipalities of Sussex Co. conference call and numerous calls with City Government Officials, the City Manager and the public. Also, participated

in monthly State, Kent and Sussex Chiefs meetings, DPCC Meeting, City Council and Workshop meetings, and the weekly City Manager's Meeting with Department Heads.
Attended the Senior Center Monthly Board meeting via Zoom held on November 2, 2020.
Met with Attorney's in reference to on-going litigation held on November 4, 2020.
Met with Finance Director on November 5, 2020, to discuss the Police Department Facility Estimate.
Attended the Milford Senior Center Personnel Committee conference call held on November 5, 2020.
Attended the SALLE/EIDE Committee meeting via WebEx held on November 10, 2020.
Met with Amy Kevis with the Behavioral Unit at the Police Department held on November 12, 2020.
Attended the Delaware Police Accreditation Commission (DPAC) meeting via WebEx held on November 17, 2020.
Attended De-Escalation Training held at the Selbyville Fire Company on November 19, 2020.
Attended the Virtual Use of Force Summit – Technology Test held on November 24, 2020.
Attended mandatory weapons training held at the Bridgeville Shooting Range on November 24, 2020.

Training –
Three dispatchers attended Crisis Intervention training held at the Delaware State Police Academy on November 16, 2020 – November 17, 2020.

Most training outside the department was cancelled for the Month of November 2020 due to the COVID-19 Pandemic. Officers and civilians have been assigned required training via webinars throughout the month.

SRO –

The Community Policing Unit partnered with Mountaire Farms to supply dozens of Milford area families with Thanksgiving meals. Lt. Wells and Sgt. Masten delivered the meals on November 23, 2020, directly to the family's homes.
S/Cpl. Bloodsworth assisted Ross and Mispillion Elementary Schools with their annual "Table Top" exercise as required by Delaware law.

K9 Unit –

For the month of November 2020, the Milford Police Department K9 unit had the following stats:
K9-1 (Mason)

- Drug Sniff 1
- Assist Other Agency 1

K9-1 was off for more than half the month for leave/vacation.
K9-2 (Audie)

- Building Search 5
- CP/Demo 2
- Drug Sniff 1
- Tracking 1

K9-2 was off 6 days this month for leave/vacation.

Seized Items	Amount	Value
• Marijuana	2.7 Grams	

Due to the COVID-19 Pandemic stats for the K9 Unit are lower than usual for the Month of November 2020.

Chief Brown added that there will be reduced contact due to COVID.

Mayor Campbell asked for an update on the officer that was injured. Chief Brown replied that Senior Corporal Webb was shot while attempting an arrest warrant in Rehoboth. He is doing remarkably well in the hospital and anticipates coming home later this week.

Monthly City Manager Report

City Manager Whitfield gave the following report:

- Councilpersons Culotta & Fulton and their wives, along with the Mayor and I attended the November SCAT meeting in Ocean View.
- I attended several executive sessions of the DEMEC Board as well as the regular monthly meeting.
- Jamesha, Lou Terri and I worked on personnel issue this past month.
- Lou and I have worked on various cost comparisons for the Police Station.
- Councilpersons Culotta & Fulton and I along with Mayor Lock of Slaughter Beach, took a boat ride up the Mispillion River from Slaughter Beach. Slaughter Beach is working with the State and various conservation agencies to preserve the nature habitat along the river.
- We received some exciting news that a project we are partnering with Slaughter Beach through an organization known as WIIN (Waterways Infrastructure and Investment Network), received a grant from the National Fish and Wildlife Foundation to study the Mispillion and Cedar Creek waterways.
- Several employees were recognized for graduating from the first class of the Delaware Municipal Supervisory Management Academy. Wilmington University also recognized Jamesha Eaddy for putting the program together. I am proud of those who have graduated as well as Jamesha Eaddy for putting the statewide municipal program together.
- I attended a virtual town hall meeting with Perdue.
- Jamesha, Mike Svaby, Brad Dennehy and I met regarding possible changes in how we handle seasonal employees
- I met our new Efficiency Smart representative Carol Dehorty
- Due to the increase in Covid cases throughout the area, we have made plans to start working staggered shifts beginning November 30. We will keep crews separated throughout the day, to limit any exposure between crews. Additionally, we will be staggering work from home schedules between December 14 and January 11 to comply with the Governor's Stay at Home advisory.

Councilwoman Wilson thanked City Manager Whitfield for looking into Save-A-Lot grocery store closing.

Finance Department

Finance Director Vitola provided the staff/financial report.

- The October 2020 month-to-date (MTD) and fiscal year-to-date (YTD) financial reporting package was distributed to Council with a separate narrative addressing financial results and minor changes to page two of the report.
- The FY20 financial statement preparation and audit process has resumed following the identification of FY20 opening balance items requiring review and reconciliation by the independent auditors, which contributed to the delay reported with the October 2020 staff report.
- The Billing & Customer service department has continued its efforts to collect past due tax and utility balances.

  - Past due utility accounts continue to be monitored through the spectrum of the Modifications to the Governor's Declaration of a State of Emergency. Extended payment plans, COVID-19 relief funds and referrals to charitable resources are being offered to customers experiencing COVID-19 hardships, while the disconnection process has been resumed for accounts showing sustained periods with no payments or attempts to establish a payment plan.
- The 2020 tax levy was due September 30, 2020, escalated collection efforts have been underway since August resulting in collections of delinquent tax balances. After staff from several City departments met to discuss the most significant past due property tax balances, we reached out to notify owners that the next stage in our collection efforts is to recover outstanding balances through the monitions process. The letter campaign introducing a thirty-day notice period has encouraged additional payments.
- The customer service team has been operating at a breakneck pace since August in an attempt to restore past due account balances to pre-COVID levels, which is a challenging task requiring our team members to step into the daily lives of Milford residents and the daily operations of Milford businesses to serve reminders of their obligations as taxpayers and utility customers. The message is correct and right; it is repetitive and routine and clearly understood by staff on our side of the window, yet it is often met with denial, misunderstanding, argument and at times, contempt or even unduly harsh personal criticism from the other side. Please join me in sincerely thanking the team for their understanding commitment to serve the entirety of Milford's taxpayers and utility customers by treating all collection efforts with fairness, consistency, professionalism and conformity with City code.
- A Finance and Public Work Committee meeting will be held on January 11, 2021, Drafts of Reserve Fund Policies addressing Minimum Cash Requirements (MCRs) and Equipment Replacement Reserve recommendation will be distributed to the committee members for review and discussion.

Public Works Department

Director of Public Works Svaby gave the following report:

Director's Office

- After discussing pedestrian/resident needs on Beechwood Avenue in Marshall Commons, signs will be placed on both sides of the incoming/outgoing traffic along Beechwood that read "Children at Play". One sign is in stock at the PW warehouse. Another will be ordered and will likely have a 4-6 week lead time before installation.

- Hired a two-year Public Works intern candidate, Regan Ogden. His first-year rotational schedule will be split among Parks and Recreation, Operations such as the Warehouse and Garage, and the Electric Division.

Electric/Technical Services

- Made-up and installed City's decorative Christmas lights in accordance with direction from PW Director and DMI.

- Responded to emergency outage caused by pole being hit on small business Saturday. Crew quickly reported to work on Saturday 11/28 and safely and expeditiously isolated damage, replaced pole, and restored power.

- Installed instrument rated metering for Milford Movies

- Installed new level transducer in Cascades pump station wet well.

Streets and Utilities Division

- Leaf collection is fully underway and operational.

- Worked toward resolution of exploratory dig up at new test well on 10TH Street.
- Put hydrant flags up for snow removal this winter.
- Removed tree stump and root for new sidewalk on Franklin St.
- Mothballed water service line on 13 N. Church St to old meter pit that went to parking lot.

Engineering Division

- Tenth Street Test Well Drilled (waiting on report from AC Schultes)



Fleet/Operations

- Ordering Hybrid-fueled vehicles for both IT and Engineering Divisions

Solid Waste

- Solid Waste missed collections continue to decrease. Collections occurred over Thanksgiving Holiday as expected; Superintendent joins collections crew for the day



Water/Sewer

- Public Works officials attended the Kent County Sewer Advisory Board meeting on 12/2/20 at 5:00 PM.

- Reviewed bond requirements for Shawnee Acres Pump Station. Will be issuing a partial withhold/extension of secured bond value to insure final installation and commissioning of soft start mechanism and start-up of "de-ragger" mechanisms.

Planning & Economic Development Department

P&ED Director Pierce gave the following report:

- Through the first eleven months of the 2020 calendar year, the City has issued 203 new residential construction permits and 6 new construction permits for 144 apartment units.
- The total construction investment in Milford from January through the end of November based on issued building permits was $71,994,069.
- The City of Milford has seen 72 projects with a committed investment of over $22.1 million within the Downtown Development District (DDD) area since September 2016 (based on permit valuations from submitted applications). The State of Delaware has committed or awarded over $2.68 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over $346,000 in permit fees and taxes associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines.
- The Planning Commission recommended approval of and City Council approved rezonings stemming from the 2018 Comprehensive Plan that affected 11 properties.
- The Planning Commission reviewed the Final Major Subdivision application for Milford Ponds Phase II (consisting of 89 single-family detached dwellings) and recommended approval to City Council. City Council tabled this agenda item until the January 11, 2021 meeting.
- The Planning Commission will review a conditional use application for Clear Definition Detailing to conduct a car detailing operation at 301 NE Front Street at the December meeting. This will be on the City Council agenda for January 11, 2021 for review.
- The Planning Commission will begin workshops to review and update sections of Chapter 230 Zoning and Chapter 200 Subdivision of Land beginning in January 2021.
- The Board of Adjustment reviewed and approved several variances related to oversized accessory structures and setback reductions for accessory buildings at the November meeting.
- The Board of Adjustment will review three variance applications in December for the construction of a new house on N. Church Street, the construction of an addition in West Shores and the construction of an addition in Walnut Village.
- Milford Ponds withdrew its Preliminary Site Plan application for Phase IV of the development consisting of 264 multi-family units.
- The City reviewed an application for Final Major Subdivision of Phase I of the Knight Crossing project and submitted review comments to the developer.
- The City reviewed final construction plans for Milford Ponds Phase III and provided the review comments to the developer.
- Simpsons Crossing submitted a request for 5 new single-family detached dwelling permits which should be issued in early December. Construction of these homes should begin in this community in the first half of December.
- Rental License, Contractor's License and Business License courtesy renewal notices will be mailed out in the middle of December reminding landlords and business owners to register with the City. Landlords and business owners have until January 31, 2021 to submit renewal forms and payment.
- Staff attended a 2-day virtual FEMA workshop regarding the Community Rating System. FEMA provides flood insurance rate reductions for communities that participate in the Community Rating System and commit to higher standards and efforts to mitigate flood risks.
- Century Engineering, DelDOT and Planning Staff continue to work on updating the Bicycle Master Plan. A list of projects has been developed and will be prioritized using DelDOT criteria and software during the month of December. The Bicycle Advisory Committee will review the prioritization efforts and project list in January.
- Staff continues to work towards implementing the goals and objects of the 2018 Comprehensive Plan, SE Master Plan, Downtown Development District (DDD) application, Rivertown Rebirth Master Plan and Strategic Plan (see

below links). Attached to the staff report are the 2020 annual reports provided to the State of Delaware last summer for both the City's Comprehensive Plan and the DDD program.

- 2018 Comprehensive Plan & SE Master Plan (Click Here to View)
- Downtown Development District Plan (Click Here to View)
- Rivertown Rebirth Master Plan (Click Here to View)
- Strategic Plan – Press Play: Vision 2023 (Click Here to View)

Case Activity:

	Total
New Cases	19
Closed Cases	18
Open Cases at Start of Period	321
Open Cases at End of Period	321

Note: 185 open cases are for Weeds & Grass which stay open for the entire growing season

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	1
Dangerous Tree	0
Furniture Violation	0
Generic Violation	14
Property Maintenance Violation	2
Rubbish & Garbage	0
Weeds & Grass	1
Zoning Use Violation	1
Total	19

Rental Licenses Issued: 18
Vendor Licenses Issued: 0
Contractors Licenses Issued: 20

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	7
Residential Demolition	0
Residential Building New Construction	6
Residential Renovation/Accessory	11
Roof/Siding Permit	9
Sign Permit	4
Solar Panel Permit	0
Utility Permit	2
Total	39

Inspections Performed:

Inspections Performed by Type	Count
Footer	37
Foundation	15
Framing	40
Insulation	25
Final	15
Residential Rental	0
Total	132

Note: Proactive rental inspections have been placed on hold due to COVID-19.

Parks & Recreation Department

Director Dennehy provided the following report:

- Work continues on rebuilding the basketball court alongside the river. New backboards have been fabricated and are currently being painted, and will soon be installed with new rims. The court will be temporarily striped for winter and a new top coat (referred to as a "sports coat") will be installed in the spring when the weather is warmer.

- Park staff finished removing all the dead flowers from the hanging baskets and flower beds the month of November and prepared all the baskets with liners and soil in preparation for installing the Christmas decorations and greenery.

- Park staff assisted DMI and a number of volunteers on Sunday November 22, with the annual planting of greenery for the hanging baskets downtown. There was a good turnout of volunteers, and the Park Superintendent "RJ" Skinner gave some positive comments for a newspaper article which appeared in the State News.

- Holiday banners were installed downtown which involves removing the DMI sail type banners and replacing them with the "Happy Holiday banners" which hang on the lower part of the light poles.

- Crews worked diligently to install the holiday lights on all the lower trees, and light poles in the downtown area and install the garland. A number of new strands of lights were purchased this year and we have received many positive comments on how good the lights look.

- Parks crews cut and weed whacked both cemeteries one time at the end of the growing season in order for both cemeteries to be presentable over the winter months. Leafs along the exterior wall will be picked up.

- Fallen leafs were removed from library square and additional wood chips were installed in preparation for the winter market in December.

- Preparations continued to move forward with a winter basketball league and the associated rules, regulations and guidelines from the Department of Health and Governor's advice pertaining to Covid-19. We are hopeful that tryouts and practices will be allowed to continue in the month of December.

- Construction of the much-needed bathrooms at the Park maintenance building (rear building at the old Armory) was completed, staff are thankful to see these finally get installed.

- Work began on handrail repair on the Riverwalk near the State service building; however, we have run into some issues with the type of existing handrail and the best method to fabricate and install a new handrail. We will continue to work with our contractor to seek a resolution.

- Parks crews addressed Bicentennial Park and the area of the Riverwalk in terms of weeding, trimming of trees, shrubs and bushes.

- Irrigation at the dog park was winterized. Some Christmas wreaths and bows were also installed at the dog park.

- Annual playground inspections were performed at both playgrounds by the Park Superintendent at the City's risk control specialist, from PMA. An inspection report was generated and any items which need attention will be rectified in the near future.

- Park Superintendent Ralph "RJ" Skinner graduated the Supervisor training academy.

- "RJ" Skinner represented the City of Milford at the DeLea Founders Insurance Trust (DFIT), annual snow plow ROAD-E-O at Dover Downs, participating in the Non-CDL and small equipment division (this is where drivers are timed and scored on a practice snow plow obstacle course).

- Director and Park Superintendent attended an on-site meeting with representatives of DMI in planning logistics for the winter market, specifically lighting of the event.

- Director attended (virtually) the Supervisor training academy graduation.

- Director attended (virtually) the monthly Kent County Tourism meeting.

- Director continued to work on the Memorandum of Understanding with the Delaware Nature Society, and participated in another meeting to bring additional programming into Milford.

Human Resources Office

HR Administrator Jamesha Eaddy provided an update from HR:

- Interviews were conducted for the positions of Public Works Equipment Operator and ICMA Local Government Management Fellowship.

- Onboarded a new hire for the position of Public Works Intern. The new hire's first day was November 16, 2020. In this position, the new hire will rotate through the divisions of Public Works and Parks and Recreation.

- City Offices were closed on November 11, 2020 in observance of Veterans Day. The City is a military-friendly employer and honored 32 individuals with a lapel pin to wear for their branch of service.

- City employees participated in the DeLea Founders Insurance Trust (DFIT) 2020 Snow Plow Road-E-O competition which was held on November 18, 2020 at Dover Downs. The winners from the CDL, Non CDL and Small Equipment divisions will be announced at the DFIT Safety Meeting on December 15, 2020.

- Fresh turkeys for Thanksgiving were distributed to City employees and applicable City boards on November 24, 2020.

- 7 City employees graduated from the Delaware Municipal Supervisory Management Academy on November 18, 2020. All graduates received 3 credits towards a Wilmington University Bachelor of Science in Business Administration or Organizational Management. Employees from the City of Lewes, City of Seaford, City of Rehoboth, Kent County, Town of Milton, City of Newark and Town of Newport also graduated from the academy.

Councilman Boyle expressed his appreciation for everything that Ms. Eaddy has done with the leadership training program.

MONTHLY FINANCE REPORT

Councilman James shared that he had a meeting on Thursday with the Finance Director and City Manager. During the meeting, he learned that the RFP has been put out for a new ERP system. The police station was also discussed; confirmation has been received that prevailing wages will not be required for that project. Councilman James shared that he believes that the collection process is working exceptionally well for delinquent accounts.

Councilman James shared that on revenues and expenses, Mr. Vitola will continue to work on getting those things in a profit and loss format. That will provide the ability to see what line items are making money and which are not.

Mr. Vitla shared the following report for the period ending October 31, 2020:

Operating Cash Balances

Description	Opening Balance (Sep 30, 2020)	Receipts	Interest Earned	Disbursements	Closing Balance (Oct 31, 2020)
General Fund	$ 3,728,180	$ 3,146,115	$ 1,470	$ (1,499,242)	$ 5,376,522
Electric Fund	5,179,884	2,548,951	2,754	(2,129,526)	5,602,062
Water Fund	739,281	241,062	1,499	(153,160)	828,682
Sewer Fund	449,556	428,930	646	(422,992)	456,140
Solid Waste Fund	363,616	124,299	83	(109,929)	378,068
Operating Cash Totals	**$ 10,460,517**	**$ 6,489,356**	**$ 6,452**	**$ (4,314,851)**	**$ 12,641,475**

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (Sep 30, 2020)	Receipts	Interest Earned	Disbursements[3]	Closing Balance (Oct 31, 2020)
General Improvement	$ 380,102	$ -	$ 84	$ -	$ 380,186
Municipal Street Aid (MSA)	445,294	68,254	113	-	513,661
Realty Transfer Tax (RTT)	3,128,828	61,389	692	(41,667)	3,149,242
Economic Development	32,289	-	-	-	32,289
Special Purpose Cash Totals	**$ 3,986,513**	**$ 129,643**	**$ 889**	**$ (41,667)**	**$ 4,075,378**

Reserve Fund Cash Balances[2]

Description	Opening Balance (Sep 30, 2020)	Receipts	Interest Earned	Disbursements[4]	Closing Balance (Oct 31, 2020)
General Fund Capital Reserves	$ 2,092,021	$ -	$ 1,033	$ (145,495)	$ 1,947,559
Water Fund Capital Reserves	9,589,639	-	5,735	(6,745)	9,588,629
Sewer Fund Capital Reserves	4,008,521	-	2,410	(14,825)	3,996,106
Electric Fund Capital Reserves	11,703,331	-	7,193	(273,133)	11,437,391
Reserve Fund Cash Totals	**$ 27,393,512**	**$ -**	**$ 16,371**	**$ (440,197)**	**$ 26,969,685**

Impact Fees and Police/General Facilities Cash Balances

Description	Opening Balance (Sep 30, 2020)	Receipts	Interest Earned	Disbursements	Closing Balance (Oct 31, 2020)
Police & General Gov't Facilities	$ 418,663	$ 26,709	$ -	$ (1,850)	$ 443,523
Water Impact Fee Reserves	3,709,272	89,088	-	(6,144)	3,792,216
Sewer Impact Fee Reserves	2,172,899	47,067	-	(3,246)	2,216,720
Electric Impact Fee Reserves	906,840	36,950	-	(1,200)	942,590
Impact Fees & Police/GF Totals	**$ 7,207,674**	**$ 199,814**	**$ -**	**$ (12,440)**	**$ 7,395,049**

Grand Totals	**$ 49,048,216**	**$ 6,818,814**	**$ 23,712**	**$ (4,809,155)**	**$ 51,081,587**

[1]Balances reflect banking and investment account statements and are not indicative of funding availability
[2]See enclosed Restricted Cash Reserves Report for breakdown of reserve funding commitments
[3]Transfer to Police to support operating expenditures (line 13)
[4]Electric Reserves used to purchase budgeted equipment (line truck); GF Reserves used to purchase budgeted police vehicle, IT server & Parks/Rec Equip

Mr. Vitola shared that cash investment balances continue to remain strong and steady as of the end of October. There were a few significant cash outflows that were noted at the bottom of the page. There was less than a half of a million dollars used to purchase some budgeted capital items.

Mr. Vitola then discussed the reserve balances. He noted that the discussions that were held at the 11/17/2020 Council retreat are reflected in the revised titles and dollar amounts in terms of draft reserve fund policies.

Restricted Cash Reserves Report
As of October 31, 2020

General Fund Capital Reserves	Amount
Cash/Investment Balance (10/31/20)	$ 1,947,559
Restricted Funds:	
FY'19 Approved with Budget	(33,410)
FY'19 Capital - Council Approved	(55,830)
FY'20 Approved with Budget	(230,165)
FY'20 Capital - Council Approved	(7,300)
FY'21 Approved with Budget[1]	(667,670)
FY'21 Capital - Council Approved	(256,320)
Funding for 5 Police Officers - Yr 3	(436,800)
Support Policy with RTT Transfer[2]	2,000,000
Draft Reserve (MCR) Policy[3]	(1,835,293)
Equipment Replacement Reserve[3]	(293,902)
Uncommitted Reserve Balance	**$ 130,869**

Water Fund Capital Reserves	Amount
Cash/Investment Balance (10/31/20)	$ 9,588,629
Restricted Funds:	
NW & NE Front Street Waterline	(131,718)
Streets 2020 Utility Engineering	(9,334)
SE Second Street - Lead Gooseneck	(152,562)
Two Test Wells - 10th Street	(80,000)
Automated Blow-Off Valves	(48,628)
Lovers Lane Water Lines	(44,950)
Fencing & Water Source Study	(54,500)
SE Regional Water Quality Study	(36,500)
Front Street Water Lines	(1,500,000)
Draft Reserve (MCR) Policy[4]	(887,632)
Equipment Replacement Reserve[4]	(1,546,200)
Uncommitted Reserve Balance	**$ 5,096,606**

Sewer Fund Capital Reserves	Amount
Cash/Investment Balance (10/31/20)	$ 3,996,106
Restricted Funds:	
Service Vehicle - Ford F250	(35,000)
Hook/Dump Truck with Plow	(7,524)
I&I Engineering Study	(13,943)
DNREC Surface Water Grant	(50,000)
Mill Street - Line Rerouting	(5,439)
Streets 2020 Utility Engineering	(9,333)
Fencing - Lighthouse Pump Station	(28,000)
I&I - Shawnee Acres & Truitt Ave	(141,634)
Draft Reserve (MCR) Policy[4]	(2,948,637)
Equipment Replacement Reserve[4]	(613,000)
Uncommitted Reserve Balance	**$ 143,596**

Electric Fund Capital Reserves	Amount
Cash/Investment Balance (10/31/20)	$ 11,437,391
Restricted Funds:	
SCADA / Smart Metering Wall	(100,000)
International Line Truck (E110)	(8,125)
FY'19 Budgeted Capital	(297,150)
FY'20 Budgeted Capital	(466,400)
Early Redemption of Bond (1/1/22)	(1,060,000)
Draft Reserve (MCR) Policy[4]	(5,185,486)
Equipment Replacement Reserve[4]	(1,241,200)
Uncommitted Reserve Balance	**$ 3,079,030**

Municipal Street Aid Reserves	Amount
Cash/Investment Balance (10/31/20)	$ 513,661
Projected Receipts through FY'21:	138,248
Restricted Funds:	
Mispillion Street Group	(434,440)
Street Improvement Plan: 2020	(133,000)
Street Improvement Plan: 2019	(72,000)
Balance of Fisher, Plum, Masten, etc	(1,094)
Balance of Lovers Lane Project	(3,125)
Restricted for Bridge Improvements	(6,552)
Uncommitted Reserve Balance	**$ 1,698**

Realty Transfer Tax Reserves	Amount
Cash/Investment Balance (10/31/20)	$ 3,149,242
Projected Receipts through FY'21:	407,333
Restricted Funds:	
Transfer to Police Dept	(333,332)
Sidewalk Project Funding	(140,000)
Mispillion Street Group	(80,000)
Support GF Policies w Transfer[2]	(2,000,000)
Draft Reserve Policy[5]	(1,000,000)
Uncommitted Reserve Balance	**$ 3,243**

[1]Includes $347,899 for FY'21 General Fund Operating Budget Deficit-Funding
[2]Per discussions held at 11/17/2020 Council Retreat, implementation of GF Reserve Policies would require support from an eligible funding source
[3]Per 11/17 Council Retreat, initial draft of GF Policies recommend MCR of 60 days OpEx & Equip Repl Res of PY Equipment Depreciation Expense
[4]Per 11/17 Retreat, initial drafts of Enterprise Fund Policies recommend dynamic MCR based on formula developed in COS study, with separate Equip Repl Reserve of 20% of 5-yr CIP
[5]Per 11/17 Retreat, initial draft of RTT Fund Policy recommends dynamic MCR based on average of trailing-three-year RTT receipts

Mr. Vitola noted that draft reserve policies will be formalized in draft policies for the January 11, 2021 Finance and Public Works Committee meeting. They will then be subject to Council approval after that.

Mr. Vitola shared a revenue report that showed that revenues remain strong and ahead of the pace of the localized budget.

Councilman Baer asked if voters for the January election would have a range of numbers on how much their taxes will potentially go up; Mr. Vitola replied that he would be able to provide that information.

Mayor Campbell felt that there could be a lot of controversy based on the assessed values of houses. Mr. Vitola replied that there is a link on the City of Milford's website with information regarding the new police station. He added that some type of chart would be valuable or something similar to an impact calculator. There is a lot of concern due to not having a final known number for the cost of the project; so, it could be used as reference material.

Councilman James commented that prior referendums have had difficulties due to lack of transparency on the impact to taxpayers. He believes that an estimated amount should be provided to taxpayers. Councilman Marabello commented that transparency is extremely important.

Councilman Boyle made a motion to accept the monthly City Managers, Finance Department, Planning and Economic Development, HR, Police, Parks and Recreation and Public Works as presented. Councilman James seconded the motion that passed with all present voting in favor.

COMMITTEE & WARD REPORTS

Councilman Baer reported that the Not Too Shabby building has finally been torn down and there is now nothing there.

COMMUNICATIONS & CORRESPONDENCE

Councilman James reported that he attended the Food Bank food distribution on December 5th at KSI. He noted that they did an exceptionally good job and were able to distribute food to about 260 families.

UNFINISHED BUSINESS

Authorization/City Economic Development Director

City Manager Whitfield explained that City Council has discussed this on several occasions and they desire to add a position within the City for an Economic Development Director. A draft job description outlining the duties was included in the packet of information that was distributed. He is recommending the Council authorize the position of Economic Development and Community Engagement Administration with no change to the 2021 budget.

Mayor Campbell stated that City of Seaford currently has this position and several municipalities are looking to go this way.

Councilman Culotta thanked City Manager Whitfield for finding the funding in this budget and doing the work to coordinate this position. He added that it is important to the growth of Milford to have this position.

Councilman James pointed out that it is important to increase the tax base by bringing in more businesses to attract more residential areas to develop.

Councilwoman Wilson agreed that she was in support of this position and happy that City Manager Whitfield has been proactive with this position to move it forward.

Councilman Baer stated that it believes that it is a good opportunity for the City to add this position with the recent loss of business by so many and it is much needed to help those entities as well.

Councilman Marabello made a motion to approve the funding for the position of Economic Development and Community Engagement Administrator, seconded by Councilwoman Wilson. Motion carried by the following unanimous roll call vote:

Councilman Marbello voted yes; he believes that it is an important position;
Councilman Boyle voted yes; this position is potentially the most viable new hire that will be made this year;
Councilman Culotta voted yes; he agrees with Councilman Boyle reason;
Councilman Baer voted yes; based on the reasons previously stated;
Councilman Morrow voted yes; based on the reasons previously stated;
Councilman James voted yes; he believes this is the single most important hire that the City will make and give us control of our destiny as far as economic growth is concerned;
Councilwoman Wilson voted yes; this is a very valuable position for the City of Milford.

NEW BUSINESS

Adoption of Resolution 2020-42/Waiver/Business License Late Fee

Director Pierce stated that the information was provided in the packet.

RESOLUTION 2020-42
MORATORIUM ON 2020 BUSINESS LICENSE DELINQUENCY FEES

WHEREAS, City Council has adopted Ordinance 2019-35 on October 14, 2019 providing for the requirement and procedures to issue licenses to businesses operating within the corporate limits of the City;

WHEREAS, Chapter 90-3(A) states "all businesses in existence prior to January 1, 2020 shall obtain a business license prior to July 1, 2020";

WHEREAS, Chapter 90-6(B) states "In the event that an existing business has not applied for and paid the business license fee on or before the first day of February, a penalty of ten percent (10%) shall be assessed for each month or portion thereof that the license fee remains unpaid";

WHEREAS, on March 12, 2020, Governor John Carney declared a State of Emergency due to the Public Health Threat of COVID-19, which became effective on March 13, 2020;

WHEREAS, additional modifications to the Declaration of the State of Emergency included social distancing and shelter-in-place mandates that required the closure of nonessential businesses and resulted in a number of layoffs and hardships on existing businesses; and,

WHEREAS, the City of Milford has already implemented customer protections in response to the COVID-19 pandemic, including the temporary suspension of utility disconnects and late fees, and the implantation of flexible credit and payment procedures to ensure all customers remain connected to essential utility services, moratorium on increase in water and sewer utility rates.

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

City Council hereby authorizes a moratorium on business license delinquency fees outlined in Chapter 90-6 to last until December 31, 2021, in order to allow existing businesses to register for the City's business licensing program without penalty. This resolution does not waive the annual fee that was due for the 2020 calendar year.

Last October, an ordinance was passed to establish a business license program. The rollout of the plan started on January 1, 2020 for all new businesses. Existing businesses were given until July 1, 2020 to register. The department made attempts in a couple of different ways to try to get the existing business community to register, but have fallen short of where they would like to be at this current moment. There are about 1/3 of the businesses left to get registered into the program. Due to the pandemic and other items, he would like to request that Council to waive the late fee. Through the end of 2021, it would not leave the businesses their obligation to pay for this past year's annual fee but will allow a little more flexibility.

Councilman James believes that the moratorium is needed. He asked if those that have not registered is due to COVID or just non-compliance and whether the non-compliant businesses created a void in meeting the police department's goal of getting information. Director Pierce replied that he is not entirely and added that the application requires all of the pertinent information needed at the planning offices and police department. There was coordination with Chief Brown in terms of what information they would be looking for to include on the application.

Councilman Culotta pointed out that may need to be looked into further to ensure they have the information in the event of an emergency.

Mayor Campbell called for any public comments or questions at 8:54 p.m.; hearing none he closed the public comment period at 8:55 p.m.

Councilman James made a motion to adopt Resolution 2020-42, seconded by Councilwoman Wilson. Motion carried.

Adoption of Resolution 2020-43/Updated Sewer Rate Schedule
Adoption of Resolution 2020-44/Updated Water Rate Schedule

City Manager Whitfield stated that back in June, Council put a moratorium on the proposed rate increase that was to go into effect as of July 1, 2020, due to the pandemic. At a meeting in November, Council expressed concern with that moratorium due to the new rates going into effect as of January 1, 2021.

The proposed rates will go into effect starting July 1, 2021 for both water and sewer and it will forego the first-rate increase that was projected in the cost of services study.

CITY OF MILFORD
RESOLUTION 2020-43
SEWER FEE SCHEDULE

WHEREAS, Chapter 185 of the City of Milford Code provides the ability to establish rates to operate a sewer system for its sewer customers; and,
WHEREAS, certain rates must cover the costs related to administration, construction, maintenance, and upgrades to the system; and
WHEREAS, the cost to effectively operate said system demonstrated a need to increase City sewer rates effective July 1, 2020; and
WHEREAS, to address the effect caused by the COVID-19 pandemic, including not only health impacts but economic impacts as many residents have had their jobs eliminated or hours reduced to decrease its spread, on April 13, 2020, City Council adopted Resolution 2020-15 that enacted a moratorium on water and sewer increases through December 31, 2020; and
WHEREAS, City Council remains cognizant of how Covid-19 significantly continues to place undue financial burdens on the residents in our community.

NOW, THEREFORE BE IT RESOLVED, by the City of Milford, the moratorium on sewer rate increases is hereby extended another six months to help alleviate some of that burden, and Resolution 2020-43 is hereby adopted, as stated below:

BILLING FEES							
Description		*Fee Per Month*	*Fee Per Month effective 07/01/2021*	*Fee Per Month effective 07/01/2022*	*Fee Per Month effective 07/01/2023*	*Fee Per Month effective 07/01/2024*	*Fee Per Month effective 07/01/2025*
Usage Fee; In-City Users	0-1,000 gallons of metered water consumption	$10.00	$10.49	$11.00	$11.54	$12.11	$12.70
	Over 1,000 gallons of metered water consumption, per 1,000 gallons	$2.78	$2.92	$3.06	$3.21	$3.37	$3.53
	Kent County Sewer Treatment	As determined by Kent County	As determined by Kent County	As determined by Kent County	As determined by Kent County	As determined by Kent County	As determined by Kent County
Usage Fee; Out-of-City Users	0-1,000 gallons of metered water consumption	$15.00	$15.74	$16.51	$17.31	$18.16	$19.05
	Over 1,000 gallons of metered water consumption, per 1,000 gallons	$4.17	$4.37	$4.59	$4.81	$5.05	$5.30
	Kent County Sewer Treatment	As determined by Kent County	As determined by Kent County	As determined by Kent County	As determined by Kent County	As determined by Kent County	As determined by Kent County

Late Utility Payment	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%

PERMITTING FEES		
Description	*Fee*	
Sewer Utility Permit	$10.00	
Sewer Tap/Connection	Actual City cost	
Sewer Inspection	$35 per inspection	
Sewer Re-inspection	$50.00 per inspection	
Impact Fee, Kent County	As determined by Kent County, per EDU	
Impact Fee, City	$1,561 per EDU	Effective July 1, 2019
	$1,623 per EDU	Effective July 1, 2020
	$1,688 per EDU	Effective July 1, 2021
	$1,756 per EDU	Effective July 1, 2022
	$1,826 per EDU	Effective July 1, 2023
	$1,899 per EDU	Effective July 1, 2024
	$1,975 per EDU	Effective July 1, 2025
	$2,054 per EDU	Effective July 1, 2026
	$2,136 per EDU	Effective July 1, 2027

MISC FEES	
Description	*Fee*
Penalties & Fines	Not less than $100 nor more than $1,000 plus cost of prosecution

Resolution 2020-43 replaces Resolution 2020-27 in its entirety.

Adopted: December 14, 2020
Effective: July 1, 2021

CITY OF MILFORD
RESOLUTION 2020-44
WATER FEE SCHEDULE

WHEREAS, Chapter 222 of the City of Milford Code provides the ability to establish rates to operate a water system for its water customers; and,
WHEREAS, certain rates must cover the costs related to administration, construction, maintenance, and upgrades to the system; and
WHEREAS, the cost to effectively operate said system demonstrated a need to increase City water rates effective July 1, 2020; and
WHEREAS, to address the effect caused by the COVID-19 pandemic, including not only health impacts but economic impacts as many residents have had their jobs eliminated or hours reduced to decrease its spread, on April 13, 2020, City Council adopted Resolution 2020-15 that enacted a moratorium on water and sewer increases through December 31, 2020; and
WHEREAS, City Council remains cognizant of how Covid-19 significantly continues to place undue financial burdens on the residents in our community.

NOW, THEREFORE BE IT RESOLVED, by the City of Milford, the moratorium on water rate increases is hereby extended another six months to help alleviate some of that burden, and Resolution 2020-44 is hereby adopted, as stated below:

BILLING FEES							
Description		*Fee Per Month*	*Fee Per Month effective 07/01/2021*	*Fee Per Month effective 07/01/2022*	*Fee Per Month effective 07/01/2023*	*Fee Per Month effective 07/01/2024*	*Fee Per Month effective 07/01/2025*
Usage Fee; Residential;	0 gallons of metered water	$3.25	$3.38	$3.52	$3.66	$3.80	$3.95
	1-4,000 gallons of metered water consumption, per 1,000 gallons	$3.25	$3.38	$3.52	$3.66	$3.80	$3.95

In-City Users	4,001-8,000 gallons of metered water consumption, per 1,000 gallons		$3.50	$3.64	$3.79	$3.94	$4.09	$4.26
	Over 8,000 gallons of metered water consumption, per 1,000 gallons		$4.00	$4.16	$4.33	$4.50	$4.68	$4.87
Usage Fee; Residential Out-of-City Users	0 gallons of metered water		$3.25	$3.38	$3.52	$3.66	$3.80	$3.95
	1-4,000 gallons of metered water consumption, per 1,000 gallons		$4.88	$5.08	$5.28	$5.49	$5.71	$5.94
	4,001-8,000 gallons of metered water consumption, per 1,000 gallons		$5.25	$5.46	$5.68	$5.91	$6.14	$6.39
	Over 8,000 gallons of metered water consumption, per 1,000 gallons		$6.00	$6.24	$6.49	$6.75	$7.02	$7.30
Usage Fee; Commercial	1" meter	Up to 10,000 gallons	$32.50	$33.80	$35.15	$36.56	$38.02	$39.54
		10,001-31M gallons, per 1,000 gallons	$2.60	$2.70	$2.81	$2.92	$3.04	$3.16
		Over 31M gallons, per 1,000 gallons	$3.25	$3.38	$3.52	$3.66	$3.80	$3.95
	1.25" meter	Up to 15,000 gallons	$48.75	$50.70	$52.73	$54.84	$57.03	$59.31
		15,001-31M gallons, per 1,000 gallons	$2.60	$2.70	$2.81	$2.92	$3.04	$3.16
		Over 31M gallons, per 1,000 gallons	$3.25	$3.38	$3.52	$3.66	$3.80	$3.95
	1.5" meter	Up to 25,000 gallons	$81.25	$84.50	$87.88	$91.40	$95.05	$98.85
		25,001-31M gallons, per 1,000 gallons	$2.60	$2.70	$2.81	$2.92	$3.04	$3.16
		Over 31M gallons, per 1,000 gallons	$3.25	$3.38	$3.52	$3.66	$3.80	$3.95
	2" meter	Up to 50,000 gallons	$162.50	$169.00	$175.76	$182.79	$190.10	$197.71
		50,001-31M gallons, per 1,000 gallons	$2.60	$2.70	$2.81	$2.92	$3.04	$3.16
		Over 31M gallons, per 1,000 gallons	$3.25	$3.38	$3.52	$3.66	$3.80	$3.95
	3" meter	Up to 125,000 gallons	$406.25	$422.50	$439.40	$456.98	$475.26	$494.27
		125,001-31M gallons, per 1,000 gallons	$2.60	$2.70	$2.81	$2.92	$3.04	$3.16
		Over 31M gallons, per 1,000 gallons	$3.25	$3.38	$3.52	$3.66	$3.80	$3.95
	4" meter	Up to 300,000 gallons	$975.00	$1,014.00	$1,054.56	$1,096.74	$1,140.61	$1,186.24
		300,001-31M gallons, per 1,000 gallons	$2.60	$2.70	$2.81	$2.92	$3.04	$3.16
		Over 31M gallons, per 1,000 gallons	$3.25	$3.38	$3.52	$3.66	$3.80	$3.95
	6" meter	Up to 800,000 gallons	$2,600.00	$2,704.00	$2,812.16	$2,924.65	$3,041.63	$3,163.30
		800,001-31M gallons, per 1,000 gallons	$2.60	$2.70	$2.81	$2.92	$3.04	$3.16
		Over 31M gallons, per 1,000 gallons	$3.25	$3.38	$3.52	$3.66	$3.80	$3.95
	8" meter	Up to 1.2M gallons	$3,900.00	$4,056.00	$4,218.24	$4,386.97	$4,562.45	$4,744.95
		1.21M-31M gallons, per 1,000 gallons	$2.60	$2.70	$2.81	$2.92	$3.04	$3.16
		Over 31M gallons, per 1,000 gallons	$3.25	$3.38	$3.52	$3.66	$3.80	$3.95
	10" meter	Up to 1.6M gallons	$5,200.00	$5,408.00	$5,624.32	$5,849.29	$6,083.26	$6,326.60
		1.61M-31M gallons	$2.60	$2.70	$2.81	$2.92	$3.04	$3.16
		Over 31M gallons, per 1,000 gallons	$3.25	$3.38	$3.52	$3.66	$3.80	$3.95
	12" meter	Up to 2M gallons	$6,500.00	$6,760.00	$7,030.40	$7,311.62	$7,604.08	$7,908.24
		2.1M-31M gallons, per 1,000 gallons	$2.60	$2.70	$2.81	$2.92	$3.04	$3.16
		Over 31M gallons, per 1,000 gallons	$3.25	$3.38	$3.52	$3.66	$3.80	$3.95

Description	*Fee*
Temporary Water Usage	$50.00 per day, plus $4.00 per 1,000 gallons, per month
Fire Line/Hydrant, Private Availability	$15.00 per month
Late Utility Payment	1.50% per month
Water Tampering	$250.00 per occurrence
Water Account Set Up	$50.00 each
Water Service Re-connection	$50.00 per occurrence
Service Call; during normal business hours	$50.00 per occurrence
Service Call; after normal business hours	$100.00 per occurrence
Water Meter Testing	$100.00 per occurrence

PERMITTING FEES

Description		*Fee*
Water Tap/Connection Permit		$10.00
Water Tap/Connection		Actual City cost
Water Line Installation		Actual City cost, plus 10%
Water Line Inspection		$35.00
Water Line Re-inspection		$50.00
Water Meter	Residential, 1"	$200.00
	Commercial, 1"	$350.00
	Over 1"	Calculated on individual basis
Water Meter Installation		$35.00
Fire Line	2" line size	$2,500
	4" line size	$3,000

	6” line size	$3,500
	8” line size	$4,000
	10” line size	$6,000
Impact Fee, Irrigation		Equal to current City Impact Fee
Impact Fee, City	$2,954 per EDU	Effective July 1, 2019
	$3,072 per EDU	Effective July 1, 2020
	$3,195 per EDU	Effective July 1, 2021
	$3,323 per EDU	Effective July 1, 2022
	$3,456 per EDU	Effective July 1, 2023
	$3,594 per EDU	Effective July 1, 2024
	$3,738 per EDU	Effective July 1, 2025
	$3,887 per EDU	Effective July 1, 2026
	$4,043 per EDU	Effective July 1, 2027
MISC FEES		
Description		*Fee*
Penalties & Fines		Not less than $50 nor more than $1,000 plus cost of prosecution

Resolution 2020-44 replaces Resolution 2020-06 in its entirety.

Adopted: December 14, 2020
Effective: July 1, 2021

Mayor Campbell asked for any public comment or questions; hearing none, he closed the public session at 8:58 p.m.

Councilman Boyle made a motion to adopt Resolution 2020-43 for the updated sewer rate schedule originally adopted earlier to be extended for six more months and to end on June 30, 2021. Councilman James seconded the motion. Motion carried.

Councilman Boyle made a motion to approve Resolution 2020-44, extending the moratorium on the updated water rates six more months through June 30, 2021. Councilman James seconded the motion. Motion carried.

Funding Authorization/Generator/Milford Crossing Apartment Complex

City Engineer Puddicombe explained that a generator engine failed at one of the substations. Due to the nature of the design of the engine, it cannot be repaired. One option would be to replace the engine, which is near as costly or more costly than to replace the generator. It is being proposed to replace that generator requiring funding to be transferred from reserve accounts.

The failed generator was installed in 2007 and is approximately 13 years old. Currently, the Public Works Department is renting a backup generator at a rate of $1,900 a month to ensure the pump station does not overflow in the event of a power failure. A quote was requested and received through Roy’s Electric Service to procure and install a C35D6 Diesel Genset, 60Hz, 35 kW and installation with costs totaling $9,250. The total cost for the replacement of the generator is $40,950, which will result in a payback period of 21.6 months, which is significantly less than the depreciation life of 20 years under MACRS.

Councilman James commented that this is a piece of equipment that has run a long life and he believes what is being proposed is the proper thing to do.

Councilman Marabello made a motion to authorize the purchase of a new generator for the Milford Crossing Pump Station and that the funds be paid from the sewer reserve fund. Councilman James seconded the motion which passed with all present voting in favor.

Councilwoman Wilson made a motion to adjourn. Councilman James seconded the motion; motion so passed with all present voting in favor.

With no further questions or comments, Mayor Campbell adjourned the meeting at 9:05 p.m.

Respectfully submitted,

Tracy N. Torbert
Transcriptionist

CITY OF MILFORD
Milford City Council
Minutes of Meeting
December 16, 2020

The City Council of the City of Milford met by way of video conferencing on December 16, 2020 for a Special Council Meeting.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Daniel Marabello, Mike Boyle, Andrew Fulton, Todd Culotta, Brian Baer, Douglas Morrow, Jason James Sr. and Katrina Wilson.

STAFF: City Manager Mark Whitfield and City Clerk Terri Hudson

In an effort to adhere to social distancing protocols and best practices imposed by Governor Carney's State of Emergency Declaration effective March 13, 2020, the City of Milford has canceled all public gatherings until further notice, See December 16, 2020 Council Meeting Agenda for additional information.

CALL TO ORDER

Mayor Campbell called the Special Meeting to order at 6:37 p.m.

The Mayor then introduced Ordinance 2020-18 as shown as follows.

Director Pierce provided a preliminary review of Ordinance 2020-18.

Ordinance 2020-18
Mispillion Gateway, LLC on behalf of Grant Shane t/a Clear Definition Detailing, for a Conditional Use Permit to allow a Car Detailing Operation in a portion of an existing commercial building located at 301 Northeast Front Street between East Street and Northeast Fourth Street in Kent County. Present Use: Vacant Building. Proposed Use: Car Detailing Operation. Tax Map & Parcel: MD-16-183.10-04-23.01.

Director Pierce noted that this Ordinance will be back before Council at the January 11, 2021 meeting for a public hearing.

ADJOURNMENT

Councilman Boyle made a motion to adjourn the meeting. Councilman Fulton seconded the motion that passed with all present voting in favor. The meeting was adjourned at 6:39 p.m.

Respectfully Submitted,

Tracy N. Torbert
Transcriptionist

City of Milford

PROCLAMATION 2021-01

HONORING DR. MARTIN LUTHER KING JR.

Whereas, Dr. Martin Luther King Jr. devoted his life to advancing equality, social justice, and opportunity for all, and challenged all Americans to participate in the never-ending work of building a more perfect union; and

Whereas, Dr. King's teachings can continue to guide and inspire us in addressing challenges in our communities; and

Whereas, the King Holiday and Service Act, enacted in 1994, designated the King Holiday as a national day of volunteer service, and charged the Corporation for National and Community Service with leading this effort; and

Whereas, since 1994 millions of Americans have been inspired by the life and work of Dr. Martin Luther King Jr. to serve their neighbors and communities on the King Holiday; and

Whereas, serving on the King Holiday is an appropriate way to honor Dr. King, meet local and national needs, bring our citizens together, and strengthen our communities and nation; and

Whereas, the King Day of Service is the only federal holiday commemorated as a national day of service, and offers an opportunity for Americans to give back to their communities on the holiday and make an ongoing commitment to service throughout the year; and

Whereas, King Day of Service projects are being organized by a wide range of nonprofit and community organizations, educational institutions, public agencies, private businesses, and other organizations across the nation; and

Whereas, each of us can and must contribute to making our communities better with increased opportunity for all our citizens, and

Whereas, the residents of the City of Milford have the opportunity to participate in events throughout our city on the King Day of Service, January 18, 2021, as well as create and implement community service projects where they identify the need.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, proclaim the Martin Luther King Jr. Holiday as a Day of Service in our City and call upon the people of Milford, Delaware to pay tribute to the life and works of Dr. Martin Luther King Jr. through participation in community service projects on Martin Luther King Day and throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed hereto this 11th day of January 2021.

_____

Mayor Arthur J. Campbell

Attest: _____

City Clerk Teresa K. Hudson

PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

DATA SHEET FOR CLEAR DEFINITION DETAILING

Planning Commission Meeting: December 15, 2020

Application Number / Name	:	20-052 / Clear Definition Detailing
Applicant	:	Grant Shane Clear Definition Detailing 110 N. Rehoboth Boulevard Milford, DE 19963
Owner	:	Mispillion Gateway, LLC 16 Fleming Street Harrington, DE 19952
Application Type	:	Conditional Use
Present Comprehensive Plan Map Designation	:	Commercial
Present Zoning District	:	C-3 (Highway Commercial District)
Present Use	:	Vacant Building
Proposed Use	:	Car Detailing Operation
Size and Location	:	1.494 +/- acres located along the north side of NE Front Street between East Street and NE Fourth Street, addressed as 301 NE Front Street.
Tax Map & Parcel	:	MD-16-183.10-04-23.01

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

PUBLIC WORKS FACILITY
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STAFF REPORT
November 30, 2020

Application Number / Name	**:**	20-052 / Clear Definition Detailing
Present Comprehensive Plan Designation	**:**	Commercial
Present Zoning District	**:**	C-3 (Highway Commercial District)
Present Use	**:**	Vacant Building
Proposed Use	**:**	Car Detailing Operation
Tax Map & Parcel	**:**	MD-16-183.10-04-23.01
Size and Location	**:**	1.494 +/- acres located along the north side of NE Front Street between East Street and NE Fourth Street, addressed as 301 NE Front Street.

I. BACKGROUND INFORMATION:

- The applicant proposes to use a portion of an existing commercial building located at 301 NE Front Street as a Car Detailing Operation. The suite is approximately 2,800 square feet in area, which was previously used as warehouse storage for Growmark FS.

- According to the applicant, the space will be used to detail and polish automotive vehicles. No hazardous materials are to be used. The applicant is proposing hours of operation from 7 am to 9 pm and plans to have a total of 4 employees at the location.

- The existing building has two overhead doors that would be used to bring vehicles inside the building to be cleaned and detailed. See attached for a copy of the site plan. Parking spaces would not be provided in front of the overhead doors to allow access to the building.

- Chapter 230-14 (C) states “car repair shops”, “service stations”, and “carwash, all types (staffed, automatic, self-service, etc.)” are conditional uses within the C-3 Highway/Commercial zoning category. Although “Car Detailing Operation” is not specifically listed, staff feels the proposed use is similar to those listed above. In addition, Chapter 230-14 (C)(17) states “business, commercial or industrial uses that do not adversely

affect neighboring properties" may be permitted subject to receiving a conditional use permit from the City Council.

II. STAFF ANALYSIS:

Based on the information presented, the City of Milford Code, and the Comprehensive Plan, staff submits the following regarding the request for the Conditional Use:

- Evaluation based on the criteria found under Chapter 230-48 Conditional Uses.

A. The presence of adjoining similar uses.

The property will contain and is surrounded by a variety of commercial uses including retail, professional office, food establishments, etc.

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

Similar proposed uses are permitted only by conditional use approval within the C-3 Highway Commercial district.

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

The Comprehensive Plan designates this area as Commercial, which is intended to provide an area with various types of commercial uses, including retail, office, service establishments, etc. The proposed use would best fall under the Commercial land use category.

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

The proposed use would be completely housed within the commercial building, which would screen the use from adjacent different uses. The use should be limited to inside the building and there should not be excessive vehicular parking on the site.

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

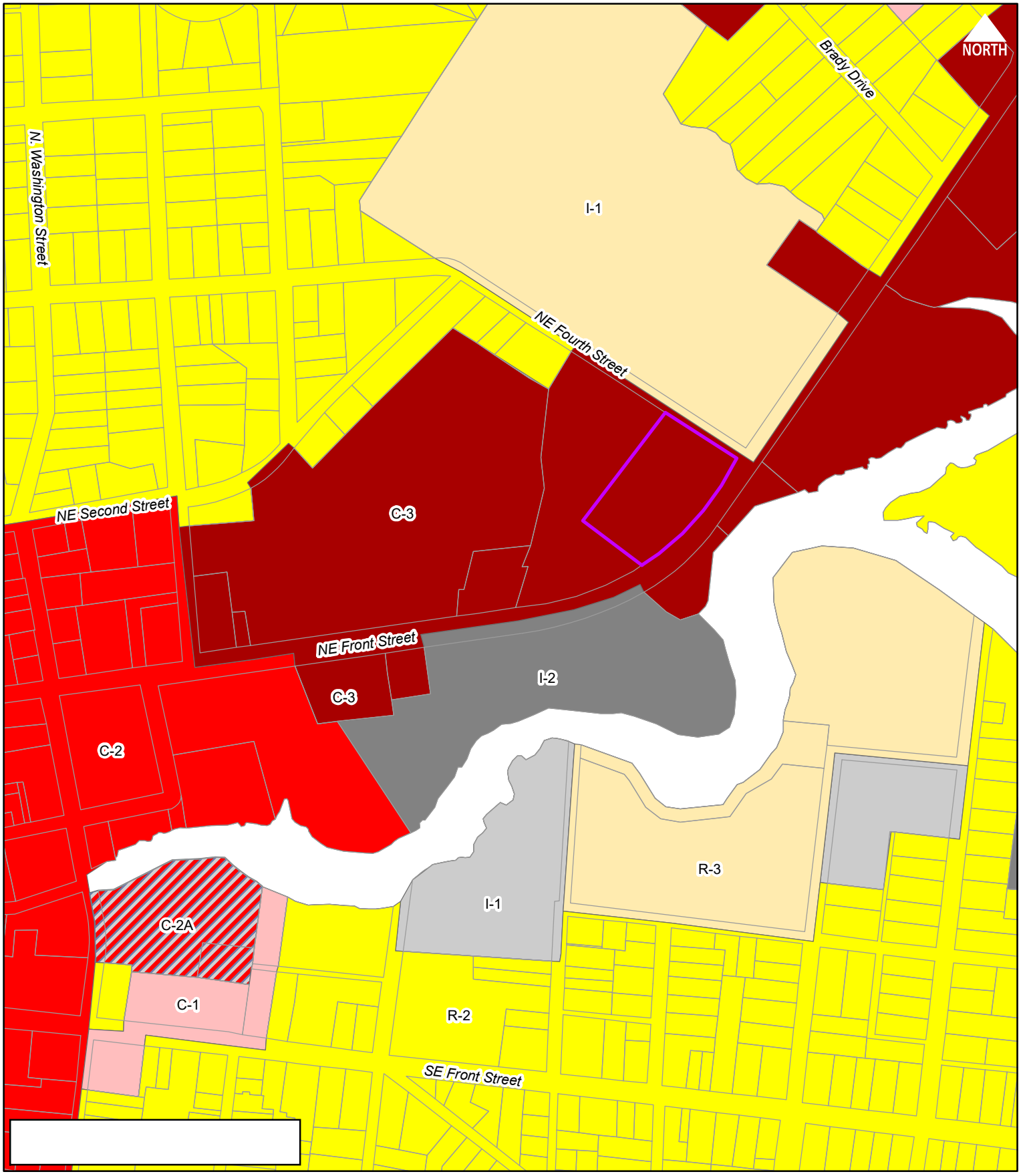
The proposed use should not detract from other permitted uses in the district if the use is completely performed within the building. Vehicles should not be cleaned in the parking lot and excessive number of vehicles should not be stored on the site to reduce impacts on neighboring uses.

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

The proposed use would be located within a recently redeveloped warehouse building that is being converted into commercial uses. The property has suitable onsite parking for the proposed uses based on the zoning code. The site also has sufficient traffic control, setbacks and screening. The primary potential adverse impacts can be minimized by requiring the use be performed entirely within the structure.

- If the Planning Commission and City Council elect to approve the applicant's request, staff recommends the following minimum conditions of approval:

    - The applicant must obtain approval from the State Fire Marshal's Office for use and occupancy of the building.
    - The applicant must obtain a building permit from the City of Milford for the interior commercial renovations.
    - All work associated with the proposed business must be done completely within the building and no detailing or work on vehicles may be permitted in the parking lot or exterior areas.
    - The applicant may not store excessive amounts of vehicles on the property.



THE CITY of Milford DELAWARE

Scale: Feet
0 150 300

Drawn by: WRP Date: 11/30/20

Filepath: CU_ClearDefinition.mxd

Title:

Conditional Use

Clear Definition Detailing

Location & Zoning Map

NOTES:

1. A THIRTY (30') BUILDING RESTRICTION LINE RUNNING ALONG NORTHEAST FOURTH STREET (DELAWARE ROUTE 14) AND NORTHEAST FRONT STREET AS DESCRIBED IN DEED BOOK 512, PAGE 22.
2. A TWENTY (20') BUILDING SETBACK LINE RUNNING ALONG THE WESTERLY BOUNDARY LINE AS DESCRIBED IN DEED BOOK 512, PAGE 22.
3. TAX PARCEL MD-16-183.10-04-70.00-000 WAS CONVEYED TO MILFORD FERTILIZER COMPANY, A DELAWARE CORPORATION, PER DEED BOOK 229, PAGE 144, RECORDED IN THE OFFICE OF RECORDER OF DEEDS IN AND FOR KENT COUNTY, STATE OF DELAWARE, AUGUST 27, 1997. PARCEL LOCATED BY APPROXIMATION.
4. ALL ENTRANCES SHALL CONFORM TO DELDOT'S DEVELOPMENT COORDINATION MANUAL (DCM) AND SHALL BE SUBJECT TO ITS APPROVAL.
5. SHRUBBERY, PLANTINGS, SIGNS AND/OR OTHER VISUAL BARRIERS THAT COULD OBSTRUCT THE SIGHT DISTANCE OF A DRIVER PREPARING TO ENTER THE ROADWAY ARE PROHIBITED WITHIN THE DEFINED DEPARTURE SIGHT TRIANGLE AREA ESTABLISHED ON THIS PLAN. IF THE ESTABLISHED DEPARTURE SIGHT TRIANGLE AREA IS OUTSIDE THE RIGHT-OF-WAY OR PROJECTS ONTO AN ADJACENT PROPERTY OWNER'S LAND, A SIGHT EASEMENT SHOULD BE ESTABLISHED AND RECORDED WITH ALL AFFECTED PROPERTY OWNERS TO MAINTAIN THE REQUIRED SIGHT DISTANCE.
6. IF THE RESIDUAL LANDS OF THE APPLICANT ARE EVER DEVELOPED INTO A MAJOR SUBDIVISION, THEN THE ACCESS TO THE PARCELS CREATED BY THIS MINOR SUBDIVISION PLAN MAY BE REQUIRED TO BE FROM AN INTERNAL SUBDIVISION STREET.
7. THIS PROPERTY IS NOT IMPACTED BY WETLANDS.
8. THIS PROPERTY HAS AN ABSENCE OF SOURCE WATER PROTECTION AREAS.
9. THIS PLAN IS VALID ONLY WHEN SIGNED IN RED INK AND EMBOSSED WITH A RAISED IMPRESSION SEAL AND WAS PREPARED IN ACCORDANCE WITH THE MINIMUM STANDARD OF ACCURACY FOR A RURAL CLASSIFICATION.
10. NO EASEMENTS OTHER THAN SHOWN WERE PROVIDED.
11. VERTICAL DATUM= NAVD88 HORIZONTAL DATUM= NAD83 (NA2001, EPOCH 2010)
12. SITE IS IN STATE STRATEGIES INVESTMENT LEVEL 1.

LEGEND

- BOUNDARY LINE
- CENTERLINE OF ROADWAY
- RIGHT-OF-WAY
- PERMANENT EASEMENT
- BUILDING SETBACK LINE (BSL)
- FLOOD ZONE
- OVER HEAD ELECTRIC (OHE)
- STORMWATER PIPE (STORM)
- BITUMINOUS CONCRETE
- CEMENT CONCRETE
- CONC. CURB (TYP.)
- IRON PIPE FOUND
- CAPPED REBAR SET/FND.
- MAG NAIL SET
- UTILITY POLE
- WELL
- FIRE HYDRANT
- EX. LIGHT POLE
- PARKING BUMPER(TYP.)
- SANITARY MANHOLE (S)
- CLEANOUT (CO)
- WATER METER (WM)
- WATER VALVE
- WATER VALVE (W)
- APPROX. SEWER LINE. (SS)
- MULTI USE EASE.
- PROP. RIGHT OF WAY (ROW)

ROAD TRAFFIC DATA:
FUNCTIONAL CLASSIFICATION.....MINOR ARTERIAL
POSTED SPEED LIMIT.....25 MPH
AADT(2017 DELDOT TRAFFIC SUMMARY.....6,124
10 YEAR PROJECTED AADT.....6966
10 YEAR PROJECTED AADT +SITE ADT=.....7047
DIRECTIONAL SPLIT.....59%/41%
PEAK HOUR 10.1% X 7047.....712 VPH
TRUCK PERCENTAGE= 6.28%.....6.22% X 712=44.3

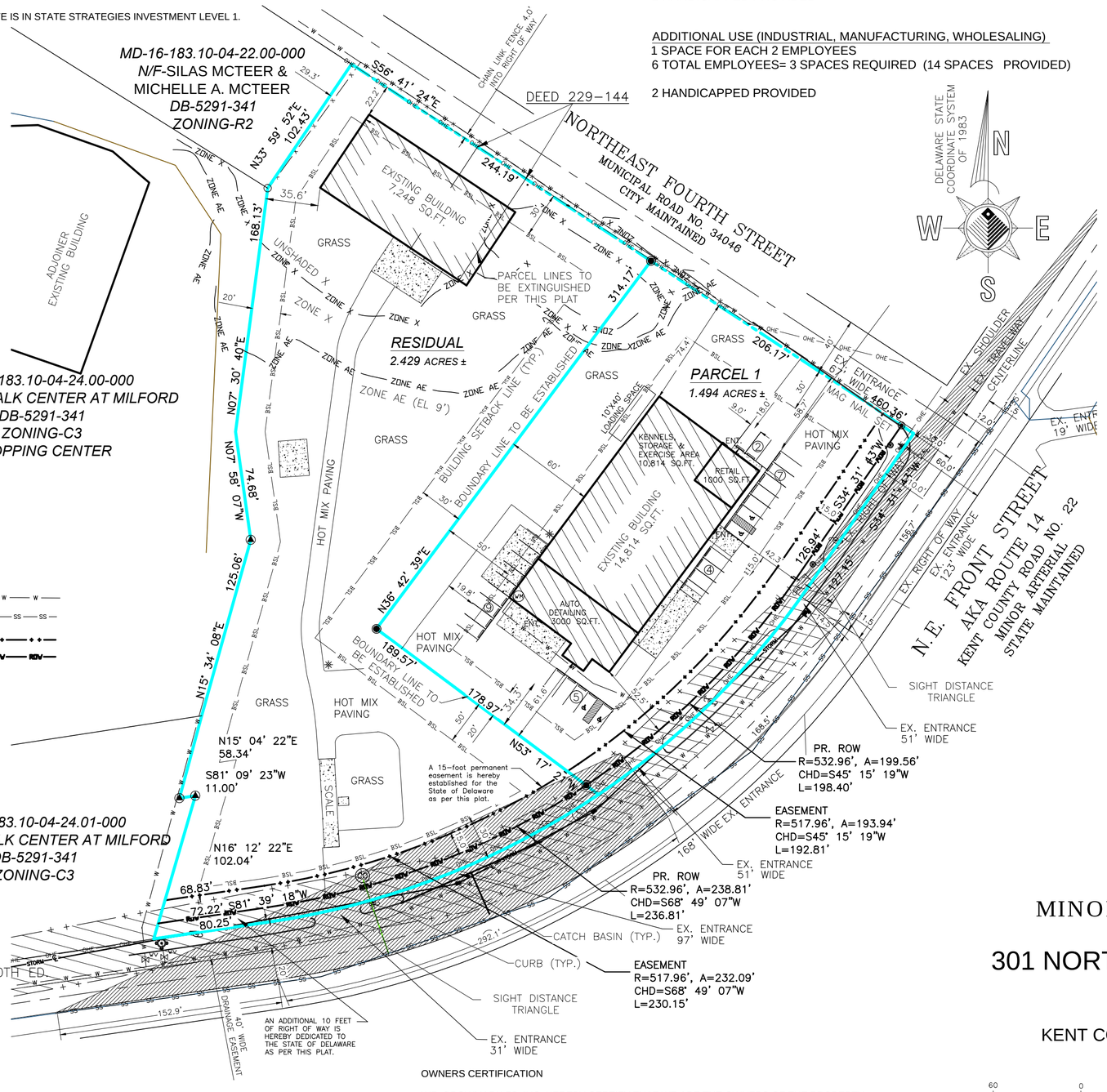
SITE TRIP GENERATION:
SOURCE.....ITE TRIP GENERATION MANUAL 10TH ED.
USE.....GEN. OFFICE BUILDING
ITE USE CASE.....710
GENERATOR.....9.74 TRIPS PER DAY
GROSS RENTABLE AREA/1000 SQ.FT.....4.0
TRIPS .....39 (4.0 X 9.74)
ENTRANCE TYPE.....FULL INGRESS/EGRESS
PEAK HOUR 10.1%.....4 TRIPS

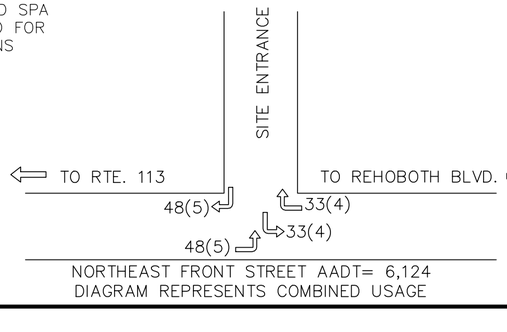
SOURCE.....DAILY TRANSACTIONS EXISTING LOCATION
USE.....PET BOUTIQUE, DAYCARE AND SPA
GENERATOR.....42 TRIPS PER DAY DOUBLED FOR 21 AVG. DAILY TRANSACTIONS
GROSS FLOOR AREA.....10,000 SQ. FT.
TRIPS.....ACTUAL
PEAK HOUR 10.1%.....5 TRIPS
PET BOUTIQUE DATA FROM CASH REGISTER RECIEPTS

CITY OF MILFORD APPROVAL

I, ERIC NORENBERG, HEREBY CERTIFY THAT THIS MINOR SUBDIVISION PLAT MEETS THE CRITERIA SET FORTH BY THE CITY OF MILFORD AND IS HEREBY APPROVED FOR RECORDATION.

ERIC NORENBERG, CITY MANAGER DATE





OWNERS CERTIFICATION

WE, GROWMARK FS, INC, HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PURPOSE OF THIS PLAN IS TO ILLUSTRATE THE SUBDIVISION OF THE PARCEL LOCATED AT 308 NE FRONT ST., AND THAT WE ACKNOWLEDGE THE SAME TO BE OUR ACT AND DESIRE THAT THIS PLAN IS TO BE RECORDED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

AUTHORIZED SIGNATURE DATE

SURVEYOR'S CERTIFICATION

I, ROBERT W. NASH, P.L.S. #551, HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF REPRESENTS GOOD SURVEYING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

ROBERT W. NASH, PLS 551 DATE

- PARKING RATIONALE

PROPOSED USE (1000 SQ.FT.) RETAIL
1 SPACE FOR EACH 200 SQ.FT.= 5 SPACES
1 FOR EACH 2 EMPLOYEES 8 EMPLOYEES= 4 SPACES
(9 SPACES REQUIRED)
(13 SPACES PROVIDED)

2 HANDICAPPED PROVIDED

ADDITIONAL USE (INDUSTRIAL, MANUFACTURING, WHOLESALING)
1 SPACE FOR EACH 2 EMPLOYEES
6 TOTAL EMPLOYEES= 3 SPACES REQUIRED (14 SPACES PROVIDED)

2 HANDICAPPED PROVIDED



VICINITY MAP - SCALE: 1" = 2,000'

DATA COLUMN

• PARCEL:	MD-16-183.10-04-23.00-00001
• CURRENT OWNER	GROWMARK FS, INC.
• ADDRESS	308 NE FRONT ST MILFORD, DE 19963
• SOURCE OF TITLE	DB-512-22
• AREA	
PRE ADJUSTMENT	
GROSS	3.999 ACRES±
POST ADJUSTMENT	
PARCEL 1	1.436 ACRES±
RESIDUE	2.488 ACRES±
PARCEL NET	3.924 ACRES±
DEDICATION	0.075 ACRES±
• No. EXISTING PARCELS	1 PARCELS
• No. PROPOSED PARCELS	2 PARCEL
• MONUMENTS	4 FOUND. 4 PROPOSED
• EXISTING EASEMENTS	PB-B-139
• EXISTING ZONING	
PARCEL 1	I-2 (GENERAL INDUSTRIAL)
RESIDUE	I-2 (GENERAL INDUSTRIAL)
• PROPOSED ZONING	
PARCEL 1	C-3 (HIGHWAY COMMERCIAL)
RESIDUE	C-3 (HIGHWAY COMMERCIAL)
• PRESENT USE	
PARCEL 1	GENERAL INDUSTRIAL
RESUIDE	GENERAL INDUSTRIAL
• PROPOSED USE	
PARCEL 1	RETAIL/OFFICE
RESIDUE	COMMERCIAL
• UTILITIES	CITY OF MILFORD
• FRONTAGE	
PARCEL1	
NE FRONT ST.	330.00 FEET
NE FOURTH ST.	206.17 FEET
RESIDUE	
NE FRONT ST.	323.54 FEET
NE FOURTH ST.	244.19 FEET
• FEMA FLOOD MAP	10005C0041K
MAP REVISED	MARCH 16, 2015
FLOOD ZONE	AE ELEV. 9'
• POSTED SPEED LIMIT	25 M.P.H.

C-3 (HIGHWAY COMMERCIAL DISTRICT)

MIN. LOT AREA	1 ACRE
MIN. LOT FRONTAGE	150 FEET /170 FEET CORNER
MAX. BUILDING HEIGHT	35 FEET / 3 STORIES
MAX. IMPERVIOUS COVERAGE	80%
MIN. FRONT SETBACK	30 FEET
MIN. REAR SETBACK	50 FEET
MIN. SIDE SETBACK	20 FEET (50' AGGREGATE)

THE BUILDINGS SHOWN HEREON ARE LOCATED WITHIN THE FEMA REGULATED FLOODPLAIN AND THE BULIDING IMPROVEMENTS ARE SUBJECT TO CHAPTER 130, FLOODPLAIN OF THE CITY CODE. ANY NEW CONSTRUCTION OR SUBSTANTIAL IMPROVEMENT TO THE BUILDINGS WILL REQUIRE COMPLIANCE WITH FLOOD ELEVATIONS AND BUILDING MATERIALS. PLEASE CONTACT THE PLANNING DEPARTMENT TO DISCUSS FURTHER.

MINOR SUBDIVISION PLAN

FOR PROPERTY KNOWN AS

301 NORTH EAST FRONT STREET

SITUATE IN

CITY OF MILFORD

KENT COUNTY - STATE OF DELAWARE

GRAPHIC SCALE

60 0 30 60 120 240

(IN FEET)

1 inch = 60 ft.

DATE	REVISION	CHKD
11/10/20	CHANGE PARKING	RWN
7/31/19	CLARIFICATION DELDOT	RWN
7/18/19	COMMENTS DELDOT	RWN
7/16/19	COMMENTS DELDOT	RWN
7/11/19	COMMENTS DELDOT	RWN
7/06/19	COMMENTS MILFORD	RWN

MERESTONE CONSULTANTS, INC.
ENGINEERS - PLANNERS - SURVEYORS
5215 WEST WOODMILL DRIVE
WILMINGTON, DE 19808
PHONE: 302-992-7900
FAX: 302-992-7911
33516 CROSSING AVENUE, UNIT 1
FIVE POINTS SQUARE
LEWES, DE 19958
PHONE: 302-226-5880
FAX: 302-992-7911

DRAWN BY: DTG | DATE: 13 JUNE 2017 | SHEET#: 1 OF 1

© MERESTONE CONSULTANTS, INC. 2017

PLAN #: 23970N-228248

SYMBOLS



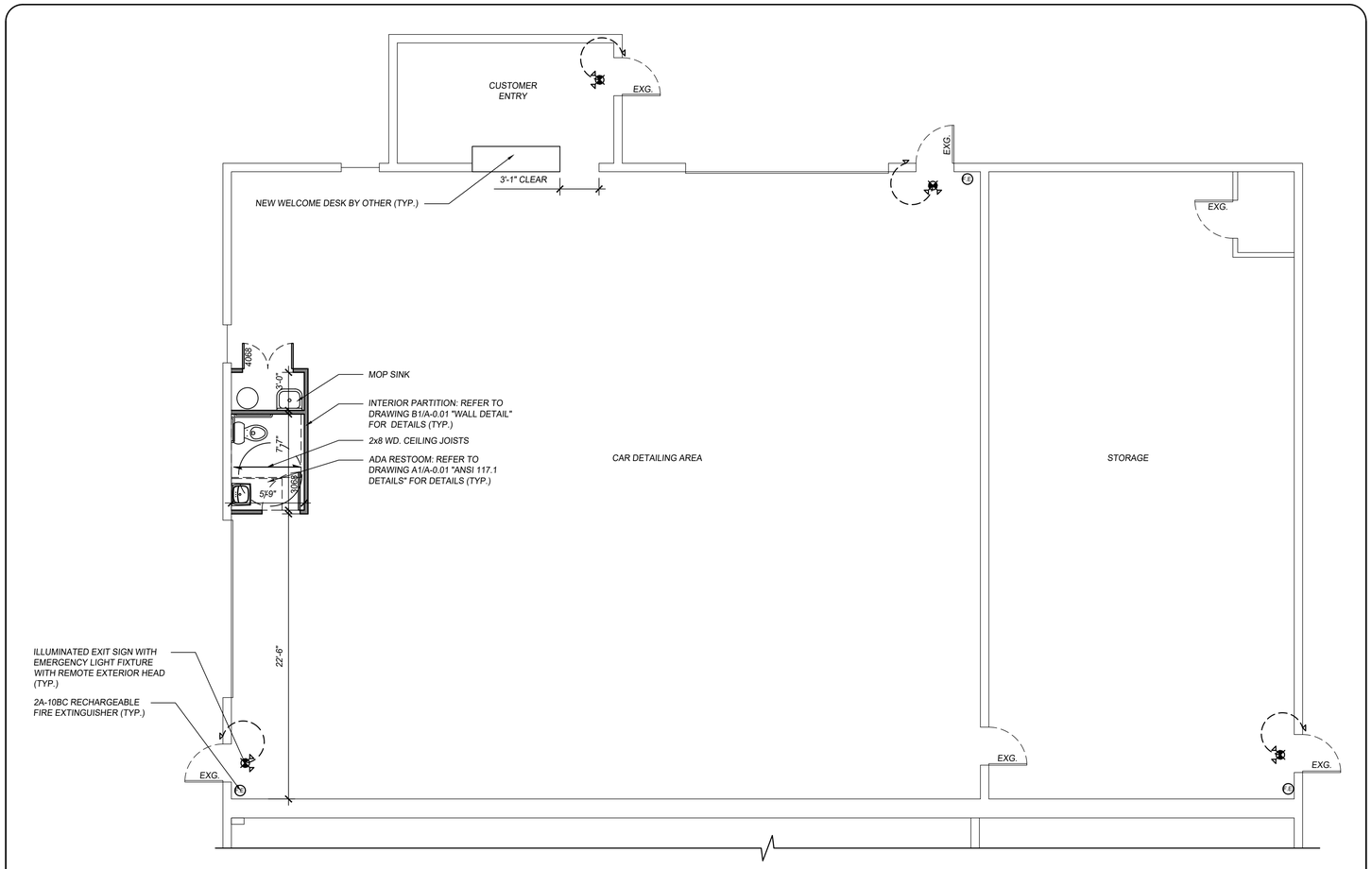
- (1) DOOR
- (A) WINDOW
- WALL TYPE
- EXG. WALL TO REMAIN
- EXG. WALL TO BE REMOVED
- NEW WALL

ABBREVIATIONS

A.C.T.	ACOUSTICAL CEILING TILE	JAN.	JANITOR
A.B.	ANCHOR BOLT	JT.	JOINT
A.F.F	ABOVE FINISH FLOOR	LAM	LAMINATE
ALT	ALTERNATE	LAV	LAVATORY
ALU	ALUMINUM	L.P.	LOW POINT
ASPH	ASPHALT	MAX	MAXIMUM
BD	BOARD	MECH	M
BLDG	BUILDING	MIN.	MINIMUM
BLKG	BLOCKING	MISC	MISCELLANIOUS
BM	BEAM	M.O.	MASONRY OPENING
BOT	BOTTOM	MTD.	MOUNTED
BS	BOTH SIDES	MTL	METAL
CLG	cEILING	N.I.C.	NOT IN CONTRACT
CLR	CLEAR	NO.	NUMBER
CMU	CONCRETE MASONRY UNIT	N.T.S.	NOT TO SCALE
COL	COLUMN	O.C.	ON CENTER
CONC.	CONCRETE	O.D.	OUTSIDE DIAMETER
CONT.	CONTINUOUS	O.H.	OVERHEAD
CONTR.	CONTRACTOR	OPNG	OPENING
C.J.	CONTROL JOINT	P.B.C.	PLUMBING CONTRACTOR
C.T.	CERAMIC TILE	PL	PLATE
CTR	CENTER	PLAS LAM	PLASTIC LAMINATE
DBL	DOUBLE	PLWD	PLYWOOD
DIA	DIAMETER	PR	PAIR
DN.	DOWN	PT	PAINTED
DR	DOOR	RAD	RADIUS
DS	DOWNSPOUT	REINF	REINFORCED
DET	DETAIL	REQ'D	REQUIRED
DTL	DETAIL	RESIL	RESILIENT
DWG	DRAWING	RM.	ROOM
EA	EACH	R.O.	ROUGH OPENING
E.C.	ELECTRICAL CONTRACTOR	SIM.	SIMILAR
ELEC.	ELECTRICAL	SHTG	SHEATHING
ELEV	ELEVATION/ELEVATOR	SPEC'S	SPECIFICATIONS
E.F.	EACH FACE	SQ.	SQUARE
EQ	EQUAL	STD.	STANDARD
EQUIP	EQUIPMENT	STL	STEEL
EXG.	EXISTING	STRUCT	STRUCTURAL
EXP.	EXPANSION	SUSP. CLG.	SUSPENDED CEILING
E.W.	EACH WAY	T.O.B.	TOP OF BEAM
E.W.C.	ELECTICAL WATER COOLER	T.M	TOP OF MASONRY
F.B.O.	FURNISHED BY OTHERS	T.O.R	TOP OF RIDGE
FD	FLOOR DRAIN	T.O.P.	TOP OF PLATE
FE	FIRE EXTINGUISHER	T.O.S.	TOP OF STEEL
FDN	FOUNDATION	TYP.	TYPICAL
FLR	FLOOR	U.N.O.	UNLESS NOTED OTHERWISE
FIN.	FINISH(ED)	VCT	VINYL COMPOSITION TILE
FTG	FOOTING	W/	WITH
FURR	FURRING	WD.	WOOD
GA.	GAUGE		
GV.	GALVANIZED		
GL	GLASS		
GRD	GRADE		
GPDW	GYPSUM DRYWALL		
GYP	GYPSUM		
H.A.C.	HEATING AND A/C CONTRACTOR		
HDWD	HARD WOOD		
H.M.	HOLLOW METAL		
HORIZ	HORIZONTAL		
H.P.	HIGH POINT		
HT.	HEIGHT		
I.D.T.	INSIDE DIMENSION CLEAR		
I.D.	INSIDE DIAMETER		
INSUL	INSULATION		
INT.	INTERIOR		

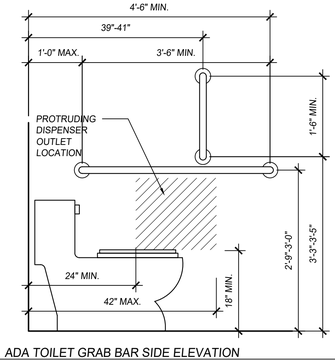
SELECTIVE DEMOLITION

1. PROTECT WALLS, CEILINGS, FLOORS, AND OTHER EXISTING FINISH WORK THAT ARE TO REMAIN AND ARE EXPOSED DURING SELECTIVE DEMOLITION OPERATIONS.
2. PROVIDE AND MAINTAIN INTERIOR AND EXTERIOR SHORING, BRACING, OR STRUCTURAL SUPPORT TO PRESERVE STABILITY AND PREVENT MOVEMENT & SETTLEMENT
3. CLEAN ADJACENT STRUCTURES AND IMPROVEMENTS OF DUST, DIRT, AND DEBRIS CAUSED BY SELECTIVE DEMOLITION OPERATIONS. RETURN ADJACENT AREAS TO CONDITION EXISTING PRIOR TO START OF SELECTIVE DEMOLITION.
4. DEMOLISH AND REMOVE EXISTING CONSTRUCTION ONLY TO THE EXTENT REQUIRED BY NEW CONSTRUCTION.
5. PROMPTLY PATCH AND REPAIR HOLES AND DAMAGED SURFACES CAUSED TO ADJACENT CONSTRUCTION BY SELECTIVE DEMOLITION OPERATIONS.
6. WHERE REPAIRS TO EXISTING SURFACES ARE REQUIRED, PATCH TO PRODUCE SURFACES SUITABLE FOR NEW MATERIALS.
7. RESTORE EXPOSED FINISHES OF PATCHED AREAS AND EXTEND FINISH RESTORATION INTO ADJOINING CONSTRUCTION TO REMAIN IN A MANNER THAT ELIMINATES EVIDENCE OF PATCHING AND REFINISHING.
8. PATCH AND REPAIR FLOOR AND WALL SURFACES IN THE NEW SPACE WHERE DEMOLISHED WALLS OR PARTITIONS EXTEND ONE FINISHED AREA INTO ANOTHER. PROVIDE A FLUSH AND EVEN SURFACE OF UNIFORM COLOR AND APPEARANCE.
9. PATCH, REPAIR, OR REHANG EXISTING CEILINGS AS NECESSARY TO PROVIDE AN EVEN-PLANE SURFACE OF UNIFORM APPEARANCE.
10. DISPOSAL: PROMPTLY DISPOSE OF DEMOLISHED MATERIALS. DO NOT ALLOW DEMOLISHED MATERIALS TO ACCUMULATE ON-SITE.
    a) DO NOT BURN DEMOLISHED MATERIALS
    b) TRANSPORT DEMOLISHED MATERIALS OFF OF OWNER'S PROPERTY AND LEGALLY DISPOSE OF THEM.

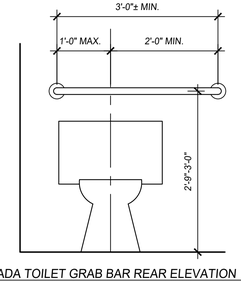


A2 FIT-OUT PLAN

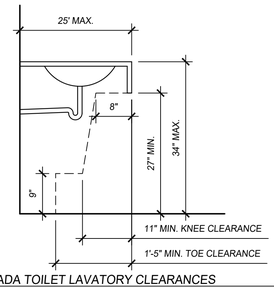
3/16" = 1'-0"



ADA TOILET GRAB BAR SIDE ELEVATION



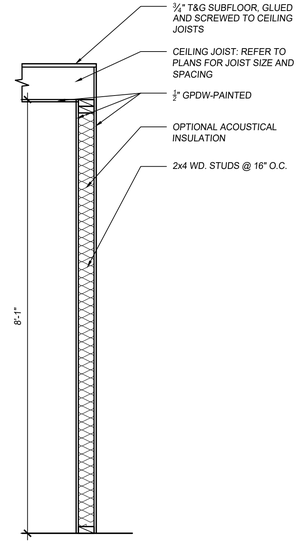
ADA TOILET GRAB BAR REAR ELEVATION



ADA TOILET LAVATORY CLEARANCES

A1 ANSI 1171.1 DETAILS

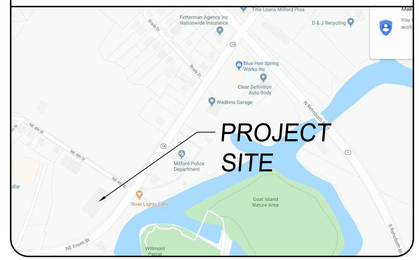
3/4" = 1'-0"



B1 WALL DETAIL

3/4" = 1'-0"

SITE MAP



PROJECT DATA

ARCHITECT
ARCHOLOGY
107 S. WASHINGTON ST.
MILFORD, DELAWARE 19963
(302) 339-5566

CONTRACTOR
-

SCOPE OF WORK:
INTERIOR FIT-OUT OF EXG. COMMERCIAL SPACE.

BUILDING CONSTRUCTION TYPE: Vb
BUILDING IS NOT SPRINKLERED
BUILDING IS NOT ALARMED

FIRE RESISTANCE RATING REQUIREMENTS FOR BUILDING ELEMENTS:
PRIMARY STRUCTURAL FRAME: 0 HRS
EXTERIOR BEARING WALLS: 0 HRS
INTERIOR BEARING WALLS: 0 HRS
EXTERIOR NON-BEARING WALLS AND PARTITIONS: 0 HRS
INTERIOR NON-BEARING WALLS AND PARTITIONS: 0 HRS
FLOOR CONSTRUCTION AND ASSOCIATED SECONDARY MEMBERS: 0 HRS
ROOF CONSTRUCTION AND ASSOCIATED SECONDARY MEMBERS: 0 HRS

FIT-OUT SQUARE FOOTAGE:
4,460 ± S.F.

OCCUPANCY (GROUP B-BUSINESS):
ENTRY: 163± S.F. / 100 S.F. PER OCCUPANT = 2 OCCUPANTS
DETAILING AREA: 2,925± S.F. / 200 S.F. PER OCCUPANT = 15 OCCUPANTS
STORAGE: 1,193± S.F. / 300 S.F. PER OCCUPANT = 4 OCCUPANTS
TOTAL OCCUPANTS = 21 OCCUPANTS

EGRESS REQUIREMENTS:
REQUIRED: 21 OCCUPANTS x .2" PER OCCUPANT = 4.2" (2) DOORS
PROPOSED: 128" (4) DOORS

MAX. ALLOWABLE TRAVEL DISTANCE ALLOWED: 200'-0"
MAX. TRAVEL DISTANCE PROPOSED: 65'-11"±

MAX. ALLOWABLE COMMON PATH OF TRAVEL: 100'-0"
PROPOSED COMMON PATH OF TRAVEL: 65'-11"±

GENERAL NOTES

1. DO NOT SCALE THESE DRAWINGS. (VERIFY ALL DIMENSIONS IN THE FIELD PRIOR TO CONSTRUCTION.)
2. THE CONTRACTOR SHALL VERIFY ALL SITE CONDITIONS PRIOR TO CONSTRUCTION.
3. THE 2012 INTERNATIONAL BUILDING CODE AS ADOPTED BY THE CITY OF MILFORD, DELAWARE SHALL GOVERN CONSTRUCTION OF THIS PROJECT.
4. ALL DIMENSIONS ARE FROM FACE OF STUDS OR FACE OF MASONRY UNITS UNLESS NOTED OTHERWISE.
5. ALL WOOD IN CONTACT WITH CONCRETE OR MASONRY UNITS OR EXPOSED TO THE ENVIRONMENT SHALL BE PRESSURE TREATED WOOD.
6. BOTTOM OF ALL FOOTINGS SHALL BE A MINIMUM OF 32" BELOW GRADE OR PER APPLICABLE BUILDING CODE FOR THIS PROJECT (USE GREATER OR THE TWO CONDITIONS).
7. CONTRACTOR SHALL NOTIFY MISS UTILITY NOT LESS THAN TWO WORKING DAYS, NOT MORE THAN TEN WORKING DAYS, PRIOR TO EXCAVATION OR DEMOLITION ON THIS PROJECT.
8. ALL NEW MATERIALS SHALL BE FREE OF LEAD, ASBESTOS OR MERCURY
9. ALL ELECTRICAL WORK SHALL COMPLY WITH NFPA 70, NATIONAL FIRE CODES AND NATIONAL ELECTRIC CODE (N.E.C.).
10. SHOULD ANY WORDS OR NUMBERS THAT ARE NECESSARY FOR A CLEAR UNDERSTANDING OF THE WORK BE ILLEGIBLE OR OMITTED, OR SHOULD AN ERROR OR DISCREPANCY OCCUR IN ANY OF THE CONTRACT DOCUMENTS, THE CONTRACTOR SHALL NOT PROCEED WITH THAT PORTION OF THE WORK UNTIL CLARIFICATION IS RECEIVED. IN THE EVENT THE CONTRACTOR PROCEEDS WITHOUT SO NOTIFYING THE ARCHITECT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF CORRECTING SAME, INCLUDING ANY RESULTING DAMAGE.
11. ALL FLOOR FINISHES TO BE CLASS I OR CLASS II. BATHROOM FLOORING TO BE NON-POROUS AND EXTEND 6" UP WALL.
12. ALL WALL AND CEILING FINISHES TO BE CLASS A, CLASS B OR CLASS C.
14. ALL HVAC SYSTEMS TO BE ELECTRIC NON-FUEL BURNING UNITS WITH LESS THAN 2,000 CFM
15. ALL DOOR HARDWARE TO BE ADA COMPATIBLE AND NON-KEYED FROM THE EGRESS SIDE.

ARCHOLOGY, LLC
ARCHITECTURE & DESIGN SERVICES
107 S Washington St., Milford, DE 19963
ph: (302) 339-5566 www.ArchologyDE.com

ALL DESIGNS, CONCEPTS, IDEAS AND ARRANGEMENTS DEPICTED ON THESE DRAWINGS ARE THE PROPERTY OF ARCHOLOGY, LLC AND ARE PROTECTED BY COPYRIGHT LAW. THEY ARE NOT INTENDED TO BE USED IN CONNECTION WITH THIS SPECIFIC PROJECT AND SHALL NOT BE LOANED, COPIED OR USED, IN WHOLE OR IN PART FOR ANY OTHER PURPOSE WHATSOEVER WITHOUT THE WRITTEN CONSENT OF ARCHOLOGY ARCHITECTURE AND DESIGN SERVICES. NO CHANGES OR DEVIATIONS SHALL BE ALLOWED WITHOUT THE WRITTEN CONSENT OF ARCHOLOGY ARCHITECTURE AND DESIGN SERVICES, LLC

REV. DATE:

ARCHOLOGY, LLC © 2020

CONSTRUCTION DRAWING FOR THE NEW:
CLEAR DEFINITION CAR DETAILING FIT-OUT
NE FRONT STREET
MILFORD, KENT COUNTY, DELAWARE

FIT-OUT PLAN, ANSI 1171.1 DETAILS AND WALL DETAIL

PROJECT # 20457

PROFESSIONAL CERTIFICATION.
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF DELAWARE
LICENSE NUMBER S5-0007352
EXPIRATION DATE 01/31/2022

DATE: 11/05/2020

SHEET # A-0.01

Clear Definition Detailing

The use of this space will be used to Detail and Polish Automotive Vehicles. No hazardous waist material is to be used. The hours of operation will be from approximately 7Am to 9pm. I have 4 detailers working with me as of right now.

§ 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) 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.

§ 230-46. - Purpose.

A. The intent of the conditional use is to maintain a measure of control over uses that have an impact on the entire community. Generally, conditional uses may be desirable in certain locations for the general convenience and welfare. They must use the property in a manner that assures neither an adverse impact upon adjoining properties nor the creation of a public nuisance. In short, because of the nature of the use, it requires sound planning judgment on its location and site arrangement.

B. Conditional use permits may be issued for any of the conditional uses for which a use permit is required by the provisions of this chapter, provided that the City Council shall find that the application is in accordance with the provisions of this chapter after duly advertised hearings held in accordance with the provisions of Article XII.

§ 230-47. - Application and approval procedures.

A. The application for a conditional use shall first be made with the Code Official, who shall then forward the materials to the Planning Commission.

B. The Planning Commission shall study such information and make recommendations to the City Council within 60 days of the Code Official's referral to the Commission after holding a public hearing.

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

§ 230-48. - Criteria for evaluation.

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

A. The presence of adjoining similar uses.

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

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

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

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

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

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

A. In granting any conditional use permit, the City Council may designate such conditions as will, in its opinion, assure that the use will conform to the requirements as stated in § 230-48 and that such use will continue to do so.

B. Construction or operation shall be commenced within one year of the date of issuance or the use permit becomes void.

C. A reapplication for a use permit for the same lot or use shall not be considered by the City Council within a period of 365 days from its last consideration. This provision, however, shall not impair the right of the Council to propose a use permit on its own motion.

D. See fee schedule.

E. If a conditional use permit is granted under the provisions of this article, the City Council shall direct the Code Official to officially notify the applicant, in writing, of all conditions approved by the Council.

F. The approval of a conditional use is valid for one year. Unless permits are obtained or construction or use is substantially underway, all provisions of the conditional use are automatically rescinded. Permits may be revoked by the Council for failure to comply with the stated conditions of approval or applicable regulations.

CITY OF MILFORD
NOTICE OF PUBLIC HEARING
Planning Commission Hearing: Tuesday, December 15, 2020
City Council Hearing: Monday, January 11, 2021

NOTICE IS HEREBY GIVEN that the following Ordinance is currently under review by Milford Planning Commission and City Council, with action scheduled to occur on the date(s) and time(s) so indicated:

ORDINANCE 2020-18

Mispillion Gateway LLC on behalf of Grant Shane, t/a Clear Definition Detailing, for a Conditional Use Permit to allow a Car Detailing Operation in a portion of an existing commercial building located at 301 Northeast Front Street. The property is currently zoned C-3 and consists of 1.494 +/- acres on the north side of Northeast Front Street between East Street and Northeast Fourth Street in Kent County. Present Use: Vacant Building Proposed Use: Car Detailing Operation
Tax Map & Parcel MD-16-183.10-04-23.01

WHEREAS, Chapter 230-14(C) of the Code of the City of Milford states "car repair shops", "service stations", and "carwash, all types (staffed, automatic, self-service, etc.)" are conditional uses within the C-3 Highway/Commercial zoning category; and

WHEREAS, Chapter 230-14(C)(17) further states "business, commercial or industrial uses that do not adversely affect neighboring properties" may be permitted subject to receiving a conditional use permit from the City Council; and

WHEREAS, the owners of the property, as described herein, have petitioned the City of Milford for a Conditional Use to allow a Car Detailing Operation in an existing facility at 301 Northeast Front Street; and

WHEREAS, the City of Milford Planning Commission will consider the application during their meeting on Tuesday, December 20, 2020, at which time interested parties will be permitted to publicly comment on the application so that an informed recommendation can be provided to City Council; and

WHEREAS, Milford City Council will hold a Public Hearing on January 11, 2021 to allow for additional public comment and review of the ordinance at which time a final determination is expected; and

WHEREAS, the notice as required by Chapter 230, has been published in the Milford Beacon, and provided to property owners within 200 feet of the subject parcel; and

WHEREAS, this ordinance becomes effective ten days following the date of its adoption.

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

Section l. Upon the adoption of this ordinance, Mispillion Gateway LLC on behalf of Grant Shane, t/a Clear Definition Detailing, is hereby granted a Conditional Use Permit for a Car Detailing Operation, in accordance with the application, approved plans and any conditions set forth by City Council.

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

City Council Introduction: Wednesday, December 16, 2020
Planning Commission Review & Public Hearing: Tuesday, December 15, 2020
City Council Public Hearing: Monday, January 11, 2021

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 112520*

PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

DATA SHEET FOR MILFORD PONDS – PHASE II

Planning Commission Meeting: November 17, 2020

Application Number / Name	:	19-033 / Milford Ponds – Phase II
Applicant	:	Milford Ponds, LLC 179 Rehoboth Avenue, Suite 1081 Rehoboth Beach, DE 19971
Owner	:	Same
Application Type	:	Revised Final Major Subdivision
Comprehensive Plan Designation	:	Moderate Density Residential
Zoning District	:	R-1, R-2 & R-3 with PUD
Present Use	:	Planned Unit Development
Proposed Use	:	Planned Unit Development
Area and Location	:	178.03 +/- acres located along the east side of Route 113 5,500 feet south of the Seabury Avenue intersection known as the Milford Ponds subdivision
Property Identification Numbers	:	1-30-3.00-264.01, 1-30-3.00-558.00, 1-30-6.00-600.00 thru 691.00

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

PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

STAFF ANALYSIS REPORT
October 14, 2020

Application Number / Name	**:**	19-033 / Milford Ponds – Phase II
Application Type	**:**	Revised Final Major Subdivision
Comprehensive Plan Designation	**:**	Moderate Density Residential
Zoning District	**:**	R-1, R-2, & R-3 with PUD
Present Use	**:**	Planned Unit Development
Proposed Use	**:**	Planned Unit Development
Property Identification Numbers	**:**	1-30-3.00-264.01, 1-30-3.00-558.00, 1-30-6.00-600.00 thru 691.00
Area and Location	**:**	178.025 +/- acres of land located along the east side of Route 113 approximately 5,500 feet south of the Seabury Avenue intersection known as the Milford Ponds subdivision.

I. BACKGROUND INFORMATION:

- The applicant received revised Preliminary Major Subdivision and Planned Unit Development approval from City Council on June 22, 2020.
- The revised final major subdivision application is for Phase II only of the subdivision, which includes 89 single-family detached dwellings.

II. STAFF ANALYSIS:

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

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

- The applicant has obtained approvals or letters of no-objection from DelDOT, State Fire Marshal's Office, Division of Public Health, Sussex Conservation District and the City Engineer.

III. AGENCY & DEPARTMENT COMMENTS:

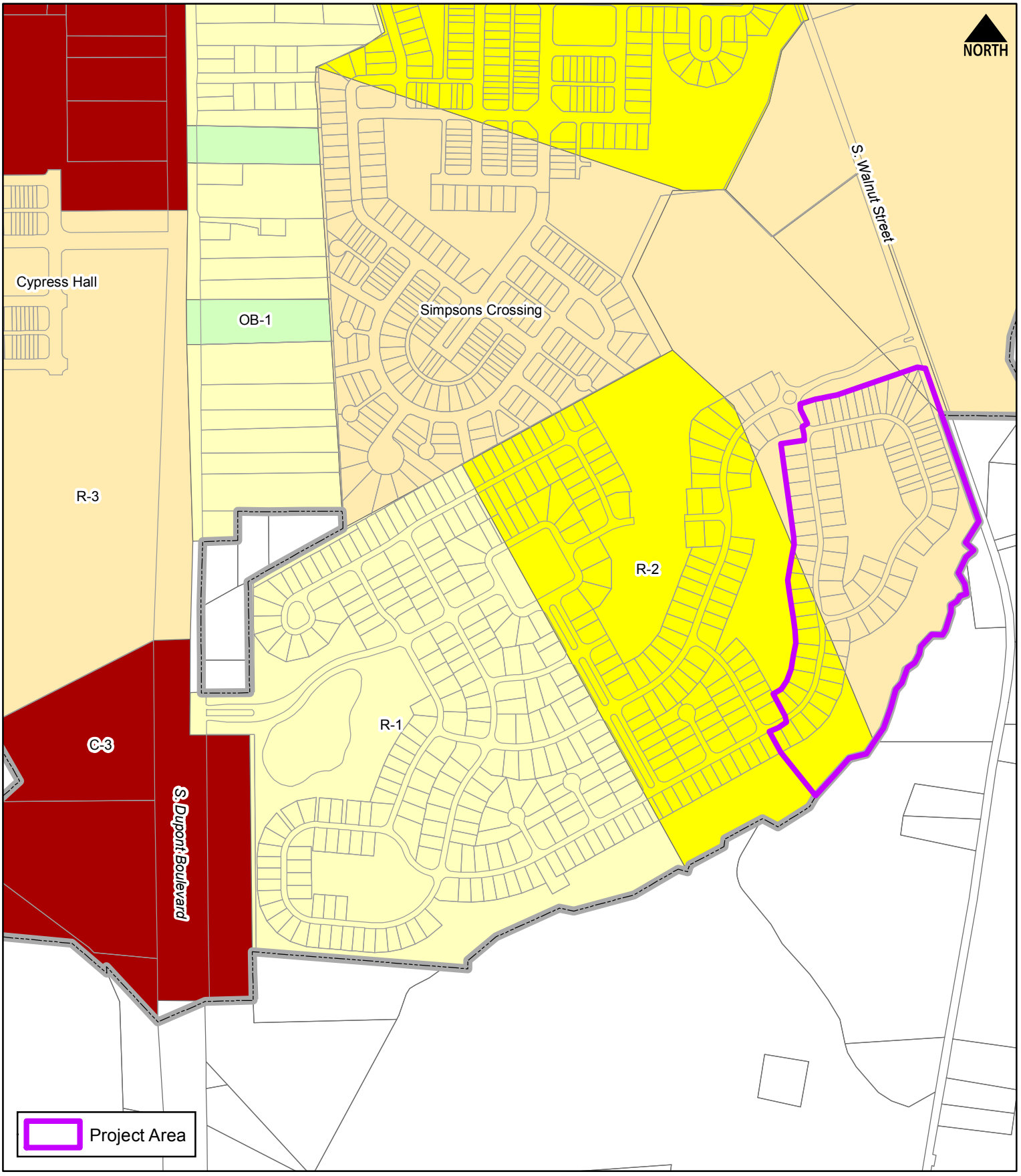
- **DelDOT Planning, Development Coordination**
  See attached for "Letter of No-Objection to Recordation" dated September 15, 2020.

- **Sussex Conservation District**
  See attached letter requesting final plans dated October 1, 2020.

- **DHSS – Division of Public Health**
  See attached "Approval to Construct" dated January 23, 2020.

- **State Fire Marshal's Office**
  See attached "Fire Protection Plan Review Report" dated January 30, 2020.

- **City of Milford Public Works Department**
  See attached contingent approval letter dated October 14, 2020.



THE CITY of Milford DELAWARE

Scale: 0 300 600 Feet

Drawn by: WRP

Date: 10/03/19

Filepath: PreliminaryMajorSub_MilfordPonds_PhII.mxd

Title:

Preliminary Major Subdivision

Milford Ponds - Phase II

Location & Zoning Map

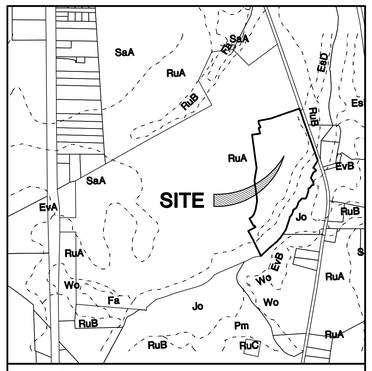
MILFORD PONDS - PHASE 2

CONSTRUCTION PLANS

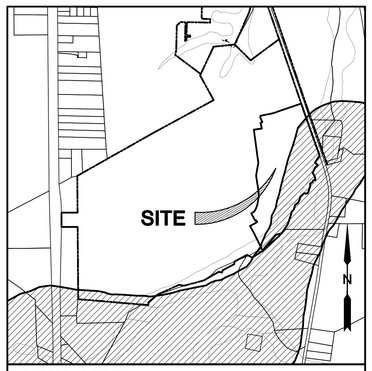
CITY OF MILFORD

DBF NO. : 2875A001

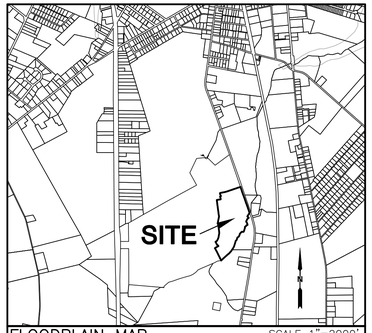
JUNE 2020



SOILS MAP SCALE: 1"=1000'



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



FLOODPLAIN MAP SCALE 1"=2000'
MAP PANEL: 10005C0043K DATED: MARCH 16, 2015
10005C0039J JANUARY 6, 2005

DATA COLUMN

TAX MAP ID:	1-30-6.00-108.00 1-30-3.00-264 & 264.01
OWNER/DEVELOPER:	MILFORD PONDS, LLC 179 REHOBOTH AVENUE, SUITE 1081 REHOBOTH BEACH, DE 19971
ENGINEER/SURVEYOR:	DAVIS, BOWEN & FRIEDEL, INC. 1 PARK AVENUE MILFORD, DE 19963 302-424-1441
EXISTING/PROPOSED ZONING:	R-1, R-2, R-3, W/PUD
TOTAL SITE AREA:	178.03 AC.±
PHASE 1:	119.19 AC.±
PHASE 2:	28.06 AC.±
PHASE 3:	12.15 AC.±
PHASE 4:	18.46 AC.±
GROSS AREA:	R-1 = 71.02 AC, R-2 = 50.19 AC, R-3 = 47.82 AC
NET DEVELOPMENT AREA:	R-1 = 53.27 AC, R-2 = 38.19 AC, R-3 = 35.86 AC
MAX DENSITY ALLOWED:	R-1 = 4, R-2 = 6, R-3 = 16
UNITS ALLOWED:	R-1 = 213(53.27 x 4), R-2 = 229(38.19 x 6), R-3 = 573(35.86 x 16)
TOTAL NUMBER OF UNITS ALLOWED:	1015
TOTAL NUMBER OF UNITS PROVIDED:	768
PHASE 2 TOTAL:	89
SINGLE FAMILY DWELLING:	89
BUILDING CONSTRUCTION TYPE:	MASONARY & TIMBER
TOTAL PROPOSED RIGHT-OF-WAY:	1.99 AC.±
TOTAL AREA OF LOTS:	14.70 AC.±
OVERALL DENSITY :	4.31 UNITS/ACRE
PHASE 1 TOTAL:	363
SINGLE FAMILY DWELLING:	363
PHASE 2 TOTAL:	89
SINGLE FAMILY DWELLING:	89
PHASE 3 TOTAL:	52
SINGLE FAMILY DWELLING:	52
PHASE 4 TOTAL:	264
11 APARTMENT BUILDINGS WITH 24 UNITS	264
COMMUNITY BUILDING SIZE:	±40'x ±95'
COMMUNITY BUILDING LOCATION:	CORNER OF W. HEIRLOOM WAY & CLUBHOUSE DR.
TOTAL PROPOSED RIGHT-OF-WAY:	18.90 AC.±
PHASE 1:	15.31 AC.±
PHASE 2:	1.99 AC.±
PHASE 3:	1.60 AC.±
PHASE 4:	0.00 AC.±
TOTAL AREA OF LOTS:	105.22 AC.±
PHASE 1:	65.44 AC.±
PHASE 2:	14.70 AC.±
PHASE 3:	10.55 AC.±
PHASE 4:	18.46 AC.±
TOTAL REQUIRED OPEN SPACE:	(768 DWELLING UNITS x 400 SF) = 7.05 AC.±
REQUIRED RECREATIONAL AREA:	(OPEN SPACE x 50%) = 3.525 AC.±
TOTAL SITE (ALL PHASES)	
WETLANDS:	8.31 Ac.±
OPEN SPACE AREA:	22.94 Ac.±
FUTURE CLUBHOUSE RESORT AREA:	6.32 Ac.±
TOTAL OPEN SPACE PROVIDED:	47.57 AC.±
RECREATIONAL AREA PROVIDED:	22.46 AC.±
AVERAGE DENSITY OF LOTS:	6.05 UNITS/ACRE
MINIMUM LOT SIZE:	5,772 SQ.FT.±
MAXIMUM LOT SIZE:	16,782 SQ.FT.±
AVERAGE LOT SIZE:	7,195 SQ.FT.±
MAXIMUM IMPERVIOUS COVERAGE:	35%
PROPOSED SEWER:	CITY OF MILFORD
PROPOSED WATER:	CITY OF MILFORD
ELECTRIC SERVICE:	CITY OF MILFORD
SCHOOL DISTRICT:	MILFORD
FIRE DEPARTMENT:	MILFORD
VERTICAL DATUM:	NAVD 88
HORIZONTAL DATUM:	NAD 83
NUMBER OF MONUMENTS FOUND:	14
NUMBER OF MONUMENTS SET:	12



VICINITY MAP SCALE: 1" = 1/2 MILE

INDEX OF DRAWINGS

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C0.0	TITLE
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C0.2	OVERALL SITE PLAN
C0.3	KEY PLAN
C1.0	EXISTING CONDITIONS PLAN
C2.1	ROAD PLAN & PROFILE
C2.2	ROAD PLAN & PROFILE
C2.3	INTERSECTIONS-ROAD SECTIONS
C3.1	GRADING PLAN
C3.2	GRADING PLAN
C3.3	STORMDRAIN PROFILES
C3.4	STORMDRAIN PROFILES
C3.5	SWM POND 4 AS-BUILT & REVISION
C4.1	UTILITY PLAN
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C4.6	UTILITY DETAILS
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C5.1	OVERALL EROSION & SEDIMENT CONTROL PLAN
C5.2	EROSION & SEDIMENT CONTROL PLAN
C5.3	EROSION & SEDIMENT CONTROL PLAN
C5.4	EROSION & SEDIMENT CONTROL DETAILS
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C5.6	EROSION & SEDIMENT CONTROL DETAILS
R2.0	PHASE 2 RECORD TITLE SHEET
R2.1	KEY MAP
R2.2	PHASE 2 RECORD PLAN
R2.3	PHASE 2 RECORD PLAN
FP1.1	OVERALL FIRE PROTECTION PLAN
FP1.2	FIRE PROTECTION PLAN
FP1.3	FIRE PROTECTION PLAN

RESPONSIBLE PERSONNEL CERTIFICATION

I JOEL SENS, OF MILFORD PONDS, LLC, CERTIFY THAT ALL LAND CLEARING, CONSTRUCTION, AND DEVELOPMENT SHALL BE DONE PURSUANT TO THE APPROVED PLAN, AND THAT RESPONSIBLE PERSONNEL CERTIFIED BY DNREC WILL BE IN CHARGE OF ON-SITE CLEARING AND LAND DISTURBING ACTIVITIES. ALL SEDIMENT AND STORMWATER MANAGEMENT PLANS SHALL CONTAIN CERTIFICATION BY THE OWNER OR DEVELOPER OF THE RIGHT OF THE DEPARTMENT OR DELEGATED INSPECTION AGENCY TO CONDUCT ON-SITE INSPECTIONS.

SIGNATURE: _____

DATE: _____

TITLE: _____

CITY OF MILFORD APPROVAL

_____ _____ _____

PRINT NAME 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.

_____ _____ _____

PRINT NAME CITY ENGINEER DATE

ENGINEERS STATEMENT

I HEREBY STATE THAT THIS PLAN HAS BEEN PREPARED UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE COMPLIES WITH THE APPLICABLE STATE AND LOCAL REGULATIONS AND ORDINANCES.

DATE: _____ SIGNATURE: _____

RING W. LARDNER, PROFESSIONAL ENGINEER

DAVIS, BOWEN & FRIEDEL, INC.

ARCHITECTS ENGINEERS SURVEYORS

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

CITY OF MILFORD GENERAL NOTES

1. THE BOUNDARY INFORMATION SHOWN ON THESE DRAWINGS IS BASED ON A SURVEY PERFORMED BY DAVIS BOWEN AND FRIEDEL, INC, IN 2005.
2. A TOPOGRAPHIC SURVEY WAS PERFORMED BY DAVIS, BOWEN & FRIEDEL, INC. OF MILFORD, DELAWARE IN 2018. ELEVATIONS ARE BASED ON CONTROL MONUMENT IRCS NEAR THE INTERSECTION OF CANNER'S COURT AND PATCHWORK DRIVE, WITH AN ELEVATION OF 36.04 NGVD88.
3. HORIZONTAL DATUM IS BASED ON DELAWARE STATE GRID, NAD83/91, CONTROL MONUMENTS IRCS NEAR THE INTERSECTION OF CANNER'S COURT AND PATCHWORK DRIVE, WITH AN ELEVATION OF 36.04.
4. HYDRIC SOILS ARE INDICATED AS BEING PRESENT ACCORDING TO THE SUSSEX COUNTY SOIL SURVEY.
5. EXISTING UTILITIES ARE SHOWN IN ACCORDANCE WITH THE BEST AVAILABLE INFORMATION. COMPLETENESS OR CORRECTNESS THEREOF IS NOT GUARANTEED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE UTILITY COMPANIES INVOLVED IN ORDER TO SECURE THE MOST ACCURATE INFORMATION AVAILABLE AS TO UTILITY LOCATION AND ELEVATION. NO CONSTRUCTION AROUND OR ADJACENT TO UTILITIES SHALL BEGIN WITHOUT NOTIFYING THEIR OWNERS AT LEAST 48 HOURS IN ADVANCE. THE CONTRACTOR SHALL TAKE THE NECESSARY PRECAUTIONS TO PROTECT THE EXISTING UTILITIES AND MAINTAIN UNINTERRUPTED SERVICE AND ANY DAMAGE DONE TO THEM DUE TO HIS/HER NEGLIGENCE SHALL BE IMMEDIATELY AND COMPLETELY REPAIRED AT THE CONTRACTOR'S EXPENSE. TO LOCATE EXISTING UTILITIES IN THE FIELD PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL CONTACT MISS UTILITY DELMARVA (800-282-8555) A MINIMUM OF THREE (3) CONSECUTIVE WORKING DAYS PRIOR TO ANY EXCAVATION.
6. 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.
7. USE ONLY SUITABLE AND APPROVED GRANULAR MATERIAL FOR BACK FILLING TRENCHES.
8. 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.
9. 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.
10. 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.
11. CONDUCIVE TRACER WIRE SHALL BE INSTALLED WITH ALL NON-METALLIC WATER PIPE AND SERVICES; AND ALONG ALL SEWER LATERALS AND FORCEMAIN. 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.
12. PRIOR TO ISOLATION AND CUT-IN PROCEDURES, CONTRACTOR SHALL EXCAVATE, LOCATE, AND OBSERVE FUNCTION OF ALL EXISTING VALVES TO ASSIST IN THE SYSTEM ISOLATION.
13. 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).
14. ALL SANITARY SEWER MAINS AND FORCEMAINS 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.
15. THERE SHALL BE A MINIMUM HORIZONTAL SEPARATION BETWEEN WATER MAINS AND SANITARY SEWER MAINS AND FORCEMAINS 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 FORCEMAINS 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.
16. 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 ENCASING THE PIPE IN CONCRETE.
17. FLOODPLAIN: THIS SITE LIES WITHIN ZONE AE (AREAS WITHIN THE 100-YEAR FLOODPLAIN) AND ZONE X (AREAS OUTSIDE THE 500-YEAR FLOODPLAIN) AS DETERMINED BY FEMA FIRM PANEL 10005C0041K, DATED MARCH 16, 2015.
18. ALL ROADWAYS ARE TO BE SWEPT FREE OF SEDIMENT ON A DAILY BASIS.
19. 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, CULVERTS, DRIVEWAYS, PARKING AREAS, CURBS, GUTTERS, FENCES, OR OTHER NATURAL OR MAN-MADE OBSTRUCTIONS. TRAFFIC CONTROL REGULATORY, WARNING AND INFORMATIONAL SIGNS SHALL REMAIN FUNCTIONAL AND VISIBLE TO THE APPROPRIATE LANES OF TRAFFIC AT ALL TIMES, WITH THEIR RELOCATION KEPT TO A MINIMUM DISTANCE. THE COST SHALL BE INCLUDED IN THE COST OF ITEMS BID.
20. 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. PONDING IS DEFINED AS WATER STANDING IN AN AREA MORE THAN 1 HOUR AFTER A RAINFALL EVENT THAT PRODUCES RUNOFF. ELIMINATION OF PONDING WILL BE COMPLETED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE.
21. THE STORM DRAINAGE SYSTEM HAS BEEN DESIGNED USING THE CRITERIA OF THE STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION DEVELOPMENT COORDINATION MANUAL, LATEST EDITION.
22. ALL FIRE LANES, FIRE HYDRANTS, EXITS, AND STANDPIPES WILL BE MARKED IN ACCORDANCE WITH STATE FIRE PREVENTION REGULATIONS.
23. 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.
24. DRAWINGS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, AS AMENDED AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
25. 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.
26. THE OWNER AND/OR THEIR CONTRACTOR IS RESPONSIBLE FOR OBTAINING THE SERVICES OF A PROFESSIONAL SURVEYOR LICENSED IN THE STATE OF DELAWARE FOR THE PERMANENT RE-ESTABLISHING OF ANY PROPERTY MARKERS OR MONUMENTS DISTURBED DURING CONSTRUCTION. A SURVEY AND METES AND BOUNDS THAT INCLUDES THE RE-ESTABLISHED MARKER(S) OR MONUMENT(S) SHALL BE PRESENTED TO THE PROPERTY OWNER FOR COMPARISON WITH THE ORIGINAL PLAT, FOR VERIFICATION.
27. THE OWNER SHALL BE RESPONSIBLE FOR THE SHORT-TERM MAINTENANCE OF ANY AND ALL STORMWATER MANAGEMENT FACILITIES AND STORM SEWER SYSTEMS UNTIL SUCH TIME THE LONG-TERM MAINTENANCE RESPONSIBILITIES CAN BE TRANSFERRED TO A LEGALLY-ESTABLISHED HOMEOWNERS ASSOCIATION OR OTHER RESPONSIBLE ENTITY.
28. 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:
    - 28.1. ALL ITEMS HAVE PASS CITY INSPECTION;
    - 28.2. THE CITY HAS RECEIVED AND APPROVED DIGITAL HARD COPIES OF THE RECORD DRAWINGS; AND
    - 28.3. THE RIGHTS-OF-WAY AND/OR EASEMENTS HAVE BEEN DEEDED TO THE CITY AND RECORDED WITH THE RECORDER OF DEEDS.
29. 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.
30. PRELIMINARY APPROVAL FROM PLANNING COMMISSION SHALL BE VOID AFTER ONE (1) YEAR, UNLESS AN EXTENSION IS REQUESTED BY THE OWNER AND APPROVED, FOR GOOD CAUSE, BY THE PLANNING COMMISSION PRIOR TO THE DATE OF EXPIRATION.
31. THE APPROVAL OF A CONDITIONAL USE IS VALID FOR ONE YEAR. UNLESS PERMITS ARE OBTAINED OR CONSTRUCTION OR USE IS SUBSTANTIALLY UNDERWAY, ALL PROVISIONS ARE AUTOMATICALLY RESCINDED.
32. FINAL APPROVAL FROM THE CITY SHALL BECOME VOID IF THE FINAL RECORD PLAT IS NOT RECORDED WITHIN 90 DAYS OF THE DATE OF PLANNING COMMISSION'S GRANTING OF FINAL APPROVAL. IF CONSTRUCTION OF THE APPROVED IMPROVEMENTS IS NOT SUBSTANTIALLY UNDERTAKEN WITHIN ONE (1) YEAR OF FINAL SITE PLAN APPROVAL, THE SITE PLAN APPROVAL SHALL BE VOID. THE APPLICANT MAY REQUEST A ONE (1) YEAR EXTENSION FROM THE PLANNING COMMISSION FOR GOOD CAUSE.
33. THE APPLICANT IS RESPONSIBLE TO ENSURE THAT ALL CITY AND/OR AGENCY CONSTRUCTION PERMIT APPLICATIONS HAVE BEEN COMPLETED, SUBMITTED, AND ALL APPLICABLE FEES HAVE BEEN PAID PRIOR TO COMMENCING CONSTRUCTION. THE CITY SHALL NOT BE HELD RESPONSIBLE FOR AN ANTICIPATED CONSTRUCTION START DATE THAT IS NOT MET DUE TO THE APPLICANT OR HIS/HER CONTRACTOR NOT HAVING MET THE CONSTRUCTION PERMITTING REQUIREMENTS.
34. 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 INTO AN ESCROW ACCOUNT. THE PUBLIC WORKS AGREEMENT AND THE GUARANTY SHALL BE REVIEWED AND APPROVED BY THE CITY SOLICITOR. THE COMPLETION GUARANTY SHALL NOT BE RELEASED UNTIL A MAINTENANCE BOND IN THE AMOUNT OF 10% OF THE IMPROVEMENTS HAS BEEN SUBMITTED.
35. 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.

CITY OF MILFORD GENERAL NOTES CONTINUED

36. 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 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) FINAL PAPER COPIES SHALL BE SUBMITTED, SIGNED AND SEALED BY THE OWNER'S ENGINEER OR SURVEYOR. ADDITIONALLY, A CD SHALL BE PROVIDED WITH DIGITAL RECORD INFORMATION IN AUTOCAD FORMAT (VERSION 2018 OR LATER). THE DIGITAL INFORMATION SHALL BE ON DELAWARE STATE PLANE, NAD 83 HORIZONTAL CONTROL AND NAVD88 VERTICAL CONTROL. RECORD PLAN INFORMATION SHALL INCLUDE SURVEYED AS-BUILT ELEVATIONS AND HORIZONTAL LOCATIONS OF THE FOLLOWING:
    - 36.1. ALL PROPERTY MONUMENTS/MARKERS;
    - 36.2. SEWER MANHOLE RIM & INVERT ELEVATIONS, WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, PUMP STATION RIM, BOTTOM & INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, FOREMAIN INVERT ELEVATIONS EVERY 50 FEET, FORCEMAIN AIR RELEASE VALVE RIM & INVERT ELEVATIONS, SEWER CLEANOUT RIM & INVERT ELEVATIONS, AND GREASE TRAP RIM, BOTTOM & INVERT ELEVATIONS;
    - 36.3. WATER VALVES, FIRE HYDRANTS, METER VAULTS, METER PITS, AND CURB STOPS;
    - 36.4. STORM SEWER CATCH BASIN AND/OR MANHOLE GRATE; RIM & INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED; AND
    - 36.5. ANY OTHER ITEM WHICH WILL BE TAKEN OVER BY THE CITY.
37. THE CONTRACTOR SHALL NOTIFY THE CITY PUBLIC WORKS DEPARTMENT AT (302) 422-1110 A MINIMUM OF TWO WEEKS PRIOR TO THE START OF CONSTRUCTION AND SCHEDULE A PRE-CONSTRUCTION MEETING. THE SITE CONTRACTOR AND THE OWNER, OR HIS/HER REPRESENTATIVE SHALL BE IN ATTENDANCE.
38. THERE ARE SOURCEWATER PROTECTION AREAS ON THIS SITE.
39. WETLANDS EXIST ON THIS SITE. REFER TO THE DATA COLUMN ON SHEET R1.0 FOR TOTAL ACREAGE. WETLAND DELINEATION IS SHOWN ON ALL PLAN VIEWS.
40. UPON RECORDATION OF THIS PLAT, THE CITY WILL HAVE THE RIGHT OF INGRESS AND EGRESS TO ALL MULTIFAMILY AREAS FOR THE PURPOSE OF MAINTAINING UTILITIES AND FOR TRASH REMOVAL SERVICES.

CIVIL PLAN GENERAL NOTES

1. THE CONTRACTOR SHALL NOTIFY THE FOLLOWING TWO WEEKS PRIOR TO THE START OF CONSTRUCTION AND SHALL APPRISE AND COORDINATE DURING ALL PHASES OF CONSTRUCTION:
    1.1 DAVIS, BOWEN & FRIEDEL, INC. 302-424-1441.
    1.2 SUSSEX CONSERVATION DISTRICT 302-856-2105.
    1.3 CITY OF MILFORD PUBLIC WORKS DEPARTMENT 302-422-1110, EXT. 1110.
    1.4 CITY OF MILFORD ELECTRIC DEPARTMENT 302-422-1110, EXT. 1135.
    1.5 DEPARTMENT OF TRANSPORTATION, SOUTH DISTRICT PERMITS SUPERVISOR 302.853.1342.
2. THE CONTRACTOR SHALL ASSUME ALL RESPONSIBILITY FOR ANY DEVIATION FROM THESE PLANS UNLESS WRITTEN APPROVAL HAS BEEN PROVIDED BY THE ENGINEER.
3. FINAL APPROVED SET OF PLANS AND SPECIFICATIONS SHALL BE MAINTAINED ON THE JOB SITE. FAILURE TO COMPLY WITH THIS PROVISION SHALL BE CONSIDERED CAUSE TO STOP THE WORK.
4. THE CONTRACTOR SHALL MAINTAIN ONE COMPLETE SET OF CONTRACT DRAWINGS ON WHICH HE SHALL NOTE, IN RED, THE ALIGNMENTS AND INVERTS OF ALL UNDERGROUND UTILITIES INSTALLED OR ENCOUNTERED DURING THE PROSECUTION OF THE WORK. ALL DISCREPANCIES BETWEEN THE PLAN LOCATIONS AND ELEVATIONS OF BOTH THE EXISTING AND PROPOSED UTILITIES SHALL BE SHOWN ON THE AS-BUILT DRAWINGS TO BE MAINTAINED BY THE CONTRACTOR IN THE FIELD. FINAL SET OF APPROVED CONSTRUCTION PLANS AND SPECIFICATIONS SHALL BE MAINTAINED ON THE JOB SITE AT ALL TIMES. FAILURE TO COMPLY WITH THIS PROVISION SHALL BE CONSIDERED CAUSE TO STOP THE WORK.
5. THE CONTRACTOR SHALL USE ONLY NEW MATERIALS, PARTS, AND PRODUCTS. ALL MATERIALS SHALL BE STORED SO AS TO ASSURE THE PRESERVATION OF THEIR QUALITY AND FITNESS FOR THE INTENDED WORK.
6. ROUTINE PERIODIC INSPECTIONS DURING CONSTRUCTION WILL BE PROVIDED BY THE OWNER AND THE CITY. THESE INSPECTIONS DO NOT RELIEVE THE CONTRACTOR FROM HIS OBLIGATION AND RESPONSIBILITY FOR CONSTRUCTING ALL WORK IN STRICT ACCORDANCE WITH ALL STANDARDS AND SPECIFICATIONS AND CONSTRUCTION DOCUMENTS.
7. CONTRACTOR SHALL PROVIDE STAKEOUT SURVEY NECESSARY FOR THE INSTALLATION OF UTILITY WORK AND APPURTENANES AS REQUIRED PER THE CITY OF MILFORD STANDARDS AND SPECIFICATIONS.

POTABLE WATER DISTRIBUTION GENERAL NOTES

1. ALL WATER DISTRIBUTION WORK SHALL COMPLY WITH THE CITY OF MILFORD WATER MAIN CONSTRUCTION SPECIFICATIONS, LATEST EDITION. CONTRACTOR SHALL OBTAIN A COPY FROM CITY OF MILFORD PRIOR TO BIDDING ON THE JOB. FAILURE TO OBTAIN A COPY OF THE SPECIFICATIONS SHALL NOT RELIEVE THE CONTRACTOR OF THEIR RESPONSIBILITY. ANY ADDITIONAL COSTS CAUSED BY THE FAILURE TO FOLLOW THE SPECIFICATIONS SHALL BE AT THE SOLE COST OF THE CONTRACTOR.
2. ALL TRENCHING, PIPE LAYING, AND BACKFILLING SHALL BE IN ACCORDANCE WITH FEDERAL OSHA REGULATIONS.
3. THE CONTRACTOR SHALL FIELD VERIFY LOCATION OF EXISTING WATER LATERALS TO WHICH NEW CONSTRUCTION WILL CONNECT.
4. DIFFERING SITE CONDITIONS AND/OR DIFFERING MATERIAL PROPERTIES SHALL REQUIRE CITY OF MILFORD OR DESIGNEE APPROVAL OF SPECIAL DESIGN DETAILS PREPARED BY THE DESIGN ENGINEER PRIOR TO INITIATING OR RESUMING CONSTRUCTION ACTIVITIES.
5. THE CONTRACTOR SHALL ALLOW SUFFICIENT TIME FOLLOWING EXCAVATIONS FOR INSPECTION AND EVALUATION OF EXISTING SOIL SUBGRADE CONDITIONS BY CITY OF MILFORD OR DESIGNEE. CITY OF MILFORD OR DESIGNEE SHALL INSPECT ALL LATERAL SUBGRADES FOLLOWING EXCAVATION AND PRIOR TO CONSTRUCTION OF NEW WORK TO CONFIRM DESIGN CONDITIONS ARE MET AND SUBGRADE CONDITIONS ARE SUITABLE FOR CONSTRUCTION. IN THE EVENT THE SOIL BEARING CAPACITY IS LESS THAN THE MINIMUM DESIGN VALUE, CITY OF MILFORD OR DESIGNEE SHALL CAUSE AFFECTED CONSTRUCTION TO CEASE AND SHALL NOTIFY THE DESIGN ENGINEER FOR RE-DESIGN TO ACCOMMODATE THE REDUCED SOIL BEARING CAPACITY.
6. IN THE EVENT THE SUBGRADE CONDITION IS UNSTABLE, DUE TO UNSUITABLE MATERIALS AND/OR GROUNDWATER INFILTRATION/INTRUSION INTO THE SURROUNDING SOILS, AS DETERMINED BY CITY OF MILFORD OR DESIGNEE, THE CONTRACTOR SHALL, AS DIRECTED BY CITY OF MILFORD OR DESIGNEE, REMOVE THE UNSUITABLE MATERIAL AND FILL WITH SUITABLE APPROVED GRANULAR FILL MATERIAL.
7. CONTRACTOR SHALL EXTEND LATERAL BELOW ANY CONFLICTS OR OBSTRUCTIONS TO PROVIDE REQUIRED CLEARANCES. COST SHALL BE INCLUDED IN THE PRICE OF THE CONTRACT.
8. THROUGHOUT THE PROJECT, WHERE WATER MAINS ARE LOCATED IN, ACROSS OR ADJACENT TO DRAINAGE DITCHES AND SWALES, THE CONTRACTOR SHALL RESTORE DISTURBED AREAS TO THEIR ORIGINAL CONDITION AND VEGETATE AS REQUIRED.
9. ALL WATER MAINS SHALL BE HYDROSTATICALLY TESTED AND DISINFECTED IN ACCORDANCE WITH CITY OF MILFORD STANDARDS AND SPECIFICATIONS BEFORE ACCEPTANCE.
10. THE CONTRACTOR WILL INSTALL THE WATER SERVICE TO THE GROUND MARKER AS SHOWN ON THE STANDARD DETAILS. THE WATER METER AND PIT ASSEMBLY WILL BE PURCHASED BY THE DEVELOPER AND INSTALLED BY THE CITY OF MILFORD.
11. ALL FITTINGS SHALL BE DUCTILE IRON, MECHANICAL JOINT RESTRAINT AND AWWA APPROVED. SEE THE CITY OF MILFORD STANDARDS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION. ALL FITTINGS SHALL BE THRUST RESTRAINED AS SHOWN ON THE STANDARD DETAILS.
12. THE CONTRACTOR SHALL TAKE PRECAUTIONS TO LOCATE PROPERTY LINES, EASEMENTS, AND RIGHT-OF-WAY LINES PRIOR TO CONSTRUCTION AND AVOID CONSTRUCTION ACTIVITIES ON PRIVATE PROPERTY AND/OR RIGHTS OF WAYS WHERE SAID CONSTRUCTION IS PROHIBITED. THE CONTRACTOR MAY CONDUCT CONSTRUCTION ACTIVITIES ON PRIVATE PROPERTY PROVIDED HE HAS OBTAINED PRIOR WRITTEN PERMISSION FROM THE PROPERTY OWNER AND HAS SUBMITTED A COPY OF SAID WRITTEN PERMISSION TO THE CITY OF MILFORD. ANY DISTURBED AREAS BEYOND THE RIGHT-OF-WAY OR EASEMENT LINES SHALL BE RESTORED IMMEDIATELY TO THEIR ORIGINAL CONDITION. PAYMENT FOR THIS WORK SHALL BE INCLUDED IN THE COST OF ITEMS BID.
13. WATER MAINS ARE TO BE POLYVINYL CHLORIDE PIPE AND SHALL MEET THE REQUIREMENTS OF AWWA C-900. IT SHALL BE MANUFACTURED IN STANDARD LENGTH NOT EXCEEDING 20 FEET AND HAVE AN OUTSIDE DIAMETER EQUAL TO CAST IRON PIPE. PVC PIPE SHALL HAVE STANDARD DIMENSION RATION (DR) OF 18.0 OR LESS. THE PIPE SHALL BE RATED FOR WORKING PRESSURE OF AT LEAST 150 PSI.

INTERNAL PAVING NOTES

1. BITUMINOUS CONCRETE ASPHALT SHALL BE INSTALLED IN ACCORDANCE WITH THE AUGUST 2016 DelDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION TO INCLUDE SPECIAL PROVISIONS:
    1.1. SECTION 1011 FOR PLACEMENT OF TACK COAT.
    1.2. SECTION 401 FOR PLACEMENT OF BITUMINOUS CONCRETE ASPHALT
    1.3. BITUMINOUS CONCRETE ASPHALT SHALL BE FROM A DelDOT APPROVED PLANT.
    1.4. BITUMINOUS CONCRETE ASPHALT SHALL NOT BE APPLIED WHEN BELOW TEMPERATURES SPECIFIED IN SECTION 401.03.F.
2. ALL DISTURBED AREAS NOT COVERED WITH IMPERVIOUS MATERIAL, SHALL BE TOPSOILED (6" MINIMUM), FERTILIZED, SEEDED AND MULCHED.
3. ALL SIGNING AND MAINTENANCE OF TRAFFIC IS THE CONTRACTOR'S RESPONSIBILITY AND SHALL FOLLOW THE 2011 DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (LATEST EDITION).
4. DESIGN, FABRICATION, AND INSTALLATION OF ALL PERMANENT SIGNING SHALL BE AS OUTLINED IN THE 2011 DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (LATEST EDITION).
5. FOR FINAL PERMANENT PAVEMENT MARKINGS, EPOXY RESIN PAINT SHALL BE REQUIRED FOR LONG LINE STRIPING AND THERMO WILL BE REQUIRED FOR SHORT LINE STRIPING, i.e. SYMBOLS/LEGENDS.
6. ALL TRAFFIC CONTROL DEVICES SHALL BE IN NEW OR REFURBISHED CONDITION, SHALL COMPLY WITH THE 2011 DELAWARE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (LATEST EDITION), AND SHALL BE NCHRP – 350 APPROVED AND SHALL BE APPROVED BY THE ENGINEER PRIOR TO INSTALLATION. TRAFFIC CONTROL DEVICES SHALL BE MAINTAINED IN GOOD CONDITION FOR DURATION OF USE.
7. BREAKAWAY POSTS SHALL BE USED WHEN INSTALLING ALL SIGNS. DETAIL CAN BE FOUND IN DelDOT'S STANDARD CONSTRUCTION DETAILS.
8. PLAN LOCATION AND DIMENSIONS SHALL BE STRICTLY ADHERED TO UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
9. OPEN-CUT TRENCHES AND PROVIDE PAVEMENT RESTORATION IN ACCORDANCE WITH THE APPROPRIATE JURISDICTION'S STANDARDS AND SPECIFICATIONS. USE ONLY SUITABLE AND APPROVED GRANULAR MATERIALS FOR BACKFILLING TRENCHES.

SANITARY SEWER GENERAL NOTES

1. SANITARY SEWER CONSTRUCTION SHALL BE DONE IN ACCORDANCE WITH THE CITY OF MILFORD STANDARDS AND SPECIFICATIONS, AND DETAILS.
2. ALL SANITARY SEWER MATERIALS AND APPURTENANCES SHALL MEET OR EXCEED THOSE REQUIRED BY THE CITY OF MILFORD STANDARDS AND SPECIFICATIONS, AND DETAILS.
3. SANITARY SEWER LATERAL SHALL BE 8" PVC. SEWER LATERAL SHALL INCLUDE A 8" CLEANOUT, WYE, AND CAP JUST BEHIND THE ACCESS EASEMENT LINE.
4. ALL TRENCHING, PIPE LAYING, AND BACKFILLING SHALL BE IN ACCORDANCE WITH FEDERAL OSHA REGULATIONS.
5. TOP OF MANHOLE ELEVATIONS ARE TOP OF MANHOLE FRAME AND COVER.
6. PIPE SPAN LENGTHS ARE MEASURED FROM C/L OF STRUCTURE TO C/L OF STRUCTURE, WHERE APPLICABLE ARE ROUNDED TO THE NEAREST FOOT.
7. THE CONTRACTOR SHALL FIELD VERIFY INVERTS AND LOCATION OF EXISTING SANITARY SEWER MAINS OR MANHOLES TO WHICH NEW CONSTRUCTION WILL CONNECT.
8. THE CONTRACTOR SHALL TAKE PRECAUTIONS TO LOCATE PROPERTY LINES, EASEMENTS, AND RIGHT-OF-WAY LINES PRIOR TO CONSTRUCTION AND AVOID CONSTRUCTION ACTIVITIES ON PRIVATE PROPERTY AND/OR RIGHTS OF WAYS WHERE SAID CONSTRUCTION IS PROHIBITED. THE CONTRACTOR MAY CONDUCT CONSTRUCTION ACTIVITIES ON PRIVATE PROPERTY PROVIDED HE HAS OBTAINED PRIOR WRITTEN PERMISSION FROM THE PROPERTY OWNER AND HAS SUBMITTED A COPY OF SAID WRITTEN PERMISSION TO THE CITY OF MILFORD. ANY DISTURBED AREAS BEYOND THE RIGHT-OF-WAY OR EASEMENT LINES SHALL BE RESTORED IMMEDIATELY TO THEIR ORIGINAL CONDITION. PAYMENT FOR THIS WORK SHALL BE INCLUDED IN THE COST OF ITEMS BID.
9. DIFFERING SITE CONDITIONS AND/OR DIFFERING MATERIAL PROPERTIES SHALL REQUIRE CITY OF MILFORD APPROVAL OF SPECIAL DESIGN DETAILS PREPARED BY THE DESIGN ENGINEER PRIOR TO INITIATING OR RESUMING CONSTRUCTION ACTIVITIES.
10. THE CONTRACTOR SHALL ALLOW SUFFICIENT TIME FOLLOWING EXCAVATIONS FOR INSPECTION AND EVALUATION OF EXISTING SOIL SUBGRADE CONDITIONS BY THE CITY OF MILFORD OR HIS/HER DESIGNEE. THE CITY OF MILFORD SHALL INSPECT ALL SUBGRADES FOLLOWING EXCAVATION AND PRIOR TO CONSTRUCTION OF NEW WORK TO CONFIRM DESIGN CONDITIONS ARE MET AND SUBGRADE CONDITIONS ARE SUITABLE FOR CONSTRUCTION. IN THE EVENT THE SOIL BEARING CAPACITY IS LESS THAN THE MINIMUM DESIGN VALUE, THE CITY OF MILFORD ENGINEER SHALL CAUSE AFFECTED CONSTRUCTION TO CEASE AND SHALL NOTIFY THE DESIGN ENGINEER FOR RE-DESIGN TO ACCOMMODATE THE REDUCED SOIL BEARING CAPACITY.
11. IN THE EVENT THE SUBGRADE CONDITION IS UNSTABLE, DUE TO UNSUITABLE MATERIALS AND/OR GROUNDWATER INFILTRATION/INTRUSION INTO THE SURROUNDING SOILS, AS DETERMINED BY THE CITY OF MILFORD, THE CONTRACTOR SHALL, AS DIRECTED BY THE CITY OF MILFORD ENGINEER, REMOVE THE UNSUITABLE MATERIAL AND FILL WITH SUITABLE APPROVED GRANULAR FILL MATERIAL.

DEMOLITION AND SAFETY GENERAL NOTES

1. MISS UTILITY OF DELMARVA SHALL BE NOTIFIED THREE (3) CONSECUTIVE WORKING DAYS PRIOR TO EXCAVATION, AT 1-800-282-8555.
2. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES, RULES, REGULATIONS AND ORDERS OF ANY PUBLIC BODY HAVING JURISDICTION. THE CONTRACTOR SHALL ERECT AND MAINTAIN, AS REQUIRED BY THE CONDITIONS AND PROGRESS OF THE WORK, ALL NECES



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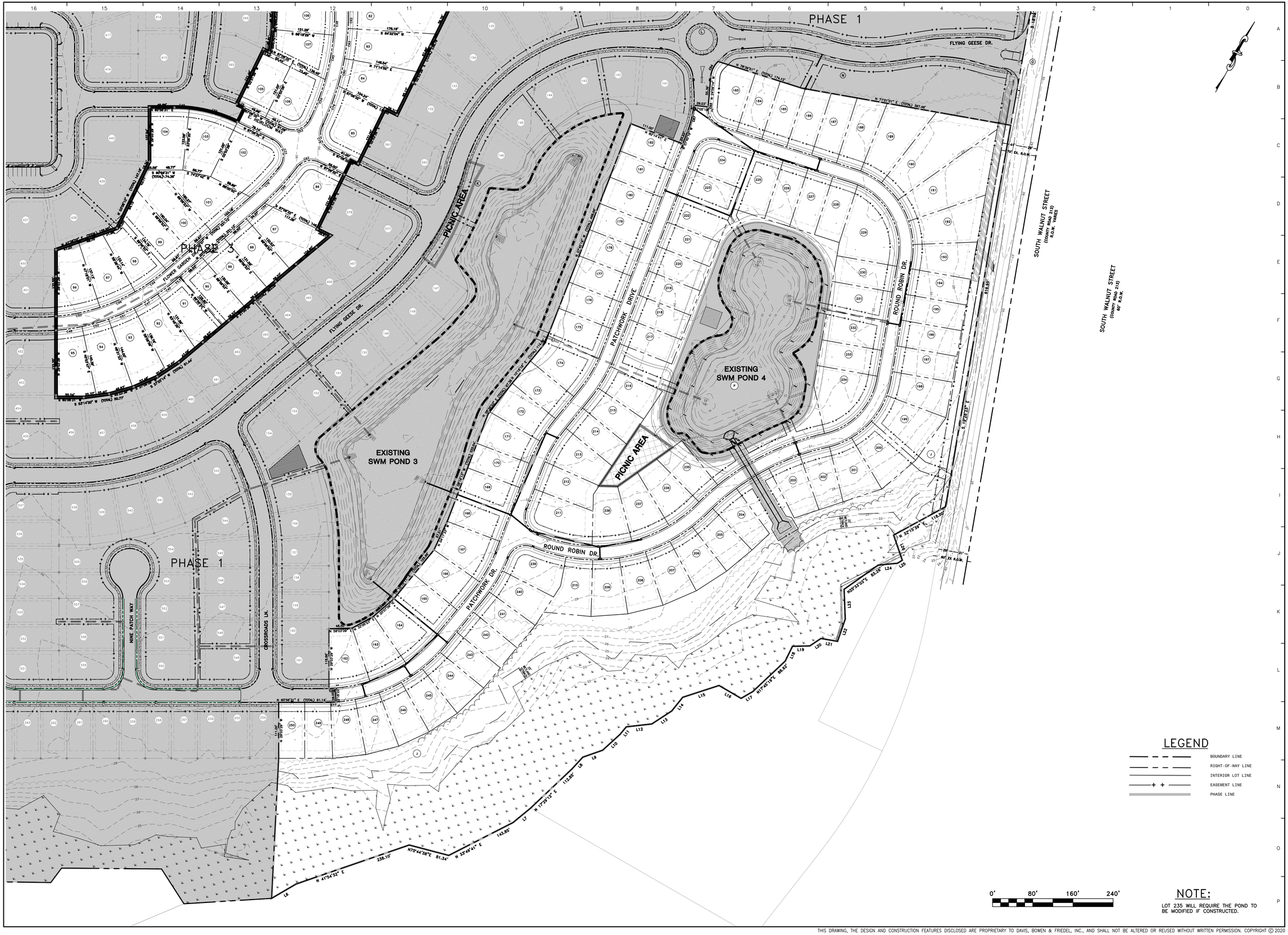
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OVERALL SITE PLAN

MILFORD PONDS - PHASE 2
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:

Date:	JUNE 2020
Scale:	1"=150'
Dwn.By:	ADM
Proj.No.:	2875A001
Dwg.No.:	C0.2



NOTE:
LOT 235 WILL REQUIRE THE POND TO BE MODIFIED IF CONSTRUCTED.

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KEY PLAN

MILFORD PONDS - PHASE 2
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:

Date:	JUNE 2020
Scale:	1"=80'
Dwn.By:	ADM
Proj.No.:	2875A001
Dwg.No.:	C0.3

PHASE 3

PHASE 1

PHASE 2

EXISTING SWM POND 3

EXISTING SWM POND 4

SOUTH WALNUT STREET
(COUNTY ROAD 213)
60' R.O.W.

70' EX. R.O.W.

N 78°36'51" E (TOTAL) 174.15'

N 71°01'01" E (TOTAL) 397.46'

N 60°56'31" E (TOTAL) 91.14'

N 41°54'33" E 258.10'

N 75°44'38"E 81.34'

N 33°49'41" E 143.80'

N 17°39'13" E 112.85'

N11°47'41"E 88.62'

N 32°15'39" E 118.00'

S 14°29'23" E 616.80'

N 22°31'11" E 111.06'

N 59°03'09" E 46.50'

N 30°07'09" E 119.96'

N 22°31'11" E (TOTAL) 128.96'

N 67°52'49" E (TOTAL) 488.96'

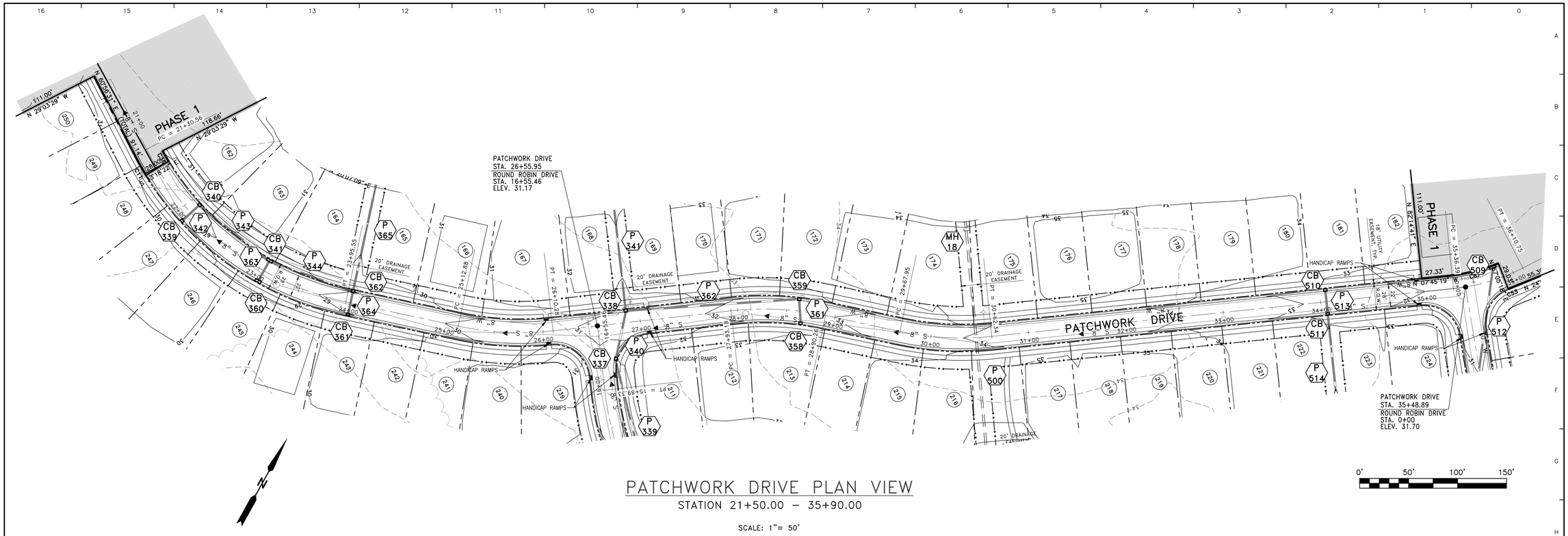
N 36°40'39" E (TOTAL) 128.34'

N 67°52'49" E (TOTAL) 114.58'

N 22°31'11" E 111.06'

N 67°52'49" E 29.03'

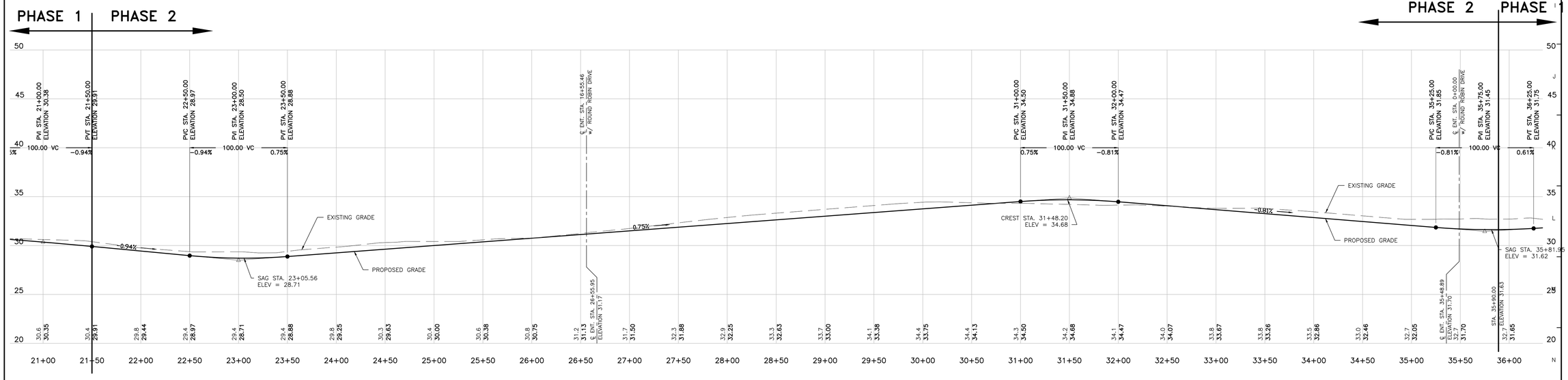
N 67°52'49" E 29.36



PATCHWORK DRIVE PLAN VIEW

STATION 21+50.00 – 35+90.00

SCALE: 1"= 50'



PATCHWORK DRIVE PROFILE

STATION 21+50.00 – 35+90.00

SCALE: VERT: 1" = 5'
HORZ: 1" = 50'

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ROAD PLAN & PROFILE

MILFORD PONDS - PHASE 2

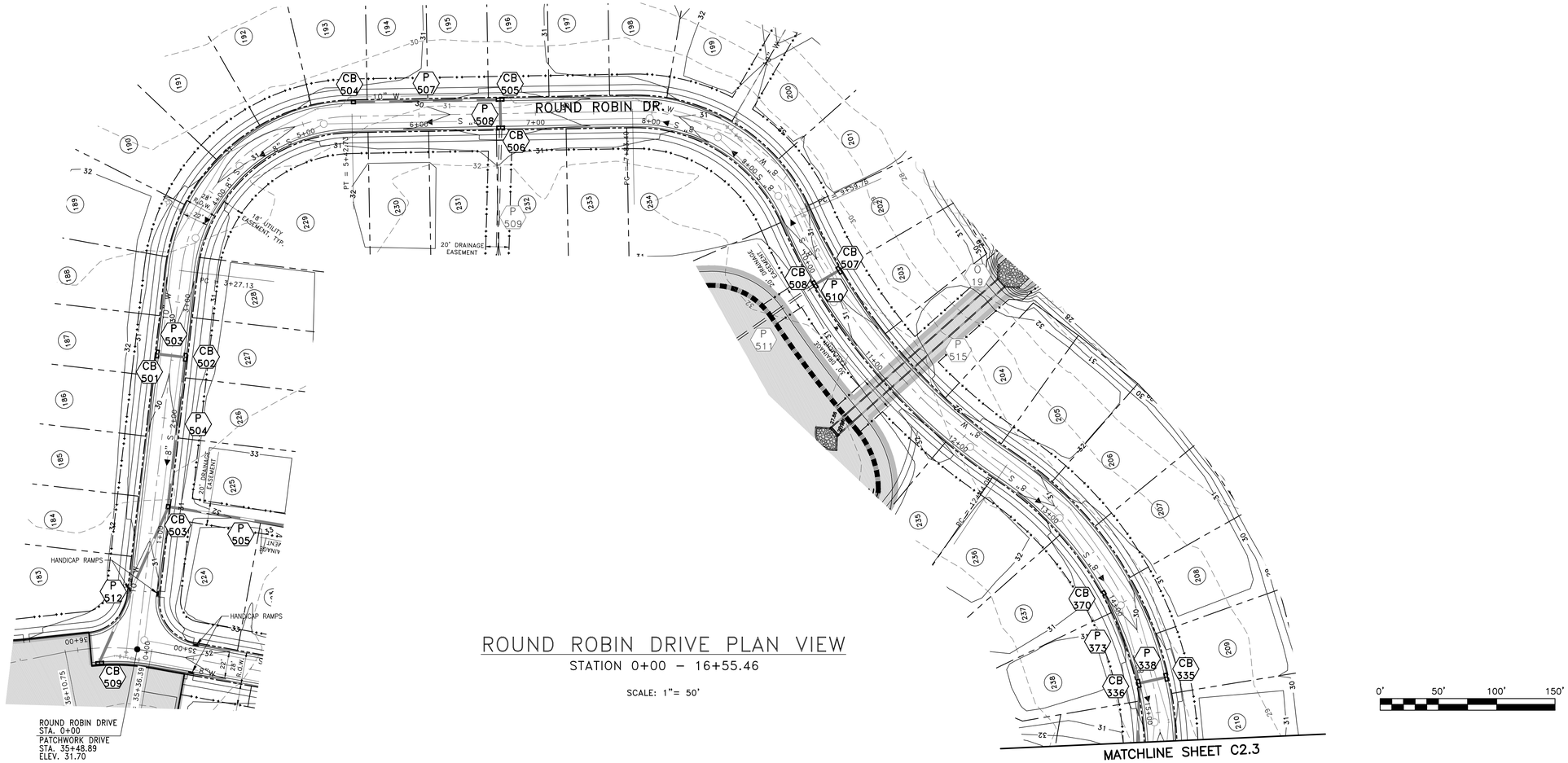
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:

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Proj.No.:	2875A001
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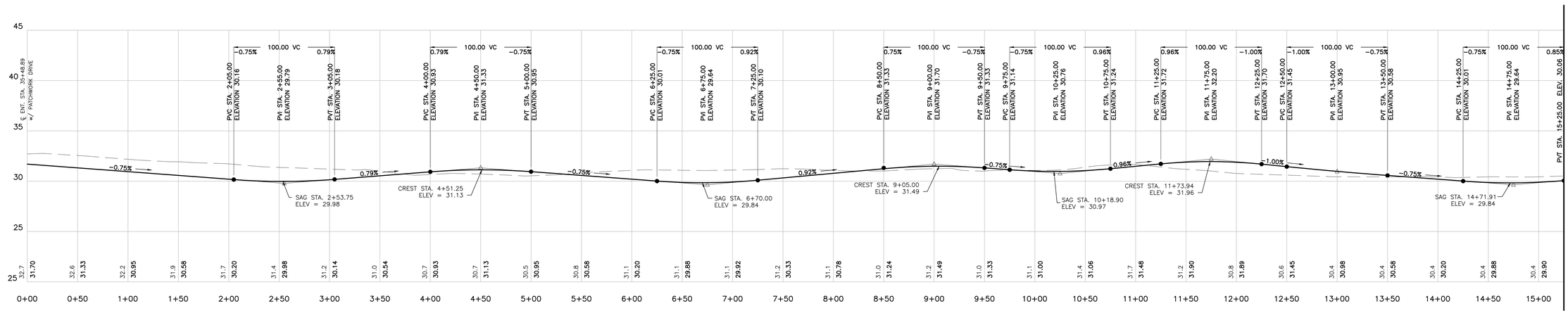
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ROUND ROBIN DRIVE PLAN VIEW

STATION 0+00 – 16+55.46

SCALE: 1"= 50'



ROUND ROBIN DRIVE PROFILE

STATION 2+25.00 – 16+55.46

SCALE: VERT: 1" = 5'
HORZ: 1" = 50'

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ROAD PLAN & PROFILE

MILFORD PONDS - PHASE 2

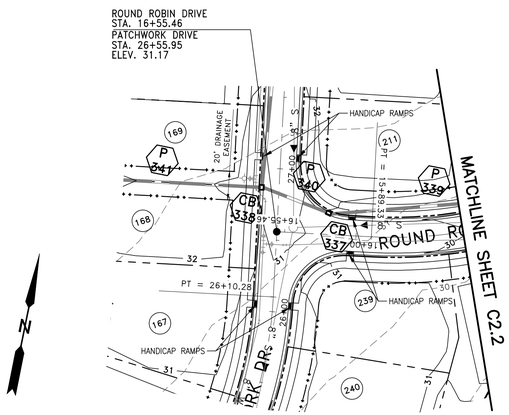
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Revisions:

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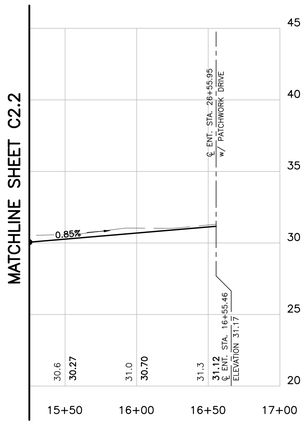


ROUND ROBIN DRIVE PLAN VIEW (CONT.)

STATION 15+25.00 – 16+55.46

SCALE: 1"= 50'

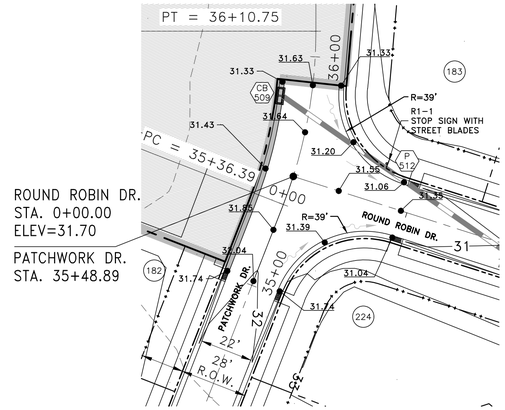
0' 50' 100' 150'



ROUND ROBIN DRIVE PROFILE (CONT.)

STATION 15+25.00 – 16+55.46

SCALE:
VERT: 1" = 5'
HORZ: 1" = 50'



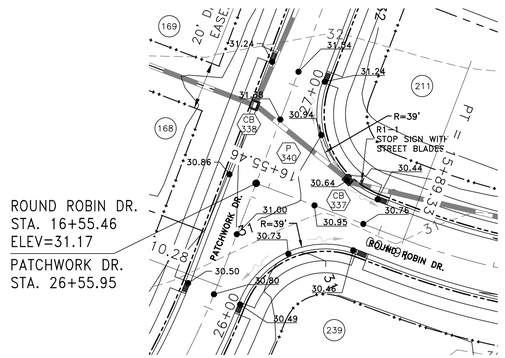
ROUND ROBIN DR.
STA. 0+00.00
ELEV=31.70

PATCHWORK DR.
STA. 35+48.89

INTERSECTION: ROUND ROBIN DR. & PATCHWORK DR.

SCALE: 1"= 30'

0' 30' 60' 90'

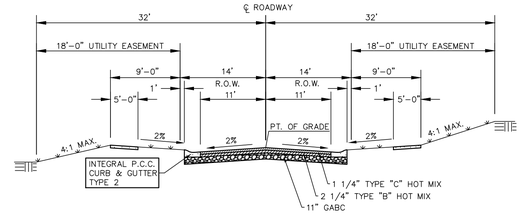


ROUND ROBIN DR.
STA. 16+55.46
ELEV=31.17

PATCHWORK DR.
STA. 26+55.95

INTERSECTION: ROUND ROBIN DR. & PATCHWORK DR.

SCALE: 1"= 30'



ROUND ROBIN DRIVE	PATCHWORK DRIVE
0+00.00 - 16+55.46	21+50.00 - 35+90.00

REQUIRED STRUCTURAL NUMBER = 2.90
PROPOSED STRUCTURAL NUMBER = 2.94

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INTERSECTIONS–ROAD SECTIONS

MILFORD PONDS - PHASE 2

CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:

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GRADING PLAN

MILFORD PONDS - PHASE 2

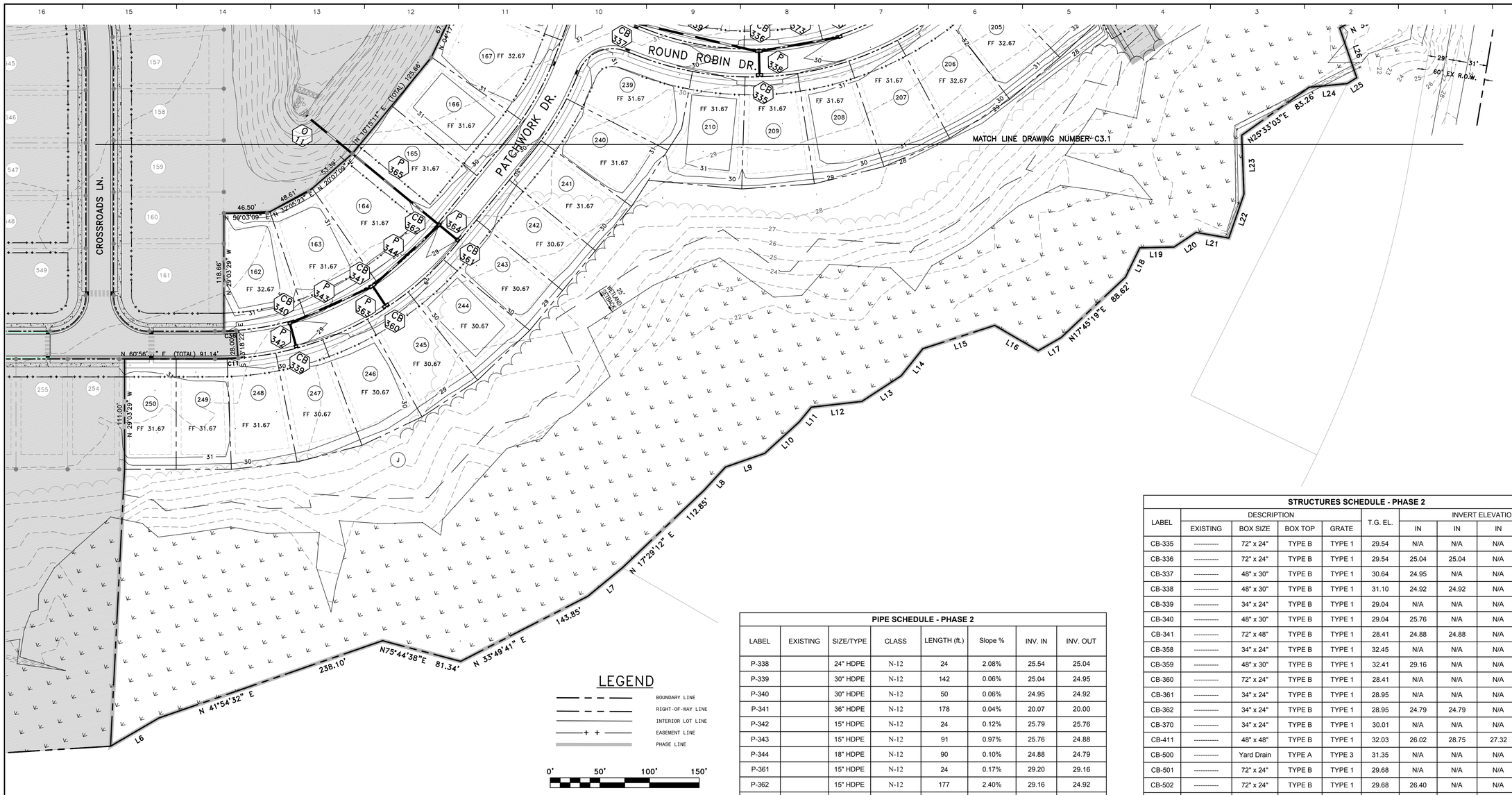
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

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STRUCTURES SCHEDULE - PHASE 2

LABEL	DESCRIPTION				T.G. EL.	INVERT ELEVATION			
	EXISTING	BOX SIZE	BOX TOP	GRATE		IN	IN	IN	OUT
CB-335	----------	72" x 24"	TYPE B	TYPE 1	29.54	N/A	N/A	N/A	25.54
CB-336	----------	72" x 24"	TYPE B	TYPE 1	29.54	25.04	25.04	N/A	25.04
CB-337	----------	48" x 30"	TYPE B	TYPE 1	30.64	24.95	N/A	N/A	24.95
CB-338	----------	48" x 30"	TYPE B	TYPE 1	31.10	24.92	24.92	N/A	20.07
CB-339	----------	34" x 24"	TYPE B	TYPE 1	29.04	N/A	N/A	N/A	25.79
CB-340	----------	48" x 30"	TYPE B	TYPE 1	29.04	25.76	N/A	N/A	25.76
CB-341	----------	72" x 48"	TYPE B	TYPE 1	28.41	24.88	24.88	N/A	24.88
CB-358	----------	34" x 24"	TYPE B	TYPE 1	32.45	N/A	N/A	N/A	29.20
CB-359	----------	48" x 30"	TYPE B	TYPE 1	32.41	29.16	N/A	N/A	29.16
CB-360	----------	72" x 24"	TYPE B	TYPE 1	28.41	N/A	N/A	N/A	24.91
CB-361	----------	34" x 24"	TYPE B	TYPE 1	28.95	N/A	N/A	N/A	25.70
CB-362	----------	34" x 24"	TYPE B	TYPE 1	28.95	24.79	24.79	N/A	21.12
CB-370	----------	34" x 24"	TYPE B	TYPE 1	30.01	N/A	N/A	N/A	26.76
CB-411	----------	48" x 48"	TYPE B	TYPE 1	32.03	26.02	28.75	27.32	26.02
CB-500	----------	Yard Drain	TYPE A	TYPE 3	31.35	N/A	N/A	N/A	28.10
CB-501	----------	72" x 24"	TYPE B	TYPE 1	29.68	N/A	N/A	N/A	26.43
CB-502	----------	72" x 24"	TYPE B	TYPE 1	29.68	26.40	N/A	N/A	25.18
CB-503	----------	48" x 30"	TYPE B	TYPE 1	30.46	25.12	26.86	N/A	25.12
CB-504	----------	34" x 24"	TYPE B	TYPE 1	30.32	N/A	N/A	N/A	27.07
CB-505	----------	72" x 24"	TYPE B	TYPE 1	29.54	23.14	N/A	N/A	23.14
CB-506	EXISTING	72" x 24"	TYPE B	TYPE 1	29.54	22.86	N/A	N/A	20.01
CB-507	----------	72" x 24"	TYPE B	TYPE 1	30.67	N/A	N/A	N/A	24.07
CB-508	EXISTING	72" x 24"	TYPE B	TYPE 1	30.67	24.04	N/A	N/A	20.25
CB-509	----------	72" x 24"	TYPE B	TYPE 1	31.30	N/A	N/A	N/A	28.05
CB-510	----------	34" x 24"	TYPE B	TYPE 1	32.51	N/A	N/A	N/A	29.26
CB-511	----------	34" x 24"	TYPE B	TYPE 1	32.51	29.21	N/A	N/A	29.21
MH-12	EXISTING	ROUND	----------	----------	30.74	23.00	N/A	N/A	17.80
MH-13	EXISTING	ROUND	----------	----------	31.89	25.01	24.81	N/A	19.11
MH-18	----------	ROUND	----------	----------	33.15	20.02	N/A	N/A	24.00
O-10	----------	----------	----------	----------	32.00	N/A	N/A	N/A	20.00
O-11	----------	----------	----------	----------	32.00	N/A	N/A	N/A	21.00
O-15	EXISTING	----------	----------	----------	31.00	N/A	N/A	N/A	18.01
O-16	EXISTING	----------	----------	----------	32.00	N/A	N/A	N/A	18.75
O-17	EXISTING	----------	----------	----------	31.00	N/A	N/A	N/A	19.85
O-18	EXISTING	----------	----------	----------	31.00	N/A	N/A	N/A	19.78
O-19	EXISTING	----------	----------	----------	32.00	N/A	N/A	N/A	22.98

PIPE SCHEDULE - PHASE 2

LABEL	EXISTING	SIZE/TYPE	CLASS	LENGTH (ft.)	Slope %	INV. IN	INV. OUT
P-338		24" HDPE	N-12	24	2.08%	25.54	25.04
P-339		30" HDPE	N-12	142	0.06%	25.04	24.95
P-340		30" HDPE	N-12	50	0.06%	24.95	24.92
P-341		36" HDPE	N-12	178	0.04%	20.07	20.00
P-342		15" HDPE	N-12	24	0.12%	25.79	25.76
P-343		15" HDPE	N-12	91	0.97%	25.76	24.88
P-344		18" HDPE	N-12	90	0.10%	24.88	24.79
P-361		15" HDPE	N-12	24	0.17%	29.20	29.16
P-362		15" HDPE	N-12	177	2.40%	29.16	24.92
P-363		18" HDPE	N-12	24	0.13%	24.91	24.88
P-364		15" HDPE	N-12	24	3.79%	25.70	24.79
P-365		24" HDPE	N-12	166	0.07%	21.12	21.00
P-373		15" HDPE	N-12	83	2.07%	26.76	25.04
P-500		48" HDPE	N-12	242	0.41%	24.00	23.00
P-501	EXISTING	48" HDPE	N-12	77	-0.27%	17.80	18.01
P-502		15" HDPE	N-12	78	1.00%	28.10	27.32
P-503		15" HDPE	N-12	24	0.13%	26.43	26.40
P-504		30" HDPE	N-12	129	0.05%	25.18	25.12
P-505		36" HDPE	N-12	139	0.22%	25.12	24.81
P-506	EXISTING	36" HDPE	N-12	96	0.37%	19.11	18.75
P-507		15" HDPE	N-12	125	3.14%	27.07	23.14
P-508		18" HDPE	N-12	24	1.17%	23.14	22.86
P-509	EXISTING	24" HDPE	N-12	191	0.08%	20.01	19.85
P-510		18" HDPE	N-12	24	0.13%	24.07	24.04
P-511	EXISTING	18" HDPE	N-12	96	0.49%	20.25	19.78
P-512		15" HDPE	N-12	146	0.82%	28.05	26.86
P-513		15" HDPE	N-12	24	0.21%	29.26	29.21
P-514		15" HDPE	N-12	115	3.65%	29.21	25.01
P-515	EXISTING	4' x 8' BOX	----------	191	-0.01%	22.97	22.98
P-517		48" HDPE	N-12	83	-0.02%	20.00	20.02

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GRADING PLAN

MILFORD PONDS - PHASE 2

CEDAR CREEK HUNDRED, CITY OF MILFORD

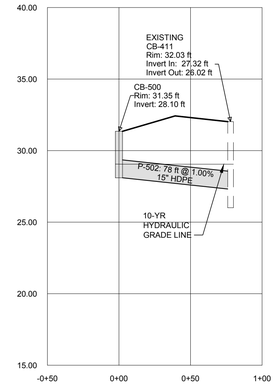
SUSSEX COUNTY, DELAWARE

Revisions:

Date: JUNE 2020
Scale: 1"=50'
Dwn.By: ADM
Proj.No.: 2875A001
Dwg.No.: C3.2

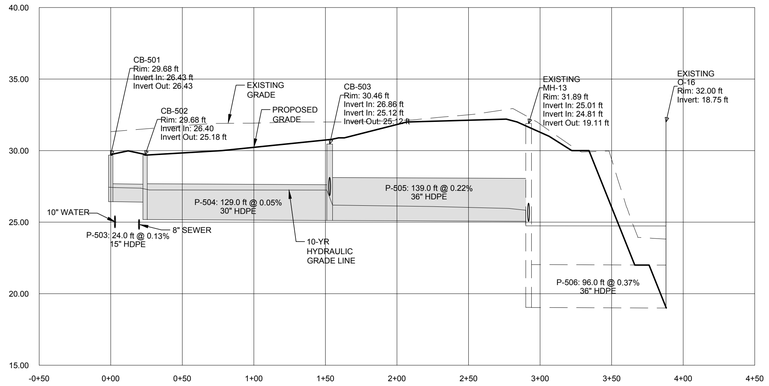
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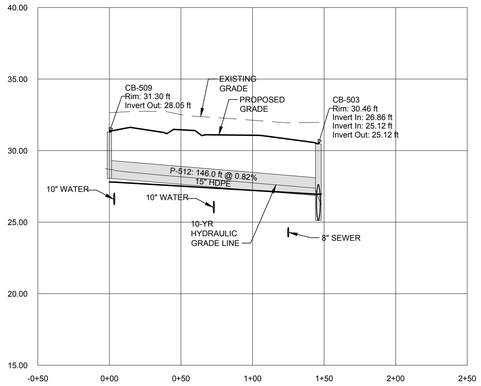
STORMDRAIN CB500-CB411

SCALE: 1"=50' HORIZ.
1"= 5' VERT.



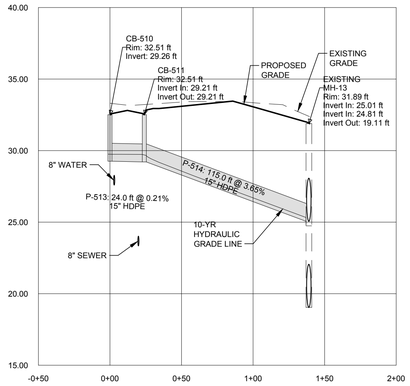
STORMDRAIN CB501-O16

SCALE: 1"=50' HORIZ.
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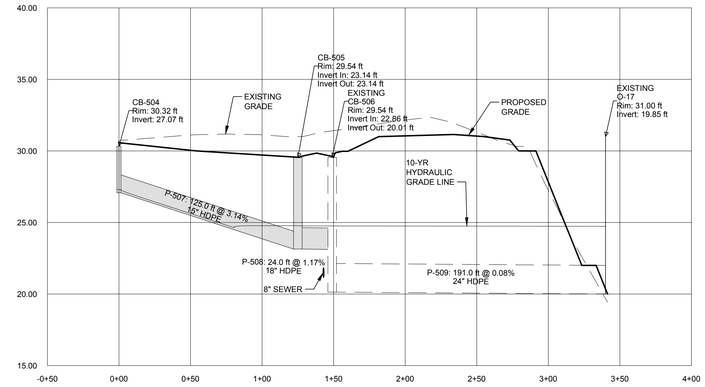
STORMDRAIN CB509-CB503

SCALE: 1"=50' HORIZ.
1"= 5' VERT.



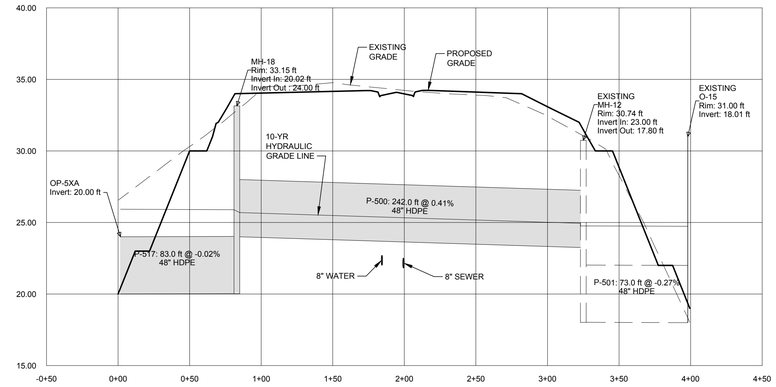
STORMDRAIN CB510-MH13

SCALE: 1"=50' HORIZ.
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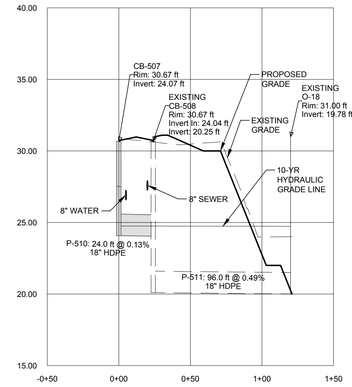
STORMDRAIN CB504-O17

SCALE: 1"=50' HORIZ.
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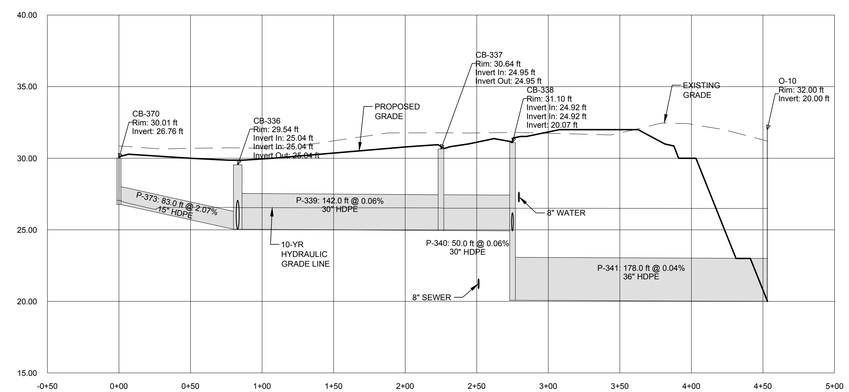
STORMDRAIN OP5XA-O15

SCALE: 1"=50' HORIZ.
1"= 5' VERT.



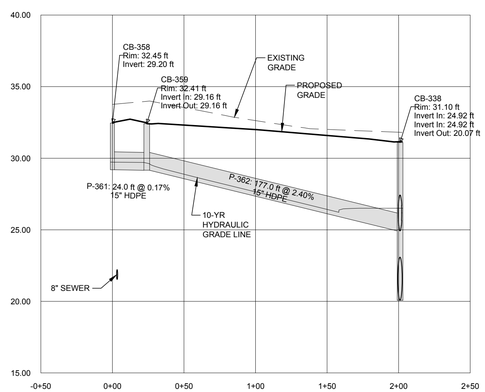
STORMDRAIN CB507-O18

SCALE: 1"=50' HORIZ.
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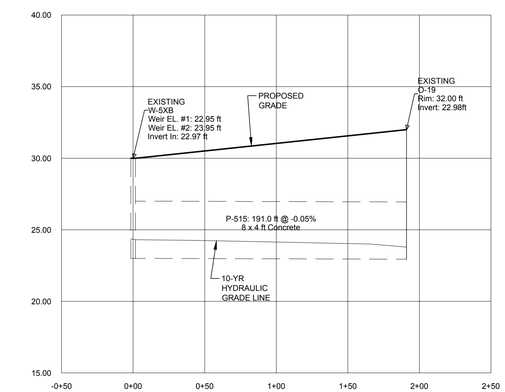
STORMDRAIN CB370-O10

SCALE: 1"=50' HORIZ.
1"= 5' VERT.



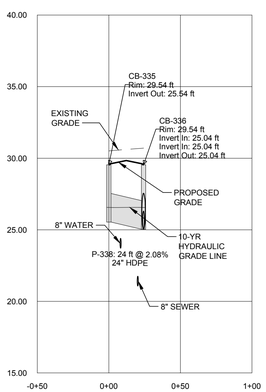
STORMDRAIN CB358-CB338

SCALE: 1"=50' HORIZ.
1"= 5' VERT.



STORMDRAIN W5XB-O19

SCALE: 1"=50' HORIZ.
1"= 5' VERT.



STORMDRAIN CB335-CB336

SCALE: 1"=50' HORIZ.
1"= 5' VERT.

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STORMDRAIN PROFILES

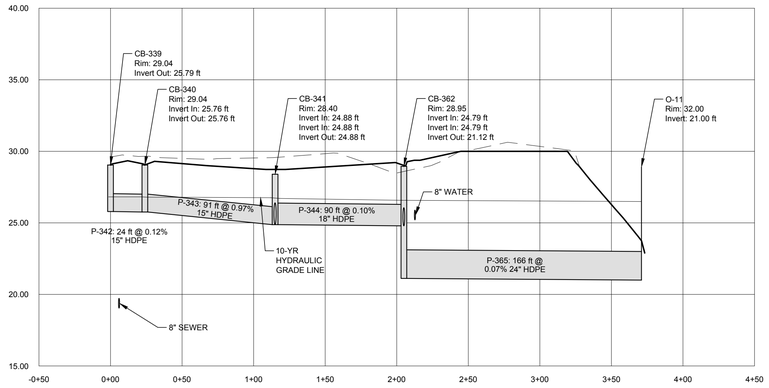
MILFORD PONDS - PHASE 2
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

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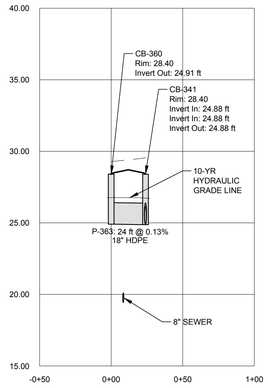
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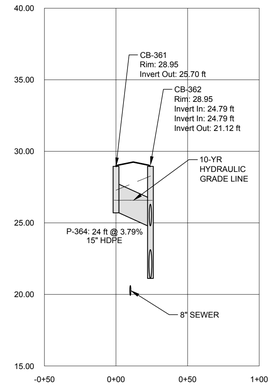
STORMDRAIN CB339-O11

SCALE: 1"=50' HORIZ.
1"= 5' VERT.



STORMDRAIN CB360-CB341

SCALE: 1"=50' HORIZ.
1"= 5' VERT.



STORMDRAIN CB361-CB362

SCALE: 1"=50' HORIZ.
1"= 5' VERT.

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STORMDRAIN PROFILES

MILFORD PONDS - PHASE 2

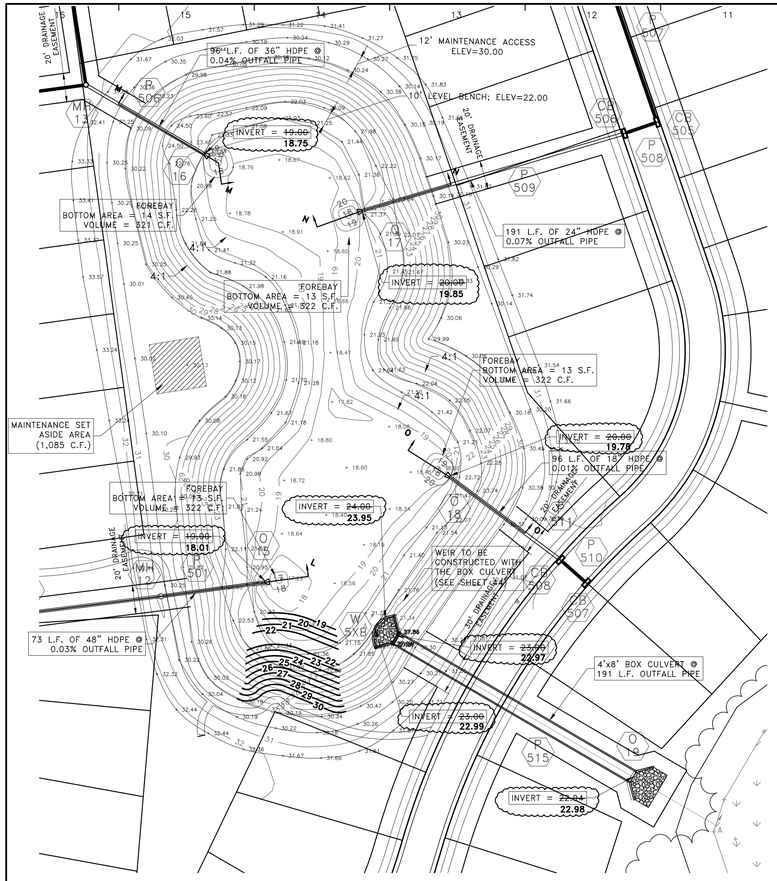
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

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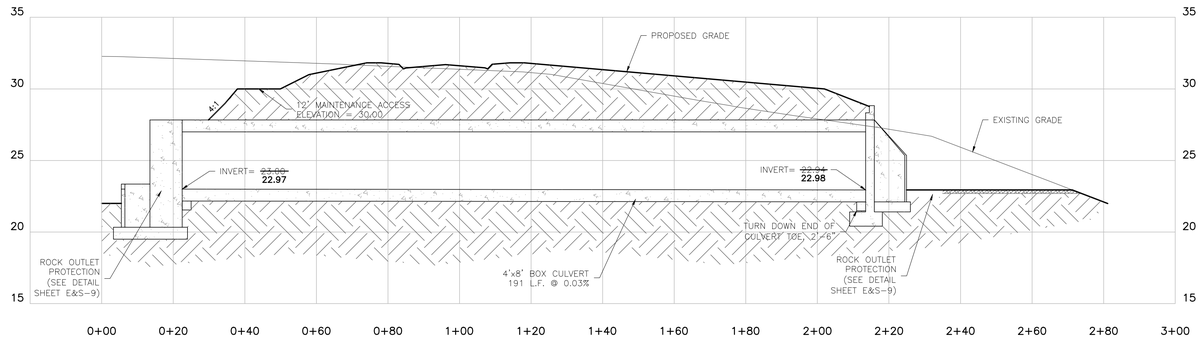
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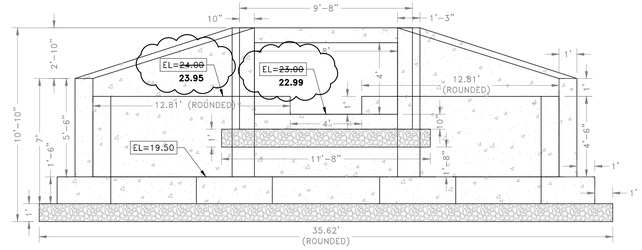
STORMWATER MANAGEMENT POND 4 AS-BUILT & REVISION

SCALE: 1" = 50'



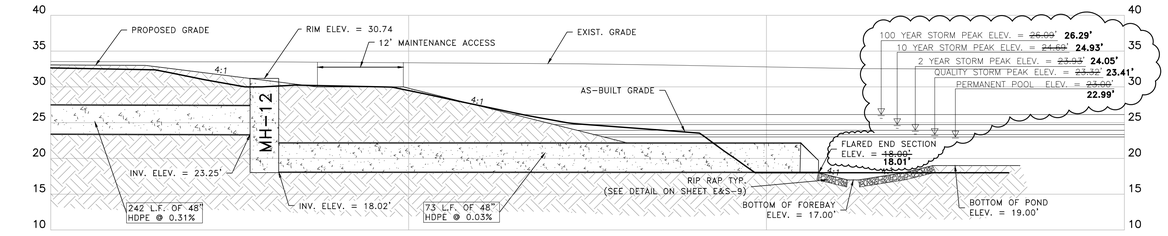
POND 4 CULVERT WEIR CROSS-SECTION A-A

SCALE: VERT. 1" = 5 HORZ. 1" =20'

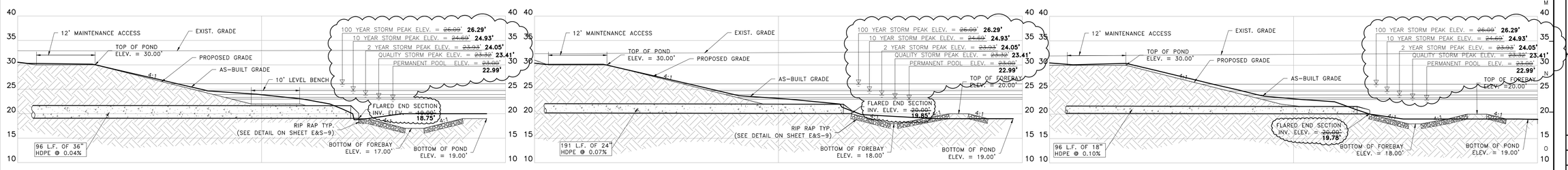


CULVERT WEIR PROFILE B-B

SCALE: 1" = 4'



STORMWATER POND 3&4 CROSS-SECTION L-L



STORMWATER POND 4 CROSS-SECTION M-M

STORMWATER POND 4 CROSS-SECTION N-N

STORMWATER POND 4 CROSS-SECTION O-O

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SWM POND 4 AS-BUILT & REVISION

MILFORD PONDS - PHASE 2

CEDAR CREEK HUNDRED, CITY OF MILFORD

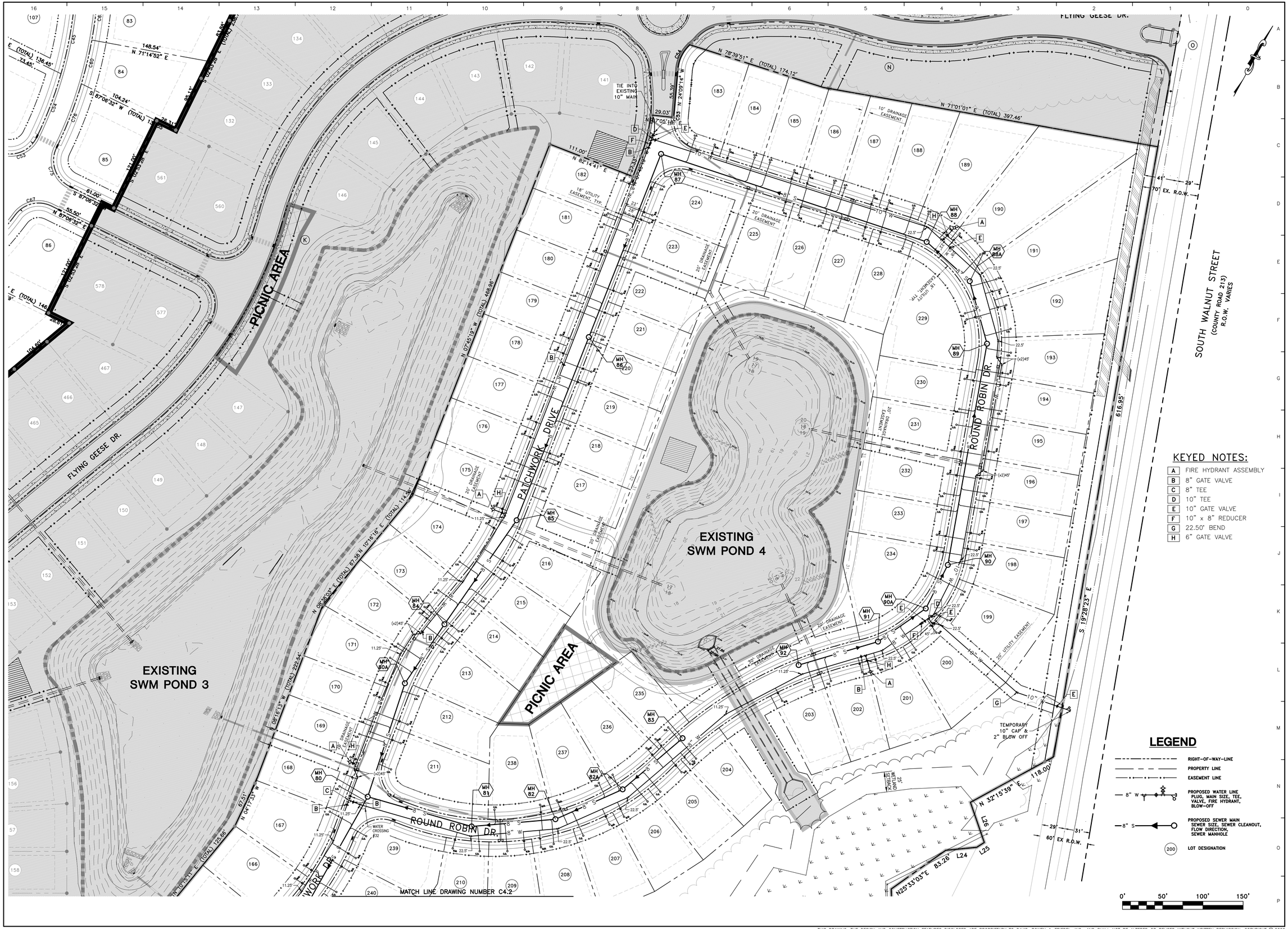
SUSSEX COUNTY, DELAWARE

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KEYED NOTES:

- A FIRE HYDRANT ASSEMBLY
- B 8" GATE VALVE
- C 8" TEE
- D 10" TEE
- E 10" GATE VALVE
- F 10" x 8" REDUCER
- G 22.50° BEND
- H 6" GATE VALVE

LEGEND

- RIGHT-OF-WAY-LINE
- PROPERTY LINE
- EASEMENT LINE
- 8" W — PROPOSED WATER LINE PLUG, MAIN SIZE, TEE, VALVE, FIRE HYDRANT, BLOW-OFF
- 8" S — PROPOSED SEWER MAIN SEWER SIZE, SEWER CLEANOUT, FLOW DIRECTION, SEWER MANHOLE
- (200) LOT DESIGNATION

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MILFORD PONDS - PHASE 2
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

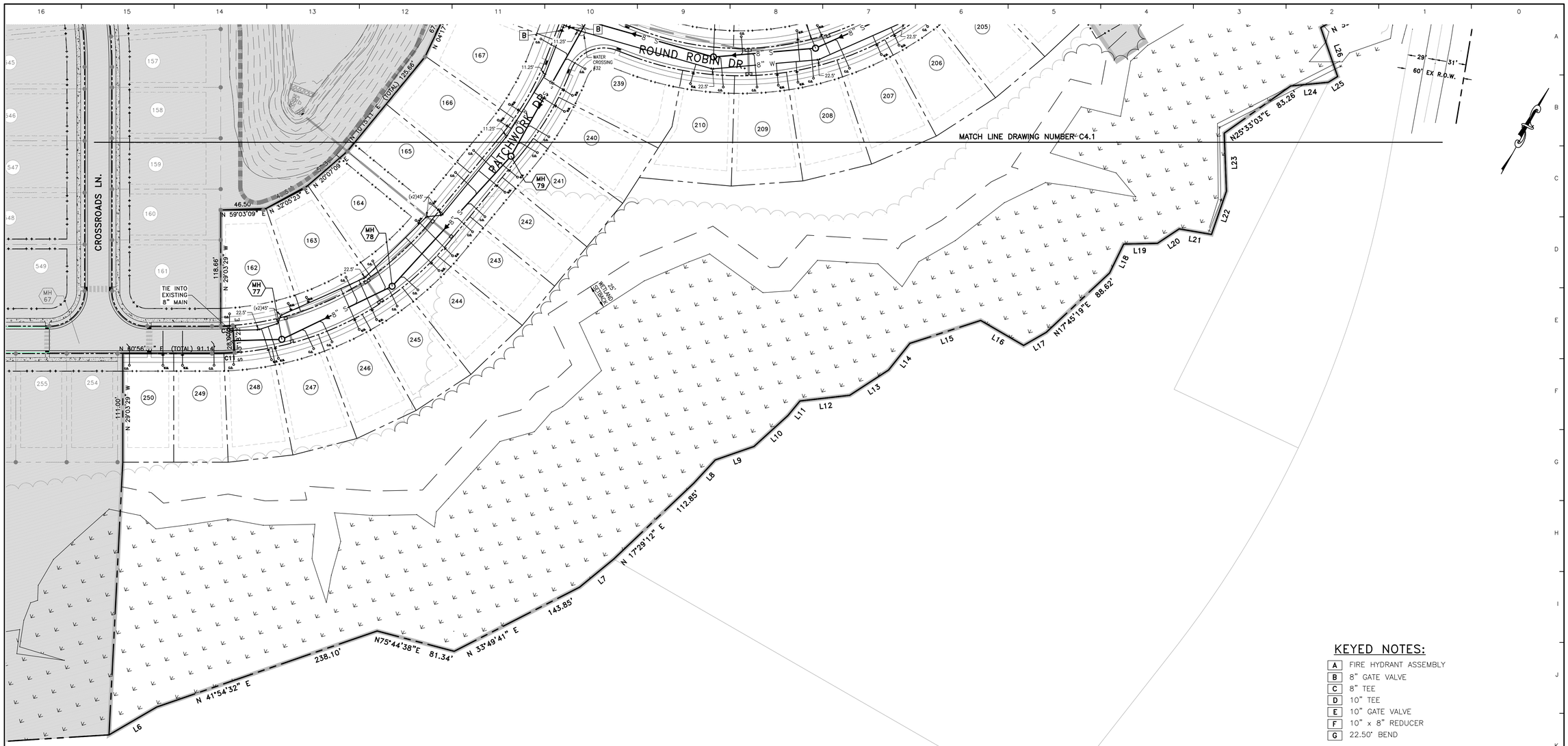
UTILITY PLAN

Revisions:

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KEYED NOTES:

- A FIRE HYDRANT ASSEMBLY
- B 8" GATE VALVE
- C 8" TEE
- D 10" TEE
- E 10" GATE VALVE
- F 10" x 8" REDUCER
- G 22.50° BEND

LEGEND

- RIGHT-OF-WAY-LINE
- PROPERTY LINE
- EASEMENT LINE
- 8" W — PROPOSED WATER LINE PLUG, MAIN SIZE, TEE, VALVE, FIRE HYDRANT, BLOW-OFF
- 8" S — PROPOSED SEWER MAIN SEWER SIZE, SEWER CLEANOUT, FLOW DIRECTION, SEWER MANHOLE
- (200) LOT DESIGNATION

0' 50' 100' 150'

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MILFORD PONDS - PHASE 2
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

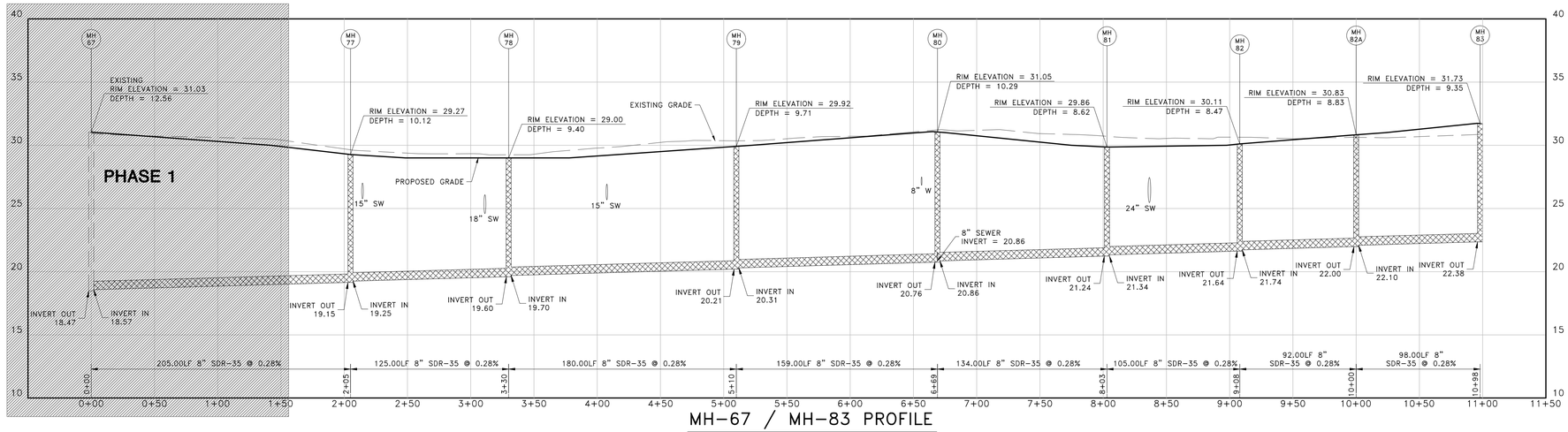
UTILITY PLAN

Revisions:

Date: JUNE 2020
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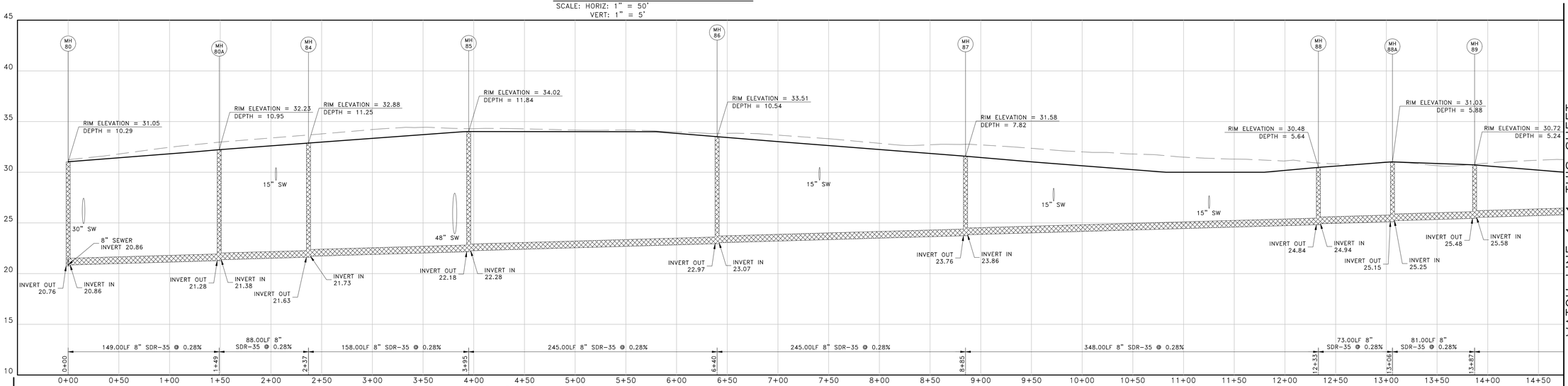
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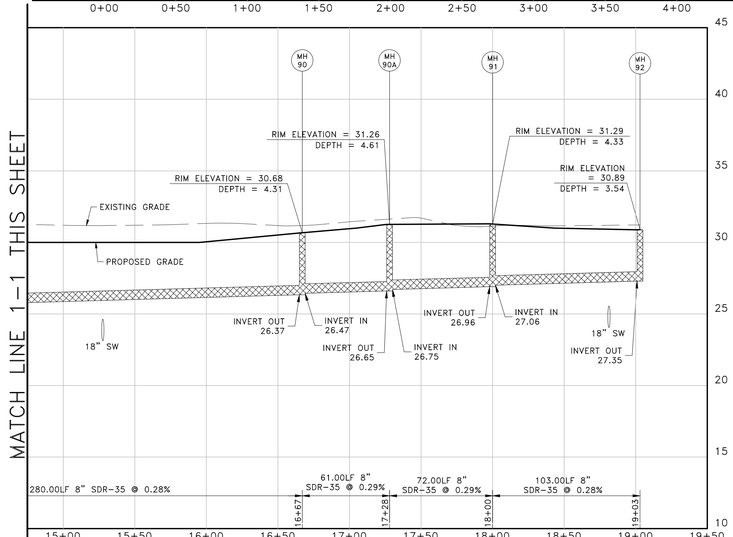
MH-67 / MH-83 PROFILE

SCALE: HORIZ: 1" = 50'
VERT: 1" = 5'



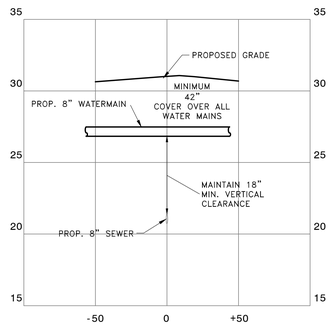
MH-80 / MH-89 PROFILE

SCALE: HORIZ: 1" = 50'
VERT: 1" = 5'



MH-90 / MH-92 PROFILE CONT'D

SCALE: HORIZ: 1" = 50'
VERT: 1" = 5'



WATER CROSSING #32

SCALE: HORIZ: 1" = 50'
VERT: 1" = 5'

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SEWER PROFILES

MILFORD PONDS - PHASE 2

CEDAR CREEK HUNDRED, CITY OF MILFORD

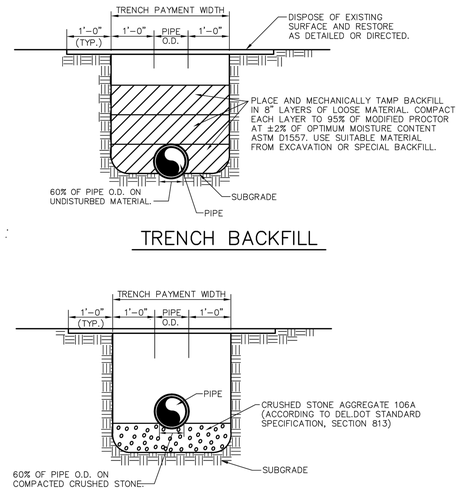
SUSSEX COUNTY, DELAWARE

Revisions:

Date:	JUNE 2020
Scale:	1"=50'
Dwn.By:	ADM
Proj.No.:	2875A001
Dwg.No.:	C4.3

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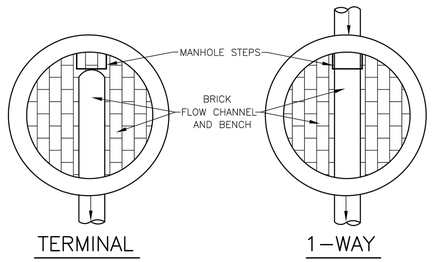
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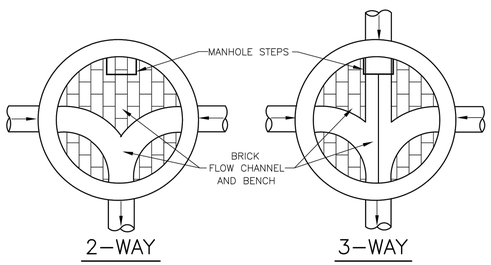
TRENCH BACKFILL

CRUSHED STONE BEDDING

DATE:	REVISION NO.:	APPROVED:
CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS WATER & WASTEWATER DIVISION CONSTRUCTION STANDARDS		TRENCH BACKFILL & PIPE BEDDING DETAIL NO SCALE
	SECTION - 1	DRAWING: D1-1



TERMINAL 1-WAY



2-WAY 3-WAY

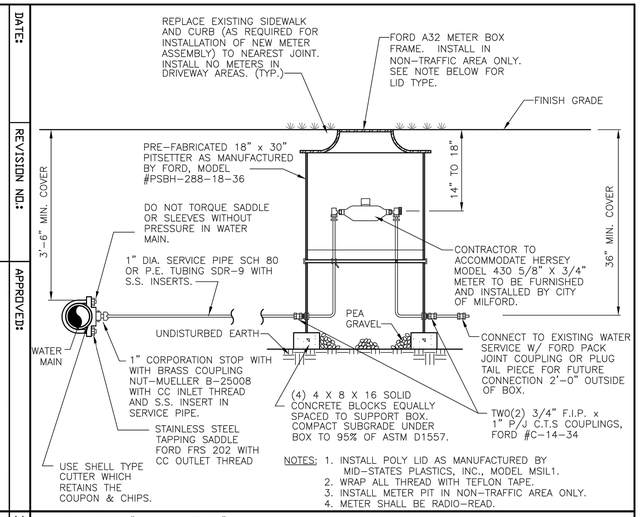
DATE:	REVISION NO.:	APPROVED:
CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS WATER & WASTEWATER DIVISION CONSTRUCTION STANDARDS		TYPICAL MANHOLE FLOW CHANNEL DETAIL NO SCALE
	SECTION - 3	DRAWING: D3-6

CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

DATE: | REVISION NO.: | APPROVED:

STANDARD SINGLE METER PIT DETAIL(PREFABRICATED)
NO SCALE

SECTION - 2 | DRAWING: D2-1

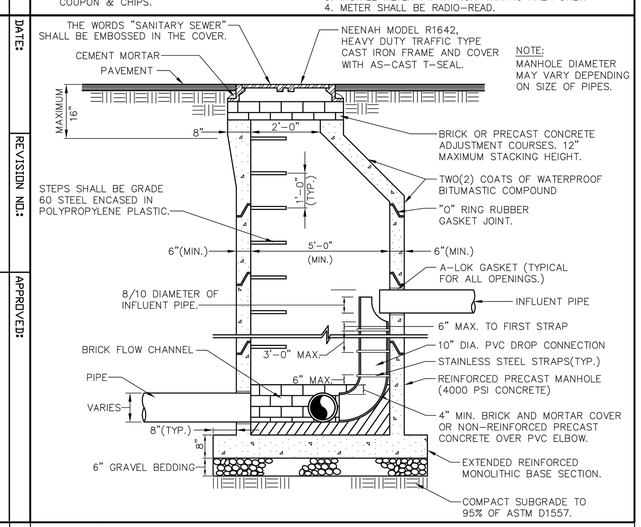


CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

DATE: | REVISION NO.: | APPROVED:

INSIDE DROP MANHOLE DETAIL
NO SCALE

SECTION - 3 | DRAWING: D3-3

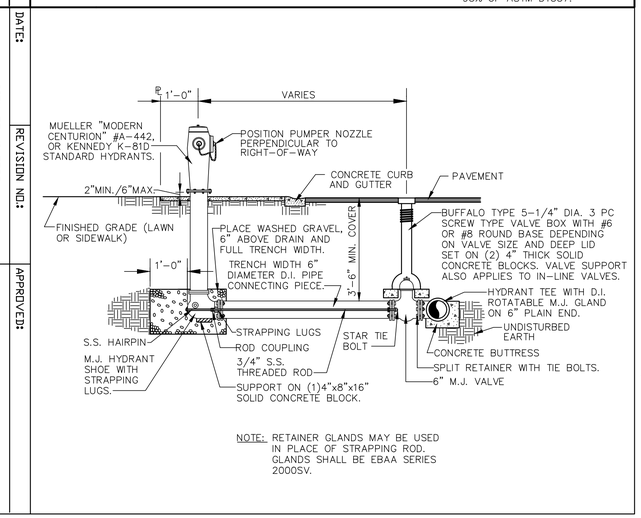


CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

DATE: | REVISION NO.: | APPROVED:

FIRE HYDRANT DETAIL
NO SCALE

SECTION - 2 | DRAWING: D2-7



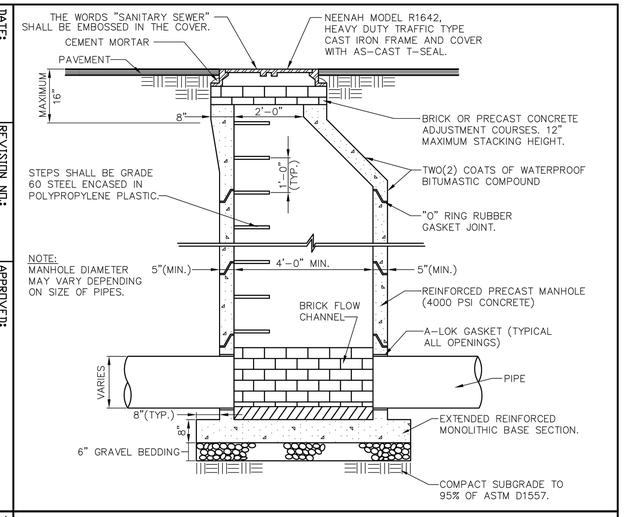
NOTE: RETAINER GLANDS MAY BE USED IN PLACE OF STRAPPING ROD. GLANDS SHALL BE EBAA SERIES 2000SV.

CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

DATE: | REVISION NO.: | APPROVED:

PRECAST CONCRETE MANHOLE DETAIL
NO SCALE

SECTION - 3 | DRAWING: D3-2

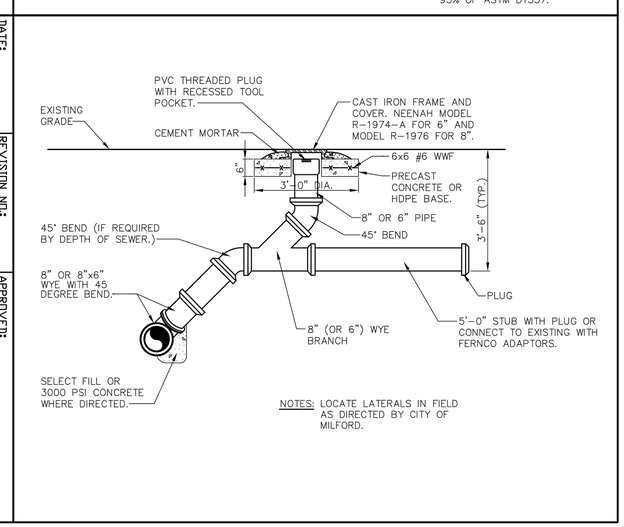


CITY OF MILFORD
DEPARTMENT OF PUBLIC WORKS
WATER & WASTEWATER DIVISION
CONSTRUCTION STANDARDS

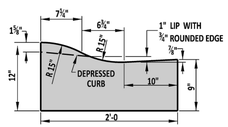
DATE: | REVISION NO.: | APPROVED:

BUILDING LATERAL CLEANOUT DETAIL
NO SCALE

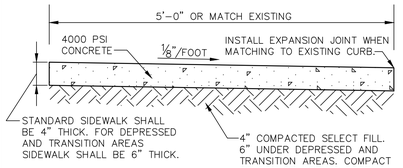
SECTION - 3 | DRAWING: D3-7



NOTES: LOCATE LATERALS IN FIELD AS DIRECTED BY CITY OF MILFORD.

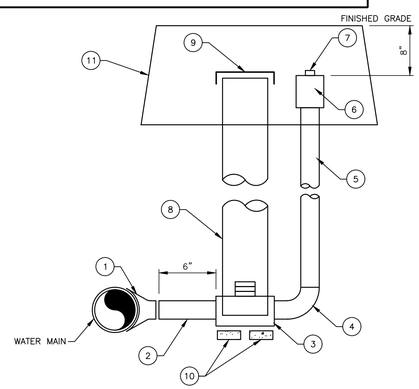


INTEGRAL P.C.C. CURB AND GUTTER
TYPE 2



NOTE: PLACE EXPANSION JOINTS 20' ON CENTER AND CONTROL JOINTS 5' ON CENTER OR MATCH EXISTING PATTERN.

CONCRETE SIDEWALK DETAIL
NO SCALE



1. FORD FS202-XXX-IPY SADDLE
2. BRASS NIPPLE
3. FORD B11-ZZZ CURB STOP
4. SCH80 90
5. SCH80 PIPE
6. SCH80 FEMALE ADAPTER
7. GALVANIZED PLUG
8. 4" SDR-35 PIPE
9. 4" SDR-35 CAP (SLIP)
10. CEMENT BRICK
11. ENCLOSURE-SUPPLIED BY TIDEWATER

MAIN SIZE	BLOW SIZE	XXX	Y	Z
8	2"	979	7	777
6	1 1/2"	760	6	666
4	1 1/2"	526	6	666

BLOW-OFF HYDRANT
NOT TO SCALE

DAVIS, BOWEN & FRIEDEL, INC.
ARCHITECTS ENGINEERS SURVEYORS
SALISBURY, MARYLAND (410) 543-9091
OCEAN CITY, MARYLAND (410) 524-5141
EASTON, MARYLAND (410) 770-4744

UTILITY DETAILS

MILFORD PONDS - PHASE 2
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

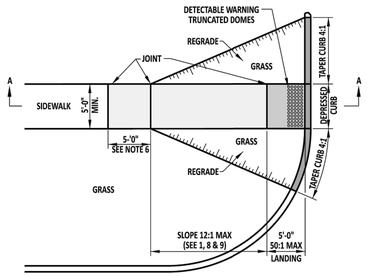
Revisions:

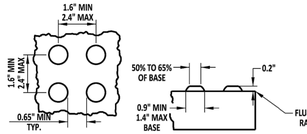
Date: JUNE 2020
Scale: AS SHOWN
Dwn.By: ADM
Proj.No.: 2875A001
Dwg.No.: C4.4

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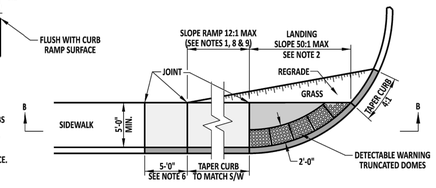
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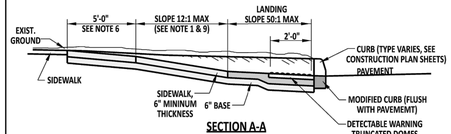




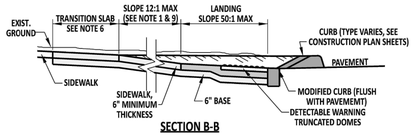
DETECTABLE WARNING TRUNCATED DOME DETAILS

NOTES:
A). ENTIRE DEPRESSED AREA OF CURB EXCLUDING THE TAPERED CURBS SHALL HAVE DETECTABLE WARNING TRUNCATED DOMES.
B). THE DETECTABLE WARNING SYSTEM SHALL EXTEND AT LEAST 2'-0" IN LENGTH, MEASURED IN THE DIRECTION OF TRAVEL, FROM THE BACK OF THE CURB ALONG THE PEDESTRIAN CONNECTION SURFACE.
C). SEE SPECIFICATION FOR ADDITIONAL INFORMATION.

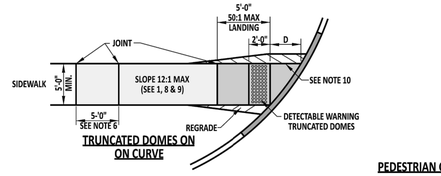




SECTION A-A



SECTION B-B



TRUNCATED DOMES ON ON CURVE

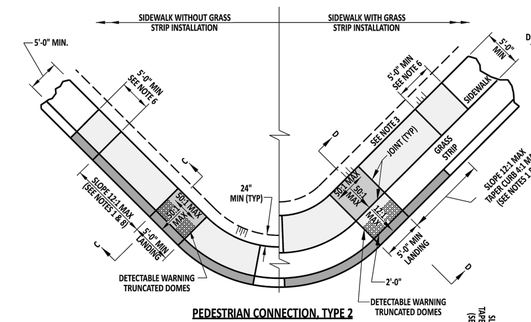
NOTES:
1). FOR ALTERATIONS WHERE THE MAXIMUM ALLOWABLE 12:1 RUNNING SLOPE WILL NOT MEET THE EXISTING SIDEWALK GRADE WITHIN A LENGTH OF 15'-0", THE SLOPED SEGMENT OF THE PEDESTRIAN CONNECTION MAY BE LIMITED TO 15'-0" AT A CONSTANT SLOPE, AND ALLOWED TO EXCEED THE 12:1 MAXIMUM SLOPE.
2). PEDESTRIAN CONNECTION AND SIDEWALK CROSS SLOPE SHALL BE 50:1 (2%) MAXIMUM. FOR REHABILITATION WORK, THE PEDESTRIAN CONNECTION CROSS SLOPE MAY MATCH THE SLOPE OF THE ADJACENT ROADWAY IN ACCORDANCE WITH THE LATEST VERSION OF THE PAS MANUAL.
3). A 6:1 GRADE IS REQUIRED FOR A MINIMUM OF 2'-0" IMMEDIATELY ADJACENT TO THE PEDESTRIAN CONNECTION.
4). THE MAXIMUM ALGEBRAIC DIFFERENCE IN GRADE BETWEEN THE PEDESTRIAN CONNECTION OR MODIFIED CURB AT THE FLOW LINE AND THE PAVEMENT SHALL BE 13.3%, HOWEVER 11% IS PREFERRED.
5). LANDING AREA SHALL BE DELINEATED WITH JOINTS.
6). FOR REHABILITATION WORK, PLACE TRANSITION SLAB TO TRANSITION FROM THE NEW PEDESTRIAN CONNECTION TO THE EXISTING SIDEWALK WHEN THE EXISTING SIDEWALK HAS A NON-CONFORMING RUNNING SLOPE, CROSS SLOPE, OR WIDTH. ADJACENT CURB TAPER SHOULD MATCH THE SLOPE OF THE TRANSITION SLAB.
7). REFER TO THE DELAWARE MANUAL FOR UNIFORM TRAFFIC CONTROL DEVICES FOR DETAILS REGARDING THE LOCATION OF PEDESTRIAN PUSH BUTTONS.
8). CONSTRUCTION JOINTS ARE REQUIRED ON RAMPS AT THE INTERVAL SPECIFIED IN NOTE 6 ON DETAIL M-3, SHEET 1 OF 1. HOWEVER, EXPANSION MATERIAL SHALL NOT BE USED IN THE PEDESTRIAN CONNECTION SECTION.
9). IF THE RUNNING SLOPE IS LESS THAN 20:1 (5%) THEN THE 50:1 (2%) LANDING CAN BE OMITTED. DETECTABLE WARNING SYSTEM MUST STILL BE PLACED.
10). FOR INSTALLATIONS ON A RADIUS AND WHEN DIMENSION D IS LESS THAN 5'-0", THE DETECTABLE WARNING TRUNCATED DOMES SYSTEM SHALL BE INSTALLED AT THE INTERSECTION OF THE BACK OF THE CURB AND THE BEGINNING OF THE FULL WIDTH OF THE PEDESTRIAN ACCESS ROUTE. THE DOMES SHALL BE INSTALLED PERPENDICULAR TO THE PATH OF THE PEDESTRIAN TRAVEL AND BE THE FULL WIDTH OF THE PEDESTRIAN ACCESS ROUTE.

PEDESTRIAN CONNECTION, TYPE 1

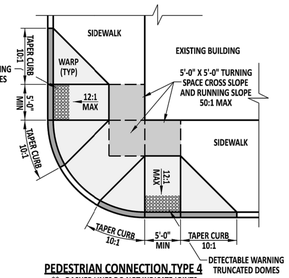
DELAWARE DEPARTMENT OF TRANSPORTATION	PEDESTRIAN CONNECTION, TYPE 1 AND SECTIONS			APPROVED	SIGNATURE ON FILE (CHIEF ENGINEER)	1/04/2019 (DATE)
	STANDARD NO. C-2 (2018)	SHT. 1	OF 3	RECOMMENDED	SIGNATURE ON FILE (DESIGN ENGINEER)	12/20/2018 (DATE)

1/7/2019

SCALE : NTS

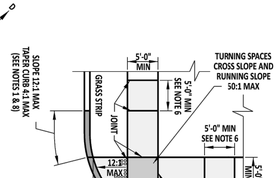


PEDESTRIAN CONNECTION, TYPE 2

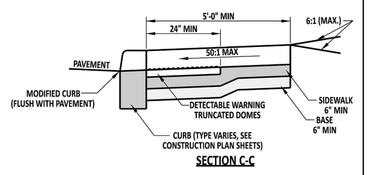


PEDESTRIAN CONNECTION, TYPE 4

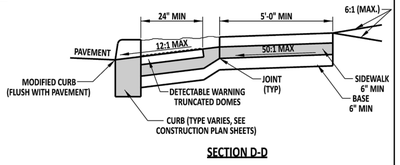
** - DASHED LINES DO NOT INDICATE JOINTS



PEDESTRIAN CONNECTION, TYPE 3



SECTION C-C

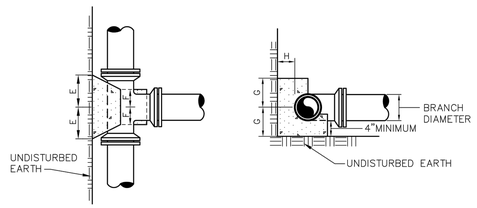


SECTION D-D

NOTES:
1). FOR ALTERATIONS WHERE THE MAXIMUM ALLOWABLE 12:1 RUNNING SLOPE WILL NOT MEET THE EXISTING SIDEWALK GRADE WITHIN A LENGTH OF 15'-0", THE SLOPED SEGMENT OF THE PEDESTRIAN CONNECTION MAY BE LIMITED TO 15'-0" AT A CONSTANT SLOPE, AND ALLOWED TO EXCEED THE 12:1 MAXIMUM SLOPE.
2). PEDESTRIAN CONNECTION AND SIDEWALK CROSS SLOPE SHALL BE 50:1 (2%) MAXIMUM. FOR REHABILITATION WORK, THE PEDESTRIAN CONNECTION CROSS SLOPE MAY MATCH THE SLOPE OF THE ADJACENT ROADWAY IN ACCORDANCE WITH THE LATEST VERSION OF THE PAS MANUAL.
3). A 6:1 GRADE IS REQUIRED FOR A MINIMUM OF 2'-0" IMMEDIATELY ADJACENT TO THE PEDESTRIAN CONNECTION.
4). THE MAXIMUM ALGEBRAIC DIFFERENCE IN GRADE BETWEEN THE PEDESTRIAN CONNECTION OR CURB AND THE PAVEMENT SHALL BE 13.3%, HOWEVER 11% IS PREFERRED.
5). LANDING AREA SHALL BE DELINEATED WITH JOINTS.
6). FOR REHABILITATION WORK, PLACE TRANSITION SLAB TO TRANSITION FROM THE NEW PEDESTRIAN CONNECTION TO THE EXISTING SIDEWALK WHEN THE EXISTING SIDEWALK HAS A NON-CONFORMING RUNNING SLOPE, CROSS SLOPE, OR WIDTH. ADJACENT CURB SHOULD MATCH THE SLOPE OF THE TRANSITION SLAB.
7). REFER TO DELAWARE MANUAL FOR UNIFORM TRAFFIC CONTROL DEVICES FOR DETAILS REGARDING THE LOCATION OF PEDESTRIAN PUSH BUTTONS.
8). CONSTRUCTION JOINTS ARE REQUIRED AT THE INTERVALS SPECIFIED IN NOTE 6 ON DETAIL M-3, SHEET 1 OF 1. HOWEVER, EXPANSION MATERIAL SHALL NOT BE USED IN THE PEDESTRIAN CONNECTION SECTION.
9). ENTIRE DEPRESSED AREA OF CURB SHALL HAVE DETECTABLE WARNING TRUNCATED DOMES.

DELAWARE DEPARTMENT OF TRANSPORTATION	PEDESTRIAN CONNECTION, TYPES 2, 3, & 4			APPROVED	SIGNATURE ON FILE (CHIEF ENGINEER)	1/04/2019 (DATE)
	STANDARD NO. C-2 (2018)	SHT. 2	OF 3	RECOMMENDED	SIGNATURE ON FILE (DESIGN ENGINEER)	12/20/2018 (DATE)

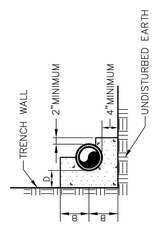
1/7/2019



PLAN PROFILE

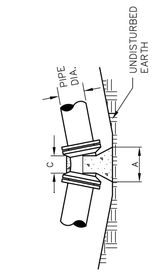
DIMENSION SCHEDULE					
BRANCH DIA.	6"	8"	10"	12"	16"
E	8"	10"	1'-0"	1'-3"	1'-8"
F	6"	8"	8"	8"	10"
G	7"	9"	1'-0"	1'-2"	1'-6"
H	8"	9"	10"	1'-0"	1'-2"

DATE:	REVISION NO.:	APPROVED:
CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS WATER & WASTEWATER DIVISION CONSTRUCTION STANDARDS		TEE AND WYE DETAIL NO SCALE
		SECTION - 2 / DRAWING: D2-9



PROFILE

DIMENSION SCHEDULE											
		11 1/4°				22 1/2°				90°	
BEND		6"	8"	10"	12"	16"	6"	8"	10"	12"	16"
PIPE DIA.		8"	10"	12"	16"		8"	10"	12"	16"	
	A	6"	8"	1'-0"	1'-4"		9"	1'-0"	1'-6"	1'-9"	2'-3"
	B	7"	8"	10"	1'-0"		7"	8"	9"	10"	1'-0"
	C	4"	6"	10"	1'-0"		4"	6"	8"	10"	1'-0"
	D	7"	7"	8"	9"		8"	9"	10"	11"	1'-2"
		45°					60°				
BEND		6"	8"	10"	12"	16"	6"	8"	10"	12"	16"
PIPE DIA.		1'-3"	1'-8"	2'-1"	2'-6"	3'-4"	2'-0"	2'-6"	3'-0"	3'-6"	5'-0"
	A	7"	8"	9"	1'-1"	1'-3"	6"	9"	1'-0"	1'-3"	1'-6"
	B	4"	6"	8"	10"	1'-0"	4"	6"	8"	10"	1'-0"
	C	8"	9"	10"	11"	1'-2"	1'-5"	1'-7"	1'-8"	1'-9"	1'-10"



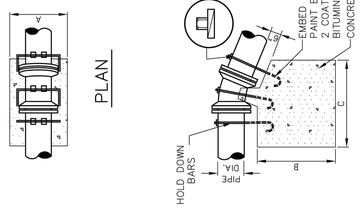
PLAN

DATE:	REVISION NO.:	APPROVED:
CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS WATER & WASTEWATER DIVISION CONSTRUCTION STANDARDS		HORIZONTAL BEND DETAIL NO SCALE
		SECTION - 2 / DRAWING: D2-10

DIMENSION SCHEDULE											
		11 1/4°				22 1/2°				45°	
BEND		6"	8"	10"	12"	16"	6"	8"	10"	12"	16"
PIPE DIA.		8"	10"	12"	16"		10"	12"	16"		
	A	6"	8"	1'-0"	1'-4"		1'-0"	1'-4"	2'-0"		
	B	7"	8"	1'-0"	1'-4"		1'-0"	1'-4"	2'-0"		
	C	4"	6"	8"	10"		6"	8"	10"		
	D	7"	8"	9"	11"		9"	11"	1'-2"		
		45°					60°				
BEND		6"	8"	10"	12"	16"	6"	8"	10"	12"	16"
PIPE DIA.		1'-3"	1'-8"	2'-1"	2'-6"	3'-4"	2'-0"	2'-6"	3'-0"	3'-6"	4'-6"
	A	7"	8"	9"	1'-1"	1'-3"	6"	9"	1'-0"	1'-3"	1'-6"
	B	4"	6"	8"	10"	1'-0"	4"	6"	8"	10"	1'-0"
	C	8"	9"	10"	11"	1'-2"	1'-5"	1'-7"	1'-8"	1'-9"	1'-10"

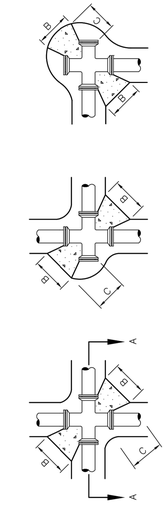
DIMENSION SCHEDULE											
		11 1/4°				22 1/2°				45°	
BEND		6"	8"	10"	12"	16"	6"	8"	10"	12"	16"
PIPE DIA.		8"	10"	12"	16"		10"	12"	16"		
	A	6"	8"	1'-0"	1'-4"		1'-0"	1'-4"	2'-0"		
	B	7"	8"	1'-0"	1'-4"		1'-0"	1'-4"	2'-0"		
	C	4"	6"	8"	10"		6"	8"	10"		
	D	7"	8"	9"	11"		9"	11"	1'-2"		
		45°					60°				
BEND		6"	8"	10"	12"	16"	6"	8"	10"	12"	16"
PIPE DIA.		1'-3"	1'-8"	2'-1"	2'-6"	3'-4"	2'-0"	2'-6"	3'-0"	3'-6"	4'-6"
	A	7"	8"	9"	1'-1"	1'-3"	6"	9"	1'-0"	1'-3"	1'-6"
	B	4"	6"	8"	10"	1'-0"	4"	6"	8"	10"	1'-0"
	C	8"	9"	10"	11"	1'-2"	1'-5"	1'-7"	1'-8"	1'-9"	1'-10"

BAR SCHEDULE					
		REINFORCING BARS			
SIZE	11 ¼	22½	45°	60°	90°
6"	3 #6	3 #6	3 #6	3 #6	3 #6
8"	3 #6	3 #6	3 #6	3 #6	3 #6
10"	3 #6	3 #6	3 #6	3 #6	3 #6
12"	3 #6	3 #6	3 #6	3 #6	3 #6
16"	3 #6	3 #6	3 #6	3 #6	3 #6



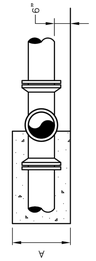
PLAN PROFILE

DATE:	REVISION NO.:	APPROVED:
CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS WATER & WASTEWATER DIVISION CONSTRUCTION STANDARDS		VERTICAL DOWNWARD BEND DETAIL NO SCALE
		SECTION - 2 / DRAWING: D2-11



PLAN VIEW

DIMENSION SCHEDULE		
UNDISTURBED EARTH BRANCH DIA.	6"	10"
A	1'-9"	2'-6" 3'-0"
B	1'-2"	1'-4" 2'-0"
C	2'-6"	UNDISTURBED SOIL



SECTION A

DATE:	REVISION NO.:	APPROVED:
CITY OF MILFORD DEPARTMENT OF PUBLIC WORKS WATER & WASTEWATER DIVISION CONSTRUCTION STANDARDS		CROSS DETAIL NO SCALE
		SECTION - 2 / DRAWING: D2-12

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UTILITY DETAILS

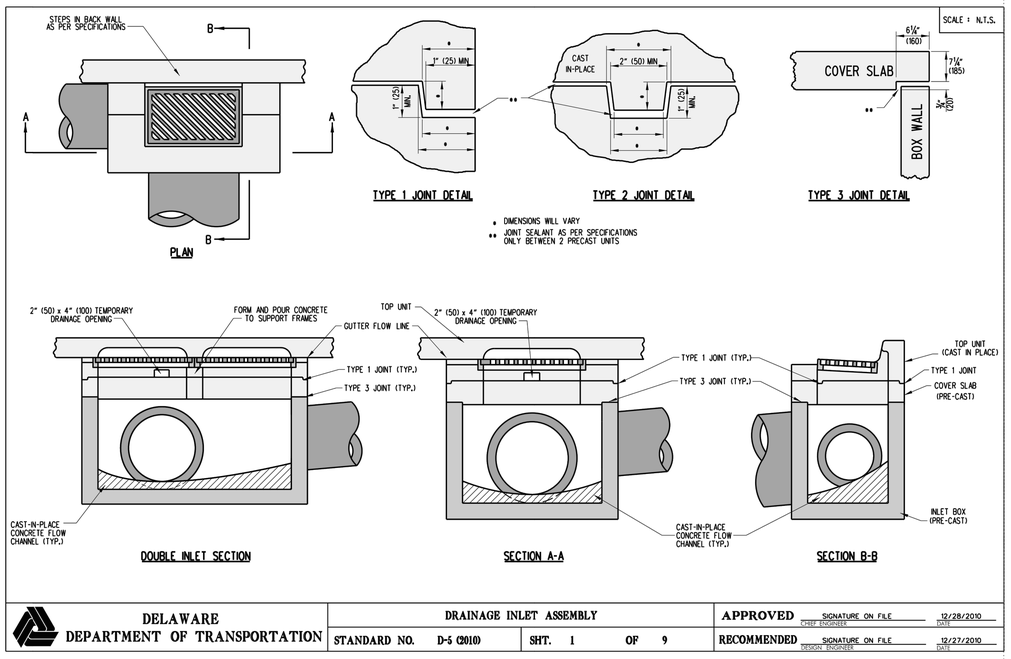
MILFORD PONDS - PHASE 2
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:

Date: JUNE 2020
Scale: AS SHOWN
Dwn.By: ADM
Proj.No.: 2875A001
Dwg.No.: C4.5

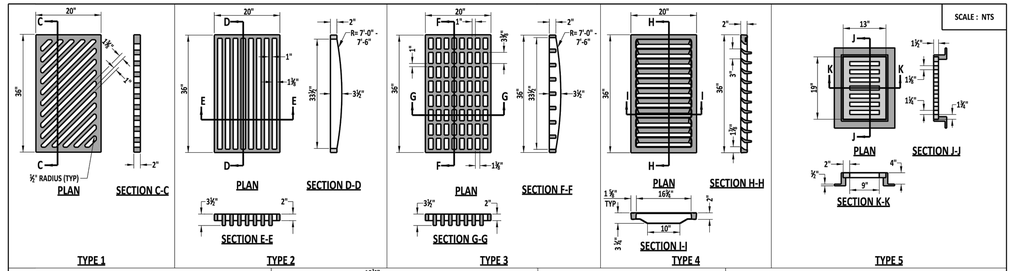
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DELAWARE DEPARTMENT OF TRANSPORTATION	DRAINAGE INLET ASSEMBLY			APPROVED SIGNATURE ON FILE CHIEF ENGINEER	12/28/2010 DATE
	STANDARD NO. D-5 (2010)	SHT. 1 OF 9		RECOMMENDED SIGNATURE ON FILE DESIGN ENGINEER	12/27/2010 DATE

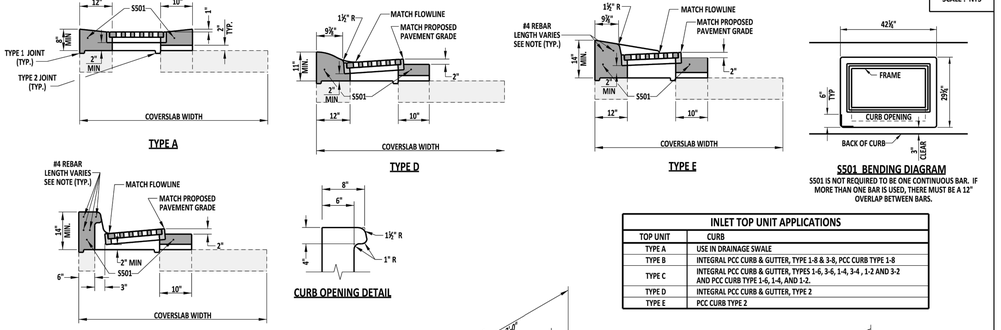
10/26/2010



NOTES:
1). ONLY INSTALL THE TYPE 2 DRAINAGE INLET GRATE WHERE BICYCLE TRAFFIC IS NOT EXPECTED TO BE PRESENT.
2). LABEL THE TOP OF ALL DRAINAGE INLET GRATES, EXCEPT TYPE 7, WITH "ONLY RAIN DOWN THE STORM DRAIN". ALSO, LABEL DRAINAGE INLET GRATES TYPE 1 AND TYPE 4 WITH "WATER FLOW" AND AN ARROW INDICATING FLOW DIRECTION AS SHOWN IN THE EXAMPLE DETAIL.
3). LABEL THE TOP AND BOTTOM OF THE TYPE 1 DRAINAGE INLET GRATE WITH "CURBSIDE" AS SHOWN ON THE EXAMPLE DETAIL.
4). ONLY USE THE TYPES 5 & 6 DRAINAGE INLET FRAME AND GRATE COMBINATIONS ON LAWN INLET DRAINAGE BOXES. SEE SCHEDULE ON DETAIL D-4, SHEET 1 FOR WHICH BOX SIZES ARE CONSIDERED LAWN INLET DRAINAGE BOXES.
5). THE TYPE 6 DRAINAGE INLET FRAME AND GRATE COMBINATION SHOWN IS THE NEENAH FOUNDRY FRAME AND GRATE COMBINATION MODEL NF-1879-A5G, AN ACCEPTABLE ALTERNATIVE IS THE EAST JORDAN IRON WORKS FRAME AND GRATE COMBINATION MODEL V-5622.

DELAWARE DEPARTMENT OF TRANSPORTATION	DRAINAGE INLET FRAME AND GRATES			APPROVED SIGNATURE ON FILE CHIEF ENGINEER	12/30/2014 DATE
	STANDARD NO. D-5 (2014)	SHT. 2 OF 9		RECOMMENDED SIGNATURE ON FILE DESIGN ENGINEER	12/11/2014 DATE

12/4/2014



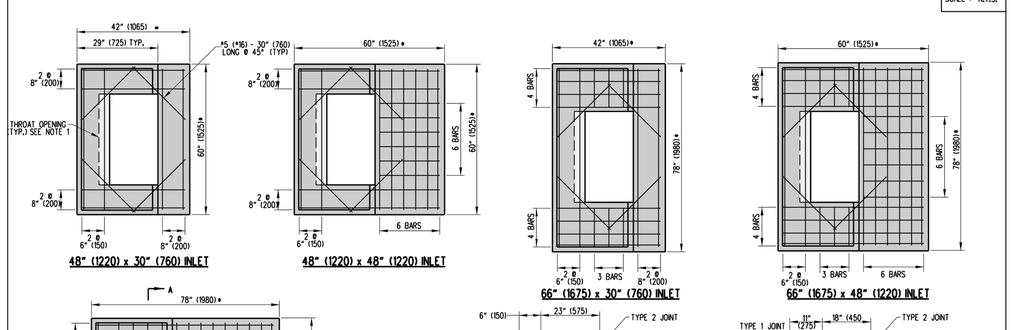
INLET TOP UNIT APPLICATIONS	
TOP UNIT	CURB
TYPE A	USE IN DRAINAGE SWALE
TYPE B	INTEGRAL PCC CURB & GUTTER, TYPE 1-8 & 3-8, PCC CURB TYPE 1-8
TYPE C	INTEGRAL PCC CURB & GUTTER, TYPES 1-6, 3-6, 1-4, 3-4 , 1-2 AND 3-2 AND PCC CURB TYPE 1-6, 1-4, AND 1-2.
TYPE D	INTEGRAL PCC CURB & GUTTER, TYPE 2
TYPE E	PCC CURB TYPE 2

* - THIS DIMENSION VARIES BASED ON THE HEIGHT OF THE CURB AND GUTTER OR CURB USED:
- INTEGRAL P.C.C. CURB AND GUTTER, TYPES 1-6 AND 3-6 & CURB, TYPE 1-6 - 12" MIN.
- INTEGRAL P.C.C. CURB AND GUTTER, TYPES 1-4 AND 3-4 & CURB, TYPE 1-4 - 10" MIN.
- INTEGRAL P.C.C. CURB AND GUTTER, TYPES 1-2 AND 3-2 & CURB, TYPE 1-2 - 8" MIN.

NOTE: LENGTH OF #4 REBAR SHALL BE THE OUTSIDE OF THE DRAINAGE INLET BOX PLUS 2'-9".

DELAWARE DEPARTMENT OF TRANSPORTATION	DRAINAGE INLET TOP UNITS			APPROVED SIGNATURE ON FILE CHIEF ENGINEER	01/07/2013 DATE
	STANDARD NO. D-5 (2012)	SHT. 3 OF 9		RECOMMENDED SIGNATURE ON FILE DESIGN ENGINEER	12/20/2012 DATE

12/4/2012



NOTES :
1). RELOCATE ENCROACHING REINFORCING BARS WHEN USING TYPE B UNIT.
2). COVER SLABS SHALL BE PRECAST AND MUST BE SIZED TO FIT INLET BOX DIMENSIONS.
3). ALL BARS ARE TO BE *5 (*16) SPACED @ 6" (150) UNLESS NOTED OTHERWISE. TOP REINFORCEMENT SHALL BE 0.11 IN^2/FT (70 mm^2) HORIZONTAL REINFORCEMENT PER FOOT IN BOTH DIRECTIONS.
4). MINIMUM BAR COVER = 1 ½" (38).

* - DIMENSIONS TO MATCH OUTSIDE TO OUTSIDE DIMENSIONS OF BOX.

DELAWARE DEPARTMENT OF TRANSPORTATION	DRAINAGE INLET COVER SLAB DETAILS			APPROVED SIGNATURE ON FILE CHIEF ENGINEER	12/28/2010 DATE
	STANDARD NO. D-5 (2010)	SHT. 4 OF 9		RECOMMENDED SIGNATURE ON FILE DESIGN ENGINEER	12/27/2010 DATE

12/31/2010

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UTILITY DETAILS

MILFORD PONDS - PHASE 2
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

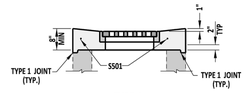
Revisions:

Date: JUNE 2020
Scale: AS SHOWN
Dwn.By: ADM
Proj.No.: 2875A001
Dwg.No.: C4.6

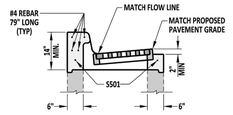
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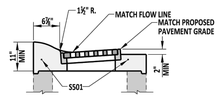
SCALE : NTS



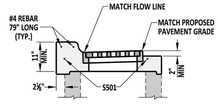
TYPE A



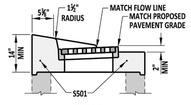
TYPE B



TYPE D



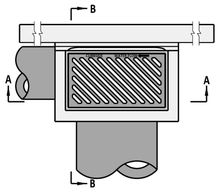
TYPE C



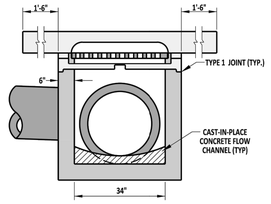
TYPE E

TOP UNIT DETAILS

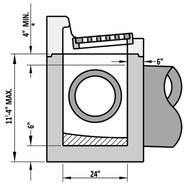
NOTE: SEE DETAIL D-5, SHEET 3 OF 9 FOR INLET TOP UNIT APPLICATIONS.



TOP VIEW



SECTION A-A



SECTION B-B

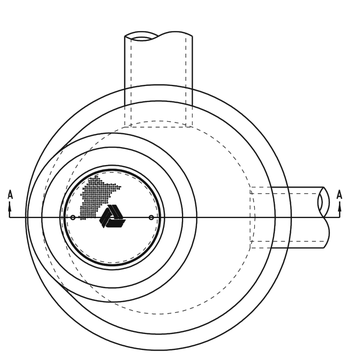
DRAINAGE INLET DETAILS

NOTE: REFER TO PREVIOUS SHEETS FOR REINFORCING REQUIREMENTS
* - SEE OPTIONAL PIPE OPENING DETAIL ON STANDARD NO. D-4, SHEET 1 OF 1

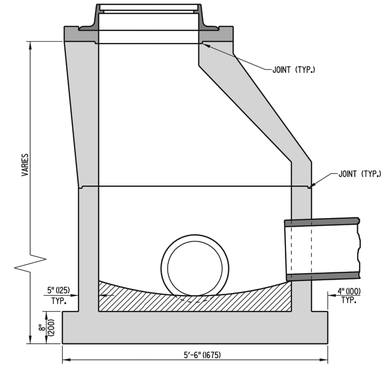
DELAWARE DEPARTMENT OF TRANSPORTATION	34" x 24" DRAINAGE INLET DETAILS			APPROVED	SIGNATURE ON FILE (CHIEF ENGINEER)	01/07/2013 (DATE)
	STANDARD NO. D-5 (2012)	SHT. 6 OF 9		RECOMMENDED	SIGNATURE ON FILE (TRANSPORTATION ENGINEER)	12/20/2012 (DATE)

12/4/2012

SCALE : N.T.S.



PLAN



SECTION A-A

ROUND MANHOLE ASSEMBLY

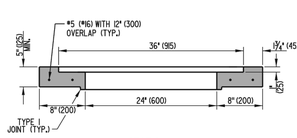
NOTE: ROUND MANHOLES SHALL BE CONSTRUCTED IN ACCORDANCE WITH AASHTO M 199.

DELAWARE DEPARTMENT OF TRANSPORTATION	MANHOLE DETAILS			APPROVED	(CHIEF ENGINEER)	6/18/01 (DATE)
	STANDARD NO. D-6 (2001)	SHT. 2 OF 4		RECOMMENDED	(TRANSPORTATION ENGINEER)	6/15/01 (DATE)

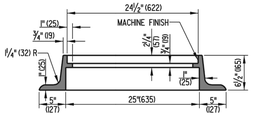
06/06/2001

SCALE : N.T.S.

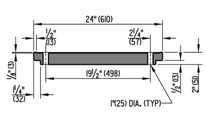
NOTE: TOP UNIT IS TO BE CAST IN PLACE TO GRADE AS SPECIFIED ON PLAN SHEETS OR AS DIRECTED BY ENGINEER.



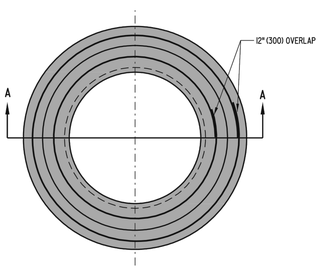
SECTION A-A



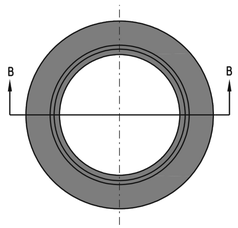
SECTION B-B



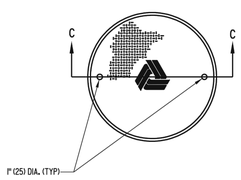
SECTION C-C



TOP UNIT



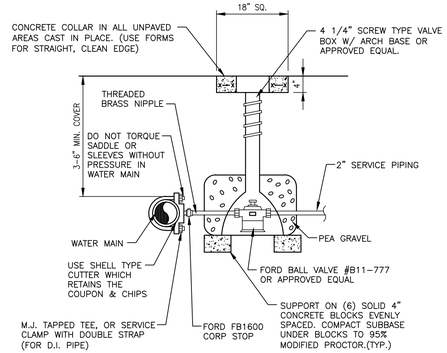
FRAME



COVER

DELAWARE DEPARTMENT OF TRANSPORTATION	MANHOLE DETAILS			APPROVED	(CHIEF ENGINEER)	6/18/01 (DATE)
	STANDARD NO. D-6 (2001)	SHT. 3 OF 4		RECOMMENDED	(TRANSPORTATION ENGINEER)	6/15/01 (DATE)

05/21/2001



2" SERVICE CURB STOP & BOX DETAIL

NOT TO SCALE

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UTILITY DETAILS

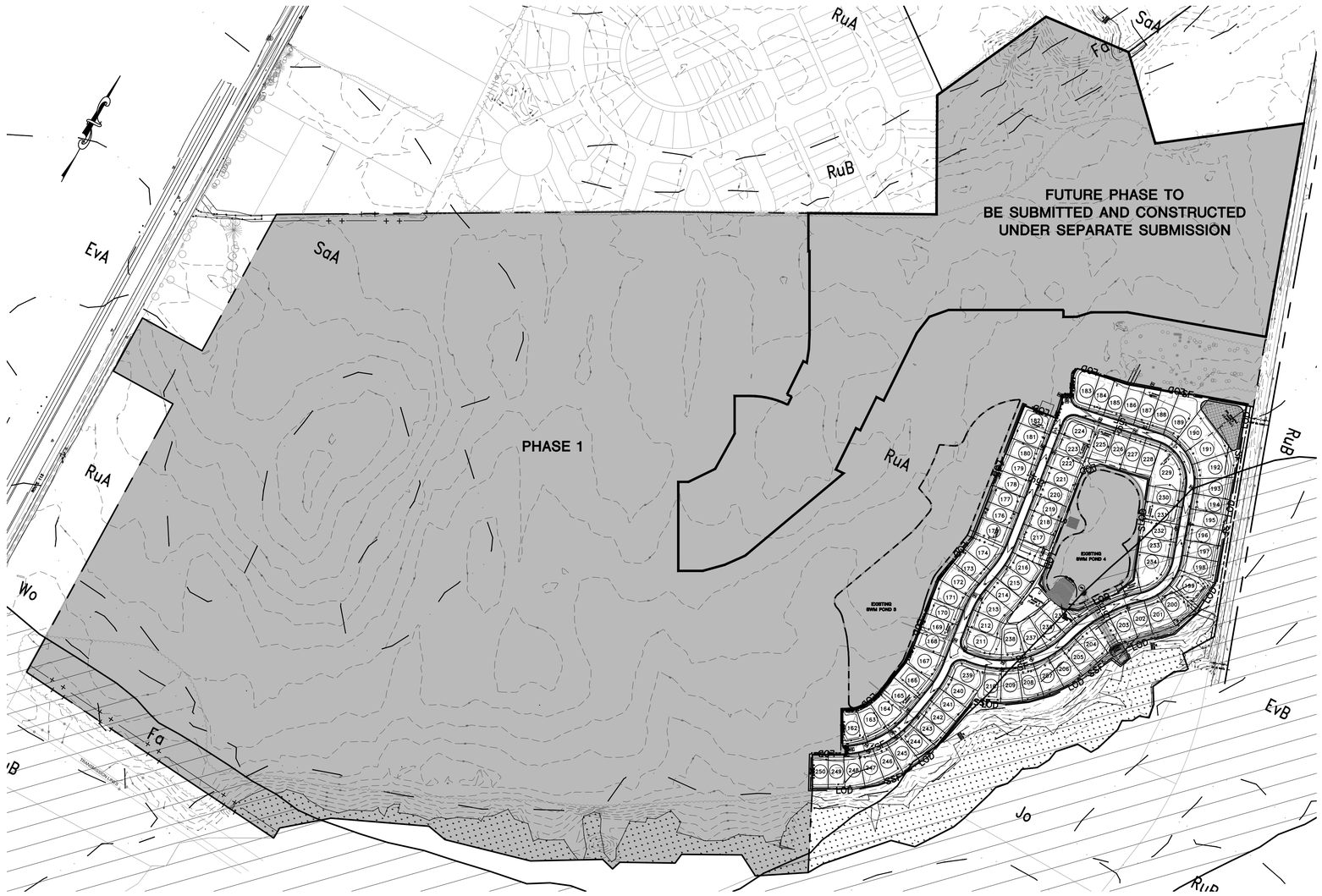
MILFORD PONDS - PHASE 2
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:

Date:	JUNE 2020
Scale:	AS SHOWN
Dwn.By:	ADM
Proj.No.:	2875A001
Dwg.No.:	C4.7

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SEDIMENT & STORMWATER CONSTRUCTION NOTES

1. THE DNREC SEDIMENT AND STORMWATER PROGRAM SHALL BE NOTIFIED IN WRITING 5 DAYS PRIOR TO COMMENCING WITH CONSTRUCTION. FAILURE TO DO SO CONSTITUTES A VIOLATION OF THE APPROVED SEDIMENT AND STORMWATER MANAGEMENT PLAN.
2. REVIEW AND/OR APPROVAL OF THE SEDIMENT AND STORMWATER MANAGEMENT PLAN SHALL NOT RELIEVE THE CONTRACTOR FROM HIS OR HER RESPONSIBILITIES FOR COMPLIANCE WITH THE REQUIREMENTS OF THE DELAWARE SEDIMENT AND STORMWATER REGULATIONS, NOR SHALL IT RELIEVE THE CONTRACTOR FROM ERRORS OR OMISSIONS IN THE APPROVED PLAN.
3. IF THE APPROVED PLAN NEEDS TO BE MODIFIED, ADDITIONAL SEDIMENT AND STORMWATER CONTROL MEASURES MAY BE REQUIRED AS DEEMED NECESSARY BY DNREC OR THE DELEGATED AGENCY.
4. FOLLOWING SOIL DISTURBANCE OR REDISTURBANCE, PERMANENT OR TEMPORARY STABILIZATION SHALL BE COMPLETED FOR ALL PERIMETER SEDIMENT CONTROLS, SOIL STOCKPILES, AND ALL OTHER DISTURBED OR GRADED AREAS ON THE PROJECT SITE WITHIN 14 CALENDAR DAYS UNLESS MORE RESTRICTIVE FEDERAL REQUIREMENTS APPLY.
5. ALL EROSION AND SEDIMENT CONTROL PRACTICES SHALL COMPLY WITH THE DELAWARE EROSION AND SEDIMENT CONTROL HANDBOOK, LATEST EDITION.
6. AT ANY TIME A DEWATERING OPERATION IS USED, IT SHALL BE PREVIOUSLY APPROVED BY THE AGENCY CONSTRUCTION SITE REVIEWER FOR A NON-EROSIVE POINT OF DISCHARGE, AND A DEWATERING PERMIT SHOULD BE APPROVED BY THE DNREC WELL PERMITTING BRANCH.
7. APPROVED PLANS REMAIN VALID FOR 5 YEARS FROM THE DATE OF APPROVAL.
8. POST CONSTRUCTION VERIFICATION DOCUMENTS SHALL BE SUBMITTED TO THE DEPARTMENT OR DELEGATED AGENCY WITHIN 60-DAYS OF STORMWATER MANAGEMENT FACILITY COMPLETION.
9. APPROVAL OF A SEDIMENT AND STORMWATER MANAGEMENT PLAN DOES NOT GRANT OR IMPLY A RIGHT TO DISCHARGE STORMWATER RUNOFF. THE OWNER/DEVELOPER IS RESPONSIBLE FOR ACQUIRING ANY AND ALL AGREEMENTS, EASEMENTS, ETC., NECESSARY TO COMPLY WITH STATE DRAINAGE AND OTHER APPLICABLE LAWS.
10. THE NOTICE OF INTENT FOR STORM WATER DISCHARGES ASSOCIATED WITH CONSTRUCTION ACTIVITY UNDER A NPDES GENERAL PERMIT FOR THIS PROJECT IS #6085. THE PERMITTEE OF RECORD SHALL NOT BE RELIEVED OF THEIR RESPONSIBILITIES UNTIL A NOTICE OF TERMINATION HAS BEEN PROCESSED BY THE DEPARTMENT.
11. THE OWNER SHALL BE FAMILIAR WITH AND COMPLY WITH ALL ASPECTS OF THE NPDES CONSTRUCTION GENERAL PERMIT.
12. THE CONTRACTOR SHALL AT ALL TIMES PROTECT AGAINST SEDIMENT OR DEBRIS LADEN RUNOFF OR WIND FROM LEAVING THE SITE. PERIMETER CONTROLS SHALL BE CHECKED DAILY AND ADJUSTED OR REPAIRED TO FULLY CONTAIN AND CONTROL SEDIMENT FROM LEAVING THE SITE. ACCUMULATED SEDIMENT SHALL BE REMOVED WHEN IT HAS REACHED HALF OF THE EFFECTIVE CAPACITY OF THE CONTROL. IN ADDITION, THE CONTRACTOR MAY NEED TO ADJUST OR ALTER MEASURES IN TIMES OF ADVERSE WEATHER CONDITIONS, OR AS DIRECTED BY THE AGENCY CONSTRUCTION SITE REVIEWER.
13. BEFORE ANY EARTHWORK OR EXCAVATION TAKES PLACE, THE CONTRACTOR SHOULD CALL MISS UTILITY AT 811 OR 1-800-282-8555 AT LEAST 48 HOURS PRIOR TO CONSTRUCTION, TO HAVE ALL EXISTING UTILITIES MARKED ONSITE.
14. BEST AVAILABLE TECHNOLOGY (BAT) SHALL BE EMPLOYED TO MANAGE TURBID DISCHARGES IN ACCORDANCE WITH REQUIREMENTS OF 7 DEL.C. CH. 60 AND THE CURRENT DELAWARE CONSTRUCTION GENERAL PERMIT (CGP).
15. DOCUMENTATION OF SOIL TESTING AND MATERIALS USED FOR TEMPORARY OR PERMANENT STABILIZATION INCLUDING BUT NOT LIMITED TO SOIL TEST RESULTS, SEED TAGS, SOIL AMENDMENT TAGS, ETC. SHALL BE PROVIDED TO THE DEPARTMENT OR DELEGATED AGENCY TO VERIFY THAT THE PERMANENT OR TEMPORARY STABILIZATION HAS BEEN COMPLETED IN ACCORDANCE WITH THE APPROVED PLAN.
16. THE DEPARTMENT OR DELEGATED AGENCY MAY REQUIRE ADDITIONAL SOIL TESTING AND REAPPLICATION OF PERMANENT OR TEMPORARY STABILIZATION IN ACCORDANCE WITH THE SPECIFICATIONS IN THE DELAWARE EROSION AND SEDIMENT CONTROL HANDBOOK, OR ALTERNATIVE MEASURES THAT PROVIDE FUNCTIONAL EQUIVALENCY.
17. THE SITE CONTRACTOR, UNDER THE DIRECTION OF THE OWNER SHALL MAINTAIN AND REPAIR ALL EROSION AND SEDIMENT CONTROL AND STORMWATER MANAGEMENT PRACTICES DURING UTILITY INSTALLATION.
18. THE OWNER SHALL ACQUIRE THE SERVICES OF A THIRD PARTY CERTIFIED CONSTRUCTION REVIEWER (CCR) TO PERFORM WEEKLY CONSTRUCTION REVIEWS OF THE APPROVED SEDIMENT AND STORMWATER MANAGEMENT PLAN ELEMENTS, AS WELL AS CONSTRUCTION REVIEWS OF INSTALLATION OF STORMWATER MANAGMEMNT SYSTEMS. THE DEPARTMENT OR DELEGATED AGENCY MAY, AT ITS DISCRETION AND FOLLOWING A WRITTEN REQUEST, MODIFY CCR REPORTING FREQUENCY IF SITE CONDITIONS WARRANT.
19. UPON COMPLETION OF THE PROJECT, THE OWNER AND/OR HOME OWNERS ASSOCIATION WILL BE RESPONSIBLE FOR PERPETUAL MAINTENANCE OF THE STORMWATER FACILITIES.
20. ALL AREAS NOT COVERED BY BUILDING OR PAVEMENT WILL BE SEEDED USING PERMANENT SEED MIXTURE SHOWN ON THIS PLAN.
21. PROVIDE EROSION CONTROL MATTING ON ALL SLOPES 3:1 OR GREATER, AND IN ALL AREAS OF CONCENTRATED FLOW. PROVIDE EROSION CONTROL FABRIC BENEATH ALL STONE APPLICATIONS WITH THE EXCEPTION OF CHECK DAMS.
22. UPON COMPLETION OF STOCKPILING TOPSOIL, SEED AND MULCH USING TEMPORARY SEED MIXTURE #5 IF TO REMAIN IN PLACE LONGER THAN FOURTEEN (14) DAYS.
23. TEMPORARY STABILIZATION:
    A. TEMPORARY SEEDING/ STABILIZATION IS TO BE CONDUCTED WITHIN 14 DAYS OF DISTURBANCE AND IS NOT LIMITED TO SPECIFIC DATES.
    B. SEEDBED PREPARATION: SEEDBED SHALL BE WELL PREPARED, LOOSE, UNIFORM, AND FREE OF LARGE CLODS, ROCKS, AND OTHER OBJECTIONABLE MATERIAL. THE SOIL SURFACE SHOULD NOT BE COMPACTED OR CRUSTED.
    C. SEEDING: APPLY 4 LBS. PER 1000 SQ. FT. OF RYE GRASS. REFER TO FIGURE 3.4.3 ON SHEET C7.19 FOR TEMPORARY SEEDING GUIDELINES AND OPTIMUM SEEDING DATES.
    D. MULCH: STRAW SHALL BE UNROTTED SMALL GRAIN STRAW APPLIED AT THE RATE OF 1-1/2 TO 2 TONS PER ACRE, OR 70 TO 90 LBS. (TWO BALES) PER 1000 SQ. FT.. MULCH MATERIALS SHALL BE RELATIVELY FREE OF WEEDS AND SHALL BE FREE OF NOXIOUS WEEDS SUCH AS: THISTLES, JOHNSON GRASS, AND QUACKGRASS. SPREAD MULCH UNIFORMLY BY HAND OR MECHANICALLY. MULCH MUST BE ANCHORED IMMEDIATELY TO MINIMIZE LOSS BY WIND OR WATER, ANCHORING SHALL BE COMPLETED BY THE CRIMPING OR ANCHORING METHOD WHERE APPLICABLE.
24. SEEDING (PERMANENT):
    A. SHALL BE CONDUCTED AS SOON AS WEATHER PERMITS.
    B. THE APPLICATION RATES OF FERTILIZER AND LIME SHOULD BE ACCORDING TO THE RECOMMENDATION OF THE ON SITE SOIL TESTS. IF THE SOIL TESTING IS NOT AVAILABLE, THEN THE FOLLOWING SPECIFIED RATES MAY BE USED.
    C. SEEDBED PREPARATION: APPLY 14 LBS. OF 10-10-10 FERTILIZER PER 1000 SQ. FT.; HARROW OR DISC INTO THE TOP 4 TO 6 INCHES OF SOIL; APPLY DOLOMITIC LIMESTONE AT 92 LBS. PER 1000 SQ. FT.
    D. SEEDING: APPLY 3.5 LBS. PER 1000 SQ. FT. OF SEED MIX #7 ON A MOIST SEED BED WITH SUITABLE EQUIPMENT. MINIMUM COVERAGE IS 1/4 INCH. REFER TO FIGURE 3.4.5 ON SHEET C7.19 FOR SEEDING GUIDELINES AND OPTIMUM SEEDING DATES.
    E. MULCHING: IMMEDIATELY AFTER SEEDING, UNIFORMLY MULCH ENTIRE AREA WITH UNROTTED SMALL GRAIN STRAW APPLIED AT THE RATE IN 1-1/2 TO 2 TONS PER ACRE, OR 70 TO 90 LBS. (TWO BALES) PER 1000 SQ. FT.. MULCH MATERIALS SHALL BE RELATIVELY FREE OF WEEDS AND SHALL BE FREE OF NOXIOUS WEEDS SUCH AS: THISTLES, JOHNSON GRASS, AND QUACKGRASS. SPREAD MULCH UNIFORMLY BY HAND OR MECHANICALLY. MULCH MUST BE ANCHORED IMMEDIATELY TO MINIMIZE LOSS BY WIND OR WATER, ANCHORING SHALL BE COMPLETED BY THE CRIMPING OR ANCHORING METHOD WHERE APPLICABLE
25. IF TEMPORARY STABILIZATION IS REQUESTED, PERMANENT SEEDING SHALL BE PERFORMED DURING THE NEXT APPLICABLE PERIOD PER PARAGRAPH 23 (D) ABOVE.
26. ALL FILL SLOPE AREAS SHOWN HEREON ARE TO BE STABILIZED PER PARAGRAPHS 23 OR 24 ABOVE IMMEDIATELY AFTER COMPLETION OF GRADING OPERATIONS FOR THESE SLOPES.
27. TEMPORARY VEGETATIVE COVER, MULCHING, AND/OR SPRINKLING WITH WATER SHALL BE THE METHODS USED AS NECESSARY TO CONTROL DUST.
28. THE DNREC DIVISION OF WATERSHED STEWARDSHIP SEDIMENT AND STORMWATER PROGRAM RESERVES THE RIGHT TO ENTER PRIVATE PROPERTY FOR PURPOSES OF PERIODIC SITE INSPECTION.
29. ALL SEDIMENT AND EROSION CONTROL MEASURES SHALL REMAIN IN PLACE UNTIL FINAL STABILIZATION IS ESTABLISHED.
30. SILT FENCE LINE IS THE LIMIT OF DISTURBANCE, TOTAL AREA OF DISTURBANCE

SEQUENCE OF CONSTRUCTION

1. NOTIFY THE DNREC SEDIMENT AND STORMWATER PROGRAM IN WRITING AT LEAST FIVE (5) DAYS PRIOR TO THE START OF CONSTRUCTION. FAILURE TO DO SO CONSTITUTES A VIOLATION OF THE APPROVED SEDIMENT AND STORMWATER MANAGEMENT PLAN.
2. PRIOR TO ANY CLEARING, INSTALLATION OF SEDIMENT CONTROL MEASURES OR GRADING, A PRE-CONSTRUCTION MEETING SHALL BE SCHEDULED AND CONDUCTED WITH THE AGENCY CONSTRUCTION SITE REVIEWER. THE LANDOWNER/DEVELOPER, CONTRACTOR, AND CERTIFIED CONSTRUCTION REVIEWER ARE REQUIRED TO BE IN ATTENDANCE AT THE PRE-CONSTRUCTION MEETING; THE DESIGNER IS RECOMMENDED TO ATTEND.
3. ALL PERIMETER CONTROLS ARE TO BE REVIEWED BY THE AGENCY CONSTRUCTION SITE REVIEWER AND APPROVED PRIOR TO PROCEEDING WITH FURTHER SITE DISTURBANCE OR CONSTRUCTION.
4. THE CONTRACTOR SHOULD AT ALL TIMES PROTECT AGAINST SEDIMENT OR DEBRIS LADEN RUNOFF OR WIND FROM LEAVING THE SITE. PERIMETER CONTROLS SHOULD BE CHECKED DAILY AND ADJUSTED AND/OR REPAIRED TO FULLY CONTAIN AND CONTROL SEDIMENTATION ON THE SITE. ACCUMULATED SEDIMENT SHOULD BE REMOVED WHEN IT HAS REACHED HALF OF THE EFFECTIVE CAPACITY OF THE CONTROL. IN ADDITION, THE CONTRACTOR MAY NEED TO ADJUST OR REPAIR MEASURES IN TIMES OF ADVERSE WEATHER CONDITIONS, OR AS DIRECTED BY THE AGENCY CONSTRUCTION SITE REVIEWER.
5. NOTIFY THE PERSON RESPONSIBLE FOR STORMWATER SYSTEM CONSTRUCTION REVIEW AT LEAST 3 DAYS PRIOR TO THE START OF THE STORMWATER SYSTEM CONSTRUCTION; STORMWATER FACILITIES MUST BE REVIEWED THROUGHOUT THEIR CONSTRUCTION.
6. CONSTRUCTION REVIEWS WILL BE REQUIRED DURING THE FOLLOWING STAGES OF CONSTRUCTION:
    - PRE-CONSTRUCTION MEETING
    - INITIAL SITE-PREPARATION INCLUDING INSTALLATION OF EROSION & SEDIMENT CONTROLS
    - CONSTRUCTION OF THE EMBANKMENT, INCLUDING THE INSTALLATION OF THE PRINCIPAL SPILLWAY AND THE OUTLET STRUCTURE
    - EXCAVATION AND GRADING INCLUDING INTERIM AND FINAL ELEVATIONS
    - IMPLEMENTATION OF THE PLANTING PLAN AND VEGETATIVE STABILIZATION
    - FINAL INSPECTION INCLUDING DEVELOPMENT OF A PUNCH LIST FOR FACILITY ACCEPTANCE.
7. EROSION AND SEDIMENT CONTROL DEVICES TO BE REMOVED ONLY AFTER WORK IN AN AREA HAS BEEN COMPLETED AND STABILIZED, WITH WRITTEN APPROVAL FROM THE AGENCY CONSTRUCTION SITE REVIEWER.
8. PRIOR TO COMMENCING A NEW PHASE OF CONSTRUCTION, THE CONTRACTOR SHALL RECEIVE APPROVAL FROM THE AGENCY CONSTRUCTION SITE REVIEWER THAT THE PREVIOUS PHASE HAS BEEN SUFFICIENTLY STABILIZED.
9. THE CONTRACTOR IS NOT TO EXCEED THE LIMIT OF DISTURBANCE SHOWN PER PHASE.
10. THE TERMINATION OF THE CONSTRUCTION GENERAL PERMIT WILL REQUIRE SUBMISSION AND ACCEPTANCE OF THE POST CONSTRUCTION VERIFICATION DOCUMENTS, INCLUDING FINAL STABILIZATION THROUGHOUT THE SITE, ALL ELEMENTS OF THE SEDIMENT AND STORMWATER MANAGEMENT PLAN IMPLEMENTED, AND ACCEPTANCE OF THE FINAL OPERATION AND MAINTENANCE PLAN.

PHASE 2 (18.60±AC.)

A. SUSSEX CONSERVATION APPROVAL IS REQUIRED AND NECESSARY TO START WORK IN THIS PHASE.
B. ESTABLISH STABILIZED CONSTRUCTION ENTRANCE.
C. INSTALL SILT FENCE AROUND ENTIRE PHASE PERIMETER. SUPER SILT FENCE SHALL BE USED ADJACENT TO THE WETLANDS.
D. INSTALL PUMPING PIT TO DEWATER POND 4. DISCHARGE DEWATERING PIPE INTO POND 4 OUTLET STRUCTURE.
E. INSTALL TURBIDITY CURTAIN IN POND 4.
F. ADJUST GRADING IN ON POND 4 AREA PER GRADING PLAN. STABILIZE SIDE SLOPES WITH TURF REINFORCED MATTING.
G. BULK GRADE SITE IN PHASE 2 AREA.
H. CLEAR, GRUB, AND ROUGH GRADE ROADWAYS IN PHASE 2 AREA.
I. INSTALL UTILITIES AND STORM DRAIN SYSTEM IN PHASE 2. INSTALL INLET PROTECTION ON ALL STORM INLETS.
J. FINE GRADE ROADWAYS, INSTALL CURBING AND ROADWAY AGGREGATE BASE COURSE. NO HOME CONSTRUCTION SHALL BEGIN UNTIL THE STONE BASE AND CURBING HAS BEEN INSTALLED FOR THE PHASE.
K. BEGIN LOT GRADING AND HOME CONSTRUCTION. (SEE DETAIL ON SHEET C5.5).
L. STABILIZE ALL DISTURBED AREAS IN ACCORDANCE WITH THE EROSION AND SEDIMENT CONTROL NOTES.
M. REMOVE SEDIMENT FROM SEDIMENT TRAP, AND STABILIZE AS NECESSARY. INSPECT AND REPAIR ALL INLET PROTECTION.
N. CONTACT SUSSEX CONSERVATION DISTRICT FOR INSPECTION. REMOVE REMAINING TEMPORARY EROSION CONTROL MEASURES (I.E.-SILT FENCE, INLET PROTECTION, ETC.).

SOILS

LABEL	NAME	HYDROLOGIC SOIL GROUP
Fa	Fallsington	B/D
Jo	Johnston	D
RuA,RuB	Rumford	B
SaA	Sassafras	B
Wo	Woodstown	C

SEDIMENT TRAP SIZING (PHASE 1 PONDS)

BASIN	AREA	STORAGE REQUIRED	STORAGE PROVIDED
POND 3	70.67 AC	254,412 CF	255,531 CF @ 26.24'
POND 4	11.31 AC	40,716 CF	40,745 CF @ 23.74'

MAINTENANCE SET ASIDE AREAS (PHASE 1 PONDS)

POND	2 YEAR VOLUME	2% OF 2 YEAR VOLUME	VOLUME PROVIDED
POND 3	170,546 CF	3,411 CF	3,840 CF
POND 4	57,598 CF	1,152 CF	1,225 CF

LIMIT OF DISTURBANCE (18.60± ACRES-PHASE 2)
AREA OF CLEARING (0.74± ACRES-PHASE 2)

* **NOTE:**

NO CONSTRUCTION CAN BEGIN UNTIL PHASE 1, PONDS 3 & 4 ARE COMPLETE AND ALL CONTIGUOUS AREAS ARE STABILIZED.

LEGEND

- IP1 — INLET PROTECTION TYPE 1
- IP2 — INLET PROTECTION TYPE 2
- OUTLET PROTECTION
- TURF REINFORCEMENT MATTING
- LOD — LIMIT OF DISTURBANCE
- SSF — SUPER SILT FENCE
- S — SOIL STOCKPILE
- SCE — STABILIZED CONSTRUCTION ENTRANCE
- MSA — MAINTENANCE SET ASIDE AREA
- TC-1(STD) — TURBIDITY CURTAIN
- SDD — SKIMMER DEWATERING DEVICE
- PP-1 — PUMPING PIT - TYPE 1

RESPONSIBLE PERSONNEL CERTIFICATION

I JOEL SENS, OF MILFORD PONDS, LLC, CERTIFY THAT ALL LAND CLEARING, CONSTRUCTION, AND DEVELOPMENT SHALL BE DONE PURSUANT TO THE APPROVED PLAN, AND THAT RESPONSIBLE PERSONNEL CERTIFIED BY DNREC WILL BE IN CHARGE OF ON-SITE CLEARING AND LAND DISTURBING ACTIVITIES. ALL SEDIMENT AND STORMWATER MANAGEMENT PLANS SHALL CONTAIN CERTIFICATION BY THE OWNER OR DEVELOPER OF THE RIGHT OF THE DEPARTMENT OR DELEGATED INSPECTION AGENCY TO CONDUCT ON-SITE INSPECTIONS.

SIGNATURE: _____

DATE: _____

TITLE: _____

APPROVED BY _____ DATE _____

SUSSEX CONSERVATION DISTRICT
GEORGETOWN, DELAWARE 19947

DAVIS, BOWEN & FRIEDEL, INC.
ARCHITECTS ENGINEERS SURVEYORS
SALISBURY, MARYLAND (410) 543-9091
OCEAN CITY, MARYLAND (410) 524-5141
EASTON, MARYLAND (410) 770-4744

OVERALL EROSION & SEDIMENT CONTROL PLAN

MILFORD PONDS - PHASE 2

CEDAR CREEK HUNDRED, CITY OF MILFORD

SUSSEX COUNTY, DELAWARE

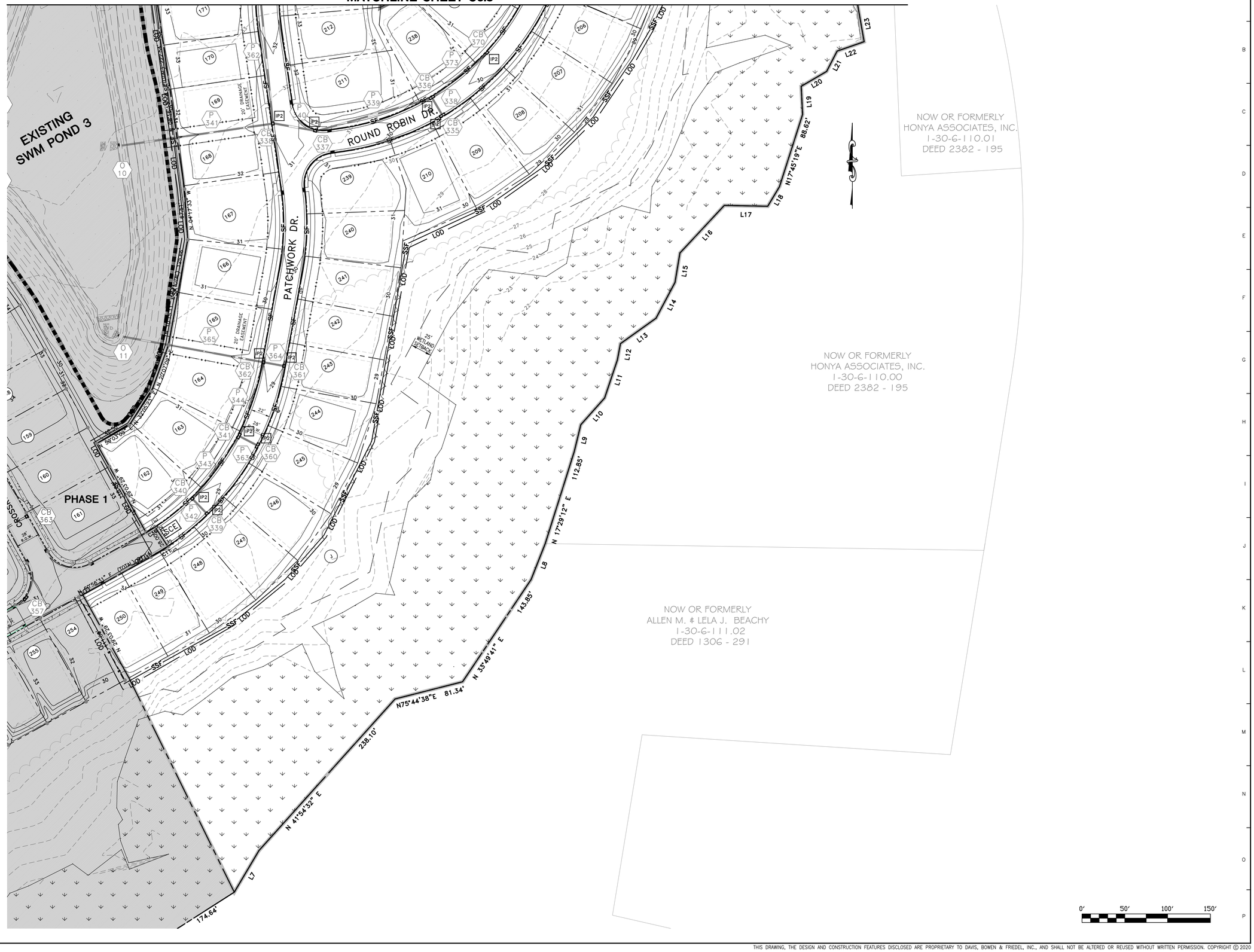
Revisions:

Date: JUNE 2020
Scale: AS SHOWN
Dwn.By: ADM
Proj.No.: 2875A001
Dwg.No.: C5.1

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MATCHLINE SHEET C5.3



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

EROSION & SEDIMENT CONTROL PLAN

MILFORD PONDS - PHASE 2
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:

Date:	JUNE 2020
Scale:	AS SHOWN
Dwn.By:	ADM
Proj.No.:	2875A001
Dwg.No.:	C5.2

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FUTURE PHASE TO
BE SUBMITTED AND CONSTRUCTED
UNDER SEPARATE SUBMISSION

PHASE 1

EXISTING
SWM POND 3

EXISTING
SWM POND 4

PATCHWORK DRIVE

ROUND ROBIN DR

SOUTH WALNUT STREET
(COUNTY R.O.W. VARIES)

SOIL STOCKPILE
PHASE 2
(13,361 S.F.)

SOIL STOCKPILE
PHASE 2
(7,697 S.F.)

SOIL
STABILIZATION
MATTING

MSA

TC-1(STD)

SDD

PP-1

MATCHLINE SHEET C5.2

0′ 50′ 100′ 150′

DAVIS, BOWEN & FRIEDEL, INC.
ARCHITECTS ENGINEERS SURVEYORS
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EROSION & SEDIMENT CONTROL PLAN

MILFORD PONDS - PHASE 2
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

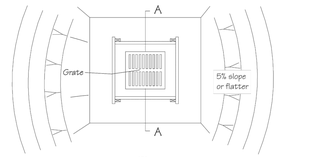
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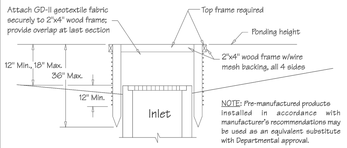
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Standard Detail & Specifications
Inlet Protection - Type 1



Plan



Section A-A

Source:	Symbol:	Detail No.
Adapted from Erosion Draw Manual J. McCullah & Assoc.	IP-1	DE-ESC-3.1.5.1 Sheet 1 of 2

Effective February 2019

Standard Detail & Specifications
Inlet Protection - Type 1

Construction Notes:

1. Excavate completely around inlet to a depth of 18" below grate elevation.
2. Drive 2" x 4" post 1' into ground at four corners of inlet. Place nail strips between posts on ends of inlet. Assemble top portion of 2" x 4" frame using overlap joint shown. Top of frame (weir) must be 6" below edge of roadway adjacent to inlet.
3. Stretch wire mesh tightly around frame and fasten securely. Ends must meet at post.
4. Stretch geotextile fabric tightly over wire mesh, the cloth must extend from top of frame to 18" below inlet grate elevation. Fasten securely to frame. Ends must meet at post, be overlapped and folded, then fastened down.
5. Backfill around inlet in compacted 6" layers until at least 12" of geotextile fabric is buried.
6. If the inlet is not in a low point, construct a compacted earth dike in the ditchline below it. The top of this dike is to be at least 6" higher than the top of frame (weir).
7. This structure must be inspected frequently and the filter fabric replaced when clogged.

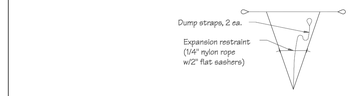
Materials:

1. Wooden frame is to be constructed of 2" x 4" construction grade lumber.
2. Wire mesh must be of sufficient strength to support filter fabric with water fully impounded against it.
3. Geotextile fabric: Type GD-II

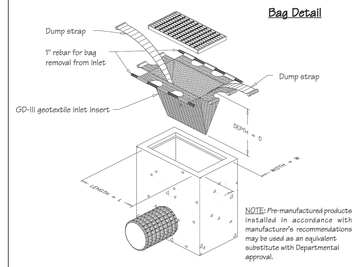
Source:	Symbol:	Detail No.
Adapted, from Erosion Draw Manual J. McCullah & Assoc.	IP-1	DE-ESC-3.1.5.1 Sheet 2 of 2

Effective February 2019

Standard Detail & Specifications
Inlet Protection - Type 2



Bag Detail



Perspective

Source:	Symbol:	Detail No.
Adapted from ACF Products, Inc.	IP-2	DE-ESC-3.1.5.2 Sheet 1 of 2

Effective February 2019

Standard Detail & Specifications
Inlet Protection - Type 2

Notes:

1. This practice shall only be used in situations in which Inlet Protection - Type 1 cannot be used due to site constraints. These include, but are not limited to partially completed parking areas, streets, roads, etc.
2. It may be necessary to transition from Type 1 to Type 2 Inlet Protection as construction proceeds.
3. For areas where there is a concern for oil run-off or spills, insert shall meet one of the above specifications with an oil-absorbant pillow or shall be made completely from an oil-absorbant material with a woven pillow.

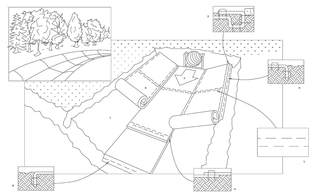
Materials:

The geotextile inlet insert shall meet or exceed the specifications of Type GD-III geotextile in accordance with Appendix A-3 of the Delaware Erosion & Sediment Control Handbook.

Source:	Symbol:	Detail No.
Adapted from ACF Products, Inc.	IP-2	DE-ESC-3.1.5.2 Sheet 2 of 2

Effective February 2019

Standard Detail & Specifications
Stabilization Matting - Channel



Perspective



Note: Horizontal staple spacing should be altered if necessary to allow staples to secure the critical points along the channel surface.

Use manufacturer's recommendations for stapling patterns for channel installations.

Source:	Symbol:	Detail No.
Adapted from North American Green, Inc.	SM-C	DE-ESC-3.4.6.2 Sheet 1 of 3

Effective February 2019

Standard Detail & Specifications
Stabilization Matting - Channel

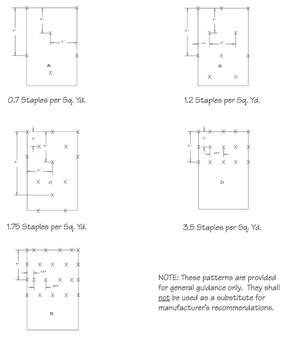
Construction Notes:

1. Prepare soil before installing matting, including application of lime, fertilizer, and seed.
2. Begin at the top of the channel by anchoring the mat in a 6" deep X 6" wide trench. Backfill and compact the trench after stapling.
3. Roll center mat in direction of water flow on bottom of channel.
4. Place mats end over end (shingle style) with a 6" overlap, use a double row of staggered staples 4" apart to secure mats.
5. Full Length edge of mats at top of side slopes must be anchored in 6" deep X 6" wide trench; backfill and compact the trench after stapling.
6. Mats on side slopes must be overlapped 4" over the center mat and stapled.
7. In high flow channel applications, a staple check slot is recommended at 30 to 40 foot intervals. Use a row of staples 4" apart over entire width of the channel. Place a second row 4" below the first row in a staggered pattern.
8. The terminal end of the mats must be anchored in a 6" X 6" wide trench. Backfill and compact the trench after stapling.

Source:	Symbol:	Detail No.
Adapted from North American Green, Inc.	SM-C	DE-ESC-3.4.6.2 Sheet 2 of 3

Effective February 2019

Standard Detail & Specifications
Stabilization Matting - Channel



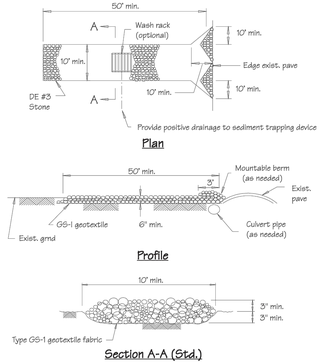
NOTE: These patterns are provided for general guidance only. They shall not be used as a substitute for manufacturer's recommendations.

Stapling Patterns

Source:	Symbol:	Detail No.
Adapted from North American Green, Inc.	SM-C	DE-ESC-3.4.6.2 Sheet 3 of 3

Effective February 2019

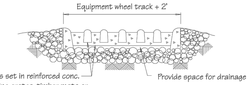
Standard Detail & Specifications
Stabilized Construct. Entrance



Source:	Symbol:	Detail No.
Adapted from VA ESC Handbook	SCE	DE-ESC-3.4.7 Sheet 1 of 2

Effective February 2019

Standard Detail & Specifications
Stabilized Construct. Entrance



Section A-A (Opt.)

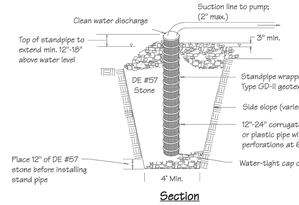
Construction Notes:

1. Stone size - Use DE #3 stone.
2. Length - As required, but not less than 50 feet (except on a single residence lot where a 30 foot minimum length would apply).
3. Thickness - Not less than size (6) inches.
4. Width - Ten (10) foot minimum, but not less than the full width at points where ingress or egress occurs.
5. Geotextile - Type GS-I, placed over the entire area prior to placing of stone.
6. Surface Water - All surface water flowing or diverted toward construction entrances shall be piped across the entrance. If piping is impractical, a mountable berm with 5:1 slopes will be permitted.
7. Maintenance - The entrance shall be maintained in a condition which will prevent tracking or flowing of sediment onto public rights-of-way. This may require periodic top dressing with additional stone as conditions demand and repair and/or cleanout of any measures used to trap sediment. All sediment spilled, dropped, washed or tracked onto public rights-of-way must be removed immediately.
8. Washing - Vehicle wheels shall be cleaned to remove sediment prior to entrance onto public rights-of-way. When washing is required, it shall be done on an area stabilized with stone and which drains into an approved sediment trapping device.
9. Inspection - Periodic inspection and needed maintenance shall be provided after each rain.

Source:	Symbol:	Detail No.
Adapted from VA ESC Handbook	SCE	DE-ESC-3.4.7 Sheet 2 of 2

Effective February 2019

Standard Detail & Specifications
Pumping Pit - Type 1



Section

Construction Notes:

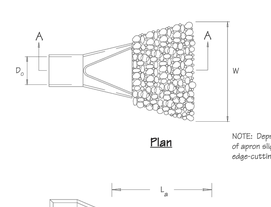
1. Pit dimensions are variable.
2. The standpipe should be constructed by perforating a 12" to 24" diameter corrugated or PVC pipe. The perforations shall be 1/2" X 6" slits or 1" diameter holes 6" on center.
3. A base of DE #57 aggregate should be placed in the pit to a depth of 12". After installing the standpipe, the pit surrounding the standpipe should then be backfilled with DE #57 aggregate.
4. The standpipe should extend 12" to 18" above the lip of the pit or riser crest elevation (basin dewatering).

NOTE: If discharge will be pumped directly to a storm drainage system, the standpipe must be wrapped with Type GD-II geotextile fabric before installation. If desired, 1/2" hardware cloth may be placed around the standpipe, prior to attaching the geotextile fabric. This will increase the rate of water seepage into the pipe.

Source:	Symbol:	Detail No.
Adapted from MD Stds. & Specs. for ESC	PP-1	DE-ESC-3.2.2.1 Sheet 1 of 1

Effective February 2019

Standard Detail & Specifications
Riprap Outlet Protection - 1



Source:	Symbol:	Detail No.
Adapted from MD Stds. & Specs. for ESC	ROP-1	DE-ESC-3.3.10.1 Sheet 1 of 2

Effective February 2019

Standard Detail & Specifications
Riprap Outlet Protection - 1

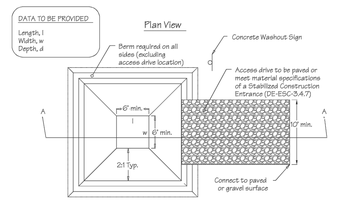
Construction Notes:

1. The subgrade for the riprap shall be prepared to the required lines and grades as shown on the plan. Any fill required in the subgrade shall be compacted to a density of approximately that of the surrounding undisturbed material.
2. The riprap shall conform to the grading limits as shown on the plan.
3. Filter cloth shall be protected from punching, cutting or tearing. Any damage other than an occasional small hole shall be repaired by placing another piece of cloth over the damaged area. All connecting joints should overlap a minimum of 1 ft. If the damage is extensive, replace the entire filter cloth.
4. Stone for the riprap or gabion outlets may be placed by equipment. Riprap shall be placed in a manner to prevent damage to the filter cloth. Hand placement will be required to the extent necessary to prevent damage to the conduits, structures, etc.

Source:	Symbol:	Detail No.
Adapted from MD Stds. & Specs. for ESC	ROP-1	DE-ESC-3.3.10.1 Sheet 2 of 2

Effective February 2019

Standard Detail & Specifications
Concrete Washout



Source:	Symbol:	Detail No.
Adapted from Colorado Urban Storm Drainage Criteria Manual, Vol 3	CW	DE-ESC-3.6.2 Sheet 1 of 2

Effective February 2019

Standard Detail & Specifications
Concrete Washout

Construction Notes:

1. Locate washout area a minimum of 50 feet from open channels, stormdrain inlets, wetlands or waterbodies.
2. Locate washout area so that it is accessible to concrete equipment (service with a minimum 10 foot wide gravel accessway), but so it is not in a highly active construction area causing accidental damage.
3. Minimum dimensions for prefabricated units are 4 feet by 4 feet by 1 foot deep with a minimum 4mil polyethylene plastic liner. Minimum dimensions for constructed concrete washout areas are 6 feet by 6 feet by 3 feet deep, with a minimum 10mil polyethylene liner, 2:1 side slopes, and a 1 foot high by 1 foot wide compacted fill berm.
4. The liner must be free of tears or holes and placed over smooth surfaces to prevent puncturing. For excavated washouts, anchor the liner underneath the berm or overtop with sandbags or concrete blocks to hold in place.
5. Provide a sign designating the washout area, and for large construction sites, provide signs throughout directing traffic to its location.
6. Allow washed out concrete mixture to harden through evaporation of the wastewater. Once the facility has reached 75 percent of its capacity, remove the hardened concrete by reusing the broken aggregate onsite, recycling, or disposing of offsite. The hardened material can be buried on site with minimum of 1 foot of clean, compacted fill.
7. Apply a new liner before reusing the station for additional washouts after maintenance has occurred.

Source:	Symbol:	Detail No.
Adapted from Colorado Urban Storm Drainage Criteria Manual, Vol 3	CW	DE-ESC-3.6.2 Sheet 2 of 2

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EROSION & SEDIMENT CONTROL DETAILS

MILFORD PONDS - PHASE 2
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:

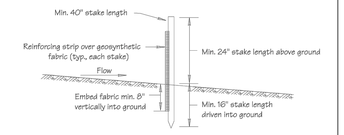
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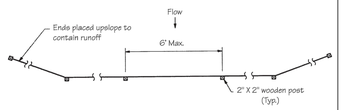
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Standard Detail & Specifications
Silt Fence



Section



Plan

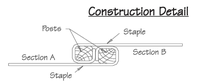
DATA
Max. controlled slope

Source:	Symbol:	Detail No.
Adapted form MD Stds. & Specs. for ESC	SF	DE-ESC-3.1.2.1 Sheet 1 of 2

Effective February 2019

Standard Detail & Specifications
Silt Fence

Construction Detail



Method for joining continuous sections

Top

Construction Notes:

1. Geosynthetic fabric to be fastened securely to fence posts with wire ties or staples.
2. When two sections of filter cloth adjoin each other they shall be overlapped by six inches and folded.
3. Maintenance shall be performed as needed and material removed when "bulges" develop in the silt fence.

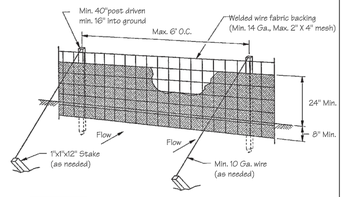
Materials:

1. Stakes: Steel (either T or U) or 2" x 2" hardwood
2. Geosynthetic Fabric: Type GD-I
3. Reinforcing strip: Wooden lath or plastic strip

Source:	Symbol:	Detail No.
Adapted from MD Stds. & Specs. for ESC	SF	DE-ESC-3.1.2.1 Sheet 2 of 2

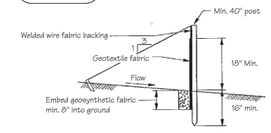
Effective February 2019

Standard Detail & Specifications
Reinforced Silt Fence



DATA
Max. controlled slope

Perspective



Cross-section

Source:	Symbol:	Detail No.
Adapted from Transco, Inc.	RSF	DE-ESC-3.1.2.2 Sheet 1 of 2

Effective February 2019

Standard Detail & Specifications
Reinforced Silt Fence

Construction Notes:

1. Welded wire fabric to be fastened securely to the fence posts with wire ties or staples.
2. Filter cloth to be fastened securely to woven wire fence with ties spaced every 24 inches at top and mid-section.
3. When two sections of fabric adjoin each other, they shall be overlapped by six inches and folded.
4. Maintenance shall be performed as needed and material removed when "bulges" develop in the silt fence.

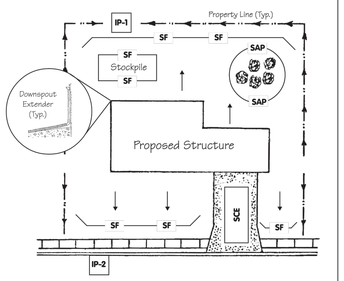
Materials:

1. Posts: Steel either T or U or 2" x 2" hardwood
2. Geotextile Fabric: Type GD-I
3. Backing: Woven welded wire, 14 Ga., 2" X 4" mesh opening

Source:	Symbol:	Detail No.
Adapted from Transco, Inc.	RSF	DE-ESC-3.1.2.2 Sheet 2 of 2

Effective February 2019

Standard Detail & Specifications
ESC for Minor Development



LEGEND

Flow		Inlet protection - Type 1	IP-1
Silt Fence	SF		
Sensitive Area Protection	SAP		
Stabilized Construction Entrance	SCE	Inlet Protection - Type 2	IP-2

Source:	Symbol:	Detail No.
Adapted from IN DNR, "Erosion Control for the Home Builder"		DE-ESC-3.7.1 Sheet 1 of 2

Effective February 2019

Standard Detail & Specifications
ESC for Minor Development

Construction Notes:

1. Evaluate the Site.
   a. Identify Vegetation To Be Saved
   b. Protect Trees and Sensitive Areas
2. Install Perimeter Erosion And Sediment Controls.
   a. Protect down-slope areas with vegetative filter strips.
   b. Protect down-slope areas with silt fence.
   c. Restrict all lot access to stabilized construction entrance to prevent vehicles from tracking mud onto roadways.
   d. Install inlet protection on nearby storm drain inlets.
3. Prepare the Site for Construction.
4. Salvage and Stockpile the Topsoil/Subsoil
5. Build the Structure(s) and Install the Utilities.
6. Install Downspout Extenders
7. Maintain the Control Practices.
   a. Maintain all erosion and sediment control practices until construction is completed and the lot is stabilized.
   b. Inspect the control practices a minimum of twice a week and after each storm event, making any needed repairs immediately.
8. Revegetate the Building Site.
   a. Redistribute the stockpiled subsoil and topsoil.
   b. Seed or sod bare areas.
   c. Mulch newly seeded areas.
9. Remove Remaining Temporary Control Measures.

Source:	Symbol:	Detail No.
Adapted from IN DNR, "Erosion Control for the Home Builder"		DE-ESC-3.7.1 Sheet 2 of 2

Effective February 2019

Standard Detail & Specifications
Dust Control

Temporary Methods:

1. Mulches - See **DE-ESC-3.4.5**, Standard Detail and Specifications for Mulching.
2. Vegetative cover - See **DE-ESC-3.4.3**, Std. Detail and Specifications for Vegetative Stabilization.
3. Adhesives - Use on mineral soils only (not effective on muck soils). Keep traffic off these areas. The following table may be used for general guidance.

Type of Emulsion	Water Dilution	Type of Nozzle	Apply Gal/Ac.
Latex emulsion	12.5:1	Fine spray	235
Resin-in-water emulsion	4:1	Fine spray	300
Acrylic emulsion (non-traffic)	7:1	Coarse spray	450
Acrylic emulsion (traffic)	3.5:1	Coarse spray	350

4. Tillage - For emergency temporary treatment, scarify the soil surface to prevent or reduce the amount of blowing dust until a more appropriate solution can be implemented. Begin the tillage operation on the windward side of the site using a chisel-type plow for best results.
5. Sprinkling - Sprinkle site with water until the surface is moist . Repeat as needed.
6. Calcium Chloride - Apply as flakes or granular material with a spreader at a rate that will keep the soil surface moist. Re-apply as necessary.
7. Barriers - Place barriers such as solid board fences, snow fences, hay bales, etc. at right angles to the prevailing air currents at intervals of approx. 10X their height.

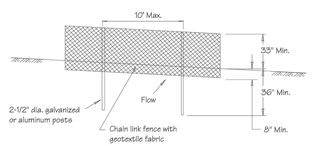
Permanent Methods:

1. Vegetative cover - See **DE-ESC-3.4.3**, Std. Detail and Specifications for Vegetative Stabilization.
2. Stone - Apply layer of crushed stone or coarse gravel to protect soil surface.

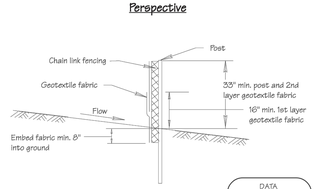
Source:	Symbol:	Detail No.
Adapted from VA ESC Handbook		DE-ESC-3.4.8 Sheet 1 of 1

Effective February 2019

Standard Detail & Specifications
Super Silt Fence



Perspective



Section

DATA
Max. controlled slope

Source:	Symbol:	Detail No.
Adapted from MD Stds. & Specs. for ESC	SSF	DE-ESC-3.1.2.3 Sheet 1 of 2

Effective February 2019

Standard Detail & Specifications
Super Silt Fence

Construction Notes:

1. The poles do not need to be set in concrete.
2. Chain link fence shall be fastened securely to the fence posts with wire ties or staples.
3. Geotextile fabric shall be fastened securely to the chain link fence with ties spaced every 24" at the top and mid section.
4. Geotextile fabric shall be embedded a minimum of 8" into the ground.
5. When two sections of geotextile fabric adjoin each other, they shall be overlapped by 6" and folded.
6. Maintenance shall be performed as needed and silt buildups removed when "bulges" develop in the silt fence.

Materials:

1. Fencing: Fencing shall be 42 inches in height and constructed in accordance with the latest Delaware Department of Transportation (Del-DOT) Specifications for Chain Link Fencing Section 727). The Del-DOT specification for a 6 foot fence shall be used, substituting 42 inch fabric and 6 foot length posts.
2. Geosynthetic Fabric: Type GD-I

Source:	Symbol:	Detail No.
Adapted from MD Stds. & Specs. for ESC	SSF	DE-ESC-3.1.2.3 Sheet 2 of 2

Effective February 2019

Standard Detail & Specifications
Vegetative Stabilization

TEMPORARY SEEDING BY RATES, DEPTHS AND DATES

Mix #	Species[4]	Seeding Rate		Optimum Seeding Dates [1] O = Optimum Planting Period, A = Acceptable Planting Period								Planting Depth[2]
				Coastal Plain				Piedmont			All*	
	Certified Seed	lb/Ac[3]	lb/1000 sq.ft.	2/1-4/30	7/1-8/14	8/15-10/31	2/1-4/30	2/1-4/30	8/15-10/31	9/1-10/31	10/31-2/1	
1	Barley	125	4	O	A	A	O	O	A	A	O	1-2 inches 2-3" sandy soils
2	Oats	125	4	O	A	A	O	O	A	A	A	0.5 inches 2-3" sandy soils
3	Rye	125	4	O	A	O	O	O	A	A	A	1-2 inches 2-3" sandy soils
4	Perennial Ryegrass	125	4	O	A	O	O	O	A	A	O	0.5 inches 1-2" sandy soils
5	Annual Ryegrass	125	4	O	A	O	O	O	A	A	A	0.5 inches 1-2" sandy soils
6	Winter Wheat	125	4	O	A	A	O	O	A	A	A	1-2 inches 2-3" sandy soils
7	Foxtail Millet	30 PLS	0.7		O				O			0.5 inches 1-2" sandy soils
8	Pearl Millet	20 PLS	0.5		O				O			0.5 inches 1-2" sandy soils

RECOMMENDED

1. Winter seeding requires 3 tons per acre of straw mulch for proper stabilization.
2. May be planted throughout summer if soil moisture is adequate or seeded area can be irrigated.
3. Applicable on slopes 3:1 or less.
4. Fifty pounds per acre of Annual Lespedeza may be added to 1/2 the seeding rate of any of the above species.
5. Use varieties currently recommended for Delaware. Contact a County Extension Office for information.
6. Warm season grasses such as Millet or Weeping Lovegrass may be used between 5/1 and 9/1 if desired. Seed at 3-5 lbs. per acre. Good on low fertility and acid areas. Seed after frost through summer at a depth of 0.5".

NOTE: Alternative seed mixes may be used with prior approval from the Department or Delegated Agency.

Source:	Symbol:	Detail No.
Delaware ESC Handbook		DE-ESC-3.4.3 Sheet 1 of 4

Effective February 2019

Standard Detail & Specifications
Vegetative Stabilization

PERMANENT SEEDING AND SEEDING DATES

Mix No.	Seeding Mixtures: Certified Seed*	Seeding Rate[3]		Optimum Seeding Dates [1] O = Optimum Planting Period, A = Acceptable Planting Period: Coastal Plain			Piedmont		All*	Remarks
	Well Drained Soils	lb/Ac	lb/1000 sq.ft.	2/1-4/30	4/1-8/14	8/15-10/31	2/1-4/30	3/1-7/31	10/1-2/1	
1	Tall Fescue Weeping Lovegrass	140 10	3.2 0.23		O	A	A	O	A	Add 100 lbs./ac Winter Rye	Good erosion control mix. Tolerant of low fertility soils. Lovegrass very difficult to mow; Germinates only in hot weather.
2	Deertongue Sheep Fescue Common Lespedeza[5]	50 50 15	0.69 0.69 0.35	A	O	A	A	O	A	Add 100 lbs./ac Winter Rye	Good erosion control mix. Tolerant of low fertility soils Good wildlife cover and food
3	Tall Fescue (Turf-type) or Strong Creeping Red Fescue or Perennial Ryegrass plus Flatpea[5]	90 50 50 15	1.10 1.15 1.15 0.34	O	A	O	O	A	O	Add 100 lbs./ac Winter Rye	Tolerant erosion control mix. Tall Fescue for drought/ conditions. Creeping Red Fescue for heavy shade. Flatpea is to-success woody vegetation.
4	Strong Creeping Red Fescue Kentucky Bluegrass Perennial Ryegrass or Redtop	100 70 15 8	2.3 1.61 0.26 0.11	O	A	O	O	A	O	Add 100 lbs./ac Winter Rye	Suitable waterway mix. Canada Bluegrass more drought tolerant. Use Redtop for increased drought tolerance.
5	plus White Clover[5] Switchgrass[6] or Coastal Panicgrass Big Bluestem Little Bluestem Indian Grass	3 10 10 5 5 5	0.07 0.23 0.23 0.11 0.11 0.11		O				O			Native warm-season mixture. Tolerant of low fertility soils. Drought tolerant. Poor shade tolerance. N. Switchgrass for wetter spots
6	Tall Fescue (turf-type) Blend of 3 (ultivars)	130	3.0	O	A	O	O	A	O		Managed filter strip for nutrient uptake.
7	Tall Fescue Ky. Bluegrass (Blend) Perennial Ryegrass	150 20 20	3.5 0.46 0.46	O	A	O	O	A	O		Three cultivars of Kentucky Bluegrass. Traffic tolerant.
8	Big Bluestem[5] Indian Grass[5] Little Bluestem[5] Sand Lovegrass or Fescue plus one of:	10 10 8 50	0.23 0.23 0.18 0.69	O	A			O	A		All species are native. Indian Grass and Bluestem have fluffy seeds. Plant with a specialized native seed drill.
	Partridge Pea Bush Clover Wild Indigo Showy Tick-Trefoil	5 3 3 2	0.11 0.07 0.07 0.05								Creeping Red Fescue will provide erosion protection while the warm season grasses get established.

RECOMMENDED

NOTE: Alternative seed mixes may be used with prior approval from the Department or Delegated Agency.

Source:	Symbol:	Detail No.
Delaware ESC Handbook		DE-ESC-3.4.3 Sheet 2 of 4

Effective February 2019

Standard Detail & Specifications
Vegetative Stabilization

PERMANENT SEEDING AND SEEDING DATES (cont.)

Mix No.	Seeding Mixtures: Certified Seed*	Seeding Rate[3]		Optimum Seeding Dates [1] O = Optimum Planting Period, A = Acceptable Planting Period: Coastal Plain			Piedmont		All*	Remarks
	Poorly Drained Soils	lb/Ac	lb/1000 sq.ft.	2/1-4/30	4/1-8/14	8/15-10/31	2/1-4/30	3/1-7/31	10/31-2/1	
9	Redtop Sheep Fescue Sheep Fescue Rough Bluegrass	75 25 30 45	1.72 0.57 0.69 1	O	A	O	O	A	O	Add 100 lbs./ac Winter Rye	Quick stabilization of disturbed sites and waterways
10	Reed Canarygrass[6]	10	0.23	A		O	A		O		Good erosion control, wildlife cover and wetland revegetation.
	Residential Lawns									
11	Tall Fescue Perennial Ryegrass Kentucky Bluegrass Blend	100 25 30	2.3 0.57 0.69	O	A	O	O	A	O		High value, high maintenance, tight traffic, irrigation necessary; Well drained soils, full sun.
12	Tall Fescue Perennial Ryegrass Sheep Fescue	100 25 25	2.3 0.57 0.57	O	A	O	O	A	O		Moderate value, low maintenance, traffic tolerant
13	Creeping Red Fescue Chewings Fescue Rough Bluegrass	50 50 20	1.15 1.15 0.4	O	A	O	O	A	O		Shade tolerant, moderate traffic tolerance, moderate maintenance.
14	Tall Fescue Creeping Red Fescue Chewings Fescue	80 50 90	1.8 1.15 2.1	O	A	O	O	A	O		Shade tolerant, moisture tolerant.
15	K-31 Tall Fescue	150	3.5	O	A	O	O	A	O		Monoculture, but performs well alone in lawns. Discouraged.

1. When hydroseeding is the chosen method of application, the total rate of seed should be increased by 25%.
2. 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.
3. All seed shall meet the minimum purity and minimum 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.
4. May be planted throughout summer if soil moisture is adequate or seeded area can be irrigated.
5. All leguminous seed must be inoculated.
6. Warm season grass mix and Reed Canary Grass cannot be mowed more than 4 times per year.
7. Warm season grasses require a soil temperature of at least 50 degrees in order to germinate, and will remain dormant until then.

NOTE: Alternative seed mixes may be used with prior approval from the Department or Delegated Agency.

Source:	Symbol:	Detail No.
Delaware ESC Handbook		DE-ESC-3.4.3 Sheet 3 of 4

Effective February 2019

Standard Detail & Specifications
Vegetative Stabilization

Construction Notes:

1. Site Preparation
   a. Prior to seeding, install needed erosion and sediment control practices such as diversions, grade stabilization structures, berms, dikes, grassed waterways, and sediment basins.
   b. Finail grading and shaping is not necessary for temporary seedings.
2. Seedbed Preparation

   It is important to prepare a good seedbed to insure the success of establishing vegetation. The seedbed should be well prepared, loose, uniform, and free of large clods, rocks, and other objectionable material. The soil surface should not be compacted or crusted.
3. Soil Amendments
   a. Lime - Apply liming materials based on the recommendations of a **soil test** in accordance with the approved nutrient management plan. If a nutrient management plan is not required, apply dolomitic limestone at the rate of 1 to 2 tons per acre. Apply limestone uniformly and incorporate into the top 4 to 6 inches of soil.
   b. Fertilizer - Apply fertilizer based on the recommendations of a **soil test** in accordance with the approved nutrient management plan. If a nutrient management plan is not required, apply a formulation of 10-10-10 at the rate of 600 pounds per acre. Apply fertilizer uniformly and incorporate into the top 4 to 6 inches of soils.
4. Seeding
   a. For **temporary stabilization**, select a mixture from **Sheet 1** . For a **permanent stabilization**, select a mixture from **Sheet 2** or **Sheet 3** depending on the conditions. Alternative seed mixes may be used with prior approval from the Department or Delegated Agency.
   b. Apply seed uniformly with a broadcast seeder, drill, cultipacker seeder or hydroseeder. All seed will be applied at the recommended rate and planting depth.
   c. Seed that has been broadcast should be covered by raking or dragging and then lightly tamped into place using a roller or cultipacker. If hydroseeding is used and the seed and fertilizer is mixed, they will be mixed on site and the seeding shall be done immediately and without interruption.
5. Mulching

   All mulching shall be done in accordance with detail **DE-ESC-3.4.5**.

Source:	Symbol:	Detail No.
Delaware ESC Handbook		DE-ESC-3.4.3 Sheet 4 of 4

Effective February 2019

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EROSION & SEDIMENT CONTROL DETAILS

MILFORD PONDS - PHASE 2
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:

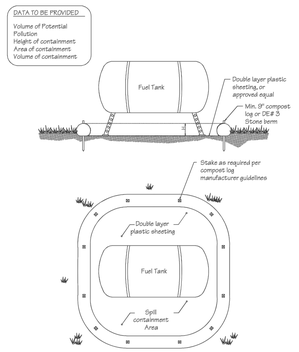
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Standard Detail & Specifications
Construction Site Waste Mgt & Spill Control



Source:	Symbol:	Detail No.
Delaware ESC Handbook		**DE-ESC-3.6.1** Sheet 1 of 5

Effective February 2019

Standard Detail & Specifications
Construction Site Waste Mgt & Spill Control

Pollution Prevention – Spill Prevention

1. Fueling should only take place in signed designated areas, away from downstream drainage facilities and watercourses.
2. Fueling must be with nozzles equipped with automatic shut-off to control drips. Do not top off.
3. Protect the areas where equipment or vehicles are being repaired, maintained, fueled or parked from storm water run-on and runoff.
4. Use barriers such as berms to prevent storm water run-on and runoff, and to contain spills.
5. Place a "Fueling Area" sign next to each fueling area.
6. Store hazardous materials such as fuel, solvents, oil and chemicals in secondary containment.
7. Inspect vehicles and equipment for leaks on each day of use. Repair fluid and oil leaks immediately.
8. Absorbent spill clean-up materials and spill kits must be available in fueling areas and on fuel trucks.
9. If fueling is to take place at night, make sure the fueling area is sufficiently illuminated.
10. Properly dispose of used oil, fluids, lubricants and spill clean-up materials.

CLEAN UP SPILLS

1. If it is safe to do so, immediately contain and clean up any chemical and/or hazardous material spills.
2. Properly dispose of used oil, fluids, lubricants and spill clean-up materials.
3. Do not bury spills or wash them down with water.

LEAKS AND DRIPS

1. Use drip pans or absorbent pads at all times. Place under and around leaky equipment.
2. Do not allow oil, grease, fuel or chemicals to drip onto the ground.
3. Have spill kits and clean up material on-site.
4. Repair leaky equipment promptly or remove problem vehicles and equipment from the site. Clean up contaminated soil immediately.
5. Store contaminated waste in sealed containers constructed of suitable material. Label these containers properly.
6. Clean up all spills and leaks. Promptly dispose of waste and spent clean up materials.

Source:	Symbol:	Detail No.
Delaware ESC Handbook		**DE-ESC-3.6.1** Sheet 2 of 5

Effective February 2019

Standard Detail & Specifications
Construction Site Waste Mgt & Spill Control

Notes:

The Construction Site Pollution Prevention Plan should include the following elements:

1. **Material Inventory**

   Document the storage and use of the following materials:
   a. Concrete
   b. Detergents
   c. Paints (enamel and latex)
   d. Cleaning solvents
   e. Pesticides
   f. Wood scraps
   g. Fertilizers
   h. Petroleum based products
2. **Good housekeeping practices**
   a. Store only enough product required to do the job.
   b. All materials shall be stored in a neat, orderly manner in their original labeled containers and covered.
   c. Substances shall not be mixed.
   d. When possible, all of a product shall be used up prior to disposal of the container.
   e. Manufacturers' instructions for disposal shall be strictly adhered to.
   f. The site foreman shall designate someone to inspect all BMPs daily.
3. **Waste management practices**
   a. All waste materials shall be collected and stored in securely lidded dumpsters in a location that does not drain to a waterbody.
   b. Waste materials shall be salvaged and/or recycled whenever possible.
   c. The dumpsters shall be emptied a minimum of twice per week, or more if necessary. The licensed trash hauler is responsible for cleaning out dumpsters.

Source:	Symbol:	Detail No.
Adapted from USEPA Pub. 840-B-92-002		**DE-ESC-3.6.1** Sheet 3 of 5

Effective February 2019

Standard Detail & Specifications
Construction Site Waste Mgt & Spill Control

Notes (cont.)

d. Trash shall be disposed of in accordance with all applicable Delaware laws.
e. Trash cans shall be placed at all lunch spots and littering is strictly prohibited. Recycle bins shall be placed near the construction trailer.
f. If fertilizer bags can not be stored in a weather-proof location, they shall be kept on a pallet and covered with plastic sheeting which is overlapped and anchored.

4. **Equipment maintenance practices**
   a. If possible, equipment should be taken to off-site commercial facilities for washing and maintenance.
   b. If performed on-site, vehicles shall be washed with high-pressure water spray without detergents in an area contained by an impervious berm.
   c. Drip pans shall be used for all equipment maintenance.
   d. Equipment shall be inspected for leaks on a daily basis.
   e. Washout from concrete trucks shall be disposed of in a temporary pit for hardening and proper disposal.
   f. Fuel nozzles shall be equipped with automatic shut-off valves.
   g. All used products such as oil, antifreeze, solvents and tires shall be disposed of in accordance with manufacturers' recommendations and local, state and federal laws and regulations.
5. **Spill prevention practices**
   a. Potential spill areas shall be identified and contained in covered areas with no connection to the storm drain system.
   b. Warning signs shall be posted in hazardous material storage areas.
   c. Preventive maintenance shall be performed on all tanks, valves, pumps, pipes and other equipment as necessary.
   d. Low or non-toxic substances shall be prioritized for use.

Source:	Symbol:	Detail No.
Adapted from USEPA Pub. 840-B-92-002		**DE-ESC-3.6.1** Sheet 4 of 5

Effective February 2019

Standard Detail & Specifications
Construction Site Waste Mgt & Spill Control

Notes (cont.)

e. Contact information for reporting spills through the DNREC 24-Hour Toll Free Number shall be prominently posted.

6. **Education**
   a. Best management practices for construction site pollution control shall be a part of regular progress meetings.
   b. Information regarding waste management, equipment maintenance and spill prevention shall be prominently posted in the construction trailer.

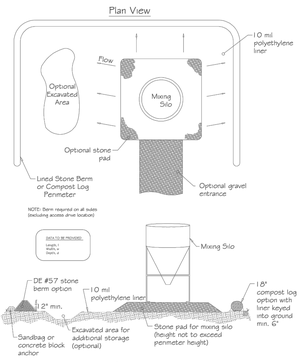
CONTACT INFORMATION

DNREC 24-Hour Toll Free Number	**800-662-8802**
DNREC Solid & Hazardous Waste Management Section	**302-739-9403**

Source:	Symbol:	Detail No.
Adapted from USEPA Pub. 840-B-92-002		**DE-ESC-3.6.1** Sheet 5 of 5

Effective February 2019

Standard Detail & Specifications
Concrete Mixing Operation



Source:	Symbol:	Detail No.
Adapted from MN/DOT Concrete Manual, Chap. 4	CMO	**DE-ESC-3.6.3** Sheet 1 of 2

Effective February 2019

Standard Detail & Specifications
Concrete Mixing Operation

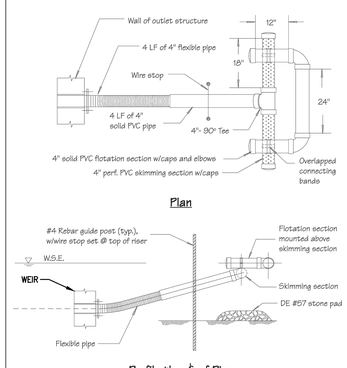
Construction Notes:

1. Locate concrete mixing and containment area a minimum of 50 feet from open channels, stormdrain inlets, wetlands or waterbodies.
2. Locate concrete mixing and containment area so that it is accessible to telescopic lifts (service with a minimum 10 foot wide gravel or paved accessway), but so it is not in a highly active construction area causing accidental damage.
3. Minimum volume for installed containment areas are 3.5 cubic feet per cubic foot of mixing capacity. The installed containment area must encompass the storage silo and mixing unit, and be surround on three sides minimum by a 12" high stone berm (DE #57) or 18" compost log
4. The 10-mil poly liner must be free of tears or holes and placed over smooth surfaces to prevent puncturing. The liner shall cover the perimeter control and be secured on the backside using cement or sand bags, or keyed into the ground a minimum of 6".
5. Allow cementitious waste to harden through evaporation of the wastewater. Once the facility has reached 75 percent of its capacity, remove the hardened concrete by reusing the broken aggregate onsite, recycling, or disposing of offsite. The hardened material can be buried on site with minimum of 1 foot of clean, compacted fill.
6. Apply a new liner before reusing the station for additional mixing after maintenance has occurred.

Source:	Symbol:	Detail No.
Adapted from MN/DOT Concrete Manual, Chap. 4	CMO	**DE-ESC-3.6.3** Sheet 2 of 2

Effective February 2019

Standard Detail & Specifications
Skimmer Dewatering Device



Source:	Symbol:	Detail No.
Adapted from drawing by Vandemark & Lynch, Inc.	SDD	**DE-ESC-3.2.3.1** Sheet 1 of 2

Effective February 2019

Standard Detail & Specifications
Skimmer Dewatering Device

Construction Notes:

1. Pipe flotation section shall be solvent welded to ensure an airtight assembly. Contractor to conduct a test to check for leaks prior to installation.
2. Skimmer section shall have (12) rows of 1/2" dia. holes, 1-1/4" on center. If additional filtration is necessary, the filtering media shall consist of a Type GD-II geotextile fabric wrapped around the perforated portion of the skimmer and attached with plastic snap ties, bands, etc.
3. Flexible pipe shall be inserted into solid pipe and fastened with (2) #8 wood screws.
4. At a minimum, the structure shall be inspected after each rain and repairs made as needed. If vandalism is a problem, more frequent inspection may be necessary.
5. Construction operations shall be carried out in such a manner that erosion and water pollution are minimized.
6. The structure shall only be removed when the contributing drainage area has been properly stabilized.

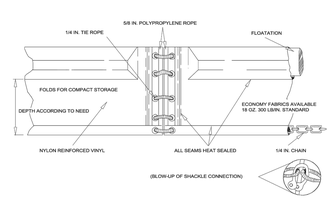
Materials:

1. Solid pipe - 4" Sched. 40 PVC
2. Perforated pipe - 4" Sched. 40 PVC
3. 90° Tee (1 ea.) - 4" Sched. 40 PVC
4. 90° Elbow (2 ea.) - 4" Sched. 40 PVC
5. Cap (4 ea.) - 4" Sched. 40 PVC, solid
6. Flexible pipe - 4" corrugated plastic tubing (non-perforated)

Source:	Symbol:	Detail No.
Delaware ESC Handbook	SDD	**DE-ESC-3.2.3.1** Sheet 2 of 2

Effective February 2019

Standard Detail & Specifications
Turbidity Curtain



Typical Section - Type 1

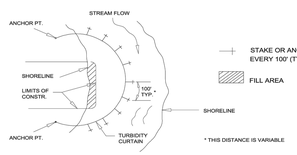
DATA
Curtain type (1,2, or 3)
Layout (Std. or Alt.)

Source:	Symbol:	Detail No.
Adapt. from Amer. Boom and Barrier Corp.	TC-(1/2/3) (Std/Alt)	**DE-ESC-3.5.3** Sheet 1 of 8

Effective February 2019

Standard Detail & Specifications
Turbidity Curtain

NOTE: The standard layout shown is intended for use in streams, ponds and other non-tidal waters



Plan - Std. Layout

Source:	Symbol:	Detail No.
Adapt. from Amer. Boom and Barrier Corp.	TC-(1/2/3) (Std/Alt)	**DE-ESC-3.5.3** Sheet 4 of 8

Effective February 2019

Standard Detail & Specifications
Turbidity Curtain

Construction Notes:

1. **Materials**
   a. Barriers should be a bright color (yellow or "international" orange are recommended) that will attract the attention of nearby boaters.
   b. The curtain fabric shall meet manufacturer's recommendations for the application.
   c. Seams in the fabric shall be either vulcanized welded or sewn and shall develop the full strength of the fabric.
   d. Floatation devices shall be flexible, buoyant units contained in an individual floatation sleeve or collar attached to the curtain. Buoyancy provided by the floatation units shall be sufficient to support the weight of the curtain and maintain a freeboard of at least 3 inches above the water surface level.
   e. Load lines must be fabricated into the bottom of all floating turbidity curtains. Type II and Type III must have load lines also fabricated into the top of the fabric. The top load line shall consist of woven webbing or vinyl-sheathed steel cable and shall have a break strength in excess of 10,000 pounds. The supplemental (bottom) load line shall consist of a chain incorporated into the bottom hem of the curtain of sufficient weight to serve as ballast to hold the curtain in a vertical position. Additional anchorage shall be provided as necessary. The load lines shall have suitable connecting devices which develop the full breaking strength for connection to load lines in adjacent sections as shown in the detail.
   f. External anchors may consist of wooden or metal stakes (2- x 4-inch or 2-1/2-inch minimum diameter wood or 1.33 lbs/linear foot steel) when Type I installation is used; when Type II or Type III installations are used, bottom anchors should be used.
   g. Bottom anchors must be sufficient to hold the curtain in the same position relative to the bottom of the watercourse without interfering withthe action of the curtain. The anchor may dig into the bottom (grappling hook, plow or fluke-type) or may be weighted (mushroom type) and should be attached to a floating anchor buoy via an anchor line. The anchor line should then run from the buoy to the to load line of the curtain. When used with Type III installations, these lines must contain enough slack to allow the buoy and curtain to float freely with tidal changes without pulling the buoy or curtain down and must be checked regularly to make sure they do not become entangled with debris. As previously noted, anchor spacing will vary with current velocity and potential wind and wave action; manufacturer's recommendations should be followed. See detail for orientation of external anchors and anchor buoys for tidal installations.

Source:	Symbol:	Detail No.
Adapt. from Amer. Boom and Barrier Corp.	TC-(1/2/3) (Std/Alt)	**DE-ESC-3.5.3** Sheet 6 of 8

Effective February 2019

Standard Detail & Specifications
Turbidity Curtain

Construction Notes (cont.)

2. **Installation**
   a. In the calm water of lakes or ponds (Type I installation) it is usually sufficient to set the curtain end stakes or anchor points (using anchor buoys if bottom anchors are employed), then tow the curtain in the furled condition out and attach it to the stakes or anchor points. Following this, any additional stakes or buoyed anchors required to maintain the desired location of the curtain may be set and these anchor points made fast to the curtain. Only then shall the furling lines be cut to allow the curtain skirt to drop.
   b. In rivers or in other moving waters (Type II and Type III installations) it is important to set all curtain anchor points. Care must be taken to ensure that anchor points are of sufficient holding power to retain the curtain under the existing current conditions, prior to putting the furled curtain into the water. Anchor buoys should be employed on all anchors to prevent the current from submerging the flotation at the anchor points. If the curtain is being installed into tidal areas which would be subject to currents in both directions, anchors should be provided on both sides of the curtain. This will minimize curtain movement and prevent the curtain from overrunning the anchors during tide reversals. After the anchors have been secured, the furled curtain should be secured to the upstream anchor point and then sequentially attached to each next downstream anchor point until the entire curtain is in position. Before unfurling, the "lay" of the curtain should be assessed and any necessary adjustments made to the anchors. Once the location has been deemed adequate, the furling lines may be cut to allow the skirt to drop.
   c. Anchor lines should be attached to the flotation device, not to the bottom of the curtain. The anchoring line attached to the flotation device on the downstream side will provide support for the curtain. Attaching the anchors to the bottom of the curtain could cause premature failure of the curtain due to the stresses imparted on the middle section of the curtain.
   d. Turbidity curtain shall not be installed across channel flows unless there is a danger of causing sediment deposition to occur in the middle of a watercourse, thereby blocking access or creating a sand bar. In such situations, the curtain may be installed so as to form a long-sided, sharp "V" to deflect clean water around a work site, confining most of the silt-laden water to the work area inside the "V" and directing it to the shoreline. In no case shall the curtain be installed perpendicular to the channel flow.

Source:	Symbol:	Detail No.
Adapt. from Amer. Boom and Barrier Corp.	TC-(1/2/3) (Std/Alt)	**DE-ESC-3.5.3** Sheet 7 of 8

Effective February 2019

Standard Detail & Specifications
Turbidity Curtain

Construction Notes (cont.)

3. **Maintenance**
   a. The individual(s) identified on the plan as responsible for maintenance of the curtain shall do so for the duration of the project in order to ensure the continuous protection of the watercourse.
   b. Should repairs to the geotextile fabric become necessary, repair kits are generally available from the manufacturer. The manufacturer's instructions must be followed to ensure the adequacy of the repair.
   c. When the curtain is no longer required as determined by the inspector, the curtain and related components shall be removed in such a manner as to minimize turbidity. Remaining sediment shall be sufficiently settled before removing the curtain. Sediment may be removed and the original depth (or plan elevation) restored. Any spoils must be taken to an approved upland disposal area and stabilized in accordance with the approved plan.

4. **Removal**
   a. Care shall be taken to protect the skirt from damage as the turbidity curtain is dragged from the watercourse.
   b. The site selected to bring the curtain ashore should be free of sharp rocks, broken cement, debris, etc. so as to minimize damage when hauling the curtain over the area.
   c. If the curtain has a deep skirt, it can be further protected by running a small boat along its length with a crew installing furling lines before attempting to remove the curtain from the water.

Source:	Symbol:	Detail No.
Adapt. from Amer. Boom and Barrier Corp.	TC-(1/2/3) (Std/Alt)	**DE-ESC-3.5.3** Sheet 8 of 8

Effective February 2019

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SUSSEX, DELAWARE (302) 856-3344
EASTON, MARYLAND (410) 770-4744

EROSION & SEDIMENT CONTROL DETAILS

MILFORD PONDS - PHASE 2
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:

Date: JUNE 2020
Scale: AS SHOWN
Dwn.By: ADM
Proj.No.: 2875A001
Dwg.No.: **C5.6**

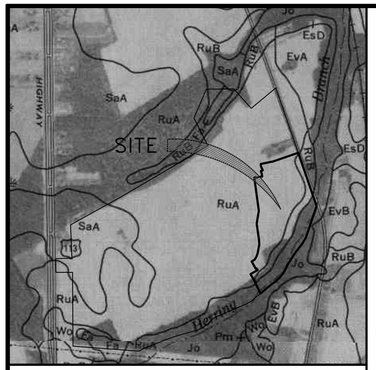
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MILFORD PONDS

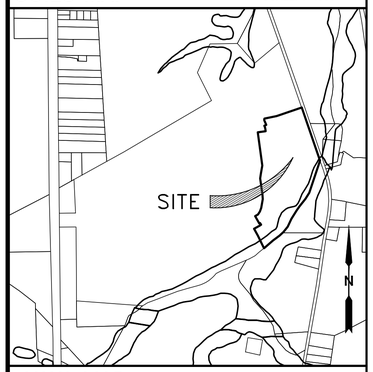
PHASE 2 - RECORD PLAN

CITY OF MILFORD, SUSSEX COUNTY, DELAWARE

DBF PROJECT NO. 2875A001 JUNE 2020



SOILS MAP SCALE: 1"=1000'

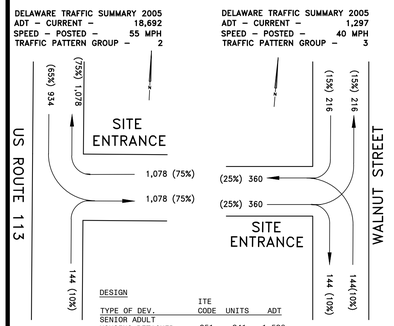


N.W.I. MAP SCALE: 1"=1000'



FLOODPLAIN MAP SCALE 1"=2000'

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



DESIGN	ITE CODE	UNITS	ADT
TYPE OF DEV.			
SENIOR ADULT HOUSING-DETACHED	251	341	1,536
SENIOR ADULT HOUSING-ATTACHED	252	385	1,340
TOTAL		726	2,876

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

TRAFFIC DIAGRAM
NO SCALE

CITY OF MILFORD GENERAL NOTES

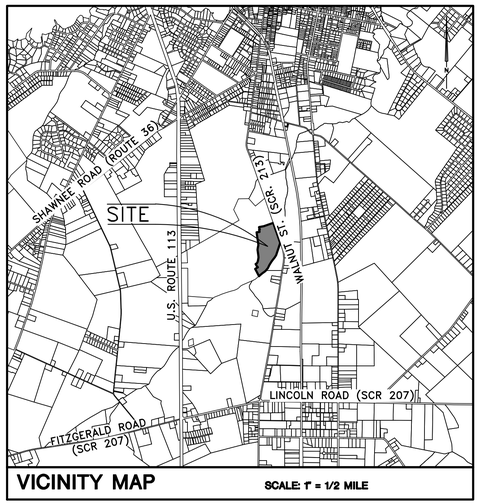
1. THE BOUNDARY INFORMATION SHOWN ON THESE DRAWINGS IS BASED ON A SURVEY PERFORMED BY DAVIS BOWEN AND FRIEDEL, INC, IN 2005.
2. A TOPOGRAPHIC SURVEY WAS PERFORMED BY DAVIS, BOWEN & FRIEDEL, INC. OF MILFORD, DELAWARE IN 2018. ELEVATIONS ARE BASED ON CONTROL MONUMENT IRCS NEAR THE INTERSECTION OF CANNER'S COURT AND PATCHWORK DRIVE, WITH AN ELEVATION OF 36.04 NGVD88.
3. HORIZONTAL DATUM IS BASED ON DELAWARE STATE GRID, NAD83/91, CONTROL MONUMENTS IRCS NEAR THE INTERSECTION OF CANNER'S COURT AND PATCHWORK DRIVE, WITH AN ELEVATION OF 36.04.
4. HYDRIC SOILS ARE INDICATED AS BEING PRESENT ACCORDING TO THE SUSSEX COUNTY SOIL SURVEY
5. ALL FIRE LANES, FIRE HYDRANTS, EXITS, AND STANDPIPES WILL BE MARKED IN ACCORDANCE WITH STATE FIRE PREVENTION REGULATIONS.
6. 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.
7. DRAWINGS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, AS AMENDED AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
8. THE OWNER AND/OR THEIR CONTRACTOR IS RESPONSIBLE FOR OBTAINING THE SERVICES OF A PROFESSIONAL SURVEYOR LICENSED IN THE STATE OF DELAWARE FOR THE PERMANENTLY RE-ESTABLISHING OF ANY PROPERTY MARKERS OR MONUMENTS DISTURBED DURING CONSTRUCTION. A SURVEY AND METES AND BOUNDS THAT INCLUDES THE RE-ESTABLISHED MARKER(S) OR MONUMENT(S) SHALL BE PRESENTED TO THE PROPERTY OWNER FOR COMPARISON WITH THE ORIGINAL PLAT, FOR VERIFICATION.
9. 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.
10. 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:
    A. ALL ITEMS HAVE PASSED CITY INSPECTION;
    B. THE CITY HAS RECEIVED AND APPROVED DIGITAL AND HARD COPIES OF THE RECORD DRAWINGS; AND
    C. THE RIGHTS-OF-WAY AND/OR EASEMENTS HAVE BEEN DEEDED TO THE CITY AND RECORDED WITH THE RECORDER OF DEEDS.
11. 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.
12. PRELIMINARY APPROVAL FROM PLANNING COMMISSION SHALL BE VOID AFTER ONE (1) YEAR, UNLESS AN EXTENSION IS REQUESTED BY THE OWNER AND APPROVED, FOR GOOD CAUSE, BY THE PLANNING COMMISSION PRIOR TO THE DATE OF EXPIRATION.
13. THE APPROVAL OF A CONDITIONAL USE IS VALID FOR ONE YEAR. UNLESS PERMITS ARE OBTAINED OR CONSTRUCTION OR USE IS SUBSTANTIALLY UNDERWAY, ALL PROVISIONS OF THE CONDITIONAL USE ARE AUTOMATICALLY RESCINDED.
14. FINAL APPROVAL FROM THE CITY SHALL BECOME VOID IF THE FINAL RECORD PLAT IS NOT RECORDED WITHIN 90 DAYS OF THE DATE OF PLANNING COMMISSION'S GRANTING OF FINAL APPROVAL. IF CONSTRUCTION OF THE APPROVED IMPROVEMENTS IS NOT SUBSTANTIALLY UNDERTAKEN WITHIN ONE (1) YEAR OF FINAL SITE PLAN APPROVAL, THE SITE PLAN APPROVAL SHALL BE VOID. THE APPLICANT MAY REQUEST A ONE (1) YEAR EXTENSION FROM THE PLANNING COMMISSION FOR GOOD CAUSE.
15. SOURCE WATER PROTECTION AREAS ARE PRESENT ON SITE.
16. 8.31 ACRES OF WETLAND EXIST ON SITE NONE OF WHICH WILL BE DISTURBED BY THIS PROJECT.

GENERAL NOTES

1. THE SUSSEX CONSERVATION DISTRICT RESERVES THE RIGHT TO ENTER PRIVATE PROPERTY FOR PURPOSES OF PERIODIC SITE INSPECTION.
2. "THE SUSSEX CONSERVATION DISTRICT RESERVES THE RIGHT TO ADD, MODIFY, OR DELETE ANY EROSION AND SEDIMENT CONTROL MEASURES AS THEY DEEM NECESSARY."
3. THIS SITE IS NOT IMPACTED BY THE 100 YEAR FLOOD PLAIN AS DELINEATED ON FEMA MAP PANEL# 10005C0043K DATED 03/16/2015
4. WETLANDS DELINEATION PERFORMED BY ENVIRONMENTAL RESOURCES, INC. 38173 DUPONT BLVD. SELBYVILLE, DE 19975
5. NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED FOR ANY LOT WITHIN THIS DEVELOPMENT UNTIL ALL REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED, CONSTRUCTED OR PLACED FOR THE LOT WHICH THE CERTIFICATE OF OCCUPANCY IS TO BE ISSUED IN A MANNER ACCEPTABLE TO THE CITY AND THE STATE, OR UNTIL THE DEVELOPER FILES A PERFORMANCE BOND OF OTHER GUARANTEE WITH THE CITY FOR ANY UNCOMPLETED PUBLIC OR PRIVATE STREET OR OTHER IMPROVEMENT.
6. NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL A PROJECT, OR THE CURRENT PHASE OF A PROJECT, HAS BEEN PARTIALLY ACCEPTED BY THE CITY, AND UNTIL A MAINTENANCE BOND HAS BEEN SUBMITTED.
7. ALL FIRE LANES, FIRE HYDRANTS, EXITS, STANDPIPES, AND SPRINKLER CONNECTIONS WILL BE MARKED IN ACCORDANCE WITH STATE FIRE MARSHAL REGULATIONS.
8. THIS PROPERTY IS LOCATED IN THE VICINITY OF LAND USED PRIMARILY FOR AGRICULTURAL PURPOSES ON WHICH NORMAL AGRICULTURAL USES AND ACTIVITIES HAVE BEEN AFFORDED THE HIGHEST PRIORITY USE STATUS. IT CAN BE ANTICIPATED THAT AGRICULTURAL USES AND ACTIVITIES MAY NOW OR IN THE FUTURE INVOLVE NOISE, DUST, MANURE, AND OTHER ODORS, THE USE OF AGRICULTURAL CHEMICALS, AND NIGHTTIME FARM OPERATIONS. THE USE AND THE ENJOYMENT OF THIS PROPERTY IS EXPRESSLY CONDITIONED ON ACCEPTANCE OF ANY ANNOYANCE OR INCONVENIENCE WHICH MAY RESULT FROM SUCH NORMAL AGRICULTURAL USES OR ACTIVITIES.
9. PROPOSED OPEN SPACE TO BE OWNED AND MAINTAINED BY THE COMMUNITY HOMEOWNERS ASSOCIATION.
10. THE OWNER UNDERSTANDS THAT THE TRACT OF LAND DEPICTED HEREON IS IMPACTED BY WETLANDS REGULATED BY THE ARMY CORPS OF ENGINEERS AND IS ADVISED TO CONTACT THE ARMY CORPS OF ENGINEERS FOR INFORMATION AND GUIDANCE IN REGARD TO JURISDICTIONAL DETERMINATIONS AND FEDERAL PERMITS PRIOR TO THE START OF CONSTRUCTION.
11. ALL REQUIRED LANDSCAPE BUFFERS SHALL BE PLANTED AND ALL ACTIVE RECREATION AMENITIES INSTALLED PRIOR TO ISSUANCE OF 50% OF THE CERTIFICATES OF OCCUPANCY, AND MAINTAINED BY THE DEVELOPER UNTIL 75% OF THE CERTIFICATES OF OCCUPANCY APPROVED HAVE BEEN ISSUED. THE LANDSCAPE BUFFER AREA AND ANY OTHER LANDSCAPE PLAN DEPICTED ON THE RECORD PLAN SHALL BE MAINTAINED IN PERPETUITY BY THE HOMEOWNERS' ASSOCIATION OR MAINTENANCE ORGANIZATION.THESE DEED RESTRICTIONS SHALL RUN WITH THE LAND AND MAY NOT BE VACATED BY THE HOMEOWNERS' ASSOCIATION OR THE MAINTENANCE CORPORATION.
12. THE DEVELOPER WILL BE RESPONSIBLE FOR MAINTENANCE OF SEDIMENT & STORMWATER CONTROLS DURING CONSTRUCTION AND FOR LONG TERM MAINTENANCE OF STORMWATER CONTROLS UNTIL CONSTRUCTION IS COMPLETE. AT THAT TIME, RESPONSIBILITY FOR LONG TERM MAINTENANCE OF STORMWATER CONTROLS SHALL BE ASSUMED BY THE HOMEOWNER'S ASSOCIATION. IF A HOMEOWNER'S ASSOCIATION IS NOT FORMED, THE OWNER IS TO PROVIDE LONG TERM MAINTENANCE FOR THE SITE.
13. DELAWARE REGULATIONS PROHIBIT THE BURIAL OF CONSTRUCTION AND DEMOLITION DEBRIS, INCLUDING TREES AND STUMPS, ON CONSTRUCTION SITES, ANY SOLID WASTE FOUND DURING EXCAVATION FOR STRUCTURES AND UTILITY LINES, ON AND OFF SITE, MUST BE REMOVED AND PROPERLY DISCARDED. ANY REMEDIAL ACTION REQUIRED IS THE RESPONSIBILITY OF THE DEVELOPER/OWNER.
14. DRAWINGS DO NOT INCLUDE THE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, AS AMENDED, AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
15. DEVELOPER SHALL INSTALL ONSITE LIGHTING TO ILLUMINATE STREETS, PARKING AREAS, AND WALKWAYS, IN ACCORDANCE WITH CITY REGULATIONS.
16. PROPERTY OWNERS OWN AND MAINTAIN THE SIDEWALKS DIRECTLY IN-FRONT OF THEIR PROPERTY. SIDEWALKS ALONG OR IN OPEN SPACES SHALL BE MAINTAINED BY THE HOME OWNERS ASSOCIATION.
17. SOURCE WATER PROTECTION AREA EXIST ON-SITE.

DATA COLUMN

TAX MAP ID:	1-30-6.00-108.00 1-30-3.00-264 & 264.01
PROJECT LOCATION:	TOWN OF MILFORD, CEDAR CREEK HUNDRED, SUSSEX COUNTY
OWNER/DEVELOPER:	MILFORD PONDS, LLC 179 REHOBOTH AVENUE, SUITE 1081 REHOBOTH BEACH, DE 19971
ENGINEER/SURVEYOR:	DAVIS, BOWEN & FRIEDEL, INC. 1 PARK AVENUE MILFORD, DE 19963 302-424-1441
EXISTING/PROPOSED ZONING:	R-1, R-2, R-3, W/PUD
TOTAL SITE AREA:	178.03 AC.± PHASE 1: 119.19 AC.± PHASE 2: 28.06 AC.± PHASE 3: 12.15 AC.± PHASE 4: 18.46 AC.±
GROSS AREA:	R-1 = 71.02 AC, R-2 = 50.19 AC, R-3 = 47.82 AC
NET DEVELOPMENT AREA:	R-1 = 53.27 AC, R-2 = 38.19 AC, R-3 = 35.86 AC
MAX DENSITY ALLOWED:	R-1 = 4, R-2 = 6, R-3 = 16
UNITS ALLOWED:	R-1 = 213(53.27 x 4), R-2 = 229(38.19 x 6), R-3 = 573(35.86 x 16)
TOTAL NUMBER OF UNITS ALLOWED:	1015
TOTAL NUMBER OF UNITS PROVIDED:	768
PHASE 2 TOTAL:	89
SINGLE FAMILY DWELLING:	89
BUILDING CONSTRUCTION TYPE:	MASONARY & TIMBER
TOTAL PROPOSED RIGHT-OF-WAY:	1.99 AC.±
TOTAL AREA OF LOTS:	14.70 AC.±
OVERALL DENSITY :	4.31 UNITS/ACRE
PHASE 1 TOTAL:	363
SINGLE FAMILY DWELLING:	363
PHASE 2 TOTAL:	89
SINGLE FAMILY DWELLING:	89
PHASE 3 TOTAL:	52
SINGLE FAMILY DWELLING:	52
PHASE 4 TOTAL:	264
11 APARTMENT BUILDINGS WITH 24 UNITS	264
COMMUNITY BUILDING SIZE:	±40'x ±95'
COMMUNITY BUILDING LOCATION:	CORNER OF W. HEIRLOOM WAY & CLUBHOUSE DR.
TOTAL PROPOSED RIGHT-OF-WAY:	18.90 AC.±
PHASE 1:	15.51 AC.±
PHASE 2:	1.99 AC.±
PHASE 3:	1.60 AC.±
PHASE 4:	0.00 AC.±
TOTAL AREA OF LOTS:	105.22 AC.±
PHASE 1:	65.44 AC.±
PHASE 2:	14.70 AC.±
PHASE 3:	10.55 AC.±
PHASE 4:	18.46 AC.±
TOTAL REQUIRED OPEN SPACE:	(768 DWELLING UNITS x 400 SF)= 7.05 AC.±
REQUIRED RECREATIONAL AREA:	(OPEN SPACE x 50%) = 3.525 AC.±
TOTAL SITE (ALL PHASES)	
WETLANDS:	8.31 Ac.±
OPEN SPACE AREA:	22.94 Ac.±
FUTURE CLUBHOUSE RESORT AREA:	6.32 Ac.±
TOTAL OPEN SPACE PROVIDED:	47.57 AC.±
RECREATIONAL AREA PROVIDED:	22.46 AC.±
AVERAGE DENSITY OF LOTS:	6.05 UNITS/ACRE
MINIMUM LOT SIZE:	5,772 SQ.FT.±
MAXIMUM LOT SIZE:	16,782 SQ.FT.±
AVERAGE LOT SIZE:	7,195 SQ.FT.±
MAXIMUM IMPERVIOUS COVERAGE:	35%
PROPOSED SEWER:	CITY OF MILFORD
PROPOSED WATER:	CITY OF MILFORD
ELECTRIC SERVICE:	CITY OF MILFORD
SCHOOL DISTRICT:	MILFORD
FIRE DEPARTMENT:	MILFORD
VERTICAL DATUM:	NAVD 88
HORIZONTAL DATUM:	NAD 83
NUMBER OF MONUMENTS FOUND:	14
NUMBER OF MONUMENTS SET:	12



VICINITY MAP SCALE: 1" = 1/2 MILE

INDEX OF DRAWINGS:

R2.0	PHASE 2 RECORD TITLE SHEET
R2.1	KEY MAP
R2.2	PHASE 2 RECORD PLAN
R2.3	PHASE 2 RECORD PLAN

DELDOT GENERAL NOTES

3/21/2019

1. ALL ENTRANCES SHALL CONFORM TO THE DELAWARE DEPARTMENT OF TRANSPORTATION'S (DELDOT'S) CURRENT DEVELOPMENT COORDINATION MANUAL AND SHALL BE SUBJECT TO ITS APPROVAL.
2. NO LANDSCAPING SHALL BE ALLOWED WITHIN THE RIGHT-OF-WAY UNLESS THE PLANS ARE COMPLIANT WITH SECTION 5.7 OF THE DEVELOPMENT COORDINATION MANUAL.
3. SHRUBBERY, PLANTINGS, SIGNS AND/OR OTHER VISUAL BARRIERS THAT COULD OBSTRUCT THE SIGHT DISTANCE OF A DRIVER PREPARING TO ENTER THE ROADWAY ARE PROHIBITED WITHIN THE DEFINED DEPARTURE SIGHT TRIANGLE AREA ESTABLISHED ON THIS PLAN. IF THE ESTABLISHED DEPARTURE SIGHT TRIANGLE AREA IS OUTSIDE THE RIGHT-OF-WAY OR PROJECTS ONTO AN ADJACENT PROPERTY OWNER'S LAND, A SIGHT EASEMENT SHOULD BE ESTABLISHED AND RECORDED WITH ALL AFFECTED PROPERTY OWNERS TO MAINTAIN THE REQUIRED SIGHT DISTANCE.
4. UPON COMPLETION OF THE CONSTRUCTION OF THE SIDEWALK OR SHARED-USE PATH ACROSS THIS PROJECT'S FRONTAGE AND PHYSICAL CONNECTION TO ADJACENT EXISTING FACILITIES, THE DEVELOPER, THE PROPERTY OWNERS OR BOTH ASSOCIATED WITH THIS PROJECT, SHALL BE RESPONSIBLE TO REMOVE ANY EXISTING ROAD TIE-IN CONNECTIONS LOCATED ALONG ADJACENT PROPERTIES, AND RESTORE THE AREA TO GRASS. SUCH ACTIONS SHALL BE COMPLETED AT DELDOT'S DISCRETION, AND IN CONFORMANCE WITH DELDOT'S DEVELOPMENT COORDINATION MANUAL.
5. SUBDIVISION STREETS CONSTRUCTED WITHIN THE LIMITS OF THE RIGHT-OF-WAY DEDICATED TO THE PUBLIC USE SHOWN ON THIS PLAN ARE TO BE MAINTAINED BY THE CITY OF MILFORD FOLLOWING THE COMPLETION OF THE STREETS BY THE DEVELOPER TO THE SATISFACTION OF THE CITY. THE CITY ASSUMES NO MAINTENANCE RESPONSIBILITIES WITHIN THE DEDICATED STREET RIGHT-OF-WAY UNTIL THE STREETS HAVE BEEN ACCEPTED BY THE STATE.
6. THE SIDEWALK SHALL BE THE RESPONSIBILITY OF THE DEVELOPER, THE PROPERTY OWNERS OR BOTH WITHIN THIS SUBDIVISION. THE STATE OF DELAWARE ASSUMES NO RESPONSIBILITY FOR THE FUTURE MAINTENANCE FOR THE SIDEWALK.
7. ALL LOTS SHALL HAVE ACCESS FROM THE INTERNAL SUBDIVISION STREET.
8. DRIVEWAYS WILL NOT BE PERMITTED TO BE PLACED AT CATCH BASIN LOCATIONS.
9. LOTS WILL BE PERMITTED TO HAVE ACCESS POINTS THAT COMPLY WITH THE DEVELOPMENT COORDINATION MANUAL (DCM) SPACING REQUIREMENTS OF CHAPTER 1 AND LIMITATIONS ON NUMBER OF ACCESS POINTS ESTABLISHED IN DCM CHAPTER 5. MULTIPLE DRIVEWAYS AND SECONDARY ENTRANCES REQUIRE ADDITIONAL DELDOT REVIEW AND SEPARATE PERMITTING, RESTRICTIONS AS DESCRIBED IN THE DCM CHAPTER 7 MAY PROHIBIT SOME SECONDARY ENTRANCE REQUESTS FROM BEING GRANTED.
10. TO MINIMIZE RUTTING AND EROSION OF THE ROADSIDE DUE TO ON-STREET PARKING, DRIVEWAY AND BUILDING LAYOUTS MUST BE CONFIGURED TO ALLOW FOR VEHICLES TO BE STORED IN THE DRIVEWAY BEYOND THE RIGHT-OF-WAY, WITHOUT INTERFERING WITH SIDEWALK ACCESS AND CLEARANCE.
11. THE DEVELOPER SHALL BE REQUIRED TO FURNISH AND PLACE RIGHT-OF-WAY MONUMENTS IN ACCORDANCE WITH DELDOT'S DEVELOPMENT COORDINATION MANUAL.
12. THE DEVELOPER SHALL BE REQUIRED TO FURNISH AND PLACE RIGHT-OF-WAY MONUMENTS ON THE DESIGNATED SUBDIVISION STREET RIGHT-OF-WAY IN ACCORDANCE WITH SECTION 3.2.4.1 OF THE DEVELOPMENT COORDINATION MANUAL, AND THE REQUIREMENTS OF THE LAND USE AGENCY. RIGHT-OF-WAY MONUMENTS SHALL BE PLACED ALONG THE RIGHT-OF-WAY LINES, AT A MINIMUM ON ONE SIDE OF THE STREET AT EVERY CHANGE IN HORIZONTAL ALIGNMENT TO PROVIDE A PERMANENT REFERENCE FOR THE RE-ESTABLISHING THE CENTERLINE AND RIGHT-OF-WAY LINE.
13. THE DEVELOPER HAS ENTERED INTO A MEMORANDUM OF UNDERSTANDING DATED SEPTEMBER 18, 2017 AND IS ON FILE AT THE DEPARTMENT. THE DEVELOPER SHALL COMPLY WITH ITEM 4 OF THE MEMORANDUM AND IT STATES: "WHILE THE ACCESS IS UNDER REVIEW/RECONSTRUCTION AND THE UPDATED TRAFFIC IMPACT STUDY IS BEING PREPARED, DELDOT WILL ALLOW THE BUILDING PERMITS FOR THE FIRST 4 UNITS FOR THE 4 MODEL HOMES. ONCE THE PUNCH LIST IS COMPLETED DELDOT WILL ALLOW FOR 160 CERTIFICATES OF OCCUPANCY. NO OTHER BUILDING PERMITS OR C/O SHOULD BE ISSUED UNTIL SUCH TIME THE UPDATED TIS IS COMPLETED AND FINDINGS AGREED TO."

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DELDOT TIS NOTES (11/6/2019 FINAL)

1. THE DEVELOPER SHOULD MODIFY THE EXISTING FULL-MOVEMENT SITE ACCESS ON S. WALNUT STREET. THE PROPOSED CONFIGURATION IS SHOWN IN THE TABLE BELOW.

APPROACH	EXISTING CONFIGURATION	PROPOSED CONFIGURATION
EASTBOUND SITE ACCESS	ONE SHARED LEFT-TURN/ RIGHT-TURN LANE (STUB IS CURRENTLY CONSTRUCTED)	ONE SHARED LEFT-TURN/ RIGHT-TURN LANE
NORTHBOUND S. WALNUT STREET	ONE SHARED LEFT-TURN/THROUGH LANE	ONE LEFT-TURN LANE AND ONE THROUGH LANE
SOUTHBOUND S. WALNUT STREET	ONE THROUGH LANE, ONE BICYCLE LANE, AND ONE RIGHT-TURN LANE	ONE THROUGH LANE, ONE BICYCLE LANE, AND ONE RIGHT-TURN LANE

INITIAL RECOMMENDED MINIMUM TURN-LANE LENGTHS (EXCLUDING TAPERS) OF THE SEPARATE TURN LANES ARE LISTED BELOW. THE DEVELOPER SHOULD COORDINATE WITH DELDOT'S DEVELOPMENT COORDINATION SECTION TO DETERMINE FINAL TURN-LANE LENGTHS DURING THE SITE PLAN REVIEW PROCESS.

APPROACH	LEFT-TURN LANE	RIGHT-TURN
EASTBOUND SITE ACCESS	N/A	N/A
NORTHBOUND S. WALNUT STREET	95 FEET*	N/A
SOUTHBOUND S. WALNUT STREET	N/A	100 FEET**

* INITIAL TURN-LANE LENGTH BASED ON DELDOT'S AUXILIARY LANE WORKSHEET

** INITIAL TURN-LANE LENGTH BASED ON DELDOT'S AUXILIARY LANE WORKSHEET. EXISTING TURN LANE EXCEEDS THIS LENGTH AND IS ACCEPTABLE TO REMAIN.

2. THE DEVELOPER SHOULD IMPROVE S. WALNUT STREET FROM THE BEGINNING OF THE TRANSITION FOR THE NORTHBOUND LEFT-TURN LANE (DESCRIBED ABOVE IN ITEM NO. 1) TO THE SOUTHERN EDGE OF TAX PARCEL 1-30-3.00-263 (APPROXIMATELY 1,550 FEET NORTH OF THE SITE ACCESS). THE ROAD SHOULD BE IMPROVED AS NEEDED TO PROVIDE ELEVEN-FOOT TRAVEL LANES AND FIVE-FOOT SHOULDERS. DETAILS OF THE IMPROVEMENT MUST BE COORDINATED WITH DELDOT'S DEVELOPMENT COORDINATION SECTION. THE DEVELOPER SHOULD PROVIDE A BITUMINOUS CONCRETE OVERLAY TO THE EXISTING TRAVEL LANES, AT DELDOT'S DISCRETION. DELDOT SHOULD ANALYZE THE EXISTING LANE'S PAVEMENT SECTION AND RECOMMEND AN OVERLAY THICKNESS TO THE DEVELOPER'S ENGINEER IF NECESSARY.
3. PRIOR TO ISSUANCE OF THE 227TH BUILDING PERMIT, THE DEVELOPER SHALL MODIFY THE EXISTING RIGHT-IN/LEFT-IN/RIGHT-OUT SITE ACCESS ON US ROUTE 113. THE PROPOSED CONFIGURATION IS SHOWN IN THE TABLE BELOW. ASIDE FROM THE RECOMMENDED EXTENSION OF THE RIGHT-TURN LANE ON NORTHBOUND US ROUTE 113, THE PROPOSED CONFIGURATION HAS ALREADY BEEN CONSTRUCTED.

APPROACH	EXISTING CONFIGURATION	PROPOSED CONFIGURATION
WESTBOUND SITE ACCESS	ONE RIGHT-TURN LANE	ONE RIGHT-TURN LANE
NORTHBOUND US ROUTE 113	ONE U-TURN LANE, TWO THROUGH LANES, AND ONE RIGHT-TURN LANE	ONE U-TURN LANE, TWO THROUGH LANES, AND ONE RIGHT-TURN LANE
SOUTHBOUND US ROUTE 113	ONE U-TURN / LEFT-TURN LANE AND TWO THROUGH LANES	ONE U-TURN / LEFT-TURN LANE AND TWO THROUGH LANES

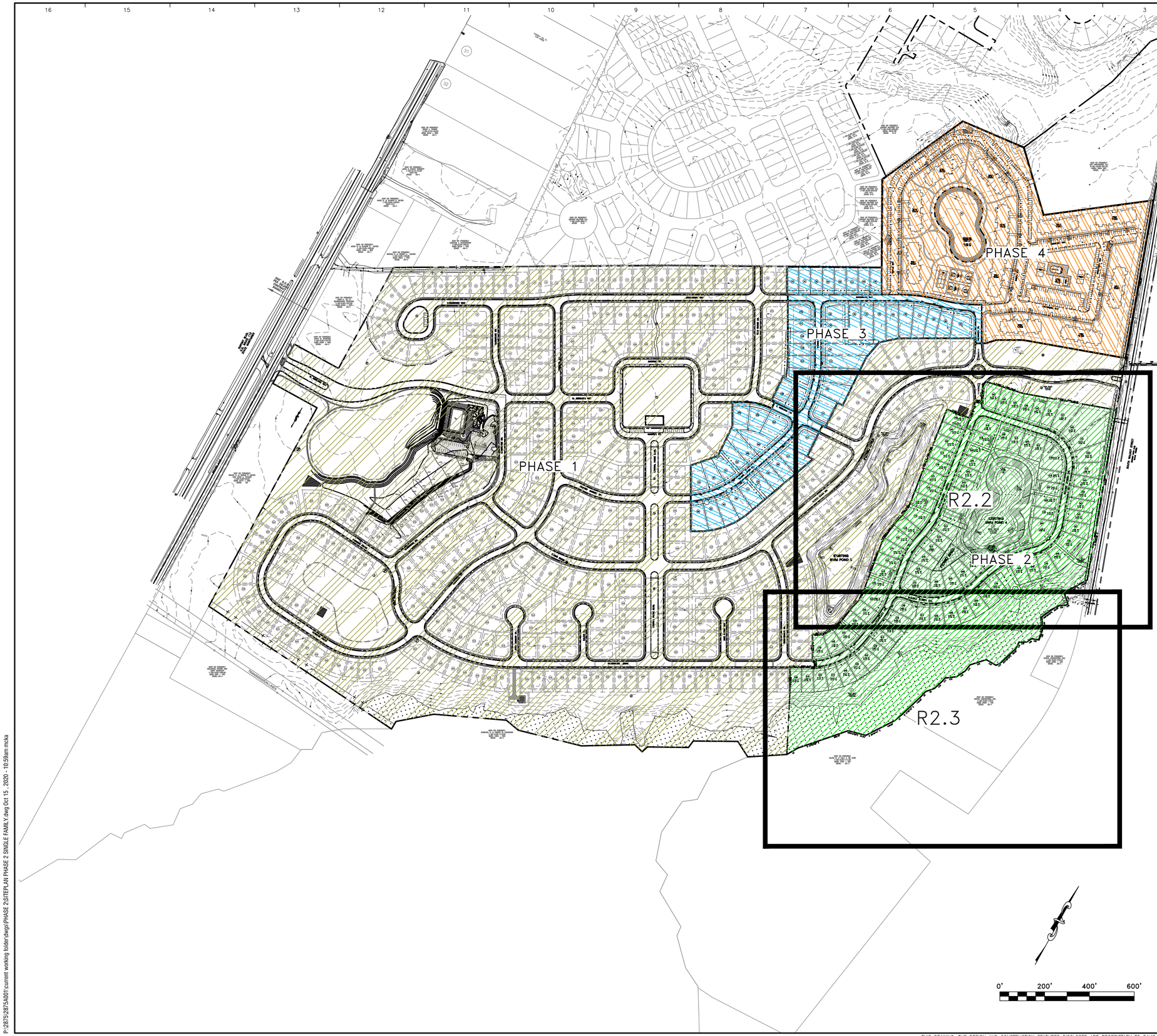
INITIAL RECOMMENDED MINIMUM TURN-LANE LENGTHS (EXCLUDING TAPERS) OF THE SEPARATE TURN LANES ARE LISTED BELOW. THE DEVELOPER SHOULD COORDINATE WITH DELDOT'S DEVELOPMENT COORDINATION SECTION TO DETERMINE FINAL TURN-LANE LENGTHS DURING THE SITE PLAN REVIEW.

APPROACH	LEFT-TURN LANE	RIGHT-TURN
WESTBOUND SITE ACCESS	N/A	N/A
NORTHBOUND US ROUTE 113	N/A	380 FEET*
SOUTHBOUND US ROUTE 113	315 FEET **	N/A

* INITIAL TURN-LANE LENGTH BASED ON COORDINATION WITH DELDOT. LENGTH OF THE FULL-WIDTH PORTION OF THE NORTHBOUND RIGHT-TURN LANE SHOULD BE APPROXIMATELY 380 FEET (EXTENDING TO WHERE THE EXISTING CURB BEGINS AND THE SHOULDER WIDTH CHANGES), AND SHOULD HAVE AN 80-FOOT TAPER.

** INITIAL TURN-LANE LENGTH BASED ON DELDOT'S AUXILIARY LANE WORKSHEET. EXISTING TURN LANE EXCEEDS THIS LENGTH AND IS ACCEPTABLE TO REMAIN.

4. THE DEVELOPER SHOULD ENTER INTO A TRAFFIC SIGNAL AGREEMENT WITH DELDOT FOR DESIGN AND CONSTRUCTION OF A FUTURE TRAFFIC SIGNAL FOR THE INTERSECTION OF N. OLD STATE ROAD AND JOHNSON ROAD. THE AGREEMENT SHOULD INCLUDE PEDESTRIAN SIGNALS, CROSSWALKS, INTERCONNECTION, AND ITS EQUIPMENT SUCH AS CCTV CAMERAS AT DELDOT'S DISCRETION. THE CONSTRUCTION SCHEDULE OF THE NEW TRAFFIC SIGNAL IS YET TO BE DETERMINED BY DELDOT. THE DEVELOPER SHOULD COORDINATE WITH DELDOT ON THE DESIGN DETAILS AND IMPLEMENTATION OF THE TRAFFIC SIGNAL. THE AGREEMENT SHOULD PROVIDE FOR INSTALLATION AND ACTIVATION OF THE SIGNAL AT DELDOT'S DISCRETION. ENTERING INTO A TRAFFIC SIGNAL REVOLVING FUND AGREEMENT FOR THIS INTERSECTION IS AN OPTION INSTEAD OF THE TRADITIONAL TRAFFIC SIGNAL AGREEMENT. THE DEVELOPER SHOULD COORDINATE WITH DELDOT'S DEVELOPMENT COORDINATION SECTION TO DETERMINE WHICH TYPE OF AGREEMENT NEEDED AND DETAILS THEREOF.
5. THE FOLLOWING BICYCLE, PEDESTRIAN, AND TRANSIT IMPROVEMENTS SHOULD BE INCLUDED:
    A. ADJACENT TO THE RIGHT-TURN LANE ON SOUTHBOUND S. WALNUT STREET AT THE SITE ENTRANCE, THERE IS AN EXISTING FIVE-FOOT WIDE BICYCLE LANE THAT MUST BE RETAINED AS THAT SITE ENTRANCE INTERSECTION IS RECONSTRUCTED IN ACCORDANCE WITH ITEM NO. 1 ABOVE. THIS BICYCLE LANE MUST BE DEDICATED AND STRIPED WITH APPROPRIATE MARKINGS FOR BICYCLISTS.
    B. APPROPRIATE BICYCLE SYMBOLS, DIRECTIONAL ARROWS, PAVEMENT MARKINGS, AND SIGNING SHOULD BE INCLUDED ALONG BICYCLE FACILITIES AND TURN LANES WITHIN THE PROJECT LIMITS.
    C. UTILITY COVERS SHOULD BE MADE FLUSH WITH THE PAVEMENT.
    D. IF A CLUBHOUSE OR OTHER COMMUNITY FACILITY IS CONSTRUCTED AS SHOWN ON THE PROVIDED MASTER PLAN, BIKE PARKING SHOULD BE PROVIDED NEAR THE BUILDING ENTRANCES, WHERE THE BUILDING ARCHITECTURE PROVIDES FOR AN AWNING OR OTHER OVERHANG, THE BIKE PARKING SHOULD BE COVERED.
    E. A MINIMUM 15-FOOT WIDE PERMANENT EASEMENT FROM THE EDGE OF THE RIGHT-OF-WAY SHOULD BE DEDICATED TO DELDOT WITHIN THE SITE FRONTAGE ALONG US ROUTE 113.
    F. A MINIMUM 15-FOOT WIDE PERMANENT EASEMENT FROM THE EDGE OF THE RIGHT-OF-WAY SHOULD BE DEDICATED TO DELDOT ALONG THE WEST SIDE OF S. WALNUT STREET FROM THE BEGINNING OF THE TRANSITION FOR THE NORTHBOUND LEFT-TURN LANE (DESCRIBED ABOVE IN ITEM NO. 1) TO THE SOUTHERN EDGE OF TAX PARCEL 1-30-3.00-263 (APPROXIMATELY 1,550 FEET NORTH OF THE SITE ACCESS).
    G. WITHIN THE ENTIRE LENGTH OF THE EASEMENT ALONG S. WALNUT STREET (AS DESCRIBED ABOVE IN ITEM NO. 5.F.), A MINIMUM OF A TEN-FOOT WIDE SHARED-USE PATH (SUP) THAT MEETS CURRENT AASHTO AND ADA STANDARDS SHOULD BE CONSTRUCTED ALONG THE SITE FRONTAGE. THE SUP SHOULD HAVE A MINIMUM OF A FIVE-FOOT BUFFER FROM THE ROADWAY. AT THE NORTH END OF ITS LENGTH, THE SUP SHOULD CONNECT TO THE ADJACENT PROPERTY. AT THE SOUTH END, THE SUP SHOULD CONNECT TO THE SHOULDER. THE DEVELOPER SHOULD COORDINATE WITH DELDOT'S DEVELOPMENT COOR



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KEY MAP

MILFORD PONDS - PHASE 2

CEDAR CREEK HUNDRED, CITY OF MILFORD

SUSSEX COUNTY, DELAWARE

Revisions:
⚠ 08/05/20 PER DELDOT COMMENTS

Date:	JUNE 2020
Scale:	1"=200'
Dwn.By:	ADM
Proj.No.:	2875A001
Dwg.No.:	R2.1

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PHASE 2 RECORD PLAN

MILFORD PONDS - PHASE 2

CEDAR CREEK HUNDRED, CITY OF MILFORD

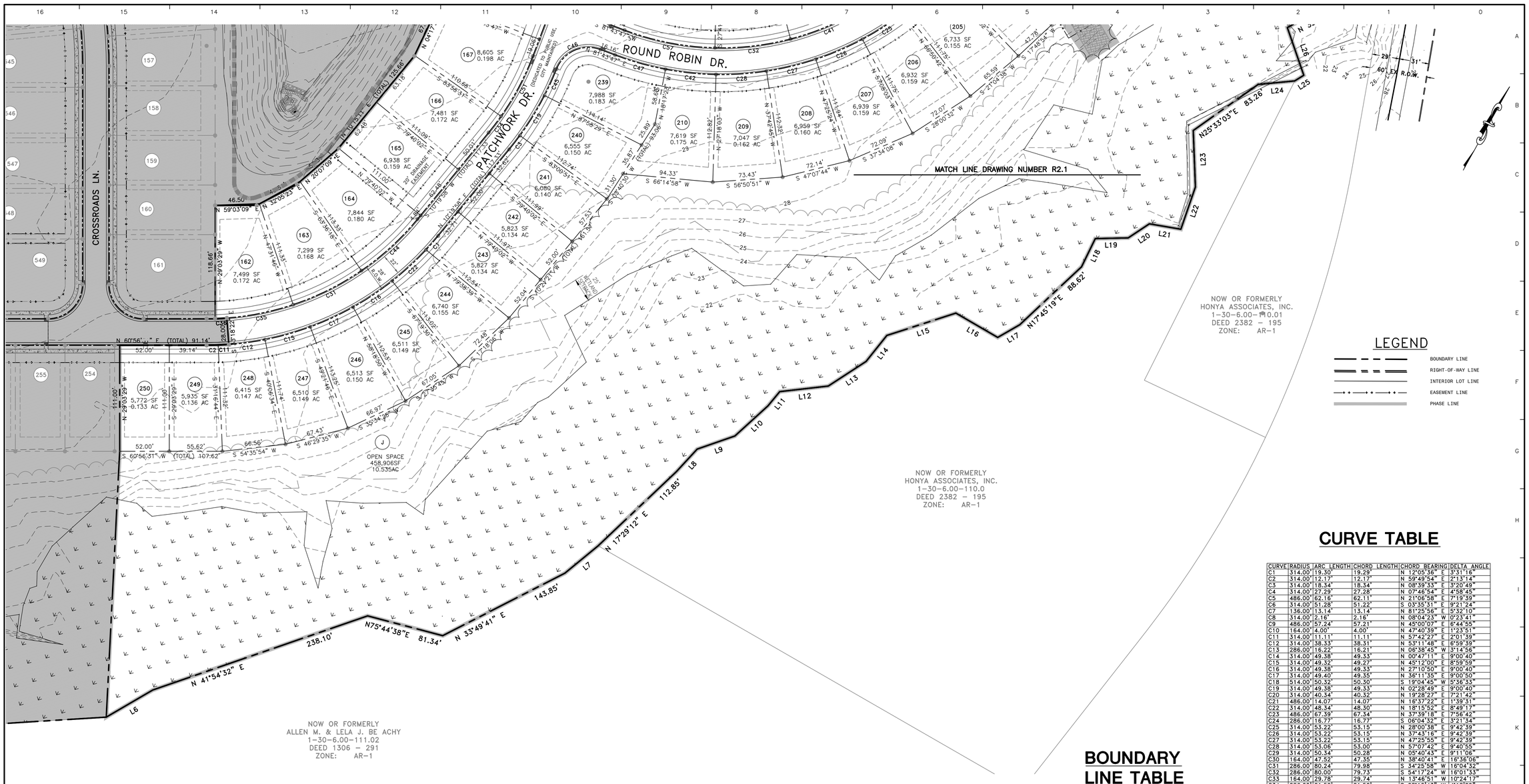
SUSSEX COUNTY, DELAWARE

Revisions:
⚠ 08/05/20 PER DELDOT COMMENTS

Date:	JUNE 2020
Scale:	1"=50'
Dwn.By:	ADM
Proj.No.:	2875A001
Dwg.No.:	R2.2

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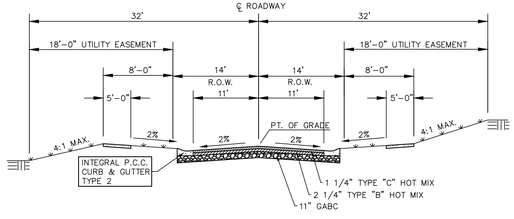


CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	314.00'	19.30'	19.29'	N 12°05'36" E	3°31'16"
C2	314.00'	12.17'	12.17'	N 59°49'54" E	2°13'14"
C3	314.00'	18.34'	18.34'	N 08°39'33" E	3°20'49"
C4	314.00'	27.29'	27.28'	N 07°46'54" E	4°58'45"
C5	486.00'	62.18'	62.11'	N 21°06'58" E	7°19'39"
C6	314.00'	51.28'	51.22'	S 03°25'51" E	9°21'24"
C7	136.00'	13.14'	13.14'	N 81°25'56" E	5°32'10"
C8	314.00'	2.16'	2.16'	N 08°04'23" W	0°23'41"
C9	486.00'	57.24'	57.21'	N 45°00'07" E	6°44'55"
C10	164.00'	4.00'	4.00'	N 47°40'39" E	1°23'51"
C11	314.00'	11.11'	11.11'	N 57°42'27" E	2°01'39"
C12	314.00'	38.33'	38.31'	N 53°11'48" E	6°59'39"
C13	286.00'	16.22'	16.21'	N 06°38'45" W	3°14'56"
C14	314.00'	49.38'	49.33'	N 00°47'11" E	9°00'40"
C15	314.00'	49.32'	49.27'	N 45°12'00" E	8°59'59"
C16	314.00'	49.38'	49.33'	N 27°10'50" E	9°00'40"
C17	314.00'	49.40'	49.35'	N 36°11'35" E	9°00'50"
C18	514.00'	50.32'	50.30'	S 19°04'45" W	5°36'53"
C19	314.00'	49.38'	49.33'	N 02°28'49" E	9°00'40"
C20	314.00'	40.34'	40.32'	N 19°28'27" E	7°21'42"
C21	486.00'	14.07'	14.07'	N 16°37'22" E	1°39'31"
C22	314.00'	48.34'	48.30'	N 18°15'52" E	8°49'17"
C23	486.00'	67.39'	67.34'	N 37°39'18" E	7°56'42"
C24	286.00'	16.77'	16.77'	S 06°04'32" E	3°21'34"
C25	314.00'	53.22'	53.15'	N 28°00'38" E	9°42'39"
C26	314.00'	53.22'	53.15'	N 37°43'16" E	9°42'39"
C27	314.00'	53.22'	53.15'	N 47°25'55" E	9°42'39"
C28	314.00'	53.06'	53.00'	N 57°07'42" E	9°40'55"
C29	314.00'	50.34'	50.28'	N 05°40'43" E	9°11'06"
C30	164.00'	47.52'	47.35'	N 38°40'41" E	16°36'06"
C31	286.00'	80.24'	79.98'	S 54°25'58" W	16°04'32"
C32	286.00'	80.00'	79.73'	S 54°17'24" W	16°01'33"
C33	164.00'	29.78'	29.74'	N 13°46'51" W	10°24'17"
C34	286.00'	21.50'	21.50'	S 08°10'43" W	4°18'29"
C35	286.00'	71.00'	70.81'	S 49°34'56" W	14°13'24"
C36	286.00'	12.34'	12.34'	S 57°55'47" W	2°28'19"
C37	286.00'	76.34'	76.11'	N 02°37'29" E	15°17'34"
C38	514.00'	4.32'	4.32'	S 18°02'02" W	0°28'52"
C39	286.00'	71.81'	71.62'	S 22°59'12" W	14°23'11"
C40	164.00'	35.22'	35.15'	N 25°08'05" W	12°18'11"
C41	286.00'	80.35'	80.09'	S 38°13'43" W	16°05'50"
C42	314.00'	53.38'	53.32'	N 66°50'24" E	9°44'28"
C43	164.00'	10.43'	10.43'	S 80°29'09" W	3°38'37"
C44	286.00'	80.18'	79.91'	S 18°21'50" W	16°03'44"
C45	314.00'	30.34'	30.33'	N 04°47'37" W	5°32'11"
C46	36.00'	56.10'	50.60'	N 37°05'02" E	89°17'29"
C47	314.00'	54.91'	54.84'	N 76°43'12" E	10°01'09"
C48	164.00'	51.71'	51.50'	N 21°20'39" E	18°03'59"
C49	36.00'	54.30'	49.30'	N 35°27'16" E	86°25'10"
C50	286.00'	73.21'	73.01'	S 02°56'16" W	14°40'01"
C51	286.00'	71.36'	71.17'	S 01°07'22" E	14°17'42"
C52	36.00'	49.30'	45.54'	N 62°06'15" W	78°27'47"
C53	214.00'	4.78'	4.78'	N 23°30'48" W	1°16'52"
C54	47.00'	34.65'	33.87'	N 03°01'56" W	42°14'35"
C55	164.00'	59.79'	59.46'	N 01°51'59" E	20°53'22"
C56	164.00'	47.52'	47.35'	N 39°35'13" W	16°36'06"
C57	286.00'	96.97'	96.51'	S 72°00'59" W	19°25'36"
C58	36.00'	56.55'	50.91'	N 53°16'13" W	90°00'00"
C59	164.00'	47.52'	47.35'	N 89°23'30" W	16°36'06"
C60	136.00'	159.87'	150.89'	S 14°41'36" W	67°21'10"
C61	136.00'	182.34'	168.98'	S 57°23'29" E	76°48'59"
C62	164.00'	47.52'	47.35'	N 56°11'18" W	16°36'06"
C63	164.00'	47.52'	47.35'	N 72°47'24" W	16°36'06"
C64	314.00'	22.12'	22.11'	N 05°44'14" W	4°02'10"
C65	486.00'	75.52'	75.44'	S 29°13'52" W	8°54'10"
C66	514.00'	237.66'	235.55'	N 35°07'48" E	26°29'33"
C67	186.00'	52.75'	52.57'	N 13°52'48" W	16°14'58"

BOUNDARY LINE TABLE

LINE	BEARING	DISTANCE
L6	S 30°42'10" W	56.55'
L7	S 21°29'35" W	45.05'
L8	S 13°36'32" W	32.30'
L9	S 41°41'39" W	41.84'
L10	S 18°34'52" W	46.92'
L11	S 10°34'32" W	19.34'
L12	S 54°25'00" W	51.14'
L13	S 27°54'47" W	47.33'
L14	S 09°35'35" W	34.89'
L15	S 42°58'33" W	76.02'
L16	N 88°51'15" W	50.74'
L17	S 30°54'31" W	26.75'
L18	S 03°00'55" E	32.86'
L19	S 59°38'18" W	34.50'
L20	S 27°19'36" W	26.67'
L21	S 70°41'53" W	33.44'
L22	S 09°58'45" E	46.81'
L23	S 31°12'39" E	59.31'
L24	S 55°23'17" W	38.64'
L25	S 28°42'11" W	11.17'
L26	S 48°08'15" E	52.86'



ROUND ROBIN DRIVE
0+00.00 - 16+55.46

PATCHWORK DRIVE
21+50.00 - 35+90.00

REQUIRED STRUCTURAL NUMBER = 2.00
PROPOSED STRUCTURAL NUMBER = 2.94

0' 50' 100' 150'

DAVIS, BOWEN & FRIEDEL, INC.
ARCHITECTS ENGINEERS SURVEYORS
SALISBURY, MARYLAND (410) 543-9091
OCEAN CITY, MARYLAND (302) 641-1444
EASTON, MARYLAND (410) 770-4744

PHASE 2 RECORD PLAN

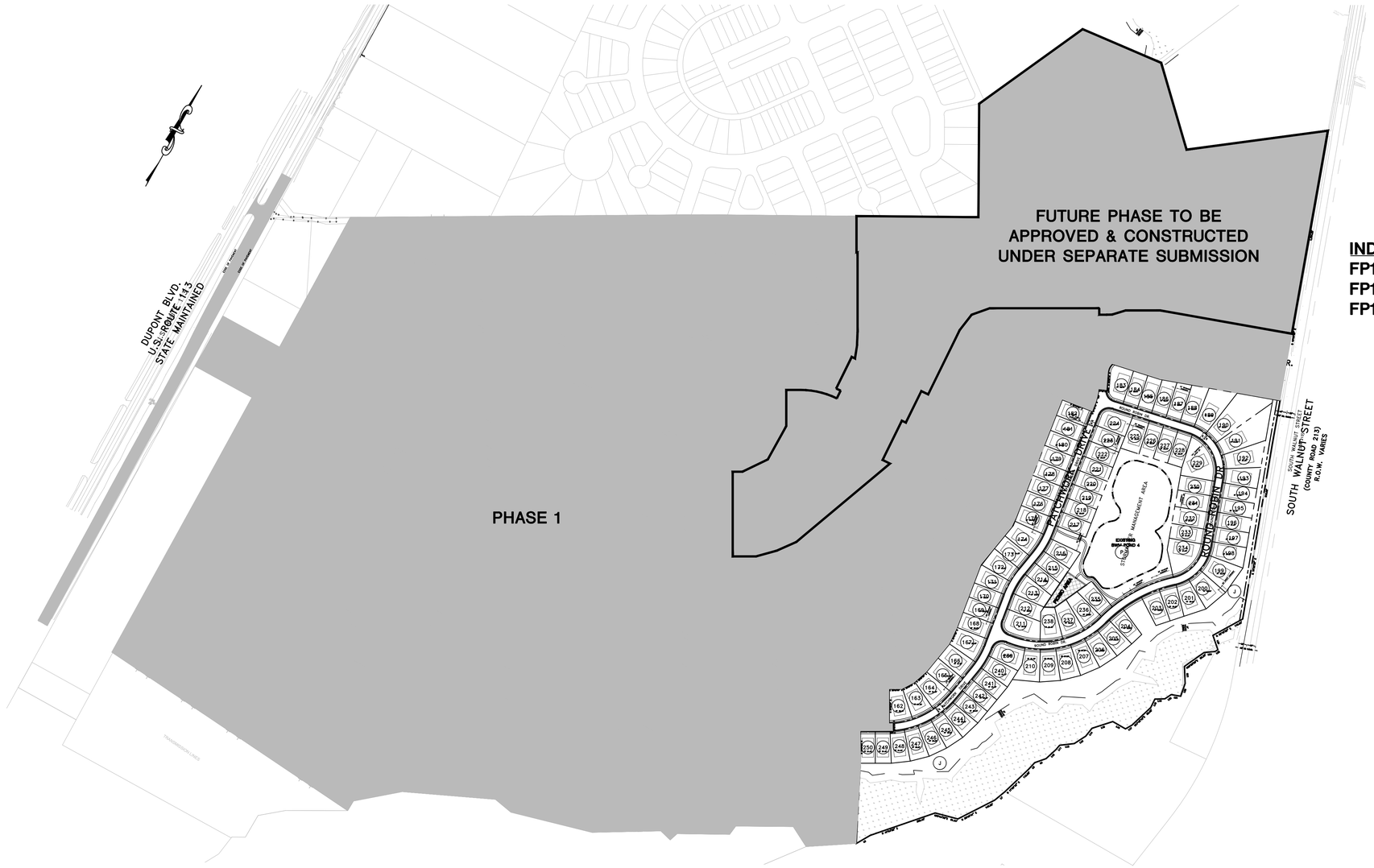
MILFORD PONDS - PHASE 2
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:
⚠ 08/05/20 PER DELDOT COMMENTS

Date: JUNE 2020
Scale: 1"=50'
Dwn.By: ADM
Proj.No.: 2875A001
Dwg.No.: R2.3

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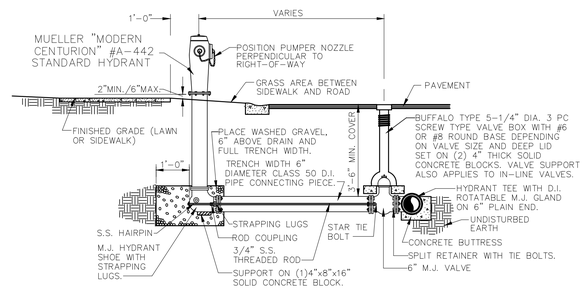


INDEX OF DRAWINGS

FP1.1 FIRE PROTECTION OVERVIEW PLAN & DETAILS
FP1.2 FIRE PROTECTION PLAN
FP1.3 FIRE PROTECTION PLAN

FIRE PROTECTION NOTES

1. TOWNHOUSE BUILDINGS WILL NOT BE SPRINKLERED BUT WILL CONTAIN WALL SEPARATION BETWEEN UNITS ACCORDING TO DETAIL FOUND ON THIS SHEET.
2. ALL FIRE LANES, FIRE HYDRANTS, AND FIRE DEPARTMENT CONNECTIONS SHALL BE MARKED IN ACCORDANCE WITH THE DELAWARE STATE FIRE PREVENTION REGULATIONS.
3. ALL PROPOSED BUILDINGS REQUIRE A 2 HOUR FIRE WALL RATING IN ACCORDANCE WITH THE DELAWARE STATE FIRE PREVENTION REGULATIONS.
4. PROPOSED BUILDING CONSTRUCTION IS NFPA TYPE V & 2 STORY WOOD FRAME TOWNHOUSES
5. WATER SUPPLIER: CITY OF MILFORD
6. NATURAL GAS SUPPLIER: CHESAPEAKE UTILITIES CORP.



FIRE HYDRANT DETAIL

N.T.S.

= SINGLE FAMILY RESIDENCE

DAVIS, BOWEN & FRIEDEL, INC.
ARCHITECTS ENGINEERS SURVEYORS
SALISBURY, MARYLAND (410) 543-9091
MILFORD, DELAWARE (302) 424-1441
EASTON, MARYLAND (410) 770-4744

FIRE PROTECTION OVERVIEW PLAN & DETAILS

MILFORD PONDS - PHASE 2
CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:

Date:	JUNE 2020
Scale:	AS SHOWN
Dwn.By:	ADM
Proj.No.:	2875A001
Dwg.No.:	FP1.1

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MATCHLINE SHEET FP1.3

PHASE 1

PHASE 1

ROUND ROBIN DR.

PATCHWORK DRIVE

N 04°17'33" W

N 59°03'09" E

N 32°03'23" E

N 20°07'09" E

N 59°03'09" E

N 32°03'23" E

N 20°07'09" E

25' WETLAND SETBACK

20' DRAINAGE EASEMENT

20' DRAINAGE EASEMENT

28' R.O.W.

8" W

8" W

L6 N 41°54'32" E 238.10'

L7 N 75°44'38" E 81.34'

L8 N 33°49'41" E 143.85'

L9 N 17°29'12" E 112.85'

L10

L11

L12

L13

L14

L15

L16

L17 N17°45'19"E 88.62'

L18

L19

L20

L21

L22

NOTE LEGEND

(A) PROPOSED STOP SIGN (R1-1)

(B) PROPOSED HANDICAP RAMP

(C) PROPOSED FIRE HYDRANT ASSEMBLY

0' 50' 100' 150'

DAVIS, BOWEN & FRIEDEL, INC.

ARCHITECTS ENGINEERS SURVEYORS

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

FIRE PROTECTION PLAN

MILFORD PONDS - PHASE 2

CEDAR CREEK HUNDRED, CITY OF MILFORD

SUSSEX COUNTY, DELAWARE

Revisions:

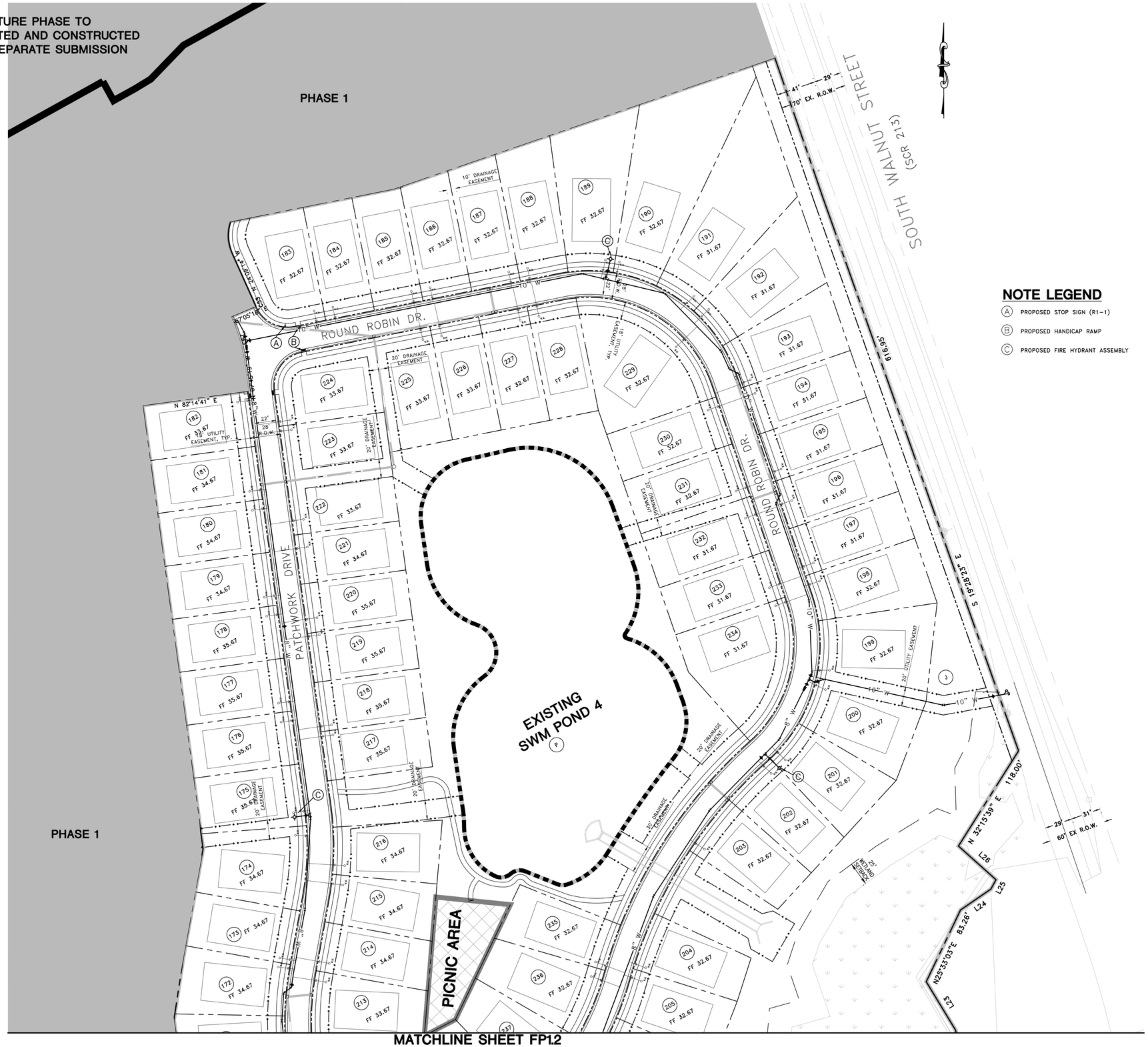
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Dwg.No.:	FP1.2

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FUTURE PHASE TO
BE SUBMITTED AND CONSTRUCTED
UNDER SEPARATE SUBMISSION

PHASE 1



NOTE LEGEND

(A) PROPOSED STOP SIGN (R1-1)

(B) PROPOSED HANDICAP RAMP

(C) PROPOSED FIRE HYDRANT ASSEMBLY

0' 50' 100' 150'

DAVIS, BOWEN & FRIEDEL, INC.
ARCHITECTS ENGINEERS SURVEYORS
SALISBURY, MARYLAND (410) 543-9091
MILFORD, DELAWARE (302) 424-1441
EASTON, MARYLAND (410) 770-4744

FIRE PROTECTION PLAN

MILFORD PONDS - PHASE 2

CEDAR CREEK HUNDRED, CITY OF MILFORD
SUSSEX COUNTY, DELAWARE

Revisions:

Date:	JUNE 2020
Scale:	1"=50'
Dwn.By:	ADM
Proj.No.:	2875A001
Dwg.No.:	FP1.3

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

JENNIFER COHAN
SECRETARY

September 15, 2020

Mr. Rob Pierce, Director
City of Milford
201 S Walnut St
Milford, Delaware 19963

SUBJECT: Letter of No Objection to Recordation
Milford Ponds
Tax Parcel # 130-6.00-108.00
SCR113-DUPONT BOULEVARD
SCR213-WALNUT STREET
Milford, Cedar Creek Hundred, Sussex County

Dear Mr. Pierce:

The Department of Transportation has reviewed the Site Plan, dated June 2020 (signed and sealed by the Engineer on August 19, 2020), for the above referenced site, and has no objection to its recordation as shown on the enclosed drawings. This "No Objection to Recordation" approval shall be valid for a period of **five (5) years**. If the Site Plan is not recorded prior to the expiration of the "No Objection to Recordation", then the plan must be updated to meet current requirements and resubmitted for review and approval.

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

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

DelDOT

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

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

Very truly yours,



Susanne K. Laws
Sussex County Review Coordinator
Development Coordination

cc: Joel Sens, Stafford Street Capital, LLC
Ring Lardner, Davis, Bowen & Friedel, Inc.
William Kirsch, South District Entrance Permit Supervisor
Rusty Warrington, Sussex County Planning & Zoning
Jessica L. Watson, Sussex Conservation District
Gemez W. Norwood, South District Public Work Manager
James Argo, South District Project Reviewer
Robert Bragg, South District Subdivision Manager
Jennifer Pinkerton, Chief Materials & Research Engineer
Chris Sylvester, Traffic Studies Manager
Linda Osiecki, Pedestrian Coordinator
John Fiori, Bicycle Coordinator
Mark Galipo, Traffic Development Coordination Engineer
Tim Phillips, Maintenance Support Manager
Dan Thompson, Safety Officer North District
Jared Kauffman, DTC Planner
James Kelley, JMT
Wendy L. Polasko, Subdivision Engineer
Derek Sapp, Subdivision Manager, Development Coordination

October 1, 2020

Ring Lardner
Davis, Bowen & Friedel, Inc
rwl@dbfinc.com

RE: **Milford Ponds, Phase 2 – Millsboro, DE**

Mr. Lardner,

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

- ☑ Submit 5 sets of plans for approval.
- ☑ Submit 1 set scaled 12 x 18 for approval.
- ☑ Submit an electronic copy (PDF) of the project's complete construction set.
- ☑ Submit a paper and electronic copy (PDF) of the Stormwater Report (and all exhibits).
- ☑ Provide an inspection fee of $0 and a maintenance fee of $0. (These may be combined on one check.)

Please note:

- ☑ Every plan sheet is to be signed and sealed by a qualified design professional.
- ☑ The SCD Owners Certification Statement is to be signed in ink on each set of plans.

If plans are submitted with any of the above items missing, they will **not** be approved. Be advised if there are any deficiencies which cannot be addressed within 72 hours the plans will be considered withdrawn and therefore, you will need to entirely resubmit. We appreciate your cooperation in this matter as we are trying to maintain a professional and structured office to better serve you.

If ownership is going to change, the District will require a new application and two sets of plans with the new owner's information and signed certification statement. In addition, the authorization to discharge stormwater under the regulations *Part 2 Special Conditions for Storm*

Water Discharges Associated with Construction Activities, must be transferred by the original owner to the new owner, please contact DNREC at 302-739-9921 for assistance.

If you have any questions or concerns regarding the aforementioned, please do not hesitate to contact the District at 302-856-2105.

Sincerely,

John Justice

Plan Reviewer

Cc: Tim Metzner, DBF

DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

Office of Engineering
Phone: (302) 741-8640
Fax: (302) 741-8631

RECEIVED
JAN 28 2020
DAVIS, BOWEN & FRIEDEL, INC.

January 23, 2020

MILFORD WATER DEPARTMENT

APPROVAL TO CONSTRUCT
Milford Ponds- Phase 2 Connection
PWS #DE0000616
Approval #20W11

Mr. Christopher Kalil
Milford Ponds, LLC
179 Rehoboth Avenue, Suite 1081
Rehoboth Beach, DE 19971

Dear Mr. Kalil:

As provided by Section 2.11 of the *State of Delaware Regulations Governing Public Drinking Water Systems*, you are granted approval to connect Milford Ponds Phase 2 to the existing main in accordance with the plans submitted by Davis, Bowen & Friedel, Inc. The plans consist of:

1. Transmittal letter dated January 17, 2020.
2. Application for Construction of New or Existing Public Water System dated January 17, 2020.
3. Two copies of the plans entitled "Milford Ponds – Phase 2" dated December 2019.

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

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

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

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

Plans reviewed by:

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

Sincerely,

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

cc: Rob Pierce, City of Milford
Ring W. Lardner, P.E., Davis, Bowen & Friedel, Inc.
Ashley Kunder, Office of Drinking Water

1. The approval is void if construction has not started by January 23, 2021.

2. The project shall be constructed in accordance with the approved plans and all required conditions listed in this Approval to Construct. If any changes are necessary, revised plans shall be submitted and a supplemental approval issued prior to the start of construction. As-built plans including profile mark-ups must be submitted to the Office of Engineering after construction has been completed.

3. Representatives of the Division of Public Health may inspect this project at any time during the construction.

4. This approval does not cover the structural stability of any units or parts of this project.

5. The water system shall be operated in conformance with the *State of Delaware Regulations Governing Public Drinking Water Systems*.

6. All wells, pipes, tanks, and equipment which can convey or store potable water shall be disinfected in accordance with the current AWWA procedures. Plans or specifications shall outline the procedure and include the disinfectant dosage, contact time, and method of testing the results of the procedure. (Recommended Standards for Water Works 2018 Edition 2.15)

7. Water mains crossing sanitary and storm sewers should be laid to provide a minimum vertical distance of 18 inches between the outside of the water main and the outside of the sewer, and the water main should be above the sewer. At crossings, one full length of water pipe should be located so both joints will be as far from the sewer as possible. Special structural support for the water and sewer pipes may be required. In cases where it is not practical to maintain an 18-inch separation, the Division may allow deviation on a case-by-case basis if supported by data from the design engineer.

8. Water mains should be laid 10 feet horizontally from any existing or proposed sanitary or storm sewers. The distance should be measured edge to edge. In cases where it is not practical to maintain a 10-foot separation, the Division may allow deviation on a case-by-case basis if supported by data from the design engineer.

9. All chemicals, materials, mechanical devices, and coatings in contact with potable water shall comply with National Sanitation Foundation/American National Standards Institute Standards (NSF/ANSI) 60 and 61 and shall be inert, nontoxic, and shall not import any taste, odor, or color to the water.

10. Sufficient valves should be provided so that inconvenience and sanitary hazards will be minimized during repairs. Valves should be located at not more than 500-foot intervals in commercial districts and at not more than one block or 800-foot intervals in other districts.

11. There shall be no connection between the distribution system and any pipes, pumps, hydrants, or tanks whereby unsafe water or other contaminating materials may be discharged or drawn into the system.

12. Fire hydrant drains shall not be connected to or located within 10 feet of sanitary sewers, storm sewers, or storm drains.

13. Prior to usage of water from this new well, water plant, storage plant, or distribution system, approval for the water quality must be obtained from the Division of Public Health.

14. The water system should be capable of providing at least 25 psi at ground level at all times throughout the distribution system.

15. All plastic pipe utilized in this drinking water system shall be approved for potable water use (NSF-pw). If any piping is joined with solder or flux, the solder and flux shall be lead free (less than or equal to 0.2 percent lead).

16. All water lines should be buried to a depth of at least 3 feet.

17. This approval is for the distribution system only. Plans and specifications for all well plumbing, pumps, storage (including any interior coatings), and treatment must be submitted to and approved by this office prior to their installation.

18. The approval is subject to immediate revocation upon violation of any of the preceding conditions.

19. All other local (county/city/town) approvals or permits needed must be obtained prior to beginning construction.

20. Upon completion of construction and before the system is placed into operation, a "Notice of Completion" must be submitted to the Office of Engineering. Before placing the system into operation, the following must be adhered to:
    a. Submit a set of as-built plans with profile markups to the Office of Engineering.
    b. Obtain an Approval to Operate from the Office of Engineering.

OFFICE OF THE STATE FIRE MARSHAL
Technical Services

22705 Park Avenue
Georgetown, DE 19947

SFMO PERMIT

Plan Review Number: 2020-04-202812-MJS-01
Status: Approved as Submitted

Tax Parcel Number: 130-6.00-558.00
Date: 01/30/2020

Project

Milford Ponds Phase 2

Milford Ponds Property
Phase #: 2

East of Rt 113
Milford DE 19963

Scope of Project

Number of Stories:
Square Footage:
Construction Class:
Fire District: 42 - Carlisle Fire Co Inc

Occupant Load Inside:
Occupancy Code: 9601

Applicant

Ring Lardner
1 Park Avenue
Milford, DE 19963

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

The owner understands that this construction start approval is limited to preliminary site construction and foundation work only. No other construction of any kind shall be permitted until the required building plan review is completed.

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

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

This Plan Review Project was prepared by:

Jefferson Cerri
Fire Protection Specialist II

FIRE PROTECTION PLAN REVIEW COMMENTS

Plan Review Number: 2020-04-202812-MJS-01
Status: Approved as Submitted

Tax Parcel Number: 130-6.00-558.00
Date: 01/30/2020

PROJECT COMMENTS

1002 A	This project has been reviewed under the provisions of the Delaware State Fire Prevention Regulations (DSFPR) UPDATED March 11, 2016. The current Delaware State Fire Prevention Regulations are available on our website at www.statefiremarshal.delaware.gov. These plans were not reviewed for compliance with the Americans with Disabilities Act (ADA). These plans were not reviewed for compliance with any Local, Municipal, nor County Building Codes.
1030 A	This site meets Water Flow Table 2, therefore the following water for fire protection requirements apply: Main Sizes: 6" minimum. Minimum Capacity: 500 gpm @ 20 psi residual for 1 hour duration. Hydrant Spacing: 1,000' on center.
1180 A	This report reflects site review only. It is the responsibility of the applicant and owner to forward copies of this review to any other agency as required by those agencies.
1132 A	Fire hydrants shall be color coded in accordance with the DSFPR, Part III, Section 3 4. This includes both color coding the bonnet and 2" reflective tape around the barrel under the top flange.
1232 A	All threads provided for fire department connections, to sprinkler systems, standpipes, yard hydrants or any other fire hose connections shall be uniform to those used by the fire department in whose district they are located. DSFPR Part III,Section 1.1.5.1.
1432 A	The steamer connection of all fire hydrants shall be so positioned so as to be facing the street or fire lane. (DSFPR Regulation 705, Chapter 5, Section 10). The center of all hose outlet(s) on fire hydrants shall be not less than 18 inches above finalgrade (NFPA 24, Section 7.3.3).
1332 A	The distance between a fire hydrant and the fire lane shall not be greater than seven feet (DSFPR Part V, Chapter 5, Section 5 10.4).

1501 A	If there are any questions about the above referenced comments please feel free to contact the Fire Protection Specialist who reviewed this project. Please have the plan review number available when calling about a specific project. When changes orrevisions to the plans occur, plans are required to be submitted, reviewed, and approved.

KCI TECHNOLOGIES
ISO 9001:2008 CERTIFIED
ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS
1352 Marrows Road, Suite 100 • Newark, DE 19711 • Phone 302-731-9176 • Fax 302-731-7807

October 14, 2020

City of Milford
201 South Walnut Street
Milford, Delaware 19963

Attention: Rob Pierce

Subject: Milford Ponds – Phase 2
KCI Job No. 131803632 – Task 09

Dear Mr. Pierce,

As requested, KCI Technologies performed a review of the Phase II of Milford Ponds Record/Construction Plans. This review was based on the City's Standard Specifications, and general engineering best practices. These plans were submitted by DBF and are dated June 2020.

We find the plans generally acceptable as submitted, contingent on the plans receiving Sussex Conservation District approval.

Phase 2 Record Plan

1. Clarify what the gray hatching is for to verify that the SWM area will not negatively affect the lots. **Addressed.**

2. Add a fence along the path where it is close to the banks of the stormwater management pond. **Comment Removed.**

Phase 2 Construction Plans

3. Provide all required agency approvals (i.e. Fire Marshal, DHSS, SCD, etc.) **Comment Noted – Provide SCD Approval once received.**

4. (C2.3) Comment Remains – The detail still does not match what is shown on the plan. Based on measurements on the plan, the distance between the R.O.W. and the back of sidewalk is 9'. However, the detail shows this as 8'. **Addressed.**

5. (C3.3 and C3.4) The hydraulic grade line is provided in the profiles. However, it does not specify which storm the hydraulic grade line is for (i.e. 2 year, 10 year, etc.). Revise the profiles accordingly to specify which storm the hydraulic grade line is representing. The storm drain system shall be designed using the 10 year storm event and all downstream pipes entering a stormwater management facility or outfall shall be designed for the 25 year storm. **Addressed.**

6. (General) Some of the Storm Drain pipes that enter/leave the pond have a negative slope. Provide approval from Sussex Conservation District for the Stormwater Plans. **Comment Noted – Provide SCD Approval once received.**

If you have any questions or comments regarding this letter, please do not hesitate to contact me any time at (302) 318-1087.

Sincerely,

Eric T. Gibson,
Engineer in Training

Jason McClafferty, P.E.
Project Manager

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, November 17, 2020
City Council Hearing: ~~Monday, November 23, 2020~~ January 11, 2020

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

ORDINANCE 2020-26

Davis, Bowen & Friedel on behalf of Milford Ponds LLC for a Final Major Subdivision (Phase II Only) of 28.06 +/- acres into 89 single family units in R1, R2, and R3 Zoning Districts. Property is located along Patchwork Drive and Round Robin Drive in the Milford Ponds Subdivision, Milford, Delaware. Present Use: Subdivision known as Milford Ponds; Proposed Use: Same. Tax Map: 1-30-3.00-264.01, 1-30-3.00-558.00, 1-30-6.00-600.00 through -691.00

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a Final Major Subdivision (Phase II Only); and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing to allow for public comment on November 17, 2020; and

WHEREAS, Milford City Council will hold a Public Hearing on November 23, 2020 to allow for public comment and further review of the ordinance.

Dates.
Planning Commission Review & Public Hearing: November 17, 2020
City Council Introduction: November 9, 2020
City Council Public Hearing: January 11, 2020 (2)
Effective Ten Days Following Adoption

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, 10/28/20

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

THE CITY of Milford DELAWARE

400 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council

FROM: Kenneth L. Brown, Chief of Police KLB

DATE: January 6, 2021

RE: Activity Report/December 2020

Monthly Stats:

A total of 219 arrests were made by the Milford Police Department during December 2020. Of these arrests, 43 were for criminal offenses and 176 for traffic violations. Criminal offenses consisted of 7 felonies and 36 misdemeanors. Traffic violations consisted of 76 Special Duty Radar, 6 Drunk-Driving charges, 94 other.

Police officers investigated 50 accidents during the month and issued 61 written reprimands. In addition, they responded to 899 various complaints including city requests and other agency assistance.

Due to numerous employees within the department contacting the Coronavirus, stats are lower than usual for the Month of December 2020.

Monthly Activities:

Throughout the month of December, participated in numerous conference calls and virtual meetings in reference the COVID-19 and the Governor's Emergency Order for the State of Delaware. This includes weekly Fire and Police conference calls, calls with the Governor, Municipalities of Sussex Co. conference call and numerous calls with City Government Officials, the City Manager and the public. Also, participated in monthly State, Kent and Sussex Chiefs meetings, DPCC Meeting, City Council and Workshop meetings, and the weekly City Manager's Meeting with Department Heads.

Attended SLEAF Meeting via Zoom held on December 1, 2020.

Met with State Auditor on December 4, 2020, photo opt to promote to Christmas Toy Drive.

Met with State Accreditation Program Coordinator on December 7, 2020, reference State Accreditation requirements to certify the Milford Police Department.

Participated in the Toy Drive pickup and photo op held at Benvenuto Restaurant on December 8, 2020.

Attended the Senior Center Monthly Board meeting via Zoom held on December 8, 2020.

Held conference call on December 21, 2020, with PMA Group reference to a Workman's Compensation Claim.

Attended meeting on December 22, 2020, in reference to information dissemination for the Milford Police Department referendum.

Interview with Channel 47 News in reference to referendum for new Milford Police Department held on December 28, 2020.

Training –

Two officers attended Report Writing course held at the Delaware State Police Academy on December 15, 2020.

Most training for the department was either cancelled or performed via webinars for the Month of December 2020 due to the COVID-19 Pandemic.

SRO –

Sgt. Masten and Will Gallagher from the City of Milford Electric Department discussed having an officer from the Community Policing Unit identify street lights out and compile a list during an evening patrol. Pfc. Badger identified 15 street lights out and Sgt. Masten forwarded that list to Mr. Gallagher, who then coordinated repair. These 15 were in one portion of the City. Sgt. Masten plans to identify further lights during future patrols.

Once again, this year Take My Hand Ministry hosted a toy collection event for the Community Policing Unit's Toy Drive. Dozens of toys were collected and gift cards. The toys will be distributed through community partners we work with in the Foster Care program. The gift cards are used each year to assist families in need identified by our Patrol Division.

Sgt. Masten attended the Kind to Kids holiday event at the Milford Senior Center on December 13, 2020. This event assisted dozens of area foster care families during the holiday season.

K9 Unit –

For the month of December 2020, the Milford Police Department K9 unit had the following stats:

K9-2 (Audie)

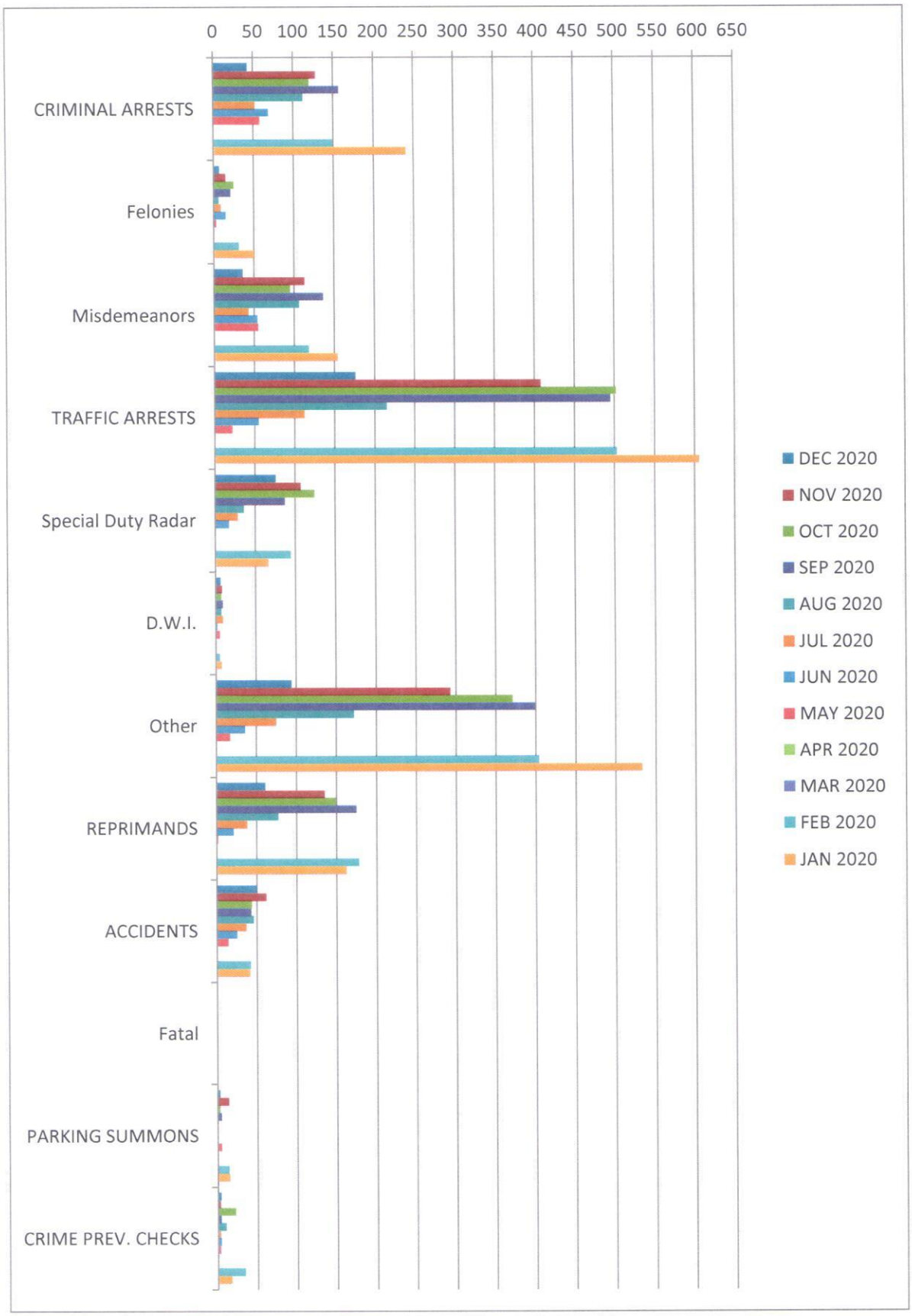
- Building Search 2
- Area Search 2
- Drug Sniff 1
- Assist Other Agency 4

Seized Items	Amount	Value
• Marijuana	1.0 Grams	

Due to the COVID-19 Pandemic stats for the K9 Unit are lower than usual for the Month of December 2020.

DEC 2020 ACTIVITY REPORT

	DEC 2020	TOTAL 2020	DEC 2019	TOTAL 2019
COMPLAINTS	899	11512	1345	15431
CRIMINAL ARRESTS	43	1128	151	1711
Felonies	7	182	34	318
Misdemeanors	36	910	117	1394
TRAFFIC ARRESTS	176	3094	438	5244
Special Duty Radar	76	635	61	870
D.W.I.	6	65	8	95
Other	94	2394	369	4279
REPRIMANDS	61	998	170	1583
ACCIDENTS	50	404	65	718
Fatal	0	1	1	2
PARKING SUMMONS	3	60	17	136
CRIME PREV. CHECKS	4	104	17	237
FINES RECEIVED	$4,958.37	$ 71,625.38	$8,871.42	$ 95,540.21


0 50 100 150 200 250 300 350 400 450 500 550 600 650
CRIMINAL ARRESTS
Felonies
Misdemeanors
TRAFFIC ARRESTS
Special Duty Radar
D.W.I.
Other
REPRIMANDS
ACCIDENTS
Fatal
PARKING SUMMONS
CRIME PREV. CHECKS
DEC 2020
NOV 2020
OCT 2020
SEP 2020
AUG 2020
JUL 2020
JUN 2020
MAY 2020
APR 2020
MAR 2020
FEB 2020
JAN 2020

PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: City Council and Mayor
From: Mark A. Whitfield, City Manager
Subject: December Monthly Report
Date: January 11, 2020

- Covid continues to plague City employees. As of end of December, we have had 17 confirmed cases, of which 5 have returned to work, and with 12 still on leave.
- To comply with the Governor's order, we altered work schedules to allow work-from-home between December 14 – January 11.
- We received the Covid vaccine priority schedule from the State. During our bi-weekly call to the Governor, I along with other City Managers have expressed our concern of getting vaccines for Public Works essential employees sooner rather than later.
- I attended several meetings of DEMEC in December.
- I attended the monthly Executive Board meeting of the Greater Milford Chamber of Commerce
- I met with a developer interested in a project in the Southeast portion of the City.
- I was interviewed by the Delaware Costal Waterways Commission regarding the recent WIIN project (Mispillion and Cedar Creed Watersheds).
- The City began their "12 Days before Christmas" event, giving out gifts to employees with winning tickets. Normally this is done at the Christmas party, however this year, it is being done by Zoom.
- I attended a follow up meeting with the Labor Department regarding the Haitian community events held in the fall.
- I attended two RASCL seminars.
- Terri, Jamesha, and I interviewed a candidate for the Deputy City Clerk positions. We offered the position to Katrina White who will begin her new duties on January 4.
- Shelving units were purchased for the basement vault area, which allowed us to relocate all the boxes being stored in the Council Chambers, vestibule, and hallways, back to the vault.
- Three new tables were purchased for the Council chambers to be used for expanded Council seating (should we continue to need to space 6' apart), or will be used as staff tables for the future.
- Jamesha and I were on a Zoom meeting with our insurance carrier with regard to evaluating our present risk exposure, and how we develop education programs to reduce our claims.
- Kudos to Parks and Rec as well as the Electric Division for the work they did decorating the downtown for Christmas. I have received numerous compliments.
- We had an electric outage on Small Business Saturday, due to a utility pole being struck by a car and broken. The repair necessitated replacing the pole. Unfortunately, many downtown businesses were out of power for approximately 2.5 hours.

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

To: Mayor and City Council
From: Louis C. Vitola, Finance Director
Date: January 9, 2021
Re: December 2020 Finance Department Staff Report

- The November 2020 Month-to-Date (MTD) and Fiscal Year-to-Date (YTD) Financial Reporting Package was distributed to Council with a separate narrative addressing financial results and a minor change to the report (Carlisle Fire Co Fund moved from Revenue page to Cash page).
- The Capital Improvement Planning (CIP) Budget and Spending Update was distributed to the Finance and Public Works Committee (FPWC) for the January 11, 2021 meeting.
- The FY20 Financial Statement Preparation and Audit process had resumed following the identification of FY20 opening balance items requiring review and reconciliation by the independent auditors, which contributed to the delay discussed with the last two Finance Staff Reports. More recently, issues related to FY'20 closing entries caused more delays, the details of which are included in a separate memo to Council.
- The Billing & Customer Service Department was short staffed the last three weeks of December and the first week of January due to COVID-19 isolation requirements, other short-term medical leave and scheduled holiday / vacation time off. Due to the staffing level, the anticipated cold weather and the holiday season, we suspended utility service interruptions until January 14, 2021. We were advised later in December that similar staffing shortfalls among the Dispatch shifts would limit the ability to process after-hours reconnections, so disconnections are being delayed another week to January 21, 2021 at the earliest, pending the recovery of Customer Service and Dispatch team staffing levels and weather conditions.
    - The past due utility volumes reported below show the quickness with which the tide can turn when attention to collection efforts is diverted. We continue to monitor past due accounts through the spectrum of the Modifications to the Governor's Declaration of a State of Emergency. Extended payment plans, COVID-19 relief funds, and referrals to charitable resources continue to be offered to customers experiencing COVID-19 hardships. However, service interruptions have been suspended since December 10, 2020, and the impact is evident in the figures in the table at left.

As of	Past Due Accounts	Past Due Amount
8/31/2020	1,286	$ 540,365
9/10/2020	1,097	371,460
11/5/2020	1,081	247,905
12/11/2020	916	152,802
1/8/2021	1,429	260,088

    - The 2020 tax levy was due September 30, 2020. Escalated collection efforts from August through November and into December were proving successful, but were stalled early in December due to the staffing issues mentioned herein. Because the bulk of the property taxes are billed once annually, the staffing impact is less noticeable. The table at right highlights the most current past due property tax data.

Property Tax Levy	Past Due Amounts as of:		
	11/5/2020	12/11/2020	1/8/2021
2020	$ 229,290	$ 132,511	$ 108,200
2019 & Prior	249,788	229,831	221,023
Total	$ 479,078	$ 362,342	$ 329,223

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

- We reached out to notify property owners that the next stage in our past due tax collection efforts is to recover outstanding balances through the monitions process. The letter campaign introducing a thirty-day notice period encouraged additional payments early in the process, but not to the extent we had hoped. As a result, our next step is to meet internally to work out the procedure for advancing to the formal monitions process.

cc: Mark Whitfield, City Manager
Finance Department

NovemberPUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

TO: Mayor and City Council

FROM: Michael Svaby

DATE: January 7, 2020

RE: December 2020 - Public Works Department Staff Report

Director's Office

- Continued working with DelDOT on signal ownership submission.
- Working on a process model for inspections and on-site review in local communities being developed that will be efficient and fully reflect the best long-term interest of the City
- Adjusted schedules in support of COVID 19

Electric/Technical Services

- Helped commercial water customer to identify large water leak.
- Installed instrument rated metering 204 Liberty Way
- Installed new level transducer in SE second St pump station wet well.
- Repaired raw water flow meter at Washington ST water plant
- Installed instrument rated metering at 650 N Dupont Blvd.
- Conducted interviews for vacant Ground Technician position.
- Completed infrastructure designs for: DelDOT 113 & 14 intersection project, WOTR pump station, Simpson's Crossing Phase1A.

Public Services Division

Streets

- Leaf collection machine is down and under repair. Will be extending leaf collection schedule through January 22
- Water line was hit and repaired on S Rehoboth
- Fire hydrant was hit and replaced on 5th & East

Water/Sewer

- High School Co- Op Student Jose Perez has done very well at Pubic Works. In the month of January, PW leadership will be evaluating his performance and in conjunction with MHS Counselor Kate Lynch, will be setting his path forward for the second portion of the School Year.

- Rebuilding Pump #2 at Washington Pump Station

- Ordered new diesel generator for Cascades. Once received, this will be installed and made ready in operational working order. Estimated lead time for delivery is 90-120 days.

Solid Waste

- Met with crew on importance of attendance and not missed collections

Engineering Division

- Using GIS staff, formulated multiple looks for Director of utility drawings including sewer, water, electric
- Managed 2nd Street utility, curb and sidewalk improvement project bid toward award in January

Operations Division

Administration

- Working toward finalizing RFP for ERP software

Garage

- Ordering Hybrid-fueled vehicles for both IT and Engineering Divisions.
- Catching up on vehicle maintenance requirements – deferred due to COVID

Warehouse

- Formulating plan for spring cleanup of yard and finalizing warehouse organization

PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning & Economic Development Director

DATE: January 6, 2021

RE: December 2020 – Planning Department Staff Report

- For the 2020 calendar year, the City has issued 227 new residential construction permits and 6 new construction permits for 144 apartment units.
- The total construction investment in Milford for the 2020 calendar year based on issued building permits was $77,780,472.
- The City of Milford has seen 72 projects with a committed investment of over $22.1 million within the Downtown Development District (DDD) area since September 2016 (based on permit valuations from submitted applications). The State of Delaware has committed or awarded over $2.68 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over $346,000 in permit fees and taxes associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines.
- The Planning Commission recommended approval of a car detailing operation to be located in a portion of 301 NE Front Street.
- The Planning Commission will be reviewing an amended conditional use application for the Comfort Inn & Suites located at 699 N. Dupont Boulevard at the January 19, 2021 meeting. This will be on the City Council agenda for the January 25, 2021 for review.
- The Planning Commission will begin workshops to review and update sections of Chapter 230 Zoning and Chapter 200 Subdivision of Land at the January meeting. The workshops will be held prior to each monthly meeting over the next few months with the intent of having final edits for consideration this Summer.
- The Board of Adjustment will review eight variance applications at the January meeting for variance requests associated with new construction, proposed residential additions and residential decks.
- The City received an application for an additional 12 apartment units at the Reserves at Sawmill which is currently under review by the Planning Department and City Engineer.
- The City received a preliminary site plan and conditional use application for a personal fitness building on lot 8 within the Independence Commons business park which is currently under review by the Planning Department and City Engineer.
- The City reviewed the Final Site Plans for Mispillion Landing and provided plan review comments to the applicant.
- The City received a revised preliminary major subdivision application for the Wickersham development located in the southeast neighborhood which is currently under review by the Planning Department and City Engineer.
- The City received several variance applications which are being processed for the February agenda.

- The Planning Department and City Engineer is reviewing the final major subdivision plans for Phase I of the Knight Crossing development.
- Rental License, Contractor's License and Business License renewals are coming in and the office will be processing the nearly 3,000 licenses over the next month. Administrative staff are being helped by Code Officials in getting these processed. Landlords and business owners have until January 31, 2021 to submit renewal forms and payment.
- Century Engineering, DelDOT and Planning Staff continue to work on updating the Bicycle Master Plan. A list of projects has been developed by the team and DelDOT is working on prioritizing these segments based on criteria used by the State. The Bicycle Advisory Committee will review the prioritization efforts and project list in January or February.
- Staff met with DelDOT, Century Engineering and representatives from the University of Delaware to discuss possibly implementing a living labs bike pop-up project on Marshall Street. The intent would be to temporarily install bicycle facilities along sections of Marshall Street in an effort to gain feedback and support from residents and community members. More to come on this item in the upcoming weeks.
- Staff continues to work towards implementing the goals and objects of the 2018 Comprehensive Plan, SE Master Plan, Downtown Development District (DDD) application, Rivertown Rebirth Master Plan and Strategic Plan (see below links).
    - **2018 Comprehensive Plan & SE Master Plan (Click Here to View)**
    - **Downtown Development District Plan (Click Here to View)**
    - **Rivertown Rebirth Master Plan (Click Here to View)**
    - **Strategic Plan – Press Play: Vision 2023 (Click Here to View)**

Case Activity:

	Total
New Cases	12
Closed Cases	223
Open Cases at Start of Period	321
Open Cases at End of Period	110

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	2
Dangerous Tree	0
Furniture Violation	0
Generic Violation	7
Property Maintenance Violation	3
Rubbish & Garbage	0
Weeds & Grass	0
Zoning Use Violation	0
Total	12

Rental Licenses Issued: 32
Vendor Licenses Issued: 0
Contractors Licenses Issued: 36
Business Licenses Issued: 37

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	10
Residential Demolition	0
Residential Building New Construction	24
Residential Renovation/Accessory	8
Roof/Siding Permit	6
Sign Permit	2
Solar Panel Permit	0
Utility Permit	3
Total	53

Inspections Performed:

Inspections Performed by Type	Count
Footer	14
Foundation	8
Framing	23
Insulation	30
Final	59
Residential Rental	0
Total	134

Note: Proactive rental inspections have been placed on hold due to COVID-19.

PARKS & RECREATION DEPARTMENT
207 Franklin Street
Milford, DE 19963

PHONE 302.422.1104
FAX 302.422.0409
www.cityofmilford.com

TO: Mayor and City Council

FROM: Brad Dennehy-Parks and Recreation Director

DATE: January 7th, 2021

RE: December 2020 – Parks and Recreation Staff Report

- Work continues on rebuilding the basketball court alongside the river. New backboards were fabricated, painted, and were installed with new rims and nets. Existing posts will be sanded and painted. The court will be temporarily striped for winter and a new top coat (referred to as a "sports coat") will be installed in the spring when the weather is warmer.
- Deteriorated concrete curb and sidewalk was removed at the basketball court. New curb and sidewalk was installed along with a new section of sidewalk linking the basketball court to the Riverwalk.
- Park staff assisted DMI with their winter festival. The park alongside the library was cleaned up in preparation, and park staff assisted by setting up and taking town our portable light tower for the event held December, 4th.
- Seasonal workers (grass cutting crew) were released for the season on December 4th, leaving two full time park staff until the early spring.
- Preparations continued to move forward with a winter youth basketball league and the associated rules, regulations and guidelines from the Department of Health and Governor's recommendations pertaining to Covid-19. Tryouts were not held during December, but staff continue to work towards some form of a season beginning in January.
- Preparations continued to plan for a youth indoor soccer program in January. Both indoor soccer and basketball is held at the Milford Boys and Girls club. A Department of Health permit had to be obtained in order to utilize the gym, so there has been many conversations between the Boys and Girls club and Department of Health in order to fulfill all of the requirements.
- Park staff coordinated tree removal due to storm damage along the berm abutting City property close to the Veterans home.
- We are still continuing to work with our contractor to seek a resolution on the handrail repair on the Riverwalk near the State service building, and to determine the best method of repair.
- "RJ" Skinner (Park Superintendent) who represented the City of Milford at the DeLea Founders Insurance Trust (DFIT) annual snow plow ROAD-E-O at Dover Downs, participating in the Non-CDL and small equipment division (this is where drivers are timed and scored on a practice snow plow obstacle course), was notified that he obtained 1st place in the small equipment division.
- Director attended (virtually) the monthly Kent County Tourism meeting.

- Director continued to work on the Memorandum of Understanding (MOU) with the Delaware Nature Society, and participated in another meeting to bring additional programming into Milford. A draft of the MOU will go to the Parks and Recreation Advisory board meeting in January, and then to City Council.
- Director attended and presented to the Council on December 16th at the workshop retreat.




Removal and Replacement of deteriorated curb and sidewalk at basketball court




New sidewalk being formed and poured at basketball court

HUMAN RESOURCES
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5142
FAX 302.424.5932
www.cityofmilford.com

TO: Mayor and City Council

FROM: Jamesha C. Eaddy, MBA, MSL- Human Resources Administrator

DATE: January 4, 2021

RE: December 2020 –Human Resources Department Staff Report

- Interviews were conducted for the positions of Public Works Equipment Operator, Solid Waste Operator/Collector, Electric Ground Technician, Deputy City Clerk, Permit Technician and Information Technology Director.
- Two internal employees were promoted to the positions of Deputy City Clerk and Permit Technician.
- An onsite tour for the Information Technology Director candidate is scheduled for January 6, 2021.
- In lieu of the Christmas party, City employees participated in the 12 Days of Christmas which was a fun, interactive Zoom activity from December 8, 2020 through December 23, 2020.
- Fresh hams for Christmas were distributed to City employees and applicable City board on December 16, 2020.
- DeLea Founders Insurance Trust (DFIT) announced the 2020 Snow Plow Road-E-O winners on December 15, 2020. The Parks Superintendent placed 1st in the Small Equipment Division and a Public Works Equipment Operator placed 2nd in the Commercial Driver's License (CDL) Division.
- The Department Director and the Supervisors in the Public Works Department participated in a Fleet Safety Assessment through Insurance Choices. The goal of the survey is to gain an understanding of the City's risk practices and receive recommendations on ways to improve.
- The City recognized two retirements effective December 31, 2020: The Finance Director of 30 years and the Information Technology Administrator of 23 years.

Monthly City Manager Report

Through July 2019

Human Resources Office	Dec-2019	Dec-20	FY19 YTD (07/01/19-12/31/19)	FY20 YTD (07/01/20-12/31/20)
Full Time Employees	127	122	127	122
Part Time/Seasonal Employees	4	4	4	4
Vacant Positions	2	6	2	6
Promotions	Unavailable	2	Unavailable	7

Finance Department	July 2018	FY20 YTD (07/01/19-07/31/19)	FY19 YTD (07/01/18-07/31/18)	FY20 YTD (07/01/19-07/31/19)
Utility Accounts Billed	0	0	0	0
Utility Payments Processed	0	0	0	0
IT Assistance Offered	0	0	0	0

Parks & Recreation Department	July 2018	FY20 YTD (07/01/19-07/31/19)	FY19 YTD (07/01/18-07/31/18)	FY20 YTD (07/01/19-07/31/19)
Program Participants	0	0	0	0
Programs Offered	0	0	0	0
Special Events Assisted	0	0	0	0

Planning & Economic Development Department	July 2018	FY20 YTD (07/01/19-07/31/19)	FY19 YTD (07/01/18-07/31/18)	FY20 YTD (07/01/19-07/31/19)
Building Inspections & Permitting				
Residential Permits Issued	0	0	0	0
Residential Inspections Performed (By City Staff)	0	0	0	0
Residential Inspections Performed (By Outside Contractor)	0	0	0	0
Commercial Permits Issued	0	0	0	0
Commercial Inspections Performed (By City Staff)	0	0	0	0
Commercial Inspections Performed (By Outside Contractor)	0	0	0	0
Code Enforcement & Licensing				
Code Enforcement Cases Initiated	0	0	0	0
Code Enforcement Cases Closed	0	0	0	0
Rental Inspections Performed (By Outside Contractor)	0	0	0	0
Rental Inspections Performed (By Outside Contractor)	0	0	0	0
Contractor & Vendor Licenses Issued	0	0	0	0
Rental Licenses Issued	0	0	0	0
Economic Development				
Economic Development Incentive Applications Received	0	0	0	0
Downtown Development District Applications Received	0	0	0	0
-Private Investment	$ -	$ -	$ -	$ -
-State Investment	$ -	$ -	$ -	$ -
-Milford Waivers	$ -	$ -	$ -	$ -
Planning & Zoning				
Outside Contractor Utilized	0	0	0	0
Land Use Applications Received	0	0	0	0

Public Works Department	July 2018	FY20 YTD (07/01/19-07/31/19)	FY19 YTD (07/01/18-07/31/18)	FY20 YTD (07/01/19-07/31/19)
Electric Division				
Residential Customer Service Calls Addressed	0	0	0	0
Commercial Customer Service Calls Addressed	0	0	0	0
Outages	0	0	0	0
Electric Meters Installed or Replaced	0	0	0	0
Outside Contractor Utilized	0	0	0	0
Engineering Division				
Projects Underway	0	0	0	0
Outside Contractor Utilized	0	0	0	0
Construction Plans Received	0	0	0	0
Construction Plans Approved	0	0	0	0
Bids Advertised	0	0	0	0
Bids Awarded	0	0	0	0
GIS Projects Initiated	0	0	0	0
Operations Division				
Fleet Total	0	0	0	0
-Preventative Maintenance Performed	0	0	0	0
-Repairs Performed	0	0	0	0
Fuel Use-Diesel (Gallons)	0	0	0	0
Fuel Use-Gas (Gallons)	0	0	0	0
Solid Waste & Facilities Division				
Refuse Collected (Tons)	0	0	0	0
Recycle Collected (Tons)	0	0	0	0
Yard Waste Collected (Tons)	0	0	0	0
Water & Waste Water Division				
Water Treated (Millions of Gallons)	0	0	0	0
Waste Water Transferred (Millions of Gallons)	0	0	0	0
Water Meters Installed or Replaced	0	0	0	0
Outside Contractor Utilized	0	0	0	0

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

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To: Mayor and City Council
From: Louis C. Vitola, Finance Director
Date: January 8, 2021
Re: November 2020 Financial Reporting Package

The November 2020 Month-to-Date and Fiscal Year-to-Date (YTD) Financial Reporting Package is enclosed for your review. The following executive summary highlights this month's notable developments and changes to the report.

- Pages 1-2: Cash and Reserve Balances
  - Cash and investment balances (page 1) remain strong through the first quarter, but the standard caution is that reserve requirements and funding commitments (page 2) encumber a significant portion of the balance in each fund, most notably the General Fund, Sewer Fund, the Municipal Street Aid (MSA) Fund and Realty Transfer Tax (RTT) Fund.
  - Aside from nominal investment advisory fees, no funds were distributed from Reserve accounts during November. This is not to say that no progress is being made on capital project initiatives. Rather, capital spending is met with operating cash through the ordinary requisition, purchase and accounts payable process. Then, funds are transferred to the Operating Cash accounts for all reserve-funded initiatives.
  - The interest earnings across Reserve Funds are extraordinarily low in November. This is not a concern; the majority of the reserves are invested in fixed income securities[1] that are intended to be held until the maturity date. While interest accrues daily on these securities, interest revenue is recorded for held-to-maturity investments only at the time of maturity, and no securities matured during the month of November. In other words, the securities are valued at their historical cost and are not "marked to market" (adjusted to current market value) as interest revenue accretes over the term of the investment.
- Page 3-6: Revenue & Expenditures
  - General Fund revenues continue the strong trend through the first five months of the fiscal year. YTD revenue as a function of the annual budgeted revenue is over 64%, but the figure is skewed by the annual property tax billing and the controlled recognition of transfers in and reserve-funded projects, which occur regularly to match the budget. Adjusted for property tax billing, incoming transfers and reserve-funded initiatives, YTD General Fund revenue is still a healthy 41.5% of the annual budget, while expenditures are being monitored closely, again measuring under the levelized budgeted expenditures at this point through the year.
  - Enterprise Fund revenues are likewise strong through the fiscal year so far, measuring 43.9% of annual budgeted revenue. However, as noted in previous Finance Reports, July and August are peak electric usage periods measured against a levelized revenue budget. The same can be said for Water and Sewer revenues this time of year, depending on temperature and precipitation. Strong electric revenues are offset by correspondingly high costs of wholesale power, while infiltration and inflow (I&I) are contributing to high sewer treatment costs, pushing those two key utility costs over the levelized YTD expense budget. Nevertheless, total expenses in the enterprise funds have been controlled well enough to offset the impact of purchased power and I&I, such that the FYTD through November can still be characterized as strong overall, as revenues exceeded the levelized budget by 5.5% while expenditures are 7.4% lower than the YTD budget.

cc: Mark Whitfield, City Manager
Finance Department

[1] Primarily certificates of deposit (CDs), which are diversified by issuer in denominations under $250,000 to secure FDIC insurance protection on 100% of the portfolio. A very high credit quality, stable and insured investment with high liquidity and short duration such as a CD is consistent with the City's investment policy and highly unlikely to lose value. If the City invested in other investment-policy-eligible fixed-income securities that could fluctuate in value, such securities would be marked to market each monthly reporting period.



Financial Reporting Package

As of and For the Period Ended November 30, 2020

Cash & Investment Balance Rollforward

Restricted Cash Reserves Report

Revenue Report with MTD & YTD vs Annual Budget

Expenditure Report with MTD & YTD vs Annual Budget

Interservice Department Cost Allocation

City of Milford, Delaware

Cash and Investment Balance[1] Rollforward

For the Period Ended November 30, 2020

Operating Cash Balances

Description	Opening Balance (Oct 31, 2020)	Receipts	Interest Earned	Disbursements	Closing Balance (Nov 30, 2020)
General Fund	$ 5,376,522	$ 1,030,121	$ 1,317	$ (1,438,143)	$ 4,969,817
Electric Fund[6]	5,602,062	1,846,537	2,744	(1,846,776)	5,604,567
Water Fund	828,682	236,697	1,492	(129,781)	937,090
Sewer Fund	456,140	330,938	638	(333,586)	454,130
Solid Waste Fund	378,068	107,184	89	(94,858)	390,483
Operating Cash Totals	**$ 12,641,475**	**$ 3,551,477**	**$ 6,280**	**$ (3,843,145)**	**$ 12,356,086**

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (Oct 31, 2020)	Receipts	Interest Earned	Disbursements[3]	Closing Balance (Nov 30, 2020)
General Improvement	$ 380,186	$ -	$ 82	$ (939)	$ 379,328
Municipal Street Aid (MSA)	513,661	-	103	(34,989)	478,775
Realty Transfer Tax (RTT)	3,149,242	87,405	668	(41,667)	3,195,648
Economic Development	32,289	-	-	-	32,289
Special Purpose Cash Totals	**$ 4,075,377**	**$ 87,405**	**$ 853**	**$ (77,595)**	**$ 4,086,041**

Reserve Fund Cash Balances[2]

Description	Opening Balance (Oct 31, 2020)	Receipts	Interest Earned[4]	Disbursements	Closing Balance (Nov 30, 2020)
General Fund Capital Reserves	$ 1,947,559	$ -	$ 4	$ (56)	$ 1,947,507
Water Fund Capital Reserves	9,588,629	-	27	(315)	9,588,342
Sewer Fund Capital Reserves	3,996,106	-	12	(133)	3,995,985
Electric Fund Capital Reserves	11,437,391	-	34	(394)	11,437,031
Reserve Fund Cash Totals	**$ 26,969,685**	**$ -**	**$ 77**	**$ (898)**	**$ 26,968,865**

Impact Fees and Police/General Facilities Cash Balances

Description	Opening Balance (Oct 31, 2020)	Receipts	Interest Earned	Disbursements	Closing Balance (Nov 30, 2020)
Police & General Gov't Facilities	$ 443,523	$ 19,919	$ -	$ -	$ 463,442
Carlisle Fire Co Permit Fund[5]	556,623	6,639	-	-	563,263
Water Impact Fee Reserves	3,792,216	68,813	-	-	3,861,029
Sewer Impact Fee Reserves	2,216,720	36,355	-	-	2,253,075
Electric Impact Fee Reserves	942,590	9,600	-	-	952,190
Impact Fees & Police/GF Totals	**$ 7,951,672**	**$ 141,327**	**$ -**	**$ -**	**$ 8,092,999**

Grand Totals[5]	**$ 51,638,210**	**$ 3,780,208**	**$ 7,210**	**$ (3,921,637)**	**$ 51,503,991**

[1]Balances reflect banking and investment account statements and are not indicative of funding availability

[2]See enclosed Restricted Cash Reserves Report for breakdown of reserve funding commitments

[3]Transfer to Police to support operating expenditures (line 13)

[4]No maturities this month. Accrued interest on held-to-maturity securities constitutes majority of investment earnings but is not recorded until maturity.

[5]Carlisle Fund moved from Revenue page. Accordingly, opening grand total (Oct 31) is reported higher than the Oct 31 ending balance on last month's report. We expect to distribute the check to Carlisle in January, 2021.

[6]$3 million of the Electric Fund Operating Cash has been targeted to redeem the outstanding 2016 electric system debt. Accordingly, $3 million will be transferred to Electric Fund Reserves and reflected on the Reserves page in future Financial Reports.

City of Milford, Delaware

Restricted Cash Reserves Report

As of November 30, 2020

General Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/20)	$	1,947,507
Restricted Funds:		
FY'19 Approved with Budget		(33,410)
FY'19 Capital - Council Approved		(55,830)
FY'20 Approved with Budget		(230,165)
FY'20 Capital - Council Approved		(7,300)
FY'21 Approved with Budget[1]		(667,670)
FY'21 Capital - Council Approved		(256,320)
Funding for 5 Police Officers - Yr 3		(436,800)
Support Policy with RTT Transfer[2]		2,000,000
Draft Reserve (MCR) Policy[3]		(1,835,293)
Equipment Replacement Reserve[3]		(293,902)
Uncommitted Reserve Balance	**$**	**130,817**

Water Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/20)	$	9,588,342
Restricted Funds:		
NW & NE Front Street Waterline		(131,718)
Streets 2020 Utility Engineering		(9,334)
SE Second Street - Lead Gooseneck		(152,562)
Two Test Wells - 10th Street		(80,000)
Automated Blow-Off Valves		(48,628)
Lovers Lane Water Lines		(44,950)
Fencing & Water Source Study		(54,500)
SE Regional Water Quality Study		(36,750)
Front Street Water Lines		(1,500,000)
Draft Reserve (MCR) Policy[4]		(887,632)
Equipment Replacement Reserve[4]		(1,546,200)
Uncommitted Reserve Balance	**$**	**5,096,068**

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/20)	$	3,995,985
Restricted Funds:		
Vehicles: F250 Svc & H/D w/Plow		(42,524)
I&I Studies: PY & Shawnee/Truitt		(155,577)
DNREC Surface Water Grant		(50,000)
Mill Street - Line Rerouting		(5,439)
Streets 2020 Utility Engineering		(9,333)
Fencing - Lighthouse Pump Station		(28,000)
Upgrade Line - Mispillion St Group		(28,618)
Backup Generator		(40,950)
Draft Reserve (MCR) Policy[4]		(2,948,637)
Equipment Replacement Reserve[4]		(613,000)
Uncommitted Reserve Balance	**$**	**73,907**

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/20)	$	11,437,031
Restricted Funds:		
SCADA / Smart Metering Wall		(100,000)
International Line Truck (E110)		(8,125)
FY'19 Budgeted Capital		(297,150)
FY'20 Budgeted Capital		(466,400)
Early Redemption of Bond (1/1/22)		(1,060,000)
Draft Reserve (MCR) Policy[4]		(5,185,486)
Equipment Replacement Reserve[4]		(1,241,200)
Uncommitted Reserve Balance	**$**	**3,078,670**

Municipal Street Aid Reserves		Amount
Cash/Investment Balance (11/30/20)	$	478,775
Projected Receipts through FY'21:		138,248
Restricted Funds:		
Mispillion Street Group		(434,440)
Street Improvement Plan: 2020		(98,011)
Street Improvement Plan: 2019		(72,000)
Balance of Fisher, Plum, Masten, etc		(1,094)
Balance of Lovers Lane Project		(3,125)
Restricted for Bridge Improvements		(6,552)
Uncommitted Reserve Balance	**$**	**1,801**

Realty Transfer Tax Reserves		Amount
Cash/Investment Balance (11/30/20)	$	3,195,648
Projected Receipts through FY'21:		356,417
Restricted Funds:		
Transfer to Police Dept		(291,665)
Sidewalk Project Funding		(140,000)
Mispillion Street Group		(80,000)
Support GF Policies w Transfer[2]		(2,000,000)
Draft Reserve Policy[5]		(1,000,000)
Uncommitted Reserve Balance	**$**	**40,400**

[1]Includes $347,899 for FY'21 General Fund Operating Budget Deficit-Funding

[2]Per discussions held at 11/17/2020 Council Retreat, implementation of GF Reserve Policies would require support from an eligible funding source

[3]Per 11/17 Retreat, initial draft of GF Policies recommend MCR of 60 days OpEx & Equip Repl Res of PY Equipment Depreciation Expense

[4]Per 11/17 Retreat, initial drafts of Enterprise Fund Policies recommend dynamic MCR based on formula developed in COS study, with separate Equip Repl Reserve of 20% of 5-yr CIP

[5]Per 11/17 Retreat, initial draft of RTT Fund Policy recommends dynamic MCR based on average of trailing-three-year RTT receipts

City of Milford, Delaware

Revenue Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended November 30, 2020

41.7% of Year Elapsed

	Account / Function	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
1	**General Fund:**				
2	Economic Development Fund	$ 70,860	$ -	$ 70,860	100.0%
3	General Fund Reserves	813,099	27,014	317,207	39.0%
4	General Fund Reserves - New Officers	436,800	36,400	182,000	41.7%
5	Realty Transfer Tax - Police	500,000	41,666	208,333	41.7%
6	Real Estate Tax	4,316,000	1,870	4,234,581	98.1%
7	Business License	50,000	1,925	10,955	21.9%
8	Rental License	100,000	725	19,550	19.6%
9	Building Permits	250,000	21,939	172,544	69.0%
10	Planning & Zoning	47,000	9,540	19,050	40.5%
11	Grasscutting Revenue	16,000	1,333	6,667	41.7%
12	Police Revenues	508,375	7,308	245,288	48.2%
13	Misc. Revenues	417,100	44,597	123,630	29.6%
14	Transfers In	3,486,525	290,544	1,452,719	41.7%
15	**Total General Fund Revenue**	**$ 11,011,759**	**$ 484,862**	**$ 7,063,384**	**64.1%**
16	**Enterprise Funds:**				
17	Water Fund Revenues	$ 2,984,929	$ 243,857	$ 1,365,846	45.8%
18	Sewer Fund Revenues	2,528,345	194,539	1,088,503	43.1%
19	Kent County Sewer	1,900,000	145,891	839,719	44.2%
20	Solid Waste Fund Revenues	1,314,770	112,506	586,612	44.6%
21	Electric Fund Revneues	24,310,398	1,739,839	10,639,098	43.8%
22	**Total Enterprise Fund Revenue**	**$ 33,038,442**	**$ 2,436,632**	**$ 14,519,778**	**43.9%**
23	Other Enterprise Expense		(91)	(1,627)	
24	Other Enterprise Revenue		-	3,845	
25	**Total General & Enterprise Fund Revenue**	**$ 44,050,201**	**$ 2,921,403**	**$ 21,585,380**	**49.0%**

City of Milford, Delaware

Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended November 30, 2020

41.7% of Year Elapsed

	Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
1	**General Fund**					
2	City Administration					
3	Personnel	$ 623,686	$ 48,587	$ 241,572	38.7%	$ 382,114
4	Operation & Maintenance (O&M)	191,289	23,035	56,124	29.3%	135,165
5	Capital	-	-	-		-
6	Subtotal: City Administration	814,975	71,622	297,696	36.5%	517,279
7	Planning & Zoning					
8	Personnel	158,111	12,525	64,139	40.6%	93,972
9	O&M	82,647	926	17,813	21.6%	64,834
10	Capital	-	-	-		-
11	Subtotal: Planning & Zoning	240,758	13,451	81,952	34.0%	158,806
12	Code Enforcement & Inspections					
13	Personnel	288,296	22,038	112,616	39.1%	175,680
14	O&M	91,722	6,994	23,798	25.9%	67,924
15	Capital	32,000	-	-	0.0%	32,000
16	Subtotal: Code Enforcement & Inspections	412,018	29,032	136,414	33.1%	275,604
17	Council					
18	Personnel	32,295	2,789	12,897	39.9%	19,398
19	Legal	45,000	-	6,860	15.2%	38,140
20	City Hall Building Expense	30,014	2,501	12,506	41.7%	17,508
21	Insurance	20,400	-	10,975	53.8%	9,425
22	Christmas Decorations	7,000	-	-	0.0%	7,000
23	Council Expense	34,200	225	10,740	31.4%	23,460
24	Employee Recognition	28,000	7,295	8,333	29.8%	19,667
25	Codification	15,000	-	6,728	44.9%	8,272
26	Carlisle Fire Company	140,000	-	-	0.0%	140,000
27	Museum	30,000	-	30,000	100.0%	-
28	Downtown Milford, Inc.	45,860	-	45,860	100.0%	-
29	Milford Public Library	25,000	-	25,000	100.0%	-
30	Economic Development	2,000	-	-	0.0%	2,000
31	Armory Expenses	9,000	-	3,017	33.5%	5,983
32	Kent Economic Partnership	30,000	-	-	0.0%	30,000
33	Election - Wages	6,000	-	-	0.0%	6,000
34	Election - Supplies	2,000	-	-	0.0%	2,000
35	Community Festivals	60,000	-	-	0.0%	60,000
36	Subtotal: Council	561,769	12,810	172,916	30.8%	388,853

City of Milford, Delaware

Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended November 30, 2020

41.7% of Year Elapsed

	Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
37	Finance					
38	Personnel	504,477	45,375	213,318	42.3%	291,159
39	O&M	86,400	2,528	19,520	22.6%	66,880
40	Capital	-	-	-		-
41	Subtotal: Finance	590,877	47,903	232,838	39.4%	358,039
42	Information Technology					
43	Personnel	274,394	12,979	65,656	23.9%	208,738
44	O&M	276,418	19,733	67,360	24.4%	209,058
45	Capital	62,000	8,744	26,230	42.3%	35,770
46	Subtotal: Information Technology	612,812	41,456	159,246	26.0%	453,566
47	Police Department					
48	Personnel	4,969,863	377,124	1,849,560	37.2%	3,120,303
49	O&M	724,875	55,484	288,380	39.8%	436,495
50	Capital	105,700	1,215	93,987	88.9%	11,713
51	Subtotal: Police Department	5,800,438	433,823	2,231,927	38.5%	3,568,511
52	Streets & Grounds Division					
53	Personnel	353,451	25,269	133,410	37.7%	220,041
54	O&M	440,195	22,428	134,417	30.5%	305,778
55	Capital	-	-	-		-
56	Subtotal: Streets & Grounds Division	793,646	47,697	267,827	33.7%	525,819
57	Parks & Recreation					
58	Personnel	550,946	32,076	183,841	33.4%	367,105
59	O&M	368,020	31,090	169,049	45.9%	198,971
60	Capital	265,500	-	112,176	42.3%	153,324
61	Subtotal: Parks & Recreation	1,184,466	63,166	465,066	39.3%	719,400
62	**Total General Fund Expenditures**	**$ 11,011,759**	**$ 760,960**	**$ 4,045,882**	**36.7%**	**$ 6,965,877**

City of Milford, Delaware

Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended November 30, 2020

41.7% of Year Elapsed

	Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
63	**Enterprise Funds:**					
64	Water Division					
65	Personnel	$ 319,598	$ 25,358	$ 122,255	38.3%	$ 197,343
66	O&M	1,542,611	105,404	544,680	35.3%	997,931
67	Capital	757,445	-	-	0.0%	757,445
68	Debt Service	365,275	-	136,136	37.3%	229,139
69	Subtotal: Water Division	2,984,929	130,762	803,071	26.9%	2,181,858
70	Sewer Division					
71	Personnel	307,738	24,442	120,852	39.3%	186,886
72	O&M	1,814,277	185,450	769,080	42.4%	1,045,197
73	Capital	-	-	-		-
74	Debt Service	406,330	-	35,922	8.8%	370,408
75	Subtotal: Sewer Division (excl. Kent County)	2,528,345	209,892	925,854	36.6%	1,602,491
76	Kent County Sewer	1,900,000	147,585	839,718	44.2%	1,060,282
77	Subtotal: Sewer Division (Comprehensive)	4,428,345	357,477	1,765,572	39.9%	2,662,773
78	Solid Waste Division					
79	Personnel	315,705	22,697	112,468	35.6%	203,237
80	O&M	999,065	71,817	418,705	41.9%	580,360
81	Capital	-	-	-		-
82	Subtotal: Solid Waste Division	1,314,770	94,514	531,173	40.4%	783,597
83	Subtotal: Water, Sewer & Solid Waste	8,728,044	582,753	3,099,816	35.5%	5,628,228
84	Electric Division					
85	Personnel	1,135,845	94,630	471,958	41.6%	663,887
86	O&M	2,605,859	178,172	980,749	37.6%	1,625,110
87	Transfer to General Fund	2,500,000	208,334	1,041,667	41.7%	1,458,333
88	Capital	947,529	-	48,922	5.2%	898,607
89	Debt Service	321,165	-	-	0.0%	321,165
90	Subtotal: Electric Division (excl. Power)	7,510,398	481,136	2,543,296	33.9%	4,967,102
91	Power Purchased	16,800,000	1,195,887	7,109,446	42.3%	9,690,554
92	Subtotal: Electric Division (Comprehensive)	24,310,398	1,677,023	9,652,742	39.7%	14,657,656
93	**Total Enterprise Fund Expenditures**	**$ 33,038,442**	**$ 2,259,776**	**$ 12,752,558**	**38.6%**	**$ 20,285,884**
94	**Grand Total Operating Budget**	**$ 44,050,201**	**$ 3,020,736**	**$ 16,798,440**	**38.1%**	**$ 27,251,761**

City of Milford, Delaware

Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended November 30, 2020

41.7% of Year Elapsed

Account / Divisional Groupings	FY'21 Budget	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Interservice Departments					
Garage					
Personnel	$ 94,752	$ 6,631	$ 35,284	37.2%	$ 59,468
Operation & Maintenance (O&M)	120,672	6,157	43,755	36.3%	76,917
Capital	-	-	-		-
Subtotal: Garage	215,424	12,788	79,039	36.7%	136,385
Public Works					
Personnel	727,521	54,853	254,236	34.9%	473,285
O&M	270,155	13,723	64,819	24.0%	205,336
Capital	216,773	-	-	0.0%	216,773
Subtotal: Public Works	1,214,449	68,576	319,055	26.3%	895,394
Tech Services					
Personnel	249,059	20,463	102,957	41.3%	146,102
O&M	445,181	12,078	128,872	28.9%	316,309
Capital	-	-	-		-
Subtotal: Tech Services	694,240	32,541	231,829	33.4%	462,411
Billing & Collections					
Personnel	662,726	46,544	235,395	35.5%	427,331
O&M	282,655	16,318	87,340	30.9%	195,315
Capital	49,500	-	13,866	28.0%	35,634
Subtotal: Billing & Collections	994,881	62,862	336,601	33.8%	658,280
City Hall Cost Allocation					
O&M	70,620	2,914	17,525	24.8%	53,095
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	70,620	2,914	17,525	24.8%	53,095
Interdepartmental Cost Allocation	**$ (3,189,614)**	**$ (179,681)**	**$ (984,049)**	**30.9%**	**$ (2,205,565)**
Net Interdepartmental Costs[1]	**$ -**	**$ -**	**$ -**		**$ -**

[1]All costs reported here are allocated to and entirely funded by the various departments that use the services provided internally by these shared departments.

"Milford has grown so rapidly. We have just run out of space. I am asking for your support to allow us to meet the needs of the 21st century with a new department."

- Kenneth Brown, Milford Police Chief

The City of Milford will host a referendum vote on Tuesday, Jan. 26, 2021 between 8:00 a.m. and 7:00 p.m. at the Public Works facility located at 180 Vickers Drive in the Milford Business Park off Airport Road. Absentee ballots must be mailed and received or deposited in the black mailbox located at the front door of City Hall at 201 S. Walnut Street by Jan. 26 to be counted. Call the clerk's office at 302-422-1111 x 1303 for an absentee ballot. The referendum is for the proposed borrowing for a new Milford Police Station. The following FAQs are to inform all registered* voters.

Why is a new police facility needed?

The present police facility was built in 1979 when there were 18 officers and the population of Milford was about 5,400 and does not meet today's accreditation standards. Today, 37 officers serve Milford's population of about 12,000.

Why can't the existing police station be expanded?

The existing police station sits in a flood plain and has no room within the existing land area to expand. Additionally, the existing building does not meet current ADA (Americans with Disabilities Act) standards and is outdated for today's technology.

Will my property taxes increase due to the borrowing?

Yes, and a chart of anticipated property tax increase, based on the assessed value of your property and the amount anticipated to be borrowed is included on the back of this flyer.

Will the entire $20 million be needed & used for the Police Station?

No, only the amount needed will be borrowed and used. The anticipated amount is $12.5 million to $17.5 million.

The City has a lot of money in reserve accounts. Why can't the City use the reserves for the construction instead of borrowing the money?

The money in reserve accounts is mostly in utilities (water, sewer and electric), and can only be used for those utilities. Additionally, future capital utility projects are anticipated for use of those reserve funds.

Will my taxes increase based on the entire $20 million, even if less is borrowed?

No. The tax increase will be based on the actual amount borrowed, not the entire $20 million.

Will Milford borrow the entire cost of the project?

The City expects to borrow the majority of project costs, but eligible sources of reserves will be used before borrowed funds.

Will my taxes increase based on the total cost of the project? Or based on the amount borrowed?

The tax increase will be based on the actual amount borrowed, not the entire $20 million or the entire cost of the project. For illustrative purposes only: suppose the project costs a total of $18.5 million, which is paid by a combination of eligible City reserves of $1.0 million and borrowings of $17.5 million. Only the City's required annual debt service payments resulting from the $17.5 million borrowed would be funded through the referendum.

Is the referendum related to past, current or future City of Milford Police operations?

No. The purpose of the referendum is strictly to provide the funding required to construct Milford Police Department Facilities, most notably to replace the existing, end-of-life building with a new headquarters building and related fixtures, equipment and ancillary building(s).

*Voters registered with the City as of Dec. 28, 2020 can vote in the referendum.

www.milfordpoliceplan.com

THE CITY of Milford DELAWARE

Can the site be utilized for other city offices/ activities?

A new police station can be spaced on the site to allow for additional government buildings to be added between the proposed parking lot and NE Front Street as well as between the proposed parking lot and NE 4th Street. Vacant land north of the building could be used as park land, or residential development.

The referendum will authorize financing "up to $20 million." Why was $20 million selected as the amount for the referendum?

The City expects the project to be less than $20 million, and by using a small amount of reserves first, the City expects the borrowing to be even less. The City expects to borrow an amount between $12.5 million and $17.5 million.

How will the design and costs be controlled?

The Mayor will appoint a Citizens Advisory Committee, made up of citizens from each voting ward, that will make the final recommendation to City Council on the building design.

Will the increase be removed after a certain number of years?

The increase will be in place for the life of the loan, which is expected to have a 30-40 year term to match the life of the building and minimize the tax increase. At the end of the term, or if the loan is paid off early with eligible funding sources, Council may reduce the tax levy. Early repayment is not anticipated, but the City may pay off the loan with no prepayment penalty in as early as 10 years.

If the referendum passes, when will the building construction begin and be completed?

Construction is slated to commence in December 2021 and be completed by March 2023.

Will this referendum impact my Kent County or Sussex County Tax?

No, this referendum impacts your City of Milford property tax only.

Assessed Value (AV)	Potential Borrowing Amount, Not to Exceed $20 Million			
	$12,500,000	$15,000,000	$17,500,000	$20,000,000
$100,000	$57/$5	$69/$6	$80/$7	$92/$8
$125,000	$72/$6	$86/$7	$100/$8	$115/$10
$150,000	$86/$7	$103/$9	$120/$10	$138/$11
$175,000	$100/$8	$120/$10	$141/$12	$161/$13
$200,000	$115/$10	$138/$11	$161/$13	$184/$15
$225,000	$129/$11	$155/$13	$181/$15	$206/$17
$250,000	$143/$12	$172/$14	$201/$17	$229/$19
$300,000	$172/$14	$206/$17	$241/$20	$275/$23
$350,000	$201/$17	$241/$20	$281/$23	$321/$27
$400,000	$229/$19	$275/$23	$321/$27	$367/$31
$450,000	$258/$22	$310/$26	$361/$30	$413/$34
$500,000	$287/$24	$344/$29	$401/$33	$459/$38

Projected annual/monthly property tax increase based on Assessed Value (AV) & Borrowing

For more information & FAQs, visit www.milfordpoliceplan.com

"This new police station is going to be top-of-the-line. It will be ADA complaint & it will have all the new technology the officers will need. We really need this new police station."

- Archie Campbell, Milford Mayor

The timing of the tax increase supported by the referendum to construct a Police Station is independent of any separate property tax increase that may be required to support ongoing general fund operating expenditures. Additional information related to preliminary FY'22 budget planning can be found on the City's website at www.cityofmilford.com/ArchiveCenter/ViewFile/Item/3191

JANUARY 2021

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Printable Calendars From **123Calendars.Com**

FEBRUARY 2022

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Printable Calendars From 123Calendars.Com

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
From: Michael Svaby, Public Works Director
Subject: Northeast Front Street Waterline Replacement
Date: January 7, 2021

The 2021-25 Capital Improvement Plan included a project for the replacement of 3,500 LF of 10-inch waterline, with funds coming from Water Reserves. The project is included in the City's Capital Budget for FY 21 in the amount of $1.5M. Also included in the project is the replacement of service lines and other water service appurtenances. The project is being completed ahead of the DELDOT TAP Streetscape project slated to being late Spring 2021.

On Thursday, November 12th, 2020 at City Hall, bids for the above referenced project were received and opened. On behalf of the City, Davis Bowen and Friedel evaluated the bids and the associated documentation submitted by each of the General Contractors. Seven (7) bids were received and reviewed. The bid tabulation and DBF's recommendation are attached for your review.

Work on the project is expected to begin in February and be complete by mid-summer.

Recommendation: Staff recommends Council award of a contract to ECM Corporation of Fort Washington, Maryland, the apparent low bidder, for a base bid amount of $1,155,810.00, with funds from Water Reserves.

DAVIS BOWEN & FRIEDEL, INC.

ARCHITECTS • ENGINEERS • SURVEYORS

Michael R. Wigley, AIA, LEED AP
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Ring W. Lardner, P.E.
Jamie L. Sechler, P.E.

January 6, 2021

City of Milford
201 South Walnut Street
Milford, Delaware 19963

ATTN: Mr. Mark Whitfield
City Manager

Re: NE Front Street Waterline Replacement Project
City of Milford
Sussex/Kent County, Delaware
Bid Award Recommendation
DBF# 052A182

Dear Mr. Whitfield:

On Wednesday, November 25, 2020 at City Hall, the bids for the above referenced project were received and opened. On behalf of the City, we have evaluated the bids and the associated documentation submitted by each of the General Contractors to confirm such documentation is in order as required. Seven (7) bids were received and for City review, please find enclosed a tabulation of all of the bids received.

Based on our review of the bids, we recommend that the Contract be awarded to the apparent low bidder ECM Corporation of Fort Washington, Maryland with a total base bid of $1,155,810.00. This recommended bid is within the City's proposed budget for the project.

For City review and approval, please find attached one (1) copy of the bid tabulation, one (1) copy of each bid form received, and the recommended General Contractor's bid bond; these copies are for the City's records. If Council is in agreement with our recommendation, we can move forward with completion of the necessary contract documents.

Should you have any questions, comments, concerns, or would like to discuss this further, please feel free to call at your convenience.

Sincerely,
DAVIS, BOWEN AND FRIEDEL, INC.

Jason P. Loar, P.E.
Principal

JPL
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CITY OF MILFORD
N.E. FRONT STREET WATERLINE REPLACEMENT
DBF # 00052A182
NOVEMBER 25, 2020

BID RESULTS

	Item No. & Description	Size/ Depth	Unit	Est. Qty	ECM Corporation		Reybold Construction Group		Retallack & Sons		A-Del		WJV General Contractors		Teal Construction		JJID	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Mobilization, Bonds, Insurance, and Demobilization (Max. 3% of Total Bid Contract)	---	LS	1	$ 24,500.00	$ 24,500.00	$ 40,000.00	$ 40,000.00	$ 45,124.32	$ 45,124.32	$ 45,000.00	$ 45,000.00	$ 36,350.00	$ 36,350.00	$ 50,185.00	$ 50,185.00	$ 65,000.00	$ 65,000.00
2	Furnish and Provide Traffic Control	---	LS	1	$ 60,000.00	$ 60,000.00	$ 163,267.00	$ 163,267.00	$ 182,362.40	$ 182,362.40	$ 80,000.00	$ 80,000.00	$ 55,300.00	$ 55,300.00	$ 281,894.00	$ 281,894.00	$ 330,000.00	$ 330,000.00
3A	Furnish and Install Water Mains, Fittings, and Appurtenances (PVC C900)	6"	LF	100	$ 125.00	$ 12,500.00	$ 218.10	$ 21,810.00	$ 585.60	$ 58,560.00	$ 190.00	$ 19,000.00	$ 484.50	$ 48,450.00	$ 269.00	$ 26,900.00	$ 250.00	$ 25,000.00
3B		8"	LF	100	$ 135.00	$ 13,500.00	$ 175.54	$ 17,554.00	$ 355.40	$ 35,540.00	$ 190.00	$ 19,000.00	$ 134.00	$ 13,400.00	$ 177.00	$ 17,700.00	$ 250.00	$ 25,000.00
3C		10"	LF	3180	$ 145.00	$ 461,100.00	$ 149.50	$ 475,410.00	$ 161.16	$ 512,488.80	$ 190.00	$ 604,200.00	$ 249.89	$ 794,660.00	$ 223.00	$ 709,140.00	$ 260.00	$ 826,800.00
4	Furnish and Install Water Mains, Fittings, and Appurtenances (HDPE) via Horizontal Direction Drill Method (Casing and Carrier)	10"/20"	LF	210	$ 550.00	$ 115,500.00	$ 678.50	$ 142,485.00	$ 648.11	$ 136,103.10	$ 635.00	$ 133,350.00	$ 726.19	$ 152,500.00	$ 682.00	$ 143,220.00	$ 650.00	$ 136,500.00
5A	Furnish and Install Valves, Valve Boxes, and Appurtenances	6"	EA	5	$ 1,200.00	$ 6,000.00	$ 1,518.00	$ 7,590.00	$ 1,115.51	$ 5,577.55	$ 1,350.00	$ 6,750.00	$ 3,160.00	$ 15,800.00	$ 1,557.00	$ 7,785.00	$ 2,500.00	$ 12,500.00
5B		8"	EA	3	$ 2,500.00	$ 7,500.00	$ 2,310.00	$ 6,930.00	$ 1,584.26	$ 4,752.78	$ 1,650.00	$ 4,950.00	$ 4,300.00	$ 12,900.00	$ 2,238.00	$ 6,714.00	$ 3,500.00	$ 10,500.00
5C		10"	EA	15	$ 3,000.00	$ 45,000.00	$ 3,031.50	$ 45,472.50	$ 2,288.66	$ 34,329.90	$ 2,480.00	$ 37,200.00	$ 3,816.67	$ 57,250.00	$ 3,072.00	$ 46,080.00	$ 4,500.00	$ 67,500.00
6	Furnish and Install Fire Hydrant Assemblies	---	EA	6	$ 6,800.00	$ 40,800.00	$ 9,184.50	$ 55,107.00	$ 9,867.92	$ 59,207.52	$ 8,000.00	$ 48,000.00	$ 10,750.00	$ 64,500.00	$ 9,807.00	$ 58,842.00	$ 10,000.00	$ 60,000.00
7A	Furnish and Install Tapping Saddle, Corporation Stop, Connection Fittings, Appurtenances and Connect to Existing Service Line including Abandonment/Capping of Existing Service	1"	EA	7	$ 850.00	$ 5,950.00	$ 2,245.50	$ 15,718.50	$ 3,966.61	$ 27,766.27	$ 2,490.00	$ 17,430.00	$ 1,085.71	$ 7,600.00	$ 905.00	$ 6,335.00	$ 1,500.00	$ 10,500.00
7B		2"	EA	2	$ 1,100.00	$ 2,200.00	$ 3,907.00	$ 7,814.00	$ 6,661.30	$ 13,322.60	$ 2,800.00	$ 5,600.00	$ 2,250.00	$ 4,500.00	$ 2,545.00	$ 5,090.00	$ 2,400.00	$ 4,800.00
8A	Furnish and Install Tapping Saddle, Corporation Stop, Connection Fittings and Appurtenances	1"	EA	6	$ 1,000.00	$ 6,000.00	$ 2,124.00	$ 12,744.00	$ 3,951.32	$ 23,707.92	$ 1,600.00	$ 9,600.00	$ 916.67	$ 5,500.00	$ 857.00	$ 5,142.00	$ 1,500.00	$ 9,000.00
8B		2"	EA	2	$ 2,500.00	$ 5,000.00	$ 2,584.50	$ 5,169.00	$ 6,378.54	$ 12,757.08	$ 2,050.00	$ 4,100.00	$ 2,250.00	$ 4,500.00	$ 1,241.00	$ 2,482.00	$ 2,400.00	$ 4,800.00
9A	Furnish and Install Water Meter, Meter Box, Meter Setter, and Appurtenances	1"	LF	6	$ 1,200.00	$ 7,200.00	$ 1,952.50	$ 11,715.00	$ 838.63	$ 5,031.78	$ 1,750.00	$ 10,500.00	$ 750.00	$ 4,500.00	$ 1,818.00	$ 10,908.00	$ 1,100.00	$ 6,600.00
9B		2"	LF	2	$ 1,200.00	$ 2,400.00	$ 5,544.00	$ 11,088.00	$ 3,344.02	$ 6,688.04	$ 2,850.00	$ 5,700.00	$ 5,100.00	$ 10,200.00	$ 4,931.00	$ 9,862.00	$ 5,000.00	$ 10,000.00
10A	Furnish and Install Water Service Lines by Open Cut Method (tap to meter pit)	1"	LF	120	$ 45.00	$ 5,400.00	$ 34.00	$ 4,080.00	$ 18.88	$ 2,265.60	$ 81.00	$ 9,720.00	$ 45.00	$ 5,400.00	$ 68.00	$ 8,160.00	$ 10.00	$ 1,200.00
10B		2"	LF	50	$ 65.00	$ 3,250.00	$ 53.97	$ 2,698.50	$ 19.83	$ 991.50	$ 134.00	$ 6,700.00	$ 33.00	$ 1,650.00	$ 83.00	$ 4,150.00	$ 20.00	$ 1,000.00
11A	Furnish and Install Water Service Lines by Directional Drilling or Missile Bore (tap to meter pit)	1"	LF	100	$ 45.00	$ 4,500.00	$ 50.93	$ 5,093.00	$ 24.97	$ 2,497.00	$ 86.00	$ 8,600.00	$ 27.00	$ 2,700.00	$ 55.00	$ 5,500.00	$ 23.00	$ 2,300.00
11B		2"	LF	40	$ 65.00	$ 2,600.00	$ 95.06	$ 3,802.40	$ 25.92	$ 1,036.80	$ 82.00	$ 3,280.00	$ 50.00	$ 2,000.00	$ 71.00	$ 2,840.00	$ 25.00	$ 1,000.00
12	Rotomill Existing Asphalt Pavement	2"	SY	3500	$ 2.50	$ 8,750.00	$ 2.87	$ 10,045.00	$ 5.72	$ 20,020.00	$ 8.50	$ 29,750.00	$ 4.00	$ 14,000.00	$ 11.00	$ 38,500.00	$ 15.00	$ 52,500.00
13	Furnish and Install BCBC Pavement Base Course Material including Preparation and Compaction of Pavement Subgrade	---	Tons	1800	$ 120.00	$ 216,000.00	$ 118.00	$ 212,400.00	$ 71.83	$ 129,294.00	$ 140.00	$ 252,000.00	$ 126.42	$ 227,547.00	$ 298.00	$ 536,400.00	$ 180.00	$ 324,000.00
14	Furnish and Install Type C Pavement Surface Course Material	---	Tons	500	$ 110.00	$ 55,000.00	$ 129.00	$ 64,500.00	$ 95.39	$ 47,695.00	$ 154.00	$ 77,000.00	$ 128.32	$ 64,160.00	$ 203.00	$ 101,500.00	$ 166.00	$ 83,000.00
15	Furnish and Install Erosion and Sediment Control Measures	---	LS	1	$ 1,000.00	$ 1,000.00	$ 2,106.80	$ 2,106.80	$ 33,000.00	$ 33,000.00	$ 7,500.00	$ 7,500.00	$ 3,000.00	$ 3,000.00	$ 29,787.00	$ 29,787.00	$ 32,000.00	$ 32,000.00
16	Remove and Replace Curb & Gutter	---	LF	40	$ 54.00	$ 2,160.00	$ 99.14	$ 3,965.60	$ 30.48	$ 1,219.20	$ 150.00	$ 6,000.00	$ 147.00	$ 5,880.00	$ 70.00	$ 2,800.00	$ 150.00	$ 6,000.00
17	Furnish and Install Borrow Material, Type C (Select Backfill)	---	CY	2200	$ 10.00	$ 22,000.00	$ 25.91	$ 57,002.00	$ 30.48	$ 67,056.00	$ 26.00	$ 57,200.00	$ 11.00	$ 24,200.00	$ 22.00	$ 48,400.00	$ 45.00	$ 99,000.00
	Contingent Construction Items (To be Completed at the Direction of the Engineer)																	
18	Miscellaneous Excavation and Backfill for Test Pitting including Temporary Restoration	---	CY	100	$ 40.00	$ 4,000.00	$ 95.67	$ 9,567.00	$ 165.79	$ 16,579.00	$ 100.00	$ 10,000.00	$ 10.00	$ 1,000.00	$ 24.00	$ 2,400.00	$ 50.00	$ 5,000.00
19	Furnish and Place Aggregate Material, Graded Aggregate Type "B" (Crusher Run)	---	Tons	100	$ 35.00	$ 3,500.00	$ 42.37	$ 4,237.00	$ 43.89	$ 4,389.00	$ 85.00	$ 8,500.00	$ 27.00	$ 2,700.00	$ 33.00	$ 3,300.00	$ 50.00	$ 5,000.00
20	Furnish and Place Porous Fill Material, Coarse Aggregate No. 57 Stone	---	Tons	100	$ 35.00	$ 3,500.00	$ 49.87	$ 4,987.00	$ 67.05	$ 6,705.00	$ 100.00	$ 10,000.00	$ 35.00	$ 3,500.00	$ 42.00	$ 4,200.00	$ 75.00	$ 7,500.00
21	Furnish and Place 4,000 psi Concrete	---	CY	20	$ 200.00	$ 4,000.00	$ 538.68	$ 10,773.60	$ 243.80	$ 4,876.00	$ 725.00	$ 14,500.00	$ 200.00	$ 4,000.00	$ 178.00	$ 3,560.00	$ 150.00	$ 3,000.00
22	On-Site Soil Testing	---	HRS	40	$ 50.00	$ 2,000.00	$ 107.98	$ 4,319.20	$ 304.75	$ 12,190.00	$ 225.00	$ 9,000.00	$ 162.50	$ 6,500.00	$ 77.00	$ 3,080.00	$ 125.00	$ 5,000.00
23	Soils Laboratory Testing	---	EA	20	$ 50.00	$ 1,000.00	$ 839.82	$ 16,796.40	$ 304.75	$ 6,095.00	$ 335.00	$ 6,700.00	$ 160.00	$ 3,200.00	$ 178.00	$ 3,560.00	$ 200.00	$ 4,000.00
24	Furnish and Install Additional Fittings NOT Shown or Indicated on the Plans	---	LBS	1000	$ 2.00	$ 2,000.00	$ 8.95	$ 8,950.00	$ 31.00	$ 31,000.00	$ 3.50	$ 3,500.00	$ 7.50	$ 7,500.00	$ 6.00	$ 6,000.00	$ 5.00	$ 5,000.00
	TOTAL BID (ITEMS 1 - 24)				**$**	**1,155,810.00**	**$**	**1,465,197.50**	**$**	**1,550,229.16**	**$**	**1,570,330.00**	**$**	**1,666,847.00**	**$**	**2,192,416.00**	**$**	**2,241,000.00**
	BID ALTERNATIVE ITEM (TO BE COMPLETED IN LIEU OF BID ITEM NO. 4 AT THE DIRECTION OF THE OWNER)																	
24	Furnish and Install Water Mains, Fittings, and Appurtenances (PVC C900) with Steel Casing Pipe via Bore and Jack Method	10"/20"	LF	210	$ 550.00	$ 115,500.00	$ 782.75	$ 164,377.50	$ 1,120.95	$ 235,399.50	$ 825.00	$ 173,250.00	$ 738.10	$ 155,000.00	$ 815.00	$ 171,150.00	$ 1,000.00	$ 210,000.00

SECTION 00300

BID FORM

Proposal of ECM Corporation (hereafter called "BIDDER"), organized and existing under the laws of the State of Maryland doing business as a a corporation (*Insert "a corporation", "a partnership", or "an individual" as applicable)* to the City of Milford (hereinafter called "OWNER").

In compliance with the INVITATION TO BIDDERS, BIDDER hereby proposes to perform all WORK for the **NE Front Street Waterline Replacement, Project No. 0052A182,** in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER certifies that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this CONTRACT on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within **150 consecutive calendar days** thereafter. BIDDER further agrees to pay, as liquidated damages, an amount of **$1,0000.00 per calendar day** as defined in the GENERAL CONDITIONS.

BIDDER acknowledges receipt of the following ADDENDA:

Addendum No. 1, Dated 11/06/2020

Addendum No. 2, Dated 11/16/2020

Addendum No. 3, Dated 11/20/2020

This BID includes sales tax and all other applicable taxes and fees. BIDDER agrees to perform all the WORK described in the CONTRACT DOCUMENTS for the following unit prices or lump sum amounts:

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, Insurance, and Demobilization (Max. 3% of Total Bid Contract)	---	LS	1	---	24,500.00
2.	Furnish and Provide Traffic Control	---	LS	1	---	60,000.00
3A.	Furnish and Install Water Mains, Fittings, and Appurtenances (PVC C900)	6"	LF	100	125.00	12,500.00
3B.		8"	LF	100	135.00	13,500.00
3C.		10"	LF	3,180	145.00	461,100.00
4.	Furnish and Install Water Mains, Fittings, and Appurtenances (HDPE) via Horizontal Direction Drill Method (Casing and Carrier)	10" / 20"	LF	210	550.00	115,500.00
5A.	Furnish and Install Valves, Valve Boxes, and Appurtenances	6"	EA	5	1,200.00	6,000.00
5B.		8"	EA	3	2,500.00	7,500.00
5C.		10"	EA	15	3,000.00	45,000.00
6.	Furnish and Install Fire Hydrant Assemblies	---	EA	6	6,800.00	40,800.00
7A.	Furnish and Install Tapping Saddle, Corporation Stop, Connection Fittings, Appurtenances and Connect to Existing Service Line including Abandonment/Capping of Existing Service	1"	EA	7	850.00	5,950.00
7B.		2"	EA	2	1,100.00	2,200.00
8A.	Furnish and Install Tapping Saddle, Corporation Stop, Connection Fittings and Appurtenances	1"	EA	6	1,000.00	6,000.00
8B.		2"	EA	2	2,500.00	5,000.00
9A.	Furnish and Install Water Meter, Meter Box, Meter Setter, and Appurtenances	1"	EA	6	1,200.00	7,200.00
9B.		2"	EA	2	1,200.00	2,400.00
10A.	Furnish and Install Water	1"	LF	120	45.00	5,400.00

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
23.	Soils Laboratory Testing	---	EA	20	50.00	1,000.00
24.	Furnish and Install Additional Fittings NOT Shown or Indicated on the Plans	---	LBS	1,000	2.00	2,000.00

TOTAL BASE BID AMOUNT (ITEMS 1–24): $ 1,155,810.00

BID ALTERNATIVE ITEM (TO BE COMPLETED IN LIEU OF BID ITEM NO. 4 AT THE DIRECTION OF THE OWNER)						
25.	Furnish and Install Water Mains, Fittings, and Appurtenances (PVC C900) with Steel Casing Pipe via Bore and Jack Method	10" / 20"	LF	210	550.00	115,500.00

SUBCONTRACTOR and SUPPLIER LIST

In accordance with Title 29, Chapter 69, §6962 (d) (10) b. of the Delaware Code, the following SUBCONTRACTOR and SUPPLIER listing must accompany the BID submittal. The name and address (City and State only) of all major material SUPPLIERS and SUBCONTRACTORS must be listed for each category where the BIDDER intends to use a SUPPLIER or SUBCONTRACTOR to perform that category of WORK. In order to provide full disclosure and acceptance of the BID by the OWNER, it is required that BIDDERS list themselves as being the SUBCONTRACTOR or SUPPLIER for all categories where he/she is qualified and intends to perform such WORK.

SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE(Y/N)
1	Paving	ECM Corporation	12317 Riverview Road Fort Washington, Maryland 20744	N
2	Concrete	ECM Corporation	12317 Riverview Road Fort Washington, Maryland 20744	N
3	Traffic Control	ECM Corporation	12317 Riverview Road Fort Washington, Maryland 20744	N
4	Water/Service	ECM Corporation	12317 Riverview Road Fort Washington, Maryland 20744	N
5	Jack & Bore Method	Springs Associates, Inc.	29565 Chilcutt Road Easton, Maryland 21601	N
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SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE(Y/N)
19				

SUPPLIERS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE(Y/N)
1	Pipe	Belair Road Supply	6 Hickory Street Frankford, DE 19945	N
2	Valves	Belair Road Supply	6 Hickory Street Frankford, DE 19945	N
3	Concrete	Chaney Enterprise	20956 Coverdale Road Bridgevile, DE 19933	N
4	Asphalt	Allan Myers	3700 Bay Road Dover, DE 19902	N
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BIDDER – Please Note:

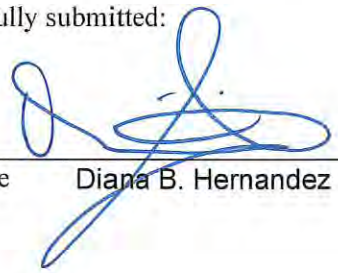
The OWNER reserves the right to accept or reject any or all BIDS. The OWNER may elect to delete some or all portions of any BID item, shown above and described in the CONTRACT DOCUMENTS, or accept any or all alternate BID items, in any order, such that the best interests of the OWNER are served.

By submission of this BID, BIDDER certifies that: (1) he is licensed, or has initiated the license application, as required by Title 30, Chapter 25, §2502 of the Delaware Code; (2) he has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this submitted proposal; and (3) he comprehends the bidding requirements set forth in the CONTRACT DOCUMENTS and herein and is thoroughly familiar with the provisions of the CONTRACT DOCUMENTS.

BIDDER agrees that this BID shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving BIDS. Upon receipt of written notice of the acceptance of this BID, BIDDER will execute the formal CONTRACT attached to said notice, within twenty (20) days and deliver a Surety BOND or BONDS as required in the INFORMATION FOR RESPONSIBLE BIDDERS.

The BID security attached in the sum of $ 115,581.00, representing ten percent (10%) of the total Project BID, is to become the property of the OWNER in the event the CONTRACT and BONDS are not executed within the time above set forth, as liquidated damages for the delay and additional time expense to the OWNER caused thereby.

Respectfully submitted:



Signature Diana B. Hernandez

11/25/2020
Date

President
Title

12317 Riverview Road
Company Address

46-1160941
Federal E.I. Number

Fort Washington, Maryland 20744
Company Address (cont'd)

2020100577
Delaware Business License Number

SEAL – (If bid is by a corporation)

END OF SECTION

SECTION 00370

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the Undersigned, ECM Corporation 7704 Race Road, Jessup, MD 20794, as PRINCIPAL, and Markel Insurance Company 4521 Highwoods Parkway, Glen Allen, VA 23060, as SURETY, are hereby held and firmly bound unto the City of Milford, as OWNER, the penal sum of Five Percent of Amount Bid, ($ 5%) for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed, this 12th day of November, 2020.

The condition of the above obligation is such that whereas the PRINCIPAL has submitted to the City of Milford a certain BID, attached hereto and hereby made a part hereof to enter into a CONTRACT, in writing, for the **NE Front Street Waterline Replacement, Project No. 052A182**.

NOW, THEREFORE,

(a) If said BID shall be rejected, or

(b) If said BID shall be accepted and the PRINCIPAL shall execute and deliver a CONTRACT in the form of CONTRACT attachment hereto (properly completed in accordance with said BID) and shall furnish a BOND for faithful performance of said CONTRACT and for the payment of all persons performing labor and furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the SURETY for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The SURETY, for value received, hereby stipulates and agrees that the obligations of said SURETY and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID; and said SURETY does hereby waive notice of any extension.

In WITNESS WHEREOF, the PRINCIPAL and the SURETY have hereunto set their hands and seals, and

such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above. SURETY executing BONDS shall be a licensed agent in the State of Delaware.

ECM Corporation

_____ (L.S.)
PRINCIPAL Diana B. Hernandez, President

Markel Insurance Company

_____
SURETY

By: Paul M. Troeschel, Attorney-In-Fact

IMPORTANT – SURETY companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

END OF SECTION

POA# 2010013

JOINT LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That SureTec Insurance Company, a Corporation duly organized and existing under the laws of the State of Texas and having its principal office in the County of Harris, Texas and Markel Insurance Company (the "Company"), a corporation duly organized and existing under the laws of the state of Illinois, and having its principal administrative office in Glen Allen, Virginia, does by these presents make, constitute and appoint:

Adam T. Grap, Ryan Hays, Stephen A. Spencer, Susan B. Willett, Aldo Pasquariello, Daniel R. West, Paul M. Troeschel, Jaime L. George-Perando, Menuel Jones, Rush H. Seale, Arthur H. Jones, Brenda L. Pattishall, Beatrice Saint-Felix, Karen L. Wilson

Their true and lawful agent(s) and attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal and deliver for and on their own behalf, individually as a surety or jointly, as co-sureties, and as their act and deed any and all bonds and other undertaking in suretyship provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

Twenty Five Million and 00/100 Dollars ($25,000,000.00)

This Power of Attorney is granted and is signed and sealed under and by the authority of the following Resolutions adopted by the Board of Directors of SureTec Insurance Company and Markel Insurance Company:

"RESOLVED, That the President, Senior Vice President, Vice President, Assistant Vice President, Secretary, Treasurer and each of them hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer or attorney, of the company, qualifying the attorney or attorneys named in the given power of attorney, to execute in behalf of, and acknowledge as the act and deed of the SureTec Insurance Company and Markel Insurance Company, as the case may be, all bond undertakings and contracts of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, Markel Insurance Company and SureTec Insurance Company have caused their official seal to be hereunto affixed and these presents to be signed by their duly authorized officers on the 27th day of May , 2020 .

SureTec Insurance Company

By: _____
Michael C. Keimig, President

Markel Insurance Company

By: _____
Robin Russo, Senior Vice President

Commonwealth of Virginia
County of Henrico SS:

On this 27th day of May 2020 A. D., before me, a Notary Public of the Commonwealth of Virginia, in and for the County of Henrico, duly commissioned and qualified, came THE ABOVE OFFICERS OF THE COMPANIES, to me personally known to be the individuals and officers described in, who executed the preceding instrument, and they acknowledged the execution of same, and being by me duly sworn, disposed and said that they are the officers of the said companies aforesaid, and that the seals affixed to the proceeding instrument are the Corporate Seals of said Companies, and the said Corporate Seals and their signatures as officers were duly affixed and subscribed to the said instrument by the authority and direction of the said companies, and that Resolutions adopted by the Board of Directors of said Companies referred to in the preceding instrument is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed my Official Seal at the County of Henrico, the day and year first above written.

DONNA DONAVANT NOTARY PUBLIC MY COMMISSION NUMBER 7083968 COMMONWEALTH OF VIRGINIA

By: _____
Donna Donavant, Notary Public
My commission expires 1/31/2023

We, the undersigned Officers of SureTec Insurance Company and Markel Insurance Company do hereby certify that the original POWER OF ATTORNEY of which the foregoing is a full, true and correct copy is still in full force and effect and has not been revoked.

IN WITNESS WHEREOF, we have hereunto set our hands, and affixed the Seals of said Companies, on the 12th day of November, 2020.

SureTec Insurance Company

By: _____
M. Brent Beaty, Assistant Secretary

Markel Insurance Company

By: _____
Richard R. Grinnan, Vice President and Secretary

Any Instrument Issued in excess of the penalty stated above is totally void and without any validity. **2010013**
For verification of the authority of this Power you may call (713)812-0800 on any business day between 8:30 AM and 5:00 PM CST.

SECTION 00300

BID FORM

Proposal of Reybold Construction Group, LLC (hereafter called "BIDDER"), organized and existing under the laws of the State of Delaware doing business as a Limited Liability Company *(Insert "a corporation", "a partnership", or "an individual" as applicable)* to the City of Milford (hereinafter called "OWNER").

In compliance with the INVITATION TO BIDDERS, BIDDER hereby proposes to perform all WORK for the **NE Front Street Waterline Replacement, Project No. 0052A182,** in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER certifies that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this CONTRACT on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within **150 consecutive calendar days** thereafter. BIDDER further agrees to pay, as liquidated damages, an amount of **$1,0000.00 per calendar day** as defined in the GENERAL CONDITIONS.

BIDDER acknowledges receipt of the following ADDENDA:

1, 2, and 3

This BID includes sales tax and all other applicable taxes and fees. BIDDER agrees to perform all the WORK described in the CONTRACT DOCUMENTS for the following unit prices or lump sum amounts:

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, Insurance, and Demobilization (Max. 3% of Total Bid Contract)	---	LS	1	---	$40,000.00
2.	Furnish and Provide Traffic Control	---	LS	1	---	$163,267.00
3A.	Furnish and Install Water Mains, Fittings, and Appurtenances (PVC C900)	6"	LF	100	$218.10	$21,810.00
3B.		8"	LF	100	$175.54	$17,554.00
3C.		10"	LF	3,180	$149.50	$475,410.00
4.	Furnish and Install Water Mains, Fittings, and Appurtenances (HDPE) via Horizontal Direction Drill Method (Casing and Carrier)	10" / 20"	LF	210	$678.50	$142,485.00
5A.	Furnish and Install Valves, Valve Boxes, and Appurtenances	6"	EA	5	$1,518.00	$7,590.00
5B.		8"	EA	3	$2,310.00	$6,930.00
5C.		10"	EA	15	$3,031.50	$45,472.50
6.	Furnish and Install Fire Hydrant Assemblies	---	EA	6	$9,184.50	$55,107.00
7A.	Furnish and Install Tapping Saddle, Corporation Stop, Connection Fittings, Appurtenances and Connect to Existing Service Line including Abandonment/Capping of Existing Service	1"	EA	7	$2,245.50	$15,718.50
7B.		2"	EA	2	$3,907.00	$7,814.00
8A.	Furnish and Install Tapping Saddle, Corporation Stop, Connection Fittings and Appurtenances	1"	EA	6	2,124.00	$12,744.00
8B.		2"	EA	2	$2,584.50	$5,169.00
9A.	Furnish and Install Water Meter, Meter Box, Meter Setter, and Appurtenances	1"	EA	6	$1,952.50	$11,715.00
9B.		2"	EA	2	$5,544.00	$11,088.00
10A.	Furnish and Install Water	1"	LF	120	$34.00	$4,080.00

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
10B.	Service Lines by Open Cut Method (tap to meter pit)	2"	LF	50	$53.97	$2,698.50
11A.	Furnish and Install Water Service Lines by Directional Drilling or Missile Bore (tap to meter pit)	1"	LF	100	$50.93	$5,093.00
11B.		2"	LF	40	$95.06	$3,802.40
12.	Rotomill Existing Asphalt Pavement	2"	SY	3,500	$2.87	$10,045.00
13.	Furnish and Install BCBC Pavement Base Course Material including Preparation and Compaction of Pavement Subgrade	---	TONS	1,800	$118.00	$212,400.00
14.	Furnish and Install Type C Pavement Surface Course Material	---	TONS	500	$129.00	$64,500.00
15.	Furnish and Install Erosion and Sediment Control Measures	---	LS	1	$2,106.80	$2,106.80
16.	Remove and Replace Curb & Gutter	---	LF	40	$99.14	$3,965.60
17.	Furnish and Install Borrow Material, Type C (Select Backfill)	---	CY	2,200	$25.91	$57,002.00
CONTINGENT CONSTRUCTION ITEMS (TO BE COMPLETED AT THE DIRECTION OF THE ENGINEER)						
18.	Miscellaneous Excavation and Backfill for Test Pitting including Temporary Restoration	---	CY	100	$95.67	$9,567.00
19.	Furnish and Place Aggregate Material, Graded Aggregate Type "B" (Crusher Run)	---	TON	100	$42.37	$4,237.00
20.	Furnish and Place Porous Fill Material, Coarse Aggregate No. 57 Stone	---	TON	100	$49.87	$4,987.00
21.	Furnish and Place 4,000 psi Concrete	---	CY	20	$538.68	$10,773.60
22.	On-Site Soil Testing	---	HRS	40	$107.98	$4,319.20

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
23.	Soils Laboratory Testing	---	EA	20	$839.82	$16,796.40
24.	Furnish and Install Additional Fittings NOT Shown or Indicated on the Plans	---	LBS	1,000	$8.95	$8,950.00

TOTAL BASE BID AMOUNT (ITEMS 1–24): $ 1,465,197.50

BID ALTERNATIVE ITEM (TO BE COMPLETED IN LIEU OF BID ITEM NO. 4 AT THE DIRECTION OF THE OWNER)						
25.	Furnish and Install Water Mains, Fittings, and Appurtenances (PVC C900) with Steel Casing Pipe via Bore and Jack Method	10" / 20"	LF	210	$782.75	$164,377.50

SUBCONTRACTOR and SUPPLIER LIST

In accordance with Title 29, Chapter 69, §6962 (d) (10) b. of the Delaware Code, the following SUBCONTRACTOR and SUPPLIER listing must accompany the BID submittal. The name and address (City and State only) of all major material SUPPLIERS and SUBCONTRACTORS must be listed for each category where the BIDDER intends to use a SUPPLIER or SUBCONTRACTOR to perform that category of WORK. In order to provide full disclosure and acceptance of the BID by the OWNER, it is required that BIDDERS list themselves as being the SUBCONTRACTOR or SUPPLIER for all categories where he/she is qualified and intends to perform such WORK.

SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE(Y/N)
1	Paving	Reybold Construction Group, LLC	Bear, DE	N
2	Concrete	Reybold Construction Group, LLC	Bear, DE	N
3	Traffic Control	Direct & Correct	Camden, DE	Y
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SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE(Y/N)
19				

SUPPLIERS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE(Y/N)
1	Pipe	Core & Main	Milton, DE	N
2	Valves	Core & Main	Milton, DE	N
3	Concrete	Atlantic Concrete	Milford, DE	N
4	Asphalt	Allan Myers	Malvern, PA	N
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BIDDER – Please Note:

The OWNER reserves the right to accept or reject any or all BIDS. The OWNER may elect to delete some or all portions of any BID item, shown above and described in the CONTRACT DOCUMENTS, or accept any or all alternate BID items, in any order, such that the best interests of the OWNER are served.

By submission of this BID, BIDDER certifies that: (1) he is licensed, or has initiated the license application, as required by Title 30, Chapter 25, §2502 of the Delaware Code; (2) he has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this submitted proposal; and (3) he comprehends the bidding requirements set forth in the CONTRACT DOCUMENTS and herein and is thoroughly familiar with the provisions of the CONTRACT DOCUMENTS.

BIDDER agrees that this BID shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving BIDS. Upon receipt of written notice of the acceptance of this BID, BIDDER will execute the formal CONTRACT attached to said notice, within twenty (20) days and deliver a Surety BOND or BONDS as required in the INFORMATION FOR RESPONSIBLE BIDDERS.

The BID security attached in the sum of $ 10% of bid , representing ten percent (10%) of the total Project BID, is to become the property of the OWNER in the event the CONTRACT and BONDS are not executed within the time above set forth, as liquidated damages for the delay and additional time expense to the OWNER caused thereby.

Respectfully submitted:

Signature	November 25, 2020 Date
James Grygiel, Vice-President Title	116 East Scotland Drive Company Address
20-4618771 Federal E.I. Number	Bear, DE 19701 Company Address (cont'd)
2007217981 Delaware Business License Number	SEAL – (If bid is by a corporation)

END OF SECTION

SECTION 00300

BID FORM

Proposal of Retallack & Sons Inc. (hereafter called "BIDDER"), organized and existing under the laws of the State of Maryland doing business as a a corporation (*Insert "a corporation", "a partnership", or "an individual" as applicable)* to the City of Milford (hereinafter called "OWNER").

In compliance with the INVITATION TO BIDDERS, BIDDER hereby proposes to perform all WORK for the **NE Front Street Waterline Replacement, Project No. 0052A182,** in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER certifies that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this CONTRACT on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within **150 consecutive calendar days** thereafter. BIDDER further agrees to pay, as liquidated damages, an amount of **$1,0000.00 per calendar day** as defined in the GENERAL CONDITIONS.

BIDDER acknowledges receipt of the following ADDENDA:

Addendum No. 1	11/06/2020
Addendum No. 2	11/16/2020
Addendum No. 3	11/20/2020

This BID includes sales tax and all other applicable taxes and fees. BIDDER agrees to perform all the WORK described in the CONTRACT DOCUMENTS for the following unit prices or lump sum amounts:

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, Insurance, and Demobilization (Max. 3% of Total Bid Contract)	---	LS	1	---	$45,124.32
2.	Furnish and Provide Traffic Control	---	LS	1	---	$182,362.40
3A.	Furnish and Install Water Mains, Fittings, and Appurtenances (PVC C900)	6"	LF	100	$585.60	$58,560.00
3B.		8"	LF	100	$355.40	$35,540.00
3C.		10"	LF	3,180	$161.16	$512,488.80
4.	Furnish and Install Water Mains, Fittings, and Appurtenances (HDPE) via Horizontal Direction Drill Method (Casing and Carrier)	10" / 20"	LF	210	$648.11	$136,103.10
5A.	Furnish and Install Valves, Valve Boxes, and Appurtenances	6"	EA	5	$1,115.51	$5,577.55
5B.		8"	EA	3	$1,584.26	$4,752.78
5C.		10"	EA	15	$2,288.66	$34,329.90
6.	Furnish and Install Fire Hydrant Assemblies	---	EA	6	$9,867.92	$59,207.52
7A.	Furnish and Install Tapping Saddle, Corporation Stop, Connection Fittings, Appurtenances and Connect to Existing Service Line including Abandonment/Capping of Existing Service	1"	EA	7	$3,966.61	$27,766.27
7B.		2"	EA	2	$6,661.30	$13,322.60
8A.	Furnish and Install Tapping Saddle, Corporation Stop, Connection Fittings and Appurtenances	1"	EA	6	$3,951.32	$23,707.92
8B.		2"	EA	2	$6,378.54	$12,757.08
9A.	Furnish and Install Water Meter, Meter Box, Meter Setter, and Appurtenances	1"	EA	6	$838.63	$5,031.78
9B.		2"	EA	2	$3,344.02	$6,688.04
10A.	Furnish and Install Water	1"	LF	120	$18.88	$2,265.60

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
10B.	Service Lines by Open Cut Method (tap to meter pit)	2"	LF	50	$19.83	$991.50
11A.	Furnish and Install Water Service Lines by Directional Drilling or Missile Bore (tap to meter pit)	1"	LF	100	$24.97	$2,497.00
11B.		2"	LF	40	$25.92	$1,036.80
12.	Rotomill Existing Asphalt Pavement	2"	SY	3,500	$5.72	$20,020.00
13.	Furnish and Install BCBC Pavement Base Course Material including Preparation and Compaction of Pavement Subgrade	---	TONS	1,800	$71.83	$129,294.00
14.	Furnish and Install Type C Pavement Surface Course Material	---	TONS	500	$95.39	$47,695.00
15.	Furnish and Install Erosion and Sediment Control Measures	---	LS	1	$33,000.00	$33,000.00
16.	Remove and Replace Curb & Gutter	---	LF	40	$30.48	$1,219.20
17.	Furnish and Install Borrow Material, Type C (Select Backfill)	---	CY	2,200	$30.48	$67,056.00
CONTINGENT CONSTRUCTION ITEMS (TO BE COMPLETED AT THE DIRECTION OF THE ENGINEER)						
18.	Miscellaneous Excavation and Backfill for Test Pitting including Temporary Restoration	---	CY	100	$165.79	$16,579.00
19.	Furnish and Place Aggregate Material, Graded Aggregate Type "B" (Crusher Run)	---	TON	100	$43.89	$4,389.00
20.	Furnish and Place Porous Fill Material, Coarse Aggregate No. 57 Stone	---	TON	100	$67.05	$6,705.00
21.	Furnish and Place 4,000 psi Concrete	---	CY	20	$243.80	$4,876.00
22.	On-Site Soil Testing	---	HRS	40	$304.75	$12,190.00

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
23.	Soils Laboratory Testing	---	EA	20	$304.75	$6095.00
24.	Furnish and Install Additional Fittings NOT Shown or Indicated on the Plans	---	LBS	1,000	$31.00	$31,000.00

TOTAL BASE BID AMOUNT (ITEMS 1–24): $ 1,550,229.16

BID ALTERNATIVE ITEM (TO BE COMPLETED IN LIEU OF BID ITEM NO. 4 AT THE DIRECTION OF THE OWNER)						
25.	Furnish and Install Water Mains, Fittings, and Appurtenances (PVC C900) with Steel Casing Pipe via Bore and Jack Method	10" / 20"	LF	210	$1,120.95	$235,399.50

SUBCONTRACTOR and SUPPLIER LIST

In accordance with Title 29, Chapter 69, §6962 (d) (10) b. of the Delaware Code, the following SUBCONTRACTOR and SUPPLIER listing must accompany the BID submittal. The name and address (City and State only) of all major material SUPPLIERS and SUBCONTRACTORS must be listed for each category where the BIDDER intends to use a SUPPLIER or SUBCONTRACTOR to perform that category of WORK. In order to provide full disclosure and acceptance of the BID by the OWNER, it is required that BIDDERS list themselves as being the SUBCONTRACTOR or SUPPLIER for all categories where he/she is qualified and intends to perform such WORK.

SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE (Y/N)
1	Paving	R.L. Ewing Contractors Inc.	9950 Klondike Rd Easton, MD 21601	Y
2	Concrete			
3	Traffic Control	American Traffic Plan Design Inc.	PO Box 418 Horntown, VA 23395	N
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SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE (Y/N)
19				

SUPPLIERS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE (Y/N)
1	Pipe	Dover Plumbing Supply	3626 N Dupont Hwy Dover, DE 19901	N
2	Valves	Dover Plumbing Supply	3626 N Dupont Hwy Dover, DE 19901	N
3	Concrete	Atlantic Concrete Co.	812 NE Front St. Milford, DE 19963	N
4	Asphalt	R.L. Ewing Contractors	9950 Klondike Rd Easton, MD 21601	Y
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BIDDER – Please Note:

The OWNER reserves the right to accept or reject any or all BIDS. The OWNER may elect to delete some or all portions of any BID item, shown above and described in the CONTRACT DOCUMENTS, or accept any or all alternate BID items, in any order, such that the best interests of the OWNER are served.

By submission of this BID, BIDDER certifies that: (1) he is licensed, or has initiated the license application, as required by Title 30, Chapter 25, §2502 of the Delaware Code; (2) he has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this submitted proposal; and (3) he comprehends the bidding requirements set forth in the CONTRACT DOCUMENTS and herein and is thoroughly familiar with the provisions of the CONTRACT DOCUMENTS.

BIDDER agrees that this BID shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving BIDS. Upon receipt of written notice of the acceptance of this BID, BIDDER will execute the formal CONTRACT attached to said notice, within twenty (20) days and deliver a Surety BOND or BONDS as required in the INFORMATION FOR RESPONSIBLE BIDDERS.

The BID security attached in the sum of $ 155,022.92, representing ten percent (10%) of the total Project BID, is to become the property of the OWNER in the event the CONTRACT and BONDS are not executed within the time above set forth, as liquidated damages for the delay and additional time expense to the OWNER caused thereby.

Respectfully submitted:

Joanne M Petrella Signature	11/25/2020 Date
President Title	8520 Swann Haven Rd, Easton MD 21601 Company Address
20-2556501 Federal E.I. Number	Company Address (cont'd)
2016102212 Delaware Business License Number	SEAL – (If bid is by a corporation)

END OF SECTION

SECTION 00300

BID FORM

Proposal of A-DEL CONSTRUCTION CO., INC. (hereafter called "BIDDER"), organized and existing under the laws of the State of DE doing business as a CORPORATION (*Insert "a corporation", "a partnership", or "an individual" as applicable)* to the City of Milford (hereinafter called "OWNER").

In compliance with the INVITATION TO BIDDERS, BIDDER hereby proposes to perform all WORK for the **NE Front Street Waterline Replacement, Project No. 0052A182,** in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER certifies that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this CONTRACT on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within **150 consecutive calendar days** thereafter. BIDDER further agrees to pay, as liquidated damages, an amount of **$1,0000.00 per calendar day** as defined in the GENERAL CONDITIONS.

BIDDER acknowledges receipt of the following ADDENDA:

1 11-06-2020
2 11-16-2020
3 11-20-2020

This BID includes sales tax and all other applicable taxes and fees. BIDDER agrees to perform all the WORK described in the CONTRACT DOCUMENTS for the following unit prices or lump sum amounts:

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, Insurance, and Demobilization (Max. 3% of Total Bid Contract)	---	LS	1	---	45,000.00
2.	Furnish and Provide Traffic Control	---	LS	1	---	80,000.00
3A.	Furnish and Install Water Mains, Fittings, and Appurtenances (PVC C900)	6"	LF	100	190.00	19,000.00
3B.		8"	LF	100	190.00	19,000.00
3C.		10"	LF	3,180	190.00	604,200.00
4.	Furnish and Install Water Mains, Fittings, and Appurtenances (HDPE) via Horizontal Direction Drill Method (Casing and Carrier)	10" / 20"	LF	210	635.00	133,350.00
5A.	Furnish and Install Valves, Valve Boxes, and Appurtenances	6"	EA	5	1,350.00	6,750.00
5B.		8"	EA	3	1,650.00	4,950.00
5C.		10"	EA	15	2,480.00	37,200.00
6.	Furnish and Install Fire Hydrant Assemblies	---	EA	6	8,000.00	48,000.00
7A.	Furnish and Install Tapping Saddle, Corporation Stop, Connection Fittings, Appurtenances and Connect to Existing Service Line including Abandonment/Capping of Existing Service	1"	EA	7	2,490.00	17,430.00
7B.		2"	EA	2	2,800.00	5,600.00
8A.	Furnish and Install Tapping Saddle, Corporation Stop, Connection Fittings and Appurtenances	1"	EA	6	1,600.00	9,600.00
8B.		2"	EA	2	2,050.00	4,100.00
9A.	Furnish and Install Water Meter, Meter Box, Meter Setter, and Appurtenances	1"	EA	6	1,750.00	10,500.00
9B.		2"	EA	2	2,850.00	5,700.00
10A.	Furnish and Install Water	1"	LF	120	81.00	9,720.00

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
10B.	Service Lines by Open Cut Method (tap to meter pit)	2"	LF	50	134.00	6,700.00
11A.	Furnish and Install Water Service Lines by Directional Drilling or Missile Bore (tap to meter pit)	1"	LF	100	86.00	8,600.00
11B.		2"	LF	40	82.00	3,280.00
12.	Rotomill Existing Asphalt Pavement	2"	SY	3,500	8.50	29,750.00
13.	Furnish and Install BCBC Pavement Base Course Material including Preparation and Compaction of Pavement Subgrade	---	TONS	1,800	140.00	252,000.00
14.	Furnish and Install Type C Pavement Surface Course Material	---	TONS	500	154.00	77,000.00
15.	Furnish and Install Erosion and Sediment Control Measures	---	LS	1	7,500.00	7,500.00
16.	Remove and Replace Curb & Gutter	---	LF	40	150.00	6,000.00
17.	Furnish and Install Borrow Material, Type C (Select Backfill)	---	CY	2,200	26.00	57,200.00
CONTINGENT CONSTRUCTION ITEMS (TO BE COMPLETED AT THE DIRECTION OF THE ENGINEER)						
18.	Miscellaneous Excavation and Backfill for Test Pitting including Temporary Restoration	---	CY	100	100.00	10,000.00
19.	Furnish and Place Aggregate Material, Graded Aggregate Type "B" (Crusher Run)	---	TON	100	85.00	8,500.00
20.	Furnish and Place Porous Fill Material, Coarse Aggregate No. 57 Stone	---	TON	100	100.00	10,000.00
21.	Furnish and Place 4,000 psi Concrete	---	CY	20	725.00	14,500.00
22.	On-Site Soil Testing	---	HRS	40	225.00	9,000.00

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
23.	Soils Laboratory Testing	---	EA	20	335.00	6,700.00
24.	Furnish and Install Additional Fittings NOT Shown or Indicated on the Plans	---	LBS	1,000	3.50	3,500.00

$1,570,330.00

TOTAL BASE BID AMOUNT (ITEMS 1–24): $ ONE MILLION FIVE HUNDRED SEVENTY THOUSAND THREE HUNDRED THIRTY DOLLARS

BID ALTERNATIVE ITEM (TO BE COMPLETED IN LIEU OF BID ITEM NO. 4 AT THE DIRECTION OF THE OWNER)						
25.	Furnish and Install Water Mains, Fittings, and Appurtenances (PVC C900) with Steel Casing Pipe via Bore and Jack Method	10" / 20"	LF	210	825.00	173,250.00

SUBCONTRACTOR and SUPPLIER LIST

In accordance with Title 29, Chapter 69, §6962 (d) (10) b. of the Delaware Code, the following SUBCONTRACTOR and SUPPLIER listing must accompany the BID submittal. The name and address (City and State only) of all major material SUPPLIERS and SUBCONTRACTORS must be listed for each category where the BIDDER intends to use a SUPPLIER or SUBCONTRACTOR to perform that category of WORK. In order to provide full disclosure and acceptance of the BID by the OWNER, it is required that BIDDERS list themselves as being the SUBCONTRACTOR or SUPPLIER for all categories where he/she is qualified and intends to perform such WORK.

SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE(Y/N)
1	Paving	A-DEL CONST.	NEWARK, DE	N
2	Concrete	A-DEL CONST.	NEWARK, DE	N
3	Traffic Control	A-DEL CONST.	NEWARK, DE	N
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SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE(Y/N)
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SUPPLIERS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE(Y/N)
1	Pipe	BELAIR ROAD SUPPLY	FRANKFORD, DE	N
2	Valves	BELAIR ROAD SUPPLY	FRANKFORD, DE	N
3	Concrete	CHANEY ENTER.	BRIDGEVILLE, DE	N
4	Asphalt	FARMINGTON MOT-MIX	FARMINGTON, DE	N
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BIDDER – Please Note:

The OWNER reserves the right to accept or reject any or all BIDS. The OWNER may elect to delete some or all portions of any BID item, shown above and described in the CONTRACT DOCUMENTS, or accept any or all alternate BID items, in any order, such that the best interests of the OWNER are served.

By submission of this BID, BIDDER certifies that: (1) he is licensed, or has initiated the license application, as required by Title 30, Chapter 25, §2502 of the Delaware Code; (2) he has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this submitted proposal; and (3) he comprehends the bidding requirements set forth in the CONTRACT DOCUMENTS and herein and is thoroughly familiar with the provisions of the CONTRACT DOCUMENTS.

BIDDER agrees that this BID shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving BIDS. Upon receipt of written notice of the acceptance of this BID, BIDDER will execute the formal CONTRACT attached to said notice, within twenty (20) days and deliver a Surety BOND or BONDS as required in the INFORMATION FOR RESPONSIBLE BIDDERS.

The BID security attached in the sum of $ 10% BID BOND, representing ten percent (10%) of the total Project BID, is to become the property of the OWNER in the event the CONTRACT and BONDS are not executed within the time above set forth, as liquidated damages for the delay and additional time expense to the OWNER caused thereby.

Respectfully submitted:

B. [illegible]
Signature

11/24/2020
Date

CEO
Title

10 ADEL DRIVE
Company Address

51-0265095
Federal E.I. Number

NEWARK, DE 19702
Company Address (cont'd)

1989021636
Delaware Business License Number

SEAL – (If bid is by a corporation)

END OF SECTION

SECTION 00300

BID FORM

Proposal of WJV General Contractors, LLC (hereafter called "BIDDER"), organized and existing under the laws of the State of NJ doing business as a Corporation *(Insert "a corporation", "a partnership", or "an individual" as applicable)* to the City of Milford (hereinafter called "OWNER").

In compliance with the INVITATION TO BIDDERS, BIDDER hereby proposes to perform all WORK for the **NE Front Street Waterline Replacement, Project No. 0052A182,** in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER certifies that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this CONTRACT on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within **150 consecutive calendar days** thereafter. BIDDER further agrees to pay, as liquidated damages, an amount of **$1,0000.00 per calendar day** as defined in the GENERAL CONDITIONS.

BIDDER acknowledges receipt of the following ADDENDA:

#1

#2

#3

This BID includes sales tax and all other applicable taxes and fees. BIDDER agrees to perform all the WORK described in the CONTRACT DOCUMENTS for the following unit prices or lump sum amounts:

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, Insurance, and Demobilization (Max. 3% of Total Bid Contract)	---	LS	1	---	36,350-
2.	Furnish and Provide Traffic Control	---	LS	1	---	55,300-
3A.	Furnish and Install Water Mains, Fittings, and Appurtenances (PVC C900)	6"	LF	100		48,450-
3B.		8"	LF	100		13,400-
3C.		10"	LF	3,180		794,160
4.	Furnish and Install Water Mains, Fittings, and Appurtenances (HDPE) via Horizontal Direction Drill Method (Casing and Carrier)	10" / 20"	LF	210		152,500-
5A.	Furnish and Install Valves, Valve Boxes, and Appurtenances	6"	EA	5		15,800-
5B.		8"	EA	3		12,900-
5C.		10"	EA	15		57,250-
6.	Furnish and Install Fire Hydrant Assemblies	---	EA	6		64,500-
7A.	Furnish and Install Tapping Saddle, Corporation Stop, Connection Fittings, Appurtenances and Connect to Existing Service Line including Abandonment/Capping of Existing Service	1"	EA	7		7,600-
7B.		2"	EA	2		4,500-
8A.	Furnish and Install Tapping Saddle, Corporation Stop, Connection Fittings and Appurtenances	1"	EA	6		5,500-
8B.		2"	EA	2		4,500-
9A.	Furnish and Install Water Meter, Meter Box, Meter Setter, and Appurtenances	1"	EA	6		4,500-
9B.		2"	EA	2		10,200-
10A.	Furnish and Install Water	1"	LF	120		5,400-

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
10B.	Service Lines by Open Cut Method (tap to meter pit)	2"	LF	50		1,650-
11A.	Furnish and Install Water Service Lines by Directional Drilling or Missile Bore (tap to meter pit)	1"	LF	100		2,700-
11B.		2"	LF	40		2,000-
12.	Rotomill Existing Asphalt Pavement	2"	SY	3,500		14,000-
13.	Furnish and Install BCBC Pavement Base Course Material including Preparation and Compaction of Pavement Subgrade	---	TONS	1,800		27,547
14.	Furnish and Install Type C Pavement Surface Course Material	---	TONS	500		64,160-
15.	Furnish and Install Erosion and Sediment Control Measures	---	LS	1		3,000-
16.	Remove and Replace Curb & Gutter	---	LF	40		5,880-
17.	Furnish and Install Borrow Material, Type C (Select Backfill)	---	CY	2,200		24,200
CONTINGENT CONSTRUCTION ITEMS (TO BE COMPLETED AT THE DIRECTION OF THE ENGINEER)						
18.	Miscellaneous Excavation and Backfill for Test Pitting including Temporary Restoration	---	CY	100		1,000-
19.	Furnish and Place Aggregate Material, Graded Aggregate Type "B" (Crusher Run)	---	TON	100		2,700-
20.	Furnish and Place Porous Fill Material, Coarse Aggregate No. 57 Stone	---	TON	100		3,500-
21.	Furnish and Place 4,000 psi Concrete	---	CY	20		4,000-
22.	On-Site Soil Testing	---	HRS	40		6,500-

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
23.	Soils Laboratory Testing	---	EA	20		3,200 —
24.	Furnish and Install Additional Fittings NOT Shown or Indicated on the Plans	---	LBS	1,000		7,500 —

TOTAL BASE BID AMOUNT (ITEMS 1–24): $ 1,666,847

BID ALTERNATIVE ITEM (TO BE COMPLETED IN LIEU OF BID ITEM NO. 4 AT THE DIRECTION OF THE OWNER)						
25.	Furnish and Install Water Mains, Fittings, and Appurtenances (PVC C900) with Steel Casing Pipe via Bore and Jack Method	10" / 20"	LF	210		155,000 —

SUBCONTRACTOR and SUPPLIER LIST

In accordance with Title 29, Chapter 69, §6962 (d) (10) b. of the Delaware Code, the following SUBCONTRACTOR and SUPPLIER listing must accompany the BID submittal. The name and address (City and State only) of all major material SUPPLIERS and SUBCONTRACTORS must be listed for each category where the BIDDER intends to use a SUPPLIER or SUBCONTRACTOR to perform that category of WORK. In order to provide full disclosure and acceptance of the BID by the OWNER, it is required that BIDDERS list themselves as being the SUBCONTRACTOR or SUPPLIER for all categories where he/she is qualified and intends to perform such WORK.

SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE(Y/N)
1	Paving			
2	Concrete			
3	Traffic Control			
4	Pavement Striping	Zone Striping	718 Jacob Harris Glassboro NJ 08028	
5	Directional Drilling	Spring & Assoc	29565 Chincoteague Rd. Easton MD 21601	
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SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE(Y/N)
19				

SUPPLIERS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE(Y/N)
1	Pipe	Core & Main	25414 Prime Hook Rd Milton DE	
2	Valves			
3	Concrete	WJV Materials	93 Penns Grove Rd Pedricktown NJ 08067	
4	Asphalt	Diamond Materials	9854	
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BIDDER – Please Note:

The OWNER reserves the right to accept or reject any or all BIDS. The OWNER may elect to delete some or all portions of any BID item, shown above and described in the CONTRACT DOCUMENTS, or accept any or all alternate BID items, in any order, such that the best interests of the OWNER are served.

By submission of this BID, BIDDER certifies that: (1) he is licensed, or has initiated the license application, as required by Title 30, Chapter 25, §2502 of the Delaware Code; (2) he has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this submitted proposal; and (3) he comprehends the bidding requirements set forth in the CONTRACT DOCUMENTS and herein and is thoroughly familiar with the provisions of the CONTRACT DOCUMENTS.

BIDDER agrees that this BID shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving BIDS. Upon receipt of written notice of the acceptance of this BID, BIDDER will execute the formal CONTRACT attached to said notice, within twenty (20) days and deliver a Surety BOND or BONDS as required in the INFORMATION FOR RESPONSIBLE BIDDERS.

The BID security attached in the sum of $ 10% , representing ten percent (10%) of the total Project BID, is to become the property of the OWNER in the event the CONTRACT and BONDS are not executed within the time above set forth, as liquidated damages for the delay and additional time expense to the OWNER caused thereby.

Respectfully submitted:

Signature

11-25-20
Date

Estimator
Title

93 Pennsgrove-Pedricktown Rd
Pedricktown, NJ 08067
Company Address

222-332-677/000
Federal E.I. Number

Company Address (cont'd)

2005211581
Delaware Business License Number

SEAL – (If bid is by a corporation)

END OF SECTION

SECTION 00300

BID FORM

Proposal of TEAL CONSTRUCTION, INC. (hereafter called "BIDDER"), organized and existing under the laws of the State of DELAWARE doing business as a CORPORATION *(Insert "a corporation", "a partnership", or "an individual" as applicable)* to the City of Milford (hereinafter called "OWNER").

In compliance with the INVITATION TO BIDDERS, BIDDER hereby proposes to perform all WORK for the **NE Front Street Waterline Replacement, Project No. 0052A182,** in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER certifies that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this CONTRACT on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within **150 consecutive calendar days** thereafter. BIDDER further agrees to pay, as liquidated damages, an amount of **$1,0000.00 per calendar day** as defined in the GENERAL CONDITIONS.

BIDDER acknowledges receipt of the following ADDENDA:

ADDENDUM # 1, DATED 11/6/20

ADDENDUM # 2, DATED 11/16/20

ADDENDUM # 3, DATED 11/20/20

This BID includes sales tax and all other applicable taxes and fees. BIDDER agrees to perform all the WORK described in the CONTRACT DOCUMENTS for the following unit prices or lump sum amounts:

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, Insurance, and Demobilization (Max. 3% of Total Bid Contract)	---	LS	1	---	$50,185.00
2.	Furnish and Provide Traffic Control	---	LS	1	---	$281,894.00
3A.	Furnish and Install Water Mains, Fittings, and Appurtenances (PVC C900)	6"	LF	100	$269.00	$ 26,900.00
3B.		8"	LF	100	$177.00	$ 17,700.00
3C.		10"	LF	3,180	$ 223.00	$709,140.00
4.	Furnish and Install Water Mains, Fittings, and Appurtenances (HDPE) via Horizontal Direction Drill Method (Casing and Carrier)	10" / 20"	LF	210	$ 682.00	$ 143,220.00
5A.	Furnish and Install Valves, Valve Boxes, and Appurtenances	6"	EA	5	$1,557.00	$ 7,785.00
5B.		8"	EA	3	$2,238.00	$ 6,714.00
5C.		10"	EA	15	$ 3,072.00	$ 46,080.00
6.	Furnish and Install Fire Hydrant Assemblies	---	EA	6	$ 9,807.00	$ 58,842.00
7A.	Furnish and Install Tapping Saddle, Corporation Stop, Connection Fittings, Appurtenances and Connect to Existing Service Line including Abandonment/Capping of Existing Service	1"	EA	7	$ 905.00	$ 6,335.00
7B.		2"	EA	2	$ 2,545.00	$ 5,090.00
8A.	Furnish and Install Tapping Saddle, Corporation Stop, Connection Fittings and Appurtenances	1"	EA	6	$ 857.00	$ 5,142.00
8B.		2"	EA	2	$1,241.00	$ 2,482.00
9A.	Furnish and Install Water Meter, Meter Box, Meter Setter, and Appurtenances	1"	EA	6	$ 1,818.00	$ 10,908.00
9B.		2"	EA	2	$4,931.00	$ 9,862.00
10A.	Furnish and Install Water	1"	LF	120	$ 68.00	$ 8,160.00

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
10B.	Service Lines by Open Cut Method (tap to meter pit)	2"	LF	50	$ 83.00	$ 4,150.00
11A.	Furnish and Install Water Service Lines by Directional Drilling or Missile Bore (tap to meter pit)	1"	LF	100	$ 55.00	$ 5,500.00
11B.		2"	LF	40	$ 71.00	$ 2,840.00
12.	Rotomill Existing Asphalt Pavement	2"	SY	3,500	$ 11.00	$ 38,500.00
13.	Furnish and Install BCBC Pavement Base Course Material including Preparation and Compaction of Pavement Subgrade	---	TONS	1,800	$ 298.00	$ 536,400.00
14.	Furnish and Install Type C Pavement Surface Course Material	---	TONS	500	$ 203.00	$ 101,500.00
15.	Furnish and Install Erosion and Sediment Control Measures	---	LS	1	$ 29,787.00	$ 29,787.00
16.	Remove and Replace Curb & Gutter	---	LF	40	$ 70.00	$ 2,800.00
17.	Furnish and Install Borrow Material, Type C (Select Backfill)	---	CY	2,200	$ 22.00	$ 48,400.00
CONTINGENT CONSTRUCTION ITEMS (TO BE COMPLETED AT THE DIRECTION OF THE ENGINEER)						
18.	Miscellaneous Excavation and Backfill for Test Pitting including Temporary Restoration	---	CY	100	$ 24.00	$ 2,400.00
19.	Furnish and Place Aggregate Material, Graded Aggregate Type "B" (Crusher Run)	---	TON	100	$ 33.00	$ 3,300.00
20.	Furnish and Place Porous Fill Material, Coarse Aggregate No. 57 Stone	---	TON	100	$ 42.00	$ 4,200.00
21.	Furnish and Place 4,000 psi Concrete	---	CY	20	$ 178.00	$ 3,560.00
22.	On-Site Soil Testing	---	HRS	40	$ 77.00	$ 3,080.00

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
23.	Soils Laboratory Testing	---	EA	20	$ 178.00	$ 3,560.00
24.	Furnish and Install Additional Fittings NOT Shown or Indicated on the Plans	---	LBS	1,000	$ 6.00	$ 6,000.00

TOTAL BASE BID AMOUNT (ITEMS 1–24): $ 2,192,416.00

BID ALTERNATIVE ITEM (TO BE COMPLETED IN LIEU OF BID ITEM NO. 4 AT THE DIRECTION OF THE OWNER)						
25.	Furnish and Install Water Mains, Fittings, and Appurtenances (PVC C900) with Steel Casing Pipe via Bore and Jack Method	10" / 20"	LF	210	$ 815.00	$ 171,150.00

SUBCONTRACTOR and SUPPLIER LIST

In accordance with Title 29, Chapter 69, §6962 (d) (10) b. of the Delaware Code, the following SUBCONTRACTOR and SUPPLIER listing must accompany the BID submittal. The name and address (City and State only) of all major material SUPPLIERS and SUBCONTRACTORS must be listed for each category where the BIDDER intends to use a SUPPLIER or SUBCONTRACTOR to perform that category of WORK. In order to provide full disclosure and acceptance of the BID by the OWNER, it is required that BIDDERS list themselves as being the SUBCONTRACTOR or SUPPLIER for all categories where he/she is qualified and intends to perform such WORK.

SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE (Y/N)
1	Paving	GEORGE & LYNCH	DOVER, DE	N
2	Concrete	GERALD D. BOWMAN	ABERDEEN, MD	N
3	Traffic Control	TEAL CONSTRUCTION, INC.	DOVER, DE	N
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SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE(Y/N)
19				

SUPPLIERS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE(Y/N)
1	Pipe	North American Pipe	Houston, Tx	
2	Valves	Mueller	Chattanooga, TN	
3	Concrete	Atlantic Concrete	Milford, DE	
4	Asphalt	Tri-County Materials	Dover, DE	
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BIDDER – Please Note:

The OWNER reserves the right to accept or reject any or all BIDS. The OWNER may elect to delete some or all portions of any BID item, shown above and described in the CONTRACT DOCUMENTS, or accept any or all alternate BID items, in any order, such that the best interests of the OWNER are served.

By submission of this BID, BIDDER certifies that: (1) he is licensed, or has initiated the license application, as required by Title 30, Chapter 25, §2502 of the Delaware Code; (2) he has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this submitted proposal; and (3) he comprehends the bidding requirements set forth in the CONTRACT DOCUMENTS and herein and is thoroughly familiar with the provisions of the CONTRACT DOCUMENTS.

BIDDER agrees that this BID shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving BIDS. Upon receipt of written notice of the acceptance of this BID, BIDDER will execute the formal CONTRACT attached to said notice, within twenty (20) days and deliver a Surety BOND or BONDS as required in the INFORMATION FOR RESPONSIBLE BIDDERS.

The BID security attached in the sum of $_____, representing ten percent (10%) of the total Project BID, is to become the property of the OWNER in the event the CONTRACT and BONDS are not executed within the time above set forth, as liquidated damages for the delay and additional time expense to the OWNER caused thereby.

Respectfully submitted:

Matt Edgell
Signature

NOVEMBER 25, 2020
Date

PRESIDENT
Title

PO BOX 779
Company Address

51-0106713
Federal E.I. Number

DOVER, DE 19903
Company Address (cont'd)

1989013374
Delaware Business License Number

SEAL – (If bid is by a corporation)

END OF SECTION

SECTION 00300

BID FORM

Proposal of JJID, Inc. (hereafter called "BIDDER"), organized and existing under the laws of the State of Delaware doing business as a Corporation *(Insert "a corporation", "a partnership", or "an individual" as applicable)* to the City of Milford (hereinafter called "OWNER").

In compliance with the INVITATION TO BIDDERS, BIDDER hereby proposes to perform all WORK for the **NE Front Street Waterline Replacement, Project No. 0052A182,** in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER certifies that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this CONTRACT on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within **150 consecutive calendar days** thereafter. BIDDER further agrees to pay, as liquidated damages, an amount of **$1,0000.00 per calendar day** as defined in the GENERAL CONDITIONS.

BIDDER acknowledges receipt of the following ADDENDA:

#1, #2 and #3

This BID includes sales tax and all other applicable taxes and fees. BIDDER agrees to perform all the WORK described in the CONTRACT DOCUMENTS for the following unit prices or lump sum amounts:

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, Insurance, and Demobilization (Max. 3% of Total Bid Contract)	---	LS	1	---	65,000.00
2.	Furnish and Provide Traffic Control	---	LS	1	---	330,000.00
3A.	Furnish and Install Water Mains, Fittings, and Appurtenances (PVC C900)	6"	LF	100	250.00	25,000.00
3B.		8"	LF	100	250.00	25,000.00
3C.		10"	LF	3,180	260.00	826,800.00
4.	Furnish and Install Water Mains, Fittings, and Appurtenances (HDPE) via Horizontal Direction Drill Method (Casing and Carrier)	10" / 20"	LF	210	650.00	136,500.00
5A.	Furnish and Install Valves, Valve Boxes, and Appurtenances	6"	EA	5	2500.00	12,500.00
5B.		8"	EA	3	3500.00	10,500.00
5C.		10"	EA	15	4500.00	67,500.00
6.	Furnish and Install Fire Hydrant Assemblies	---	EA	6	10000.00	60,000.00
7A.	Furnish and Install Tapping Saddle, Corporation Stop, Connection Fittings, Appurtenances and Connect to Existing Service Line including Abandonment/Capping of Existing Service	1"	EA	7	1500.00	10,500.00
7B.		2"	EA	2	2400.00	4,800.00
8A.	Furnish and Install Tapping Saddle, Corporation Stop, Connection Fittings and Appurtenances	1"	EA	6	1500.00	9,000.00
8B.		2"	EA	2	2400.00	4,800.00
9A.	Furnish and Install Water Meter, Meter Box, Meter Setter, and Appurtenances	1"	EA	6	1100.00	6,600.00
9B.		2"	EA	2	5000.00	10,000.00
10A.	Furnish and Install Water	1"	LF	120	10.00	1,200.00

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
10B.	Service Lines by Open Cut Method (tap to meter pit)	2"	LF	50	20.00	1,000.00
11A.	Furnish and Install Water Service Lines by Directional Drilling or Missile Bore (tap to meter pit)	1"	LF	100	23.00	2,300.00
11B.		2"	LF	40	25.00	1,000.00
12.	Rotomill Existing Asphalt Pavement	2"	SY	3,500	15.00	52,500.00
13.	Furnish and Install BCBC Pavement Base Course Material including Preparation and Compaction of Pavement Subgrade	---	TONS	1,800	180.00	324,000.00
14.	Furnish and Install Type C Pavement Surface Course Material	---	TONS	500	166.00	83,000.00
15.	Furnish and Install Erosion and Sediment Control Measures	---	LS	1	32000.00	32,000.00
16.	Remove and Replace Curb & Gutter	---	LF	40	150.00	6,000.00
17.	Furnish and Install Borrow Material, Type C (Select Backfill)	---	CY	2,200	45.00	99,000.00
CONTINGENT CONSTRUCTION ITEMS (TO BE COMPLETED AT THE DIRECTION OF THE ENGINEER)						
18.	Miscellaneous Excavation and Backfill for Test Pitting including Temporary Restoration	---	CY	100	50.00	5,000.00
19.	Furnish and Place Aggregate Material, Graded Aggregate Type "B" (Crusher Run)	---	TON	100	50.00	5,000.00
20.	Furnish and Place Porous Fill Material, Coarse Aggregate No. 57 Stone	---	TON	100	75.00	7,500.00
21.	Furnish and Place 4,000 psi Concrete	---	CY	20	150.00	3,000.00
22.	On-Site Soil Testing	---	HRS	40	125.00	5,000.00

ITEM NO. & DESCRIPTION		SIZE OR DEPTH	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
23.	Soils Laboratory Testing	---	EA	20	200.00	4,000.00
24.	Furnish and Install Additional Fittings NOT Shown or Indicated on the Plans	---	LBS	1,000	5.00	5,000.00

TOTAL BASE BID AMOUNT (ITEMS 1–24): $ Two Million Two Hundred Forty One Thousand and 00/100

2,241,000.00

BID ALTERNATIVE ITEM (TO BE COMPLETED IN LIEU OF BID ITEM NO. 4 AT THE DIRECTION OF THE OWNER)						
25.	Furnish and Install Water Mains, Fittings, and Appurtenances (PVC C900) with Steel Casing Pipe via Bore and Jack Method	10" / 20"	LF	210	1,000.00	210,000.00

SUBCONTRACTOR and SUPPLIER LIST

In accordance with Title 29, Chapter 69, §6962 (d) (10) b. of the Delaware Code, the following SUBCONTRACTOR and SUPPLIER listing must accompany the BID submittal. The name and address (City and State only) of all major material SUPPLIERS and SUBCONTRACTORS must be listed for each category where the BIDDER intends to use a SUPPLIER or SUBCONTRACTOR to perform that category of WORK. In order to provide full disclosure and acceptance of the BID by the OWNER, it is required that BIDDERS list themselves as being the SUBCONTRACTOR or SUPPLIER for all categories where he/she is qualified and intends to perform such WORK.

SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE (Y/N)
1	Paving	Harmony Construction	Wilmington, DE	N
2	Concrete	JJID, Inc.	Bear, DE	N
3	Traffic Control	JJID, Inc.	Bear, DE	N
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SUBCONTRACTORS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE(Y/N)
19				

SUPPLIERS				
	CATEGORY	COMPANY NAME	ADDRESS (CITY, STATE)	DBE(Y/N)
1	Pipe	Core and Main, Inc.	Milton, DE	N
2	Valves	Core and Main, Inc.	Milton, DE	N
3	Concrete	Heritage Concrete	Cheswold, DE	N
4	Asphalt	Harmony Constn.	Wilmington, DE	N
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BIDDER – Please Note:

The OWNER reserves the right to accept or reject any or all BIDS. The OWNER may elect to delete some or all portions of any BID item, shown above and described in the CONTRACT DOCUMENTS, or accept any or all alternate BID items, in any order, such that the best interests of the OWNER are served.

By submission of this BID, BIDDER certifies that: (1) he is licensed, or has initiated the license application, as required by Title 30, Chapter 25, §2502 of the Delaware Code; (2) he has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this submitted proposal; and (3) he comprehends the bidding requirements set forth in the CONTRACT DOCUMENTS and herein and is thoroughly familiar with the provisions of the CONTRACT DOCUMENTS.

BIDDER agrees that this BID shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving BIDS. Upon receipt of written notice of the acceptance of this BID, BIDDER will execute the formal CONTRACT attached to said notice, within twenty (20) days and deliver a Surety BOND or BONDS as required in the INFORMATION FOR RESPONSIBLE BIDDERS.

The BID security attached in the sum of $_____, representing ten percent (10%) of the total Project BID, is to become the property of the OWNER in the event the CONTRACT and BONDS are not executed within the time above set forth, as liquidated damages for the delay and additional time expense to the OWNER caused thereby.

Respectfully submitted:



Signature

11/25/20
Date

President
Title

100 Julian Lane Bear, DE 19701
Company Address

51-0365145
Federal E.I. Number

Company Address (cont'd)

1995111092
Delaware Business License Number

SEAL – (If bid is by a corporation)

END OF SECTION

City of Milford

RESOLUTION 2012-01

Appointment of DEMEC Director & Alternate Director

WHEREAS, the City of Milford is a member of the Delaware Municipal Electric Company ("DEMEC"), a municipal electric company established pursuant to 22 Del. C. Chapter 13;

WHEREAS, the City of Milford is authorized to appoint an individual to serve on the DEMEC Board of Directors pursuant to 22 Del. C. § 1304(3);

WHEREAS, Article V, Section I of the DEMEC Agreement and Articles of Incorporation, grants the Member City the authority to appoint an alternate director to serve in the absence of the director.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Milford:

(1) The City Manager shall serve as the Director representing the City of Milford on the DEMEC Board of Directors.

(2) The Finance Director shall serve as the Alternate Director in the absence of the Director.

(3) In the absence of the Director, the Alternate Director shall have full power and authority to act on the City of Milford's behalf.

(4) This resolution supersedes all prior resolutions related to the appointment of a DEMEC Director and Alternate Director from the City of Milford.

This certifies that this is a true and correct copy of the Resolution duly adopted by the City Council of the City of Milford at its meeting on January 11, 2021.

_____

Mayor Arthur J. Campbell

Attest:

_____

City Clerk Teresa K. Hudson

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

Cash Reserve Policies

Draft Revision 00

January 11, 2021

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DRAFT

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

Background

Authority

The Financial Procedures outlined in Article VI of the Charter of the City of Milford specify the responsibility of City Council to approve the Operating Budget and Capital Program, which implicitly includes changes in financial policy. In connection with the budget formulation and presentation to Council for approval, the City Manager is responsible for proposing and explaining changes to financial policies[1]. The following policies, if approved, will impact the Operating Budgets and Capital Programs that follow.

Justification of Need

The Government Finance Officers Association (GFOA)[2] recommends that governments establish formal policies to address the maintenance of unrestricted fund balances, including the identification of minimum cash reserves, acceptable uses of reserves, replenishment methods and timing, and the policy impacts to the budget process[3], such as rate-driven revenue budgeting.

Milford City Council and City Management have demonstrated decades-long agreement with GFOA recommended practices, as evidenced by the establishment and maintenance of no less than a dozen separate reserve accounts across the governmental, enterprise and special purpose funds.

Council publicly embraced this guidance in 2017 through its strategic planning process, having identified *the achievement and maintenance of fiscally-sound balances and reserves for all of the City's various funds* a key strategy in support of its fiscal responsibility objectives[4].

On November 17, 2020, City Council held a public Council Workshop / Retreat[5] to address emerging issues and topics related to the City's financial management, during which a framework for the establishment of formal reserve policies was discussed. The City Manager and Finance Director were charged with drafting and recommending formal reserve policies consistent with the concepts discussed during the workshop.

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[1] Milford City Charter, Article VI. – Financial Procedures
[2] The GFOA, a non-profit, multi-national educator and advocate for government financial management professionals, strives to promote excellence in state and local financial management through best practice guidance and distribution of government finance and accounting subject-matter expertise https://www.gfoa.org/membership
[3] https://www.gfoa.org/materials/fund-balance-guidelines-for-the-general-fund
[4] *Press Play: Vision 2023* Strategic Plan for the City of Milford, Delaware, p.28 http://cityofmilford.com/DocumentCenter/View/2555/2017-Strategic-Plan-FINAL?bidId=
[5] https://www.cityofmilford.com/ArchiveCenter/ViewFile/Item/3191

Approval History

Draft Revision 00 – January 11, 2021

This revision of the policy exists in draft form and is scheduled for review by the Finance and Public Works Committee and City Council on January 11, 2021.

Council Approved Revision 01

This paragraph of the policy document is reserved for the first revision formally approved by City Council, which will supersede previous policy revisions.

Periodic Review Requirement

The Minimum Cash Requirements (MCRs) identified throughout this Policy are based on formulas with variable inputs to allow the MCRs to vary with changes in economic conditions over time. The City Manager's annual budget presentation to Council shall include any changes in MCRs due to the incorporation of the most recently completed independent financial statement audit. City Management may also use unaudited, pro forma financial statement data where appropriate or necessary to accomplish goals unique to each annual budget. For the foregoing reasons, this Policy sets forth no mandatory requirement for periodic review or approval by City Council or any subcommittee of Council. However, changes to a formula or any other substantive changes in the Policy language must be approved by City Council. Minor grammatical errors and formatting inconsistencies may be corrected by City Management without City Council approval.

DRAFT

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

Policy Summary

The most critical components of this Policy are the Minimum Cash Requirement (MCR) & Equipment Replacement Reserve (ERR), which identify the minimum acceptable level of unassigned cash reserves for each reserve account, and the acceptable uses of reserve funds. This section of the Policy identifies the formula and variable inputs for each MCR/ERR, exhibits the calculated MCR/ERR based on the most recent financial statement data[6] and summarizes intended uses of funds.

Fund Type	Reserve	Intended Uses	MCR Formula	MCR ($000)
Governmental Funds	General Fund	Governmental Capital Spending	60d PY GF $OpEx	$ 1,835
	GF Equip Repl	Governmental Vehicles & Equipment	PY Veh & Equip Deprec	294
Special Revenue Funds (Governmental)	RTT	Governmental Capital Spending	Avg Receipts - Trailing 5 FYs	912
	MSA	Street Improvements & Repair	No minimum ($0)	-
	PD	Police Facility Upgrades	No minimum ($0)	-
	CFC	Carlisle Fire Co Capital Spending	No minimum ($0)	-
	GI	Governmental Capital Spending	No minimum ($0)	-
	ED	Economic Development Initiatives	No minimum ($0)	-
Enterprise Funds	Electric	Electric Capital & Infrastructure	45d $OpEx + 56d Whl Pwr + DSR + 5% BVA + 3% HVA	5,185
	Elec V/E Repl	Electric Vehicles & Equipment	20% of 5-yr CIP	1,241
	Water	Water Capital & Infrastructure	45d $OpEx + DSR + 1%HVA	888
	Water V/E Repl	Water Vehicles & Equipment	20% of 5-yr CIP	1,546
	Sewer	Sewer Capital & Infrastructure	45d $OpEx + KCo + DSR + 1%HVA	2,949
	Sewer V/E Repl	Sewer Vehicles & Equipment	20% of 5-yr CIP	613
	Solid Waste	Solid Waste Capital	45d $OpEx + DSR + 3%HVA	178
	SW V/E Repl	Solid Waste Vehicles & Equipment	Max of $200m or 20% of 5-yr CIP	200
Impact Fee Reserves	Electric I/F	Elec Infra / Capacity Expansion	No minimum ($0)	-
	Water I/F	Water Infra / Capacity Expansion	No minimum ($0)	-
	Sewer I/F	Sewer Infra / Capacity Expansion	No minimum ($0)	-

Notation	Meaning	Notation	Meaning
d	Pro-rata portion in days of annual amt	I/F	Impact Fee
PY	Prior Fiscal Year	V/E	Vehicle & Equipment
FY	Fiscal Year	RTT	Realty Transfer Tax Fund
$OpEx	Cash Operating Expenditures	MSA	Municipal Street Aid Fund
Whl Pwr	Annual Wholesale Power Purchases	GI	General Improvement Fund
DSR	Annual Debt Service Requirement	ED	Economic Development Fund
CIP	Cash portion of 5-year Capital Plan	CFC	Carlisle Fire Company Fund
HVA	Historical Value of Assets; COS Study "Historical Rate Base"	PD	Police & General Government Facilities Fund
BVA	Net Book Value of Assets; COS Study "PCA Premium"	KCo	Annual Total Kent County Sewer Treatment Charge

[6] The calculated MCR/ERR shown in this table and throughout the Policy Document are not intended to serve as the static Policy thresholds; rather, the MCR/ERR formulas in each section capture the dynamic intent of the Policy and all values are for reference purposes only

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Interfund Loans

Interfund loans are generally permitted between the Governmental Funds and Enterprise Funds. However, in no event may MSA, RTT, PD, CFC or any Impact Fee Funds be borrowed by or transferred to any other fund for any other reason with the exception of the reimbursement of an actual expense incurred in the recipient fund for a legally permissible use of the transferring fund.

For instance, the surplus RTT funds will be used to support the initial, unfunded MCR and Equipment Replacement Reserves identified in this Policy for the General Fund. However, this Policy does not authorize the transfer of such unfunded amounts directly to the General Fund. Instead, the surplus RTT reserve funds shall remain in the separate RTT reserve account as required by Delaware code. The RTT support of the General Fund Reserve Policy will be represented by notional offsetting entries in the City's monthly financial reporting package, and it will materialize over time as RTT-eligible projects and expenditures targeted for General Fund Capital Reserve funding are instead met with RTT funding.

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General Fund (GF) Reserves

Description

GF Reserves include all sources of funding that are required or intended to be used for general governmental purposes. This includes the existing "General Fund Capital Reserves" account, which consists of accumulated internal surplus funding generated by and set aside for future needs of the general governmental funds and departments of the City.

In this policy document, GF Reserves are broadened to include special purpose funds that are legally restricted to general governmental purposes by local, state or federal regulations, or otherwise committed or assigned to general governmental purposes by City Council. Such special purpose funds include the following existing funds:

RTT	Realty Transfer Tax Fund
MSA	Municipal Street Aid Fund
PD	Police & General Government Facilities Fund
CFC	Carlisle Fire Company Fund
GI	General Improvement Fund
ED	Economic Development Fund

Any funds created after the current revision of this Policy having local, state or federal restrictions for general government spending are intended to be included with and subject to the general provisions of this GF Reserves Policy section and if applicable, will be specifically enumerated in future revisions of the Policy.

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GF Capital Reserve

GF Capital Reserves consist of accumulated internal surplus funding generated by and set aside for future needs of the general governmental funds and departments of the City. However, the structural balance challenge faced by the General Fund resulted in the near depletion of the unassigned reserve balance. The formula specified in this Policy for the MCR and Equipment Replacement Reserve are far in excess of an amount that could be achieved by the internal operations of the General Fund within a reasonable time period. For that reason, the GF Capital Reserve MCR will be met in part by the assignment of a portion of the existing RTT reserve balance.

MCR Formula	2 Months (60 days) Prior Year GF Operating Expenditures
Intended Uses	Governmental Capital Spending
Acceptable Uses	Any Governmental Spending
Funding Source(s)	Accumulation of GF Operating Surpluses; Transfers In; RTT
Replenishment Timing	Less than 50% of balance, up to 2 years; More than 50%, up to 5 years
Replenishment Source(s)	Permanent or Temporary Property Tax Increase, Interfund Loan, Interfund Transfer, Debt Issuance

GF Equipment Replacement Reserve

GF Equipment Replacement Reserves have not been established prior to the approval of this Policy. The structural balance challenge faced by the General Fund prevented the specific assignment of the GF Capital Reserve balance to equipment replacement. The formula specified in this Policy for the MCR and Equipment Replacement Reserve are far in excess of an amount that could be achieved by the internal operations of the General Fund within a reasonable time period. For that reason, the GF Equipment Replacement MCR will be met in part by the assignment of a portion of the existing RTT reserve balance.

MCR Formula	Prior Year GF Vehicle & Equipment Depreciation Expense
Intended Uses	Governmental Vehicles & Equipment
Acceptable Uses	Any Governmental Spending
Funding Source(s)	Accumulation of GF Operating Surpluses; Transfers In; RTT
Replenishment Timing	Less than 50% of balance, up to 2 years; More than 50%, up to 5 years
Replenishment Source(s)	Permanent or Temporary Property Tax Increase, Interfund Loan, Interfund Transfer, Debt Issuance

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Realty Transfer Tax (RTT) Reserve

RTT are levied by the State of Delaware and collected upon settlement of real estate transaction settlements. Each County distributes a percentage of the tax to cities and towns for settlements occurring within municipal boundaries on a monthly basis. Despite the structural balance challenge faced by the General Fund and the annually recurring need to utilize current RTT receipts on operating and capital expenditures, the RTT Reserve has grown to a level sufficiently healthy to permit the establishment the recommended MCR in addition to the assignment of funding in support of both the GF Capital Reserve MCR and the GF Equipment Replacement MCR.

MCR Formula	Average Receipts in Trailing Five Fiscal Years
Intended Uses	Governmental Capital Spending
Acceptable Uses	Governmental Spending Authorized in State of Delaware Code
Funding Source(s)	RTT levied by State of Delaware; Processed by Counties monthly
Replenishment Timing	Less than 50% of balance, up to 2 years; More than 50%, up to 5 years
Replenishment Source(s)	RTT levied by State of Delaware; Processed by Counties monthly

Municipal Street Aid (MSA) Reserve

MSA Funding is appropriated by the State of Delaware Legislature in the annual Bond and Capital Improvement Act. In all but one of the last 20 years, an amount ranging from $4 million to $6 million has been appropriated and allocated to all Delaware municipalities on a pro rata basis of population and street mileage. Based on Milford's relative proportion of population and street mileage among Delaware's 57 municipalities in recent years, the City receives about $45,000 of every $1 million appropriated, or about $270,000 in each of the last two fiscal years. Given the annual capital investment of $800,000 per year required maintain the City's streets and roads, it is anticipated that 100% of all annual funding will be directed to ongoing street improvement projects and no funding will accumulate in the MSA reserve account. For that reason, the MSA Reserve is not subject to a MCR.

MCR Formula	N/A – No minimum ($0)
Intended Uses	Annual Street Improvements & Repairs
Acceptable Uses	Street-related Operating and Capital Expenditures Authorized in State of Delaware Code
Funding Source(s)	State of Delaware Bond Bill Appropriation; Processed quarterly
Replenishment Timing	N/A – No minimum
Replenishment Source(s)	State of Delaware Bond Bill Appropriation; Processed quarterly

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FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

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www.cityofmilford.com

Other Special Revenue Funds

Other Special Revenue Funds were created by City Council and/or City Management with specific revenue sources and specifically assigned or committed uses. For that reason, none of the following reserve funds are subject to a MCR.

Police & General Government Facilities (PD) Fund

MCR Formula	N/A – No minimum ($0)
Intended Uses	City of Milford Police Facilities & Other Police Capital
Acceptable Uses	Any Governmental Spending
Funding Source(s)	Percentage-based fee collected on building permits
Replenishment	N/A – No minimum

Carlisle Fire Company (CFC) Fund

MCR Formula	N/A – No minimum ($0)
Intended Uses	Carlisle Fire Company Capital Projects, Vehicles and Equipment
Acceptable Uses	Carlisle Fire Company Capital Projects, Vehicles and Equipment
Funding Source(s)	Percentage-based fee collected on building permits
Replenishment	N/A – No minimum

General Improvement (GI) Fund

MCR Formula	N/A – No minimum ($0)
Intended Uses	Government / Public Facilities & Improvements
Acceptable Uses	Any Governmental Spending
Funding Source(s)	Internal
Replenishment	N/A – No minimum

Economic Development (ED) Fund

MCR Formula	N/A – No minimum ($0)
Intended Uses	Economic Development Investments & Initiatives
Acceptable Uses	Any Governmental Spending
Funding Source(s)	Internal; Lot Sales at Business Park
Replenishment	N/A – No minimum

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Enterprise Fund Reserves

Enterprise Fund Reserves include all sources of funding that are required or intended for reinvestment in utility systems and infrastructure to support the safe, reliable and efficient delivery of utility services to all residential, commercial and industrial customers served by the City of Milford. This includes the existing Water, Sewer and Electric Reserve accounts, which consist of accumulated internal surplus funding generated by and set aside for the ongoing investment required to maintain the City's utility operations.

In this policy document, the existing MCRs in place for each enterprise fund as developed in the most recent independently developed Cost of Service (COS) studies will be separated into two distinct cash requirements:

1. Minimum Cash Requirement (MCR) to account for long-term capital planning and contingencies related to operations and infrastructure reinvestment, and
2. Equipment Replacement Reserve (ERR) to be used in support of the current five-year Capital Improvement Plan (CIP)

Any differences in methodology between the COS studies and this Policy are disclosed in the individual Reserve Policy for each utility in the following sections.

Any funds created after the current revision of this Policy that are generated from the establishment of user rates in support of utility operations are intended to be included with and subject to the general provisions of this Enterprise Fund Reserve Policy section and if applicable, will be specifically enumerated in future revisions of the Policy.

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Water Fund Reserve

Water Fund Reserve Policy Summary:

Minimum Cash Reserve (MCR)	$ 887,632
Equipment Replacement Reserve (ERR)	1,546,200
Total Minimum Reserve Balance	$2,433,832

The MCR and ERR developed for the Water Fund Reserve Policy are driven entirely by the most recent Cost of Service (COS) Study with no changes in methodology.

Water Fund Minimum Cash Requirement (MCR)

MCR Formula	45 days PY Operating Expenses excluding non-cash expenditures + Current Year Debt Service Requirement + 1.0% of Historical Rate Base, defined as Historical Value of Water System Fixed Assets
Intended Uses	Planned Capital Investments in Water Systems & Infrastructure
Acceptable Uses	Any Water System Capital or Operating Expenditure
Funding Source(s)	Water Utility User Fees and Consumption Charges
Replenishment Timing	Less than 50% of balance, up to 5 years; More than 50%, up to 10 years
Replenishment Source(s)	Permanent or Temporary Water Rate Increase, Interfund Loan, Interfund Transfer, Debt Issuance

Water Fund Equipment Replacement Reserve (ERR)

ERR Formula	20% of Cash-funded portion of 5-Year CIP
Intended Uses	Planned Replacement of Water Department Vehicles & Equipment
Acceptable Uses	Any Water System Capital or Operating Expenditure
Funding Source(s)	Water Utility User Fees and Consumption Charges
Replenishment Timing	Less than 50% of balance, up to 2 years; More than 50%, up to 5 years
Replenishment Source(s)	Permanent or Temporary Water Rate Increase, Interfund Loan, Interfund Transfer, Debt Issuance

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Sewer Fund Reserve

Sewer Fund Reserve Policy Summary:

Minimum Cash Reserve (MCR)	$2,949,637
Equipment Replacement Reserve (ERR)	613,000
Total Minimum Reserve Balance	$3,562,637

The MCR and ERR developed for the Sewer Fund Reserve Policy are driven entirely by the most recent Cost of Service (COS) Study with no changes in methodology.

Sewer Fund Minimum Cash Requirement (MCR)

MCR Formula	45 days PY Operating Expenses excluding non-cash expenditures + Current Year Debt Service Requirement + 100% of PY Kent County Passthrough Sewer Treatment Charge + 1.0% of Historical Rate Base, defined as Historical Value of Sewer System Fixed Assets
Intended Uses	Planned Capital Investments in Sewer Systems & Infrastructure
Acceptable Uses	Any Sewer System Capital or Operating Expenditure
Funding Source(s)	Sewer Utility User Fees and Consumption Charges
Replenishment Timing	Less than 50% of balance, up to 5 years; More than 50%, up to 10 years
Replenishment Source(s)	Permanent or Temporary Sewer Rate Increase, Interfund Loan, Interfund Transfer, Debt Issuance

Sewer Fund Equipment Replacement Reserve (ERR)

ERR Formula	20% of Cash-funded portion of 5-Year CIP
Intended Uses	Planned Replacement of Sewer Department Vehicles & Equipment
Acceptable Uses	Any Sewer System Capital or Operating Expenditure
Funding Source(s)	Sewer Utility User Fees and Consumption Charges
Replenishment Timing	Less than 50% of balance, up to 2 years; More than 50%, up to 5 years
Replenishment Source(s)	Permanent or Temporary Sewer Rate Increase, Interfund Loan, Interfund Transfer, Debt Issuance

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Electric Fund Reserve

Electric Fund Reserve Policy Summary:	
Minimum Cash Requirement (MCR)	$5,185,486
Equipment Replacement Reserve (ERR)	1,241,200
Total Minimum Reserve Balance	$6,426,686

The MCR and ERR developed for the Electric Fund Reserve Policy are largely driven by the most recent Cost of Service (COS) Study. The following change in methodology was implemented for the Electric Reserve Policy:

- The provision for the loss of a large customer equal to $1.2 million in the most recent COS Study was eliminated. The City of Milford is a full-requirements member of the Delaware Municipal Electric Corporation (DEMEC). Full-requirements members are indirectly protected against the loss of a large customer. The Electric Fund will certainly be impacted by the loss of a large customer, but only to the extent of the lost gross margin attributable to the customer, and only for the remainder of the current fiscal year. The City is protected from the far greater potential impact of being "long" in its power supply position (power purchase commitments exceed customer demand), which exposes risk of financial loss due to the disposition of the excess power in the competitive market. As such, this Policy excludes the lost customer component from the MCR calculation.

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Electric Fund Minimum Cash Requirement (MCR)

MCR Formula	45 days PY Operating Expenses excluding non-cash expenditures + 56 days Current Year Wholesale Power Purchases + Current Year Debt Service Requirement + 3.0% of Historical Rate Base, defined as Historical Value of Electric System Fixed Assets + "PCA Premium," defined as 5.0% of Net Book Value of Electric System Fixed Assets
Intended Uses	Planned Capital Investments in Electric Systems & Infrastructure
Acceptable Uses	Any Electric System Capital or Operating Expenditure
Funding Source(s)	Electric Utility User Fees and Consumption Charges
Replenishment Timing	Less than 50% of balance, up to 5 years; More than 50%, up to 10 years
Replenishment Source(s)	Permanent or Temporary Electric Rate Increase, Interfund Loan, Interfund Transfer, Debt Issuance

Electric Fund Equipment Replacement Reserve (ERR)

ERR Formula	20% of Cash-funded portion of 5-Year CIP
Intended Uses	Planned Replacement of Electric Department Vehicles & Equipment
Acceptable Uses	Any Electric System Capital or Operating Expenditure
Funding Source(s)	Electric Utility User Fees and Consumption Charges
Replenishment Timing	Less than 50% of balance, up to 2 years; More than 50%, up to 5 years
Replenishment Source(s)	Permanent or Temporary Electric Rate Increase, Interfund Loan, Interfund Transfer, Debt Issuance

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Solid Waste Fund Reserve

Solid Waste Fund Reserve Policy Summary:

Minimum Cash Requirement (MCR)	$ 178,385
Equipment Replacement Reserve (ERR)	200,000
Total Minimum Reserve Balance	$ 378,385

The MCR and ERR developed for the Solid Waste Fund Reserve Policy are largely driven by the most recent Cost of Service (COS) Study. The following change in methodology was implemented for the Solid Waste Reserve Policy:

- MCR
  - The 60-day requirements for both non-contractual and contractual (landfill fees) cash-based operating expenditures in the COS was consolidated to a single, 45-day requirement for all cash-based operating expenditures in this Policy
  - The DSR requirement of 83% in the COS was increased to 100% in this Policy
- ERR
  - The requirement of 20% of the 5-Year Solid Waste CIP in the COS Study was replaced with the greater of $200,000 or 20% of the 5-Year Solid Waste CIP in this Policy

Solid Waste Fund Minimum Cash Requirement (MCR)

MCR Formula	45 days PY Operating Expenses excluding non-cash expenditures + Current Year Debt Service Requirement + 3.0% of Historical Rate Base, defined as Historical Value of Solid Waste System Fixed Assets
Intended Uses	Planned Capital Investments in Solid Waste Systems & Equipment
Acceptable Uses	Any Solid Waste Capital or Operating Expenditure
Funding Source(s)	Solid Waste User Fees and Service Charges
Replenishment Timing	Less than 50% of balance, up to 5 years; More than 50%, up to 10 years
Replenishment Source(s)	Permanent or Temporary Solid Waste Rate Increase, Interfund Loan, Interfund Transfer, Debt Issuance

Solid Waste Fund Equipment Replacement Reserve (ERR)

ERR Formula	Greater of $200,00 or 20% of Cash-funded portion of 5-Year CIP
Intended Uses	Planned Replacement of Solid Waste Vehicles & Equipment
Acceptable Uses	Any Solid Waste System Capital or Operating Expenditure
Funding Source(s)	Solid Waste User Fees and Service Charges
Replenishment Timing	Less than 50% of balance, up to 5 years; More than 50%, up to 10 years
Replenishment Source(s)	Permanent or Temporary Solid Waste Rate Increase, Interfund Loan, Interfund Transfer, Debt Issuance

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Impact Fee Reserves

Impact Fee Reserve Policy Summary:		
Minimum Cash Requirement (MCR)	$	0
Equipment Replacement Reserve (ERR)		0
Total Minimum Reserve Balance	$	0

Impact Fee Reserves are eligible to fund investments in the City's utility systems and infrastructure required to increase system capacity or otherwise improve, upgrade, maintain or replace existing systems and infrastructure to meet demands arising from usage, growth, expansion or other emergent utility system maintenance requirements. Impact Fee Reserves are also eligible to satisfy debt service requirements resulting from any debt issued for the purpose of financing impact-fee-eligible projects and expenditures.

All Impact Fees collected shall be segregated into separate reserve accounts for each utility. Generally, Impact Fees should be used within the time period during which the improvements necessitating the fee are completed.

Given the requirement to utilize impact fees specifically for investments in utility system and infrastructure within a defined time period, and given the unsustainable nature of impact fee collections, the Impact Fee Reserves are not subject to any MCR. Similarly, provided that impact fees are generally not eligible for the acquisition of vehicles or most equipment[7], no Equipment Replacement Reserve will be established for any Impact Fee Reserves.

MCR Formula	N/A – No minimum ($0)
Intended Uses	Investments in Utility Systems & Infrastructure
Acceptable Uses	Construction, Maintenance and Expansion of the City's [Wastewater[8] / Water[9] / Electric[10]] Systems
Funding Source(s)	Impact Fees established by the City of Milford
Replenishment	N/A – No minimum

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[7] Long-life, permanent installations of equipment required to support growth-related investments utility systems and infrastructure is eligible to be funded with impact fee collections; short-life, mobile, non-infrastructure equipment is generally not eligible.
[8] Milford City Code Chapter 185, Article III
[9] Milford City Code Chapter 222-31
[10] Milford City Code Appendix B, Section 4.5

OFFICE OF THE CITY MANAGER
201 South Walnut Street
Milford, DE 19963

THE CITY of Milford DELAWARE

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Police Facility Citizens Advisory Committee

In accordance with City Code, the Mayor has the authority to create special committee's and make appointments to the committee. Upon the approval issuance of up to $20million in debt by voter referendum on January 26, 2021, the selection of a design professional and design of a new police facility is expected to begin. While the voters may approve up to $20million, the cost of the new facility is expected to be much less than the $20million. To ensure the design meets both today's needs and future needs of the police department and the community, the Police Facility Citizens Advisory Committee will be created to provide oversight and direction to the design professional. Final plans shall be submitted to City Council for approval, with a recommendation by the Police Facility Citizen's Advisory Committee, prior to the solicitation for bids for the project.

Committee Name: Police Facility Citizens Advisory Committee

Committee Membership: Seven members appointed by the Mayor; at least two persons shall have expertise in building projects (architect, engineer, construction manager, etc). At least one member from each Ward; At least one person from law enforcement; At least one person with a financial background.

Term: The Committee shall provide a recommendation to Council on final building plans prior to solicitation for project bids, estimated time of 12 months.

Charge: Provide direction to design professional to bring project in at lowest cost possible while meeting the goal of providing a facility for today's police department, and at least 25 years into the future. Provide a final recommendation of plan approval to City Council

Meetings: Committee shall meet at least monthly, and more often if necessary.

Staff Support: Staff support shall consist of Police Chief, Finance Director, Public Works Director, Deputy City Clerk and City Manager.

Minutes: Meeting minutes shall be recorded by the Deputy City Clerk and provided to Council on a monthly basis.

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PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
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THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
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DATA SHEET FOR COMFORT INN & SUITES

Planning Commission Meeting: January 19, 2021

Application Number / Name	:	20-051 / Comfort Inn & Suites
Applicant	:	Mahadev LLC 699 N. Dupont Boulevard Milford, DE 19963
Owner	:	Same
Application Type	:	Amended Conditional Use
Present Comprehensive Plan Map Designation	:	Commercial
Present Zoning District	:	C-3 (Highway Commercial District)
Present Use	:	Hotel
Proposed Use	:	Hotel
Size and Location	:	2.287 +/- acres located along the west side of N Dupont Boulevard addressed as 699 N Dupont Boulevard.
Tax Map & Parcel	:	MD-16-183.05-01-03.00

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

PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
www.cityofmilford.com

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PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
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STAFF REPORT
December 30, 2020

Application Number / Name	**:**	20-051 / Comfort Inn & Suites
Present Comprehensive Plan Designation	**:**	Commercial
Present Zoning District	**:**	C-3 (Highway Commercial District)
Present Use	**:**	Hotel
Proposed Use	**:**	Hotel
Tax Map & Parcel	**:**	MD-16-183.05-01-03.00
Size and Location	**:**	2.287 +/- acres located along the west side of N Dupont Boulevard addressed as 699 N Dupont Boulevard.

I. BACKGROUND INFORMATION:

- City Council granted a conditional use approval for the construction of a hotel on April 26, 2004.
- The applicant is requesting permission to permanently add a 40’ x 10’ storage container along the north side of the hotel in order to store items incidental to the hotel business. The applicant states that there is insufficient space within the existing building to store these items.
- Chapter 230-14(C)(1) states “motels or hotels with a minimum lot size of three acres” are a conditional use subject to special requirements set forth by City Council.

II. STAFF ANALYSIS:

Based on the information presented, the City of Milford Code, and the Comprehensive Plan, staff submits the following regarding the request for the Conditional Use:

- Evaluation based on the criteria found under Chapter 230-48 Conditional Uses.

  A. The presence of adjoining similar uses.

The property is surrounded by existing commercial uses including self-storage, office, food establishment and banking.

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

The use is only allowed by conditional use approval within the C-3 Highway Commercial zoning district.

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

The Comprehensive Plan designates this area as Commercial, which is intended to provide an area with various types of commercial uses, including retail, office, service establishments, etc. The use would best fall under the Commercial land use category.

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

The storage container would be located along the north side of the existing hotel, which would be screened from view for traffic along N. Dupont Boulevard. The main property that would see the storage container is the self-storage facility located to the north of the subject property.

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

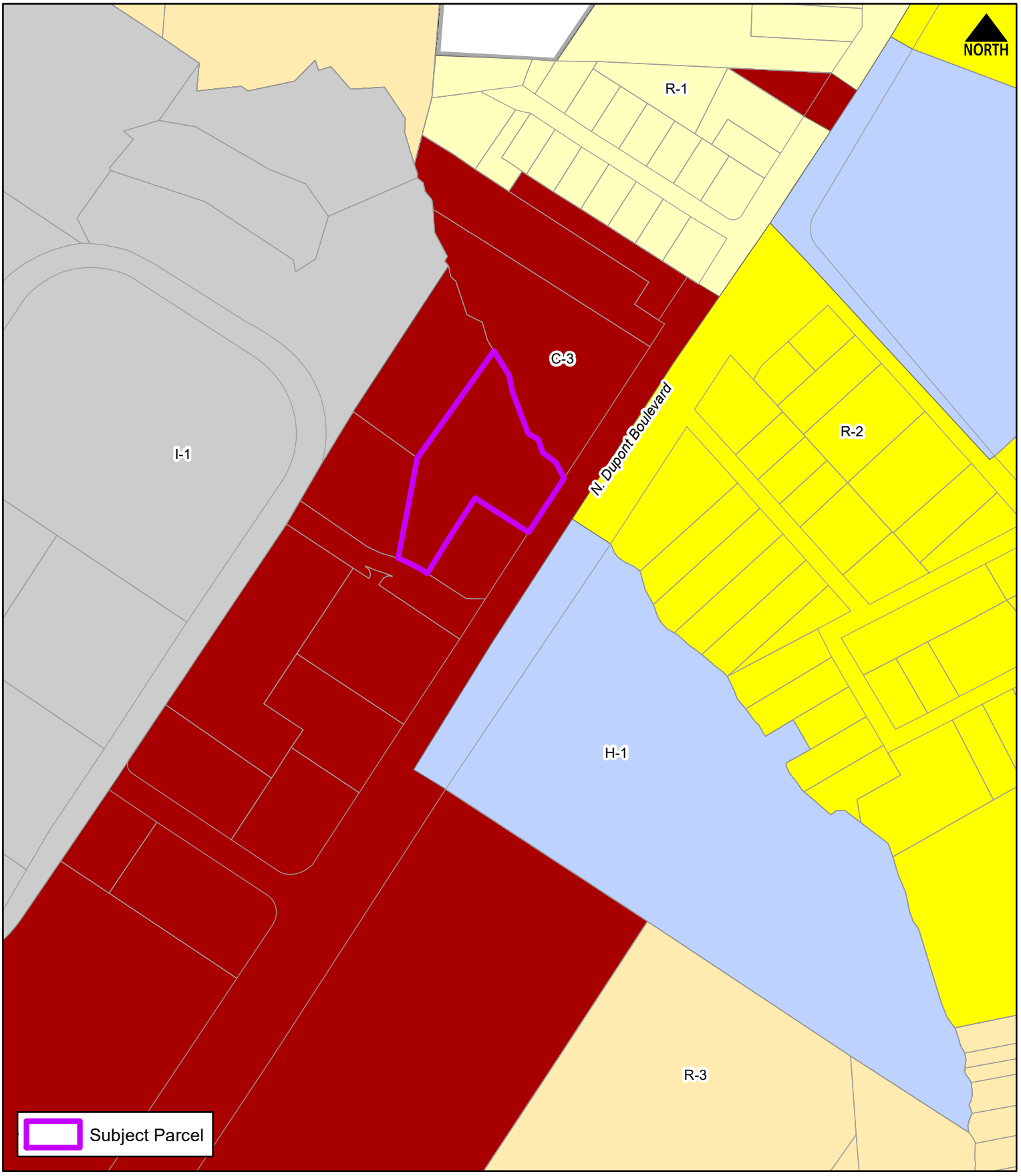
The proposed addition of the storage container should not detract from other permitted uses in the district and appears to be primarily visible from the property to the north that contains a self-storage facility. The addition of the storage container does not create additional traffic, noise, etc.

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

The proposed addition of the storage container does not affect traffic control, parking and is located outside of the required principal building setback area. The storage container would be seen primarily from the north, which is an existing self-storage facility. The State Fire Marshal's Office has reviewed the proposed location of the storage container and has provided the attached approval letter.

- If the Planning Commission and City Council elect to approve the applicant's request, staff recommends the following minimum conditions of approval:

    - The applicant must obtain approval from the State Fire Marshal's Office for the location and placement of the storage container.
    - The applicant must obtain a building permit from the City of Milford to document the placement of the storage container.



THE CITY of Milford DELAWARE

Scale: Feet
0 150 300

Drawn by: WRP Date: 12/30/20

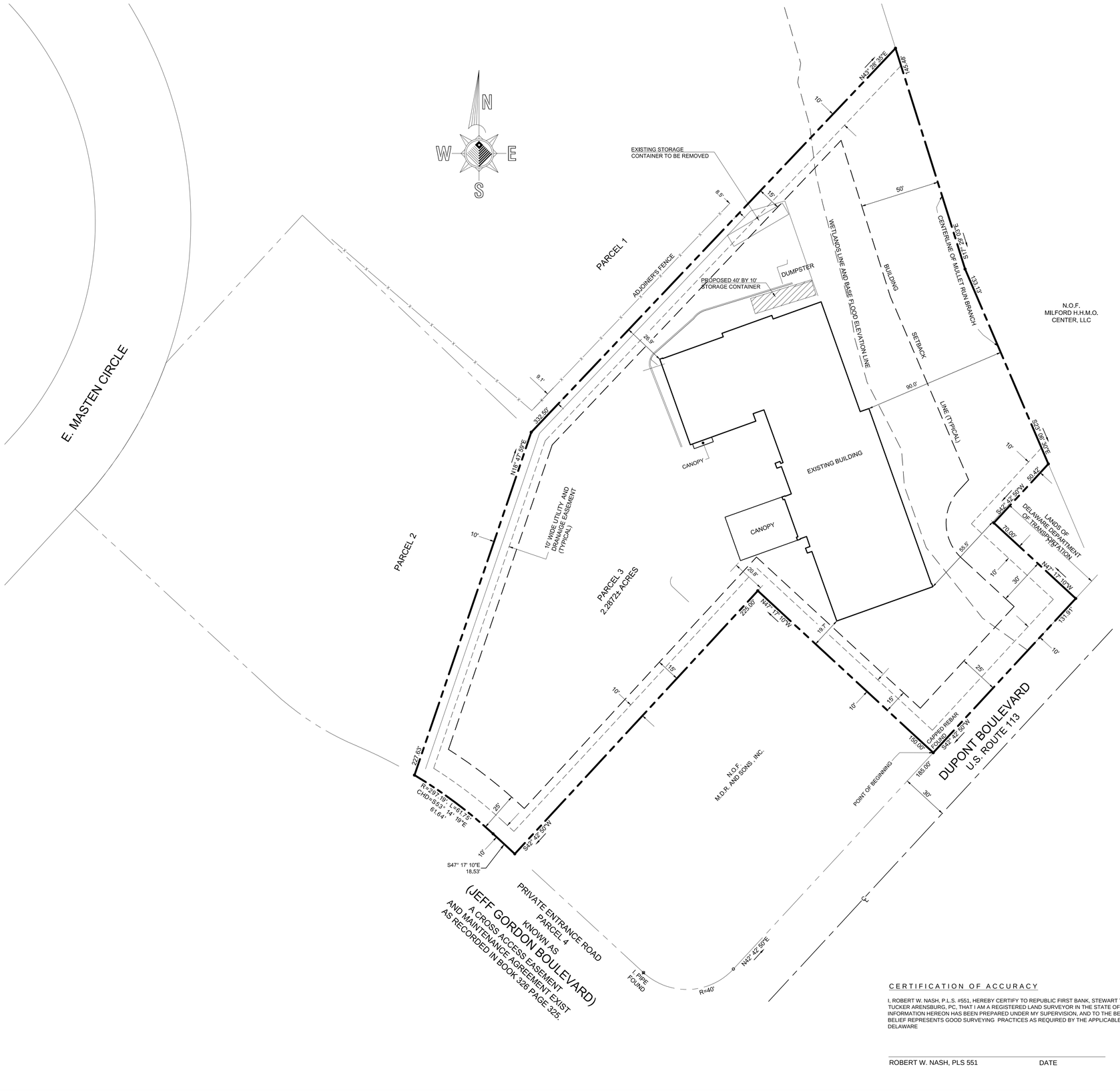
Filepath: CU_ComfortInn.mxd

Title:

Amended Conditional Use

Comfort Inn & Suites

Location & Zoning Map



PLAN DATA

PARCEL IDENTIFICATION No.	*	5-16-183.05-01-03.00-000
ZONING DISTRICT	*	C3
SOURCE OF TITLE	*	D 6514 0048
RECORD PLAN	*	PLOT BOOK 15 PAGE 50

NOTES:

THE WORD "CERTIFY" OR "CERTIFICATE" AS SHOWN AND USED HEREON MEANS AN EXPRESSION OF PROFESSIONAL OPINION REGARDING THE FACTS OF THIS SURVEY AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE EXPRESSED OR IMPLIED.

BASIS OF BEARINGS - SURVEY BY CHARLES D. MURPHY ASSOCIATES DATED JANUARY 7, 2013

SURVEY CLASS = SUBURBAN

THE WETLANDS AND FLOOD ZONE LINE DEPICTED HEREON WERE SCALED FROM A CONDITIONAL USE SITE PLAN BY CHARLES D. MURPHY ASSOCIATES, INC. DATED MARCH 4, 2004, AND REVISED APRIL 15, 2004. NO ADDITIONAL LOCATIONS PROVIDED BY THIS SURVEY.

CERTIFICATION OF ACCURACY

I, ROBERT W. NASH, P.L.S. #551, HEREBY CERTIFY TO REPUBLIC FIRST BANK, STEWART TITLE, MAHADEV, LLC. AND TUCKER ARENSBURG, PC, THAT I AM A REGISTERED LAND SURVEYOR IN THE STATE OF DELAWARE, AND THAT THE INFORMATION HEREON HAS BEEN PREPARED UNDER MY SUPERVISION, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF REPRESENTS GOOD SURVEYING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE

ROBERT W. NASH, PLS 551 DATE

BOUNDARY SURVEY PLAN

PREPARED FOR
MAHADEV, LLC.
FOR PROPERTY KNOWN AS
COMFORT INN & SUITES MILFORD
699 DUPONT BOULEVARD
SITUATE IN
CITY OF MILFORD
KENT COUNTY - STATE OF DELAWARE
SCALE: 1" = 30'

GRAPHIC SCALE

30' 0 15' 30' 60' 120

(IN FEET)
1 inch = 30' ft.

MERESTONE CONSULTANTS, INC.
ENGINEERS - PLANNERS - SURVEYORS

5215 WEST WOODMILL DRIVE
WILMINGTON, DE 19808
PH: 302-992-7900

19633 BLUE BIRD LANE, SUITE 9
REHOBOTH BEACH, DE 19971
PH: 302-226-5880

DATE	REVISION	CHKD

DRAWN BY: RWN | DATE: 8 OCTOBER 2020 | SHEET#: 1 OF 1

PLAN #: 22680N - 330283

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OFFICE OF THE STATE FIRE MARSHAL
Technical Services

1537 Chestnut Grove Road
Dover, DE 19904-1544

SFMO PERMIT

Plan Review Number:
2020-03-205349-MJS-01

Status: Approved as Submitted

Tax Parcel Number:
5-16-18305-01-0300-00001

Date: 12/01/2020

Project

Comfort Inn and Suites

Comfort Inn and Suites - Milford

699 North DuPont Blvd
Milford DE 19963

Scope of Project

Number of Stories:
Square Footage:
Construction Class:
Fire District: 42 - Carlisle Fire Co Inc

Occupant Load Inside:
Occupancy Code: 9790

Applicant

Yogin Patel
699 North Dupont Boulevard
Milford, DE 19963

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

The owner understands that this construction start approval is limited to preliminary site construction and foundation work only. No other construction of any kind shall be permitted until the required building plan review is completed.

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

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

This Plan Review Project was prepared by:

Jefferson Cerri
Fire Protection Specialist II

FIRE PROTECTION PLAN REVIEW COMMENTS

Plan Review Number:
2020-03-205349-MJS-01

Status: Approved as Submitted

Tax Parcel Number:
5-16-18305-01-0300-00001

Date: 12/01/2020

PROJECT COMMENTS

1002 A **This project has been reviewed under the provisions of the Delaware State Fire Prevention Regulations (DSFPR) UPDATED March 11, 2016. The current Delaware State Fire Prevention Regulations are available on our website at www.statefiremarshal.delaware.gov. These plans were not reviewed for compliance with the Americans with Disabilities Act (ADA). These plans were not reviewed for compliance with any Local, Municipal, nor County Building Codes.**

1050 A **This site meets Water Flow Table 2, therefore the following water for fire protection requirements apply: Main Sizes: 6" minimum. Minimum Capacity: 1,500 gpm @ 20 psi residual for 2 hours duration. Hydrant Spacing: 800' on center.**

1180 A **This report reflects site review only. It is the responsibility of the applicant and owner to forward copies of this review to any other agency as required by those agencies.**

1190 A **Separate plan submittal is required for the building(s) proposed for this project.**

1501 A **If there are any questions about the above referenced comments please feel free to contact the Fire Protection Specialist who reviewed this project. Please have the plan review number available when calling about a specific project. When changes orrevisions to the plans occur, plans are required to be submitted, reviewed, and approved.**

§ 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) 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.

CITY OF MILFORD
NOTICE OF PUBLIC HEARING
Planning Commission Hearing: Tuesday, January 19, 2021
City Council Hearing: Monday, January 25, 2021

NOTICE IS HEREBY GIVEN that the following Ordinance is currently under review by Milford Planning Commission and City Council, with action scheduled to occur on the date(s) and time(s) so indicated:

ORDINANCE 2021-01

Mahadev LLC on behalf of Comfort Inn & Suites at 699 N. DuPont Boulevard to amend a previously-approved Conditional Use Permit to allow a hotel on 2.287 +/- acres located along the west side of North Dupont Boulevard in a C-3 (Highway Commercial) Zoning District. Applicant is modifying the current permit by adding a permanent 40' x 10' storage container along the north side of the hotel to store items incidental to the hotel business. Present Use and Proposed Use remains a Hotel. Tax Map & Parcel MD-16-183.05-01-03.00

WHEREAS, Chapter 230-14(C)(1) of the Code of the City of Milford requires condition use permits for "motels or hotels with a minimum lot size of three acres", subject to special conditions set forth by City Council within the C-3 Highway/Commercial zoning category; and

WHEREAS, the owners of the property, as described herein, have petitioned the City of Milford to amend their existing Conditional Use by allowing the placement of a permanent 40' x 10' storage container along the north side of the hotel site containing 2.287 +/- acres; and

WHEREAS, the City of Milford Planning Commission will consider the application during their meeting on Tuesday, January 19, 2021, at which time interested parties will be permitted to publicly comment on the application so that an informed recommendation can be provided to City Council; and

WHEREAS, Milford City Council will hold a Public Hearing on January 25, 2021 to allow for additional public comment and review of the ordinance at which time a final determination is expected; and

WHEREAS, the notice as required by Chapter 230, has been published in the Milford Beacon on December 30, 2020, and was provided to property owners within 200 feet of the subject parcel; and

WHEREAS, this ordinance becomes effective ten days following the date of its adoption.

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

Section l. Upon the adoption of this ordinance, Mahadev LLC on behalf of Comfort Inn & Suites at 699 N. DuPont Boulevard is hereby granted an amendment to a previously-approved Conditional Use Permit for a hotel on 2.287 +/- acres at 699 N. DuPont Boulevard that is currently zoned C-3 (Highway Commercial) and allow a permanent 40' x 10' storage container along the north side of the hotel, in accordance with the application, approved plans and any conditions set forth by City Council.

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

City Council Introduction: Monday, January 11, 2021
Planning Commission Review & Public Hearing: Tuesday, January 19, 2021
City Council Public Hearing: Monday, January 25, 2021

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*: Milford Beacon 123020*

THE CITY of Milford DELAWARE

The governing body has recessed to Executive Session. The regular meeting will resume shortly.