

Milford City Hall Council Chambers 201 South Walnut Street Milford DE 19963

CITY COUNCIL AGENDA Monday, January 24, 2022

This meeting is also available for viewing by the public by accessing the following link:

<https://zoom.us/j/94877121629>

Members of the public may also dial in by phone using the following number:

Call 301 715 8592 Webinar ID: 948 7712 1629

Public Comments are encouraged on the items as noted on the agenda. Virtual attendees may alert the City Clerk that they wish to speak at the appropriate time by submitting their name, address, and agenda item on which they would like to comment via the Zoom Q&A function or by using the Raise Your Hand function during the meeting. Any written public comments received prior to the meeting will be read into the record.

6:30 P.M.

WORKSHOP

Tiny Homes Presentation

7:00 P.M.

COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Public Hearings ®

Ordinance 2022-01

Helmick Milford – Fast Food

1.024 +/- acres of land located at the southwest corner of Warner Road and US Route 113

Application Type: Conditional Use

Comprehensive Plan Designation: Commercial

Zoning District: C-3 (Highway Commercial District)

Present Use: Vacant

Proposed Use: Fast Food Restaurant & Drive-in Restaurant

Tax Parcel: MD-16-174.14-01-03.02

Ordinance 2022-02

586 MHH, LLC

0.166 +/- acres of land located at the northwest corner of N. Walnut Street and NW Front Street

Application Type: Conditional Use

Comprehensive Plan Designation: Commercial

Zoning District: C-2 (Central Business District)

Present Use: Single-Occupancy Commercial (former bank)

Proposed Use: Two-Unit Commercial (church and office)
Tax Parcel: MD-16-183.10-03-82.00

Ordinance 2022-03
Amends the City of Milford Code by Deleting in its Entirety Chapter 100 Car Washes

Ordinance 2022-04
Amends the City of Milford Code by Deleting in its Entirety Chapter 182 Satellite Dishes

Ordinance 2022-05
Amendment to City of Milford Code
Chapter 200/Subdivision Code
Sections 200-3, 200-4, and 200-8 are hereby amended

Ordinance 2022-06
Amendment to City of Milford Code
Chapter 230/Zoning Code
Sections 230-3, 230-4, 230-9, 230-10, 230-11, 230-12, 230-13, 230-13.1, 230-14, 230-15, 230-16, 230-17, 230-18, 230-19, 230-19.1, 230-19.2, 230-19.3, 230-19.4, 230-19.5, 230-19.6, 230-19.7, 230-19.8, 230-19.9, 230-20, 230-21, 230-22, 230-24.18, 230-27, 230-29, 230-30, 230-31, 230-32, 230-33, 230-34, 230-35, 230-36, 230-37, 230-38, 230-38.5, 230-39, 230-40, 230-41, 230-42, 230-43, 230-44, 230-45, 230-45.1, 230-45.2, 230-45.3, 230-47, 230-48.1, 230-49, 230-51, 230-52, 230-52.1, 230-52.2, 230-53, 230-54, 230-55, 230-56, 230-58, 230-59, 230-61, 62, and 230-63, are hereby amended and/or renumbered

Communication & Correspondence

Monthly Finance Report ²

Unfinished Business

New Business

Bid Authorization/Recommendation/Riverwalk Playground Design
Adopt/Resolution 2022-01/Adopt ADA Transition Plan [®]
Introduction/Ordinance 2022-10/Chapter 68/Voter Registration Code Update

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.

080521 113921 123021 010422
011922 Item Moved to Feb Agenda/City Manager Request
^²012122 Item Removed in Error/Submitted this Date
012422 Agenda Item Removed & Executive Session Moved to 021422 Agenda



Arbor Management, LLC

One Fox Point Centre ♦ 4 Denny Road ♦ Wilmington, DE 19809 ♦ (302) 764.6450 ♦ Fax (302) 761.2646

January 21, 2022

The Honorable Council Members
City of Milford City Hall
201 S. Walnut Street
Milford, DE 19963

RE: **DONATING TWO TINY HOMES**

Dear Honorable Council Members,

It is with great appreciation and excitement that the Positive Points Program (PPP) presents to you the 2022 Tiny House Project for our summer program.

It is unfortunate that we are not able to meet in person, but we are thankful that you would take the time to allow us to present to you by way of zoom on Monday, January 24th at 6:30 pm.

Attached please find the documents to support our presentation and should you have any questions, please do not hesitate to contact me.

Respectfully,

Sylvia Carson
Director of Positive Points Program

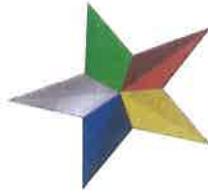
Attachments

cc: Ms. Terri Hudson, City Clerk
File



Arbor Management, LLC does not discriminate on the basis of disability status, race, color, religion, sex, familial status, sexual orientation, gender identity or national origin in the admission or access to, or treatment or employment in, its federally assisted programs and activities.
The Program Compliance Manager coordinates our compliance with non-discrimination and may be reached at 302.764.6450. Please dial 711 for the Telecommunications Relay Service.





Contact Information

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HOMEBUILDER · DEVELOPER

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President

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Tim Lamberto

Vice President

Director of Property Management

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Sylvia Carson

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Joe Hill

Maintenance Specialist

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Positive Points Program

COMMUNITY, COMMITMENT, CHARACTER, CREATIVITY, CITIZENSHIP
The Points That Define Us

presents



"A Tiny Vision for a Big Cause"

to



The Honorable Council Members



The Positive Points Program is owned and managed by Leon N. Weiner & Associates, Inc. & Arbor Management, LLC.

SPONSORED BY

DISCOVER BANK
LEON N. WEINER EDUCATION FOUNDATION

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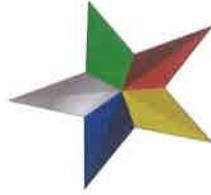
Section 1	Photos of Trailers Map Location of Construction Site NCC Approval of Building Plans
Section 2	The Leon Farmhouse Tiny House Design The Leon Farmhouse Interiors
Section 3	The Arbor Industrial Tiny House Design The Arbor Industrial Interiors
Section 4	Participating Properties Children/Teen's Activity Program
Section 5	Summer Camp & Final Event Schedule



Contributing Sponsors

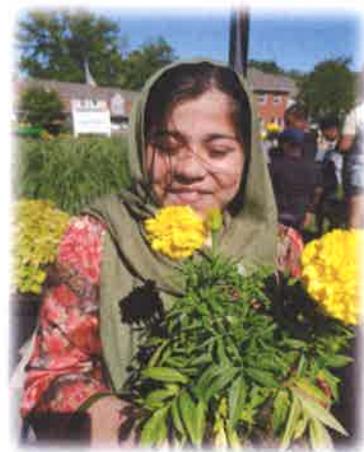
Leon N. Weiner & Associates, Inc., Construction
Arbor Management, LLC.
DISCOVER BANK

A-1 Landscaping ~ ABC Supply Co., Inc. ~ Anaconda Protective Concepts
ATR Electrical Services ~ BNS Towing Service ~ B-Safe Security
Delmarva Insulation ~ Federale Roofing Company
GE Appliances ~ HD Supply Facilities Maintenance
Maintenance Supply Headquarters/Lowe's
MOEN ~ UNIFIRST Corporation ~ Sherwin-Williams
VOLUNTEERS



Section 1

Photos of Trailers
Map Location of Construction Site
NCC Approval of Building Plans





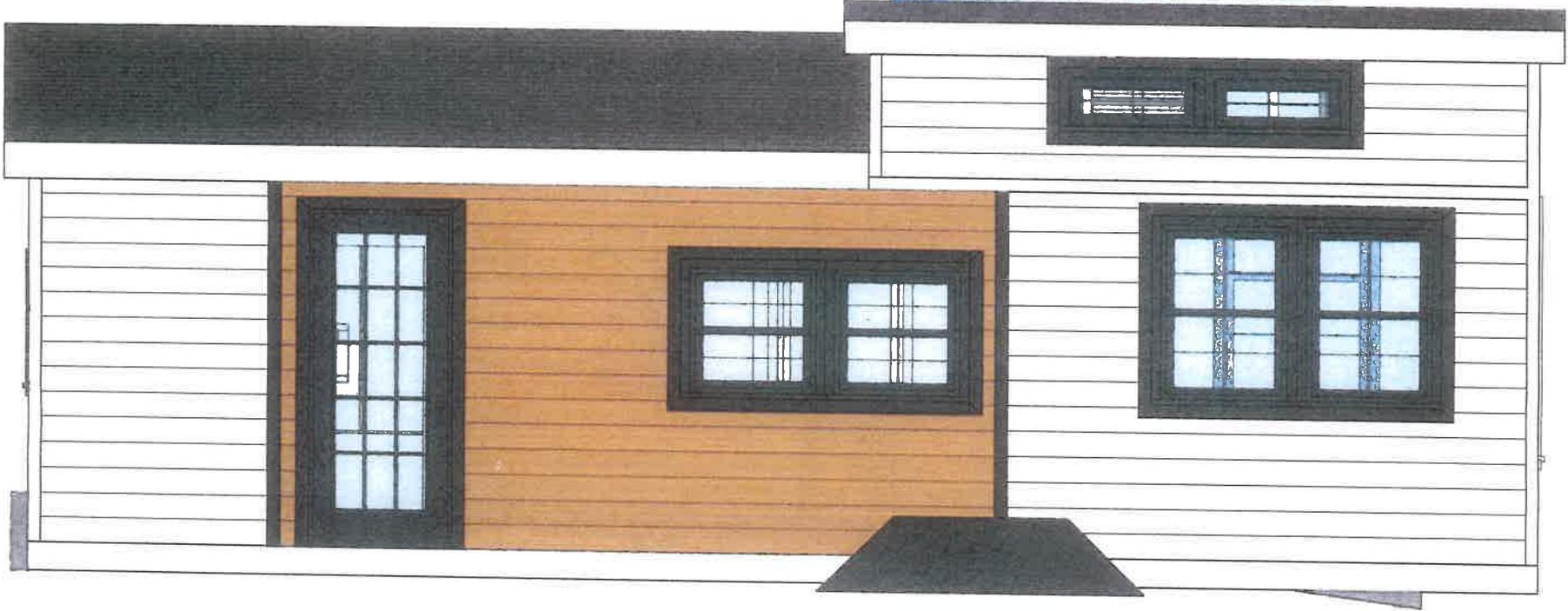
**BUILDING PLANS
APPROVED**

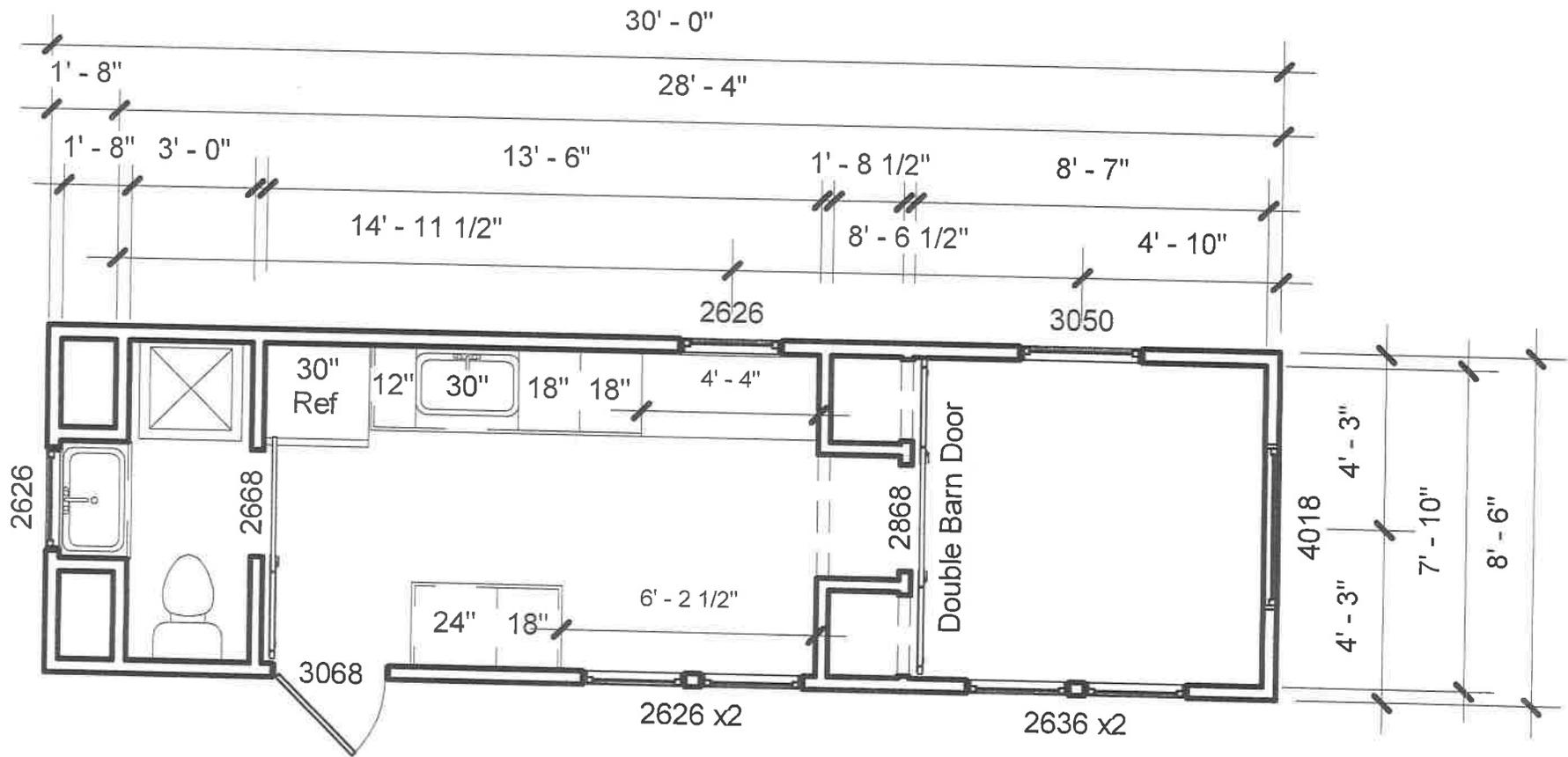
ONE SET OF
THESE STAMPED
PLANS MUST BE

ON SITE AND
AVAILABLE FOR
EACH INSPECTION

PLAN EXAMINER
Earl Rollins
Earl Rollins

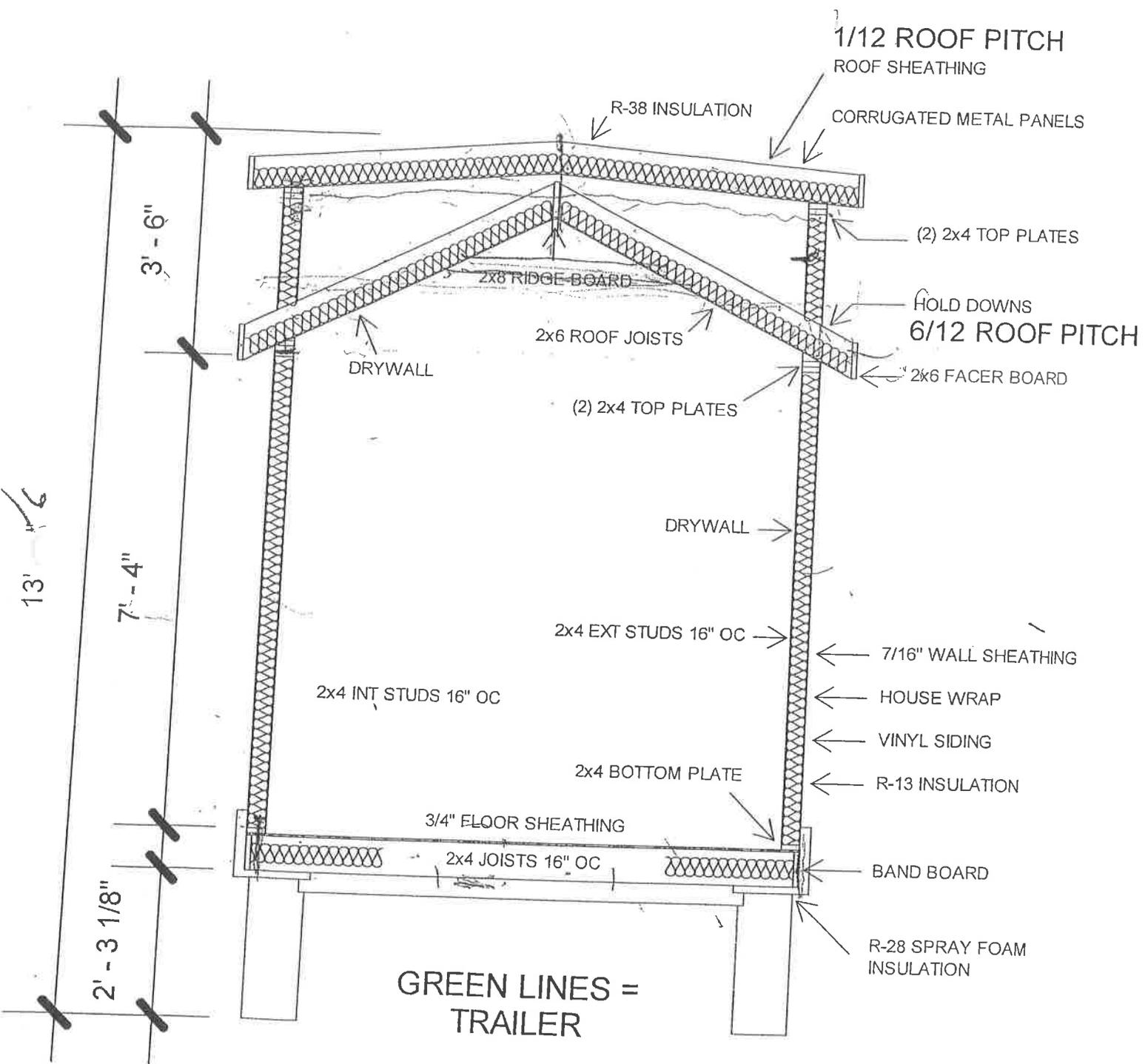
DEPARTMENT OF LAND USE





A&E 30' Mini Model- Full Bedroom

NOTE:
3050 Egress Window in Bedroom





Section 2

The Leon Farmhouse Tiny House Design
The Leon Farmhouse Interiors





The Leon Farmhouse



Farmhouse bottom cabinet COLOR
5 BOTTOM CABINETS
Teal color



Farmhouse flooring COLOR
30' LONG
8'x6" WIDE



Farmhouse Butcher Block COLOR



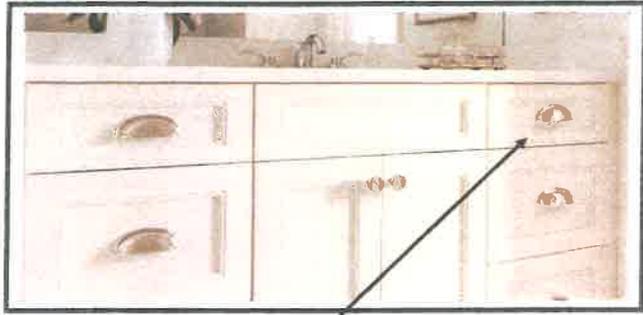
Farmhouse top cabinet COLOR
6 TOP CABINETS



Farmhouse Apron sink white



**Farmhouse - 2 Doors for Bedroom
and one for Bathroom**



Farmhouse Cabinet Hardware
IDEA - NOT SELECTED YET



Standup Shower Idea
NEED SHOWER FAUCET KIT
HAND HELD (ADA)



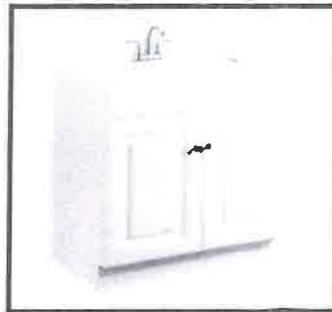
Shower Rod



Bathroom Sink
DESIGN SUBJECT TO CHANGE



Some type of medicine cabinet
Tim & Joe will select model
Surface mount medicine cabinet
with light for bathroom



Some type of bath sink
Tim & Joe will select standard model
3 hole bath sink standard 4" spread



Section 3

The Arbor Industrial Tiny House Design
The Arbor Industrial Interiors





The Arbor Industrial



Industrial top & bottom cabinet
COLOR ALL WHITE



Industrial flooring COLOR
30' LONG
8'x6" WIDE



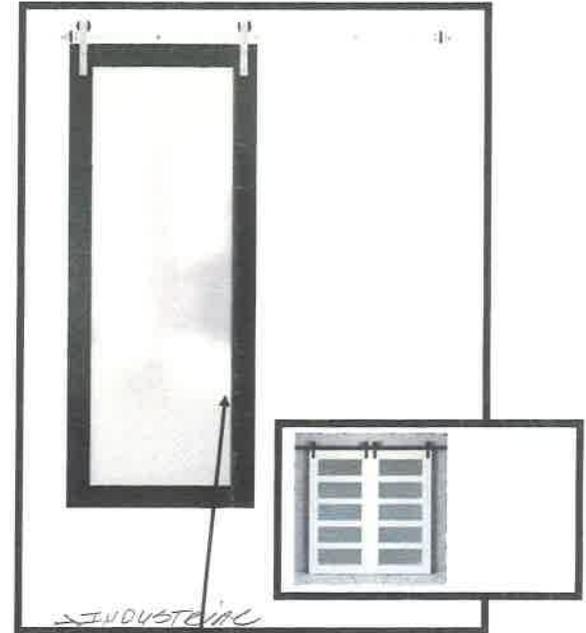
Black Quartz Kitchen Counter



Industrial Lighting stainless steel type
Not exact model but type (See below for other type in black)



Industrial stainless steel sink



Farmhouse - 2 Doors for Bedroom
and one for Bathroom (IN BLACK)



Industrial Cabinet Hardware
IDEA – NOT SELECTED YET



Standup Shower Idea
NEED SHOWER FAUCET KIT
HAND HELD (ADA)



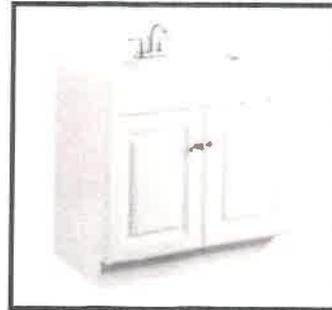
Shower Rod



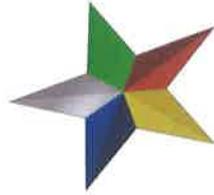
More light fixture type
(There are soooo many styles)



Some type of medicine cabinet
Tim & Joe will select model
Surface mount medicine cabinet
with light for bathroom



Some type of bath sink
Tim & Joe will select standard model
3 hole bath sink standard 4" spread



Section 4

Participating Properties Children/Teen's Activity Program





Participating Properties

Family & Seniors

Carleton Court Apartments, Newark, DE
Chelton Apartments, New Castle, DE
Coachman's Manor Apartments, New Castle DE
Commerce Square Apartments, Smyrna, DE
Compton Apartments, Wilmington, DE
Compton Town Apartments, Wilmington, DE
Delmar Crossing Apartments, Delmar, DE
Eastlake Village Apartments, Wilmington, DE
Eastgate Village Apartments, Salisbury, MD
Fairfield Commons Apartments, Middletown, DE
Georgetown I & II, Georgetown, DE
Main Towers Apartments, Newark, DE
Marrows Court Apartments, Newark, DE
Middletown Trace Apartments, Middletown, DE
Milford Crossing Apartments, Milford, DE
Schumaker Place Apartments, Salisbury, MD
Seaford Meadows Apartments, Seaford, DE
Spencer Apartments, New Castle, DE
Villas at Delmar Crossing, Delmar, DE
Villas II at Delmar Crossing, Delmar, DE
Villas at Milford Crossing Apartments, Milford, DE
Villas at Whitehall Apartments, Elkton, MD
Wilton Club Apartments, New Castle, DE
Windsor Apartments, Wilmington, DE



Children/Teen Activities On-Site



CONSTRUCTION WORKSHOPS:

PPP would like to involve and teach our children/teens concepts in building that would spark the interest of all ages and make it as hands-on and engaging as possible. Involving them in this exciting and interesting hands-on project-based learning activity is a great way to teach them useful skills, teamwork, new ways of thinking, problem-solving, critical thinking, and even legacy building.



GARDEN BOXES - BUILD/PAINT/PLANT FLOWERS:

The teens will construct four garden window boxes (two industrial, two farmhouse style) for both tiny homes to be placed in front of the windows. They will build the boxes, paint, and plant flowers inside each garden box.



MAILBOXES - BUILD & PAINT:

Nothing will put a bigger smile on the children's faces when they get to construct and paint two mailboxes for the tiny homes. Their imagination will run wild finessing with décor.



WELCOME MATS - DESIGN & CREATE:

Welcome mats surely will give the children a sense of achievement and allow them to take pride in their work which builds confidence. The children will develop art skills and patience (while paint or glue dries).



KITCHEN CANISTERS/CONTAINERS:

What a wonderful way to display the sugar, flour and other cooking supplies in canisters for the kitchen. The children will create and label all canisters for both tiny homes.



NIGHT LIGHTS:

Two night-lights for each tiny home will be constructed by the children utilizing a light source for night vision.



EXTERIOR CHIMES:

Indoor or outdoor chimes will surely excite the children as they create the sounds of chimes for both tiny homes.



FRUIT BASKET:

There is nothing like a bowl of fresh fruit on the kitchen counter for the residents who will reside in the tiny homes. Two bowls will be crafted using popsicle sticks.



NOTE: Photos above are not the exact models but ideas.



Section 5

Summer Camp & Final Event Schedule



JUNE 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	31	1 STONEBROOK	2 STONEBROOK	3	4	5
6 EASTLAKE	7 EASTLAKE	8 EASTLAKE	9 EASTLAKE	10	11	12
13 COMPTON(S)	14 COMPTON(S)	15 COACHMAN	16 COACHMAN	17	18	19
20 CARLETON	21 CARLETON	22 SPENCER	23 SPENCER	24	25	26
27 WILTON	28 WILTON	29  PREP AT CHELTEN	30  NORTHERN TO CHELTEN!	1	2	3

JULY 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	1	2	3
4	5	6 MIDDLETOWN	7 MIDDLETOWN	8	9	10
11 FAIRFIELD	12 FAIRFIELD	13 COMMERCE	14 COMMERCE	15	16	17
18 MILFORD	19 MILFORD	20 GEORGETOWN	21 GEORGETOWN	22	23	24
25 SEAFORD	26 SEAFORD	27 DELMAR	28 DELMAR	29	30	31

AUGUST 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 SCHUMAKER	2 SCHUMAKER	3 ★ PREP AT CHELTEN	4 ★ SOUTHERN TO CHELTEN!	5	6
7	8	9-12 ACTIVITIES COORDINATORS ASSIST WITH PREP FOR FINAL EVENT				13
14	15	16 TINY HOUSES COMPLETED	17	18-19 TINY HOUSES STAGING		20
21	22-23 TINY HOUSES LANDSCAPING FINISH STAGING/SETUP		24 SET UP FINAL EVENT W/RENTALS	25 ★ FINAL EVENT!	26	27
28	29	30	31	1	2	3



The background of the image is a stylized American flag with a dark blue field containing white stars and alternating red and white horizontal stripes. The flag is slightly wavy, giving it a sense of movement. The text is overlaid on this background in a white, gothic-style font.

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
NOTICE OF PUBLIC HEARING

Planning Commission Hearing: Tuesday, January 18, 2022 @ 7:00 PM
City Council Hearing: Monday, January 24, 2022 @ 7:00 PM

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

ORDINANCE 2022-01

Helmick Milford LLC – Conditional Use
1.024 +/- acres of land located at the southwest
corner of Warner Road & US Route 113
Address: 997 North DuPont Boulevard
Comprehensive Plan Designation: Commercial
Zoning District: C-3 (Highway Commercial District)
Present Use: Vacant
Proposed Use: Fast Food Restaurant & Drive-in Restaurant
Tax Parcel: MD-16-174.14-01-03.02

WHEREAS, Chapter 230-45, “in any and all districts, multiple permitted uses or mixed uses of a property shall be deemed a conditional use subject to special requirements” and are subject to approval from City Council; and

WHEREAS, the applicant is constructing a 4,812 square foot, 2-unit commercial structure on the above described parcel; and

WHEREAS, the City of Milford Planning Commission reviewed the application during their regular meeting on Tuesday, January 18, 2022, at which time interested parties publicly commented on the application; and

WHEREAS, Milford City Council held a Public Hearing on Monday, January 24, 2022, allowing for additional public comment after which the majority of the City Council voted to approve the Conditional Use by adopting this ordinance; and

WHEREAS, the notice as required by Chapter 230, was published in the Milford Beacon on December 22, 2021, 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 by City Council.

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

Section 1. Upon adoption of this ordinance, a conditional use permit is hereby granted to Helmick Milford LLC to allow a 4,812 square foot, 2-unit commercial structure at the southwest corner of Warner Road and US Route 113 as described herein.

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

Section 3. Dates.

City Council Introduction: Monday, January 10, 2022

Planning Commission Review & Public Hearing: Tuesday, January 18, 2022

City Council Public Hearing: Monday, January 24, 2022

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

12.10.2021

Published: *Milford Beacon 122221*

DATA SHEET FOR HELMICK MILFORD – FAST FOOD

Development Advisory Committee: October 20, 2021

Planning Commission Meeting: January 18, 2022

Application Number / Name	:	21-041 / Helmick Milford – Fast Food
Applicant	:	Helmick Milford, LLC PO Box 162 Montchanin, DE 19710
Owner	:	Same
Application Type	:	Preliminary Site Plan & Conditional Use
Comprehensive Plan Designation	:	Commercial
Zoning District	:	C-3 (Highway Commercial District)
Present Use	:	Vacant
Proposed Use	:	Fast Food Restaurant & Drive-in Restaurant
Area and Location	:	1.024 +/- acres of land located at the southwest corner of Warner Road and US Route 113, addressed as 997 N. Dupont Blvd.
Property Identification Numbers	:	MD-16-174.14-01-03.02

ENC: Staff Analysis Report
Exhibit A - Location & Zoning Map
Preliminary Site Plan



STAFF ANALYSIS REPORT
December 23, 2021

Application Number / Name	:	21-041 / Helmick Milford – Fast Food
Application Type	:	Preliminary Site Plan & Conditional Use
Comprehensive Plan Designation	:	Commercial
Zoning District	:	C-3 (Highway Commercial District)
Present Use	:	Vacant
Proposed Use	:	Fast Food Restaurant & Drive-in Restaurant
Property Identification Numbers	:	MD-16-174.14-01-03.02
Area and Location	:	1.024 +/- acres of land located at the southwest corner of Warner Road and US Route 113, addressed as 997 N. Dupont Blvd.

I. BACKGROUND INFORMATION:

- The applicant proposes to construct a 4,812 square foot, 2-unit commercial structure on the above referenced parcel as shown on the provided preliminary site plan. The applicant proposes a fast-food restaurant in one tenant space and a drive-in restaurant in the second tenant space.
- The location is the site of the previous Wendy’s fast-food restaurant which was demolished within the past few years.
- Per Chapter 230-45, “in any and all districts, multiple permitted uses or mixed use of a property shall be deemed a conditional use subject to special requirements.” It should be noted “fast-food restaurants and drive-in restaurants” are permitted uses within the C-3 zoning district.

II. STAFF ANALYSIS:

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

- The site plan design is consistent with Chapter 230 Zoning and Chapter 200 Subdivision of Land.

- The plans have been reviewed for general compliance with the City’s Standard Construction Specifications. The applicant acknowledged plan review comments from the City Engineer and agrees to address these during the Final Site Plan submission process.
- Evaluation based on the criteria found under Chapter 230-48 Conditional Uses.

A. The presence of adjoining similar uses.

The property is bound on the north and east by State maintained roads. The property to the west contains a movie theater and church and the property to the south contains a multiple tenant office building.

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

The proposed uses are permitted by-right within the C-3 zoning district when constructed individually.

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

The Comprehensive Plan designates the property as commercial for which the C-3 Highway Commercial zoning district is permissible. The purpose of the C-3 zoning 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.

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

The property is surrounded by other similar commercial uses and does not need screening.

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

The proposed use is consistent with the purpose and intent of the C-3 Highway Commercial zoning district and should not detract from similar adjacent commercial uses.

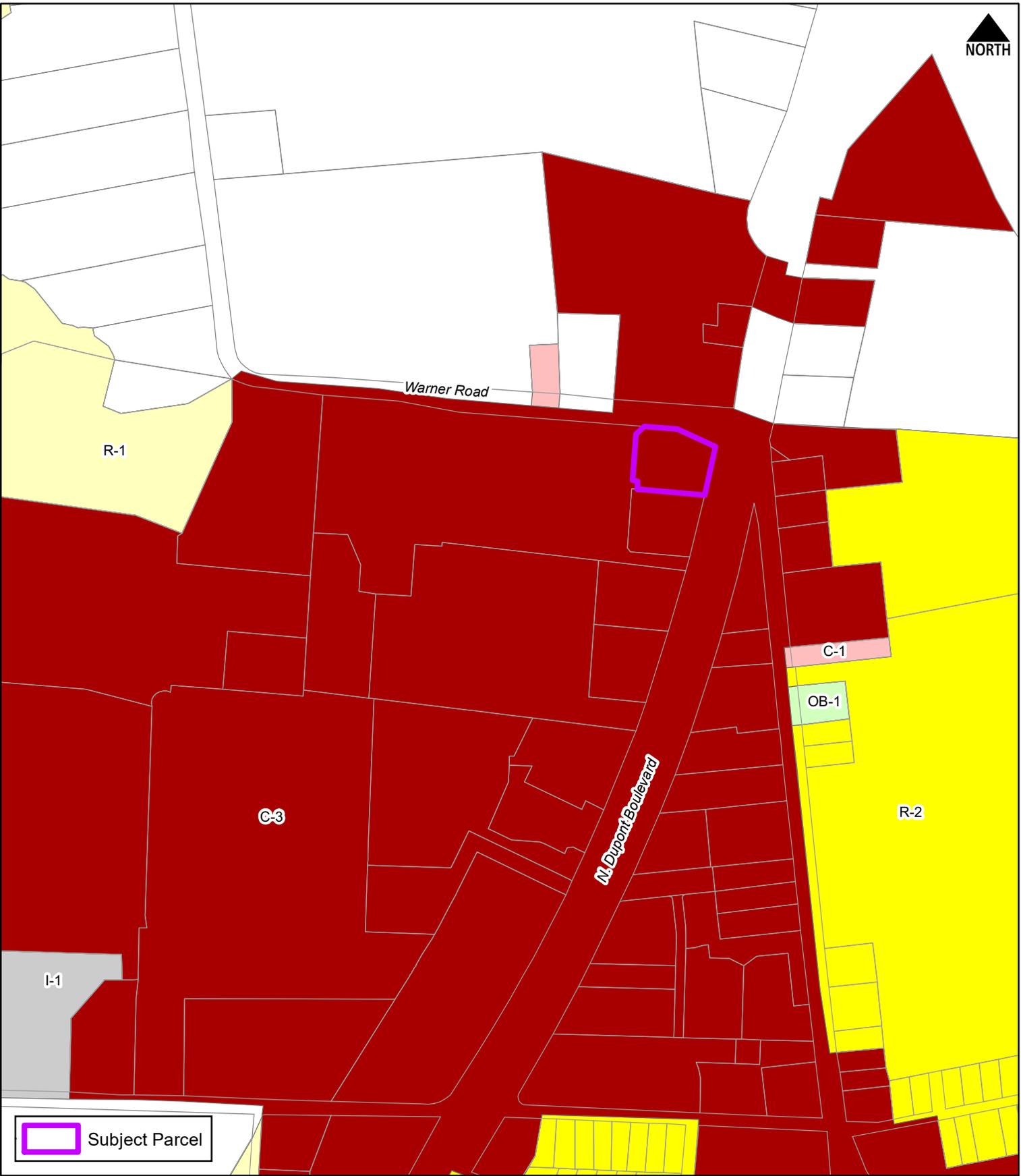
F. Sufficient safeguards, such as traffic control, parking, screening and setbacks, can be implemented to remove potential adverse influences on adjoining uses.

The subject parcel is the site of a former fast-food restaurant which was demolished within the past few years. The proposed redevelopment would not require screening from adjacent similar commercial uses and the preliminary site plan meets the minimum parking and setback requirements. The site would be served by existing entrances on Route 113 and Warner Road which are State maintained.

- The following comments must be addressed prior to final site plan approval;
 - Final Site Plan approval will require approvals or no objection letters from DelDOT, State Fire Marshal’s Office, and Kent Conservation District;
 - Applicant must address Preliminary Site Plan review comments dated October 14, 2021 (a copy is provided in the packet);
 - Applicant must obtain final approval of engineering plans from the City Engineer; and
 - Address additional department and agency comments outlined in Section III.

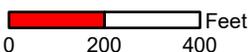
III. AGENCY & DEPARTMENT COMMENTS:

- **DelDOT Planning, Development Coordination**
No comments provided
- **Delaware Health and Social Services – Division of Public Health**
No comments provided.
- **Department of Natural Resources and Environmental Control (DNREC), Division of Water, Surface Water Discharges Section (SWDS)**
No comments provided.
- **Kent Conservation District**
No comments provided.
- **Delaware State Fire Marshal's Office**
See attached comments.
- **Carlisle Fire Company**
No comments provided.
- **City Engineer**
See attached Preliminary Site Plan review comments dated October 14, 2021 and the applicant's response.
- **City of Milford Public Works Department**
No comments provided.
- **City of Milford Parks and Recreation Department**
No comments provided.
- **City of Milford Police Department**
No comments provided.
- **Milford School District**
No comments provided.



 Subject Parcel



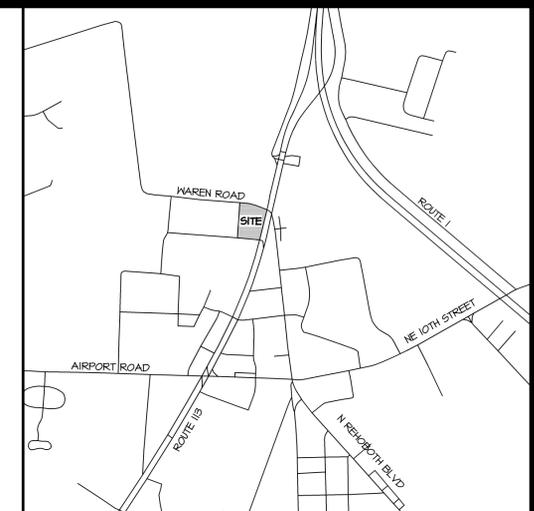
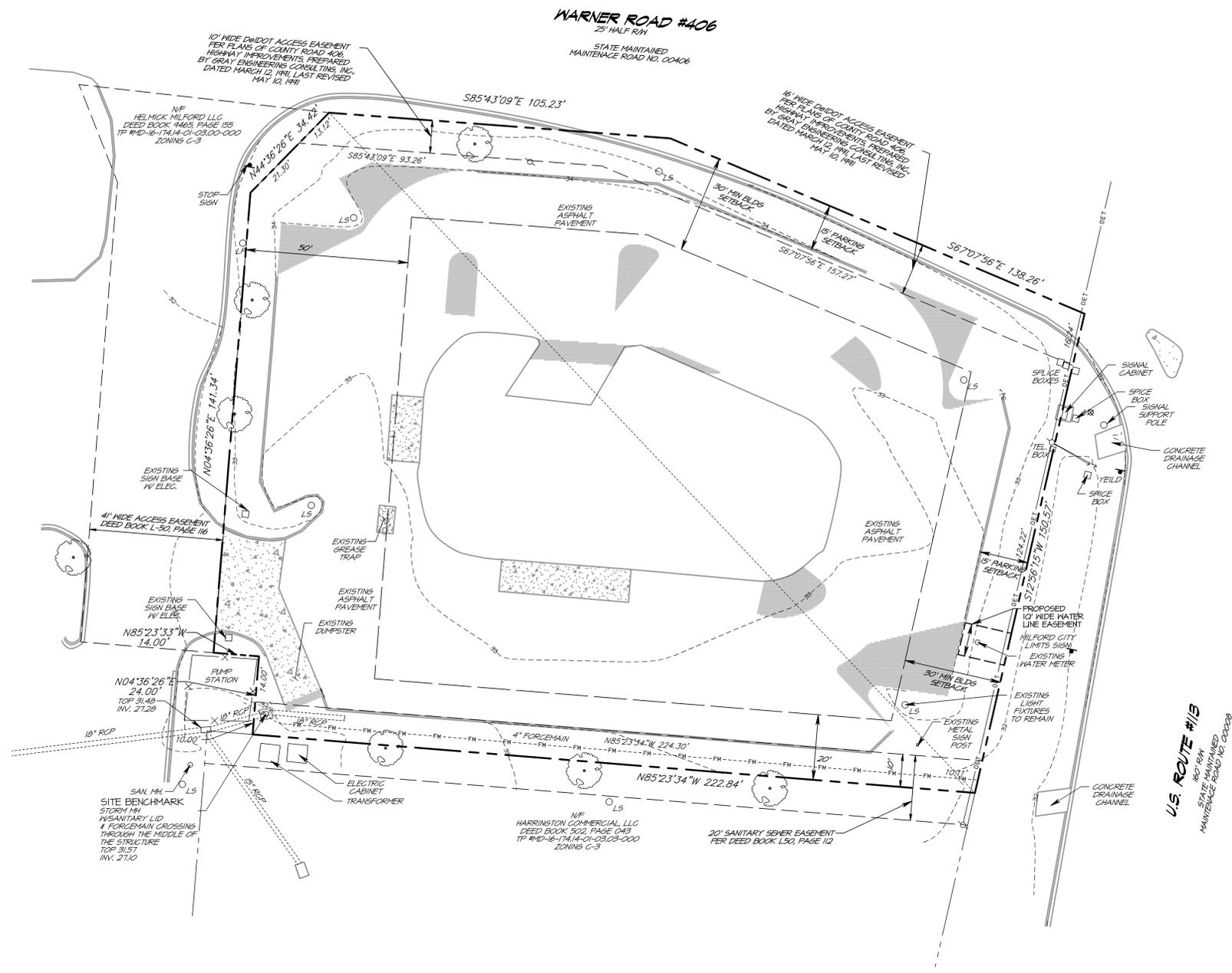
Scale:  Feet
0 200 400

Drawn by: WRP Date: 10/01/21

Title:

**Preliminary Site Plan
Helmick Milford, LLC - Fast Food
Location & Zoning Map**

Filepath: PreSitePlan_HelmickMilford_FastFood.mxd



LOCATION MAP SCALE: 1" = 2000'

DATA COLUMN

1. TAX PARCEL NUMBER(S):	MD-16-1T414-01-03.02-000
SITE ADDRESS:	997 N DUPONT BLVD MILFORD, DE 19463
DEED REFERENCE:	DEED BOOK 9142, PAGE 249
OWNER/ DEVELOPER:	MD-16-1T414-01-03.02-000 HELMICK MILFORD LLC PO BOX 162 MONTCHANN, DE 19110 (302) 530-5151
2. TOTAL TRACT AREA:	1.024 ACRES
3. CURRENT ZONING DISTRICT:	C3 (HIGHWAY COMMERCIAL DISTRICT)
4. EXISTING USE:	DRIVE-IN RESTAURANT

AREA AND BULK TABULATION

	REQUIRED (C3)
A. MINIMUM LOT AREA:	1 ACRE
B. MAXIMUM LOT COVERAGE:	80%
C. MINIMUM LOT WIDTH:	
INTERIOR:	150 FT
CORNER:	110 FT
D. MAXIMUM HEIGHT OF BUILDING:	35 FT OR THREE STORIES
E. MINIMUM BUILDING SETBACK:	30 FT
F. MINIMUM SIDE YARD:	20 FT MIN. 50 FT AGG.
G. MINIMUM REAR YARD:	50 FT
H. PARKING SETBACK:	15 FT
STREET LINE:	

LEGEND

PROPERTY BOUNDARY	---
ADJOINING PROPERTY	----
EXISTING EASEMENT	- - - -
EXISTING EDGE OF PAVEMENT	—x—x—
EXISTING FENCE	—x—x—
BUILDING SETBACK LINE	—x—x—
EXISTING CURB	—x—x—
EXISTING PAVEMENT	—x—x—
EXISTING FORCE MAIN	—FM—FM—FM—
EXISTING STORM PIPE WITH INLET	—SP—SP—SP—
EXISTING TREES	○
EXISTING PAVEMENT TO BE REMOVED	▨



EXISTING CONDITIONS/ DEMOLITION PLAN
 997 N DUPONT HWY
 CITY OF MILFORD
 KENT COUNTY, DELAWARE

DATE:	REVISION:
11-12-21	
DRAWN BY: TAS	
CHECKD. BY: A.J.H	
PROJ. NO.: 410T	
SCALE: 1"=30'	
CAD. FILE NAME: 410TBD.FRW	



November 12, 2021

Via Email Only

City of Milford
Attention: Rob Pierce
201 South Walnut Street
Milford, Delaware 19963

Subject: Conditional Use Narrative
997 N Dupont Boulevard
Tax Parcel No.: 5-16-174.14-01-03.02-000

Dear Mr. Pierce,

The above referenced is seeking a conditional use pursuant to Section 230.45, which states that in any and all zoning districts, multiple permitted uses or mixed use of a property shall be deemed a conditional use subject to special requirements.

997 N Dupont Boulevard is currently proposing a re-development of a former single tenant fast food restaurant, whereas the proposal is to have a fast-food restaurant and a drive-in restaurant within the same building. Our current site plans depict a layout that utilizes several areas of existing curbing with improvements to parking lot layout and circulation. Our goal is to create an aesthetically pleasing site with attractive landscaping and appealing architecture, as it is located along a main corridor. At this time the tenant is not defined and therefore we are limited to information pertaining to signage, hours of operation, number of employees, etc. However, it is our assumption, based upon other uses alike that signage will be placed on the building facades facing the road frontages, as well as a free-standing sign along the corridor of Route 113. Typical hours of operation for uses alike are from 10 am to 10 pm with approximately 8 employees on the largest shift for each tenant. Below is a summary table of the area and bulk requirements as set forth within the C3 zoning district and off-street parking.

Section 230-14.D

	Required	Proposed
Minimum Lot Area	1 Acre	1.024 Acres
Maximum Lot Coverage	80%	72.7%
Minimum Lot Width	170 Ft. (Corner Lot)	394 Ft.
Maximum Height of Building	35 Ft. or 3 Stories	20 Ft.
Minimum Building Setback	30 Ft.	62.2 Ft.
Minimum Side Yard	20 Ft. Min./ 50 Ft. Agg.	59.8 Ft.
Minimum Rear Yard	50 Ft.	68.2 Ft.
Parking Setback (Street)	15 Ft.	15 Ft.

997 N Dupont Boulevard
November 12, 2021
Page 2 of 2

Section 230-21.B

Restaurants, taverns and similar uses: 1 parking space per 3 seating accommodations, plus 1 parking space per 2 employees on the shift of greatest employment.

41 Seats per tenant (102 total seats) / 3 = 34 required parking spaces

8 Employees per tenant (16 total employees) / 2 = 8 required parking spaces

42 Total required parking spaces

42 provides spaces (2 handicap spaces) + 8 stacking spaces

With this information we hope that you feel this proposal is desirable for this location and utilizes the property in manner that assures neither an adverse impact upon adjoining properties nor the creation of a public nuisance. If you have any questions or need additional information, please feel free to contact me immediately by phone at (610) 274-8613 or by email at Tom@HillcrestAssoc.com.

Sincerely,



Thomas Schreier, RLA
Vice President, Hillcrest Associates

C. Helmick Milford, LLC
H/C file #4707



ISO 9001:2015 CERTIFIED

ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS

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

December 2, 2021

City of Milford
201 South Walnut Street
Milford, Delaware 19963

Attention: Rob Pierce

Subject: Fast Food Restaurant (997 N Dupont Boulevard) – Preliminary Site Plan
KCI Job No. 131803632 – Task 39

Dear Mr. Pierce,

As requested, KCI Technologies performed a review of the Preliminary Site Plan for the Fast Food Restaurant located at 997 North Dupont Boulevard. This review was performed on the basis of the City of Milford’s Standard Specifications, Codes and general engineering best practices. The plan was submitted by Hillcrest Associates and is dated November 12, 2021.

We find the plans generally acceptable, subject to the comments below. These comments may be addressed when final plans are submitted.

1. Address the following to the general notes:
 - a. Add the note “A topographic survey was performed by _____ of _____, Delaware on _____. Elevations are based on control monument _____, with an elevation of _____ NGVD88.”
Addressed.
 - b. There are two notes within note 16. Revise general note 16 on the plan to be two separate notes. **Addressed.**
2. Update the City of Milford approval block. The City Manager is now Mark Whitfield.
Addressed.
3. Provide an existing conditions/demolition plan. **Addressed with Comment – Address the following to the existing conditions/demolition plan:**
 - a. **Add all of the existing utilities to the plan (water, sanitary sewer, storm).**
 - b. **Remove the “Proposed 10’ wide waterline easement” from the existing conditions/demolition plan. This should only be on the proposed sheet.**

Employee-Owned Since 1988

4. Add an Index of Sheets to the cover sheet. **Addressed.**
5. Revise the projected sanitary sewer flow per Chapter 128 of the Kent County Code. **Addressed.**
6. Verify if gas will service the building and list the gas provider on the plan. **Addressed.**
7. Per Chapter 230-45, “In any and all zoning districts, multiple permitted uses or mixed use of a property shall be deemed a conditional use subject to special requirements.” Since there appears to be two tenant spaces within the building, please submit a conditional use application to accompany the preliminary site plan application. Due to the project being a conditional use, the project will be subject to public hearings with both the Planning Commission and City Council. **Addressed.**
8. Delineate the stacking spaces of the drive thru on the site plan and list the number of stacking spaces in the parking tabulation. **Addressed.**
9. Add the proposed building height to the plan. **Addressed.**
10. Add ADA signage for the ADA parking spaces. **Addressed.**
11. Currently, there is a dashed line represented two tenants of the building. Revise the plan accordingly to label each tenant and the square footage of each tenant. **Addressed.**
12. Show the building entrances on the plan. The ADA parking spaces shall be close to the entrances for convenience. **Comment Remains – Per ADA Standards, handicap parking spaces that service a particular building shall be located on the shortest accessible route from parking to the entrance. We recommend reconsidering the location of the handicap parking spaces and entrances to comply with ADA Standards.**
13. Label the 15’ parking lot setback on the plan. **Addressed.**
14. Add traffic flow arrows to the parking lot to demonstrate the flow of traffic. **Addressed.**
15. Add a stop sign to the exit of the site and a “do not enter” sign for traffic entering the site that want to turn left. **Addressed.**
16. Clarify if the existing business sign is to remain or if a new sign will be proposed. The Planning Commission has the ability to approve a comprehensive signage plan as a part of the site plan review process, otherwise, any business signage on the building will have to meet the City Code or the applicant may need to revisit the Planning Commission and City Counsel for any deviations from the code.
17. Clarify what landscaping will remain and if there will be any proposed landscaping on the plan. **Comment Remains – Provide a Landscape Plan when final plans are submitted.**
18. Currently, the proposed dumpster pad is within the 20’ sanitary sewer easement. Revise the location of the dumpster pad to be outside of the easement. In addition, details on the

dumpster pad and screening will have to be provided when construction plans are submitted. **Addressed with Comment – Provide the screening of the dumpster pad when final plans are submitted.**

19. Provide sidewalk along Warner Road and Route 113. The sidewalk shall extend to the site's property boundaries and shall provide direct pedestrian access to the proposed building. Keep in mind that there appears to be two existing drainage channels along Route 113 and an existing swale that runs along the grass area east of the site. This work will have to be approved by DelDOT. **Addressed with Comment – Provide DelDOT approval for the disturbance and proposed work in DelDOT's right-of-way. Verify whether or not DelDOT will require a Shared Use Path along Route 113.**
20. All sidewalk shall be ADA compliant. Handicap ramps will have to be provided where sidewalk leads pedestrians to the edge of pavement around the building. **Addressed.**
21. Dimension all sidewalk widths. **Addressed.**
22. Warner Road is labeled as a county road. However, there are DelDOT easements along the right-of-way. Verify that this is a county road. **Addressed.**
23. Specify whom owns/maintains Route 113 and Warner Road (i.e. State Maintained) on the plan. **Addressed.**
24. Add all existing and proposed utilities to the plan. This includes the water, sanitary, and storm sewer on site and where the proposed utilities tie into the existing utilities. **Comment Remains – Add the existing water main along Route 113 to the plan.**
25. There is an existing storm drain pipe adjacent to the dumpster pad that abruptly ends. Verify if this is correct or show the rest of the storm drain pipe on the plan. **Comment Remains.**
26. Currently, it appears that there is an existing water meter on the plan. Clarify if there will be one water service to the building and then split to each tenant inside the building. If there are two separate water services outside of the building, then a water meter will have to be provided for each tenant. In addition, an easement will have to be provided for the water meter if the location is to remain the same since it is not within the right-of-way. **Addressed with Comment – Provide an update on the water meter situation when final plans are submitted.**
27. Clarify if the existing lighting fixtures will remain or if there will be new lighting fixtures proposed. A lighting plan will be required for final approval. **Addressed.**
28. Clarify if the grease trap is to remain or if it will be replaced. Also, if there are two tenants in the proposed building, clarify if both tenants will be utilizing the same grease trap when construction plans are submitted. **Addressed with Comment – The existing grease trap is labeled to remain. However, it does not appear that the existing sanitary sewer laterals enter/exit the grease trap properly. Please verify the location**

of the existing sanitary sewer lateral. If there are any proposed sanitary sewer laterals, it should be shown as proposed on the plan.

29. There is an existing grease trap located on the plan. Contact Kent County Public Works Department to register with their grease trap program and provide calculations for review when construction plans are submitted. **Comment Remains.**
30. Provide the following approvals for final approval:
- a. Kent Conservation District. **Comment Remains.**
 - b. Fire Marshal. **Comment Remains.**
 - c. DelDOT. **Comment Remains.**

If you have any questions or comments regarding this letter, please do not hesitate to contact us any time.

Sincerely,



Eric T. Gibson,
Engineer in Training



Jason McClafferty, P.E.
Project Manager



November 12, 2021

Via Email Only

City of Milford
201 South Walnut Street
Milford, Delaware 19963

Attention: Rob Pierce

Subject: Fast Food Restaurant (997 N Dupont Boulevard) – Preliminary Site Plan
KCI Job No. 131803632 – Task 39

Dear Mr. Pierce,

We are pleased to provide at this time the following documents for the above referenced project:

- 1 Copy of By-right/ Conditional Use Site Plan, last revised 11-12-21.
- Conditional Use Application
- Conditional Use Narrative

Provided under separate cover.

- \$700.00 check made payable to “City of Milford”

Below is our point-by-point response (in bold) to your comments (quoted in italics) per KCI’s letter dated October 14, 2021, for the above referenced project.

1. *Address the following to the general notes:*

a. *Add the note “A topographic survey was performed by __of, ____ Delaware on __. Elevations are based on controlmonument_____, with an elevation of __NGVD88.”*

This above referenced text has been added to General Note No. 2

b. *There are two notes within note 16. Revise general note 16 on the plan to be two separate notes.*

General Note No. 16 has been split into two notes. These notes are now No. 17 & 18.

2. *Update the City of Milford approval block. The City Manager is now Mark Whitfield.*

The City Manager has been updated.

3. *Provide an existing conditions/demolition plan.*

An existing conditions/ demolition plan has been enclosed with this submission.

4. *Add an Index of Sheets to the cover sheet.*

An index of sheets has been added to the Cover Sheet.

5. *Revise the projected sanitary sewer flow per Chapter 128 of the Kent County Code.*

The projected sanitary sewer flow has been updated per Chapter 128.

6. *Verify if gas will service the building and list the gas provider on the plan.*

Gas will be provided to the building. We are currently working with Chesapeake Utility to determine the best route for connection. The gas provider has been added to the plan.

7. *Per Chapter 230-45, "In any and all zoning districts, multiple permitted uses or mixed use of a property shall be deemed a conditional use subject to special requirements." Since there appears to be two tenant spaces within the building, please submit a conditional use application to accompany the preliminary site plan application. Due to the project being a conditional use, the project will be subject to public hearings with both the Planning Commission and City Council.*
A conditional use application and fee has been enclosed with this submission.
8. *Delineate the stacking spaces of the drive thru on the site plan and list the number of stacking spaces in the parking tabulation.*
The stacking spaces have been delineated and the parking tabulations updated to reflect those spaces.
9. *Add the proposed building height to the plan.*
The building height has been added.
10. *Add ADA signage for the ADA parking spaces.*
ADA signage has been added to the ADA parking spaces.
11. *Currently, there is a dashed line represented two tenants of the building. Revise the plan accordingly to label each tenant and the square footage of each tenant.*
The building label has been updated accordingly.
12. *Show the building entrances on the plan. The ADA parking spaces shall be close to the entrances for convenience.*
The building entrances have been labeled on the plan. As the architectural plans are still being developed these are assumed entrances.
13. *Label the 15' parking lot setback on the plan.*
The 15' parking lot setback has been added to the plan.
14. *Add traffic flow arrows to the parking lot to demonstrate the flow of traffic.*
Traffic flow arrows have been added to the plan.
15. *Add a stop sign to the exit of the site and a "do not enter" sign for traffic entering the site that want to turn left.*
A stop sign and do not enter signs have been added to the plan.
16. *Clarify if the existing business sign is to remain or if a new sign will be proposed. The Planning Commission has the ability to approve a comprehensive signage plan as a part of the site plan review process, otherwise, any business signage on the building will have to meet the City Code or the applicant may need to revisit the Planning Commission and City Council for any deviations from the code.*
At the current stage of this project, the existing business signs are to remain and will be replaced with proposed tenant signage. If the proposal deviates from this additional information will be provided.

17. *Clarify what landscaping will remain and if there will be any proposed landscaping on the plan.*
All landscaping is anticipated to remain, additional landscaping will be provided as part of construction plan stage.
18. *Currently, the proposed dumpster pad is within the 20' sanitary sewer easement. Revise the location of the dumpster pad to be outside of the easement. In addition, details on the dumpster pad and screening will have to be provided when construction plans are submitted.*
This is an existing dumpster pad; however, it has been relocated to be outside the sanitary sewer easement.
19. *Provide sidewalk along Warner Road and Route 113. The sidewalk shall extend to the site's property boundaries and shall provide direct pedestrian access to the proposed building. Keep in mind that there appears to be two existing drainage channels along Route 113 and an existing swale that runs along the grass area east of the site. This work will have to be approved by DeDOT.*
Sidewalk along Warner Road and Route 113 has been added to the plan with direct pedestrian access to the proposed building.
20. *All sidewalk shall be ADA compliant. Handicap ramps will have to be provided where sidewalk leads pedestrians to the edge of pavement around the building.*
Handicap ramps have been added to the plan.
21. *Dimension all sidewalk widths.*
Dimensions to all sidewalks have been added.
22. *Warner Road is labeled as a county road. However, there are DeDOT easements along the right-of-way. Verify that this is a county road.*
Warner Road label has been revised.
23. *Specify whom owns/maintains Route 113 and Warner Road (i.e. State Maintained) on the plan.*
Maintenance labels have been added to each road label.
24. *Add all existing and proposed utilities to the plan. This includes the water, sanitary, and storm sewer on site and where the proposed utilities tie into the existing utilities.*
All utilities have been added to the site. As we are reducing impervious coverage, no storm sewer is proposed.
25. *There is an existing storm drain pipe adjacent to the dumpster pad that abruptly ends. Verify if this is correct or show the rest of the storm drain pipe on the plan.*
We are working with our survey department to determine where this pipe runs to.
26. *Currently, it appears that there is an existing water meter on the plan. Clarify if there will be one water service to the building and then split to each tenant inside the building. If there are two separate water services outside of the building, then a water meter will have to be provided for each tenant. In addition, an easement will have to be provided for the water meter if the location is to remain the same since it is not within the right-of-way.*
We are working with the water provider to determine how many services we can have. At this time

it is proposed to have a single service that will split within the building. An easement has been provided around the water meter pit.

27. *Clarify if the existing lighting fixtures will remain or if there will be new lighting fixtures proposed. A lighting plan will be required for final approval.*

Existing lighting fixtures are to remain, with the exception of one pole which will need to be relocated due to the installation of the sidewalk along Warner Road.

28. *Clarify if the grease trap is to remain or if it will be replaced. Also, if there are two tenants in the proposed building, clarify if both tenants will be utilizing the same grease trap when construction plans are submitted.*

Existing grease trap is to remain with both tenants utilizing the same.

29. *There is an existing grease trap located on the plan. Contact Kent County Public Works Department to register with their grease trap program and provide calculations for review when construction plans are submitted.*

We will work with Kent County Public Works Department to register the existing grease trap.

30. *Provide the following approvals for final approval:*

- a. *Kent Conservation District.*
- b. *Fire Marshal.*
- c. *DeIDOT.*

Approvals from the above are forthcoming.

If you have any questions or need additional information, please feel free to contact me immediately by phone at (610) 274-8613 or by email at Tom@HillcrestAssoc.com.

Sincerely,



Thomas Schreier, RLA
Vice President, Hillcrest Associates

C. Helmick Milford, LLC
H/C file #4707



KENT CONSERVATION DISTRICT

1679 SOUTH DUPONT HIGHWAY • DOVER, DELAWARE 19901 • (302) 608-5370 • WWW.KENTCD.ORG

**CITY OF MILFORD
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
OCTOBER 20, 2021**

APPLICATION: Helmick Milford – Fast Food

FILE #: 21-041

REVIEWING AGENCY: Kent Conservation District

CONTACT PERSON: Kate Owens

PHONE: (302) 608 – 5370

EMAIL: stormwater@delaware.gov

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

Source: 2019 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

1. As the disturbance for this site will exceed 5,000 square feet, a sediment and stormwater plan must be reviewed and approved by our office prior to any land disturbing activity (i.e. clearing, grubbing, filling, grading, etc.). This plan qualifies as a Non-Residential Standard Plan.
2. A complete and signed application for a Non-Residential Standard Plan with application fee are due at the time of plan submittal to the District's office.
3. The following notes must appear on the record plan:
 - The Kent Conservation District reserves the right to enter private property for purposes of periodic site inspection.
 - The Kent Conservation District reserves the right to add, modify, of delete any erosion or sediment control measure, as it deems necessary.
 - A clear statement of defined maintenance responsibility for stormwater management facilities.

ADVISORY COMMENTS TO THE APPLICANT:

1. The Non-Residential Standard Plan application form and the most current fee schedule can be accessed through the District's website at www.kentcd.org.
2. The approved application is the permit for the project and must be kept on site at all times during construction.

City of Milford, Delaware
Development Advisory Committee

Comment Sheet



DATE OF REVIEW: October 5, 2021

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

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

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

RE: **HELMICK MILFORD – FAST FOOD (21-041)**

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

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

a. **Fire Protection Water Requirements:**

- Water distribution system capable of delivering at least 1000 gpm for 1-hour duration, at 20-psi residual pressure is required. Fire hydrants with 800 feet spacing on centers. (Assembly)
- Where a water distribution system is proposed for the site, the infrastructure for fire protection water shall be provided, including the size of water mains for fire hydrants and sprinkler systems.

b. **Fire Protection Features:**

- All structures over 10,000 sqft aggregate will require automatic sprinkler protection installed.
- Buildings greater than 10,000 sqft, 3-stories or more, over 35 feet, or classified as High Hazard, are required to meet fire lane marking requirements.
- Show Fire Department Connection location (Must be within 300 feet of fire hydrant), and detail as shown in the DSFPR.
- Show Fire Lanes and Sign Detail as shown in DSFPR
- NFPA 101 now requires all restaurants to be protected throughout by an automatic sprinkler system.

c. **Accessibility**

- All premises, which the fire department may be called upon to protect in case of fire, and which are not readily accessible from public roads, shall be provided with suitable gates and access roads, and fire lanes so that all buildings on the premises are accessible to fire apparatus. This

means that the access road to the subdivision from Warner Road must be constructed so fire department apparatus may negotiate it.

- Fire department access shall be provided in such a manner so that fire apparatus will be able to locate within 100 ft. of the front door.
- Any dead-end road more than 300 feet in length shall be provided with a turn-around or cul-de-sac arranged such that fire apparatus will be able to turn around by making not more than one backing maneuver. The minimum paved radius of the cul-de-sac shall be 38 feet. The dimensions of the cul-de-sac or turn-around shall be shown on the final plans. Also, please be advised that parking is prohibited in the cul-de-sac or turn around.
- The use of speed bumps or other methods of traffic speed reduction must be in accordance with Department of Transportation requirements.
- The local Fire Chief, prior to any submission to our Agency, shall approve in writing the use of gates that limit fire department access into and out of the development or property.

d. **Gas Piping and System Information:**

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

e. **Required Notes:**

- Provide a note on the final plans submitted for review to read “All fire lanes, fire hydrants, and fire department connections shall be marked in accordance with the Delaware State Fire Prevention Regulations”
- Proposed Use
- Alpha or Numerical Labels for each building/unit for sites with multiple buildings/units
- Square footage of each structure (Total of all Floors)
- National Fire Protection Association (NFPA) Construction Type
- Maximum Height of Buildings (including number of stories)
- Note indicating if building is to be sprinklered
- Name of Water Provider
- Letter from Water Provider approving the system layout
- Provide Lock Box Note (as detailed in DSFPR) if Building is to be sprinklered
- Provide Road Names, even for County Roads

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

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

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

§ 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:

[Amended 10-12-1998 by Ord. No. 10-1998]

- (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.

[Added 10-14-1991]

(13) Car wash, all types (staffed, automatic, self-service, etc.).

[Added 6-14-1993]

(14) Convenience stores with gas pumps.

(15) Community residential treatment program.

[Added 9-13-1999 by Ord. No. 6-1999]

(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.

[Ord. No. 2008-18, § 3, 8-24-2009; Ord. No. 2009-22, § 2, 9-27-2010; Ord. No. 2016-14, §§ 2, 3, 10-24-2016; Ord. No. 2019-38, § 7, 11-25-2019]

§ 230-45. Multiple permitted uses and mixed uses.

[Added 6-29-1992]

In any and all zoning districts, multiple permitted uses or mixed use of a property shall be deemed a conditional use subject to special requirements.

§ 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.

**CITY OF MILFORD
NOTICE OF PUBLIC HEARING**

Planning Commission Hearing: Tuesday January 18, 2022 @ 7:00 PM
City Council Hearing: Monday, January 24, 2022 @ 7:00 PM

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

ORDINANCE 2022-02

586 MHH, LLC - Conditional Use
0.166 +/- acres of land located at the northwest corner
of North Walnut Street and Northwest Front Street
Address: 1 NW Front Street
Comprehensive Plan Designation: Commercial
Zoning District: C-2 (Central Business District)
Present Use: Single-Occupancy Commercial (former bank)
Proposed Use: Two-Unit Commercial (church and office)
Tax Parcel: MD-16-183.10-03-82.00

WHEREAS, Chapter 230-45 states “in any and all zoning districts, multiple permitted uses or mixed use of a property shall be deemed a conditional use subject to special requirements” and are subject to approval from City Council; and

WHEREAS, the applicant is converting the existing single-occupancy commercial building to a two-unit commercial building on the above referenced parcel; and

WHEREAS, the City of Milford Planning Commission reviewed the application during their regular meeting on Tuesday, January 18, 2022, at which time interested parties publicly commented on the application; and

WHEREAS, Milford City Council held a Public Hearing on Monday, January 24, 2022, to allow for additional public comment, after which the majority of City Council voted to approve the Conditional Use by adopting this Ordinance; and

WHEREAS, this notice, as required by Chapter 230, was published in the Milford Beacon on December 22, 2021, 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 by City Council.

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

Section 1. Upon adoption of this Ordinance, a conditional use permit is hereby granted to 586 MHH, LLC to allow a two-unit commercial building at the northwest corner of North Walnut Street and Northwest Front Street as described herein.

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

Section 3. Dates.

City Council Introduction: Monday, January 10, 2022

Planning Commission Review & Public Hearing: Tuesday, January 18, 2022

City Council Public Hearing: Monday, January 24, 2022

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

12.10.2021

Published: *Milford Beacon 122221*

DATA SHEET FOR 586 MHH, LLC

Planning Commission Meeting: January 18, 2022

Application Number / Name	:	21-049 / 586 MHH, LLC
Applicant	:	586 MHH, LLC 586 Milford-Harrington Highway Milford, DE 19963
Owner	:	Same
Application Type	:	Conditional Use
Present Comprehensive Plan Map Designation	:	Commercial
Present Zoning District	:	C-2 (Central Business District)
Present Use	:	Single-Occupancy Commercial (former bank)
Proposed Use	:	Two-Unit Commercial (church and office)
Size and Location	:	0.166 +/- acres of land located at the northwest corner of N. Walnut Street and NW Front Street, addressed as 1 NW Front Street.
Tax Map & Parcel	:	MD-16-183.10-03-82.00

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



STAFF REPORT
December 22, 2021

Application Number / Name	:	21-049 / 586 MHH, LLC
Present Comprehensive Plan Designation	:	Commercial
Present Zoning District	:	C-2 (Central Business District)
Present Use	:	Single-Occupancy Commercial (former bank)
Proposed Use	:	Two-Unit Commercial (church and office)
Tax Map & Parcel	:	MD-16-183.10-03-82.00
Size and Location	:	0.166 +/- acres of land located at the northwest corner of N. Walnut Street and NW Front Street, addressed as 1 NW Front Street.

I. BACKGROUND INFORMATION:

- The applicant proposes to convert the existing single-occupancy commercial building on the above referenced parcel to a two-unit commercial building. The building was formerly occupied as an M&T Bank and has been vacant for the past few years. The applicant proposes to create two tenant spaces that would be utilized as a church and office space as shown on the provided floor plan.
- Chapter 230-45 states “in any and all zoning districts, multiple permitted uses or mixed use of a property shall be deemed a conditional use subject to special requirements.”

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 Central Business District has several buildings with multiple permitted uses located within a single structure, including several buildings on N. Walnut Street and NW Front Street.

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

The proposed multiple tenant arrangement is consistent with the purpose and intent of the C-2 Central Business District.

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

The Comprehensive Plan designates the property as commercial, which permits the property to be zoned C-2 Central Business District. The purpose of the C-2 zoning category is to create an atmosphere that encourages the preservation and revitalization of the central business district and encouraging the development and opening of new businesses.

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

The property is bound on the north and west by a municipal parking lot and there is no need to screen the proposed use from the adjacent property.

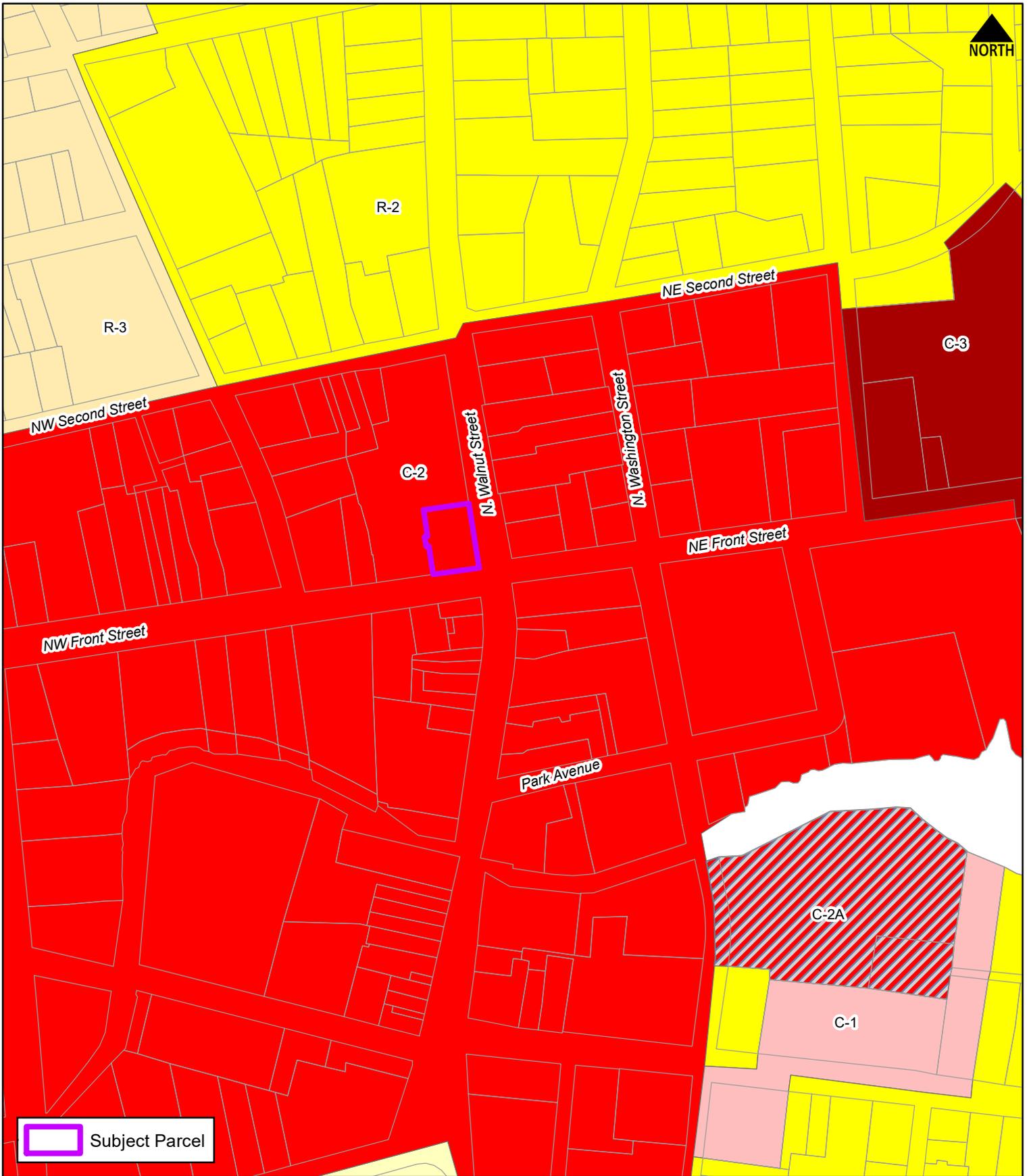
- E. The use will not detract from permitted uses in the district.

The proposed use is consistent with the purpose and intent of the C-2 Central Business District and should not detract from similar adjacent commercial structures.

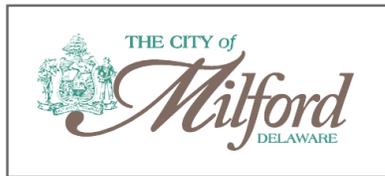
- F. Sufficient safeguards, such as traffic control, parking, screening and setbacks, can be implemented to remove potential adverse influences on adjoining uses.

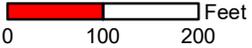
The subject parcel is located within the Central Business District which does not require off-street parking for permitted uses. The property is located adjacent to a municipal parking lot that would serve the proposed uses. The proposed uses would be located within the existing structure and no additions are being proposed, therefore there would be no change in building setbacks from the current conditions. No screening is proposed nor needed since the proposed use is consistent with other uses in the neighborhood.

- 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 a building permit from the Planning Department and obtain approval from the State Fire Marshal's Office and State Plumbing Office.
 - The applicant should consider maintaining the historic character of the building and work with the State of Delaware Division of Cultural Affairs and local resources to maintain an appearance consistent with the historic downtown area.



 Subject Parcel



Scale:  Feet
0 100 200

Drawn by: WRP Date: 12/22/21

Title:

Conditional Use
586 MHH, LLC
Location & Zoning Map

Filepath: CU_586MHH.mxd

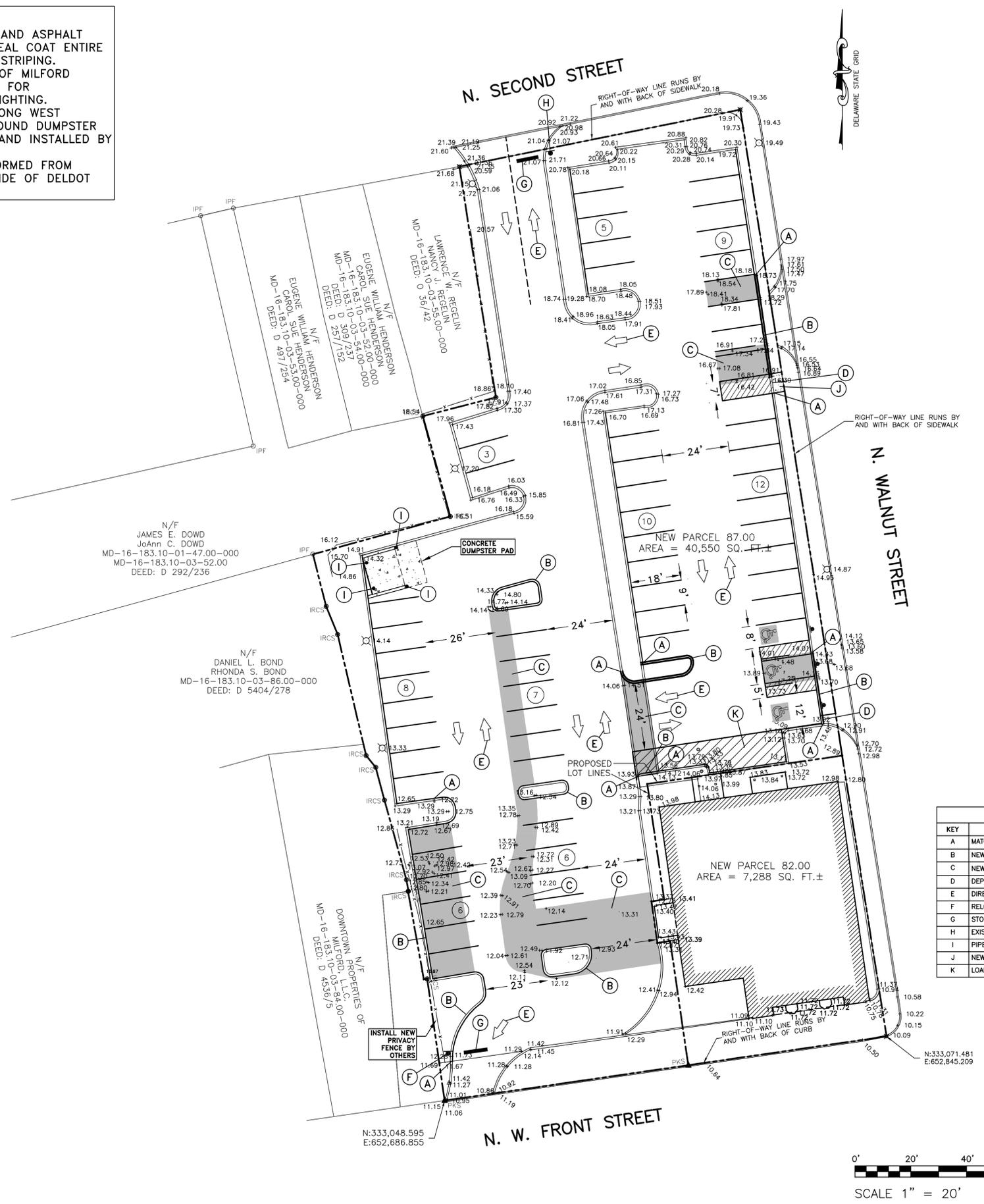
LEGEND:

- IPF IRON PIPE FOUND
- ▲ PKS PK NAIL SET
- IRCS IRON ROD WITH CAP SET
- CHISEL MARK SET
- UNMARKED PROPERTY CORNER
- POWER POLE
- LIGHT POLE
- PROPERTY LINE
- - - ABANDONED PROPERTY LINE
- ADJACENT PROPERTY LINE
- X - X - FENCE
- NEW ASPHALT PAVEMENT SECTION
- ▬▬▬ NEW 6" CONCRETE CURB (MATCH TO EXISTING)

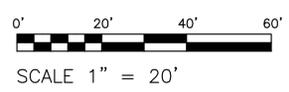
CONSTRUCTION NOTES:

1. ONCE CONCRETE, CURB AND ASPHALT PAVING IS COMPLETE, SEAL COAT ENTIRE PARKING LOT PRIOR TO STRIPING.
2. COORDINATE WITH CITY OF MILFORD ELECTRICAL DEPARTMENT FOR INSTALLATION OF SITE LIGHTING.
3. NEW PRIVACY FENCE ALONG WEST PROPERTY LINE AND AROUND DUMPSTER PAD TO BE FURNISHED AND INSTALLED BY THE CITY OF MILFORD.
4. ALL WORK TO BE PERFORMED FROM PARKING LOT AND OUTSIDE OF DELDOT RIGHT-OF-WAY.

NOTE:
HORIZONTAL DATUM IS DELAWARE STATE GRID, NAD 83 BASED ON GNSS OBSERVATIONS.



SITE PLAN LEGEND	
KEY	DESCRIPTION
A	MATCH NEW CURB TO EXISTING
B	NEW CONCRETE CURB
C	NEW ASPHALT PAVING(SEE DETAIL THIS SHEET)
D	DEPRESS CURB
E	DIRECTIONAL ARROW, TYP.
F	RELOCATE STOP SIGN FROM N. WALNUT STREET ENTRANCE
G	STOP BAR, SEE DETAIL
H	EXISTING STOP SIGN TO REMAIN
I	PIPE BOLLARD, SEE DETAIL
J	NEW CONCRETE SIDEWALK
K	LOADING SPACE STRIPING



P:\MILFORD\052A175 M&T Bank\Plan.dwg Nov 02, 2016 - 10:34am

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

M&T PARKING LOT REHABILITATION
Lands of
THE CITY OF MILFORD
KENT COUNTY, DELAWARE

Revisions:

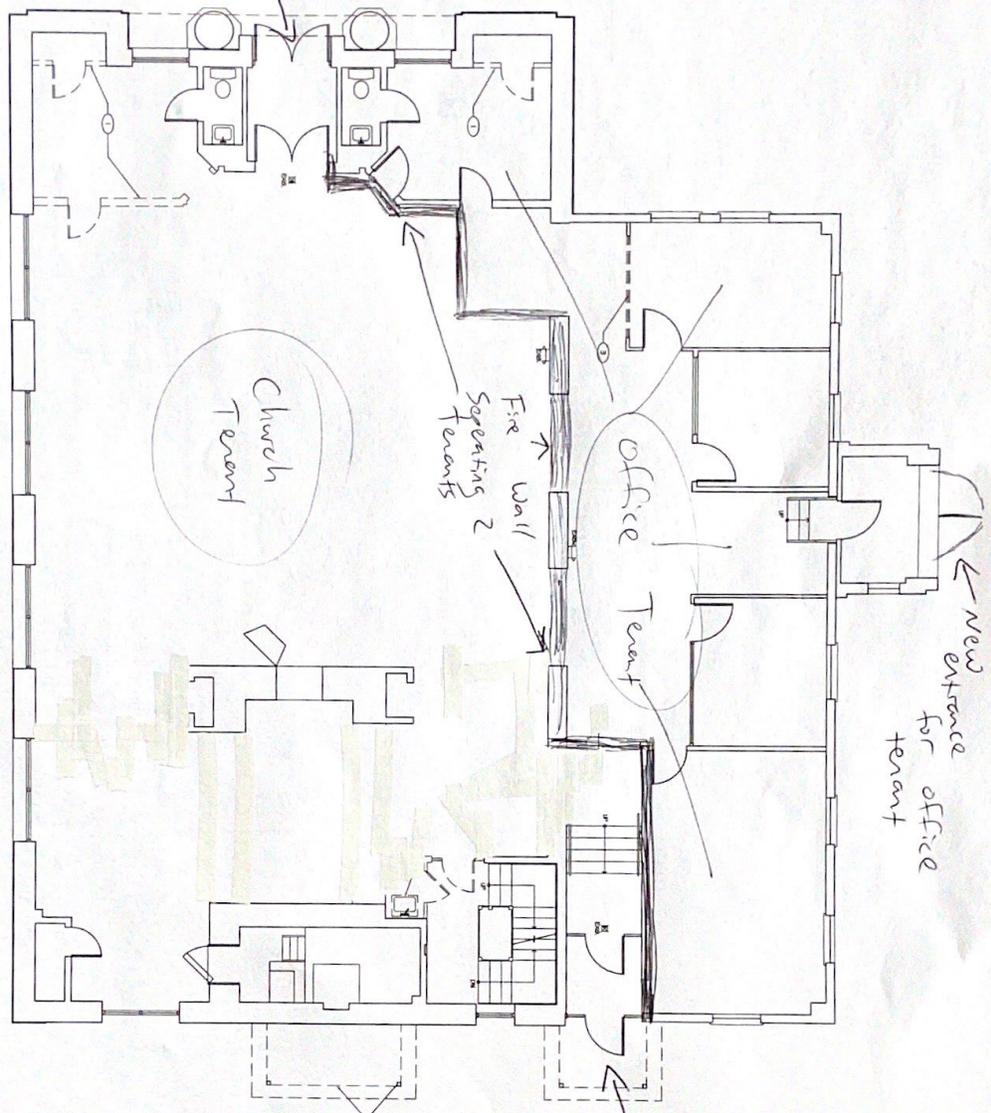
Date: **OCT. 2016**
Scale: **1"=20'**
Dwn.By: **JMJ**
Proj.No.: **0052A175.A01**
Dwg.No.:

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

NW Front St

AI FIRST FLOOR DEMOLITION PLAN

N Walnut St



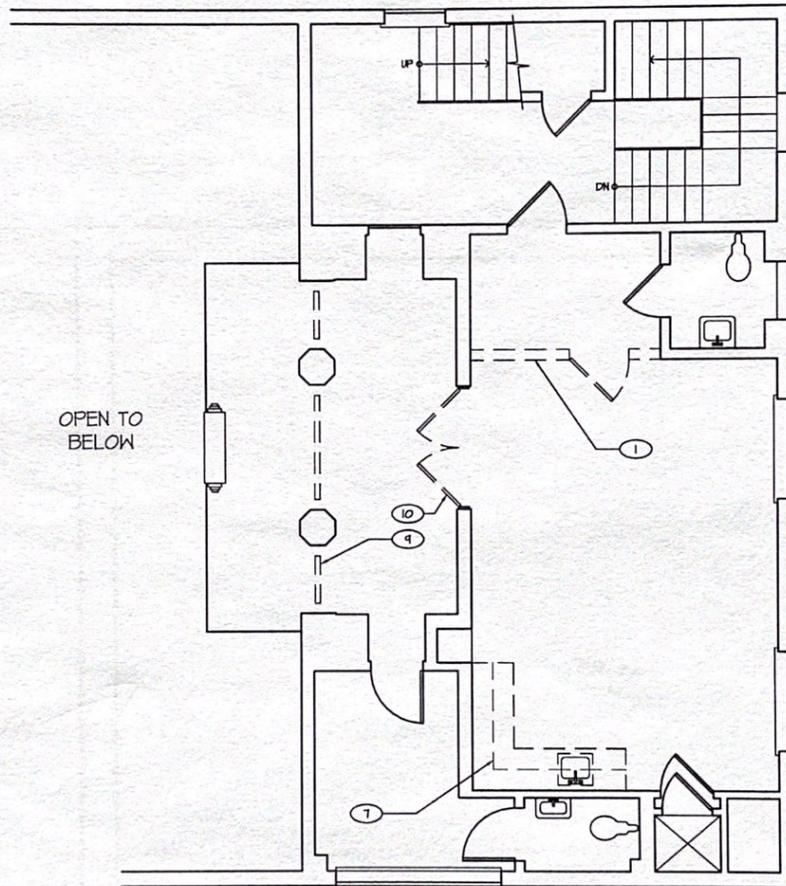
- SELECTIVE DEMOLITION NOTES**
1. REMOVE WALLS, CEILING, FLOORING, AND OTHER FINISHES FROM AREAS THAT ARE TO BE DEMOLISHED.
 2. REMOVE EXISTING CHIMNEYS, SELECTIVE DEMOLITION OPERATIONS.
 3. DEMOLISH EXISTING CHIMNEYS TO REMOVED EXISTING AND EXISTING EXISTING CHIMNEYS.
 4. REMOVE EXISTING CHIMNEYS TO REMOVED EXISTING AND EXISTING EXISTING CHIMNEYS.
 5. REMOVE EXISTING CHIMNEYS TO REMOVED EXISTING AND EXISTING EXISTING CHIMNEYS.
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 24. REMOVE EXISTING CHIMNEYS TO REMOVED EXISTING AND EXISTING EXISTING CHIMNEYS.

586 MHH LLC
FRONT STREET
MILFORD, KENT COUNTY DELAWARE

PROJECT # 16058
FIRST FLOOR DEMOLITION PLAN

SCALE: 1/4" = 1'-0"
DATE: 08/10/2011

AI-1



AI	MEZZANINE FLOOR
1/4" = 1'-0"	KEY

1 NW Front Street

The conditional use application is to allow the division of the former M&T Bank building into two sections. The purpose is to temporarily utilize the building to house two separate tenants. As the building has traditionally been used for only one business, we wish to seek approval of this conditional use.

The multiple year plan for the building is to renovate it and construct an upscale venue/event space. The new owners of the property own easySpeak, and the Alcohauled a craft beverage events business. They have a great deal of experience with events, weddings, and high end venues.

For the upcoming 1-2 years the owners wish to utilize the building to temporarily relocate 1 or 2 tenants they currently have at 39 North Walnut Street. The 39 N Walnut project requires tenants to move to complete renovations in separate areas. 1 NW front street having two tenant spaces will allow this temporary relocation.

1 NW Front Street will be divided appropriately to comply with Fire Marshall regulations on means of egress, and City building code standards.

§ 230-13. C-2 Central Business District.

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

- A. Purpose. The purpose of the C-2 District is to create an atmosphere that encourages the preservation and revitalization of the Central Business District. Specifically, the regulations are designed to encourage the development and opening of new businesses. This may be accomplished by providing an attractive and convenient shopping center or mall that is organized and developed as an integrated unit. The district regulations also recognize the unique circumstances that are peculiar to the downtown area.
- B. Permitted uses. Permitted uses for the C-2 District shall be as follows:

[Amended 9-30-1991; 6-29-1992; 10-12-1998 by Ord. No. 10-1998; 11-27-2006 by Ord. No. 2006-15]

- (1) Those uses permitted in the C-1 District.
- (2) General merchandise stores, including such uses as department stores, apparel and accessories, hardware, shoes, drugs and variety stores.
- (3) Specialty retail stores, including such uses as gifts, antiques, crafts, newspapers, tobacco, flowers, sporting goods, books, jewelry, leather goods and stationery stores.
- (4) Personal service establishments, including such uses as barbers, beauticians, shoe repair and tailors.
- (5) Financial institutions, loan companies and banks.
- (6) Restaurants, excluding fast-food or franchised food service operated restaurants.
- (7) Taverns and tap rooms.
- (8) Retail food stores, including bakeries, confectionery, candy or gourmet shops, small convenience grocery shops (without gas pumps) and meat, fish or produce stores.
- (9) Professional services and administrative activities, including such uses as offices of agents, brokers, physicians, dentists, attorneys, architects, engineers, musicians and artists and governmental offices serving the public.
- (10) Libraries, museums, art galleries and public information centers.
- (11) Churches and other places of worship.
- (12) Fraternal, social service, union or civic organization.
- (13) Tourist home, boardinghouse, rooming house or lodging house.
- (14) Studio for artists, designers, photographers, musicians, sculptors and related uses.
- (15) Commercial parking lot, public garage or multilevel parking garage and off-street parking.
- (16) Municipal and public services and facilities, including City Hall, water storage towers, water reservoirs, water pumping stations, water treatment plants, sewage pumping stations, sewers (storm and sanitary), street rights-of-way, utility transmission and distribution lines, public transportation bus or transit stops, police and fire stations and substations for electric, gas and telephone facilities.
- (17) Publishing, printing and reproduction establishments.
- (18) Repair and servicing as an accessory activity of any article for sale in the same establishment.
- (19) Indoor storage facilities as an accessory use to any of the permitted uses in this district.

-
- (20) The outdoor display of merchandise, if done in a reasonable manner and if the display is kept neat and orderly as determined by the Code Official. Furthermore, the outdoor display may not interfere with the safe and efficient flow of pedestrian traffic.
- (21) Family day care, which shall involve a maximum of six full-time and two after-school children, as specified by state regulations.
- (22) Craft distillery and microbrewery establishments, provided that:
- (a) All permits and approvals required by the Delaware Alcoholic Beverage Commission are obtained and remain in full force and effect.
 - (b) All aspects of the distilling or brewing process are completely confined within a building, including storage of all materials and finished products.
 - (c) Such establishment offers the public, on a regular and continuing basis, various activities ancillary to its distilling and/or brewing process, including by way of example: tours of the premises, educational classes, demonstrations, tasting rooms, and retail sales areas limited to the sale of beer, mead, cider, or spirits brewed or distilled on the premises for consumption off-premises and other retail items.
 - (d) On-site consumption or tasting associated with a craft distillery or microbrewery establishment shall be permitted. Any area associated with on-site consumption or tasting shall not operate as a stand-alone bar or tavern, shall be located on the premises of the craft distillery or microbrewery establishment, and shall be ancillary to the primary use. "Ancillary" for purposes of this section means subordinate, auxiliary, smaller and less intensive than the primary use. On-site consumption or tasting of alcohol shall be limited to those products brewed or distilled on the premises, except as otherwise permitted by Delaware Law.
 - (e) All food sales shall be limited to prepackaged snack items or those food items prepared by a food establishment licensed by the State of Delaware. If a craft distillery or microbrewery intends to operate on its premises a food establishment that is otherwise a permitted use in this district (i.e. restaurant, café, or full-service restaurant), the City may require the property owner to provide the City with a letter of no objection from the Delaware Alcoholic Beverage Control Commissioner regarding the operation of a food establishment on the premises of a craft distillery or microbrewery.
 - (f) Outdoor seating and gathering areas shall be permitted subject to the following requirements:
 - i. Permanent and temporary outdoor seating and gathering areas shall be subject to building permit application and approval requirements.
 - ii. Outdoor seating and gathering areas and ancillary improvements shall include physical barriers from public rights-of-way and physical and visual barriers from adjoining properties. Physical barriers along public rights-of-way shall restrict access from the public rights-of-way to the outdoor seating and gathering areas and shall not exceed four feet in height. Barriers along adjoining property lines shall create a physical and visual barrier consisting of fencing six feet in height or vegetation at least six feet in height. The regulations herein shall be in addition to any regulations imposed by the State of Delaware.
 - iii. Maximum occupancy and points of ingress/egress shall be clearly marked. Occupancy of outdoor seating and gathering areas shall not exceed one person per 15 square feet of the outdoor seating and gathering areas identified in the building plans or any other occupancy limit established by the Office of the State Fire Marshall.
 - iv. All structures and uses related to outdoor seating and gathering areas and facilities are subject to the City of Milford Building Code and the City of Milford Zoning Code.

-
- v. The occupancy of outdoor seating and gathering areas shall be included when calculating the building requirements and minimum parking standards required by the City of Milford and State of Delaware. Outdoor seating and gathering areas shall meet all requirements of the City of Milford and the State of Delaware.
 - vi. Tables, chairs, umbrellas, equipment, games, and any other items provided in connection with outdoor seating and gathering areas shall be maintained in good repair and shall be secured during non-business hours in a safe and orderly manner.
 - vii. Any licensing required by the Delaware Alcoholic Beverage Control Commissioner for outdoor seating and gathering areas shall be obtained.
- 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) Commercial indoor recreation activities, including amusement arcades, indoor theaters, social clubs, youth clubs or similar facilities.

[Amended 6-29-1992]

- (2) Laundromats and dry-cleaning establishments.
- (3) Undertakers.
- (4) Motels and hotels.
- (5) Instructional, business or trade stores.
- (6) Fast-food or franchised food service operated restaurants.
- (7) Day-care centers.

[Added 9-30-1991]

- (8) Small convenience grocery shops with gas pumps.

[Added 10-12-1998 by Ord. No. 10-1998]

- (9) Community residential treatment program.

[Added 9-13-1999 by Ord. No. 6-1999]

- (10) All dwellings other than single-family with a maximum density of 12 units per acre and in conjunction with nonresidential use.

D. Area regulations.

- (1) Minimum lot area shall be 2,500 square feet for any permitted use, together with its accessory buildings, provided that parking and loading space are provided in accordance with Article VI of this chapter.
- (2) Minimum lot width shall be 50 feet.
- (3) Height of buildings shall not exceed 35 feet.
- (4) There shall be no required setback, rear yard or side yard.
- (5) Signs shall comply with the requirements provided in Article VI of this chapter.

[Ord. No. 2008-18, § 2, 8-24-2009; Ord. No. 2019-31, § 2, 9-23-2019; Ord. No. 2019-38, § 5, 11-25-2019]

§ 230-45. Multiple permitted uses and mixed uses.

[Added 6-29-1992]

In any and all zoning districts, multiple permitted uses or mixed use of a property shall be deemed a conditional use subject to special requirements.

§ 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.

TO: Planning Commissioners/Mayor and City Councilmembers
FROM: Rob Pierce, AICP - Planning Director
DATE: January 18, 2022
RE: Chapter 230 & Chapter 200 – Code Update

The Process

Over the past several months, the Planning Commission, City Solicitor, and Planning Director have reviewed Chapter 230 Zoning and Chapter 200 Subdivision of Land to address the following;

- Implement the goals and recommendations from the 2018 Comprehensive Plan update;
- Reduce the number of Board of Adjustment applications that are being reviewed and approved;
- Standardize Site Plan, Subdivision and Conditional Use application review procedures and expiration provisions; and,
- Eliminate contradictory statements, address erroneous or missing language, and address items that cause confusion in the administration of the code;

The Planning Commission dedicated time prior to each regularly scheduled Planning Commission meeting to review these two chapters in workshop sessions. The workshops reviewed each Article of the code, grouping like topics together for discussion purposes. Notes and comments from Commissioners were taken and added to the draft amendments, which were reviewed at the following meeting in order to gain a general consensus from Commission members.

Below is a summary of the meetings held to review Chapter 230 Zoning and Chapter 200 Subdivision of Land;

- *January 19, 2021 – Planning Commission - Introductory Meeting*
- *February 16, 2021 – Planning Commission - Chapter 230*
 - *Article VII - Board of Adjustment*
 - *Article IX - Conditional Uses*
 - *Article X - Site Plan Review*
 - *Article XI - Administration*
 - *Article XII - Amendments*
 - *Article XIII - Permits and Certificates*
- *March 16, 2021 – Planning Commission - Chapter 230*
 - *Article IV - Off-Street Parking and Loading*
 - *Article V – Landscape Screening*
 - *Article VIII - Miscellaneous Provisions*

- *April 20, 2021 – Planning Commission - Chapter 230*
 - *Article III - Use and Area Regulations*
 - *Article I - General Provisions*
- *May 18, 2021 – Planning Commission - Chapter 230*
 - *Article III - Use and Area Regulations*
 - *Article I - General Provisions*
- *June 15, 2021 – Planning Commission - Chapter 230*
 - *Article III - Use and Area Regulations*
 - *Open Space, Recreation & Other Public Facilities*
 - *Tree Planting and Preservation*
 - *Planned Unit Development*
 - *Article I - General Provisions*
- *August 12, 2021 – Board of Adjustment – Chapter 230 – Reviewed Draft Edits*
- *August 17, 2021 – Planning Commission - Chapter 200*
 - *Chapter 200-8 - General Requirements and Design Standards*
- *September 9, 2021 – Board of Adjustment – Chapter 230 – Reviewed Draft Edits*
- *September 21, 2021 – Planning Commission - Chapter 200*
- *October 25, 2021 – City Council Workshop*

The City provided a copy of the draft zoning code revisions to the American Council of Engineering Companies of Delaware (ACEC) and the Home Builders Association of Delaware (HBA) on September 13, 2021 and draft subdivision code revisions to both groups on September 22, 2021.

Executive Summary of Code Revisions

Below is an executive summary of proposed code revisions for Chapter 230 Zoning and Chapter 200 Subdivision of Land organized by articles and sections.

Chapter 230 - Article I - General Provisions

Added definitions for accessory dwelling units (ADUs) and home occupations, provided a definition for lot coverage and adjusted the definition for impervious coverage, refined the definition for building height to better identify the upper limits of the measurement, revised the definitions for open space and recreational uses, added a definition for Development Advisory Committee and removed some definitions that have no references in the zoning code.

Chapter 230 - Article II - Designation of Districts

Removed the requirement to record the City’s Official Zoning Map with Kent and Sussex County Recorder of Deeds. The zoning map is on file with the City and can be viewed on the City website.

Chapter 230 - Article III – Use and Area Regulations

Article III Use and Area Regulations provides regulations pertaining to permitted uses and conditional uses, lot size, setbacks, lot coverage and other requirements that impact the development of property. The article provides a section for each zoning district along with requirements for open space, planned unit developments, source water protection areas and tree preservation.

The proposed revisions intend to standardize the code format for each zoning district, providing a purpose statement, listing out permitted and conditional uses, describing any design requirements and outlining area regulations.

The proposed revisions aim to eliminate any redundant language that may be covered by other State agencies, the building code, parking requirements, landscape screening requirements, or language found in other sections of the City code.

Below is a table summarizing the changes related to the area regulations for each zoning category. “E” means existing and “P” means proposed. The items that are grayed out are not changing, while the items that are green are proposed to be less restrictive while the items that are red would be more restrictive.

Zoning District	Lot Area		Lot Width		Lot Coverage		Height		Front		Rear		Side		Density		Units/Bldg	
	E	P	E	P	E	P	E	P	E	P	E	P	E	P	E	P	E	P
R-1	10,000	10,000	80	80	30	40	35	35	25	25	25	25	12	12	n/a	n/a	n/a	n/a
R-2																		
SFD	8,000	8,000	80	80	30	40	35	35	30	30	15	15	8	8	n/a	n/a	n/a	n/a
Duplex	4,000	4,000	40	40	30	40	35	35	30	30	15	15	8	8	n/a	n/a	n/a	n/a
R-3																		
SFD	7,500	7,500	60	60	45	40	35	35	30	30	15	15	8	8	n/a	n/a	n/a	n/a
Duplex	4,000	4,000	40	40	30	40	35	35	30	30	15	15	8	8	n/a	n/a	n/a	n/a
Townhouse	2,000	2,000	?	20	60	60	35	35	?	30	?	30	?	10\30	12	12	n/a	n/a
Apartment	1 acre	1 acre	50	50	20	80	?	35	?	30	?	30	?	20	16	16	12	24
R-8	Same as R-3																	
C-1	3,630	10,000	30	80	80	80	35	35	10	25	25	25	5	12	n/a	n/a	n/a	n/a
C-2	2,500	2,500	50	50	n/a	n/a	35	35	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
C-2A	5,000	5,000	50	50	60	60	50	50	15	15	20	20	6\14	6\14	16	16	n/a	n/a
C-3	1 acre	1 acre	150	150	80	80	35	35	30	30	50	50	20\50	20\50	n/a	n/a	n/a	n/a
OB-1	0.5 acre	0.5 acre	100	100	50	50	35	35	30	30	30	30	15	15	n/a	n/a	n/a	n/a
OC-1	1 acre	1 acre	100	100	75	75	70	70	50	50	25	25	15\40	15\40	n/a	n/a	n/a	n/a
H-1	1 acre	1 acre	150	150	70	80	50	50	30	30	20	20	20	20	n/a	n/a	n/a	n/a
IM	20 acres	20 acres	?	150	60	75	50	50	varied	30	25	50	varied	20\50	n/a	n/a	n/a	n/a
IS	20 acres	20 acres	?	150	85	75	140	140	25	50	25	50	10	50	n/a	n/a	n/a	n/a
BP	1 acre	1 acre	150	150	75	75	50	50	30	30	25	25	15	15	n/a	n/a	n/a	n/a
I-1	2 acres	2 acres	150	150	60	75	50	50	75	75	45	45	40	40	n/a	n/a	n/a	n/a
I-2	2.5 acres	2.5 acres	150	150	50	75	50	50	75	75	50	50	50	50	n/a	n/a	n/a	n/a

The code update provides additional guidance related to residential and non-residential accessory buildings. Residential accessory buildings would be limited to a percentage of the rear and side yard area as opposed to a fixed 150 square feet. This should eliminate a large percentage of variance applications to the Board of Adjustment. Non-residential accessory buildings would need to meet the principal setbacks in most non-residential districts.

The code update proposes to move prohibited uses within individual zoning districts to the Prohibited Use Section under the Miscellaneous provisions. Any use not specifically listed in the code is

prohibited anyway. The code update also eliminates language within individual zoning districts related to mandatory site plan review requirements.

Below is a summary of proposed changes for each of the zoning districts in Chapter 230 Article III Use and Area Regulations.

R-1 Single-Family Residential District

Revisions would better define what constitutes a permitted use (minor) home occupation and a conditional use (major) home occupation and provides specific criteria for each of the two types of home occupations. Also provides a list of uses that are not permitted as home occupations.

Added language to allow accessory dwelling units, including accessory apartments and cottages. Both options require that the owner of the property live in one of the units.

Added funeral home or undertaker as a conditional use within residential zoning districts.

R-2 Residential District

Conditional uses allowed in the R-1 district would be allowed in the R-2 district subject to the R-1 area regulations.

R-3 Garden Apartment & Townhouse District

C-1 Community (Neighborhood) District

Revised the permitted uses to provide consistency within the commercial zoning categories. Added daycare centers and undertakers as conditional uses.

C-2 Central Business District

Removed permitted and conditional uses that are listed within the C-1 district since the C-2 zone allows for C-1 uses.

C-2A Riverfront Development District

Removed permitted and conditional uses that are listed within the C-1 district since the C-2A zone allows for C-1 uses.

C-3 Highway Commercial District

Added language to allow conditional uses from the C-2 zoning district in the C-3 zoning district.

Revised permitted and conditional uses for consistency throughout the commercial zones. Better defined automotive sales and automotive repair businesses.

Updated conditional use statement pertaining to “all dwellings other than single family” with “all uses permitted within the R-3 zoning district subject to its area regulations.”

H-1 Institutional Development District

I-1 Limited Industrial District

Added language allowing conditional uses within the OC-1 and BP zoning categories to be allowed by conditional use approval in the I-1 district.

I-2 General Industrial District

Added language allowing conditional uses within the I-1 zoning categories to be permitted by conditional use approval in the I-2 district.

OC-1 Office Complex District

Revised the uses to reflect current uses within the Independence Commons Business Park, including outdoor recreation and nursing homes.

OB-1 Office Building District

BP Business Park District

Removed general conditional use statement “any use not permitted in any other zoning districts.”
Added indoor or outdoor recreation as a conditional use.

IS Institutional Service District

Moved residential uses from a permitted use to a conditional use subject to the R-8 requirements, similar to IM district.

IM Institutional Medical District

R-8 Garden Apartment & Townhouse District

Open Space, Recreation and Other Public Facilities

The proposed language would create a new section within the zoning code for passive and recreational open space and would eliminate language pertaining to open space & public facilities found within Chapter 200 Subdivision of Land.

The current zoning code only requires open space be provided within R-3 and R-8 zoned developments and Planned Unit Developments at a rate of 400 square feet per unit. Recreational open space is currently required to be 50% of the required open space area (200 square feet per unit).

The proposed code amendment would require 275 square feet of recreational open space per dwelling unit, which is an increase of 75 square feet per unit. It would permit the requirement of up to 5% of the gross area of the development be dedicated to passive open space and would also provide a cash in lieu option for smaller projects.

The proposed code amendment would also permit the dedication of land for the construction of public facilities, but would require the governing agency to negotiate the purchase with the property owner.

Tree Planting and Preservation

The proposed language would create a new section within the zoning code and would eliminate language within Chapter 200 Subdivision of Land related to woodland preservation. The proposed language would also expand upon regulations outlined in Chapter 211 Trees and aims to protect existing woodland areas by providing the City the ability to preserve established woodlands and incorporate these areas into development plans.

Planned Unit Developments

The Planned Unit Development language was moved from the conditional use section of the ordinance to Article III. The approval authority has been changed from the Planning Commission to City Council to reflect current procedures for conditional use applications. The open space requirements have been updated to reflect the proposed open space section of the zoning code.

Revised the language related to hours of operation for Neighborhood Commercial uses to provide City Council the ability to approve different hours as part of the conditional use review process. Removed the density reduction clause for PUDs proposing neighborhood commercial uses. Increased the parking reduction allowance from 50% to 80% of the required parking for neighborhood commercial uses.

Chapter 230 - Article IV – Off-Street Parking and Loading

The proposed revisions would consolidate existing off-street parking and loading language that was found throughout the zoning code into existing Article IV Off-Street Parking and Loading.

Provided specific requirements related to width, material and location of residential driveways. Revised language related to commercial entrances by providing different dimensions for one and two-way traffic and entrances on State Maintained roadways. Added a requirement that all parking lots shall provide upright concrete curbing, except where necessary for pedestrian access and stormwater conveyance, at which point parking bumpers and bollards would be required.

Provided specific language related to parking lot landscaping, including mandatory islands and peninsulas to break up asphalt areas and calculations for landscaping and tree plantings.

Added a requirement for bicycle parking facilities, parking lot illumination and dumpster pads/enclosures

Adjusted the parking stall and aisle width dimensions for various parking arrangements.

Updated the required off-street parking calculations based on standards used by other local jurisdictions and national standards provided in publications from the American Planning Association. Several calculations have been added to the table that were not previously listed.

Added more specific language related to the size and location of truck loading spaces.

Chapter 230 - Article V – Landscape Screening

The proposed revisions would consolidate existing landscape screening language that was found throughout the zoning ordinance into existing Article V Landscape Screening.

Added specific landscape screening requirements for development proposals along arterial streets to provide a better buffer between neighborhoods and heavily traveled roadways.

Updated the commercial and industrial landscape screening requirements to be consistent with other local jurisdictions. The updated language defines additional barrier options.

Chapter 230 - Article VII - Board of Adjustment

Reorganized the section to provide clearer guidance on the responsibilities and duties of the Board of Adjustment. Added specific evaluation criteria for use and area variance applications that are currently outlined in the Board's separately adopted procedures.

Better defines the procedures for an administrative appeal and a variance application. A requirement to physically post the property has been added to better inform the public of a pending land use application.

Chapter 230 - Article VIII – Miscellaneous Provisions

Miscellaneous Provisions address a wide range of topics, including non-conforming uses, accessory structures, fences, exceptions to area regulations, prohibited uses, wetland areas and riparian buffers.

Removed the language pertaining to a non-conforming use or a non-conforming building's ability to expand on the same lot. This would be covered by a variance application to the Board of Adjustment.

Updated language related to accessory structures, including what constitutes an accessory structure/use. Provided specific guidance to where swimming pools can be located on a property. Added language pertaining to the use and location of storage containers.

Provided for additional exceptions to area regulations and setbacks for the construction of architectural features and handicap ramps. Better defined the requirements or allowances for open, unenclosed porches, patios and decks.

Consolidated prohibited use language from other portions of the zoning code into a single section. Removed alcohol establishment distance restriction. Prohibited the use of recreational vehicles for permanent habitation.

Clarified the wetland buffer area may be encroached upon if it is in conjunction with a State or Federal permit to fill and/or eliminate wetland areas.

Chapter 230 - Article IX - Conditional Uses

Separate procedures were added for standalone conditional use applications, conditional use site plans and conditional use major subdivisions. The criteria for a Planned Unit Development was moved to Article III.

Added a requirement to physically post the property with a notice to inform the public of a pending land use application.

Chapter 230 - Article X - Site Plan Review

Provided separate procedures for permitted use site plans and conditional use site plans. Permitted use site plans would be reviewed by the Planning Commission while conditional use site plans would be reviewed by the Planning Commission and City Council. Final site plans would be reviewed and approved administratively by the Planning Department. The site plan procedures would add a requirement for physically posting the property with a notice to inform the public of a pending land use application.

A minimum disturbance threshold of 5,000 square feet has been added to determine what warrants a formal site plan review by the Planning Commission.

Language is also added to address amendments and additions to site plans, establishing thresholds for administrative reviews.

Added language related to construction procedures, including acceptance of improvements and bonding of site improvements, open space and recreational amenity requirements.

Chapter 230 - Article XI - Administration

Removed reference to special exceptions. Replaced references to Code Official with Planning Director or designee.

Chapter 230 - Article XII - Amendments

Updated the procedures for zoning map and text amendments to be consistent with proposed revisions to other public hearings, including reducing the advertising period from 15 days to 10 days and requiring the City to physically post the property.

Chapter 230 - Article XIII - Permits and Certificates

Removed reference to special exceptions. Replaced references to Code Official with Planning Director or designee. Updated language pertaining to Certificate of Occupancies, specifically the City's ability to withhold the issuance of a certificate if the requirements outlined in their land use approval or any other City or State regulation have not been met.

Added a section pertaining to certificates of use. The City currently requires all non-residential uses to obtain zoning compliance from the Planning Department before beginning operation.

Removed reference to permit applications and issuance of certificates of occupancy since these are covered by Chapter 88 Building Construction. Also removed expiration references since each particular permit has an established expiration in other sections of the City Code.

Chapter 200-3 – Definitions

Added a definition for Development Advisory Committee, removed definitions for open space and recreational uses since these are now governed by the Zoning Code, adjusted definition for Standard Construction Specifications.

Chapter 200-4 – Application Procedure

Adjusted the application procedures to reflect our current operations. Added more detail to notification requirements, reduced advertising deadline from 15 days to 10 days, extended the preliminary approval expiration from 12 months to 24 months and added construction procedures for turning over right-of-way improvements and bonding requirements for infrastructure and open space amenities.

Chapter 200-8 – General Requirements and Design Standards

Revised the right-of-way cross-sections. Collector streets were expanded from 28 feet in width to 38 feet in width to accommodate traffic and parking on both sides of the street. A minimum road width of 24 feet is proposed for local residential streets, cul-de-sacs and dead ends, and marginal access roads. If on-street parking is warranted, the street would be widened by 6 feet on each side where parking is needed. Local commercial streets would be a minimum of 26 feet to accommodate larger vehicles and would be expanded by the same 6 feet if parking was needed on one or both sides of the street.

The revisions would tie the road pavement width to the lot widths on the street, assuming larger lots would accommodate more off-street parking. A street abutting lots with lot widths less than 60 feet would be required to provide on-street parking for the side where the lots are located.

Revised the sidewalk and curb section to require a grass reserve strip between rolled curb and the sidewalk to prevent residents from parking on the sidewalk. Areas with upright curb could have sidewalk installed against the curb with no reserve strip.

Added requirements for dedicated easements in subdivision along the front, rear and sides of the property for drainage and underground utility installation.

Set a minimum block length of 500 feet.

Removed references to playgrounds, parks, open space, school sites and natural features since this is now located in the Zoning Code.

Added a reference to the DeIDOT Manual on Uniform Traffic Control Devices in the street sign section. Removed reference to a City Arborist with regards to street tree plan review and recommends requiring a Registered Landscape Architect provide a landscaping plan with subdivision applications.

Removed references to swales and mandated water and sewer services be made available to all adjacent parcels as part of the subdivision review process.

Additional Ordinances

In addition to the proposed Chapter 230 and Chapter 200 zoning amendments, planning staff recommends deleting the below Chapters in their entirety;

- Chapter 100 – Carwashes
 - This chapter should be covered in the zoning regulations for the City.
 - Chapter 182 – Satellite Dishes
 - This chapter violates the Telecommunications Act of 1996.
-

Staff recommends City Council adopt of Ordinance 2022-03, 2022-04, 2022-05 & 2020-06 to amend Chapter 200 Zoning and Chapter 200 Subdivision of Land and repeal Chapter 100 Carwash and Chapter 182 Satellite Dishes.

CITY OF MILFORD PUBLIC NOTICE
NOTICE OF ORDINANCE REVIEW

The following ordinance is under review by the City Council of the City of Milford. Public comments will be accepted during a regular session of City Council on Monday, January 24, 2022 that begins at 7:00 p.m.

ORDINANCE NO. 2022-03
AN ORDINANCE OF THE CITY OF MILFORD TO AMEND THE CITY OF MILFORD CODE
BY DELETING IN ITS ENTIRETY CHAPTER 100 CAR WASHES

WHEREAS, the City Council of the City of Milford desires to update the City of Milford City Code; and

WHEREAS, it has been determined that the requirements in Chapter 100 Car Washes are no longer applicable; and

WHEREAS, any regulations related to car wash operations are provided in Chapter 230 Zoning Code of the City of Milford; and

WHEREAS, Chapter 100 is therefore made available for consideration to accommodate future provisions and expansion of the City Code.

NOW, THEREFORE, the City of Milford hereby ordains:

Section 1. The Code of the City of Milford is hereby amended by repealing Chapter 100 entitled Car Washes in its entirety.

Section 2. The Title of Chapter 100 Car Washes is hereby revoked and is shown by strikeout type.

Section 3. Section 100-1 Definitions, Section 100-2 Hours of Operation, and Section 100-3 Violations and Penalties, is omitted entirely as shown by strikeout type.

~~Chapter 100 — CAR WASHES~~

~~§ 100 1. — Definitions.~~

~~As used in this chapter, the following terms shall have the meanings indicated:~~

~~UNATTENDED CAR WASH — An establishment for the washing and cleaning of various types of vehicles which operates in a self-service manner not requiring the presence of a full- or part-time attendant or attendants.~~

~~§ 100 2. — Hours of operation.~~

~~Any establishment as described in § 100-1 of this chapter in the City of Milford is permitted to operate only during the following hours:~~

~~A. — From 7:00 a.m. to 10:00 p.m. Sunday through Thursday.~~

~~B. — From 7:00 a.m. to 11:00 p.m. Friday and Saturday.~~

~~§ 100 3. — Violations and penalties.~~

~~Any person or persons found guilty of violating the provisions of this chapter shall forfeit to the City of Milford a fine of not less than \$25 nor more than \$300, plus costs of prosecution.~~

Section 4. Dates

Council Introduction: January 10, 2022

Council Proposed Adoption: January 24, 2022

Section 5. Effective

This ordinance becomes effective ten days following its adoption by City Council.

Published: Milford Beacon 12.22.2021

CITY OF MILFORD PUBLIC NOTICE
NOTICE OF ORDINANCE REVIEW

The following ordinance is under review by the City Council of the City of Milford. Public comments will be accepted during a regular session of City Council on Monday, January 24, 2022 that begins at 7:00 p.m.

ORDINANCE NO. 2022-04
AN ORDINANCE OF THE CITY OF MILFORD TO AMEND THE CITY OF MILFORD CODE
BY DELETING IN ITS ENTIRETY CHAPTER 182 SATELLITE DISHES

WHEREAS, the City Council of the City of Milford desire to update the City of Milford City Code; and

WHEREAS, it has been determined that the requirements in Chapter 182 Satellite Dishes is no longer applicable; and

WHEREAS, any regulations related to the use and placement of satellite dishes is provided in Chapter 230 Zoning Code of the City of Milford; and

WHEREAS, Chapter 182 is therefore made available for consideration to accommodate future provisions and expansion of the City of Milford Code.

NOW, THEREFORE, the City of Milford hereby ordains:

Section 1. The Code of the City of Milford is hereby amended by repealing Chapter 182 entitled Satellite Dishes in its entirety.

Section 2. The Title of Chapter 182 Satellite Dishes is hereby revoked as shown by strikeout type.

Section 3. Section 182-1 Requirements is hereby rescinded as shown by strikeout type.

Section 4. Section 182-1(A), 182-1(B), 182-1(C), and 182-1(D) are hereby rescinded as shown by strikeout type.

~~Chapter 182 SATELLITE DISHES~~

~~§ 182-1. Requirements.~~

~~In the interest of protecting residential neighborhoods and open spaces and to prevent aesthetic impact on such, a satellite dish antenna shall be subject to the following requirements.~~

~~A. Satellite dishes shall only be located in rear yards or side yards behind the primary structure.~~

~~B. All efforts must be made to limit the visual impact on the adjoining properties to the greatest extent possible.~~

~~C. If it is necessary to locate a satellite dish where it is visible from the street or from adjoining properties, reasonable screening, by landscaping, or other reasonable measures to reduce the visual impact, will be required.~~

~~D. Persons in violation of this chapter at the time of its adoption must comply within 90 days of its effective date.~~

~~§ 182-2. Violations and penalties.~~

~~For violations of this chapter, the penalties set forth in Chapter 1, General Provisions, Article II, General Penalty, shall apply.~~

Section 5. Dates

Council Introduction: January 10, 2022

Council Proposed Adoption: January 24, 2022

Section 6. Effective

This ordinance becomes effective ten days following its adoption by City Council.

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS
Planning Commission: Tuesday, January 18, 2022 @ 7:00 PM
City Council: Monday, January 24, 2022 @ 7:00 PM

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

Ordinance 2022-05
Amendment to City of Milford Code
Chapter 200/Subdivision Code

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

WHEREAS, the Mayor and City Council desire to update the City of Milford Code Chapter 200 Subdivision of Land to implement the goals and recommendations from the 2018 Comprehensive Plan, reduce the number of Board of Adjustment applications, standardize site plan, subdivision, and conditional use review procedures, and eliminate contradictory statements, erroneous language, and other items to improve the administration of Chapter 200 Subdivision of Land; and

WHEREAS, the Planning Commission of the City of Milford, along with the City Solicitor and Planning Director, reviewed each section of Chapter 200 Subdivision of Land during various workshops in 2021; and

WHEREAS, the City of Milford Planning Commission had a final review and recommendation during their meeting on Tuesday, January 18, 2022, at which time interested parties publicly commented on the amendments; and

WHEREAS, Milford City Council held a Public Hearing on January 24, 2022, to allow for additional public comment and further review of the amendments; and

WHEREAS, the Public Notice was published in the Milford Beacon on December 29, 2021; and

WHEREAS, City Council found that the amendments to Chapter 200 Subdivision of Land are in the best interest of the health, safety, convenience, and general welfare of the citizens of the City.

NOW, THEREFORE, the City of Milford hereby ordains:

Section 1. Purpose: The Code of the City of Milford is amended to modify/clarify specific requirements within the City Code, Chapter 200, SUBDIVISION OF LAND.

Section 2. Sections 200-3, 200-4, and 200-8 are hereby amended.

Section 3. Strikethrough text denotes a deletion; underlined and bold text denotes an addition.

Chapter 200 - SUBDIVISION OF LAND

§ 200-1. - Purpose.

These regulations are adopted in order to promote and protect the public health, safety, convenience and general welfare; ensure the orderly growth and development of the City, the conservation, protection and proper use of land and adequate provision for housing, recreation, circulation, utilities and services; and safeguard the City from undue future expenditure for the maintenance of streets and public spaces.

§ 200-2. - Title.

These regulations shall be known and may be cited as the "City of Milford, Delaware, Land Subdivision Regulations."

§ 200-3. - Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

ALLEY — A service roadway providing a secondary means of public access to abutting property and not intended for general traffic circulation.

COMMISSION — The Planning Commission of the City of Milford, Delaware.

DEVELOPMENT ADVISORY COMMITTEE – A committee comprising of City Department staff, representatives of the Delaware Department of Transportation, Delaware Department of Natural Resources and Environmental Control, Conservation District, State Fire Marshal, and such other professional and technical representatives as may be deemed necessary by the Planning Director. The Committee shall function as an advisory body to the Planning Department with regard to design requirements, improvement specifications and other applicable standards relating to the design and construction of subdivisions and land developments.

~~OPEN SPACE — Areas of land within residential subdivisions or developments including planned unit developments that are available to all residents and or the public and which have the purpose to provide active and/or passive recreational opportunities, maintain land in a predominantly undeveloped and natural state including lands used for:~~

- ~~(1) — Community gardens;~~
- ~~(2) — Promotion of conservation and protection of wildlife;~~
- ~~(3) — Perpetual conservation easements;~~
- ~~(4) — Parks, plazas, walkways, sidewalks and trails;~~
- ~~(5) — Buffers or forested areas; or~~
- ~~(6) — For recreational uses as defined herein.~~

~~Open space shall not include areas of land for the following unless otherwise approved by Council:~~

- ~~(1) — Wetlands or stormwater management facilities;~~
- ~~(2) — Drainage easements;~~
- ~~(3) — Flagpole areas;~~
- ~~(4) — Medians (unless designed as a park);~~
- ~~(5) — Signage areas;~~
- ~~(6) — Landscaping in parking areas;~~
- ~~(7) — Predominantly impervious surfaces such as streets and parking lots;~~
- ~~(8) — Required front, side, or rear yards;~~
- ~~(9) — Any land included within designated lot lines; or~~
- ~~(10) — Utility facilities for uses such as sewer, water, gas or electric.~~

PLAT — The final drawing on which the subdivision plan is presented to the City Council for approval and which is submitted to the County Recorder of Deeds for recording.

PROPERTY **HOME**OWNERS' ASSOCIATION — An association established by the subdivider as a non-stock corporation to provide for the perpetual maintenance of the common property in the subdivision.

~~RECREATIONAL USE — Areas of land within residential subdivisions or developments including planned unit developments which have the purpose to provide active recreational opportunities that are available to all residents of the community and/or the public including lands used for:~~

- ~~(1) — Indoor club houses;~~
- ~~(2) — Swimming pools and pool houses;~~
- ~~(3) — Tennis courts;~~
- ~~(4) — Basketball courts;~~
- ~~(5) — Athletic fields;~~
- ~~(6) — Picnic areas with tables;~~
- ~~(7) — Ponds for recreational use (boat, fishing or swimming);~~
- ~~(8) — Playgrounds; and~~
- ~~(9) — Bike or multi-model trails.~~

RIGHT-OF-WAY — A strip of land acquired by reservation, dedication, forced dedication, prescription, or condemnation and intended to be occupied by a road, crosswalk, railroad, electric transmission lines, gas pipelines, and water line, sanitary storm sewer, and other similar uses.

ROADWAY — The paved portion of the street primarily used for vehicular traffic.

- A. ARTERIAL STREET and HIGHWAY — A street primarily used for fast and/or heavy traffic.
- B. COLLECTOR STREET — A street carrying traffic from **local**~~minor~~ streets to arterial streets and highways, including the principal traffic and entrance streets of a residential development.
- C. ~~MINOR~~ **LOCAL** STREET — A street primarily used for access to the abutting properties.
- D. MARGINAL ACCESS STREET — A **local**~~minor~~ street paralleling and adjacent to an arterial street or highway and providing access to abutting properties and protection from through traffic.
- E. DEAD-END STREET or CUL-DE-SAC — A street closed at one end and having only one connection with any other street.
- F. HALF STREET — A street paralleling the boundary of a subdivision and lying partly in an abutting tract.

~~STANDARD SPECIFICATIONS FOR INSTALLATION OF UTILITY CONSTRUCTION PROJECTS AND SUBDIVISION PAVEMENT DESIGN~~ **STANDARD CONSTRUCTION SPECIFICATIONS** — The current specifications regulating subdivision design and **street, curbing, driveway, sidewalk, water utility, sewer utility, stormwater utility and general** construction as adopted by the City.

STREET — All land between property lines, whether designated as a street, highway, throughway, thoroughfare, avenue, boulevard, road, parkway, right-of-way lane, place, court or any similar term.

SUBDIVIDER — Any person, firm, corporation, partnership or association or duly authorized agent who or which shall apply to the Commission for approval of the layout of any subdivision.

SUBDIVISION, **MAJOR** — The division or redivision of any tract of land into two or more lots or parcels for immediate or future sale or for building development **not meeting the definition of Minor Subdivision**.

SUBDIVISION, MINOR — Any subdivision fronting on an existing street, not involving any new street or road, not involving the extension of any municipal water or wastewater mains, not adversely affecting the development of the remainder of the parcel or adjoining property, and not in conflict with any provision or portion of the development plan, Official Map, Chapter 230, Zoning, or this chapter; limited to five lots.

SUPERBLOCK — An oversize residential block wherein private open spaces, closed to automobile traffic, are provided for the common use of all residents in the block.

§ 200-4. - Application procedure.

A. Preliminary Major Subdivision Review approval.

- (1) A preliminary plan and documents, as specified by the Planning Department, shall be prepared by the applicant and submitted in accordance with the submission schedule as determined by the Planning Director, along with the appropriate fees, as specified in § 230-57. ~~A preliminary plan and documents, as specified by the Planning Department, shall be prepared by the subdivider and submitted in accordance with the submission schedule as determined by the City Planner, along with the appropriate fees, as specified in § 230-57.~~
- (2) The Development Advisory Committee (DAC) shall review the application and plan. Comments from the DAC must be addressed via either submitting revised plans and/or necessary documents or via a narrative submitted to the Planning Director. The application shall be reviewed by the Planning Department and the City Engineer for general compliance with Chapter 230 Zoning, Chapter 200 Subdivision of Land, the Comprehensive Plan, the City Standard Construction Specifications and other City ordinances. Upon confirmation by the Planning Director that all DAC issues and plan review comments have been addressed satisfactorily, the application will then be scheduled to be heard by the Planning Commission. ~~The Development Advisory Committee (DAC) shall review the application and plan. Comments from the DAC must be addressed via either submitting revised plans and/or necessary documents or via a narrative submitted to the City Planner. Upon confirmation by the City Planner that all DAC issues have been addressed satisfactorily, the application will then be scheduled to be heard by the Planning Commission.~~
- (3) A public hearing on the preliminary plan shall be conducted by the Planning Commission. The Planning Commission shall review the application and shall recommend to City Council the approval of the application with or without conditions, denial of the application, or table the application. In case of an unfavorable recommendation for denial by the Planning Commission, such application shall not be approved except by a favorable vote of 3/4 of the City Council. ~~The Planning Commission shall review the application and provide either a recommendation of preliminary approval with or without conditions, a recommendation of denial, or table the application. Upon a recommendation of approval with or without conditions or recommendation of denial, the application shall be scheduled to be heard by the City Council.~~
- (4) No hearing shall be held by the Commission until notice of time and place thereof has been provided to the applicant, property owners within 200 feet of the subject property, and to such other interested parties as may be determined by the Planning Director at least 10 days before the date of said hearing. Notice shall be provided as follows:
 - (a) The Planning Department shall notify by mail all property owners within 200 feet of the extreme limits of the subject parcel as their names appear in the City or County tax record at least 10 days prior to the hearing.
 - (b) The Planning Department shall provide notice to the general public of the public hearing before the Planning Commission by publishing the date, time, place and nature of the hearing at least 10 days before the hearing in a newspaper of general circulation in the City and posting the same information in City Hall and on the City website.
 - (c) The Planning Department will also post a notice outlining the date, time, place, and nature of the hearing in a conspicuous location on the property. The published and posted notices shall contain reference to the time and place within the City where text, maps and plans for the proposal may be examined. ~~City Council shall grant preliminarily approval of the application with or without conditions, deny the application, or table the application.~~

- (5) City Council shall review the application and shall approve the application with or without conditions, deny the application, or table the application. Preliminary approval from City Council shall be void after one year, unless an extension is requested by the owner and approved by City Council prior to the expiration.
- (6) Preliminary approval from City Council shall be void after 24 months unless final major subdivision approval is obtained or an extension is requested by the owner and approved for good cause by the City Council prior to the expiration.
- B. Final Major Subdivision Review approval.
- (1) A final plat and construction documents, as specified by the Planning Department, shall be prepared by the subdivider and submitted in accordance with the submission schedule as determined by Planning Director City Planner, along with the appropriate fees, as specified in § 230-57.
- (2) The application shall be reviewed by the Planning Department and the City Engineer for compliance with Chapter 230 Zoning, Chapter 200 Subdivision of Land, the Comprehensive Plan, the City Standard Construction Specifications and other City ordinances. At this time, the applicant shall provide a digital copy of the subdivision plan to the City electric division in order for the City to begin designing the electric infrastructure for the subdivision. The Development Advisory Committee shall review the application and plan. Comments from the DAC must be addressed via either submitting revised plans and/or necessary documents or via a narrative submitted to the City Planner. The final plan shall also be reviewed by the City Planner for confirmation that the application is designed in accordance with all subdivision, zoning and other land use regulations of the City. The final plan shall also be reviewed by the City Engineer for confirmation that the application is designed in accordance with the construction standards and specifications of the City. Upon confirmation by the City Planner and City Engineer that all issues have been addressed satisfactorily, the application will be scheduled to be heard by the Planning Commission.
- (3) A public hearing on the final major subdivision shall be conducted by the Planning Commission. The Planning Commission shall review the application and shall recommend to City Council the approval of the application with or without conditions, denial of the application, or table the application. In case of an unfavorable recommendation for denial by the Planning Commission, such application shall not be approved except by a favorable vote of 3/4 of the City Council. The Planning Commission shall review the application and provide either a recommendation of final approval with or without conditions, a recommendation of denial, or table the application. Upon a recommendation of approval with or without conditions, or recommendation of denial, the application shall be scheduled to be heard by City Council.
- (4) No hearing shall be held by the Commission until notice of time and place thereof has been provided to the applicant, property owners within 200 feet of the subject property, and to such other interested parties as may be determined by the Planning Director at least 10 days before the date of said hearing. Notice shall be provided as follows:
- (a) The Planning Department shall notify by mail all property owners within 200 feet of the extreme limits of the subject parcel as their names appear in the City or County tax record at least 10 days prior to the hearing.
- (b) The Planning Department shall provide notice to the general public of the public hearing before the Planning Commission by publishing the date, time, place and nature of the hearing at least 10 days before the hearing in a newspaper of general circulation in the City and posting the same information in City Hall and on the City website.

- (c) The Planning Department will also post a notice outlining the date, time, place, and nature of the hearing in a conspicuous location on the property. The published and posted notices shall contain reference to the time and place within the City where text, maps and plans for the proposal may be examined. City Council shall approve the application with or without conditions, deny the application, or table the application.
- (5) City Council shall review the application and shall approve the application with or without conditions, deny the application, or table the application. Within 90 days of final approval from City Council, the subdivider shall record the plat at the County Recorder of Deeds office and provide the City Planner a receipt of the recordation including the deed book and page number. Prior to recording the plat, five copies of the plat must be submitted to the City Planner for stamping and signing. Four sets will be returned to the subdivider.
- (6) Within 90 days of final approval from City Council, the subdivider shall record the plat at the County Recorder of Deeds office and provide the Planning Director a receipt of the recordation including the deed book and page number. Prior to recording the plat, at least three copies of the record plat and three copies of the final construction plans must be submitted to the Planning Director for stamping and signing. Two sets will be retained by the City. The City Manager, Planning Director and City Engineer shall sign the approved record plats and construction plans. Upon recordation of the plat, the subdivider shall provide the Land Data Manager of the City a mylar copy of the plat including the deed book and page printed thereon.
- (7) Failure to record the approved plat within 90 days one year from the date of City Council approval shall void the final approval. In order to obtain final approval after it has been voided, the subdivider must make application for preliminary final approval again.
- (8) Failure to record the approved plat in more than one year from the date of City Council approval shall void the preliminary approval and final approval. In order to obtain preliminary and final approval after they have been voided, the subdivider must make application for and receive preliminary approval, then make application for and receive final approval.

C. Construction Procedures.

- (1) Prior to commencement of construction, the developer shall request a pre-construction meeting with the City Engineer. Payment of the required development inspection fee, as adopted by City Council and found in the City Fee Schedule, shall be made prior to the scheduling of the pre-construction meeting.
- (2) Improvements within the development shall be constructed per the approved construction plans and the City's Standard Construction Specifications. Any deviations from the construction plans must be submitted to the City Engineer in writing for review and approval.
- (3) A performance bond in the amount of 125% of the cost of installation shall be required for the construction of recreational and open space amenities, including but not limited to community buildings, playgrounds, walking paths, landscaping and landscape screening. The performance bond shall be posted prior to the issuance of the first building permit.
- (4) Conditional Acceptance of Infrastructure by City Engineer.
- (a) Prior to the issuance of building permits, the developer shall obtain conditional acceptance from the City Engineer as outlined in the City's Standard Construction Specifications.
- (b) A maintenance bond shall be provided by the developer in the amount of 10% of the improvements to be taken over and maintained by the City.
- (c) A performance bond shall be provided by the developer in the amount of 125% of the cost of the top coat and any other item that has not been satisfactorily completed as approved by the City Engineer.
- (5) Final Acceptance of Infrastructure by City Council.

- (a) Final top coat shall be paved after 75% of building permits have been issued for a project or phase of a project and prior to 90% of building permits having been issued for a project or phase of a project.
- (b) Final acceptance of utilities shall not occur until after the paving top coat has been completed.
- (c) Upon completion of the top coat paving, the City Engineer may release the top coat performance bond. The 10% maintenance bond will remain in place until one-year after acceptance of the final top coat paving.
- (d) Upon completion of the required one-year maintenance period, the right-of-way improvements may be accepted by City Council by resolution.
- (e) Upon acceptance by City Council, the maintenance bond shall be released by the City Engineer in its entirety.

§ 200-5. - Administrative approvals.

The following land use actions may be approved administratively, unless otherwise determined by the Planning Director or designee.

A. Minor subdivision.

- (1) A minor subdivision is one that creates a total of five or fewer parcels of land (including any residual) either on an existing public roadway or on a private road and may be approved administratively, provided:
 - (a) Minor subdivision shall be subject to the process and procedures in Section 200-8(E).
 - (b) Minor subdivision plans shall contain all information as required by Section 200-8(E).

B. Minor lot line adjustment.

- (1) Minor lot line adjustments or the sale or exchange of part of a lot between owners of adjacent lots for the purpose of small adjustments in boundaries may be approved administratively, provided:
 - (a) The total area of the adjustment does not exceed 10% of the combined area of the lots affected by the adjustment;
 - (b) No additional lots are created;
 - (c) The adjusted lot line is approximately parallel with the original lot line, when appropriate, or, if it is proposed to intersect with the original line, it does not significantly change the shape of the lots involved;
 - (d) The owner submits a survey plan for review and approval by the Planning Director.
- (2) Approval of the record plan does not automatically transfer a property. A separate deed must also be recorded simultaneously to transfer the property being conveyed.
- (3) The Planning Director may permit an increase in the percentage of the combined area of the lots affected by the lot line adjustment following a request for such with justification from the applicant.

C. Consolidation of lots.

- (1) The consolidation of two or more lots may be approved administratively, provided;
 - (a) Any conditions applicable to any applicable original subdivision remain in full force and effect;

- (b) The consolidation of lots, including those within major subdivisions, shall be recorded as provided in in Section 200-8(E) below and may not be re-subdivided except through minor subdivision.
 - (c) A revised deed must also be recorded simultaneously with the consolidation describing the lots as one lot; and
 - (d) The owner submits a survey record plan for review and approval by the Planning Director.
- D. Change in ownership, mortgage, or lease line.
- (1) The creation of mortgage, or lease line within a commercial, industrial or multifamily residential lot does not require the approval of a new subdivision plan. At the owner's discretion, a plan depicting the creation or deletion of internal lots to reflect a new mortgage or lease line may be recorded after administrative approval, provided:
 - (a) All prior conditions of approval for the original subdivision remain in full force and effect;
 - (b) Any necessary cross-easements, covenants, or other deed restrictions necessary to perpetuate previous approvals must be executed prior to recording the record plat;
 - (c) The owner submits a survey plan for review and approval by the Planning Department.
- E. Process and procedures.
- (1) The application must be submitted by the legal owner of the subject property, or a representative authorized by the legal owner, to the Department and must consist of the following:
 - (a) Two paper prints of the subdivision plan and any attachments, including the approved checklist;
 - (b) A review fee, as outlined in Chapter 230-57;
 - (c) Parcels created that do not meet the minimum requirements for building lots must be incorporated into an adjacent property. Such incorporation must be indicated on the plan and the following note shall be added to the plan: "The approval of this subdivision plan does not constitute a separate building lot but is intended to be combined with an adjacent property;"
 - (d) Neither landlocked parcels nor parcels not meeting the requirements for a buildable lot according to Chapter 230, Zoning, may be created without designation of conveyance to another parcel. A deed for the conveyance must be submitted with the record plan and recorded simultaneously with the plan;
 - (e) For minor subdivisions, letters of "no objection to recordation" may be required or a stamp of approval may be required on the record plat from, but not limited to, the following agencies:
 - 1. The Kent or Sussex Conservation District; and
 - 2. The Delaware Department of Transportation.
 - (f) A set of deed restrictions and/or perpetual maintenance agreement that clarifies and controls the operation and maintenance of any private facilities (private streets, access easements, etc.); and
 - (g) Any additional information that the Department deems pertinent to this subdivision plan.

- (2) If the subdivision plan is approved by the Department, the plan will be signed by the City Manager, City Engineer and Planning Director and returned to the applicant for recordation. Two copies of the approved plan will be retained by the City.
- (3) A final record plat must be submitted to Department within 90 days of approval or the approval is no longer valid.
- (4) Transactions involving acquisitions of public rights-of-way pursuant to 17 Del. C. 137 and all land acquired by the exercise of the power of eminent domain or by voluntary agreement in lieu of the exercise of the power of eminent domain are exempt from the provisions of this article.

§ 200-6. - Revisions to recorded subdivision plats.

- A. For rerecordation of previously subdivided and recorded major subdivision and minor subdivision, the revised plat must be signed by all lot owners within the subdivision who are adjacent to or share a common boundary line with the area of proposed change in addition to 75% of all lot owners within the entire subdivision. The adjacent property owners shall be included as a part of the required 75% of required signatures.
 - (1) A copy of the subdivision deed restrictions must accompany the application to revise a recorded subdivision plat. If there are procedures regarding revisions to the subdivision outlined in the deed restrictions, the applicant must meet the stricter of the two requirements.
- B. Prior to seeking approval of any rerecordation, the owner/applicant shall give notice to all persons indicated by assessment records to be lot owners within the subdivision. The owner/applicant shall provide proof of notification in the form of certified mail receipts for each lot owner to the Department.
- C. With the exception of Subsections D and E below, new letters of "No objection" from all agencies granting original approval of a project must be submitted.
- D. The following are exempt from the rerecordation signature requirements:
 - (1) Administratively approved applications such as lot line adjustments where no additional lots are proposed; and
 - (2) Cases where utility easements are added to a subdivision plan.
- E. For minor changes or alterations to recorded subdivision plats, in lieu of formal plan review by the Planning Commission and City Council, said minor changes may be administratively approved at the discretion of the Planning Director or designee, provided that such changes or amendments:
 - (1) Do not increase density;
 - (2) Do not substantially alter the road design or layout;
 - (3) Do not substantially alter the original conditions for approval;
 - (4) Involve no changes in permitted use of the property;
 - (5) Do not conflict with the specific requirements of this chapter or Chapter 230, Zoning;
 - (6) Do not change the general character or content of an approved plan in a material way;
 - (7) Have no adverse effect on adjoining or surrounding property;
 - (8) Do not result in any substantial change of major external access points;
 - (9) Do not decrease the minimum specified yards, setbacks, and open spaces; and
 - (10) Have no adverse effects on traffic operations.

§ 200-7. - Expiration of approved subdivision development plans.

- A. The following regulations concerning expiration of recorded and approved plans are applicable to major subdivisions and minor subdivisions.
- B. Construction of improvements shown on recorded subdivision plans shall commence within five years of the original recordation date and continue progressing toward completion.
- C. The Department shall notify by certified mail, return receipt requested, applicants and landowners of properties involving approved plans where construction has not commenced one year prior to the expiration date and again six months prior to the expiration date that they are subject to the expiration provisions and identify their options for possible reapproval.
- D. For the purpose of this section, "commencement of construction" shall mean:
 - (1) That a building permit or such other permit or approval by City of Milford or an applicable state agency has been issued and construction commenced under such permit which is visible on an inspection of the property by a representative of City. Such construction must be intended to accomplish the installation of improvements under Section 200-6, General Requirements and Design Standards, but excludes general earthmoving activities, and such work must have been started with a good-faith intention and purpose then formed to continue the work until completion.
 - (2) That all financial obligations associated with a City approved public works utility agreement have been satisfied and the improvements pursuant to said agreement have been completed, provided that the construction described in Subsection D(1) above shall commence within 10 years from receipt by the City of the final monetary contribution required under said agreement.
- E. Construction shall be deemed to be progressing toward completion so long as there is no cessation in construction activity longer than 12 consecutive months. The City shall inspect sites semiannually to determine the progress of construction. If the City determines that construction activity has ceased for a period of 12 consecutive months or more, the staff shall notify the applicant and landowners by certified mail, return receipt requested, that construction shall recommence within 30 days or the subdivision shall be considered expired.
- F. For subdivisions and land developments in which a certificate of occupancy has been issued for a dwelling, the subdivision shall no longer be subject to expiration.
- G. The applicant and/or landowner shall bear the burden of providing evidence to the City establishing that construction has commenced within the five-year period and is progressing toward completion.
- H. Applicants and/or landowners who have been notified that their projects may be subject to expiration have the following courses of action available to them:
 - (1) The applicant has the opportunity to provide evidence to the City establishing that construction has commenced;
 - (2) The applicant may apply to the City for reapproval of the project for an additional five-year period in accordance with the following procedures:
 - (a) The City shall review the original (i.e, initial) recorded and/or approved plan for consistency with all current provisions of this chapter, Chapter 230 Zoning, and the Comprehensive Plan. Such review may involve coordination with and review by applicable Development Advisory Committee (DAC) agencies. Based upon that review, the Planning Director will determine if the original recorded plan meets current standards, or if the original recorded plan requires minor revisions in order to comply with current standards, or if the original recorded plan must be resubmitted as a new application subject to all appropriate review procedures, regulations, and fees.
 - (b) In the event that the Planning Director determines that the original recorded plan is consistent with current policies and regulations, he/she shall reapprove the plan and

provide written notice to the owner of reapproval. Such approval shall allow the issuance of building permits in accordance with all conditions of approval. The owner shall then have five years from the date of such notice of reapproval to obtain building permits and commence construction.

- (c) Should the Planning Director determine that the plan requires minor revisions in order to comply with current policies and regulations, such notice shall be provided in writing and the applicant shall make such adjustments for administrative approval. Once the required minor revisions are completed, the plan may be reapproved administratively by the City Planning Department allowing the issuance of building permits subject to the provisions of the original record subdivision plan and/or any recorded resubdivision plans. The owner shall then have five years from the date of such notice of reapproval to obtain building permits and commence construction.
- (d) Should the Planning Director determine that the plan would involve considerable revision to an extent that would change the scope of the project, the plan must be resubmitted for review by the Planning Commission and City Council for compliance with current policies and regulations. The City shall provide written notice to the owner of the specific areas of noncompliance. The landowner shall have the opportunity to make the necessary modifications to the plan and apply to the City as a new application in accordance with this chapter. Should new plans compliant with all current Code provisions be submitted, they must receive approval from the Planning Department, City Engineer, Planning Commission, and/or City Council, as applicable. Once reapproved, subdivision plans shall be recorded and shall have the effect of superseding the original record major subdivision plan. The owner/applicant shall then have five years from the date of reapproval to obtain building permits, commence construction, and progress toward completion.

(3) All of the above-referenced reviews, determinations, and reapprovals must be completed prior to the expiration of the five-year period.

- I. Minor plan revisions, as described in Section 200-8, subsection E and F, that do not achieve full compliance with all current subdivision and land development provisions shall not reset the five-year time frame for commencement of construction and shall remain subject to expiration.
- J. Should the five years lapse without the owner pursuing any of the options described in Subsections H(2)(a) through (d) above, the plan shall be considered expired. Expired subdivision plans shall be deleted from the City and County property records by deleting individual subdivision lots from the official City and County Tax Map and by eliminating the undeveloped parcels from the assessment records.

§ 200-8. - General requirements and design standards.

The following shall be deemed to be minimum requirements and may be varied or waived by the Commission only under circumstances set forth in § 200-6:

A. Streets.

- (1) The layout, character, extent, width, grade and location of proposed streets shall be established with due regard to:
 - (a) Public convenience and safety.
 - (b) Proposed uses of the land to be served by said streets.
 - (c) Proper relation and connection with and continuation and projection of streets in the adjacent areas, whether these streets are existing or proposed in another subdivision in a

neighborhood plan, in the development plan or in the Official Map, as approved or adopted by the Commission.

- (d) Topography and other land features.
- (2) The layout of proposed streets shall furthermore be arranged in a manner acceptable to the Commission and City Council.
- (3) ~~Minor~~**Local** streets shall be laid out so as to discourage their use by through traffic.
- (4) Where a subdivision abuts or contains an existing or proposed arterial street, limited-access highway or railroad, the City Council may require marginal access or service streets, reverse frontage with screen planting contained in a nonaccess reservation along the rear property line and deep lots with rear service alleys or other treatment, such as parks, which may be necessary for the protection of residential properties and for separation of through and local traffic, with due regard for the requirements of future approach grades and grade separations.
- (5) Where a tract of land is subdivided into lots substantially larger than the minimum size required in the zoning district in which a subdivision is located, the Commission may require that streets and lots be laid out so as to permit future resubdivision in accordance with the requirements of this chapter.
- (6) Reserve strips controlling access to streets shall be prohibited except where the control and disposal of land comprising such strips has been placed in the governing body under conditions approved by the City Council such as provided in Subsection A(4) above.
- (7) Certain proposed streets may be required to be extended to the boundary line of the subdivision to provide access to tracts which may be subdivided in the future. Wherever necessary, when a street is carried to the boundary line of the subdivision, the City Council may require a temporary turnaround improved to the satisfaction of the City Engineer and of the size specified in Subsection A(16) below at the stub end.
- (8) The creation of **interconnected streets**~~dead-end or loop streets and superblocks~~ will be encouraged wherever the City Council finds that such layout will not interfere with traffic convenience and safety. The City Council shall determine the number of connections of streets in the proposed subdivision with existing streets. At least two such connections shall be provided, except where a proposed subdivision only contains one dead-end street.
- (9) Street jogs shall be prohibited. Street intersections, where center lines do not meet, shall have center-line offsets of 150 feet or more.
- (10) A tangent at least 100 feet long shall be introduced between reverse curves on arterial and collector streets and may be required on all other streets.
- (11) Street right-of-way lines deflecting from each other at any point shall be connected with a curve, the radius of which for the inner right-of-way lines shall not be less than ~~500~~**750** feet on arterial streets, 300 feet on collector streets and 100 feet on **local**~~minor~~ streets. The outer right-of-way line shall be parallel to said inner right-of-way line.
- (12) Streets shall be laid out so as to intersect as nearly as possible at right angles. The inner right-of-way line of a street intersecting another street at an angle of less than 90° shall be tangent to and follow a curve with a minimum radius of 150 feet centered on the nearest right-of-way line of the intersecting street. The outer right-of-way line shall be parallel to said inner right-of-way line.
- (13) Street right-of-way lines at intersections shall be connected with a curve, the radius of which shall be 25 feet.
- (14) ~~Right-of-way widths.~~**Street rights-of-way and roadway widths shall be as shown on the official map or development plan and, if not shown thereon, said widths for the various street types, shall not be less than as follows:**

- (a) Street right-of-way widths shall be as shown on the Official Map or development plan, and, if not shown thereon, said widths for the various street types between face of curb or edge of road shall not be less than as follows:

Street Type (feet)	Right-of-Way Roadway (feet)		Pavement Width with Parking One- Side (feet)	Pavement Width with Parking Both Sides (feet)
	Right-of- Way Width (feet)	Pavement Width (feet)		
Arterial	80 to 110	As required by DelDOT <u>60 to 80</u>	<u>N/A</u>	<u>N/A</u>
Collector	60	<u>38</u> 28	<u>38</u>	<u>38</u>
Minor, for townhouses and apartments <u>Local for all residential areas</u>	60	<u>24</u> 30	<u>30</u>	<u>36</u>
Minor, for other residences <u>Local for commercial areas</u>	<u>60</u> 50	<u>26</u> 25	<u>32</u>	<u>38</u>
<u>Cul-de-sac and Dead-ends</u>	<u>60</u> 50	<u>24</u> 22	<u>30</u>	<u>36</u>
Marginal access	<u>60</u> 30	<u>24</u> 16	<u>30</u>	<u>36</u>
*Alley, <u>one-way</u>	20	12	<u>18</u>	<u>24</u>

Note:

* If utilities are present in an alley, ~~the~~ The City reserves the right to modify the minimum right-of-way and roadway widths where utilities or other items exist which would necessitate a wider access.

- (b) Proposed subdivision streets serving lots with a lot width of less than 60 feet shall be required to provide on-street parking as outlined Chapter 200-8(A)(14)(a). On-street parking for each side of the street shall be determined based on the proposed minimum lot width for each side of the street. Subdivisions utilizing open swale drainage shall have a ten-foot drainage easement along the front of each property to accommodate the back slope of the drainage swales.
- (15) Half streets shall be prohibited except where essential to the reasonable development of a subdivision in conformity with the requirements of this chapter and where the Commission finds that it shall be practicable to require the dedication of the other half when the abutting property is subdivided. Wherever an approved half street shall be adjacent to a subdivision, the other half of the street shall be platted within said subdivision.
- (16) Dead-end streets, designed to be so permanently, shall not be longer than 400 feet and shall be provided at the closed end with a turnaround having an outside roadway diameter of 80~~76~~

feet and a street right-of-way diameter of 100 feet. **Dead-end streets are prohibited in alleys where public services are to be provided.**

(17) Street names.

- (a) Street names shall be selected so as not to duplicate or be confused with the names of existing streets. Street names shall be subject to the approval of the Commission. It is recommended that all new streets shall be named in the following manner:

General direction	Long	Short (under 1,000 feet)
North and south	Streets	Places
East and west	Avenues	Courts
Diagonal	Roads	Ways
Curving	Drives	Lanes or Circles
<u>Arterial Streets shall be named Boulevards</u>		

~~(b) Arterial streets shall be named "boulevards."~~

- (18) Street grades shall not exceed 5%.
 (19) Street grades shall be not less than 0.5% wherever feasible.
 (20) Changes in street grades shall be connected by vertical curves of suitable length.
 (21) The width of streets adjacent to areas designed, proposed or zoned for nonresidential use shall be increased by such amount as may be deemed necessary by the Commission to assure the free flow of through traffic without interference by parked or parking cars and to provide adequate and safe parking space.
 (22) All required roads shall be constructed in accordance with the **City's Standard Construction Specifications as issued by the City Engineer.**

B. Sidewalks and curbs **and shared-use paths.**

- (1) Sidewalks shall be required in all subdivisions on both sides of the street **and shall have a minimum width of 5 feet.** ~~Sidewalks shall have the following widths:~~
~~(a) In residential subdivisions: four feet unless otherwise specified.~~
~~(b) In commercial and industrial subdivisions: from the curb to property lines unless otherwise specified.~~
 (2) ~~Curbs or drainage swales conveying stormwater~~ shall be required in all subdivisions **to ensure proper drainage of stormwater.**
(a) Where rolled curb is proposed, a minimum 3-foot-wide reserve grass strip shall be required between the sidewalk and the curb.
(b) Sidewalk may be placed directly against upright curb.
 (3) All required sidewalks shall be constructed in accordance with **the City's Standard Construction Specifications as issued by the City Engineer.**
(4) Shared-use paths shall be connected with existing paths and shall be consistent with the City's Bicycle Master Plan and Comprehensive Plan.

C. Easements. ~~Where a subdivision is traversed by a watercourse, drainageway, channel, pipe or stream, there shall be provided a stormwater easement or drainage right-of-way of such width as will be~~

adequate for the purpose, in accordance with requirements specified by the City Engineer. Parallel streets or parkways may be required in relation thereto.

(1) A stormwater or drainage right-of-way with adequate width shall be provided where a subdivision is traversed by a watercourse, drainageway, channel, pipe or stream. Parallel streets, parkways or greenways may be required in relation thereto.

(2) Each lot in a proposed subdivision shall provide a 5-foot-wide general utility easement on each side lot line, a 10-foot-wide general utility easement along the rear property line, and a 15-foot general utility easement along the frontage of the lot for the installation of City utilities and conveyance of drainage.

D. Blocks.

- (1) The lengths, widths and shapes of blocks shall be determined with due regard to:
 - (a) The provision of building sites suitable to the needs of the type of use contemplated.
 - (b) Zoning requirements as to lot sizes and dimensions.
 - (c) The control, safety and convenience of pedestrian and vehicular traffic.
 - (d) The characteristics of topography.
- (2) Block length shall not exceed 1,200 feet **or be less than 500 feet in length between street lines.**
- (3) Block widths shall be not less than 275 feet nor more than 450 feet and shall be planned to provide two rows of lots.
- (4) Pedestrian walkways other than **those adjacent to** streets may be required where deemed essential to provide for circulation or access to schools, playgrounds, shopping centers, transportation and other community facilities. Said walkways shall be not less than **five** ~~four~~ feet wide.
- ~~(5) Alleys shall be provided if required by the City Engineer.~~

E. Lots.

- (1) Lot width, depth, shape and orientation and the building setback lines shall be appropriate for the location of the subdivision, for the type of development and for the use contemplated.
- (2) Lot sizes shall conform to the requirements of Chapter 230, Zoning.
- (3) Depth and width of properties reserved or laid out for commercial and industrial purposes shall be adequate to comply with the off-street parking and loading requirements contained in Chapter 230, Zoning.
- (4) Corner lots shall have sufficient width to provide an adequate building site within all the yard requirements. Corner lots shall have two front yard setbacks fronting each street, one side yard setback, and one rear yard setback.
- (5) All lots in a subdivision shall have frontage on a public street **meeting the minimum lot width requirements of the zoning code.**
- (6) Double-frontage lots shall be avoided. Reverse-frontage lots shall be provided where necessary for protection of residential properties from through traffic and adverse nonresidential uses, for separation of through and local traffic and to overcome difficulties of topography or other specific conditions. Screen planting and a fence or wall shall be provided along the rear property line within an easement 10 feet or more in width, across which there shall be no right of access.
- (7) Side lot lines shall be at right angles or radial to street lines.
- (8) No lots shall be platted on land subject to flooding **by the 100-year flood elevation** for residential or any other use where danger to life or property or an aggravation of flood hazard may result. Such land should be set aside for uses which would not be endangered by periodic or occasional inundations.

- (9) No lots shall be platted within 25 feet of land under the jurisdiction of the U.S. Army Corps of Engineers.

~~F.~~ Parks, playgrounds, open spaces, school sites and natural features.

- ~~(1) Parks and playgrounds. Where a proposed park or playground is located in whole or in part in a subdivision, the Commission may require the dedication or reservation of such area within the subdivision, in those cases in which the Commission deems such requirements to be reasonable.~~
- ~~(2) Open spaces. Where deemed essential by the Commission and City Planner, upon consideration of the particular type of development proposed in the subdivision, and especially in large-scale developments, the Commission or City Planner may require the dedication or reservation of sites of a character, extent and location suitable to the needs created by such development for playgrounds or parks. The Commission shall not require that more than 10% of the gross area of the open space of the subdivision to be so dedicated or reserved unless otherwise specified by the Zoning Code.²⁴ In case of a conflict, the requirement of the Zoning Code prevails. The Commission shall give due credit for the provision of open spaces reserved for the common use of all property owners within the proposed subdivision by covenants in the deeds. Generally, the minimum area of contiguous open space acceptable for dedication for public use shall be at least three acres and preferably five acres. Open spaces with a lesser area may be approved by the Commission whenever it deems that the difference between the area offered and three acres may be made up in connection with the future subdivision of adjacent land or added to an existing recreation area.~~
- ~~(3) School sites or sites for other public uses. The Commission may also require a subdivider to set aside such area as it may deem to be required for a school or other public use. Upon failure of the proper authorities to purchase such site within one year after the date of the approval of the plat, the subdivider, upon application to the Commission and approval of such application, shall be relieved of the responsibility of reserving such land for public purposes.~~
- ~~(4) Preservation of natural features. The Commission may require the preservation of all natural features which add value to residential developments and to the community, such as large trees or groves, watercourses and historic spots and similar irreplaceable assets. In no case shall a tree over 12 inches in diameter measured three feet from the base be removed without prior approval by the City Arborist.~~

~~GF.~~ General grading.

- ~~(1) No final slope on the property shall exceed the normal angle of repose of the soil of said slope as determined by the City Engineer, except where said slope consists of a natural rock formation or is supported by a retaining wall or equivalent of a design acceptable to the City Engineer.~~

~~HG.~~ Improvements.

- (1) In major subdivisions the following improvements are required:
 - (a) Paved streets.
 - (b) Street signs **meeting the State of Delaware, Department of Transportation, Manual on Uniform Traffic Control Devices, latest edition.**
 - (c) Curbs and gutters, ~~or roadside swales.~~ Curbs shall be required **on both sides of proposed streets as per the City Standard Construction Specifications.** ~~as per standard specifications to stabilize intersections, entrances, and parking areas, and where they are necessary for the conveyance of stormwater and protecting road surfaces and driveway surfaces from vehicular traffic.~~
 - (d) Sidewalks **or shared use paths located on both sides of the street.**
 - (e) Streetlighting.

- (f) Shade trees. Shade trees 150 feet on center each side of the road shall be located so as not to interfere with utilities or sidewalks and shall be of the types recommended by **a Registered Landscape Architect**~~the City Arborist~~.
- (g) Topsoil protection. No topsoil shall be removed from the site or used as spoil. Topsoil moved during the course of construction shall be redistributed so as to provide at least six inches of cover to all areas of the subdivision and shall be stabilized by seeding or planting.
- (h) Monuments. **Permanent monuments shall be placed on each corner of any building lot by the developer and along the project boundary and the right-of-way at all corners and tangent points prior to final settlement for the property.** ~~of the type, size and shape required by the City Engineer.~~
- (i) Water mains, culverts, storm sewers and sanitary sewers.
 - [1] All water installations shall be looped; all sewer and storm sewer systems shall be extended at minimum slope, maximum depth, and connected with an approved method and shall be adequate to handle all present and probable future development.
 - [2] **Water and sewer services shall be made available to all adjacent properties.** ~~All of the above-listed improvements shall be subject to inspection and approval by the City Engineer, who shall be notified by the subdivider at least 24 hours prior to the start of construction. No underground installation shall be covered until inspected and approved.~~
 - [3] Utility easements shall be required to be granted and recorded by the subdivider to allow extension of utilities to neighboring properties.
 - [4] **No underground utility installation shall be covered until inspected and approved by the City.**
- ~~(j) Swales. Conveyance of stormwater is permitted by open drainage systems where appropriate for environmental and engineering integrity and design. Such systems shall be separated from the edge of road to the top of bank by a minimum five foot shoulder. The depth of such systems shall not exceed two feet below crown of road. The side slope shall be a maximum of 4:1. The bottom of the system shall have a minimum width of two feet. The system slope shall be such that the maximum velocity does not exceed two feet per second. The system has to be designed in such a way as to incorporate driveway and crossroad drainage pipes; such systems shall be restored with topsoil and sod. Temporary check dams shall be placed in intervals not to exceed 300 feet.~~
- ~~(k) Headwalls. Storm drainage pipes which are part of an open swale drainage system shall be terminated with a headwall in accordance with standard specifications.~~
- (2) The developer shall complete all utilities and street improvements not specifically waived by **City Council**~~the Commission~~ in accordance with **the City's Standard Construction Specifications** ~~as issued by the City Engineer and with any additional requirements specified by the City Council. Commission. Construction drawings shall be submitted in a form satisfactory to the City Engineer.~~
- (3) ~~When the Commission or the City Engineer, due to planning considerations extraneous to the subdivision, requires a standard of improvements higher than that which is sufficient to serve the subdivision, the amount of the bond to be posted shall be deemed to be satisfactory if it adequately covers the cost of improvements which would be normally required.~~
- ~~(4) The developer shall pay the review and inspection fees as set forth in Chapter 230, Zoning, § 230-57, Planning, Zoning and Engineering Fees. The cost for each segment or phase of the development shall be paid prior to commencement of utility construction.~~

§ 200-9. - Variances and waivers.

Applicants may request, at the time of application submission, the varying or waiving of requirements of Chapter 200, and the Planning Commission may, at its discretion, recommend to City Council the varying or waiving of said requirements and request conditions that substantially secure the objectives of the requirements so waived. Upon the findings of the City Council that, due to special conditions peculiar to a subdivision or a site, certain requirements of these regulations are inappropriate or that strict compliance with said requirements may cause extraordinary and unnecessary hardships, the City Council may vary or waive said requirements, provided that such variance or waiver shall not be detrimental to the public health, safety or general welfare or have the effect of nullifying the intent and purpose of the Official Map, Chapter 230, Zoning, the Development Plan or this chapter. In varying or waiving certain requirements, the City Council may specify such conditions at will, in its judgment, secure substantially the objectives of the requirements so varied or waived.

§ 200-10. - Transfer of development rights.

- A. Purpose and intent. This section is intended to promote more efficient utilization of land resources through the creation of a transfer of development rights program available to land owners. The transfer of development rights program enables developers of land within receiving areas the ability to purchase development credits to be used to increase the number of residential units per acre for development within the receiving areas. Funds paid by developers of land within receiving areas would be utilized to purchase the development rights of property owners of certain land designated as sending areas. This option was conceived in response to increasing pressure to develop rural agricultural areas where essential infrastructure and support services necessary to sustain suburban and urban land uses do not exist and are not planned. This section endeavors to achieve well designed and efficient communities inside the City of Milford while preserving, protecting and enhancing precious agricultural lands and rural and natural landscapes from encroachment by sprawl development that threatens the unique character and quality of life that Milford citizens enjoy and expect. The purpose of this section is further described as follows;
- (1) Enables the purchase of transfer credits by developers of land within designated receiving areas;
 - (2) Enables the purchase of development rights for willing land owners within designated sending areas;
 - (3) Provides for farmland, open space and natural resource preservation through the transfer of development rights that permits an increased density on a receiving parcel and preservation of a sending parcel;
 - (4) Provides transit oriented, pedestrian friendly communities with parks, greenways, mixed uses and interconnectivity thereby reinforcing community character;
 - (5) Provides adequate and efficient density to support infrastructure investment within the City.
 - (6) To further discourage sprawling of urban development into rural areas; and
 - (7) Ensures that development credits be utilized for properties that are in areas that have adequate support facilities, including, but not limited to, transportation, water, sewer, employment, recreation and commercial services to accommodate additional development.
- B. Definitions. As used in this section, the following terms shall have the meanings indicated:
- DEVELOPMENT RIGHTS — The rights of the owner of a parcel of land to develop or use the parcel in accordance with Chapters 230 and 200 of the City of Milford Code.

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

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

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

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

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

C. General Provisions.

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

D. Sending areas.

- (1) All areas designated as TDR Sending Areas in the adopted City of Milford Comprehensive Plan shall be considered sending areas.
- (2) Sending area value. Sending areas are assigned a value of transferable development right credits that may be transferred for utilization within a designated receiving area. The sending area value is determined by the development potential based on the property's current zoning classification, exclusive of undevelopable land such as wetlands, floodplain or other natural features.
- (3) Sending parcels shall convey all of their available transfer credits at the time of preservation easement dedication.
- (4) Lands for which the State of Delaware, or any other entity, such as the federal government, a nature conservancy, or any other nongovernmental agency has purchased or otherwise secured the development rights, either through fee simple acquisition, condemnation, eminent domain,

deed restriction, easement or any other legal means for the expressed purpose of preventing the development of such lands, shall be ineligible for participation in the City's Transfer of Development Rights Program. Examples of such lands include any state or federal owned property and lands on which agricultural preservation easements have been purchased.

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

E. Receiving areas.

- (1) All areas designated as TDR Receiving Areas in the adopted City of Milford Comprehensive Plan shall be considered receiving areas. The receiving area acreage and number of TDR credits shall be limited to what is provided in the Comprehensive Plan; however, the City of Milford shall have the flexibility to determine the exact location on the receiving parcel where the TDR credits may be applied based on the availability of public utilities, road and traffic considerations, availability of public transportation, environment considerations, proximity to public services and existing density.
- (2) Receiving area value. The maximum gross development densities shall be limited to eight dwelling units per acre.
- (3) Receiving areas may be rezoned to R-8 Garden Apartment and Townhouse District in accordance with Chapter 230-58 if the developer participates in the TDR program and purchases TDR credits.
- (4) Developers may purchase available credits from the TDR bank at a value per transfer credit established by the City in accordance with Section G.

F. Irrevocable preservation easement.

- (1) Preparation of irrevocable preservation easement. Prior to the purchase of transfer credits, the State of Delaware, Department of Agriculture shall prepare an irrevocable preservation easement for the purposes of establishing a perpetual restriction upon the sending area property from which development credits are being purchased. The irrevocable preservation easement shall be prepared by and at the expense of the State of Delaware, Department of Agriculture and shall be subject to review and approval of the Planning Department.
- (2) Recordation of irrevocable preservation easement. Such preservation easement shall be recorded in the Office of the Recorder of Deeds for the County at the time of purchase of any development credits, and shall become a permanent, perpetual preservation easement on the deed of the sending property. No such preservation easement shall be recorded without the signature of the City Manager and Planning Director.

G. Administration.

- (1) A value for each transfer credit shall be established by a licensed and certified Delaware real estate appraiser and adopted by resolution by the City Council. The value shall be reviewed every two years.
- (2) The City may include the cost of administering the TDR program, including but not limited to, the performance of appraisals, in the value per unit established by City Council.

Section 4. Dates.

Introduction to City Council: January 10, 2022

Planning Commission Review/Recommendation/Public Hearing: January 18, 2022

City Council Review/Public Hearing/Determination: January 24, 2022

Section 5. Effective.

This Ordinance is effective ten days following its adoption.

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS
Planning Commission: Tuesday, January 18, 2022 @ 7:00 PM
City Council: Monday, January 24, 2022 @ 7:00 PM

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

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS
Ordinance 2022-06
Amendment to City of Milford Code
Chapter 230/Zoning Code

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

WHEREAS, the Mayor and City Council desire to update the City of Milford Code Chapter 230 Zoning Code to implement the goals and recommendations from the 2018 Comprehensive Plan, reduce the number of Board of Adjustment applications, standardize site plan, subdivision, and conditional use review procedures, and eliminate contradictory statements, erroneous language, and other items to improve the administration of Chapter 230 Zoning; and

WHEREAS, the Planning Commission of the City of Milford, along with the City Solicitor and Planning Director, reviewed each section of Chapter 230 Zoning Code during several workshops in 2021; and

WHEREAS, the City of Milford Planning Commission had a final review and recommendation during their meeting on Tuesday, January 18, 2022, at which time interested parties publicly commented on the amendments; and

WHEREAS, Milford City Council held a Public Hearing on January 24, 2022, to allow for additional public comment and further review of the amendments; and

WHEREAS, as required by Chapter 230, the Public Notice was published in the Milford Beacon on December 29, 2021; and

WHEREAS, City Council found that the amendments to Chapter 230 Zoning Code are in the best interest of the health, safety, convenience, and general welfare of the citizens of the City.

NOW, THEREFORE, the City of Milford hereby ordains:

Section 1. Purpose: The Code of the City of Milford is hereby amended to modify/clarify specific requirements within the City Code, Chapter 230, ZONING CODE.

Section 2. Sections 230-3, 230-4, 230-9, 230-10, 230-11, 230-12, 230-13, 230-13.1, 230-14, 230-15, 230-16, 230-17, 230-18, 230-19, 230-19.1, 230-19.2, 230-19.3, 230-19.4, 230-19.5, 230-19.6, 230-19.7, 230-19.8, 230-19.9, 230-20, 230-21, 230-22, 230-24.18, 230-27, 230-29, 230-30, 230-31, 230-32, 230-33, 230-34, 230-35, 230-36, 230-37, 230-38, 230-38.5, 230-39, 230-40, 230-41, 230-42, 230-43, 230-44, 230-45, 230-45.1, 230-45.2, 230-45.3, 230-47, 230-48.1, 230-49, 230-51, 230-52, 230-52.1, 230-52.2, 230-53, 230-54, 230-55, 230-56, 230-58, 230-59, 230-61, 62, and 230-63, are hereby amended and/or renumbered.

Section 3. Articles XII and XIV are renamed.

Section 4. Strikethrough text denotes a deletion; underlined, and bold text denotes an addition.

Chapter 230 - ZONING CODE

ARTICLE I - General Provisions

§ 230-1. - Purpose.

The purpose of this chapter is to classify, regulate and restrict the height, number of stories and size of buildings and other structures, the percentage of lot that may be occupied, the size of yards, courts and other open spaces, the density of population and the location, use and extent of use of buildings, structures and land for residence, trade, industry and other purposes; create districts for said purpose and establish a Board of Adjustment; and impose penalties for violations, so as to lessen congestion in the streets; secure safety from fire, panic and other dangers; provide adequate light and air; prevent undue concentration of population and overcrowding of land; facilitate the adequate provision of transportation, water, sewage, school, park and other public requirements; conserve the value of buildings and encourage the most appropriate use of land; and promote the health, safety, morals and general welfare of the City of Milford.

§ 230-2. - Title.

- A. Long title. An ordinance to establish zoning regulations for the use of land and structures, the area of lots, the bulk of buildings and other structures, the density of population, the provision of off-street parking spaces and similar accessory regulations for the City of Milford, Delaware, and for such purposes to divide the City into districts and, further, to provide for the administrative enforcement and amendments thereof, in accordance with the provisions of the laws of the State of Delaware.
- B. Short title. This chapter shall be known and may be cited by the title as the "Zoning Code of the City of Milford, Delaware."

§ 230-3. - Zoning Map.

The Zoning Map of the City of Milford is not set forth in this chapter but has been saved from repeal and may be found on file in the City Hall and on the City's website, ~~where it may be examined during normal business hours.~~

§ 230-4. - Definitions and word usage.

- A. Definitions. For the purpose of this chapter, certain words and phrases shall be interpreted or defined as follows:

ABOVEGROUND STORAGE TANK (AST) — An AST is a single containment vessel greater than 250 gallons as defined in the Delaware Regulations Governing Aboveground Storage Tanks. ASTs with a storage capacity greater than 12, 499 gallons containing petroleum or hazardous substances, and ASTs with a storage capacity greater than 39,999 gallons containing diesel, heating fuel or kerosene, are subject to the design, construction, operation, and maintenance requirements of the Delaware AST regulations.

ACCESSORY APARTMENT – A separate complete housekeeping unit that is contained within the structure of a single-family detached dwelling.

ACCESSORY COTTAGE – A separate and subordinate dwelling unit that is located on the same lot as a single-family detached dwelling but is contained in a detached garage or other outbuilding.

ACCESSORY DWELLING – An accessory apartment or accessory cottage.

ACCESSORY USE OR STRUCTURE — A use or building structure subordinate to and located on the same lot as the principal use or building and serving a purpose customarily incidental to the use of the principal building.

ALCOHOLIC BEVERAGE — Any fermented liquor or malt beverage, such as wine, beer, or distilled spirit that contains ethyl alcohol, or ethanol, as an intoxicating agent.

ALLEY — A public or private way affording only secondary means of access to abutting property. This definition is not intended to include utility alleys, which are easements not open to public traffic and intended solely for the placement and maintenance of utilities.

APPLICANT — A person, firm, or government agency that executes the necessary forms to obtain approval or a permit for any zoning, subdivision, land development, building, land disturbance, or other activity regulated.

AQUIFER — A geological formation, group of formations or part of a formation composed of rock, sand, or gravel capable of storing and yielding groundwater to wells.

BASEMENT — A story partly underground but having at least 1/2 of its height above the average level of the adjoining ground. A basement shall be counted as a story for the purpose of height measurement if the vertical distance between the ceiling and the average level of the adjoining ground is more than five feet or if used for business or dwelling purposes, other than a game or recreation room.

BED-AND-BREAKFAST — A private owner/owner representative occupied residence with one to six guestrooms. The bed-and-breakfast is subordinate and incidental to the main residential use of the building.

BEDROOM — A room not less than 80 square feet which, because of limited access and separation from the living areas, is intended or may be used for sleeping.

BERTH (LOADING) — A space for an automotive vehicle or truck to load or unload its cargo.

BUILDING — Any structure having a roof supported by columns or walls used for the shelter, housing or enclosure of persons, animals or property.

BUILDING, ACCESSORY — A building subordinate to the principal building on a lot and used for purposes customarily incidental to those of the principal building.

~~BUILDING COVERAGE, MAXIMUM — The maximum ratio obtained by dividing the ground floor area of all principal and accessory buildings on a lot by the total area of the lot upon which the buildings are located, including covered porches, carports and breezeways but excluding open patios.~~

~~BUILDING HEIGHT — The vertical distance of a building measured from the average level of the highest and lowest portion of the building site covered by the building to the ceiling of the uppermost story.~~

The vertical distance measured from the average elevation of the finished grade at the front of the building to the highest point of the roof for flat and mansard roofs and to the mean height between the eave and ridge for other types of roofs.

BUILDING, PRINCIPAL — A building in which is conducted the main or principal use of the lot on which it is situated.

~~CELLAR — A story partly underground and having more than 1/2 of its clear height below the average level of the adjoining ground. A cellar shall not be considered in determining the permissible number of stories.~~

CERCLA HAZARDOUS SUBSTANCES — Defined in terms of either those substances specifically designated as hazardous under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), otherwise known as the "Superfund Law," or those substances identified under other laws. In all, the Superfund Law includes references to four other laws to designate more than 800 substances as hazardous and identify many more as potentially hazardous due to their characteristics and the circumstances of their release.

COMMISSION — The Planning Commission of the City of Milford, Delaware.

COMMUNITY RESIDENTIAL TREATMENT PROGRAM — A planned program of care consisting of full-time or part-time programmatic supervision, counseling and/or therapy; such residence program is provided to persons who are physically disabled, developmentally disabled, psychiatrically disabled, have drug or alcohol problems, are under the legal custody of the state, are minors with social and/or behavioral problems; or are persons who have disabilities with aging. A community residential program does not include skilled nursing care.

CONDITIONAL USE — A use which is not appropriate in a particular zoning district as a matter of right but which may be suitable in certain locations within the district only when specific conditions or requirements prescribed for such cases within this chapter are met. Conditional uses are allowed or denied by the City Council after recommendation by the Planning Commission.

CONTAMINATION — Any physical, chemical, biological, or radiological substance that enters the hydrological cycle through human action and may cause a deleterious effect on groundwater resources; it shall include but is not limited to hazardous waste, limiting nutrients, and sanitary sewage.

DECK — A roofless, floored structure, typically with a railing, that adjoins a residence.

DELINEATION — The process of defining and/or mapping a boundary that approximates the areas that contribute water to a particular water source used as a public water supply.

DEVELOPMENT — Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, the placement of mobile homes, streets and other paving, utilities, filling, grading, excavation, mining, dredging or drilling operations.

DEVELOPMENT ADVISORY COMMITTEE — A committee comprising of City Department staff, representatives of the Delaware Department of Transportation, Delaware Department of Natural Resources and Environmental Control, Conservation District, State Fire Marshal, and such other professional and technical representatives as may be deemed necessary by the Planning Director. The Committee shall function as an advisory body to the Planning Department with regard to design requirements, improvement specifications and other applicable standards relating to the design and construction of subdivisions and land developments.

DWELLING — Any building or portion thereof designed or used exclusively as the residence or sleeping place of one or more persons. The term "dwelling" shall not be deemed to include an automobile court, rooming house, tourist home, hotel, hospital, nursing home, dormitory or fraternity or sorority house.

- (1) APARTMENT — A room or suite of rooms in a multifamily structure which is arranged, designed, used or intended to be used as a housekeeping unit for a single family.
- (2) SINGLE-FAMILY DETACHED DWELLING — A dwelling unit accommodating a single family and having two side yards.
- (3) SINGLE-FAMILY SEMIDETACHED DWELLING **or DUPLEX** — Two units accommodating two families, which units are attached side by side through the use of a party wall, and having one side yard adjacent to each dwelling unit.
- (4) TWO-FAMILY DETACHED DWELLING — Two dwelling units accommodating two families, which units are located one over the other, and having two side yards.
- (5) **SINGLE-FAMILY ATTACHED OR TOWNHOUSE DWELLING – A single-family dwelling unit constructed in a row of attached units separated by property lines and with open space on at least two sides.** ~~TWO-FAMILY SEMIDETACHED DWELLING — Four dwelling units accommodating four families and consisting of two units located directly over the other two units, being a combination of both the single family semidetached and two family detached structures.~~

(6) MULTIFAMILY DWELLING — A building designed for occupancy by three or more families living independently of each other and containing three or more dwelling units. Includes garden or low-rise apartments. Such buildings shall consist of the following types:

(a) ~~GARDEN OR LOW-RISE APARTMENT — A multifamily dwelling containing six to 12 dwelling units and not exceeding three stories in height.~~

(b) ~~TOWNHOUSE — A multifamily dwelling containing three to eight dwelling units and not exceeding 2 1/2 stories in height, having a solid masonry fire wall between each unit and individual separate access from the outside to each unit.~~

DWELLING UNIT — One or more rooms, including a kitchen or kitchenette and sanitary facilities, in a dwelling structure designed as a unit for occupancy by not more than one family for living and sleeping purposes.

~~EFFICIENCY UNIT — An apartment dwelling unit which features a combination of certain uses in order to lessen total living area required. An efficiency unit shall not include any apartment dwelling unit of three or more rooms.~~

ENVIRONMENTAL IMPACT ASSESSMENT REPORT (EIAR) — A report required by this chapter that assesses the environmental characteristics of a source water protection area and determines what effects or impacts will result if the area is altered or disturbed by a proposed action that would increase impervious cover beyond the recommended twenty-percent threshold.

~~ESSENTIAL SERVICES — The erection, construction, alteration or maintenance, by public utilities or municipal or other governmental agencies, of underground or overhead gas, electrical, communication, steam or water transmission or distribution systems, including poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, traffic signals, hydrants and other similar equipment and accessories in connection therewith, reasonably necessary for the furnishing of adequate service by such public utilities or municipal or other governmental agencies or for the public health or safety or general welfare, but not including buildings, except telephone central office buildings and telephone booths, which shall also be considered as essential service facilities hereunder.~~

EXCELLENT GROUNDWATER RECHARGE POTENTIAL AREA — Those areas with high percentages of sand and gravel that have "excellent" potential for recharge as determined through a stack unit mapping analysis delineated by the Delaware Geological Survey and presented in the Report of Investigations No. 66, Groundwater Recharge Potential Mapping in Kent and Sussex Counties, Delaware, Geological Survey, 2004.

FAMILY — One or more persons related by blood or marriage or adoption or a group of no more than five unrelated persons living together as a household in a dwelling.

FIREWOOD — Trunks and branches of trees and bushes, but does not include leaves, needles, vines or brush smaller than three inches in diameter.

FLOOR AREA, HABITABLE — The aggregate of the horizontal areas of all rooms used for habitation, not including hallways, stairways, cellars, attics, utility rooms, bathrooms, closets, unheated areas, rooms without at least one window or skylight opening to an outside yard or court, garage space or accessory building space. Habitable floor area shall be measured from the inside face of exterior walls or the center line of walls separating two dwelling units. Every area designated as habitable floor area shall have a ceiling height of not less than seven feet.

GARAGE, PRIVATE PARKING — A building or portion thereof used only for storage of automobiles by the families resident upon the premises or by individuals residing in the immediate vicinity of such storage facilities.

GARAGE, PUBLIC PARKING — A structure or portion thereof, other than a private garage, used for the storage, sale, hire, care, repair or refinishing of automobiles.

GARAGE, STORAGE — A building, not a private or public garage, one story in height, used solely for the storage of motor vehicles (other than trucks) but not for the service or repair thereof nor for the sale of fuel, accessories or supplies.

GASOLINE SERVICE STATION — Any area of land, including structures, that is used for the sale of gasoline or other motor vehicle fuel or for lubricating, washing or otherwise servicing motor vehicles but which shall not include painting or body and fender repairs.

GEOLOGIST — An individual who is registered in the State of Delaware to practice the profession of geology.

GOVERNING BODY — The City of Milford Council.

GROUNDWATER — The water contained in interconnected pores located below the water table in an unconfined aquifer or located in a confined aquifer.

HABITABLE ROOM — A room or enclosed floor space arranged for living, eating or sleeping purposes, not including bath or toilet rooms, laundries, pantries, foyers or communicating corridors.

HAZARDOUS SUBSTANCE UST SYSTEM — Underground storage tank system that contains a hazardous substance defined in 101(14) of the CERCLA (but not including any substance regulated as a hazardous waste under RCRA Subtitle C) or any mixture of such substances and petroleum, and which is not a petroleum UST system.

HAZARDOUS WASTE — A solid waste, or combination of solid wastes, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating irreversible illness, or pose a substantial present or potential a hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed. Without limitation, included within this definition are those hazardous wastes described in Sections 261.31, 261.32, and 261.33 of the Delaware Regulations Governing Hazardous Waste.

HOME OCCUPATION, MAJOR — A home occupation that does not meet one or more of the criteria for a minor home occupation.

~~HOME OCCUPATION, MINOR — A profession or occupation, including a day care center with up to six children, that is carried on within a residential property dwelling that is incidental and secondary to the residential use. It is carried on only by the residents, who may employ one additional nonresident for the conduct of the home occupation. There shall be no exterior evidence of the home occupation, except a sign, and adequate off street parking must be provided as stipulated in this chapter.~~

~~HOSPITAL — Unless otherwise specified, includes a sanatorium, preventorium, clinic, rest home, nursing home, convalescent home and any other place for the diagnosis, treatment or other care of ailments and is limited to places for the diagnosis, treatment or other care of human ailments.~~

IMPERVIOUS COVER — Surfaces providing negligible infiltration such as pavement, concrete, graded aggregate, **and** buildings, **exclusive of swimming pool water surfaces** recreation facilities (e.g., tennis courts, swimming pools, etc.).

JUNK — Includes scrap iron, scrap tin, scrap brass, scrap copper, scrap lead or scrap zinc and all other scrap metals and their alloys and bones, rags, used cloth, used rubber, used rope, used tinfoil, used bottles, old or used machinery, used tools, used appliances, used fixtures, used utensils, used lumber, used boxes or crates, used pipe or pipe fittings, used tires and other manufactured goods that are so worn, deteriorated or obsolete as to make them unusable in their existing condition but subject to being dismantled. Automobiles in operable condition or bearing a current inspection sticker are not included as junk.

JUNKYARD — Buildings, structures or premises where junk, waste or discarded or salvaged materials are bought, sold, exchanged, stored, baled, packed, disassembled or handled, including

automobile wrecking yards, house wrecking and structural steel materials and equipment yards but not including the purchase or storage of used furniture and household equipment or used cars in operable condition or bearing a current inspection sticker or recycling facilities.

LOT — A piece or parcel of land occupied or intended to be occupied by a principal building or a group of such buildings and accessory buildings or utilized for a principal use and uses accessory or incidental to the operation thereof, together with such open spaces as are required by this chapter.

- (1) LOT, CORNER — A lot situated at and abutting the intersection of two streets having an interior angle of intersection not greater than 135°.
- (2) LOT DEPTH — The mean horizontal distance between the front and rear lot lines.
- (3) LOT LINES — The property lines bounding a lot.
 - (a) LOT LINE, FRONT — The line separating the lot from a street.
 - (b) LOT LINE, REAR — The lot line opposite and most distant from the front lot line.
 - (c) LOT LINE, SIDE — Any lot line other than a front or rear lot line. A side lot line separating a lot from a street is called a "side street lot line."
 - (d) LOT LINE, STREET OR ALLEY — A lot line separating the lot from a street or alley.
- (4) LOT WIDTH — The width of the lot between side lot lines at the ~~street front building line as prescribed by the front yard regulations.~~ **street front building line as prescribed by the front yard regulations.**
- (5) LOT AREA — The computed area contained within the lot lines.
- (6) LOT COVERAGE - The percent of a lot which is covered, or planned to be covered, with impervious surfaces.**

MOBILE HOME — A transportable single-family dwelling intended for permanent occupancy, office or place of assembly, contained in one unit or in two units designed to be joined into one integral unit capable of again being separated for repeated towing, which arrives at a site complete and ready for occupancy except for minor and incidental unpacking and assembly operations and is constructed so that it may be used without a permanent foundation, but excluding prefabricated homes or sections thereof which, when assembled, are over 19 feet in width.

~~MUNICIPALITY — The municipal corporation known as the "City of Milford, State of Delaware."~~

NATURAL CONDITION — Open space that is essentially unimproved and set aside, dedicated, designated, or reserved for public or private use.

~~NEIGHBORHOOD COMMERCIAL — Combination of smaller and professional space specifically targeted toward the local neighborhood. The maximum size and configuration of such space shall be determined by the reviewing process on a project-by-project basis. All neighborhood commercial uses shall comply with the following standards and shall only be permitted in planned unit developments.~~

NONCONFORMING LOT — A lot of record which conformed to the lawful minimum width and minimum area requirements for the zone in which it is located prior to the adoption or amendment of this chapter but which fails to conform to the requirements of this chapter for the zone in which it is located by reason of such adoption or amendment.

NONCONFORMING USE OR BUILDING — A building, structure or use legally existing at the effective date of this chapter, or any amendment thereto, or a building, structure or use planned and the construction of which has begun in compliance with existing laws prior to the effective date of this chapter, or amendment thereto, and which does not conform to the use regulations of the district in which located.

~~NURSING HOME — Any premises containing sleeping rooms used by persons who are lodged and furnished with meals and nursing care.~~

OPEN SPACE — Land area to be left undeveloped as part of a natural resource preservation, recreation, bufferyards, or other open space provisions of this Chapter. Open space excludes areas in lots, street rights-of-way and parking. Areas of land within residential subdivisions or developments including planned unit developments that are available to all residents and/or the public and which have the purpose to provide active and/or passive recreational opportunities, maintain land in a predominantly undeveloped and natural state including lands used for:

- (1) ~~Community gardens;~~
- (2) ~~Promotion of conservation and protection of wildlife;~~
- (3) ~~Perpetual conservation easements;~~
- (4) ~~Parks, plazas, walkways, and trails;~~
- (5) ~~Buffers or forested areas; and or~~
- (6) ~~Recreational uses as defined herein.~~

Open space shall not include areas of land for the following unless otherwise approved by Council:

- (1) ~~Wetlands or storm water management facilities;~~
- (2) ~~Drainage easements;~~
- (3) ~~Flagpole areas, including a 20-foot radius around the flagpole;~~
- (4) ~~Medians (unless designed as a park);~~
- (5) ~~Signage areas;~~
- (6) ~~Landscaping in parking areas;~~
- (7) ~~Predominantly impervious surfaces such as streets and parking lots;~~
- (8) ~~Required front, side, or rear yards;~~
- (9) ~~Any land included within designated lot lines; and or~~
- (10) ~~Utility facilities for uses such as sewer, water, gas or electric.~~

OUTDOOR WOODBURNING FURNACE — An accessory structure, designed and intended, through the burning of wood, for the purpose of heating the principal structure or any other site, building, or structure on the premises.

PARKING AREA, PRIVATE — An open area for the same uses as a private garage.

PARKING LOT — An area, other than a street or other public way, which contains more than one parking space and is used for the storage or parking of automobiles for any period of time.

PARKING SPACE — A paved accommodation used for parking motor vehicles, ~~the area of which is not less than 200 square feet~~ and to which there is access from a street or alley.

PASSIVE RECREATION — Recreational uses, areas or activities oriented to noncompetitive activities which either require no special equipment or are natural areas. ~~Recreation that involves existing natural resources and has a minimal impact because it does not require the alteration of existing topography. Such passive recreation shall include but not be limited to nonmotorized vehicles, hiking, bicycling, picnicking, and bird watching.~~

PERMITTED USE — The specific purpose for which land or a building is designed, arranged or intended or for which it is or may be occupied or maintained. The term "permitted use" shall not be deemed to include any nonconforming use.

PLANNED UNIT ~~RESIDENTIAL~~ DEVELOPMENT — A development providing housing of various densities, lot sizes, lot coverage and types, including related recreational and community facilities. The development may include commercial uses that are designed to serve the convenience needs of the residents of the development. The area of land required for a planned unit ~~residential~~ development shall be at least 10 contiguous acres except in the City Core area where the required

area shall be two acres. For purposes of this definition the City Core area shall be identified as follows:

Starting at the location of the intersection of the center line of US 113 and the center line of DE 14 (also known as NW Front Street in Milford, Delaware), and
Proceeding east along the center line of DE Route 14 (NW Front Street) to the intersection of the center line of DE Route 14 (NW Front Street) and the center line of Truitt Avenue, and
Proceeding north along the center line of Truitt Avenue to the intersection of the center line of Truitt Ave and North Third Street, and
Proceeding east along the center line of North Third Street to the intersection of the center line of North Third Street and the center line of West Street, and
Proceeding north along the center line of West Street to the intersection of the center line of West Street and the center line of North Fourth Street, and
Proceeding east along the center line of North Fourth Street to the intersection of the center line of North Second Street, and
Hence approximately 290 feet N 50° W along the nearest property lines and hence approximately 1,470 feet N 35° E along the nearest property lines to the center line of Business Route 1 (also known as Rehoboth Boulevard), and
Proceeding southeast along the center line of Business Route 1 to the intersection of the center line of Business Route 1 and South East Front Street, and
Proceeding west along the center line of South East Front Street to the intersection of the center line of South East Front Street and the center line of Walnut Street, and
Proceeding south along the center line of Walnut Street to the intersection of the center line of Walnut Street and the center line of Causey Avenue, and
Proceeding west along the center line of Causey Avenue to the interception of the center line of Causey Avenue and center line of the railroad right-of-way (also known as the Norfolk Southern tracks), and
Hence approximately 3,280 feet N 70° W along the north shore of Silver Lake as mapped by a solid blue line on the 1993 US Geological Survey Milford DE 7 1/2 minute quadrangle map, to the center line of the north-bound lanes on the US Route 113 bridge over Silver Lake, and
Proceeding north along the center line of the northbound lanes of US Route 113 to the point of beginning at the intersection of the center line of the northbound lands of US Route 113 and the center line of DE Route 14 (also known as Northwest Front Street).

PROFESSIONAL OFFICE — Includes the office of a physician, dentist, optometrist, minister, architect, landscape architect, City planner, engineer, insurance agent, **financial advisor**, realtor, accountant, lawyer, author or similar professional activity.

PUBLIC DRINKING WATER SYSTEM — A community, noncommunity, or nontransient, noncommunity water system which provides piped water to the public for human consumption. The system must have at least 15 service connections or regularly serve at least 25 individuals daily for at least 60 days.

PUBLIC USE — Includes governmental-owned uses such as schools, parks, civic centers, historical properties, fire stations, municipal buildings, essential public utilities that require enclosure within a building, airports and easements for alleys, streets and public utility rights-of-way.

PUBLIC WATER SUPPLY WELL — Any well from which the water is used to serve a community water system by Section 22.146 (Public Water Systems) in the Delaware State Regulations Governing Public Drinking Water Systems.

RECREATIONAL USES — Areas of land within residential subdivisions or developments including planned unit developments which have the purpose to provide active recreational opportunities that are available to all residents of the community and/or the public including lands used for:

- (1) — Indoor club houses;
- (2) — Swimming pools and pool houses;
- (3) — Tennis courts;
- (4) — Basketball courts;
- (5) — Athletic fields;
- (6) — Picnic areas with tables;
- (7) — Ponds for recreational use (boat, fishing or swimming);
- (8) — Playgrounds; and
- (9) — Bike or multi-model trails.

RECREATIONAL VEHICLE — **A vehicle that is intended to be transported over the streets and highways (either as a motor vehicle or attached to or hauled by a motor vehicle) and is designed for temporary use as sleeping quarters, but does not satisfy one or more of the definitional criteria of a mobile home. Such structures shall not be considered dwelling units to be occupied for long term or permanent occupation.** Any vehicle used for recreational purposes, including but not limited to, antique or classic autos, drag or race cars, motorcycles, boats, boat trailers, jet skis, campers, camper trailers, motor/mobile homes, snowmobiles, ATVs, all terrain vehicles and utility trailers.

REDEVELOPMENT — Any proposed expansion, addition, or major facade change to an existing building, structure, or parking facility.

RESIDENTIAL CONVERSION — A structural alteration and/or internal remodeling of a previously single family home to one that may accommodate two or more families in independent, self-contained units. Each unit should provide at least 500 square feet of habitable floor area. The change to a two family or multifamily structure must be done in accordance with special requirements enumerated in this chapter.

RIGHT-OF-WAY — Land reserved for use as a street, alley or interior walk or for other public purpose.

ROOMING OR BOARDING HOUSE — A building or portion of a building that is arranged or used for the sheltering and feeding of more than three individuals.

RUNOFF — That portion of precipitation or snow melt that has not evaporated or infiltrated into the soil, but flows on land or impervious surfaces and discharges to a swale, ditch or stream.

SANATORIUM — An institution for the care and treatment of invalids and convalescents.

SANITARY LANDFILL — A land site at which solid waste is deposited on or into the land as fill for the purpose of permanent disposal, except that it will not include any facility that has been approved for the disposal of hazardous waste under the Delaware Regulations Governing Hazardous Waste.

SITE PLAN APPROVAL — A process for the review and approval of a development or redevelopment plan prior to the issuance of a development.

SKEWING — The design of a lot where a straight lot line is not practical. Therefore, a lot line or lines will run at a slant, and the lot will not be perfectly equal on all sides.

SOURCE WATER — Any aquifer from which water is drawn either periodically or continuously by a public water system.

SOURCE WATER ASSESSMENT AND PROTECTION PROGRAM (SWAPP) — Created by Congress as part of the Safe Drinking Water Act Amendments of 1996. The goal of the SWAPP is to better protect public drinking water resources by providing local and state governments and the public

more information about those resources. The susceptibility of each source of public drinking water to various types of contamination will be determined and published.

SOURCE WATER ASSESSMENT AREA — The area delineated by the DNREC Source Water Assessment and Protection Program that contributes water to a public water supply system.

SOURCE WATER ASSESSMENT PLAN — The October 1999 U.S. EPA-approved plan for evaluating the sources of public drinking water in Delaware for their vulnerability and susceptibility to contamination.

SOURCE WATER ASSESSMENT REPORT (SWAP) — The identification and evaluation of the sources of water within the state used by public water systems in an effort to determine their vulnerability and susceptibility to contamination.

SOURCE WATER PROTECTION AREA — Wellhead protection areas and excellent groundwater recharge potential areas.

~~SPECIAL EXCEPTION — The granting of a modification of the provisions of this chapter as authorized in specific instances listed and under the terms, procedures and conditions prescribed herein. Special exceptions are administered by the Board of Adjustment.~~

STACK or CHIMNEY — Any vertical structure enclosing a flue or flues that carry off smoke or exhaust from a solid fuel fired heating device or structure, including that part of the structure extending above a roof.

STORMWATER — The runoff of water from the surface of the land resulting from precipitation or snow or ice melts.

STORMWATER MANAGEMENT

- (1) For water quantity control, a system of vegetative, structural, and other measures that may control the volume and rate of stormwater runoff which may be caused by land-disturbing activities or activities upon the land; and
- (2) For water quality control, a system of vegetative, structural, and other measures that control adverse effects on water quality that may be caused by land-disturbing activities or activities upon the land.

STORY — That portion of a building included between the surface of any floor and the surface of the floor next above it or, if there is no floor above it, then the space between the floor and the ceiling next above it.

- (1) STORY, HALF — A partial story under a gable, hip or gambrel roof, the wall plates of which on at least two opposite exterior walls are not more than four feet above the floor of such story.
- (2) STORY, FIRST — The lowest story or the ground story of any building, the floor of which is not more than 12 inches below the average contact ground level at the exterior walls of the building.

STREET — A public or private thoroughfare which affords the principal means of access to abutting property, including an avenue, place, way, drive, lane, boulevard, highway, road and any other thoroughfare, except an alley.

STRUCTURAL ALTERATION — Any change in the structural members of a building, such as walls, columns, beams or girders, or any addition to any structure.

STRUCTURE — Anything constructed, the use of which requires permanent location on the ground or attachment to something having a permanent location on the ground, including stationary and portable carports.

~~TRAVEL TRAILER — A vehicle less than 30 feet in length and used for temporary living or sleeping purposes and standing on wheels.~~

UNDERGROUND STORAGE TANK (UST) — A UST is one or a combination of tanks, including underground pipes, the volume of which is 10% or more belowground, as defined in the Delaware Regulations Governing Underground Storage Tank Systems. The following USTs are not subject to the design, construction, operation, and maintenance requirements of the Delaware UST Regulations: residential heating fuel, agricultural, and residential motor fuel USTs less than 1,100 gallons and any UST less than 110 gallons.

VACANT PROPERTY — Lands or buildings that are not actively used for any purpose as designated in the underlying zoning district/overlay for one year.

VARIANCE — The Board of Adjustment's authorized departure to a minor degree from the text of this chapter in direct regard to a hardship or exceptional practical difficulty peculiar to an individual lot, in accordance with the procedures set forth in this chapter.

VEHICLE HEIGHT — A vehicle height will be determined by measuring from the ground surface to the top of the vehicle, as stored.

VEHICLE LENGTH — A vehicle length will be determined by the physical measurement of the outside dimension of said vehicle, i.e., a boat will be measured from the bow to the stern, a camper/motor home will be measured from bumper to bumper, a utility trailer or camper trailer will be measured front to rear excluding the trailer tongue, a boat trailer will be measured from the rear to the point of the bow support excluding the tongue.

WASTEWATER — Solid, semi-solid or water-carried waste from septic tanks, water closets, residences, buildings, industrial establishments, or other places, together with such groundwater infiltration, subsurface water, and mixtures of industrial wastes or other wastes as may be present.

WATER QUALITY — Those characteristics of stormwater runoff from an impervious surface or a land-disturbing activity that relate to the chemical, physical, biological, or radiological integrity of water.

WATER QUANTITY

- (1) Those characteristics of stormwater runoff that relate to the volume of stormwater runoff to downstream-gradient areas resulting from land-disturbing activities.
- (2) Those characteristics of stormwater that relate to the volume of stormwater that infiltrates the land surface and enters the underlying aquifer.

WELLHEAD — The upper terminal of a well, including adapters, ports, seals, valves, and other attachments.

WELLHEAD PROTECTION AREAS (WHPA) — Surface and subsurface areas surrounding public water supply wells or well fields where the quantity or quality of groundwater moving toward the wells or well fields may be adversely affected by land use activity.

WELLHEAD PROTECTION PLAN — The March 1990 U.S. EPA-approved plan for protecting the quality of drinking water derived from public water supply wells in Delaware.

YARD — An open space as may be required by this chapter, on the same lot with a building or a group of buildings, which open space lies between the principal building or group of buildings and the nearest lot line and is unoccupied and unobstructed from the ground upward except as permitted in this chapter.

- (1) **YARD, FRONT** — An open space extending the full width of the lot between a building and the front lot line, unoccupied and unobstructed from the ground upward except as specified elsewhere in this chapter. The front yard is measured from the right-of-way line.
- (2) **YARD, REAR** — An open space extending the full width of the lot between a building and the rear lot line, unoccupied and unobstructed from the ground upward except as specified elsewhere in this chapter.

(3) YARD, SIDE — An open space extending from the front yard to the rear yard between a building and the nearest side lot line, unoccupied and unobstructed from the ground upward except as specified elsewhere in this chapter.

YARD SALE or GARAGE SALE — A permitted temporary sales activity principally involving household items and/or consumer goods, conducted by the owner (or residential tenant) of real property upon said property which is residentially zoned and used primarily for residential purposes. A yard sale is typically limited to a one-day event but not longer than two consecutive days. Provided however, that such temporary sales activity shall, under no circumstances, last more than four total days during any particular calendar year upon any real property.

ZONING MAP — The Official Zoning Map of the City of Milford, Delaware.

- B. Words not defined in Subsection A. Words not defined above shall have the meanings given in Webster's Unabridged Dictionary.
- C. Word usage. Words used in the present tense include the future; the singular number includes the plural, and the plural the singular; the word "building" includes the word "structure"; the word "occupied" includes the words "designed or intended to be occupied"; and the word "used" includes the words "arranged or intended to be used."

ARTICLE II - Designation of Districts
 § 230-5. - Types of districts.

For the purpose of this chapter, the portions of the City of Milford included within the Zoning Map adopted under this chapter are divided into 16 types of districts as follows:

Designation	Characteristic Description
R-1	Single-Family Residential District
R-2	Residential District
R-3	Garden Apartment and Townhouse District
C-1	Community (Neighborhood) Commercial District
C-2	Central Business District
C-2A	Riverfront Development District
C-3	Highway Commercial District
H-1	Institutional Development District
I-1	Limited Industrial District
I-2	General Industrial District
OC-1	Office Complex District
OB-1	Office Building District
BP	Business Park District
IS	Institutional Service District
IM	Institutional Medical District
R-8	Garden Apartment and Townhouse District

§ 230-6. - Adoption of Zoning Map.

The Official Zoning Map shall consist of a scaled map of the City, which shall be prepared and adopted separately. The Zoning Map shall be filed in the City Hall ~~and with both the Kent County Recorder of Deeds and the Sussex County Recorder of Deeds~~. The Official Zoning Map and all explanatory information that it contains are made a part of this chapter by reference.

§ 230-7. - Applicability.

- A. After the date of adoption of the Zoning Map and of this chapter, with any changes or amendments, no building or premises or any part of any building in any section of the City to which the Zoning Map shall apply shall be used or maintained for any purpose other than a use permitted by this chapter for the district in which the building or premises is located.
- B. Existing nonconforming uses and nonconforming buildings are exempt from these provisions to the extent provided in this chapter.
- C. Where any already improved lot is hereafter divided, the division must be effected in such a manner as not to violate the provisions of this chapter applicable to such lot.

§ 230-8. - District boundary lines.

- A. The zoning districts shall be shown on the Official Zoning Map, with the scale of the map and dimensions to serve as guides. In general, along any particular street, districts shall be of uniform depth and their boundaries shall parallel the street line at the distance shown on the Zoning Map. In other cases, they are intended to follow existing lot lines and street lines.
- B. Uncertainty as to boundaries. Where uncertainty exists as to the boundaries of zoning districts or overlay zones as shown on the Official Zoning Map, the following rules shall apply:
 - (1) Boundaries indicated as approximately following the center lines of streets, highways, or alleys shall be construed to follow such center lines.
 - (2) Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines.
 - (3) Boundaries indicated as approximately following City or county limits shall be construed as following municipal or county limits.
 - (4) Boundaries indicated as following railroad lines shall be construed to be midway between the main tracks.
 - (5) Boundaries indicated as approximately following the center lines of streams, lakes, or other bodies of water shall be construed as following such center lines.
 - (6) Boundaries indicated as parallel to or extensions of features described in this subsection shall be so construed. Distances not specifically indicated on the Official Zoning Map shall be determined by the scale of the map.
 - (7) Where physical or cultural features existing on the ground differ from those shown on the Official Zoning Map, or in other circumstances not covered by this subsection, the determination shall solely lie with the City Council after consultation and review by the designated Administrator.
- C. All public streets not otherwise zoned shall have the same zoning district to the center line of the street as the adjacent zoning district.
- D. Errors or omissions.

- (1) If because of error or omission, the Zoning District Map does not show a property as being in a zoning district, such property shall be classified in the least intense zoning district until changed by amendment.
- (2) Parcels split by zoning districts. Where a zoning district boundary divides a lot tract, parcel or property, the location of the district boundary, unless the Zoning Map indicates its dimensions, shall be determined by applying the map scale shown on the zoning map scaled to the nearest foot.

ARTICLE III - Use and Area Regulations

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

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

- A. Purpose. The intent of the R-1 Residential District is to preserve the spacious residential atmosphere and quality of living of existing low-density residential development, to provide for the orderly and appropriate development of new low-density housing and to allow related uses that would not be detrimental to the residential character of the district.
- B. Permitted uses. Permitted uses for the R-1 District shall be as follows:
 - (1) A single-family detached residential dwelling.
 - (2) Farming, agricultural activities and roadside stands for the sale of farm and nursery products produced on the property where offered for sale.
 - (3) Municipal and public services and facilities, including City Hall, water storage towers, water reservoirs, water pumping stations, water treatment plants, sewage pumping stations, sewers (storm and sanitary), street rights-of-way, utility transmission and distribution lines, public transportation bus or transit stops, police and fire stations and substations for electric, gas and telephone facilities.
 - (4) Parks, playgrounds, athletic fields, recreation buildings, swimming pools and community centers operated on a noncommercial basis for recreation purposes.
 - (5) Customary **residential** accessory uses, such as private garages, swimming pools and storage sheds, **may be located in any required side or rear yard provided:** ~~subject to the following special requirements:~~
 - (a) The primary residence must exist or be under construction.
 - (b) ~~Private residential garages shall not exceed 750 square feet.~~ **All such buildings in the aggregate shall not occupy more than 30 percent of the area of the required rear and side yard.**
 - (c) ~~Residential storage sheds or related outbuildings shall not exceed 150 square feet.~~ **An accessory structure may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter with the inclusion of attached garages.**
 - (d) **Such buildings shall be setback five feet from any lot line and shall not be located less than five feet from a principal structure.**
 - (6) Home occupational/office (subject to the following special requirements):
 - (a) ~~All employees are to be of the immediate family.~~ **The business activity shall be compatible with the residential zoning of the property and surrounding uses.**

- (b) ~~The appearance of the dwelling shall not be inconsistent with the primary use of the structure.~~ The use is carried on entirely by the inhabitants of the dwelling, and shall employ no employees other than family members residing in the dwelling.
- (c) ~~The area used for the home occupation shall not exceed 30% of the total floor area of the dwelling, unless, as in the case of family day care, the state has final jurisdiction of the area requirements.~~ The use does not involve any customer, client, or patient visits, whether vehicular or pedestrian, to the dwelling.
- (d) ~~No storage of products or associated materials is allowed in accessory structures/buildings, and no products are to be stored where they are outwardly visible to the public view.~~ Such use involves no pickup, delivery, or removal functions to or from the premises in excess of those normally associated with the residential use.
- (e) ~~Family day care shall involve a maximum of six full time and two after school children, as specified by state regulations.~~ There shall be no display or sale of retail goods and no stockpiling or inventory of a substantial nature.
- (f) ~~The occupation will not cause excessive vehicular traffic or noise.~~ There shall be no outside appearance of a business use, including, but not limited to, parking, signs or lights.
- (g) ~~The occupation will not involve animal boarding and/or care.~~ The business activity may not use any equipment or process which creates noise, vibration, glare, fumes, odors or electrical or electronic interference detectable to normal senses beyond the property in excess of levels customarily generated by a residential use.
- (h) The business activity may not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use in the neighborhood.
- (i) The business activity shall only be conducted within the dwelling and the floor area devoted to such use shall not exceed 30 percent of the total floor area for the principal residential structure.
- (j) As long as all other criteria is met, more than one home occupation shall be permitted per lot or dwelling.
- (k) The practice of a home occupation shall be conducted entirely within the dwelling which is the bona fide residence and under ownership of the principal practitioner or contained entirely within an accessory building and located on the same lot as the dwelling.
- (l) There shall be no change in the exterior appearance of the dwelling, any accessory building and/or the lot, which would cause the premises to differ from its residential character.
- (m) There shall be no storage or use upon the premises (beyond normal household use) of toxic, explosive, polluting, dangerous, or other substances defined as hazardous by DNREC, or through applicable regulations.
- (n) There shall be no unenclosed exterior storage of material or refuse resulting from the home occupation.
- (o) Prohibited minor home occupations. Minor home occupations shall not include the following uses:
 - [1] Animal shelter, commercial kennel or veterinary office;
 - [2] Rooming or boarding home;
 - [3] Bed and Breakfast;
 - [4] Funeral home;
 - [5] Restaurant;
 - [6] Outdoor café;
 - [7] Club or lodge;
 - [8] Medical or dental office;

[9] Retail shop;

[10] Rental business;

[11] Furniture stripping;

[12] Auto or small engine repair;

[13] Painting of vehicles, trailers, or boats;

[14] Manufacturing, repairing or other mechanical work performed in connection with the home occupation performed in any outdoor area;

[15] Private school with organized classes; private schools are defined as any building or groups of buildings, the use of which meets state requirements for elementary, secondary or higher education and which does not secure the major part of its funding from any governmental agency;

[16] Welding shop;

[17] Other uses of similar character to those listed above.

(7) Family day care home. An occupied residence in which a person provides care for children other than his/her own family and the children of close relatives for compensation. Such care in a family day care home is limited to that care given to six or fewer children with a maximum of three children allowed for after school care. Such child care facility shall be permitted as an accessory use.

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

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

(5) Accessory dwelling units. Accessory dwelling units include accessory apartments and accessory cottages and are subject to the following requirements;

- (a) One dwelling unit on the property shall be owner-occupied. A notice and declaration of land use restriction to this effect shall be signed and recorded prior to issuance of a certificate of use and/or building permit for the accessory dwelling unit.

- (b) Only one accessory dwelling unit (either apartment or cottage) shall be permitted per property.
- (c) Accessory Apartments.
- [1] Accessory apartments are only permitted within single-family detached dwellings.
- [2] The floor area of an accessory apartment shall not exceed 35% of the single-family detached dwelling.
- (d) Accessory Cottages.
- [1] An accessory cottage shall contain at least 220 square feet of floor area. The floor area of an accessory cottage shall not exceed 40% of the floor area of the single-family detached dwelling to which it is accessory or 1,200 square feet, whichever is greater.
- [2] For an accessory cottage which will be a new structure, the exterior materials, roof form, and window spacing and proportions of the accessory cottage shall approximate those of the existing or proposed single-family detached dwelling.
- [3] For an accessory cottage located within an existing garage or other outbuilding, the structure is not required to approximate the exterior features of the existing single-family detached dwelling, but any exterior modification should be consistent with the architectural style of that structure unless the building is upgraded per the requirements for new structures.
- [4] Accessory cottages shall comply with the principal structure setbacks for the respective zoning district, unless the accessory cottage is located within an existing garage or other outbuilding, for which the structure must meet the accessory structure setbacks for the respective zoning district.
- (65) Professional occupation restricted to the owner/occupant, subject to conformance with the following requirements: **Major Home Occupation. A home occupation that does not meet one or more of the criteria for a minor home occupation shall be defined as a major home occupation and subject to the following requirements:**
- (a) There shall be three off-street parking spaces in addition to those otherwise required. **Major home occupations shall be permitted only in single-family detached dwellings or an accessory structure to a single-family detached dwelling**
- (b) No more than two persons shall be employed by the practitioner of the professional occupation to provide secretarial, clerical, technical or similar assistance. **The area used for a major home occupation shall not exceed 30 percent or 600 square feet of the total floor area of the principal residential structure or accessory structure.**
- (c) No storage of materials or products outside the dwelling shall be permitted unless completely housed. **No more than one person, other than resident members of the immediate family may be employed or subcontracted at the residence. Use of nonresident employees must have prior approval from City Council.**
- (d) The area used for the practice of a professional occupation shall occupy no more than 50% of the total floor area, including garages or other accessory buildings. **No more than two clients at any one given time shall be permitted to visit the premises to conduct business related to the major home occupation.**
- (e) The professional use shall be clearly incidental to the residential use of the dwelling and shall not change the essential residential character of the dwelling. **No articles shall be sold or offered for sale except those produced on the premises. Such sales must have prior approval from City Council.**

- (f) ~~No external alterations inconsistent with the primary residential use of the dwelling shall be allowed.~~ Where employees or customer visits are anticipated, off-street parking shall be provided in a sufficient capacity to prevent interference with normal residential parking in the neighborhood. Minimum off-street parking shall apply as outlined in Article IV Off-street Parking and Loading Standards.
- (g) ~~No display of products shall be visible from outside the building.~~ Beauty parlors and barber shops may be permitted as a major home occupation provided that no more than two stylist or barber chairs are provided and all other provisions of this ordinance are met.
- (h) Instructional services may be permitted as a major home occupation provided that a maximum of three students may be instructed at any one time, and there shall be no more than two trips per hour.
- (i) The practice of a home occupation shall be conducted entirely within the dwelling which is the bona fide residence and under ownership of the principal practitioner or contained entirely within an accessory building and located on the same lot as the dwelling.
- (j) There shall be no change in the exterior appearance of the dwelling, any accessory building and/or the lot, which would cause the premises to differ from its residential character.
- (k) The business activity may not use any equipment or process which creates noise, vibration, glare, fumes, odors or electrical or electronic interference detectable to normal senses beyond the property in excess of levels customarily generated by a residential use.
- (l) Deliveries from major commercial suppliers which may be disruptive to the neighborhood shall not be made between the hours of 8:00 pm prevailing time and 8:00 am prevailing time.
- (m) There shall be no storage or use upon the premises (beyond normal household use) of toxic, explosive, polluting, dangerous, or other substances defined as hazardous by DNREC, or through applicable regulations.
- (n) There shall be no unenclosed exterior storage of material or refuse resulting from the home occupation.
- (o) All commercial vehicles shall be parked on the same lot as the home occupation, and only one commercial vehicle may be parked outside of a garage, enclosed structure, or screened parking space within the lot boundaries. Such a commercial vehicle shall have no more than two axles. There shall be not storage of tractor-trailers on the lot on which the home occupation is located.
- (p) Prohibited major home occupations. Major home occupations shall not include the following uses:
- [1] Animal shelter, commercial kennel or veterinary office;
 - [2] Rooming or boarding home;
 - [3] Bed and Breakfast;
 - [4] Funeral home;
 - [5] Restaurant;
 - [6] Outdoor café;
 - [7] Club or lodge;
 - [8] Medical or dental clinic (two or more doctors or dentists);
 - [9] Retail shop;
 - [10] Rental business;
 - [11] Furniture stripping;
 - [12] Auto or small engine repair;
 - [13] Painting of vehicles, trailers, or boats;

~~[14] Manufacturing, repairing or other mechanical work performed in connection with the home occupation performed in any outdoor area;~~

~~[15] Private school with organized classes; private schools are defined as any building or groups of buildings, the use of which meets state requirements for elementary, secondary or higher education and which does not secure the major part of its funding from any governmental agency;~~

~~[16] Welding shop;~~

~~[17] Other uses of similar character to those listed above.~~

~~(6) Customary home occupation or a studio for artists, designers, photographers, musicians, sculptors and other similar persons, subject to conformance with the following requirements:~~

~~(a) The area used for the practice of the home occupation or studio shall occupy no more than 50% of the total floor area of the dwelling unit in which it is located.~~

~~(b) No storage of materials or products outside the dwelling shall be permitted unless completely housed.~~

~~(c) The home occupation or studio shall be clearly incidental to the residential use of the dwelling and shall not change the essential residential character of the dwelling.~~

~~(d) No external alterations inconsistent with the primary residential use of the dwelling shall be allowed.~~

~~(e) No display of products shall be visible from outside the building.~~

~~(f) A maximum of two employees shall be permitted in the operation of the home occupation or studio.~~

(7) Social club or fraternal, social service, union or civic organization.

(8) Cultural facilities, including a library, museum or art gallery.

(9) Country club, regulation golf course, including customary accessory uses, provided that all buildings have a minimum setback of 120 feet from all street and property lines.

(10) Planned unit residential development, [see requirements in Chapter 230-19.9.](#)

~~(11) Planned Residential Neighborhood Development.~~

~~(a) Planned Residential Neighborhood Development. In order to encourage superior residential environments through a unified planning process, the Planned Residential Neighborhood Development shall be permitted in the R-1 Single Family Residential District Zone as a conditional use subject to the provisions of this chapter and after a determination by the Planning Commission that the proposed planned neighborhood design presents a community design that would not be possible under the conventional zone and is in accordance with the goals and policies of the Comprehensive Plan. The minimum size required for a Planned Residential Neighborhood Development (PRND) shall be 10 acres.~~

~~(b) Review process. The planned neighborhood design option shall involve a three step review and approval process. In the first step, the developer shall meet with the City Council and present a general sketch plan and a statement documenting the project's compliance with the goals of the Comprehensive Plan for review. The general sketch plan shall reflect the general layout of streets, open space, and housing areas and types. The City Council shall determine whether the proposed project is of such a design and type that it warrants further review by the Planning Commission. If the City Council determines that further review is warranted, the second step shall be the conditional use review process which involves the submission of a conceptual plan which conforms in content to the design standards and requirements specified in this section, as well as the plan submission requirements of this chapter and Subdivision Ordinance. If the conditional use/conceptual~~

subdivision plan is approved, the plan would proceed to the third step which involves the submission of a site development plan and preliminary/final subdivision plans for review and approval by the Planning Commission and City Council.

~~(c) Maximum density. The gross residential density in a Planned Residential Neighborhood Development shall not exceed four dwelling units per acre, however the density could be increased to eight dwelling units per acre, provided the development provides the amenities listed under the density bonus section. In no case shall the development exceed eight dwellings units per gross acre.~~

~~(d) Design standards. The design standards and dimensional requirements (bulk and parking regulations) shall be in accordance with this chapter.~~

~~[1] Lot coverage. Based on the following type of residential construction, the following is the maximum lot coverage:~~

~~[a] Single family detached dwelling: 35%.~~

~~[b] Single family semidetached dwelling: 35%.~~

~~[c] Single family attached dwelling: 40%.~~

~~[d] Garden apartments/condominiums: 30%.~~

~~[2] Minimum setback areas. New buildings shall observe a twenty five foot minimum front yard, ten foot minimum side yards, and a twenty five foot minimum rear yard.~~

~~[3] Height of buildings. The height of buildings shall not exceed three stories or 35 feet. Accessory buildings shall not exceed 15 feet in height.~~

~~[4] Off street parking. Off street parking shall be provided for residents, visitors and employees of the facility. The applicant shall demonstrate to the satisfaction of the Planning Commission that, based on total potential occupancy load (resident, visitor and employee), a sufficient number of off street parking spaces will be provided.~~

~~(e) Design requirements.~~

~~[1] Common open space.~~

~~[a] The area set aside and preserved for open space shall aggregate no less than 25 percent of the total site area. Common open space shall be provided in the PRND proposals. The common open space shall not include any wetlands, floodways or similar area not suitable for building as determined by the Planning Commission and City Council. Significant natural features shall be incorporated into common open space whenever possible.~~

~~[b] The common open space shall be designed as a contiguous area if possible, and shall be interspersed with residential areas so as to provide pedestrian access and visual amenity. The common open space shall be designed and maintained by the property owner/s or an HOA. Recreational areas shall be constructed and may be located within the 25% of open space set aside.~~

~~[2] Planned neighborhoods. The area set aside and preserved for open space shall aggregate no less than 25% of the total site area.~~

~~[3] Buffers. Buffers shall be required to provide transition between planned residential development and adjacent properties/rights of way or changes in land use. Buffers should consist of earth berms and a planting area. No building shall be constructed less than 40 feet from the perimeter property line of the development. This buffer may consist of either common open space, earth berms, planting areas or private yards or~~

a combination of both; however, no more than 30% of the required buffer area may be counted toward the minimum common open area requirement.

[4]—~~Disruption of natural environment. The planned neighborhood design development shall be designed and scheduled so as to minimize earthmoving, erosion, tree clearance and other disruption of the natural environment. Existing vegetation shall be preserved wherever possible. Where extensive natural tree cover and vegetation do not exist or cannot be preserved on the site, landscaping shall be undertaken in order to enhance the appearance of the development and screen streets and parking areas, and enhance privacy of private dwellings. Natural drainage systems shall be preserved wherever possible.~~

[5]—~~Privacy. Dwelling unit structures shall be located and arranged so as to promote privacy for residents within the development and maintain privacy for residents adjacent to the development. Recreational and nonresidential uses shall be located and designed so as not to interfere with nearby residential areas. All structures and activities located near the periphery of the site shall be designed so as to harmonize with neighboring areas.~~

(f) ~~Density bonus.~~

[1]—~~A density bonus may be granted if the developer furnishes improvements that significantly demonstrate to the Planning Commission that the improvements contribute to superior design and which exceed the standard requirements of the city ordinances in accordance with the following schedule:~~

[a]—~~Open space. For each increase of 10% in common open space over the minimum requirement of 25%, a density bonus of 10% shall be granted.~~

[b]—~~Housing types. Neighborhood design which integrates a variety of housing types to provide architectural diversity and which avoids monotony and segregation by dwelling type in order that single housing type does not dominate the planned neighborhood or section thereof shall be awarded a density bonus of 10%. The term "housing type" refers to each of the following dwelling types: single family detached houses, semidetached and duplex houses, multiplexes, townhouses, and garden apartments.~~

[c]—~~Public buildings. The construction and leasing of a public building, including a firehouse, or a library, or a branch library which is necessitated, either wholly or partially, by the development, may increase the permitted density by 10%, if approved by the City, the Planning Commission and the agency to which the building is to be leased.~~

[d]—~~School sites. The donation of a school site may increase the permitted density by 25%, if approved by the City, the Planning Commission and the local school board.~~

[e]—~~Recreation facilities. Where the developer provides recreation facilities in accordance with recommendations from the City, the Planning Commission, and the Parks and Recreation Department where the facilities are in excess of those required by City ordinances, a density bonus of 5% shall be given. Such facilities may include, but are not limited to walking trails, bike paths, tennis courts, and boating access areas.~~

[f]—~~Community gardens. The reservation of additional common land for the establishment of community gardening space for the raising of flowers, fruits and vegetables shall be awarded a 5% of density bonus.~~

~~[g]—Community day care facilities. The construction of a building to house a day care center for use primarily by residents of the community shall be awarded a density bonus of 10%.~~

~~[h]—Community buildings. The construction of a community building to serve as a meeting hall for various community functions, including, but not limited to, civic meetings, recreational purposes, receptions and special events, shall be awarded a density bonus of 10%.~~

~~[i]—Conservation easements. The establishment of a permanent easement for the purpose of conserving and protecting a woodland area, a wetland area, and/or a stream corridor from removal of existing natural vegetation, and/or encroachment by future development shall be awarded a density bonus of 5%.~~

~~[j]—Parking lot landscaping. The construction of landscaping in and around parking lots/areas shall be awarded a density bonus of 2%.~~

~~[k]—Low level lighting. The construction of low level light within the development and in/around parking lots/areas shall be awarded a density bonus of 3%.~~

~~[l]—School bus pull off/school bus shelter. The construction of school bus pull offs or school bus shelters within the development shall be awarded a density bonus of 5%.~~

~~[2]—Note: City Council will have the final determination in determining the amount of the allowable density bonus.~~

~~(g) Conditional use plan approval.~~

~~[1]—In addition to the minimum conditional use plan requirements listed in this chapter and the minimum conceptual subdivision plan requirements listed in the Land Subdivision Regulations, the following additional items shall be reflected on or shall accompany the conditional use plan:~~

~~[a]—Architectural drawings illustrating exterior elevations of typical dwelling units and nonresidential structures to be constructed.~~

~~[b]—Statements and illustrations of the materials to be used in construction and their compatibility with the City Building Code and other codes relating to construction.~~

~~[c]—Total acreage of development, land uses in each area, total number of dwelling units, average gross residential density, average lot area and lot width by unit type, and gross residential density in each section.~~

~~[d]—Building coverage lines accurately locating all types of dwelling units, and nonresidential structures, giving dimensions of the structures, distances between the structures, and distances to street rights of way and parking areas, with distances accurate to the nearest hundredth of a foot, and total amount and percentage of impervious area.~~

~~[e]—Accurate dimensions of common open space areas specifically indicating those areas to be developed for active recreation. Where common space areas are to be developed, the exact location of the structures in common open space will be illustrated.~~

~~[f]—Locations and dimensions of parking areas and pedestrian walkways.~~

~~[2]—Each application for a conditional use plan approval shall be accompanied by a fee of \$700 (§ 230-57).~~

~~(h) Site development preliminary subdivision plan review.~~

~~[1]—Application for site development plan approval shall be made to the Planning Commission in accordance with this chapter and the land subdivision regulations. Such application may be requested in stages. The following additional requirements shall be included for review along with the site development plan submission:~~

~~[a]—A development phasing plan if proposed, which clearly defines the boundaries of each phase of the development and indicates the number of dwelling units to be constructed in each phase. Each phase shall be assigned a number which represents that phase's order in the construction sequence of the development.~~

~~[b]—Architectural drawings illustrating exterior and interior designs of typical dwelling units of each type and nonresidential structures to be constructed.~~

~~[c]—Statements and illustrations of the materials to be used in construction and their compatibility with the City Building Code and other codes relating to construction.~~

~~[d]—All covenants running with the land governing the reservation and maintenance of dedicated or undedicated open space land. These shall bear the certificate of approval of the City Solicitor as to their legal sufficiency.~~

~~[e]—Restrictions of all types which will run with the land and become covenants in this chapter or in the Land Subdivision Regulations.~~

~~[f]—In the case of a planned neighborhood design which is proposed to be developed over a period of years in specific phases, the site development/preliminary subdivision plan requirements as listed in this section shall apply to the phase or phases for which approval is being sought. The site development plan for each phase must demonstrate compliance with minimum plan requirements and shall provide phase specific information regarding proposed development density and dwelling types, locations of common open space, sanitary sewer and water distribution systems, and street systems consistent with the approved conditional use conceptual plan developed for the entire neighborhood.~~

~~[2]—Each application for a preliminary plan approval and final plan approval shall be accompanied by a fee of \$1,000 plus \$10 per dwelling unit (§ 230-57).~~

~~(i) Site requirements.~~

~~[1]—All structures shall be so located as to provide proper access to the building for fire-fighting equipment, trash collection and deliveries.~~

~~[2]—All off street parking shall be provided at the rate of 2.5 spaces for every dwelling unit.~~

~~[3]—Outdoor light fixtures shall be provided at locations that will assure the safe and convenient use of walks, steps, parking areas, driveways, streets and other facilities.~~

~~[4]—Facilities for temporary trash/refuse storage shall be provided in such manner that is adequate for the dwelling units they support.~~

~~(j) Final subdivision plat approval.~~

~~[1]—Final subdivision plat review and approval for planned neighborhood design projects involving subdivision of land shall follow the requirements pertaining to the review and recordation of final subdivision plats. In the case of projects for which a phasing plan has been approved, the final subdivision plat for each phase shall demonstrate compliance with minimum plan requirements and shall provide phase specific information regarding proposed development density and dwelling types, locations of~~

~~common open space, sanitary sewer and water distribution systems, and street systems consistent with the approved conditional use conceptual plan developed for the entire neighborhood.~~

~~[2] Each application for a preliminary plan approval shall be accompanied by a fee of \$1,000 plus \$10 per dwelling unit (§ 230-57).~~

(11) Bed-and-breakfast, subject to the following requirements:

- (a) The bed-and-breakfast establishment does not adversely affect the residential character of the neighborhood and such use is carried on in an existing residential structure.
- (b) The building proposed for use as a bed-and-breakfast must have the owner of the bed-and-breakfast residing in the building as his/her principal residence.
- (c) The serving of meals shall be limited to breakfast and afternoon tea for overnight guests and customers.
- (d) Rooms used for sleeping shall be part of the primary residential structure and shall not have been specifically constructed for rental purposes.
- (e) No exterior alterations other than a sign and those required by law to ensure the safety of the structure shall be made.
- (f) The bed-and-breakfast operation shall not use more than 50% of the floor area of the principal residence. Common areas such as the kitchen, foyer, living room or dining room are not included in this calculation.
- (g) No areas shall be floodlit. Drives and parking areas shall not be illuminated by lighting fixtures higher than 20 feet. Sidewalks shall not be illuminated by lighting fixtures higher than 15 feet. Exterior lighting shall be so shaded as to prevent illumination off-site. All external lighting, except for demonstrated security needs, shall be extinguished by 10:00 p.m.
- ~~(h) All bed and breakfasts must be in compliance with the requirements of the Uniform Building Code and Uniform Fire Code as adapted and enforced by the state fire marshal. Requirements include smoke detectors centrally located on each floor with sleeping rooms and the basement stairway. They must have battery backup and be connected or have a sounding device to provide an alarm which can be heard in all sleeping areas. Every sleeping room must provide at least 50 square feet of floor area per guest and have an operable window of 5.7 square feet or more of clear opening or exterior door for emergency escape or rescue. The maximum distance to a fire extinguisher rated 2A and having a BC rating is 75 feet.~~
- ~~(i) Safe food handling is the responsibility of the "host." He/She must properly train employees and other household members in safe food handling procedures and requirements and secure the proper state health permit if applicable.~~
- ~~(j) Parking requirements: one space per guestroom plus two spaces for residence. Spaces shall be located to the side and rear of the building and shall be screened from adjacent properties by a five-foot high wood or masonry fence or by sight obscuring vegetation of the same height. The area of the parking lot, including driveways, shall be graded, surfaced with asphalt or other suitable material and drained to the satisfaction of the City Engineer to the extent necessary to prevent dust, erosion or excessive water flow across streets or adjoining properties.~~

(12) Funeral Home or undertaker

D. Area regulations.

- (1) Minimum lot area shall be 10,000 square feet. Minimum interior lot shall be 10,000 square feet. Minimum corner lot shall be 13,000 square feet.
- (2) Maximum lot coverage shall be ~~40~~30%, exclusive of accessory buildings.
- (3) Minimum lot width shall be 80 feet.
- (4) Height of buildings shall not exceed ~~three stories or~~ 35 feet. Accessory buildings shall not exceed 15 feet in height.
- (5) Minimum front ~~yard building~~ setback line shall be 25 feet.
- (6) Minimum rear yard shall be 25 feet. For corner lots the rear yard may be reduced 20% in depth to allow for skewing of a residential dwelling on the lot.
- (7) Side yards shall be provided as follows: each lot shall have two side yards with a minimum of 12 feet each.
- (8) Parking shall comply with the requirements provided in Article IV of this chapter.
- (9) Signs shall comply with the requirements provided in Article VI of this chapter.
- ~~(10) Decks, subject to the following requirements:~~
 - ~~(a) The deck cannot be located in the front yard.~~
 - ~~(b) A minimum distance of 10 feet must be maintained from the deck to the rear property line.~~

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

(11) Open space and recreational requirements shall comply with Chapter 230-19.7.

(12) Accessory structures for non-residential uses in aggregate shall occupy no more than 30 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.

(13) Accessory structures for non-residential uses shall be located in the side and rear lot areas.

(14) Accessory structures for non-residential uses shall meet the principal use setbacks and shall not be located less than 5 feet from a principal structure.

§ 230-10. - R-2 Residential District.

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

- A. Purpose. The purpose of the R-2 District is to permit housing at a greater density than in the R-1 District by providing for the orderly development of low- to medium-density residential housing into those areas where public services are available. This district also allows for professional home occupations. Finally, it protects existing developments of this nature and excludes noncompatible ones.
- B. Permitted uses: all **permitted** uses ~~permitted~~ in the R-1 District.
- C. Conditional uses: all uses specified as conditional uses in the R-1 District **subject to its area regulations**, and the following uses may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with Article IX of this chapter:

- (1) Single-family semidetached dwelling.

~~(a) Ownership.~~

~~[1] Dwelling units and individual lots of a single-family semidetached dwelling may be owned separately if separate utility systems are provided and if separate lots for all~~

dwelling units in a building are created at the same time in conformance with Chapter 200, Subdivision of Land, of this Code.

~~{2} Provisions satisfactory to the City Council shall be made to assure that areas of common use of the occupants, but not in individual ownership, shall be maintained in an acceptable manner without expense to the general public.~~

~~D. Design requirements. No apartment/dwelling units shall be located within a cellar.~~

~~E. Site requirements.~~

~~(1) The structure shall be so located as to provide proper access to the building for fire-fighting equipment, trash collection and deliveries.~~

~~(2) Off street parking shall be provided at the rate of 2 1/2 spaces for every dwelling unit on each lot.~~

~~F. Facilities.~~

~~(1) Outdoor light fixtures shall be provided at locations that will assure the safe and convenient use of walks, steps, parking areas, driveways, streets and other such facilities.~~

~~(2) Facilities for temporary trash/refuse storage shall be provided in such a manner that is adequate for the dwelling units they must support.~~

DG. Area regulations.

(1) For permitted uses and single-family semidetached dwellings not separately owned:

(a) Minimum interior lot area shall be 8,000 square feet and minimum corner lot area shall be 13,000 square feet.

(b) Maximum lot coverage shall be ~~40~~30%.

(c) Minimum lot width shall be 80 feet.

(d) Height of buildings shall not exceed ~~three stories or~~ 35 feet. Accessory buildings shall not exceed 15 feet in height.

(e) Minimum front ~~yard building~~ setback line shall be 30 feet.

(f) Minimum rear yard setback shall be 15 feet. For lower lots the rear yard may be reduced 20% in depth to allow for the skewing of a residential dwelling on its lot.

(g) Side yards shall be provided as follows: each lot shall have two side yards a minimum width of eight feet on each side.

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

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

~~(j) Decks, subject to the following requirements:~~

~~[1] The deck cannot be located in the front yard.~~

~~[2] A minimum distance of 10 feet must be maintained from the deck to the rear property line.~~

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

(a) Minimum interior lot area shall be 4,000 square feet and minimum corner lot area shall be 6,500 square feet.

(b) Maximum lot coverage shall be ~~40~~30%.

(c) Minimum lot width shall be 40 feet.

(d) Height of buildings shall not exceed ~~three stories or~~ 35 feet. Accessory buildings shall not exceed 15 feet in height.

(e) Minimum front ~~yard building~~ setback line shall be 30 feet.

- (f) Minimum rear yard setback shall be 15 feet. For lower lots the rear yard may be reduced 20% in depth to allow for the skewing of a residential dwelling on its lot.
- (g) Side yard shall be provided as follows: each lot shall have one side yard a minimum width of eight feet.
- ~~(h) Parking shall comply with the requirements provided in Article IV of this chapter.~~
- ~~(i) Signs shall comply with the requirements in Article VI of this chapter.~~

- (3) Parking shall comply with the requirements provided in Article IV of this chapter.**
- (4) Signs shall comply with the requirements of Article VI of this chapter.**
- (5) Landscape screening shall comply with the requirements of Article V of this chapter.**
- (6) Open space and recreational amenities shall comply with Chapter 230-19.7.**
- (7) Accessory structures for non-residential uses in aggregate shall occupy no more than 30 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.**
- (8) Accessory structures for non-residential uses shall be located in the side and rear lot areas.**
- (9) Accessory structures for non-residential uses shall meet the principal use setbacks and shall not be located less than 5 feet from a principal structure.**

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

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

- A. Purpose. The purpose of the R-3 District is to provide for the orderly development of existing and proposed medium- to high-density residential areas where adequate public facilities exist. The district will permit development of garden-type apartments as well as townhouses that will yield high densities in selected areas, multifamily dwellings and a variety of housing types.
- B. Permitted uses. Permitted uses for the R-3 District shall be as follows:

- (1) All **permitted** uses ~~permitted~~ in an R-2 District ~~and subject to its area regulations, unless otherwise indicated in this section as provided below:~~

- (2) Single-family semidetached dwellings.**
- (3) Two-family dwellings.**
- (4) Townhouses.**
- (5) Garden Apartments.**

- ~~(a) Single family and two family dwellings shall be subject to the following area regulations:~~

- ~~[1] Minimum lot area shall be 7,500 square feet.~~
- ~~[2] Maximum building coverage shall be 45%.~~
- ~~[3] Minimum lot width shall be 60 feet.~~
- ~~[4] Height of buildings shall not exceed three stories or 35 feet.~~
- ~~[5] Minimum building setback line shall be 30 feet.~~
- ~~[6] Side yards shall be provided as follows: each lot shall have at least two side yards eight feet in width, except semidetached structures, which shall have at least one side yard per lot eight feet in width.~~

~~[7]—Minimum rear yard setback shall be 15 feet. For corner lots the rear yard setback may be reduced 20% in depth to allow for skewing of a residential dwelling on the lot.~~

~~[8]—Decks, subject to the following requirements:~~

~~[a]—The deck cannot be located in the front yard.~~

~~[b]—A minimum distance of 10 feet must be maintained from the deck to the rear property line.~~

~~(2) Garden or low rise apartments, subject to site plan review and the following requirements:~~

~~(a) The number of dwelling units per acre shall not exceed 16.~~

~~(b) Building coverage shall be a maximum of 20% for any lot developed for garden apartments.~~

~~(c) The maximum number of dwelling units per building shall be 12.~~

~~(d) Distance between buildings or groups of buildings shall be as follows: each building or group of buildings shall be at least 25 feet from any other building or group of buildings.~~

~~(e) Minimum lot width on any public street shall be at least 50 feet.~~

~~(f) Minimum lot size shall be one acre for garden apartment properties or complexes, with a minimum of 2,500 square feet of lot area for each dwelling unit.~~

~~(g) A minimum of 400 square feet per unit shall be designated as open space subject to the following recreational use requirements in Subsection B(2)(h) herein.~~

~~(h) Recreational use requirement. 50% of the required open space shall be set aside for recreational uses. This requirement only applies to subdivisions or developments with 15 or more lots or units.~~

~~(3) Townhouses or row dwellings, subject to site plan review and the following requirements:~~

~~(a) The number of dwelling units per group shall not exceed eight nor be fewer than three.~~

~~(b) The number of dwelling units per acre shall not exceed 12.~~

~~(c) Maximum building coverage shall be 60%.~~

~~(d) No group of townhouses shall be closer than 60 feet as to facing walls and 30 feet as to end walls from any other group of such dwellings nor closer than 60 feet from any boundary line of a designated townhouse area of which the group is a part.~~

~~(e) There shall be within any contiguous group of townhouses at least three different architectural plans having substantially different designs and building materials. In addition, no more than three continuous townhouses shall have the same front setback, and the variations in front setback shall be at least four feet.~~

~~(f) The minimum width of any side yard abutting a street, driveway or parking area within the townhouse area shall not be less than 30 feet.~~

~~(g) Height of buildings shall not exceed three stories or 35 feet.~~

~~(h) Alleys in the rear of townhouse groups are required for access to units by owners and to facilitate City services, trash collection, meter reading and parking.~~

~~(i) Minimum lot size shall be one acre for townhouse projects or complexes, with a minimum of 2,000 square feet of lot area for each dwelling unit.~~

~~(j) A minimum of 400 square feet per unit shall be designated as open space subject to the recreational use requirements in Subsection B(3)(k) herein.~~

~~(k) Recreational use requirement. 50% of the required open space shall be set aside for recreational uses. This requirement only applies to subdivisions or developments with 15 or more lots or units.~~

C. Conditional uses subject to special regulations. All uses specified as conditional uses in the R-1 and R-2 Districts and subject to its area regulations, and the following uses may be permitted with the

approval of a conditional use permit by the Milford City Council in accordance with the provisions of Article IX of this chapter **and are subject to the area regulations for the R-1 zoning district unless otherwise noted below:**

- (1) Rooming or boarding houses.
- ~~(2) Business offices for administrative purposes only.~~
- ~~(3) Business or~~ Professional offices (nonresident); **minimum lot size one acre.**
- ~~(4) Medical clinics.~~
- ~~(5) Sanatoriums or nursing homes;~~ **minimum lot size one acre.**
- (46) Mobile home parks, subject to conformance with the following requirements and subject to site plan review:**
 - (a) The total area to be developed as a mobile home park shall be at least 20 acres.
 - (b) The maximum density shall not exceed eight units per acre.
 - (c) Mobile home parks with more than 25 units shall provide at least 5,000 square feet or 400 square feet per lot of open space. At least 10% of the open space shall be developed as a recreational area.
 - (d) Landscape screening shall be required along all property lines. The screening shall be accomplished with an evergreen hedge, shrubs or trees. The screen shall be located not less than five feet from the property line.
 - (e) Common sidewalks four feet in width shall be required where pedestrian traffic is located. Individual sidewalks 2 1/2 feet wide shall connect each mobile home unit to the common walk.
 - (f) Off-street parking shall be provided on the basis of two spaces per lot. All parking areas shall be located not more than 400 feet from the mobile home unit. There shall be no on-street parking.
 - (g) Streets shall be required from abutting public streets to individual lots. The streets shall be designed to minimize congestion and traffic hazards and must be built to the street and storm drainage specifications of Chapter 200, Subdivision of Land, of this Code. No more than two streets shall intersect at one point.
 - (h) Minimum requirements for mobile home lots.
 - [1] Lot area shall be 5,000 square feet per mobile home.
 - [2] Width shall be 40 feet.
 - [3] Public street setback shall be 50 feet.
 - [4] Mobile home park setback shall be 35 feet.
 - [5] Mobile home street or parking area setback shall be 30 feet.
 - [6] Distance from other mobile homes and buildings shall be 25 feet.
 - [7] One patio shall be required per unit, 10 feet by 40 feet paved.
 - [8] Landscaping shall be one tree per lot.
 - [9] Mobile homes must meet the requirements of the Federal Manufacturer Housing Construction and Safety Standard Act of 1974.
 - [10] The entire lot occupied by a mobile home park shall be maintained in single ownership throughout the entire life of the mobile home park.
- ~~(7) Art or specialty shops/galleries. The following items shall be reviewed for conformance during the site plan review hearing by the Planning Commission:~~
 - ~~(a) The residence shall remain as the predominant feature of the site.~~
 - ~~(b) The shop or gallery shall occupy only 40% of the residence.~~

- ~~(c) Public parking shall be available, with the determination of said parking requirements being made by the Planning Commission during the site plan review hearing. These determinations and recommendations must be done in conjunction with any state regulations concerning traffic control within the given site area.~~
- ~~(d) The Fire Marshal review must be applied for and recommendations made by the agency must be presented two weeks prior to the hearing date. All requests or recommendations shall be adhered to.~~

~~(8) Planned unit residential development.~~

D. Area regulations.

- (1) Single-family and two-family dwellings shall be subject to the following area regulations:**
 - (a) Minimum lot area shall be 7,500 square feet.**
 - (b) Maximum lot coverage shall be 40%.**
 - (c) Minimum lot width shall be 60 feet.**
 - (d) Minimum front yard setback line shall be 30 feet.**
 - (e) Side yards shall be provided as follows: each lot shall have at least two side yards eight feet in width, except semidetached structures, which shall have at least one side yard per lot eight feet in width.**
 - (f) Minimum rear yard setback shall be 15 feet. For corner lots the rear yard setback may be reduced 20% in depth to allow for skewing of a residential dwelling on the lot.**
- (2) Single-family semidetached**
 - (a) Minimum interior lot area shall be 4,000 square feet and minimum corner lot area shall be 6,500 square feet.**
 - (b) Maximum lot coverage shall be 40%.**
 - (c) Minimum lot width shall be 40 feet.**
 - (d) Minimum front yard setback line shall be 30 feet.**
 - (e) Side yards shall be provided as follows: each lot shall have at least two side yards eight feet in width, except semidetached structures, which shall have at least one side yard per lot eight feet in width.**
 - (f) Minimum rear yard setback shall be 15 feet. For corner lots the rear yard setback may be reduced 20% in depth to allow for skewing of a residential dwelling on the lot.**
- (3) Townhouses or row dwellings, subject to the following requirements:**
 - (a) Minimum townhouse project size shall be one acre.**
 - (b) Minimum lot area shall be 2,000 square feet.**
 - (c) Maximum lot coverage shall be 60%.**
 - (d) Minimum lot width shall be 20 feet.**
 - (e) Minimum front yard setback line shall be 30 feet.**
 - (f) Minimum rear yard setback shall be 30 feet.**
 - (g) Minimum side yard setback shall be 10 feet, aggregate 30 feet.**
 - (h) The number of dwelling units per group shall not exceed eight nor be fewer than three.**
 - (i) The number of dwelling units per acre shall not exceed 12.**
 - (j) There shall be within any contiguous group of townhouses at least three different architectural plans having substantially different designs and building materials. In addition, no more than three continuous townhouses shall have the same front setback, and the variations in front setback shall be at least four feet.**
- (4) Garden or low-rise apartments, subject to the following requirements:**
 - (a) Minimum apartment project size shall be one acre, with a minimum of 2,500 square feet of lot area for each dwelling unit.**

- ~~(b) Maximum lot coverage shall be 80%.~~
- ~~(c) Minimum lot width shall be 50 feet.~~
- ~~(d) Minimum front yard setback shall be 30 feet.~~
- ~~(e) Minimum rear yard setback shall be 30 feet.~~
- ~~(f) Minimum side yard setback shall be 20 feet.~~
- ~~(g) The maximum number of dwelling units per building shall be 24.~~
- ~~(h) The number of dwelling units per acre shall not exceed 16.~~
- ~~(i) Distance between buildings or groups of buildings shall be as follows: each building or group of buildings shall be at least 25 feet from any other building or group of buildings.~~
- ~~(5) Heights of buildings shall not exceed 35 feet. Accessory buildings shall not exceed 15 feet in height.~~
- ~~(6) Parking shall comply with the requirements provided in Article IV of this chapter.~~
- ~~(7) Signs shall comply with the requirements provided in Article VI of this chapter.~~
- ~~(8) Landscape screening shall comply with the requirements provided in Article V of this chapter.~~
- ~~(9) Open space and recreational amenities shall comply with the requirements of Chapter 230-19.7.~~
- ~~(10) Accessory structures for non-residential uses in aggregate shall occupy no more than 30 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.~~
- ~~(11) Accessory structures for non-residential uses shall be located in the side and rear lot areas.~~
- ~~(12) Accessory structures for non-residential uses shall meet the principal use setbacks and shall not be located less than 5 feet from a principal structure.~~

§ 230-12. - C-1 Community (Neighborhood) Commercial District.

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

- A. Purpose. The C-1 District will provide for limited commercial and professional services activities that can be compatible in a neighborhood setting to provide goods and services to local residents.
- B. Permitted uses. Permitted uses for the C-1 District shall be as follows:
 - (1) Single-family ~~detached~~ dwellings.
 - (2) ~~Offices for professional services and administrative activities.~~ Professional Offices.
 - (3) ~~Branch offices only of financial institutions and banks.~~ Financial institutions, loan companies and banks.
 - (4) ~~Barbershops and beauty shops.~~ Personal service establishments.
 - (5) Studio ~~—workshop~~ for artists, designers, photographers, musicians, sculptors and related uses, including sales.
 - (6) Retail food stores, such as bakeries, candy and convenience stores (without gas pumps) and grocery meat markets.
 - (7) Restaurants, excluding fast-food service or franchised food service operated restaurants.
 - (8) Retail sales and specialty stores.
 - (9) Repair and servicing, indoor and off site, of any article for sale which is permitted in this district.
 - (10) Public parking lot.
 - (11) Off-street parking as an accessory use.
 - ~~(12) Antique shop or bookstore.~~

~~(1213)~~ Municipal and public services and facilities, including City Hall, water storage towers, water reservoirs, water pumping stations, water treatment plants, sewage pumping stations, sewers (storm and sanitary), street rights-of-way, utility transmission and distribution lines, public transportation bus or transit stops, police and fire stations and substations for electric and gas facilities.

~~(1314)~~ Community recreation center, as a nonprofit community service.

~~(1415)~~ Laundromats.

~~(1516)~~ Neighborhood shopping centers, to include only those uses permitted in this section, as listed above, and subject to the following special requirements:

- (a) Maximum lot size for the grouping of stores shall be 1 1/2 acres.
- (b) Maximum floor area for any single permitted establishment within the neighborhood shopping center shall be 30,000 square feet.
- (c) Minimum lot width shall be at least 250 feet.
- (d) Minimum distance between any building or accessory use, except parking, and any residential district shall be 50 feet.
- (e) Minimum distance between any access driveway (including ingress or egress points) and any residential district shall be 50 feet.

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) Convenience stores with gas pumps.

(2) Community residential treatment program.

(a) These are minimum requirements, and community residential treatment programs are additionally subject to those requirements imposed by the Planning Commission and/or the City Council.

[1] Prior to occupancy of the facility, the program will obtain any applicable license from the State of Delaware. City approval is conditional upon the Zoning Office receiving state confirmation that an appropriate license has been issued or certification that a license is not required by the state. If a license is not required by the State of Delaware, minimum standards may be required by the City.

[2] The program will require a planned program of care consisting of full-time programmatic supervision, counseling and/or therapy and assistance in the development of daily skills.

[3] The program shall include a description of client population, services provided, staffing schedule and client/staff ratio.

[4] The program will be operated under the authority of a reputable governing board, proprietor or government official to whom staff are responsible and who will be available to City officials, if necessary, to resolve complaints pertaining to the facility. Each provider shall send complaint procedures to every property owner within 200 feet of the property within 45 days subsequent to City approval to facilitate good neighbor relations. The operators will have a workable, written plan that includes a method for recording and resolving complaints by neighbors pertaining to the operation of the program. Complaints, efforts to resolve complaints and the results of such efforts shall be recorded.

[5] The design of the facility will be compatible with the neighborhood within which it is located, including its landscaping and architecture.

[6] The health and safety of the residents will be protected. Community residential programs shall meet all City ordinances and regulations, including review by the Office of the State Fire Marshal and the Department of Public Health.

[7] Community residential programs shall be located a minimum of 1,500 feet from any other community residential program or school.

[8] The following documentation will be required to be submitted with the application:

- [a] Site plan, including parking area and landscaped area.
- [b] Floor plan, with elevation drawings or photographs of existing building.
- [c] List of board members, proprietors or governmental officials to whom staff are responsible.
- [d] Written neighborhood relations plan.
- [e] Complaint recording and resolution plan.

(3) ~~All dwellings other than single family with a maximum density of 12 units per acre.~~ **Daycare Centers.**

(4) Undertaker or funeral home.

D. Area regulations.

- (1) Minimum lot area shall be ~~10,000~~ **3,630** square feet.
- (2) Maximum lot coverage shall be 80%.
- (3) Minimum lot width shall be ~~80~~ **30** feet.
- (4) Height of buildings shall not exceed ~~three stories or~~ 35 feet.
- (5) Minimum ~~front yard building~~ setback shall be ~~25~~ **10** feet.
- (6) Side yards shall be at least ~~12~~ **five** feet in width.
- (7) Minimum rear yard shall be 25 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.
- (11) Accessory structures in aggregate shall occupy no more than 30 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.**
- (12) Accessory structures shall be located in the side and rear lot areas.**
- (13) Accessory structures for residential uses shall be located at least 5 feet from the rear lot line and at least 5 feet from the side lot line and shall not be located less than 5 feet from a principal structure.**
- (14) Accessory structures for non-residential uses shall meet the principal use setbacks and shall not be located less than 5 feet from a principal structure.**

§ 230-13. - C-2 Central Business District.

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

A. Purpose. The purpose of the C-2 District is to create an atmosphere that encourages the preservation and revitalization of the Central Business District. Specifically, the regulations are designed to encourage the development and opening of new businesses. This may be accomplished by providing an attractive and convenient shopping center or mall that is organized and developed as an

integrated unit. The district regulations also recognize the unique circumstances that are peculiar to the downtown area.

B. Permitted uses. Permitted uses for the C-2 District shall be as follows:

- (1) Those **permitted** uses permitted in the C-1 District.
- ~~(2) General merchandise stores, including such uses as department stores, apparel and accessories, hardware, shoes, drugs and variety stores.~~
- ~~(3) Specialty retail stores, including such uses as gifts, antiques, crafts, newspapers, tobacco, flowers, sporting goods, books, jewelry, leather goods and stationery stores.~~
- ~~(4) Personal service establishments, including such uses as barbers, beauticians, shoe repair and tailors.~~
- ~~(5) Financial institutions, loan companies and banks.~~
- ~~(6) Restaurants, excluding fast food or franchised food service operated restaurants.~~
- (27)** Taverns and tap rooms.
- ~~(8) Retail food stores, including bakeries, confectionery, candy or gourmet shops, small convenience grocery shops (without gas pumps) and meat, fish or produce stores.~~
- ~~(9) Professional services and administrative activities, including such uses as offices of agents, brokers, physicians, dentists, attorneys, architects, engineers, musicians and artists and governmental offices serving the public.~~
- (310)** Libraries, museums, art galleries and public information centers.
- (411)** Churches and other places of worship.
- (512)** Fraternal, social service, union or civic organization.
- ~~(13) Tourist home, boardinghouse, rooming house or lodging house.~~
- ~~(14) Studio for artists, designers, photographers, musicians, sculptors and related uses.~~
- ~~(15) Commercial parking lot, public garage or multilevel parking garage and off street parking.~~
- ~~(16) Municipal and public services and facilities, including City Hall, water storage towers, water reservoirs, water pumping stations, water treatment plants, sewage pumping stations, sewers (storm and sanitary), street rights of way, utility transmission and distribution lines, public transportation bus or transit stops, police and fire stations and substations for electric, gas and telephone facilities.~~
- (617)** Publishing, printing and reproduction establishments.
- ~~(18) Repair and servicing as an accessory activity of any article for sale in the same establishment.~~
- (749)** Indoor storage facilities as an accessory use to any of the permitted uses in this district.
- (820)** The outdoor display of merchandise, if done in a reasonable manner and if the display is kept neat and orderly as determined by the **Planning Director or designee** Code Official. Furthermore, the outdoor display may not interfere with the safe and efficient flow of pedestrian traffic.
- ~~(21) Family day care, which shall involve a maximum of six full-time and two after-school children, as specified by state regulations.~~
- (922)** Craft distillery and microbrewery establishments, provided that:
 - (a) All permits and approvals required by the Delaware Alcoholic Beverage Commission are obtained and remain in full force and effect.
 - (b) All aspects of the distilling or brewing process are completely confined within a building, including storage of all materials and finished products.
 - (c) Such establishment offers the public, on a regular and continuing basis, various activities ancillary to its distilling and/or brewing process, including by way of example: tours of the premises, educational classes, demonstrations, tasting rooms, and retail sales areas limited

to the sale of beer, mead, cider, or spirits brewed or distilled on the premises for consumption off-premises and other retail items.

- (d) On-site consumption or tasting associated with a craft distillery or microbrewery establishment shall be permitted. Any area associated with on-site consumption or tasting shall not operate as a stand-alone bar or tavern, shall be located on the premises of the craft distillery or microbrewery establishment, and shall be ancillary to the primary use. "Ancillary" for purposes of this section means subordinate, auxiliary, smaller and less intensive than the primary use. On-site consumption or tasting of alcohol shall be limited to those products brewed or distilled on the premises, except as otherwise permitted by Delaware Law.
- (e) All food sales shall be limited to prepackaged snack items or those food items prepared by a food establishment licensed by the State of Delaware. If a craft distillery or microbrewery intends to operate on its premises a food establishment that is otherwise a permitted use in this district (i.e. restaurant, café, or full-service restaurant), the City may require the property owner to provide the City with a letter of no objection from the Delaware Alcoholic Beverage Control Commissioner regarding the operation of a food establishment on the premises of a craft distillery or microbrewery.
- (f) Outdoor seating and gathering areas shall be permitted subject to the following requirements:

[1]i. Permanent and temporary outdoor seating and gathering areas shall be subject to building permit application and approval requirements.

[2]ii. Outdoor seating and gathering areas and ancillary improvements shall include physical barriers from public rights-of-way and physical and visual barriers from adjoining properties. Physical barriers along public rights-of-way shall restrict access from the public rights-of-way to the outdoor seating and gathering areas and shall not exceed four feet in height. Barriers along adjoining property lines shall create a physical and visual barrier consisting of fencing six feet in height or vegetation at least six feet in height. The regulations herein shall be in addition to any regulations imposed by the State of Delaware.

[3]iii. Maximum occupancy and points of ingress/egress shall be clearly marked. Occupancy of outdoor seating and gathering areas shall not exceed one person per 15 square feet of the outdoor seating and gathering areas identified in the building plans or any other occupancy limit established by the Office of the State Fire Marshall.

[4]iv. All structures and uses related to outdoor seating and gathering areas and facilities are subject to the City of Milford Building Code and the City of Milford Zoning Code.

[5]v. The occupancy of outdoor seating and gathering areas shall be included when calculating the building requirements and minimum parking standards required by the City of Milford and State of Delaware. Outdoor seating and gathering areas shall meet all requirements of the City of Milford and the State of Delaware.

[6]vi. Tables, chairs, umbrellas, equipment, games, and any other items provided in connection with outdoor seating and gathering areas shall be maintained in good repair and shall be secured during non-business hours in a safe and orderly manner.

[7]vii. Any licensing required by the Delaware Alcoholic Beverage Control Commissioner for outdoor seating and gathering areas shall be obtained.

- C. Conditional uses subject to special requirements. All uses specified as conditional uses in the C-1 zoning district and 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) Commercial indoor recreation activities, including amusement arcades, indoor theaters, social clubs, youth clubs or similar facilities.
- ~~(2) Laundromats and dry-cleaning establishments.~~
- ~~(3) Undertakers.~~
- ~~(24)~~ (24) Motels and hotels.
- ~~(35)~~ (35) Instructional, business or trade stores.
- ~~(46)~~ (46) Fast-food or franchised food service operated restaurants.
- ~~(7) Day care centers.~~
- ~~(8) Small convenience grocery shops with gas pumps.~~
- ~~(9) Community residential treatment program.~~
- ~~(510)~~ (510) All dwellings other than single-family with a maximum density of ~~16~~ 12 units per acre and in conjunction with nonresidential use.

D. Area regulations.

- (1) Minimum lot area shall be 2,500 square feet ~~for any permitted use, together with its accessory buildings, provided that parking and loading space are provided in accordance with Article VI of this chapter.~~
- (2) Minimum lot width shall be 50 feet.
- (3) Height of buildings shall not exceed 35 feet.
- (4) There shall be no required ~~front, rear or side yard~~ setback, ~~rear yard or side yard.~~
- (5) Signs shall comply with the requirements provided in Article VI of this chapter.
- (6) Landscape screening shall comply with the requirements provided in Article V of this chapter.**
- (7) Parking shall comply with the requirements provided in Article IV of this chapter.**
- (8) Accessory structures in aggregate shall occupy no more than 30 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.**
- (9) Accessory structures shall be located in the side and rear lot areas.**
- (10) Accessory structures for residential and non-residential uses shall be located at least 5 feet from the rear lot line and at least 5 feet from the side lot line and shall not be located less than 5 feet from a principal structure.**

§ 230-13.1. - C-2A Riverfront Development District.

In a C-2A 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 Riverfront Development District is to create an atmosphere that encourages mixed use residential and commercial development along riverfront properties in the downtown area. The district shall preserve the character of the adjacent central business district and historic areas while providing an attractive and convenient combination of shopping and living units. The district shall be limited to those properties adjacent to the Mispillion River and shall be prohibited along North and South Walnut Street, Northwest Front Street and shall not be allowed within any of the historic districts.
- B. Permitted uses. In a C2-A district, land, buildings or premises shall be used by right for one or more of the following:

- (1) General merchandise stores, including such uses as department stores, apparel and accessories, hardware, shoes, drugs and variety stores. **Those uses permitted in the C-1 District.**
- ~~(2) Specialty retail stores, including such uses as gifts, antiques, crafts, newspapers, beer, wine or liquor, tobacco, flowers, sporting goods, books, jewelry, leather goods and stationery stores.~~
- ~~(3) Personal service establishments, including such uses as barbers, beauticians, shoe repair and tailors.~~
- ~~(4) Financial institutions, loan companies and banks.~~
- ~~(5) Restaurants, excluding fast food or franchised food service operated restaurants.~~
- ~~(6) Retail food stores, including bakeries, confectionery, candy or gourmet shops, small convenience grocery shops (without gas pumps) and meat, fish or produce stores.~~
- ~~(7) Professional services and administrative activities, including such uses as offices of agents, brokers, physicians, dentists, attorneys, architects, engineers, musicians and artists and governmental offices serving the public.~~
- ~~(28) Libraries, museums, art galleries and public information centers.~~
- ~~(39) Fraternal, social service, union or civic organization.~~
- ~~(10) Studio for artists, designers, photographers, musicians, sculptors and related uses.~~
- ~~(11) Municipal and public services and facilities, including City Hall, municipal parking lots, water storage towers, water reservoirs, water pumping stations, water treatment plants, sewage pumping stations, sewers (storm and sanitary), street rights of way, utility transmission and distribution lines, public transportation bus or transit stops, police and fire stations and substations for electric, gas and telephone facilities.~~
- ~~(412)~~ Craft distillery and microbrewery establishments, provided that:
 - (a) All permits and approvals required by the Delaware Alcoholic Beverage Commission are obtained and remain in full force and effect.
 - (b) All aspects of the distilling or brewing process are completely confined within a building, including storage of all materials and finished products.
 - (c) Such establishment offers the public, on a regular and continuing basis, various activities ancillary to its distilling and/or brewing process, including by way of example: tours of the premises, educational classes, demonstrations, tasting rooms, and retail sales areas limited to the sale of beer, mead, cider, or spirits brewed or distilled on the premises for consumption off-premises and other retail items.
 - (d) On-site consumption or tasting associated with a craft distillery or microbrewery establishment shall be permitted. Any area associated with on-site consumption or tasting shall not operate as a stand-alone bar or tavern, shall be located on the premises of the craft distillery or microbrewery establishment, and shall be ancillary to the primary use. "Ancillary" for purposes of this section means subordinate, auxiliary, smaller and less intensive than the primary use. On-site consumption or tasting of alcohol shall be limited to those products brewed or distilled on the premises, except as otherwise permitted by Delaware Law.
 - (e) All food sales shall be limited to prepackaged snack items or those food items prepared by a food establishment licensed by the State of Delaware. If a craft distillery or microbrewery intends to operate on its premises a food establishment that is otherwise a permitted use in this district (i.e. restaurant, café, or full-service restaurant), the City may require the property owner to provide the City with a letter of no objection from the Delaware Alcoholic Beverage Control Commissioner

regarding the operation of a food establishment on the premises of a craft distillery or microbrewery.

(f) Outdoor seating and gathering areas shall be permitted subject to the following requirements:

~~[1]i-~~ Permanent and temporary outdoor seating and gathering areas shall be subject to building permit application and approval requirements.

~~[2]ii-~~ Outdoor seating and gathering areas and ancillary improvements shall include physical barriers from public rights-of-way and physical and visual barriers from adjoining properties. Physical barriers along public rights-of-way shall restrict access from the public rights-of-way to the outdoor seating and gathering areas and shall not exceed four feet in height. Barriers along adjoining property lines shall create a physical and visual barrier consisting of fencing six feet in height or vegetation at least six feet in height. The regulations herein shall be in addition to any regulations imposed by the State of Delaware.

~~[3]iii-~~ Maximum occupancy and points of ingress/egress shall be clearly marked. Occupancy of outdoor seating and gathering areas shall not exceed one person per 15 square feet of the outdoor seating and gathering areas identified in the building plans or any other occupancy limit established by the Office of the State Fire Marshall.

~~[4]iv-~~ All structures and uses related to outdoor seating and gathering areas and facilities are subject to the City of Milford Building Code and the City of Milford Zoning Code.

~~[5]v-~~ The occupancy of outdoor seating and gathering areas shall be included when calculating the building requirements and minimum parking standards required by the City of Milford and State of Delaware. Outdoor seating and gathering areas shall meet all requirements of the City of Milford and the State of Delaware.

~~[6]vi-~~ Tables, chairs, umbrellas, equipment, games, and any other items provided in connection with outdoor seating and gathering areas shall be maintained in good repair and shall be secured during non-business hours in a safe and orderly manner.

~~[7]vii-~~ Any licensing required by the Delaware Alcoholic Beverage Control Commissioner for outdoor seating and gathering areas shall be obtained.

C. Conditional uses subject to special requirements. **All uses specified as conditional uses in the C-1 zoning district and T** 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) Commercial indoor recreation activities, including amusement arcades, indoor theaters, social clubs, youth clubs or similar facilities.

~~(2) Laundromats and dry-cleaning establishments.~~

~~(23)~~ Fast-food or franchised food service operated restaurants.

~~(4) Day care centers.~~

~~(5) Community residential treatment program.~~

~~(36)~~ Multifamily residential when part of a mixed-use development, with commercial uses in the same building and/or on the same site.

D. Area **regulations** and **bulk requirements**.

(1) Maximum number of units per acre shall be 16.

(2) Minimum lot area shall be 5,000 square feet.

- (3) Minimum lot width shall be 50 feet.
- (4) Maximum ~~lot building~~ coverage shall be 60%
- (5) ~~Minimum~~ Front yard setback shall be 15 feet minimum
- (6) Side yard setback shall be 14 feet aggregate total with a minimum of 6 feet.
- (7) ~~Minimum~~ Rear yard setback shall be 20 feet.
- (8) Height of buildings shall not exceed ~~four stories or~~ 50 feet.
- (9) Minimum separation distance between dwelling structures on the same lot shall not be less than 15 feet.
- (10) Parking shall comply with the requirements provided in Article IV of this chapter.
- (11) Signs shall comply with the requirements provided in Article VI of this chapter.
- (12) For mixed use residential and commercial projects, off-street parking, parking beneath buildings, front, side and rear setbacks, landscaping and buffering, lot coverage, number of units per building and building separation shall be as determined by the Planning Commission.
- (13) Landscape screening shall comply with the requirements provided in Article V of this chapter.**
- (14) Accessory structures in aggregate shall occupy no more than 30 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.**
- (15) Accessory structures shall be located in the side and rear lot areas.**
- (16) Accessory structures for residential and non-residential uses shall be located at least 5 feet from the rear lot line and at least 5 feet from the side lot line and shall not be located less than 5 feet from a principal structure.**

§ 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 ~~permitted~~ **permitted** 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.~~
 - (910) Outdoor commercial recreational facilities, not motorized vehicles.**
 - (1011) Swimming club.**

~~(1112)~~ Indoor facility for amusement or assembly.

~~(1213)~~ Bus station.

C. Conditional uses subject to special requirements. **All uses specified as conditional uses in the C-2 zoning district and** 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.~~

(45) Contractors', craftsmen's or general service shops, including welding and similar shops.

(56) Laboratory, testing and research.

~~(7) Car repair shops.~~

(68) Used car lots, **Automotive sales**.

~~(9) Telephone central office or television cable central office.~~

(710) Service station, automobile sales agency, public garage, parking garage or lot, but not including storage of wrecked cars **Automotive repair**, 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.

(811) 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.~~

(bd) 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.~~

[23] The minimum distance between accessways and a residential district shall be 50 feet.

[34] 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.~~

(ce) 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.~~

~~(913) Car wash, all types (staffed, automatic, self service, etc.).~~

~~(14) Convenience stores with gas pumps.~~

~~(15) Community residential treatment program.~~

~~(1016) All dwellings other than single family with a maximum density of 12 units per acre.~~ **All uses permitted in the R-3 Zoning District subject to its area regulations.**

~~(1147) Business, commercial or industrial uses that do not adversely affect neighboring properties.~~

~~(1248) 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 **front yard** ~~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.
- (11) Accessory structures in aggregate shall occupy no more than 30 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.**
- (12) Accessory structures shall be located in the side and rear lot areas.**
- (13) Accessory structures for residential uses shall be located at least 5 feet from the rear lot line and at least 5 feet from the side lot line and shall not be located less than 10 feet from a principal structure.**
- (14) Accessory structures for non-residential uses shall meet the principal use setbacks and shall not be located less than 5 feet from a principal structure.**

§ 230-15. - H-1 Institutional Development District.

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

- A. Purpose. The intent of the H-1 Institutional Development District is to encourage the development of institutional uses in accordance with an approved plan of development. This district is to provide suitable areas and adequate safeguards for such uses to serve the City of Milford and the surrounding region.
- B. Permitted uses. Permitted used for the H-1 District shall be as follows:
 - (1) Medical and surgical hospitals, ~~subject to site plan review.~~
 - (2) Medical and dental centers, excluding drug abuse centers and freestanding detoxification centers.
 - (3) Medical arts offices and buildings.
 - (4) Accessory uses incidental to the permitted uses.
 - (5) Municipal and public services and facilities, including City Hall, water storage towers, water reservoirs, water pumping stations, water treatment plants, sewage pumping stations, sewers (storm and sanitary), street rights-of-way, utility transmission and distribution lines, public transportation bus or transit stops, police and fire stations and substations for electric, gas and telephone facilities.
- C. Conditional uses subject to special regulations. The following uses may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with the provisions of Article IX of this chapter:
 - (1) Nursing homes.
 - (2) Sanatoriums.
 - (3) Multilevel parking facilities.
 - (4) Community residential treatment program.
 - (a) These are minimum requirements, and community residential treatment programs are additionally subject to those requirements imposed by the Planning Commission and/or the City Council.
 - [1] Prior to occupancy of the facility, the program will obtain any applicable license from the State of Delaware. City approval is conditional upon the Zoning Office receiving state confirmation that an appropriate license has been issued or certification that a license is not required by the state. If a license is not required by the State of Delaware, minimum standards may be required by the City.
 - [2] The program will require a planned program of care consisting of full-time programmatic supervision, counseling and/or therapy and assistance in the development of daily skills.
 - [3] The program shall include a description of client population, services provided, staffing schedule and client/staff ratio.
 - [4] The program will be operated under the authority of a reputable governing board, proprietor or government official to whom staff are responsible and who will be available to City officials, if necessary, to resolve complaints pertaining to the facility. Each provider shall send complaint procedures to every property owner within 200 feet of the property within 45 days subsequent to City approval to facilitate good neighbor relations. The operators will have a workable, written plan that includes a method for recording and resolving complaints by neighbors pertaining to the operation of the

program. Complaints, efforts to resolve complaints and the results of such efforts shall be recorded.

[5] The design of the facility will be compatible with the neighborhood within which it is located, including its landscaping and architecture.

[6] The health and safety of the residents will be protected. Community residential programs shall meet all City ordinances and regulations, including review by the Office of the State Fire Marshal and the Department of Public Health.

[7] Community residential programs shall be located a minimum of 1,500 feet from any other community residential program or school.

[8] The following documentation will be required to be submitted with the application:

[a] Site plan, including parking area and landscaped area.

[b] Floor plan, with elevation drawings or photographs of existing building.

[c] List of board members, proprietors or governmental officials to whom staff are responsible.

[d] Written neighborhood relations plan.

[e] Complaint recording and resolution plan.

D. Area regulations.

(1) Minimum lot area shall be one acre.

(2) Maximum lot coverage shall be ~~80~~70%.

(3) Minimum lot width shall be 150 feet.

(4) Height of buildings shall not exceed 50 feet.

(5) Minimum ~~front yard~~ building setback shall be as follows:

(a) Thirty feet for the first 15 feet of height.

(b) An additional 10 feet for the second 15 feet of height.

(c) Twenty feet for each additional 15 feet of height.

(6) Each side yard shall equal 20 feet for each 15 feet of height.

(7) A rear yard shall be provided to equal 20 feet for each 15 feet of height.

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

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

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

(11) Accessory structures in aggregate shall occupy no more than 30 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.

(12) Accessory structures shall be located in the side and rear lot areas.

(13) Accessory structures shall meet the principal use setbacks and shall not be located less than 5 feet from a principal structure.

§ 230-16. - I-1 Limited Industrial District.

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

A. The purpose of an I-1 Limited Industrial District shall be to provide locations for the development of light to moderate industrial manufacturing, warehousing, wholesale and limited research establishments which, because of their type and nature, would be compatible with or adjacent to residential areas. Also, the purpose is to provide guidelines and performance standards which will control and confine any offensive features (i.e., noise, vibration, heat, smoke, glare, dust, objectionable odors, toxic wastes or unsightly storage) to the confines of the premises and within enclosed buildings or within a visually enclosed space.

B. Permitted uses. Permitted uses of the I-1 District shall be as follows:

- (1) All permitted uses of the OC-1 District and BP District.
- (2) Light manufacturing, assembling, converting, altering, finishing, baking, cooking or any other type of processing or storage of an industrial nature for the production and/or distribution of any goods, materials, products, instruments, appliances and devices, provided that the fuel or power supply shall be of an approved type. Also included shall be all incidental clinics, offices, cafeterias and recreational facilities for the exclusive use of in-house staff and employees.
- (3) ~~Research, design, testing and development laboratories.~~ **Wholesale storage, warehousing and distribution centers.**
- (4) ~~Printing, publishing, binding, packaging, storage, warehousing, distribution and trucking terminal operations and trucking schools.~~
- (5) ~~Municipal and public services and facilities, such as utility supply areas (i.e., water, sewer and electric), distribution facilities and substations.~~
- (6) ~~Truck or large vehicle repair facilities with associated parking area. All fuel and lubricant storage shall be installed in compliance with state and federal regulations and shall not be closer than 500 feet to any school or building(s) used for assembly.~~

C. ~~Prohibited uses. The following are expressly prohibited in an I-1 District:~~

- (1) ~~Residences, except those in existence at the time of adoption of this amendment.~~
- (2) ~~Manufacturing uses involving production of the following products from raw materials: asphalt, cement, charcoal and fuel briquettes; chemicals: aniline dyes, ammonia, carbide, caustic soda, cellulose, chlorine, carbon black and bone black, creosote, hydrogen and oxygen, industrial alcohol, nitrates (both natural and manufactured) of an explosive nature, potash, petrochemical, pyroxylin, rayon yarn and hydrochloric, nitric, picric, phosphoric and sulfuric acids; coal, coke and tar products, including gas manufacturing, explosives, fertilizers, glue and size (animal); linoleum and oil cloth, matches, paint, varnishes and turpentine; rubber (natural and synthetic); and soaps, including fat rendering.~~
- (3) ~~Dumps, junkyards, automobile salvage and dismantling plants/yards, storage areas or operations for the storage or resale of used automotive or other machine parts.~~
- (4) ~~Operations involving slaughterhouses, stockyards or slag piles.~~
- (5) ~~Storage of explosives and bulk or wholesale storage of gasoline above ground.~~
- (6) ~~Quarries, stone crushers, screening plants and all associated uses.~~
- (7) ~~The following processes: large scale reduction, refining, smelting and alloying of metal or metal ores; refining petroleum products, such as gasoline, kerosene, naphtha and lubricating oil; and reduction and processing of wood pulp and fiber, including paper mill operations.~~

CD. Conditional uses. **All uses specified as conditional uses in the OC-1 and BP zoning districts and** ~~the~~ following uses are permitted in the I-1 District, in accordance with the provisions within Article IX ~~(conditional use portion)~~ of this chapter:

- (1) Airfields or airpark facilities.
- (2) Mini-warehouses or public storage facilities.

- (3) Radio-television facilities.
- (4) Craft distillery and microbrewery establishments, provided that:
 - (a) All permits and approvals required by the Delaware Alcoholic Beverage Commission are obtained and remain in full force and effect.
 - (b) All aspects of the distilling or brewing process are completely confined within a building, including storage of all materials and finished products.
 - (c) Such establishment offers the public, on a regular and continuing basis, various activities ancillary to its distilling and/or brewing process, including by way of example: tours of the premises, educational classes, demonstrations, tasting rooms, and retail sales areas limited to the sale of beer, mead, cider, or spirits brewed or distilled on the premises for consumption off-premises and other retail items.
 - (d) On-site consumption or tasting associated with a craft distillery or microbrewery establishment shall be permitted. Any area associated with on-site consumption or tasting shall not operate as a stand-alone bar or tavern, shall be located on the premises of the craft distillery or microbrewery establishment, and shall be ancillary to the primary use. "Ancillary" for purposes of this section means subordinate, auxiliary, smaller and less intensive than the primary use. On-site consumption or tasting of alcohol shall be limited to those products brewed or distilled on the premises, except as otherwise permitted by Delaware Law.
 - (e) All food sales shall be limited to prepackaged snack items or those food items prepared by a food establishment licensed by the State of Delaware. If a craft distillery or microbrewery intends to operate on its premises a food establishment that is otherwise a permitted use in this district (i.e. restaurant, café, or full-service restaurant), the City may require the property owner to provide the City with a letter of no objection from the Delaware Alcoholic Beverage Control Commissioner regarding the operation of a food establishment on the premises of a craft distillery or microbrewery.
 - (f) Outdoor seating and gathering areas shall be permitted subject to the following requirements:
 - [1]i- Permanent and temporary outdoor seating and gathering areas shall be subject to building permit application and approval requirements.
 - [2]ii- Outdoor seating and gathering areas and ancillary improvements shall include physical barriers from public rights-of-way and physical and visual barriers from adjoining properties. Physical barriers along public rights-of-way shall restrict access from the public rights-of-way to the outdoor seating and gathering areas and shall not exceed four feet in height. Barriers along adjoining property lines shall create a physical and visual barrier consisting of fencing six feet in height or vegetation at least six feet in height. The regulations herein shall be in addition to any regulations imposed by the State of Delaware.
 - [3]iii- Maximum occupancy and points of ingress/egress shall be clearly marked. Occupancy of outdoor seating and gathering areas shall not exceed one person per 15 square feet of the outdoor seating and gathering areas identified in the building plans or any other occupancy limit established by the Office of the State Fire Marshall.
 - [4]iv- All structures and uses related to outdoor seating and gathering areas and facilities are subject to the City of Milford Building Code and the City of Milford Zoning Code.
 - [5]v- The occupancy of outdoor seating and gathering areas shall be included when calculating the building requirements and minimum parking standards required by the

City of Milford and State of Delaware. Outdoor seating and gathering areas shall meet all requirements of the City of Milford and the State of Delaware.

~~(6)vi.~~ Tables, chairs, umbrellas, equipment, games, and any other items provided in connection with outdoor seating and gathering areas shall be maintained in good repair and shall be secured during non-business hours in a safe and orderly manner.

~~(7)vii.~~ Any licensing required by the Delaware Alcoholic Beverage Control Commissioner for outdoor seating and gathering areas shall be obtained.

D.E. Design standards and requirements. These are minimum requirements for all activities that are permitted or conditional uses. Conditional use activities are subject to much greater restrictions as may be required by the **City Council Planning Commission**.

~~(1) Accessory uses shall not be permitted without a principal use.~~

~~(2) Any uses not permitted, as previously listed, are prohibited.~~

~~(13)~~ All uses shall be conducted within a completely enclosed building. There shall be no open storage of raw, in process or finished products, supplies or waste material, except that these items shall be shielded from public view by a landscaped screen, fence or wall.

~~(24)~~ In a planned industrial park or any lands designated as an I-1 District, no building/structure, accessory structure or sign shall be located closer than 200 feet to any nonindustrial district boundary.

~~(5) Adequate off-street parking shall be provided for all employees and traffic to the buildings. The minimum requirements are given in Article IV of this chapter and are to be deemed as minimum standards only. Standards in excess of those stated in Article IV may be stipulated by the Planning Commission during the site plan review.~~

~~(6) All fencing shall be properly maintained.~~

~~(37)~~ All front yard areas and all areas open to public view shall be maintained in a neat and attractive condition.

~~(48)~~ All loading operations shall be conducted at the side or rear of the building. In the unloading or loading process, no vehicles participating in these operations shall be allowed to extend into any public or private driveway or street or impede its traffic circulation.

~~(59)~~ All odorous fumes or matter emitted into the environment from any/all fuel-burning equipment, open stacks and internal combustion engines must comply with the requirements set forth by the State of Delaware, Department of Natural Resources and Environmental Control (DNREC).

~~(610)~~ Dust or particulate debris from any processing or production operations will be minimized by the use of appropriate mechanical and/or electrical devices to the extent necessary to ensure that such emissions shall not be offensive at or beyond the property line of the industry/warehouse. All such activities will comply with the requirements of the DNREC, State of Delaware.

~~(11) All internal roads, driveways and parking areas (for public, in-house employee or truck/vehicular traffic) shall be paved.~~

~~(712)~~ All dry waste, in dust or particulate form, will be transported in closed or covered vehicles.

~~(813)~~ The proposed use shall not endanger the surrounding areas to the possibilities of fire, explosion or contamination. All uses shall comply with state regulations which govern their operations. There shall be no allowance for the storage of radioactive materials or those materials deemed to be toxic or dangerous. All liquid storage shall have an approved containment (area) barricade capable of containing any failure of storage medium.

(914) The proposed use shall not allow the emission of heat or glare beyond its property line. All lighting shall be directed so as not to cause glare to the surrounding properties. The light source shall be shielded so as not to be visible from adjoining properties or streets.

~~(15) All I-1 District projects and proposals are subject to site plan review by the Planning Commission.~~

E.F. Area and height regulations.

- (1) Minimum lot area shall be two acres.
- (2) Maximum lot coverage shall be ~~75~~60%, with the remainder being that of grass and landscape areas. ~~Parking areas shall be landscaped.~~
- (3) Minimum lot width shall be 150 feet.
- (4) Maximum building height shall be 50 feet.
- (5) Minimum front yard setback shall be 75 feet.
- (6) Minimum side yard setback shall be 40 feet.
- (7) Minimum rear yard setback shall be 45 feet.
- (8) ~~Off-street parking. See Article IV of this chapter.~~ **Parking shall comply with the requirements provided in Article IV of this chapter.**
- (9) ~~Landscape screening. See Article V of this chapter.~~ **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.
- (11) Accessory structures **in aggregate** shall occupy no more than 10% **percent** of the **required rear and side yard of the** lot area **and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.**
- (12) Accessory structures shall be located in the rear yard/lot area.
- (13) Accessory structures shall **meet the principal use setbacks and shall not be located less than 5 feet from a principal structure** ~~be located at least 45 feet from the rear lot line.~~

§ 230-17. - I-2 General Industrial District.

In an I-2 District no building/structure or premises shall be used and no building/structure or part thereof shall be erected or altered which is arranged, intended or designed to be used, in whole or in part, for any purpose except for one or more of the following uses and complying with the requirements herein indicated.

- A. The purpose of the I-2 General Industrial District shall be to provide locations for the development of large or heavy manufacturing, warehousing, wholesale and research establishments, which may include those that may produce some objectionable conditions, and also to concentrate the more intensive industrial uses in areas that would least impact neighboring zoning districts or uses.
- B. Permitted uses. Permitted uses for the I-2 District shall be as follows:
 - (1) All **permitted uses** ~~items allowed~~ in the I-1 District.
 - (2) Heavy manufacturing, assembling, converting, altering, finishing, cleaning or any other processing, handling or storage of products or materials, provided that the fuel or power supply shall be of an approved type. Also included shall be all incidental clinics, offices, cafeterias and recreational facilities for the exclusive use of in-house staff and employees.
 - (3) Research, design and development laboratories.
 - ~~(4) Wholesale storage and warehousing.~~

~~(5) Building contractors' yards.~~

~~(46) Large public utility facilities, or major uses thereof.~~

~~C. Prohibited uses. The following are expressly prohibited in an I-2 District:~~

~~(1) Residences.~~

~~(2) Manufacturing uses involving primary production of the following products from raw materials: asphalt, cement, charcoal and fuel briquettes; chemicals: carbide, ammonia, aniline dyes, caustic soda, cellulose, chlorine, carbon black and bone black, creosote, hydrogen and oxygen, industrial alcohol, nitrates (manufactured and natural) of an explosive nature, potash, petrochemical, pyroxylin, rayon yarn and hydrochloric, nitric, picric, phosphoric and sulfuric acids; coal, coke and tar products, including gas manufacturing, explosives, fertilizers, gelatin, glue and size (animal); linoleum and oil cloth, matches, paint, varnishes and turpentine; rubber (natural and synthetic); soaps, including fat rendering; and starch.~~

~~(3) Dumps, junkyards, automobile salvage and dismantling plants/yards, public storage areas or operations for the storage or resale of used automotive or other machine parts.~~

~~(4) Operations involving slaughterhouses, stockyards or slag piles.~~

~~(5) Quarries, stone crushers, screening plants and all associated uses.~~

~~(6) The following processes: nitrating of cotton or other materials; magnesium foundry; milling or processing of flour; large-scale reduction, refining, smelting and alloying of metal or metal ores; refining petroleum products, such as gasoline, kerosene, naphtha and lubricating oil; distillation of wood or bones; and reduction and processing of wood pulp and fiber, including paper mill operations and sawmills.~~

~~(7) Storage of explosives and bulk or wholesale storage of gasoline above ground.~~

CD. Conditional uses. **All uses specified as conditional uses in the I-1 zoning district and** the following uses are permitted in the I-2 District in accordance with the provisions within Article IX (conditional use portion) of this chapter:

(1) Airfields or airpark facilities.

(2) Tractor-trailer storage and parking facilities.

(3) Farm machinery and truck manufacture, sales, storage and repairs.

(4) Fertilizer storage and distribution centers.

(5) Heating, ventilating, cooling and refrigeration manufacturing.

(6) Trash compaction: transfer station and solid waste management system, not to include hazardous waste.

(7) Recycling or collection facilities for paper, glass, plastics and metal.

(8) Grain storage and processing.

(9) Meat processing, chicken processing and seafood processing.

(10) Aluminum recycling and smelting (small scale).

(11) Food and vegetable cleaning, canning and freezing.

DE. Design standards and requirements. These are minimum requirements for all activities that are permitted or conditional uses. Conditional use activities are subject to much greater restrictions as may be required by **City Council** ~~the Planning Commission~~.

~~(1) Accessory uses shall not be permitted without a principal use.~~

~~(2) Any uses not permitted, as previously listed, are prohibited.~~

(13) All uses shall be conducted within a completely enclosed building. There shall be no open storage of raw, in process or finished products, supplies or waste material, except in areas approved by the Planning Commission during the site plan review hearing.

- (24) In a planned industrially zoned I-2 District, no building/structure, accessory structure or sign shall be located closer than 250 feet to any existing nonindustrial district boundary.
- ~~(5) Adequate off-street parking shall be provided for all employees and traffic to the buildings. The minimum requirements are given in Article IV of this chapter and are to be deemed as minimum standards only. Standards in excess of those stated in Article IV may be stipulated by the Planning Commission during the site plan review.~~
- (36) Fencing is required in any and all areas which would pose a threat to public safety and the security of the facility. ~~All fencing shall be properly maintained.~~
- (47) All front yard areas shall be maintained in a neat and attractive condition. All side and rear yard areas shall be kept uncluttered and free from any conditions that would constitute a safety hazard for employees or anyone visiting the site.
- (58) All loading operations shall be conducted at the side or rear of the building. In the unloading or loading process, no vehicles participating in these operations shall be allowed to extend into any public or private driveway or street or impede its traffic circulation.
- (69) All odorous fumes or matter emitted into the environment from any/all fuel-burning equipment, open stacks or chimneys and internal combustion engines must comply with the requirements set forth by the DNREC, State of Delaware.
- (710) Dust or particulate debris from any processing or production operations will be minimized by the use of appropriate mechanical and/or electrical devices to the extent necessary to ensure that such emissions shall not be offensive at or beyond the property line of the industry/warehouse. All such activities will comply with the requirements of DNREC, State of Delaware.
- ~~(11) All internal roads, driveways and parking areas (for public, in-house employee or truck/vehicular traffic) shall be paved.~~
- (812) All dry waste, in dust or particulate form, will be transported in closed or covered vehicles.
- (913) The proposed use shall not endanger the surrounding facilities or communities to the possibility of fire or explosion. All uses shall comply with state regulations which control or govern their operation. There shall be no allowances for the storage of radioactive materials or those materials deemed to be toxic or dangerous.
- (1014) The proposed use shall not allow the emission of heat or glare beyond its property line. All lighting shall be directed so as not to cause glare to the surrounding properties. The light source shall be shielded so as not to be visible from adjoining properties.
- ~~(15) All I-2 District projects and proposals are subject to site plan review by the Planning Commission.~~

E.F. Area and height regulations.

- (1) Minimum lot area shall be 2 1/2 acres.
- (2) Maximum lot coverage shall be ~~75~~50%, with the remainder being that of grass and landscaped areas. ~~Parking areas shall be landscaped.~~
- (3) Minimum lot width shall be 150 feet.
- (4) Maximum building height shall be 50 feet.
- (5) Minimum front yard setback shall be 75 feet.
- (6) Minimum side yard setback shall be 50 feet.
- (7) Minimum rear yard setback shall be 50 feet.
- (8) ~~Off street parking. See Article IV of this chapter.~~ **Parking shall comply with the requirements provided in Article IV of this chapter.**
- (9) ~~Landscape screening. See Article V of this chapter.~~ **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.
- (11) Accessory structures in aggregate shall occupy no more than 10% percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.
- (12) Accessory structures shall be located in the side and rear lot areas.
- (13) Accessory structures shall meet the principal use setbacks and shall not be located less than 5 feet from a principal structure be located at least 50 feet from the rear lot line.

§ 230-18. - OC-1 Office Complex District.

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

- A. The purpose of an OC-1 Office Complex District shall be to provide locations for the development of general and professional offices and office parks in areas of high accessibility and visibility. Also, this district will facilitate the expansion of the City's service industries in attractive environments.
- B. Permitted uses. Permitted uses for the OC-1 District shall be as follows:
 - (1) Offices for banking institutions, technical centers, research/data centers, emergency service centers (i.e., police, fire and rescue), corporate offices and other general professional offices.
 - (2) Television and radio studios (without towers).
 - (3) Professional schools (nonindustrial).
 - (4) Health centers and clinics (medical or dental).
- C. Conditional uses. The following uses are permitted in the OC-1 District in accordance with the provisions within Article IX (conditional uses portion) of this chapter:
 - (1) Charitable and philanthropic organizations.
 - (2) Day-care centers.
 - (3) Civic and/or conference centers.
 - (4) Indoor or outdoor recreation (~~tennis, racquetball, handball, swimming, etc.~~).
 - (5) Private clubs or organizations.
 - (6) Medical/dental laboratories.
 - (7) Nursing homes.
- ~~D. Design standards and requirements. These are minimum requirements for all activities that are permitted or conditional uses. Conditional use activities are subject to much greater restrictions as may be required by the Planning Commission.~~
 - ~~(1) Accessory uses shall not be permitted without a principal use.~~
 - ~~(2) The premises shall be suitably landscaped.~~
 - ~~(3) All driveways shall meet width requirements of the State Fire Marshal's Office.~~
 - ~~(4) Any uses not permitted, as previously listed, are prohibited.~~
 - ~~(5) All internal roads, driveways and parking areas (for public, in-house employee or vehicular traffic) shall be paved.~~
 - ~~(6) All OC-1 District projects and proposals are subject to site plan review by the Planning Commission.~~
 - ~~(7) Exterior lighting will be adequately shielded from the view of all surrounding properties and streets.~~

DE. Area and height regulations.

- (1) Minimum lot area shall be one acre.
- (2) Maximum lot coverage shall be 75%, ~~with the remainder being that of grass and landscape areas.~~
- (3) Minimum lot width shall be 100 feet.
- (4) Maximum building height shall be 70 feet.
- (5) Minimum front yard setback shall be 50 feet.
- (6) Minimum side yard setback shall be at least 15 feet, with a total combined aggregate dimension of 40 feet.
- (7) Minimum rear yard setback shall be 25 feet.
- (8) ~~Off street parking. See Article IV of this chapter.~~ **Parking shall comply with the requirements provided in Article IV of this chapter.**
- (9) ~~Landscape screening.~~ **Landscape screening shall comply with the requirements provided in Article V of this chapter.**
 - ~~(a) There shall be a one hundred foot buffer from all residential areas or districts.~~
 - ~~(b) Planted screening shall be at least six feet in height.~~
 - ~~(c) There shall be a ten foot buffer along all nonresidential lot lines.~~
 - ~~(d) Each planted area of buffering shall:
 - ~~[1] Retain natural vegetation.~~
 - ~~[2] Be planted with indigenous evergreens, deciduous and ornamental trees or shrubs.~~~~
- (10) Signs shall comply with the requirements provided in Article VI of this chapter.
- (11) ~~Accessory structures shall occupy no more than 10% of the lot area.~~ **Accessory structures in aggregate shall occupy no more than 10 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.**
- (12) ~~Accessory structures shall be located in the rear yard/lot area.~~ **Accessory structures shall be located in the side and rear lot areas.**
- (13) ~~Accessory structures shall be located at least 25 feet from the rear lot line.~~ **Accessory structures shall meet the principal use setbacks and shall not be located less than 5 feet from a principal structure.**

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

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

- A. The purpose of the OB-1 Office Building District shall be to provide locations for the operation of professional offices of a low-profile, low-traffic category in areas of a residential nature where existing nonresidential buildings/structures are present. In short, this district will provide such locations that will not detract from the surrounding residential atmosphere of the neighborhood but allow viable businesses to operate in existing buildings/structures.
- B. Permitted uses. Permitted uses for the OB-1 District shall be as follows:

- (1) Professional services and administrative activities, including but not limited to architects, engineers, brokers, insurance agents, realtors, physicians, dentists, artists and attorneys, within a single occupancy setting.
- (2) Branch libraries and public information centers.

C. Conditional uses. Conditional uses shall be as follows:

- (1) Medical and dental **offices in a multiple occupancy setting** clinics.
- (2) Day-care **centers** facilities (group and day care centers only).
- (3) Civic or fraternal organizations.
- (4) Government offices serving the public.
- ~~(5) Churches and other places of worship.~~
- ~~(6) New facilities proposed for vacant properties (see lot requirements).~~
- ~~(7) Any use which would necessitate dual occupancy settings within the single building/structure.~~
- ~~(8) Musicians.~~

~~D. Prohibited uses. Any and all uses which would alter the residential nature of the neighborhood or cause such activity to occur which would deteriorate said residential atmosphere shall be prohibited.~~

~~E. Design standards and requirements. These are minimum requirements for all activities that are permitted or conditional uses. Conditional use activities are subject to much greater control than those of the permitted use variety and are additionally subject to those requirements imposed by the Planning Commission and/or the City Council.~~

- ~~(1) Accessory uses shall not be allowed without a principle use.~~
- ~~(2) The premises shall be suitably landscaped; most landscaping is present at existing sites.~~
- ~~(3) All driveways shall meet width requirements of the State Fire Marshal's regulations.~~
- ~~(4) All requirements set forth by the state guidelines for sediment and erosion control shall be complied with in all respects. Further, if any federal rulings are applicable, said property shall likewise comply in all respects.~~
- ~~(5) All sites shall be made to comply with the requirements set forth by the Americans with Disabilities Act, and all such needed modifications to the building or premises shall require sealed architectural plans submitted to the City Inspections Office for approval.~~
- ~~(6) All internal driveways and parking areas (for public, in house staff or other vehicular traffic) shall be paved.~~
- ~~(7) All OB-1 District projects and proposals are subject to site plan review in such cases where expansion to an existing facility may be requested or if any upgrades required by the aforementioned codes or requirements deem any major alterations to occur. This review shall be held by the City Planning Commission.~~
- ~~(8) Exterior lighting will be adequately shielded from the view of all surrounding properties and streets.~~

DF. Area and height regulations shall be as follows:

- (1) Minimum lot area.
 - (a) Existing buildings/structures on site: none.
 - (b) New construction (conditional use): 1/2 acre.
- (2) Maximum lot coverage (building/structure and paved area) shall be no greater than 50%, with the remainder being utilized for plantings and landscaping (new construction, with conditional use). Existing facilities shall not decrease any existing planted or landscaped areas on the site without obtaining a variance for said decrease from the Board of Adjustment.

- (3) Minimum lot width.
 - (a) New construction, with conditional use: 100 feet.
 - (b) Existing facilities: existing dimension accepted.
- (4) Maximum building/structure heights shall not exceed the requirements set forth within this chapter for the residential zoning district in which the building/structure exists.
- (5) Minimum front yard setback (new construction, with conditional use): 30 feet. Existing facilities shall not be allowed to encroach further into the front yard area(s) if the setback is less than 30 feet.
- (6) Minimum side yard setback (new construction, with conditional use): 15 feet. Existing facilities shall not be allowed to encroach further into the side yard area(s) if the setback is less than 15 feet.
- (7) Minimum rear yard setback (new construction, with conditional use): 30 feet. Existing facilities shall not be allowed to encroach further into the rear yard area if the setback is less than 30 feet.
- (8) ~~Off-street parking. See Article IV of this chapter.~~ **Parking shall comply with the requirements provided in Article IV of this chapter.**
- (9) ~~Landscape screening.~~ **Landscape screening shall comply with the requirements provided in Article V of this chapter.**
 - (a) ~~Existing structures/facilities shall maintain existing screening and plantings (as per requirements stated previously within this subsection).~~
 - (b) ~~Planted screening shall be provided at all boundaries where adjacent residential properties exist.~~
 - (c) ~~There shall be a ten foot buffer area along all parking areas and adjacent residential properties, in which natural screening shall be placed.~~
 - (d) ~~Each planted area of screening/buffering shall:~~
 - [1] ~~Retain natural vegetation.~~
 - [2] ~~Be planted with indigenous evergreens, deciduous and ornamental trees or shrubs.~~
- (10) Signs shall comply with the requirements provided in Article VI of this chapter.
- (11) Accessory structures in aggregate shall occupy no more than 30 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.**
- (12) Accessory structures shall be located in the side and rear lot areas.**
- (13) Accessory structures shall be located at least 5 feet from the rear lot line and at least 5 feet from the side lot line and shall not be located less than 5 feet from a principal structure.**

G. Additional requirements.

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

§ 230-19.1. - BP Business Park District.

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

- A. The purpose of a Business Park District shall be to provide locations for the development of light to moderate industrial manufacturing, warehousing, wholesale and limited research establishments which, because of their type and nature, would be compatible with or adjacent to residential areas while still providing attractive landscaping, on-site recreation and a better working environment. The emphasis will be on employment rather than warehouse space. Also, the purpose is to provide guidelines and performance standards, which will control and confine any offensive features (i.e., noise, vibration, heat, smoke, glare, dust, objectionable odors, toxic wastes or unsightly storage) to the confines of the premises and within enclosed buildings or within a visually enclosed space.
- B. Permitted uses. Permitted uses of the BP District shall be as follows:
 - (1) Manufacturing, assembling, converting, altering, finishing, cleaning, cooking, baking or any other type of manufacturing or industrial processing of any goods, materials, products, instruments, appliances and devices, provided that the fuel or power supply shall be of an approved type. Also included shall be all incidental clinics, offices and cafeterias for the exclusive use of in-house staff and employees.
 - (2) Research, design, testing and development laboratories.
 - (3) Printing, publishing, binding, packaging, storage, warehousing, distribution and trucking terminal operations and trucking schools.
 - (4) Business, professional or administrative offices.
 - (5) Municipal and public services and facilities, such as utility supply areas (i.e., water, sewer and electric), distribution facilities and substations.
 - (6) Truck or large vehicle repair facilities with associated parking area. All fuel and lubricant storage shall be installed in compliance with state and federal regulations and shall not be any closer than 500 feet from existing residence, residential district, school or building(s) used for assembly.
 - (7) Farm machinery manufacture, sales, storage and repairs.
 - (8) Heating, ventilating, cooling and refrigeration manufacturing.
 - (9) Building contractor yards.
 - (10) Veterinary clinics.
 - (11) Beverage blending, bottling (all types).
 - (12) Boat manufacture and repair (vessels less than five tons), boat sales and service.
 - (13) Dairy operations and dairy products, ice cream and cheese.
 - (14) Fruit and vegetable processing, including canning, preserving, drying and freezing.
 - (15) Greenhouses, commercial, wholesale or retail.
 - (16) Ice manufacture, including dry ice.
 - (17) Sign fabrication and painting shops.
 - (18) Wood product manufacture, including baskets, boxes, crates, barrels and veneer.
- C. Conditional uses. The following uses are permitted in the BP District in accordance with the provisions within Article IX (conditional use portion) of this chapter:
 - (1) Public, private or professional schools.
 - (2) Schools for vocational training.
 - (3) Day-care centers.
 - (4) Radio-television facilities.

- (5) ~~Any use not permitted in any other zoning districts.~~ **Indoor or outdoor recreation.**
- (6) Craft distillery and microbrewery establishments, provided that:
- (a) All permits and approvals required by the Delaware Alcoholic Beverage Commission are obtained and remain in full force and effect.
 - (b) All aspects of the distilling or brewing process are completely confined within a building, including storage of all materials and finished products.
 - (c) Such establishment offers the public, on a regular and continuing basis, various activities ancillary to its distilling and/or brewing process, including by way of example: tours of the premises, educational classes, demonstrations, tasting rooms, and retail sales areas limited to the sale of beer, mead, cider, or spirits brewed or distilled on the premises for consumption off-premises and other retail items.
 - (d) On-site consumption or tasting associated with a craft distillery or microbrewery establishment shall be permitted. Any area associated with on-site consumption or tasting shall not operate as a stand-alone bar or tavern, shall be located on the premises of the craft distillery or microbrewery establishment, and shall be ancillary to the primary use. "Ancillary" for purposes of this section means subordinate, auxiliary, smaller and less intensive than the primary use. On-site consumption or tasting of alcohol shall be limited to those products brewed or distilled on the premises, except as otherwise permitted by Delaware Law.
 - (e) All food sales shall be limited to prepackaged snack items or those food items prepared by a food establishment licensed by the State of Delaware. If a craft distillery or microbrewery intends to operate on its premises a food establishment that is otherwise a permitted use in this district (i.e. restaurant, café, or full-service restaurant), the City may require the property owner to provide the City with a letter of no objection from the Delaware Alcoholic Beverage Control Commissioner regarding the operation of a food establishment on the premises of a craft distillery or microbrewery.
 - (f) Outdoor seating and gathering areas shall be permitted subject to the following requirements:
 - i. Permanent and temporary outdoor seating and gathering areas shall be subject to building permit application and approval requirements.
 - ii. Outdoor seating and gathering areas and ancillary improvements shall include physical barriers from public rights-of-way and physical and visual barriers from adjoining properties. Physical barriers along public rights-of-way shall restrict access from the public rights-of-way to the outdoor seating and gathering areas and shall not exceed four feet in height. Barriers along adjoining property lines shall create a physical and visual barrier consisting of fencing six feet in height or vegetation at least six feet in height. The regulations herein shall be in addition to any regulations imposed by the State of Delaware.
 - iii. Maximum occupancy and points of ingress/egress shall be clearly marked. Occupancy of outdoor seating and gathering areas shall not exceed one person per 15 square feet of the outdoor seating and gathering areas identified in the building plans or any other occupancy limit established by the Office of the State Fire Marshall.
 - iv. All structures and uses related to outdoor seating and gathering areas and facilities are subject to the City of Milford Building Code and the City of Milford Zoning Code.
 - v. The occupancy of outdoor seating and gathering areas shall be included when calculating the building requirements and minimum parking standards required by the

City of Milford and State of Delaware. Outdoor seating and gathering areas shall meet all requirements of the City of Milford and the State of Delaware.

- vi. Tables, chairs, umbrellas, equipment, games, and any other items provided in connection with outdoor seating and gathering areas shall be maintained in good repair and shall be secured during non-business hours in a safe and orderly manner.
- vii. Any licensing required by the Delaware Alcoholic Beverage Control Commissioner for outdoor seating and gathering areas shall be obtained.

D. ~~Prohibited uses. The following are expressly prohibited in the BP District:~~

- ~~(1) Residences.~~
- ~~(2) Manufacturing uses involving production of the following products from raw materials: asphalt, cement, charcoal and fuel briquettes; chemicals; aniline dyes, ammonia, carbide, caustic soda, cellulose, chlorine, carbon black and bone black, creosote, hydrogen and oxygen, industrial alcohol, nitrates (both natural and manufactured) of an explosive nature, potash, petrochemical, pyroxylin, rayon yarn and hydrochloric, nitric, picric, phosphoric and sulfuric acids; coal, coke and tar products, including gas manufacturing, explosives, fertilizers, glue and size (animal); linoleum and oil cloth, matches, paint, varnishes and turpentine; rubber (natural and synthetic); and soaps, including fat rendering.~~
- ~~(3) Dumps, junkyards, automobile salvage and dismantling plants/yards, storage areas or operations for the storage or resale of used automobile or other machine parts.~~
- ~~(4) Operations involving slaughterhouses, stockyards or slag piles.~~
- ~~(5) Storage of explosives and bulk or wholesale storage of gasoline above ground.~~
- ~~(6) Quarries, stone crushers, screening plants and all associated uses.~~
- ~~(7) The following processes: refining, smelting and alloying of metal or metal ores; refining petroleum products such as gasoline, kerosene, naphtha and lubricating oil; and reduction and processing of wood pulp and fiber, including paper mill operations.~~
- ~~(8) Drilling for the removal of any hydrocarbon substances.~~

DE. Design standards and requirements. These are minimum requirements for all activities that are permitted or conditional uses. Conditional use activities are subject to much greater restrictions as may be required by [City Council](#) the Planning Commission.

- ~~(1) Accessory uses shall not be permitted without a principal use.~~
- ~~(12) All uses must be conducted within a completely enclosed building. There shall be no open storage of raw, in process or finished products, supplies or waste material, except that these items shall be shielded from public view by a landscaped screen that may include a fence or wall.~~
- ~~(3) Adequate off-street parking shall be provided for all employees and traffic to the buildings. The minimum requirements are given in Article IV of this chapter and are to be deemed as minimum standards only. Standards in excess of those stated in Article IV may be stipulated by the Planning Commission during the site plan review.~~
- ~~(4) All fencing and landscaping shall be properly maintained.~~
- ~~(25) All front yard areas and all areas open to public view shall be maintained in a neat and attractive condition.~~
- ~~(36) All loading and unloading operations shall be conducted at the side or rear of the building. In the loading and unloading process, no vehicles participating in these operations shall be allowed to extend into any public or private driveway or street or impede its traffic circulation.~~
- ~~(47) All odorous fumes or matter emitted into the environment from any/all fuel-burning equipment, open stacks and internal combustion engines must comply with the requirements~~

set forth by the State of Delaware, Department of Natural Resources and Environmental Control (DNREC).

- (58) Dust or particle debris from any processing or production operations will be minimized by the use of appropriate mechanical and/or electrical devices to the extent necessary to ensure that such emissions shall not be offensive at or beyond the property line of the industry/warehouse. All such activities will comply with the requirements set forth by the State of Delaware, Department of Natural Resources and Environmental Control (DNREC).
- (9) Internal roads, driveways and parking areas for public, in-house employee or truck/vehicular traffic shall be paved. All dry waste, in dust or particulate form, will be transported in closed or covered vehicles.
- (610) The proposed use shall not endanger the surrounding areas to the possibilities of fire, explosion or contamination. All uses shall comply with state regulations which govern their operations. There shall be no allowance for the storage of radioactive materials or those materials deemed to be toxic or dangerous. All liquid storage shall have an approved containment (area) barricade capable of containing any failure of storage medium.
- (714) The proposed use shall not allow the emission of heat or glare beyond its property line. All lighting shall be directed so as not to cause glare to the surrounding properties. The light source shall be shielded so as not to be visible from adjoining properties or streets.

(8) Walls.

(a) Exterior front and side walls are subject to site plan approval and must be finished on the exterior with the following:

- [1] Architectural masonry units, excluding concrete block and cinder block.**
- [2] Natural stone.**
- [3] Precast concrete.**
- [4] Steel.**
- [5] Aluminum.**
- [6] Glass materials or their equivalent.**

(b) Rear walls may be masonry block if the masonry block wall is appropriately painted. Finished building materials shall be applied to all sides of a building which are visible to the general public as well as from adjacent residential property and streets. Colors shall be harmonious and compatible with colors of the natural surroundings and other adjacent buildings. The Planning Commission shall have the sole right to approve or disapprove materials and colors.

(9) No pipe, conduit, cable or line for water, gas, sewerage, steam, electricity or any other energy or service shall be installed or maintained upon a parcel outside of the building above the surface of the ground. All auxiliary machinery, equipment or facilities used on any parcel outside of any building in connection with such energies or services shall be located upon the parcel in such manner and upon such conditions as may be specifically approved by the Planning Commission and/or City Council during site plan or conditional use review.

~~(12) All BP District projects and proposals are subject to site plan review by the Planning Commission.~~

~~(13) Installation of a berm will be required adjacent to any residentially zoned area. The berm shall be constructed as follows: 10 feet from any residential property line, then 60 feet with a six-foot high berm at 4 to 1 slope, with three rows of trees, including evergreens spaced 15 feet on center along the berm slope adjacent to the residential district, one row of evergreens spaced at 48 feet on center along the toe of the berm and deciduous trees, spaced 192 feet on center~~

along the opposite toe of the berm. The berm may not be required in areas contiguous to residential districts that have an existing mature wooded area that has a minimum depth of 10 feet or where adjacent to road frontage that has a combined right-of-way width of 75 feet.

EF. Area and height regulations.

- (1) Minimum area for a business park will be 40 acres.
- (2) Minimum lot area shall be one acre (43,560 square feet).
- (3) Maximum impervious lot coverage shall be 75%, with the remainder being that of grass and landscaped area.
- (4) Minimum lot width shall be 150 feet.
- (5) Maximum building height shall be 50 feet.
- (6) Minimum front yard setback shall be 30 feet.
- (7) Minimum side yard setback shall be 15 feet. The setback shall be computed from the berm line, not the property line.
- (8) Minimum rear yard shall be 25 feet. The setback shall be computed from the berm line, not the property line.
- (9) Parking may be permitted in the setback area but may not be located any closer than five feet from any property line and 15 feet from the right of way line. No parking may be permitted within a berm area or a landscaped area. No parking will be permitted on the streets or between public street pavement and the property line. **Parking shall comply with the requirements provided in Article IV of this chapter.**
- (10) ~~Landscape screening. Where adjacent to residential districts, the buffer shall include a landscape screen not less than six feet high. Each planted area of buffer shall retain as much natural vegetation as possible and be planted with indigenous evergreens, deciduous and ornamental trees or shrubs. All landscaping shall be installed within 90 days of occupancy of building, or as soon as weather will allow if such period falls within the winter months. All landscaping shall be properly maintained throughout the life of any use on the lot. **Landscape screening shall comply with the requirements provided in Article V of this chapter.**~~
- (11) ~~City water and sewerage shall serve the park. Mains shall be in place at the time of construction on the lot. Service to the lot shall be installed by the City to the property line of the lot after site plan approval.~~
- (12) ~~No pipe, conduit, cable or line for water, gas, sewerage, steam, electricity or any other energy or service shall be installed or maintained upon a parcel outside of the building above the surface of the ground. All auxiliary machinery, equipment or facilities used on any parcel outside of any building in connection with such energies or services shall be located upon the parcel in such manner and upon such conditions as may be specifically approved by the Planning Commission during site plan review.~~
- (11) ~~Site will be served by a central stormwater management system. Each lot shall be reviewed by the City Engineer to access the central stormwater area. **Signs shall comply with the requirements provided in Article VI of this chapter.**~~
- (12) ~~Walls. **Accessory structures in aggregate shall occupy no more than 10 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.**~~
 - (a) ~~Exterior front and side walls are subject to site plan approval and must be finished on the exterior with the following:~~
 - [1] ~~Architectural masonry units, excluding concrete block and cinder block.~~

- ~~{2}— Natural stone.~~
- ~~{3}— Precast concrete.~~
- ~~{4}— Steel.~~
- ~~{5}— Aluminum.~~
- ~~{6}— Glass materials or their equivalent.~~

~~(b) Rear walls may be masonry block if the masonry block wall is appropriately painted. Finished building materials shall be applied to all sides of a building which are visible to the general public as well as from adjacent residential property and streets. Colors shall be harmonious and compatible with colors of the natural surroundings and other adjacent buildings. The Planning Commission shall have the sole right to approve or disapprove materials and colors.~~

(13) Accessory structures shall be located in the side and rear lot areas.

(14) Accessory structures shall meet the principal use setbacks and shall not be located less than 5 feet from a principal structure.

~~G.— Signs shall comply with the requirements provided in Article VI of this chapter.~~

~~H.— Off street parking and loading.~~

- ~~(1) Off street parking and loading shall have a buffer strip of at least five feet wide between it and any adjacent lot.~~
- ~~(2) A parking space shall not be less than 162 square feet, with a minimum of nine feet wide.~~
- ~~(3) All parking spaces shall be set back 15 feet from any street line.~~
- ~~(4) Ground cover, shrubs, trees and landscaped screening shall be located and maintained so as not to interfere with vehicular and pedestrian traffic on the property or with sight clearance and exits.~~
- ~~(5) All spaces reserved for handicapped accessibility shall conform to the requirements set forth by the federal standards provided by the ADA (Americans with Disabilities Act).~~
- ~~(6) Aisleway width shall be as required by the Office of the State Fire Marshal.~~
- ~~(7) All parking spaces for use in conjunction with public parking areas, garages, storage areas operated on a commercial basis and parking areas accessory to multifamily, commercial, industrial and office uses shall be appropriately paved and striped.~~
- ~~(8) Required off street parking spaces shall be as per Article IV.~~
- ~~(9) No building or structure shall be erected in any district for the uses listed in Article IV unless loading space for the accommodation of trucks is provided on the premises in accordance with requirements stated in Article IV.~~
- ~~(10) Loading spaces shall not be permitted in any front yard of any property.~~
- ~~(11) Areas designated for exterior storage in trailers shall be shown on the site plan. The area will be dimensioned and include the number of units located within the area. Storage will not exceed 30 days.~~
- ~~(12) Trash containers and dumpsters must be properly screened and shall be designated on the site plan.~~

~~I.— Antennas and satellites shall be shown on the site plan.~~

~~J.— Mailbox receptacles will be placed as required by the Postmaster, Milford, Delaware, and shall be shown on the site plan.~~

~~K.— Chain link fencing may be used in the park.~~

~~L.— No parcel may be subdivided.~~

~~M.— In the event that any purchaser of any parcel of land within the business park shall not commence construction of a building thereon within two years from the date of settlement, the City of Milford~~

shall have the option of purchasing said land from the owner at any time prior to the commencement of said construction, at the purchase price paid therefor as shown on the owner's settlement sheet.

~~N. Each owner of any parcel, by acceptance of a deed, agrees to pay to the City of Milford an annual fee for the maintenance of stormwater management areas, open space, landscaping and berms. Said easement fee must be fixed at a uniform rate based upon the assessment of the parcel and the improvements thereon. The assessments levied by the City of Milford pursuant to this Zoning Code shall be used exclusively for said purposes and for such other purposes as the City deems appropriate.~~

§ 230-19.2. - IS Institutional Service District.

A. Purpose. The purpose of the Institutional Service District is to further the public health, safety and welfare by providing a location for schools, governmental buildings and uses, health-care-related uses, a hospital, and all other health-care facilities with appropriate access to public streets, utilities and municipal services, adequate parking areas, and circulation of traffic. This district is created to serve residents of the City of Milford as well as surrounding areas by allowing the existing educational, governmental, hospital and health-care facilities and corresponding supporting uses and structures to expand, in order to meet the growing demand and needs of the community for these above-mentioned uses. This district has been created to establish reasonable standards for such educational, governmental, health-care facilities and services, as well as uses permitted in the R-8 Zoning District.

~~B. District Area. The minimum area to request an Institutional Service District shall be 20 acres.~~

~~B.C.~~ Permitted uses.

- (1) Hospital and all other health-care facilities, including any and all support services related thereto.
- (2) Outpatient health-care centers and health-care facilities.
- (3) Professional and medical offices involving the diagnosis, treatment and care of humans, including any and all support services related thereto.
- ~~(4) Any residential housing owned, maintained and operated by a health care organization for the primary benefit of its patients, patient families, students and/or residents and/or health care employers and their employees.~~
- ~~(45)~~ Medical laboratories utilized for the diagnosis, treatment, and care of humans.
- ~~(56)~~ Pharmacies.
- ~~(67)~~ Heliports.
- ~~(78)~~ Private education institutions and training centers.
- ~~(89)~~ Nursing facilities, convalescent homes, and a continued-care retirement communities.
- ~~(910)~~ Child or adult day-care facilities (including both day-care homes and day-care centers) to accommodate patients, patient families, health-care employers and their employees, and the public.
- ~~(1011)~~ Publicly and privately owned utilities, including supporting structures and uses, including but not limited to water, sewer, electric, communications, fiber optics, natural gas, data and computer processing, and similar uses and structures which reflect and incorporate technological advancements.
- ~~(1112)~~ Cafeteria facilities snack and gift shops, banking facilities, restaurants and retail or personal service shops primarily for the use of health-care employees, patients and visitors.
- ~~(1213)~~ Health-care uses and health-care facilities which reflect and incorporate technological advancements in the health-care industry.
- ~~(1314)~~ Ambulance and emergency rescue services.
- ~~(1415)~~ Maintenance and laundry facilities.

- ~~(15)6~~ Libraries
- ~~(16)7~~ Places of worship.
- ~~(17)8~~ Parking areas, including parking facilities.
- ~~(18)9~~ Publicly owned and/or health-related recreation facilities.
- ~~(19)0~~ Rehabilitation facilities.
- ~~(20)1~~ Government offices, municipal and public services and facilities, including city hall, water storage towers, water reservoirs, pumping stations, water treatment plants, sewerage pumping stations, sewers (storm and sanitary), street rights-of-way, utility transmission and distribution lines, police and fire stations and substations for electric, gas, and telephone facilities.
- ~~(21)2~~ Auditoriums.
- ~~(22)3~~ Modular office units.
- ~~(23)4~~ Overnight accommodations for patient families and individuals that are receiving treatment at the hospital facility.
- ~~(25) Any and all uses and/or structures which are of the same general character as those listed above.~~
- ~~(26) Any and all uses which are customarily accessory and incidental to any of the above permitted uses.~~
- ~~(24)7~~ Public and private elementary, junior or senior high schools and colleges.
- ~~(28) All uses permitted in the R-8 Zoning District.~~

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

- (1) All residential uses permitted in the R-8 Zoning District subject to its area regulations.**
- (2) Any residential housing owned, maintained and operated by a health-care organization for the primary benefit of its patients, patient families, students and/or residents and/or health-care employers and their employees.**

D. ~~Uses prohibited: Outside storage or warehousing of materials, except storage which is incidental and/or customary to the permitted uses, excluding temporary activities such as new construction activities. Incinerators shall not be a permitted use. Autoclaves, sterilizing equipment and similar devices are not classified as incinerators for purposes of this prohibition.~~ **Area regulations.**

- (1) The minimum area to request an Institutional Service District shall be 20 acres.**
- (2) Maximum lot coverage shall be 75%.**
- (3) Minimum lot width shall be 150 feet.**

~~(4)E. Height regulations. The height of any structure~~ **Height of buildings**, including any hospital structure existing as of the date of enactment of this section, shall not be greater than 140 feet, excluding smokestacks and/or other rooftop ancillary services (such as heating and air conditioning equipment, staircases, fire escapes or walkways, elevator shafts, enclosed mechanical rooms and similar appurtenances).

~~F. Yard regulations. In the Institutional Service District, a lot shall have front, side and rear yards of not less than the depth or width indicated below for any land development which involves the construction of a permanent structure:~~

- ~~(5)1~~ **Front yard depth: 25 feet. Minimum front yard setback shall be 50 feet.**
- ~~(6)2~~ **Side yard width: 10 feet. On a corner lot, the side yard abutting the street shall be a minimum of 10 feet but may be increased in order to ensure clear visibility at the intersection of the two streets. There shall be one side yard for each single family semidetached dwelling, which shall be not less than 10 feet in width. The requirement for side yard setbacks may be decreased upon the request of the property owner to the interior of the lots when lots have been combined into**

common ownership for a project which includes two or more lots. Side yards shall be a minimum of 50 feet.

~~(7)~~ Rear yard width: 25 feet. Minimum rear yard setback shall be 50 feet.

~~G.~~ Lot coverage. The lot coverage, excluding areas paved and parking facilities, shall be no more than 85% of the area of the lot.

~~H.~~ Off street parking. Parking shall be provided in accordance with the provisions of the City of Milford Zoning Ordinance.

(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.

~~I.~~ Signs shall comply with the requirements provided in Article VI of this chapter.

(11) Accessory structures in aggregate shall occupy no more than 10 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.

(12) Accessory structures shall be located in the side and rear lot areas.

(13) Accessory structures shall meet the principal use setbacks and shall not be located less than 5 feet from a principal structure.

§ 230-19.3. - IM Institutional Medical District.

A. Purpose. The Institutional Medical District is intended to achieve the following:

- (1) To encourage a harmonious pattern of institutional development which can mutually benefit the City of Milford and the institutions themselves.
- (2) To encourage the development of institutional medical uses in accordance with approved standards and to promote the planning for the location of future health institutional uses serving a regional population.

~~B.~~ District area. The minimum area to request an Institutional Medical Zoning District shall be 20 acres.

~~C.~~ Permitted uses.

- (1) Outpatient health-care clinics.
- (2) Professional offices, medical offices, and medical laboratories involving the diagnosis, treatment and care of humans, including any and all support services related thereto.
- (3) Private education institutions and training centers related to health care (but not including other trade schools).
- (4) Nursing facilities and/or convalescent homes.
- (5) Child or adult day-care facilities (including both day-care homes and day-care centers) to accommodate patients, patient families, health-care employers and their employees, and the public.
- (6) Data and computer processing, and similar uses and structures which reflect and incorporate technological advancements.
- (7) Parking areas, including parking facilities.
- (8) Rehabilitation facilities and fitness centers related to health-care fitness and wellness.
- ~~(9) Any and all uses and/or structures which are of the same general character as those listed above.~~
- ~~(10) Any and all uses which are customarily accessory and incidental to any of the above permitted uses.~~
- (911) Government offices, municipal and public services and facilities, including city hall, water storage towers, water reservoirs, pumping stations, water treatment plants, sewerage pumping

stations, sewers (storm and sanitary), street rights-of-way, utility transmission and distribution lines, police and fire stations and substations for electric, gas and telephone facilities.

- (1012) Public and private elementary, junior or senior high schools and colleges.
- (1113) Cafeteria facilities, snack and gift shops, banking facilities, restaurants, retail, personal service shops, and laundry facilities primarily for the use of health-care employees, patients and visitors.
- (1214) Pharmacies.
- (1315) Hospitals and all other health-care facilities, including any and all support services related thereto.

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

- (1) All **residential** uses permitted in the R-8 Zoning District **subject to its area regulations.**
- (2) Any residential housing owned, maintained and operated by a health-care organization for the primary benefit of its patients, patient families, and/or health-care employers and their employees as well as overnight accommodations for patient families and individuals that are receiving treatment from a hospital or other health-care facility.

~~E. Uses prohibited. Outside storage or warehousing of materials, except storage which is incidental and/or customary to the permitted uses, excluding temporary activities such as new construction activities. Incinerators shall not be a permitted use. Autoclaves, sterilization equipment and similar devices are not classified as incinerators for purposes of this prohibition.~~

DF. Area Height regulations.

- (1) ~~The height of all buildings utilized or intended to be utilized for residential purposes shall not be greater than four stories measured from ground level in conformity with the provisions concerning yard regulations set forth below.~~ **The minimum area to request an Institutional Service District shall be 20 acres.**
- (2) Maximum lot coverage shall be 75%.**
- (3) Minimum lot width shall be 150 feet.**
- (42) Height of buildings** ~~The height of all buildings utilized for nonresidential purposes shall not be greater than 50 feet measured from ground level at the building's main entrance, excluding rooftop ancillary services (such as heating and air conditioning equipment, staircases or walkways, elevator shafts, and similar appurtenances).~~

~~G. Yard regulations. In the Institutional Medical District, a lot shall have front, side and rear yards of not less than the depth or width indicated below for any land development which involves the construction of a permanent structure:~~

- (51) Front yard and side yard depth.** ~~Any building constructed in the Institutional Medical District shall be in conformity with a 60° lineal plane measured at the bottom of such plane at the applicable front and/or side property line. No portion of the building shall be permitted to break such lineal plane excepting such portions of the building which constitute gables, gabled dormers, rooftop ancillary services (such as heating and air conditioning equipment, staircases, fire escapes or walkways, elevator shafts, and similar appurtenances), signage, and/or facades. The requirement for side yard setbacks shall be decreased to the interior of the lots when lots have been combined into common ownership for a project which includes two or more lots.~~ **Minimum front yard setback shall be 30 feet**
- (6) Side yards shall be a minimum of 20 feet with an aggregate of 50 feet.**

~~(7)~~ Rear yard width: 25 feet. **Minimum rear yard setback shall be 50 feet.**

~~H.~~ Lot coverage. The lot coverage, excluding areas paved and parking facilities, shall be no more than 60% of the area of the lot.

~~I.~~ Off street parking. Parking shall be provided in accordance with the provisions of the City of Milford Zoning Ordinance.

(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.

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

(11) Accessory structures in aggregate shall occupy no more than 10 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.

(12) Accessory structures shall be located in the side and rear lot areas.

(13) Accessory structures shall meet the principal use setbacks and shall not be located less than 5 feet from a principal structure.

§ 230-19.4. - R-8 Garden Apartment and Townhouse District.

In an R-8 District, no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying with the requirements so indicated.

A. Purpose. The purpose of the R-8 District is to provide for the orderly development of existing and proposed medium- to high-density residential areas where adequate public facilities exist. The district will permit development of garden-type apartments as well as townhouses that will yield high densities in selected areas, multifamily dwellings and a variety of housing types.

B. Permitted uses. Permitted uses for the R-8 District shall be as follows:

~~(1)~~ All uses permitted in an R-1, R-2 and R-3 District, subject to its area regulations, unless otherwise indicated in this section as provided below:

(2) Single-family semidetached dwellings.

(3) Two-family dwellings.

(4) Townhouses.

(5) Garden Apartments.

(a) Single family and two family dwellings shall be subject to the following area regulations:

~~[1]~~ Minimum lot area shall be 7,500 square feet.

~~[2]~~ Maximum building coverage shall be 45%.

~~[3]~~ Minimum lot width shall be 60 feet.

~~[4]~~ Height of buildings shall not exceed three stories or 35 feet.

~~[5]~~ Minimum building setback line shall be 30 feet.

~~[6]~~ Side yards shall be provided as follows: Each lot shall have at least two side yards eight feet in width, except semidetached structures, which shall have at least one side yard per lot eight feet in width.

~~[7]~~ Minimum rear yard setback shall be 15 feet. For corner lots, the rear yard setback may be reduced 20% in depth to allow for skewing of a residential dwelling on the lot.

~~(2)~~ Garden, low rise apartments, and condominiums subject to site plan review and the following requirements:

- ~~(a) The number of dwelling units per acre shall not exceed eight.~~
- ~~(b) Building coverage shall be a maximum of 20% for any lot developed for garden apartments, low-rise apartments and condominiums.~~
- ~~(c) Distance between groups of buildings shall be as follows:

 - ~~[1] Each group of buildings shall be at least 25 feet from any other group of buildings.~~
 - ~~[2] The distance between individual condominium buildings shall be a minimum of 16 feet.~~~~
- ~~(d) Minimum lot width on any public street shall be at least 50 feet.~~
- ~~(e) Minimum lot size shall be one acre for garden apartment properties or complexes, with a minimum of 2,500 square feet of lot area for each dwelling unit.~~
- ~~(f) A minimum of 40% of the total area developed for garden apartments shall be designated as open space. The Mayor and Council shall have the option to require all or a portion of the open space to be public open space or dedicated open space, with appropriate conditions for maintenance and use.~~

~~(3) Townhouses or row dwellings, subject to site plan review and the following requirements:~~

- ~~(a) The number of dwelling units per group shall not exceed eight nor be fewer than three.~~
- ~~(b) The number of dwelling units per acre shall not exceed eight.~~
- ~~(c) Maximum building coverage shall be 60%.~~
- ~~(d) No group of townhouses shall be closer than 60 feet as to facing walls and 30 feet as to end walls from any other group of such dwellings nor closer than 60 feet to any boundary line of a designated townhouse area of which the group is a part.~~
- ~~(e) There shall be within any contiguous group different architectural facades having varied designs and building materials. In addition, no more than three continuous townhouses shall have the same front setback, and the variations in front setback shall be at least four feet.~~
- ~~(f) The minimum width of any side yard abutting a street, driveway or parking area within the townhouse area shall not be less than 30 feet.~~
- ~~(g) Height of buildings shall not exceed three stories or 35 feet.~~
- ~~(h) Alleys in the rear of townhouse groups are required for access to units by owners and to facilitate City services, trash collection, meter reading and parking unless the Planning Commission and City Council approve an alternative design such as adjacent to a conservation easement, watercourse or other natural feature.~~
- ~~(i) Minimum lot size shall be one acre for townhouse projects or complexes, with a minimum of 2,000 square feet of lot area for each dwelling unit.~~
- ~~(j) A minimum of 40% of the total area developed for townhouses shall be designated as open space. The Mayor and Council shall have the option to require all or a portion of the open space to be public open space or dedicated open space, with appropriate conditions for maintenance and use.~~

C. Conditional uses subject to special regulations. The following uses and any conditional use allowed in R-1, R-2, and R-3 Districts may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with the provisions of Article IX of this chapter **and are subject to the area regulations for the R-1 zoning district unless otherwise noted below:**

- (1) Rooming or boarding houses.
- ~~(2) Business offices for administrative purposes only.~~
- (2) Business or P** professional offices (nonresident); minimum lot size one acre.

~~(4) Medical clinics; minimum lot size one acre.~~

~~(35) Sanatoriums or nursing homes; minimum lot size one acre.~~

(46) Mobile home parks, subject to conformance with the following requirements and subject to site plan review:

- (a) The total area to be developed as a mobile home park shall be at least 20 acres.**
- (b) The maximum density shall not exceed eight units per acre.**
- (c) Mobile home parks with more than 25 units shall provide at least 5,000 square feet or 400 square feet per lot of open space. At least 10% of the open space shall be developed as a recreational area.**
- (d) Landscape screening shall be required along all property lines. The screening shall be accomplished with an evergreen hedge, shrubs or trees. The screen shall be located not less than five feet from the property line.**
- (e) Common sidewalks four feet in width shall be required where pedestrian traffic is located. Individual sidewalks 2 1/2 feet wide shall connect each mobile home unit to the common walk.**
- (f) Off-street parking shall be provided on the basis of two spaces per lot. All parking areas shall be located not more than 400 feet from the mobile home unit. There shall be no on-street parking.**
- (g) Signs shall comply with the requirements provided in Article VI of this chapter.**
- (h) Streets shall be required from abutting public streets to individual lots. The streets shall be designed to minimize congestion and traffic hazards and must be built to the street and storm drainage specifications of Chapter 200, Subdivision of Land, of this Code. No more than two streets shall intersect at one point.**
- (i) Minimum requirements for mobile home lots.**
 - [1] Lot area shall be 5,000 square feet per mobile home.**
 - [2] Width shall be 40 feet.**
 - [3] Public street setback shall be 50 feet.**
 - [4] Mobile home park setback shall be 35 feet.**
 - [5] Mobile home street or parking area setback shall be 30 feet.**
 - [6] Distance from other mobile homes and buildings shall be 25 feet.**
 - [7] One patio shall be required per unit, 10 feet by 40 feet paved.**
 - [8] Landscaping shall be one tree per lot.**
 - [9] Mobile homes must meet the requirements of the Federal Manufactured Housing Construction and Safety Standard Act of 1974.**
 - [10] The entire lot occupied by a mobile home park shall be maintained in single ownership throughout the entire life of the mobile home park.**

~~(7) Art or specialty shops/galleries. The following items shall be reviewed for conformance during the site plan review hearing by the Planning Commission:~~

- ~~(a) The residence shall remain as the predominant feature of the site.~~
- ~~(b) The shop or gallery shall occupy only 40% of the residence.~~
- ~~(c) Public parking shall be available, with the determination of said parking requirements being made by the Planning Commission during the site plan review hearing. These determinations and recommendations must be done in conjunction with any state regulations concerning traffic control within the given site area.~~
- ~~(d) The Fire Marshal review must be submitted with the final major subdivision application. All requests or recommendations shall be adhered to.~~

~~(8) —Planned unit residential development.~~

D. District **Area** regulations.

~~(1) —Allowable density shall be based upon the net developable land for any given parcel. Net developable land shall be equal to the gross acreage of the parcel minus nondevelopable acreage, including regulated state and federal wetland areas, the one hundred year floodplain as depicted on the most current FEMA panels and conservation easement areas.~~

~~(2) —If a conflict arises between these regulations and any other part of the City of Milford's Code, as amended or the City of Milford's Subdivision Ordinance,³⁻⁴ the more restrictive density requirement shall apply.~~

~~(3) —Signs shall comply with the requirements provided in Article VI of this chapter.~~

(1) Single-family and two-family dwellings shall be subject to the following area regulations:

(a) Minimum lot area shall be 7,500 square feet.

(b) Maximum building coverage shall be 40%.

(c) Minimum lot width shall be 60 feet.

(d) Minimum front yard setback line shall be 30 feet.

(e) Side yards shall be provided as follows: Each lot shall have at least two side yards eight feet in width.

(f) Minimum rear yard setback shall be 15 feet. For corner lots, the rear yard setback may be reduced 20% in depth to allow for skewing of a residential dwelling on the lot.

(2) Single-family semi-detached.

(a) Minimum interior lot area shall be 4,000 square feet and minimum corner lot area shall be 6,500 square feet.

(b) Maximum lot coverage shall be 40%.

(c) Minimum lot width shall be 40 feet.

(d) Minimum front yard setback line shall be 30 feet.

(e) Side yards shall be provided as follows: each lot shall have at least one side yard setback per lot eight feet in width.

(f) Minimum rear yard setback shall be 15 feet. For corner lots, the rear yard setback may be reduced 20% in depth to allow for skewing of a residential dwelling on the lot.

(3) Townhouse.

(a) Minimum townhouse project size shall be one acre.

(b) Minimum lot area shall be 2,000 square feet.

(c) Maximum lot coverage shall be 60%.

(d) Minimum lot width shall be 20 feet.

(e) Minimum front yard setback line shall be 30 feet.

(f) Minimum rear setback shall be 30 feet.

(g) Minimum side yard setback shall be 10 feet, aggregate of 30 feet.

(h) The number of dwelling units per group shall not exceed eight nor be fewer than three.

(i) The number of dwelling units per acre shall not exceed 8.

(j) There shall be within any contiguous group of townhouses at least three different architectural plans having substantially different designs and building materials. In addition, no more than three continuous townhouses shall have the same front setback, and the variations in front setback shall be at least four feet.

(4) Garden or low-rise apartments.

(a) Minimum apartment project size shall be one acre, with a minimum of 2,500 square feet of lot area for each dwelling unit.

(b) Maximum lot coverage shall be 80%.

- (c) Minimum lot width shall be 50 feet.
- (d) Minimum front yard setback shall be 30 feet.
- (e) Minimum rear yard setback shall be 30 feet.
- (f) Minimum side yard setback shall be 20 feet.
- (g) The maximum number of dwelling units per building shall be 24.
- (h) The number of dwelling units per acre shall not exceed 8.
- (i) Distance between buildings or group of buildings shall be as follows: each building or group of buildings shall be at least 25 feet from any other building or groups of buildings.
- (5) Height of buildings shall not exceed 35 feet. Accessory buildings shall not exceed 15 feet in height.
- (6) Parking shall comply with the requirements provided in Article IV of this chapter.
- (7) Signs shall comply with the requirements provided in Article VI of this chapter.
- (8) Landscape screening shall comply with the requirements provided in Article V of this chapter.
- (9) Open space and recreational amenities shall comply with the requirements of Chapter 230-19.7.
- (10) Accessory structures for non-residential uses in aggregate shall occupy no more than 10 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.
- (11) Accessory structures for non-residential uses shall be located in the side and rear lot areas.
- (12) Accessory structures for non-residential uses shall meet the principal use setbacks and shall not be located less than 5 feet from a principal structure.

§ 230-19.5. - Source Water Protection District.

- A. The purpose of the Source Water Protection District is to protect public health and safety in the City of Milford by minimizing contamination of aquifers, preserving, and protecting existing and potential sources of drinking water supplies. The district shall be established in delineated wellhead protection areas around all public water wells and excellent groundwater recharge potential areas located within the corporate limits of the City of Milford.
- B. Superimposed district; effect on other provisions.
 - (1) To enable the Source Water Protection District to operate in harmony with the land use component of the City's Comprehensive Plan, subdivision and zoning regulations, the Source Water Protection District is created as a special district to be superimposed on other districts contained in the City of Milford's Zoning Ordinance.
 - (2) The requirements and provisions established in this district shall prevail over conflicting requirements of the zoning and subdivision ordinances.
- C. Source water protection area maps
 - (1) Overlay maps prepared or provided by the Department of Natural Resources and Environmental Control (DNREC) delineating wellhead protection and excellent groundwater recharge potential areas in the City of Milford are included as a part of the City's Official Zoning Map and shall be designated as the Source Water Protection District.
 - (2) The maps shall be utilized by the administrative official in determining whether a lot or parcel lies within the source water protection district as described in Subsection D of this section. The lack of an indication on this map as to whether certain property is within or outside of the boundaries of this overlay district shall not be constructed as a conclusive determination that said property is within or outside the boundaries of the source water protection overlay district.

Rather, the controlling factor in making such a determination shall be the description contained in Subsection E of this section.

D. Source water protection standards.

- (1) For a confined wellhead, the wellhead protection area shall be 150 feet from the wellhead.
- (2) For an unconfined wellhead generating fewer than 50,000 gallons a day, the wellhead protection area shall be 150 feet from the wellhead.
- (3) For an unconfined wellhead generating greater than 50,000 gallons a day, the wellhead protection area shall be delineated by the State of Delaware, Department of Natural Resources and Environmental Control, Division of Water Resources, Source Water Assessment and Protection Program.
- (4) The area contained within a source water protection area shall be divided into zones:
 - (a) Zone 1: a surface area extending in a radius of 150 feet around the wellhead.
 - (b) Zone 2: the remaining surface area of a delineated wellhead protection area outside of Zone 1.
 - (c) Zone 3: excellent groundwater recharge areas.
- (5) Zone 1 requirements.
 - (a) Permitted uses.
 - [1] Infrastructure, equipment, buildings, access and other uses associated with the well, distribution and treatment facilities of the water system and their maintenance.
 - [2] Wells existing prior to December 31, 2007. No other structures or uses shall be permitted in Zone 1 unless the application, which shall demonstrate the proposed structure or use will not harm or potentially harm the public drinking water supply, is approved as a conditional use by City Council.
 - (b) Prohibited uses.
 - [1] See Table 01: Land Use Restrictions and Uses Source Water Protections Areas
- (6) Zone 2 requirements.
 - (a) Permitted uses.
 - [1] Uses permitted in the underlying zoning district may be permitted under an approved conditional use that protects the public drinking water supply for the City and meets the minimum requirements for stormwater management, impervious cover, above ground and underground storage tanks.
 - (b) Prohibited uses.
 - [1] See Table 01: Land Use Restrictions and Uses Source Water Protections Areas
 - (c) Stormwater management.
 - [1] Stormwater shall be treated by an approved stormwater quality management practice in accordance with current requirements of the *Delaware Sediment and Stormwater Regulations* dated October 11, 2006 or as later revised.
 - [2] For all new construction, all structures shall be required to discharge roof drains into recharge systems. Recharge systems shall be in accordance with section 10.0 of the *Delaware Sediment and Stormwater Regulations* dated October 11, 2006 or as later revised.

- (d) Impervious cover.
 - [1] Wellhead protection areas should not exceed 20% impervious cover. New development in this zone may exceed the 20% impervious cover threshold within wellhead protection areas, but shall be no more than 50% impervious cover, provided the applicant submits an environmental assessment impact report as provided for in Subsection 230-19.5F indicating the additional impervious area will not have an adverse impact on the drinking water supply.
- (e) Underground storage tanks (UST).
 - [1] Underground storage tanks with a capacity greater than 110 gallons containing petroleum, and residential and agricultural USTs with a capacity greater than 1,100 gallons containing heating fuel or motor fuel shall be permitted in a designated wellhead area if the USTs are designed, constructed, maintained, and operated in accordance with the Delaware Regulations Governing Underground Storage Tank Systems, or as later revised. (NOTE: Regulated USTs must be constructed with secondary containment of the tanks and piping and must have continuous monitoring for releases.) The property owner shall be required to submit an annual report, prepared by a licensed tank inspector, certifying the UST meets the criteria established herein.
 - [2] Underground storage tanks with a capacity greater than 110 gallons containing a hazardous substance as defined in CERCLA § 101(14) shall be permitted in a designated wellhead area if the USTs are designed, constructed, maintained and operated in accordance with the Delaware Regulations Governing Underground Storage Tank Systems. (NOTE: Regulated USTs must be constructed with secondary containment of the tanks and piping and must have continuous monitoring for releases.) The property owner shall be required to submit an annual report, prepared by a licensed tank inspector, certifying the UST meets the criteria established herein.
- (f) Above ground storage tanks.
 - [1] Aboveground storage tanks with a capacity greater than 12,499 gallons containing petroleum or hazardous substances, and ASTs with a storage capacity greater than 39,999 gallons containing diesel, heating fuel or kerosene shall be permitted in a delineated wellhead area if the ASTs are designed, constructed, operated and maintained with the applicable requirements in the Delaware Regulations Governing Aboveground Storage Tanks.
- (7) Zone 3 requirements.
 - (a) Permitted uses.
 - [1] Uses permitted within the underlying zoning district unless prohibited by this section.
 - [2] Hazardous waste storage, treatment, and disposal facilities, hazardous waste generators, sanitary and industrial facilities as defined in the Delaware Regulations Governing hazardous waste, vehicle repair, salvage operations, waste sludge storage or application, solid waste landfills, tire piles and dredge spoil sites shall not be permitted in Zone 3.
 - (b) Prohibited uses.
 - [1] See Table 01: Land Use Restrictions and Uses Source Water Protections Areas

- (c) Stormwater management and impervious cover.
 - [1] There are no requirements contained in this section in order for the development to occur provided the impervious cover of that portion of the parcel within the excellent recharge area is 35% or less.
 - [2] Impervious cover of that portion of the parcel within the excellent recharge area that is greater than 35% but no more than 60% is allowed provided the applicant demonstrates through a report prepared by a registered professional geologist or registered professional engineer familiar with the hydro geologic characteristics of the City of Milford and the surrounding areas using climatic water budget that post-development recharge quantity will meet or exceed the existing (pre-development) recharge quantity. Efforts to mitigate discharges to pervious surfaces shall count towards the formula used to compute post-development mitigation of any discharges. These practices shall address water quality as well as overall water quantity.
 - [3] For all new construction, infill, and redevelopment within the town center as defined in Figure 14D, Neighborhood Map-Town Center, as it is delineated in the 2008 Comprehensive Plan impervious cover may exceed 60%. All structures are required to discharge roof drains into underground recharge systems or permeable surfaces that allow discharges to infiltrate into the ground. The site plan is to consist of BMPs that include such items as pervious pavers, pervious concrete and infiltration practices designed to assure that recharge is maximized. The practices shall address water quality as well as overall water quantity.
 - [4] Discharge from roof drains, containment areas or impoundments that have run-off from an area that may contain contaminants from mechanical systems shall be segregated and treated prior to discharge.
- (d) Underground storage tanks (UST).
 - [1] Underground storage tanks with a capacity greater than 110 gallons containing petroleum, and residential and agricultural USTs with a capacity greater than 1,100 gallons containing heating fuel or motor fuel shall be permitted in a designated wellhead area if the USTs are designed, constructed, maintained, and operated in accordance with the Delaware Regulations Governing Underground Storage Tank Systems, or as later revised. (NOTE: Regulated USTs must be constructed with secondary containment of the tanks and piping and must have continuous monitoring for releases.) The property owner shall be required to submit an annual report, prepared by a licensed tank inspector, certifying the UST meets the criteria established herein.
 - [2] Underground storage tanks with a capacity greater than 110 gallons containing a hazardous substance as defined in CERCLA §101(14) shall be permitted in Zone 3 if the USTs are designed, constructed, maintained and operated in accordance with the Delaware Regulations Governing Underground Storage Tank Systems. (NOTE: Regulated USTs must be constructed with secondary containment of the tanks and piping and must have continuous monitoring for releases.) The property owner shall be required to submit an annual report, prepared by a licensed tank inspector, certifying the UST meets the criteria established herein.
- (e) Above ground storage tanks.
 - [1] Aboveground storage tanks with a capacity greater than 12,499 gallons containing petroleum or hazardous substances, and ASTs with a storage capacity greater than

39,999 gallons containing diesel, heating fuel or kerosene shall be permitted in Zone 3 if the ASTs are designed, constructed, operated and maintained with the applicable requirements in the Delaware Regulations Governing Aboveground Storage Tanks.

Table 01: Land Use Restrictions and Uses Source Water Protections Areas.

Activities shall be subject to the land use restrictions contained within this [article] that will protect the quality and quantity of ground water supplies. All uses not permitted in the underlying zone district are prohibited.

No - Prohibited
 Yes - Allowed
 C - Conditional

Land Use	Well Head Protection Area		Excellent Ground-Water Recharge Potential Area
	Zone 1	Zone 2	Zone 3
Aboveground Storage Tanks	NO	C	C
Automobile body/repair shop	NO	NO	C
Chemical processing/storage facilities	NO	NO	C
Dredge Spoil Sites	NO	NO	C
Dry cleaner	NO	NO	NO
Electrical/electronic manufacturing facility	NO	NO	C
Equipment maintenance/fueling areas	NO	NO	C
Fleet/trucking/bus terminal	NO	NO	C
Gas station	NO	C	C
Hazardous Waste: Treatment, Storage & Disposal Facilities	NO	NO	C
† Dry Wells/sumps	NO	C	YES
†† Injection wells	NO	C	C
Junk/scrap/salvage yard	NO	NO	NO
Machine shop	NO	NO	C
Metal plating/finishing/fabricating facility	NO	NO	C
Mines/gravel pits	NO	NO	C
On-Site wastewater treatment and disposal systems	NO	NO	C
Salvage operations	NO	NO	NO
Sanitary and Industrial Landfills	NO	NO	NO
Tire Piles	NO	NO	NO

Underground storage tanks	NO	C	C
Vehicle repair	NO	NO	C
Vessel storage	NO	NO	C
Waste sludge storage or application	NO	NO	C
Wood preserving/treating facility	NO	NO	NO

† Dry wells/sumps, except for single-family residences directing gutter downspouts to a drywell

†† Injection wells other than those used in the remediation of ground water contamination that inject oxygen-releasing compounds

E. Boundary determination for source water protection areas.

- (1) All subdivision and land development plans depicting development or land disturbance submitted for City review shall be evaluated for the existence of source water protection areas. All such areas are as depicted on source water protection area maps/overlays are available from Delaware Department of Natural Resources and Environmental Control (DNREC), Division of Water Resources, Source Water Assessment and Protection Program (SWAPP). If a SWPA exists within a proposed development site, the boundaries of these areas shall be delineated on the plan by the applicant's State of Delaware professional engineer or professional geologist.
- (2) DNREC SWAPP may, when based on sound science and information, revise and update the overlay maps of wellhead protection areas.
- (3) The Delaware Geological Survey (DGS) may, when based on sound science and information, revise and update the overlay maps of good or excellent groundwater recharge potential areas.
- (4) When there appears to be a conflict between the mapped boundary and actual site conditions, the applicant may engage the services of professional geologist to prepare a report intended to determine more accurately the precise boundary of the source water protection area. The Report shall include:
 - (a) A detailed topographic layout of the subdivision and/or area to be developed and prepared by a state-registered professional land surveyor or professional geologist;
 - (b) Evidence derived from a site-specific investigation that may include aquifer testing, test borings, test pits, observation wells, groundwater elevations, and topography surveys as appropriate for the type of source water protection area that clearly demonstrates that the area in question does not meet the definition of a source water protection area as defined.
 - (c) Any challenges to the delineations of the good or excellent groundwater recharge potential areas must follow the methods used in the Delaware Geological Survey publication: Report of Investigations No. 66, Groundwater Recharge Potential Mapping in Kent and Sussex Counties, Delaware. The challenge must be approved by DGS and DNREC SWAPP.
 - (d) Notwithstanding any other section of this chapter, if an owner initiates a precise boundary delineation pursuant to this section, any and all time review limitations shall be stayed pending the submission of the complete report contemplated by this section. Following submission of the report and all supporting documents, DNREC shall have 90 days to finally approve or disapprove the exploratory sketch plan submission or such further time as deemed necessary by the Department, but not to exceed an additional 90 days.

F. Environmental impact assessment report.

- (1) New development may exceed the 20% impervious cover threshold within the Source Water Protection Area Zone 2, but be no more than 50% impervious, provided the applicant submits an environmental assessment report including a climatic water budget and systems to augment recharge that assure water quality as well as quantity. The environmental impact assessment must document that post-development recharge will be no less than predevelopment recharge when computed on an annual basis.
- (2) Commonly, the applicant offsets the loss of recharge due to impervious cover by constructing recharge basins that convey pretreated rooftop runoff for infiltration to groundwater. Refer to Supplement 1, entitled Groundwater Recharge Design Methodology, for the details of how to design recharge facilities in Delaware source water protection areas.
- (3) A Delaware registered professional engineer and/or professional geologist prepares an environmental assessment report, usually containing the following elements of planning, design, construction, and maintenance of groundwater recharge facilities:
 - (a) Site description of proposed development within the water resource protection area.
 - (b) Climatic water balance comparing predevelopment and postdevelopment recharge potential.
 - (c) Subsurface exploration, including borings, test pits, and infiltration tests.
 - (d) Design of groundwater recharge facilities that assure water quality as well as quantity.
 - (e) Construction and maintenance considerations.
 - (f) Recommended groundwater monitoring plan.
 - (g) Water management agreement between the applicant and the town, city, or county providing for monitoring and maintenance of the recharge system. The applicant will abide by the Groundwater Management Agreement as written in DNREC Supplement 1 to the Source Water Protection Guidance Manual for the Local Governments of Delaware: Groundwater Recharge Design Methodology, dated May 2005 or as later revised.

G. Nonconforming uses. Nonconforming uses may continue in a source water protection area in the form in which they existed at the time of the adoption of this section, unless they pose a direct hazard to the City's water supply, as determined by the Water and Wastewater Department upon advice from the Delaware Division of Public Health, or are causing some foreign substances (oil, salts, chemicals, or other substances) to be introduced into the City's water supply, as determined by the Water and Wastewater Department upon advice from DNREC's Division of Air and Waste Management and/or Division of Water Resources. In the latter case, the Building Department shall issue a mandatory cease and desist to stop the offending activity within the area. Nonconforming existing underground or aboveground storage of oil, petroleum, and petroleum products shall require secondary containment pursuant to the State of Delaware regulations governing underground storage tanks or for aboveground storage of petroleum products secondary containment facilities capable of capturing the material stored on the site, for existing facilities that are proposed either to be upgraded or replaced.

H. Replacement and new wells.

- (1) The replacement of any existing public water supply well that was not required to meet this wellhead protection requirement at the date of its original installation and that has failed shall be exempt from meeting this wellhead protection requirement.
- (2) All public water supply wells within a housing development, subdivision, or strip development recorded on or after the implementation of the Delaware Regulations Governing the

Construction and Use of Wells, dated April 6, 1997, or as later revised, shall be located at least 150 feet within the subdivision's or development's outermost property lines.

§ 230-19.6. - Transfer of development rights.

- A. In recognition of the pressure to develop rural agricultural areas where adequate infrastructure does not exist to support such development and the fact that development of such agricultural, environmentally sensitive and architecturally and culturally significant land threatens the character and quality of life that residents of the Milford area expect, a Transfer of Development Rights Program has been established.
- B. Areas considered to be sending areas for transferred development rights are identified in the Comprehensive Plan and SE Master Plan as TDR Sending Areas, and are outlined in Section 200-10 Paragraph D.
- C. Areas considered to be receiving areas for transferred development rights are identified in the Comprehensive Plan and SE Master Plan as TDR Receiving Areas, and are outlined in Section 200-10 Paragraph E.
- D. The Official Map may be amended by City Council to allow Receiving Areas to be zoned R-8 Garden Apartment and Townhouse District if the developer participates in the TDR program and purchases TDR credits. Amendments to the zoning map shall follow the procedures outlined in Chapter 230-58.

§ 230-19-7. – Open space, recreation and other public facilities.

The City of Milford shall require the reservation of open space, recreation and other public facilities in accordance with the provisions of this section as a condition of approval for all one-family dwelling, two-family dwelling and multiple-family dwelling residential developments requiring major subdivision or site plan approval from the City Planning Commission or City Council.

A. Recreation areas.

- (1) Purpose. The purpose of this section is to ensure that active recreation areas are provided as an integral design element within residential developments and that such facilities are of an adequate scale in relation to the size of the residential development and which provide residents with a variety of active recreational pursuits.**
- (2) Dedication required. The City shall require the dedication or reservation of recreation areas, and the subsequent construction of recreation facilities of a character, extent and location suitable to the needs created by a development for recreation facilities as defined and in accordance with the design guidelines set forth.**
- (3) Definition. The following are illustrative of the types of recreation areas and subsequent facilities that shall be deemed to serve active recreational needs and therefore to count toward satisfaction of the recreation area requirements of this section: tennis courts, handball courts, racquetball courts, swimming pools, saunas and exercise rooms, meeting or activity rooms within clubhouses, baseball and soccer fields, basketball courts, volleyball courts, swings, slides and play apparatus, and developed walking, jogging or biking trails.**
- (4) Design guidelines.**
 - (a) Accessible. Recreation areas shall be accessible within the development and arranged in a manner which affords reasonable access to all residents within the development. When warranted, recreation areas can be dispersed**

- throughout the development, provided that each remote location is accessible.
- (b) Pedestrian oriented. Recreation areas shall be pedestrian oriented and designed with linkages to existing and planned public walkways and with other existing or planned recreation areas.
 - (c) Age oriented. The nature and scope of planned recreation areas shall reflect an awareness of, and sensitivity toward, the anticipated age groups that would reside within the proposed development.
 - (d) Parking. Designs consider the need for parking facilities associated with recreation areas.
 - (e) Walking, jogging and biking trails. Recreation trails shall only be counted toward the recreation area requirement when constructed as an accessory to central recreation facilities. The developed trail shall be the only area counted toward the area requirement.
 - (f) Setbacks. No structure, equipment or game court surface required under this section shall be located nearer than 30 feet to any lot line of a lot to be used for residential purposes, nor nearer than 25 feet from any right-of-way line.
 - (g) Landscaping. Where warranted, visual screening of parking areas, game courts, playground areas and other features as necessary to preserve and protect the interests of adjoining residential properties may be required.
 - (h) Area. The minimum area of a remote recreation area shall be 2,000 square feet.
- (5) Area required. All residential developments shall provide recreational areas in a size equal to 275 square feet per dwelling unit or one-half acre of land, whichever is greater. In no case shall the City require that more than ten percent of the gross area of the development be so dedicated or reserved when the gross area is greater than five acres.
- (6) Cash in lieu of recreation area construction.
- (a) Determination of suitability for cash donation. If the City determines that the construction of recreation is not practical due to close proximity to existing available recreation facilities or infeasible due to natural characteristics of the land or will not benefit the residents of the development, the City shall require a full or partial cash in lieu of areas of donation to be made by the developer in lieu of a full or partial dedication of land.
 - (b) Separate recreation account. The cash donation shall be deposited in a separate account to be used for parks, playgrounds or recreational purposes.
 - (c) Amount of cash donation. The total amount of cash-in-lieu of active recreation open space shall be equivalent to the appraised pre-improvement value of the land area required. The appraised pre-improvement value shall be based upon an appraisal of the subject property completed at the applicant's expense within six months prior to the date of request for consideration of cash in lieu of recreation area. If the City and/or the applicant do not agree on the land value estimate established by the appraisal, a new appraisal shall be performed by an independent third-party professional real estate appraiser at the applicant's expense. This appraisal shall be awarded on a competitive bid

basis to a qualified, certified appraiser that submits the lowest bid. The City shall manage the bid process.

- (d) Payment of cash donation. One hundred percent cash donation provided under this section shall be collected prior to issuing the first building permit for the development.

B. Passive Open space.

- (1) Purpose. The purpose of this [sub]section is to preserve areas of open space within residential developments which are designed to provide buffer spaces between developing areas, to preserve existing natural and historic features and to establish a network of open spaces within the built environment to provide a balance between developed and undeveloped lands, wildlife habitat conservation, the preservation of scenic view corridors, and to provide residents opportunities to engage in passive recreation activities.
- (2) Dedication required. The City shall require the dedication of open space for the purpose of buffering, landscaping and preservation of natural features which add value to the residential development and to the surrounding community.
- (3) Definition. Open space shall include land or an area of water, or combination of land and water, within a development site, and designed and available for the use and enjoyment of residents of the development, not including off-street parking, areas set aside for public facilities and rights-of-way, and areas to be preserved as wetlands and floodplains as required. The following are illustrative of the types of open space areas that shall be deemed to serve buffering and preservation of natural features to count toward satisfaction of the open space requirements of this [sub]section: mature forests and groves, hedge rows, water courses, riparian buffers, historic landmarks and resources, landscaped buffers and berming designed to promote privacy, open landscaped areas suitable for being used and enjoyed for purposes of informal and unstructured recreation and relaxation, stormwater detention ponds when suitably designed to emulate natural features by incorporating irregular shapes, gradual slopes (no greater than 1:4) and appropriate landscape plantings, and irreplaceable environmental assets with values that have been adequately documented.
- (4) Design guidelines.
- (a) Width. Land areas shall be at least 20 feet in width.
- (b) Clearing. Selective clearing of natural vegetation may be permitted to form trails and clearings within woodland areas in accordance with the provisions of Chapter 230-19.8 (tree planting and preservation).
- (c) Linked. Open spaces shall attempt to be contiguous and designed with linkages to existing and planned public walkways and with other existing or planned recreation areas.
- (5) Area required. In no case shall the City require that more than five percent of the gross area of the development be so dedicated or reserved.

C. Public facilities.

- (1) Purpose. The purpose of this [sub]section is to afford the City the opportunity to reserve lands within developing areas which represent important and strategic locations for the distribution of essential public goods and services, such as potential educational facilities, emergency services, and recreational facilities. The Parks and Recreation Department shall advise City Council of any proposed subdivision or site plan that includes lands proposed for use as public parks to be operated by the City.
- (2) Dedication optional. Where public facilities are shown or proposed in the City comprehensive plan, or in any other plan or study accepted by the City Council or other public body, and are located in whole or in part in a proposed subdivision or site plan, the City may require the dedication or reservation of the area required in lieu of the requirements of [sub]section 19.7(A).
- (3) Definition. The following are illustrative of the types of public facilities that may be considered for reservation or dedication by this [sub]section: schools, utility service lines, future road rights-of-way (other than those planned to serve the proposed development), public buildings, parks, public trails, and recreation facilities.
- (4) Area required. In no case shall the City require that more than five percent of the gross area of the development be dedicated for the public facility. Area dedications shall only be allowed when the facility is to be dedicated to the City of Milford for facilities to be operated by the City.
- (5) Reservation. Any areas required by any other public bodies or any remaining areas beyond the five percent dedicated to the City under this [sub]section may be set aside by the City for a period of one year to allow the proper authority the opportunity to purchase the area. Upon failure of the proper authorities to purchase such site within one year after the date of the final approval of the project, the developer, upon application, shall be relieved of the responsibility of reserving such land for public purposes.

D. Management and maintenance of common open space and recreational areas.

- (1) Management and maintenance required. There shall be provisions which ensure that the common open space land and all public facilities not dedicated to the City of Milford shall continue as such and be properly maintained. These provisions shall be in a form acceptable to the City of Milford. The developer shall either (a) retain ownership and responsibility for maintenance of such open land; or (b) provide for and establish one or more organizations for the ownership and maintenance of all common open space. In the case of (b) above, each organization shall be a nonprofit homeowners' corporation, unless the developer demonstrates that a community open space trust is a more appropriate form of organization.
- (2) Homeowners' association requirements. If a homeowners' association or open space trust is formed, it shall be governed according to the following:

 - (a) Membership mandatory. Membership in the organization is mandatory for all purchasers of homes therein and their successors. The members of the organization shall share equitably the costs of maintaining and developing common open space and recreation areas, in accordance with procedures established by them.
 - (b) Responsibilities. The organization shall be responsible for maintenance, insurance and taxes on common open space, recreation facilities and open

public facilities, including but not limited to roads, gutters, sidewalks, curbs, drainage systems, water distribution systems and sewer facilities not dedicated to the City of Milford.

E. Exemption to recreation area and open space dedication.

(1) Exemptions for small developments.

- (a) Residential developments with less than five acres of land and less than ten dwelling units. These developments shall be exempt from the land requirements set forth in [sub]sections A and B, but shall require a full cash donation to be made by the developer in lieu of a dedication of land.
- (b) Residential developments with less than five acres of land and between 10 and 20 dwelling units. These developments may be exempt from the one-half acre minimum requirement for recreation areas, but may be required to provide a lesser amount as recommended by the City Council. The City shall require a full or partial donation in lieu of a full or partial dedication of land.
- (c) Residential phases. Phases or sections within developments that are commonly owned or commonly proposed for development shall not be considered as individual residential developments qualified for exemptions under this [sub]section.

(2) Amount of cash donation. The total amount of cash-in-lieu of active recreation open space shall be equivalent to the appraised pre-improvement value of the land area required. The appraised pre-improvement value shall be based upon an appraisal of the subject property completed at the applicant's expense within six months prior to the date of request for consideration of cash in lieu of recreation area. If the City and/or the applicant do not agree on the land value estimate established by the appraisal, a new appraisal shall be performed by an independent third-party professional real estate appraiser at the applicant's expense. This appraisal shall be awarded on a competitive bid basis to a qualified, certified appraiser that submits the lowest bid. The City shall manage the bid process.

(3) Separate recreation account. The cash donation shall be deposited in a separate account to be used for parks, playgrounds or recreational purposes.

(4) Payment of cash donation. One hundred percent cash donation provided under this [sub]section shall be collected prior to issuing the first building permit for the development.

F. Construction phasing. The recreation and open space areas shall be completed in a proportion equal to or greater than the proportion of residential dwelling units completed, except that 100 percent of the recreation and open space areas shall be completed prior to issuing building permits for the final 20 percent of the dwelling units proposed. Building permits shall not be issued for dwelling units unless the requirements of this section are met.

§ 230-19-8. – Tree Planting and Preservation.

A. Purpose. The purpose of this section is to establish standards and requirements for the protection and planting of trees and woodlands because it is recognized that woodlands and trees are not only desirable, but are essential to the health, safety, and welfare of the

population in that they provide oxygen, reduce carbon dioxide, stabilize soil, cleanse the air by transpiring clean water into the atmosphere, cleanse water passing into the ground through the root system, provide protection for wildlife and their habitats, provide shade, reduce noise and glare, increase property values, and provide an important physical, aesthetic, and psychological balance to the built environment.

B. Definitions.

Caliper dimension. The term "caliper dimension" means an outside diameter measurement of the trunk of a tree measured at a vertical distance of three feet above grade.

Clearing. The removal of trees from an area of 5,000 square feet or greater, whether by cutting or other means. The term "clearing" shall not include the removal of trees for landscaping purposes by individual lot owners.

Development area. The area containing all new site features (buildings, parking and drive areas, pedestrian walks, stormwater management areas, buffer areas etc. but not underground utilities) proposed by a plan. The development area shall be delineated using property lines and lines run straight across the property from one property line to another without bending or curving.

Design professional. The term "design professional" shall be any person licensed as a landscape architect or architect, or Delaware certified nursery professional.

Dripline. A line on the ground established by a vertical plane extending from a tree's outermost branch tips to the ground, i.e., the line enclosing the area directly beneath the tree's crown, from which rainfall would drip.

Tree. Any self-supporting, woody perennial plant, usually having a main stem or trunk and many branches and at maturity normally attaining a trunk diameter greater than three inches at any point and height of over ten feet.

Tree protection area. Any portion of a site wherein are located existing trees which are proposed to be retained in order to comply with the requirements of this section. The tree protection area shall include no less than the total area beneath the tree canopy as defined by the dripline of the tree or group of trees collectively.

Woodland. An area of contiguous wooded vegetation (7,500 square feet or greater), where trees exist at a density of at least one tree with a caliper dimension of six inches or greater per 375 square feet of land and where the tree branches form a contiguous canopy.

C. Applicability. The terms and provisions of this section shall apply to any activity on real property which requires conditional use, site plan or subdivision approval of the Planning Commission or City Council as set forth in Chapter 200 and Chapter 230, except the provisions in [sub]section 19.8(D) which shall apply to all real property.

D. Tree preservation.

- (1) Trees required by the City to be replaced.** Trees required by the City as a part of a conditional use, subdivision, or site plan approval shall not be removed unless they are diseased or infested, or present a danger to life and property. In cases where such trees are removed, they must be replaced with a tree planting in accordance with the table of trees standards kept in the Planning Department.
- (2) Trees of special value.** Trees having a historic value, as determined by the state historic preservation officer, or that are of an outstanding nature due to type or species, age, or other professional criteria, may be required by the City to be preserved. Such trees may be prohibited from being removed by the Planning Director until such time that the City has granted approval to remove such trees.

- (3) *Tree preservation in wetlands.* No portions of wetland areas shall be developed or cleared of vegetation unless granted permission under state and/or federal permit; and they shall remain as essentially undisturbed areas protected under the provisions set forth in Chapter 230.
- (4) *Clearing prohibited without approval.* Clearing, as defined by this section, for any purpose whatsoever, except the establishment of trails and pathways (not greater than eight feet in width) and open yard areas, shall be prohibited unless approved by the City through the site plan, conditional use, or subdivision review process.

E. *Woodland preservation.*

- (1) *Tree preservation and selective clearing plan required.* All site development proposals which involve the development of woodland areas and require City approval shall include a tree preservation and selective clearing plan as part of the preliminary submission plan. The tree preservation and selective clearing plan shall be prepared in accordance with the provisions of subsection 19.8(E), subsection 19.8(G) and subsection 19.8(H) of this section.
- (2) *Limited clearing for site development allowed.* Generally, site development plans for the construction of a new building within existing woodland areas shall limit clearing of the land to those areas necessary to provide for the placement of the building or group of buildings, adequate access onto the property and to the proposed building or group of buildings, utility placement, off-street parking and yard areas to allow for daylight infiltration and building maintenance. When woodland areas are proposed to be cleared to allow for new construction, clearing within the area of the proposed construction shall be limited to an area of 30 feet from proposed building foundation, and 15 feet from off-street parking lots, and utility placement.
- (3) *Maximum clearing requirement.* Specifically, no more than 50 percent of a lot, parcel or tract of land occupied by woodland vegetation may be cleared for any purpose.

F. *Tree preservation and planting in nonwoodlands.*

- (1) *Tree preservation and planting plan required.* All developments requiring approval of the City shall be required to submit, with its application and plans, a tree preservation and planting plan as set forth in subsection 19.8(H), and shall conform with the following provisions.
- (2) *Tree density.* For each property required to submit a tree preservation and planting plan, a development area as defined in this section shall be delineated within the nonwoodland area of the property. Within this development area, existing trees may be retained and new trees shall be planted such that the development area shall attain or exceed a tree density of one tree per 3,000 square feet or fraction thereof.
- (3) *Minimum standards for new trees.* For new trees to be counted toward the required tree density, they must be of a species and size as set forth in the table of trees approved by the City and kept on file in the office of the Planning Director, or be of an alternate species found acceptable by the City.
- (4) *Minimum standards for existing trees.* For existing trees to be counted toward the required tree density, the tree shall have a minimum caliper dimension of two inches. No trees over eight inches in caliper dimension shall be removed unless within an area

of 30 feet from the proposed building foundation, off-street parking lot, and utility placement.

G. *Tree protection and planting requirements.*

- (1) *Application.* The following guidelines and standards shall apply to activities regulated under Chapter 200 or Chapter 230:
- (2) *Protection required.* To protect the required trees or woodland and their critical root zone, a tree protection area delineated by the dripline of a tree or group of trees to be retained, shall be established. The protection area shall not be disturbed by site utility and grading work, by construction activities such as parking, material storage, concrete washout, sedimentation intrusion or erosion, or other activity. Damage to trees or woodlands and their critical root zones shall require tree plans to be revised to compensate for the loss as determined by the City Arborist or a qualified professional/consultant.
- (3) *Protection measures.* Tree protection areas shall be protected by fencing, staking, or continuous ribbon and, where necessary, silt screens which shall be situated to coincide with the dripline of the tree or group of trees to be preserved. Protection measures shall be erected prior to construction, and must remain until final landscaping is installed.
- (4) *Planting requirements.* New trees proposed to be planted for credit toward the density requirement shall have spacing that is compatible with the spatial site limitations and with responsible consideration toward species size when mature. Species selected for planting must be ecologically compatible with the specifically intended growing site. Trees selected for planting shall be free from injury, pest, disease, and disorders.

Commented [PR1]: Need to change?

H. *Tree preservation, planting and selective clearing plans.*

- (1) *Plan specifications.* A tree preservation and planting plan or a preservation and selective clearing plan, prepared by or in conjunction with a design professional, shall be shown on a copy of a preliminary major subdivision plat, or site plan, as appropriate to the proposed development, drawn to the same scale and covering the same area as the other plan documents prepared for the Planning Commission or City Council meeting. The plan may be combined with a required buffer and landscape plan for the project, at the option of the developer. The plan shall provide sufficient information and detail to clearly demonstrate that all applicable requirements and standards of this section will be fully satisfied.

I. *Tree mitigation.*

- (1) *City Council or Planning Commission waiver.* The City Council or Planning Commission may waive the provisions of subsections 19.8(E)(2), 19.8(E)(3), and 19.8(F)(2), and require replacement planting for mitigation purposes should the City Council or Planning Commission determine, after demonstration by the applicant, that due to physical limitations of the land which would otherwise prohibit the reasonable use of the land, or for purposes of preserving, protecting and promoting the interest of public health, safety, welfare and/or public convenience. All tree mitigation plantings

must occur within the corporate limits of the City of Milford. Tree mitigation may occur off-site in accordance with the provisions listed below in this ordinance:

- (a) If a waiver is sought from the provisions of subsection 19.8(F)(2), new tree plantings are required at a rate of 1:1. All new tree plantings shall meet the minimum size at planting requirements of the City of Milford table of trees.
- (b) If a waiver is sought from the provisions of subsection 19.8(E)(2) and/or subsection 19.8(E)(3), then mitigation must be in the form of newly created woodland areas. New woodlands shall be created at a rate of 1.25 times the amount of woodlands to be removed. A woodland mitigation plan shall be prepared by a licensed forester, landscape architect, or certified nursery professional, for the consideration of the City Council or Planning Commission.
- (c) All tree mitigation must occur on-site unless an off-site location is specifically approved by the City Council or Planning Commission. When considering off-site locations for tree mitigation, the City Council or Planning Commission shall consider:
 - [1] A physical hardship related to the land which would otherwise prohibit compliance on the subject site.
 - [2] Whether the mitigation plan proposed by the applicant is superior in terms of environmental benefits, tree quality, or aesthetic qualities compared to strict compliance with the ordinance on-site.

(2) Tree mitigation required for unauthorized clearing. In the event that trees or woodland areas to be preserved under this ordinance or as a condition of a site plan, subdivision, or conditional use approval are illegally removed, tree mitigation shall be required. All tree mitigation plantings must be placed on the same lot, parcel, or tract on which the illegal clearing occurred. All replacement trees must be of the same or a similar variety as the trees illegally removed.

- (a) If trees have been removed from non-woodland areas, new tree plantings shall be provided in accordance with the table below:

<u>Caliper Dimension of Trees Removed</u>	<u>Number of Trees Required</u>	<u>Caliper dimension at Planting</u>
<u>25" or larger</u>	<u>5 trees</u>	<u>3"</u>
<u>17" to 24"</u>	<u>3 trees</u>	<u>3"</u>
<u>9" to 16"</u>	<u>3 trees</u>	<u>3"</u>
<u>8" or less</u>	<u>2 trees</u>	<u>3"</u>

* Note—All trees replanted must be guaranteed to survive a minimum of one year.

- (b) If trees have been removed from woodland areas, then mitigation must be in the form of newly created woodland areas. New woodlands shall be created at a rate of 1.75 times the amount of woodlands that were illegally removed.

The woodland unlawfully removed must be replanted to satisfy a portion of this requirement. A woodland mitigation plan shall be prepared by a licensed forester, landscape architect, or certified nursery professional, for review and approval by the Planning Director.

(c) If the applicant wishes to provide replacement plantings on any property other than the one on which illegal clearing occurred, the mitigation plan must be reviewed and approved by the City Council or Planning Commission. When considering off-site locations for tree mitigation, the City Council or Planning Commission shall consider:

[1] A physical hardship related to the land which would otherwise prohibit compliance on the subject site.

[2] Whether the mitigation plan proposed by the applicant is superior in terms of environmental benefits, tree quality, or aesthetic qualities compared to strict compliance with the ordinance on-site.

[3] The City Council or Planning Commission may require tree mitigation areas to be planted in permanent conservation through deed restrictions, conservation easements, or donations to land trusts.

§ 230-19.9 – Planned Unit Development

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

B. Minimum requirements, area and width. In a planned unit development, minimum lot area and width may be less than that required by the district regulations, except that no single-family lot shall be less than 4,000 square feet in area nor less than 40 feet in width.

C. Density. A planned unit development is not intended to increase density, but to allow flexibility in the design of the number of dwelling units permitted. If a parcel or parcels have more than one zoning classification, the total permitted density may be located throughout the parcel or parcels. The total permitted density shall be determined by dividing the net development area by the minimum lot area per dwelling unit as outlined in the below table.

<u>Zoning Category</u>	<u>Minimum Lot Area</u>
<u>R-1</u>	<u>10,000 square feet</u>
<u>R-2</u>	<u>8,000 square feet</u>
<u>R-3</u>	<u>3,630 square feet</u>
<u>R-8</u>	<u>3,630 square feet</u>

Net development area shall be determined by subtracting 25% of the gross area. Gross area shall not include any wetlands, floodway or similar area not suitable for building as determined by City Council.

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

E. A planned unit development shall be subject to the same review procedures as for a major subdivision as provided in Chapter 200, Subdivision of Land.

F. Neighborhood commercial.

(1) Permitted neighborhood commercial uses. The following neighborhood commercial uses are permitted in a planned unit development:

(a) Retail goods and services.

- (b) Child-care center (care for fewer than 24 children).
- (c) Food services (grocery/convenience: cafe, coffee shop, but no facility with fuel distribution).
- (d) Medical and dental offices, clinics, and laboratories.
- (e) Professional and administrative offices.
- (f) Repair services, conducted entirely within the building. (Auto repair and similar uses are not permitted.)
- (g) Mixed use building (residential, including rentals, with other permitted use).
- (h) Laundromats or dry cleaners.
- (i) Art, music, or photography studio.
- (j) Personnel service (barbershop, salons, video rental, fitness center and similar uses).
- (k) Allowable uses (e.g., swimming pools, clubhouse and associated sport and exercise areas, tennis courts).

(2) Floor area standards. Up to 25% of the total acreage within the planned unit development may be available for nonresidential uses including neighborhood commercial, nursing home and hospice care, professional and small business office use, similar uses, but excluding areas reserved for clubhouse, pool, HOA offices and other development amenities. For neighborhood commercial, the maximum interior floor area shall not exceed 6,500 square feet total for any one use on one neighborhood commercial site without a variance.

(3) Hours of operation. Except for the swimming pool, clubhouse and associated sport or exercise areas, neighborhood commercial land uses shall be limited to the following hours of operation 6:00 a.m. to 9:00 p.m, unless otherwise specifically approved by City Council as part of the conditional use approval.

(4) Storage. Except for plants and garden supplies, overnight storage is not permitted.

(5) Parking. Parking spaces for the commercial space shall be determined in accordance with the overall planned unit development submission but in no event shall be less than 80% of the spaces required for standard commercial space.

(6) Control. Ownership of the land and buildings comprising the commercial space may be by individuals, corporations or partnership either in fee simple or as a condominium with limited common area control and shall be subject to the rules and regulations contained in the commercial area tenants association and covenants and restrictions. All commercial tenants shall pay dues and assessments to said association for management and upkeep of the common areas.

G. Planned Unit Developments are subject to the Recreation, Open Space and other Public Facilities sections of this Chapter.

ARTICLE IV - Off-Street Parking and Loading
 § 230-20. - General provisions.

~~A. Establishment of off-street parking area. The establishment of any off-street parking area having a capacity of four or more automobiles shall be subject to the approval of the Code Official and further subject to the following requirements. It shall:~~

- ~~(1) Have a buffer strip at least five feet wide between it and any adjacent residential lot.~~
- ~~(2) Be attractively landscaped and screened from neighboring residential lots.~~
- ~~(3) Not extend into any required front yard areas, except for the driveways.~~
- ~~(4) Be used solely for the periodic parking of private passenger (noncommercial) vehicles.~~

AB. Parking space size. Parking space sizes shall be in accordance with § 230-21.

- BC.** Parking spaces in residential driveways and garages. Driveways and garages shall be considered as constituting off-street parking space for one-family detached, semidetached, ~~or~~ townhouse and multi-family dwellings in residential districts, provided that the driveway shall be a minimum of 10 feet in width with a curb cut no greater than 20 feet in width and such driveways and garages meet the minimum requirements for off-street parking outlined in this section. Residential driveways must be constructed with an approved dustless surface such as asphalt, concrete, pavers or other material that will not wash away or emit dust into the air. ~~sufficient space is available in such driveways to meet the requirements of this section.~~ Residential driveways shall provide a minimum of two feet of separation between the driveway and the side property line, unless a cross-access easement agreement is provided between property owners for a shared driveway. Driveways for corner lots shall be located off of the street with a lesser road classification as determined by the Planning Director and shall be located as far away from the intersection as practically possible. Curb cuts shall be constructed as required by the City Construction Standards and shall be limited to the frontage of the lot served.
- CD.** Location of parking spaces within parking lots. All parking spaces shall be set back 15 feet from any street line and 5 feet from any property line. Parking spaces shall be located so that no spaces are a greater distance than 600 feet from the building or use to which they are assigned, provided that this requirement shall not apply to parking spaces for auditoriums, stadiums, assembly halls, gymnasiums and other places of assembly or industrial, wholesaling and manufacturing establishments.
- DE.** Parking spaces assigned to more than one use. Parking spaces for separate buildings or uses in all zoning districts may be combined in a single lot, provided that the number of parking spaces in the lot shall equal the sum of the parking spaces required for each building and use, except that the parking spaces required for places of assembly may include parking spaces assigned to other uses, provided that the place of assembly shall not be used at a time when the other uses are carried on.
- EF.** No off-street parking required in the C-2 Central Business District. No on-site, off-street parking shall be required in the C-2 District for newly constructed establishments or existing structures. Existing municipal parking facilities shall provide the necessary parking in this zoning district. ~~areas for downtown shoppers. The location of the municipal parking lots are:~~
- ~~(1) — North Walnut Street and Northeast Front Street.~~
 - ~~(2) — Park Avenue and Northeast Front Street and Denney Row.~~
 - ~~(3) — Park Avenue and North Washington Street.~~
 - ~~(4) — Southeast Front Street between South Walnut Street and Church Street.~~
 - ~~(5) — Southeast Front Street and South Washington Street.~~
- FG.** ~~Parking lot and garage maintenance.~~ Parking lots. Whenever a parking lot is located across the street from a residential use, it shall be edged with low-profile evergreen hedge planting located along a line drawn parallel to the street and a distance of 10 feet therefrom, such hedge to be interrupted only at points of ingress and egress. The open area between such hedge and the street shall be landscaped in harmony with the landscaping prevailing on neighboring properties fronting on the same street. Ground cover, shrubs, trees and landscape screening shall be located and maintained so as not to interfere with vehicular and pedestrian traffic on the property or with sight clearance and exits.
- GH.** Fractional spaces. When the application of a unit of measurement for parking space or loading space to a particular use or structure results in a fractional space, any fraction under 1/2 shall be disregarded and fractions of 1/2 or over shall be counted as one parking space or loading space.
- HI.** Boat, trailer, bus and van parking. In any residential district, no house trailer, camper, boat trailer, bus or boat shall be parked in the front yard. Parking is allowed in the side or rear yards five feet from

the property line if it does not take up space normally occupied by an automobile. All vehicles requiring a trailer for transportation must be stored on a registered trailer.

- I. Non-residential points of ingress and egress. ~~When the parking garage buffer strip is adjacent to any public street upon which the lot has frontage, the fifteen-foot buffer strip which extends for the full frontage of the lot may be interrupted only at points of ingress and egress. Only one accessway shall be permitted for each 100 feet of frontage upon a public road. Such accessway shall be not less than 25~~ 24 feet and not more than 32 feet in width when the entrance requires two-way traffic, unless otherwise approved by the State of Delaware Department of Transportation for an entrance on a State maintained road. Such accessway shall not be less than 12 feet in width when the entrance is for one-way traffic, unless otherwise approved by the State of Delaware Department of Transportation for an entrance on a State maintained road. No two accessways on the same lot shall be placed within 75 feet of each other. The entrance shall be setback 5 feet from any adjoining property line unless otherwise noted under the conditional use requirements.
- J. All parking spaces for use in conjunction with public parking lots, garages, storage areas operated on a commercial basis and parking areas accessory to multifamily, commercial, industrial and office uses shall be appropriately paved and striped.
- K. All permanent parking areas shall be enclosed with upright concrete curbing at least six inches in height. The Planning Director may relax this requirement for a portion of a parking area when there is a demonstrated need to convey stormwater to a proposed or approved stormwater management area. Parking blocks are required at the head of all parking spaces where curb is not provided. Curbing shall not be required for loading areas, handicapped access and for parking spaces accessory to a one-family or two-family residence. Buildings and sidewalk shall be protected by upright concrete curbing at least six inches in height, bollards or other object approved by the Planning Director that demonstrates protection of pedestrians and property.
- L. Parking Lots: Interior Landscaping. To reduce the visual impact of large expanses of parking and to create a more pedestrian-friendly environment, interior parking lot landscaping is required. Green space in the form of landscape islands and/or peninsulas are required to break up rows of parking spaces as follows:
- (1) If the total number of parking spaces is less than 100, the minimum requirement is:
- (a) Islands at both ends of each row of parking (minimum of 9' x 18').
 - (b) One island or peninsula (minimum of 9' x 18') for every 10 contiguous spaces.
 - (c) No more than two (2) contiguous bays (four total rows) without a 9' wide island separating the two (2) bays from additional parking bays or drive aisles.
 - (d) Minimum of one (1) 2-1/2" caliper shade tree with a mature height of 12 feet shall be provided per 200 square feet of interior green space within the parking lot islands.
- (2) If the total number of parking spaces is 100 or greater, the minimum requirement is:
- (a) Islands at both ends of each row of parking (minimum of 9' x 18').
 - (b) One island or peninsula (minimum of 9' x 18') for every 12 contiguous spaces.
 - (c) No more than three (3) contiguous bays (six total rows) without a 9' wide island separating the three (3) bays from additional parking bays or drive aisles.
 - (d) Minimum of one (1) 2-1/2" caliper shade tree with a mature height of 12 feet shall be provided per 200 square feet of interior green space within the parking lot islands.
- M. Bicycle Parking Facilities. All parking facilities containing less than ten (10) parking spaces shall provide one bicycle rack with no less than five (5) spaces. For parking facilities with ten (10) or more parking spaces, five (5) bicycle spaces plus one (1) per every twenty (20) parking spaces shall be provided, not to exceed more than twenty (20) bicycle parking spaces in any one facility. The Planning Commission or City Council may waive the requirement for the bicycle parking if it is

demonstrated that bicycle parking would not be appropriate for safety reasons or due to the nature of the use of the site.

N. Illumination. Parking lots shall be properly illuminated per the most recent version of the Illuminating Engineering Society (IES) Standards.

O. Parking of vehicles on unpaved surfaces within the front yard of all districts shall be prohibited. Exception: emergency vehicles.

P. Garbage Enclosure. Commercial, industrial, institutional or residential multi-family sites shall provide trash enclosures to adequately serve the proposed uses. Enclosures shall be conveniently placed on the site for commercial or residential tenants to use and shall be no farther than 300 feet from the intended users. Trash enclosures shall be constructed with similar materials to other buildings on the site. Receptacles shall be situated at an appropriate location as to not constitute a nuisance for users of the property and adjoining property owners and shall be appropriately screened to improve the appearance of the area.

§ 230-21. - Parking and loading standards.

A. Design standards ~~(general)~~.

(1) Parking spaces and aisle ways shall be designed in accordance with the following dimensional standards:

Parking Angle	Stall Width (feet)	Aisle Way to Curb (feet)	Aisle Way Width
90°	9	18	As required by State Fire Marshal 20 feet (one-way) 24 feet (two-way)
60°	9	20	As required by State Fire Marshal 18 feet (one-way) 22 feet (two-way)
45°	9	18	As required by State Fire Marshal 14 feet (one-way) 22 feet (two-way)
Parallel	10	20	As required by State Fire Marshal 14 feet (one-way) 22 feet (two-way)

(2) All spaces reserved for handicapped accessibility shall conform to the requirements set forth by the federal standards provided by the ADA (Americans with Disabilities Act).

~~(3) All parking spaces for use in conjunction with public parking lots, garages, storage areas operated on a commercial basis and parking areas accessory to multifamily, commercial, industrial and office uses shall be appropriately paved and striped.~~

~~(4) Exceptions to the design standards shall be permitted as follows.~~

B. Use standards. All uses permitted in this chapter shall be subject to the following minimum off-street parking requirements in addition to any special requirements as indicated in each zoning district.

Types and Uses	Required Off-Street Parking Spaces
Retail stores and shops, all types, supermarkets, retail food stores and undertakers	1 per 200 square feet of floor area used or designed for sales on the ground floor, plus 1 per 300 square feet of floor area used or designed for sales on all other floors, plus 1 for each 2 employees
New and used car and boat sales, mobile dwelling unit sales, truck and trailer sales, outdoor equipment and machinery sales, commercial nurseries and auctions	4 per salesperson, plus 1 per per 2 employees during the period of greatest employment
Personal service establishments, laundromats and dry cleaning	1 per 200 square feet of gross floor area
Banks and other financial institutions	1 per 200 square feet of gross floor area, plus 1 for each employee
Business, governmental and professional offices	1 per 100 square feet of gross floor area
Medical and dental offices or clinics	1 per 150 square feet of gross floor area for medical and dental offices or clinics
Hospitals	1 for each bed of planned patient capacity, plus 1 per 3 employees or the shift of greatest employment
Sanatorium or nursing home	1 for every 4 beds
Churches and other places of worship	1 per 5 seats
Indoor and commercial outdoor recreation	1 for each 150 square feet of gross floor, building or ground area devoted to such use or 1 per 4 seats of facilities available for patron use, whichever is applicable to the facility
Restaurants, taverns and similar uses	1 per 3 seating accommodations, plus 1 per 2 employees on the shift of greatest employment
Dwelling, one-family detached, semidetached or mobile home	2 1/2 per dwelling unit
Dwelling, townhouse, garden apartment or multifamily dwelling	2 1/2 per dwelling unit
Rooming and boarding house or converted unit	1 per rented unit
Museum, art gallery and similar use	1 per 4 seats in rooms for public assembly or for each 150 square feet of gross floor area for use by the public, whichever is greater, plus 1 for each 2 employees on the shift of greatest employment
Public library	1 per 400 square feet of gross floor area for public use, plus 1 per 2 employees on the shift of greatest employment

Fire station	25
Auditorium, stadium, assembly hall, gymnasium, theater (excluding drive-in) and community or recreation center	1 per 4 fixed seats in the largest assembly room area or for each 40 square feet of floor area available for the accommodation of movable seats in the largest assembly room, or 1 per 150 square feet of gross floor area, whichever is applicable to the facility
Social club and fraternal, social service, union and civic organization building	1 per adult attendant, plus 1 per 100 square feet gross floor area devoted to such uses
Public or private school	3 per room used for administrative offices, plus 1 per room used for class instruction, plus 1 for each 5 seats in the auditorium and other places of assembly or facility available to the public
Industrial, manufacturing or wholesaling establishment	1 per 2 employees on the shift of the greatest employment, plus 1 per 200 square feet of floor area devoted to sales
Hotel and motel	1 for each guest room plus 1 for each 3 employees

<u>Types and Uses</u>	<u>Required Off-Street Parking Spaces</u>
<u>Auditorium, stadium, assembly hall, gymnasium, theater (excluding drive-in) and community or recreation center</u>	<u>1 space per 4 seats or 1 space per each 40 square feet of floor area available for the accommodation of movable seats in the assembly room, whichever applies</u>
<u>Automotive Repair</u>	<u>3 spaces per service bay</u>
<u>Automotive or Outdoor Sales</u>	<u>1 space per 200 square feet of floor area in the main display room plus 1 space per each 1,500 square feet of outdoor display area plus 1 space for each employee on the shift of greatest employment</u>
<u>Bed and Breakfast</u>	<u>1 space per guestroom plus required parking for family residence</u>
<u>Community Residential Treatment Program</u>	<u>1 space per 4 residents plus 1 space per employee</u>
<u>Daycare, Nursery School or Kindergarten</u>	<u>1 space per 10 children plus 1 space per employee on the shift of greatest employment</u>
<u>Elementary or Junior High School</u>	<u>1 space for each 8 seats in auditorium, cafeteria or gymnasium</u>
<u>High School, Technical School, College or University</u>	<u>1 space for each classroom plus 1 parking space for each employee or 1 space for each 5 auditorium seats, whichever is greater</u>

<u>Fire station</u>	<u>1 space per employee on the maximum shift or 1 space for each 40 square feet of floor area available for the accommodation of movable seats in the assembly room, whichever is greater</u>
<u>General Offices</u>	<u>1 space per 250 square feet of gross floor area</u>
<u>Medical and Dental Offices</u>	<u>1 space per 200 square feet of gross floor area</u>
<u>Hospitals, Nursing Home or Sanatorium</u>	<u>1 space per 3 beds</u>
<u>Hotel and motel</u>	<u>1 space for each guest room plus 75% of the normal spaces required for accessory uses (e.g. banquet rooms, meeting rooms, restaurants, etc.)</u>
<u>Indoor and commercial outdoor recreation</u>	<u>1 space for each 150 square feet of gross floor area or 1 per 4 seats of facilities available for patron use, whichever is applicable</u>
<u>Industrial, manufacturing or wholesaling establishment</u>	<u>1 space per 2 employees on the shift of the greatest employment, plus 1 per 200 square feet of floor area devoted to sales</u>
<u>Museum, Art Gallery, Library and similar use</u>	<u>1 space per 300 square feet of gross floor area</u>
<u>Places of Worship</u>	<u>1 space per 4 seats or 1 space for each 40 square feet of floor area available for the accommodation of movable seats in the assembly room, whichever applies</u>
<u>Professional Home Occupation</u>	<u>1 space per 300 square feet of floor area devoted to a business plus 1 space per each outside employee, if there is one</u>
<u>Restaurants, fast food, taverns and similar uses</u>	<u>1 space per 3 seating accommodations</u>
<u>Retail or Service</u>	<u>1 space per 200 square feet of gross floor area</u>
<u>Rooming and boarding house or converted unit</u>	<u>1 space per bedroom</u>
<u>Dwelling, single-family detached, semi-detached, townhouse, mobile home, or multi-family dwelling unit</u>	<u>2 ½ spaces per dwelling unit</u>
<u>Accessory Dwelling Unit</u>	<u>1 ½ spaces per dwelling unit</u>
<u>Social club and fraternal, social service, union and civic organization building</u>	<u>1 space per 4 seats or 1 space for each 40 square feet of floor area available for the accommodation of movable seats in the assembly room, whichever applies</u>
<u>Undertaker or Funeral Home</u>	<u>1 space per 4 seats in the largest assembly room plus 1 space per employee</u>

- (1) Reduction in the required number of off street parking spaces in the case of developments such as shopping centers or other commercial developments required to provide more than 50 off-street parking space.

The developer must set aside space to accommodate 100% of the area necessary to provide the parking requirements established by this Ordinance, but, upon the request of the developer, if agreed by the City of Milford, the developer may be permitted to set aside space to accommodate 100% of the area necessary to provide the parking requirements established by this chapter but not be required to construct more than 80% of the required parking spaces. In the event the developer is permitted to construct fewer than the required parking spaces, the remainder of the parking area set aside must be kept free of all construction and be planted and maintained as a grassy area and designated as Future Parking Space. The City of Milford may require construction of the remaining parking spaces at any time by the then owner of the premises upon giving the owner not less than six months' advance written notice. In the event of the granting of the waiver herein described, the fact of the grant as well as the requirement that the owner maintain the space set aside as a level grass area and that the City of Milford has reserved the right to require construction of the remaining parking spaces upon six months' notice to the owner of the site must be reflected in a note appearing on the subdivision or site development plans recorded.

C. Loading spaces.

- (1) No building or structure shall be erected in any district for the uses listed below unless loading space for the accommodation of trucks is provided on the premises in accordance with the following requirements:
 - (a) For retail stores, markets, wholesale and jobbing establishments and storage warehouses, the number of berths based on the gross floor area devoted to such use shall be as follows:
 - [1] Five thousand to 7,999 square feet of floor area: one berth.
 - [2] Eight thousand to 19,999 square feet of floor area: two berths.
 - [3] Each additional 20,000 square feet or major fraction thereof up to a maximum of 60,000 square feet of floor area: one additional berth.
 - (b) For hotels and motels, the number of berths based on the gross floor area devoted to such uses shall be as follows:
 - [1] Eight thousand to 20,000 square feet of floor area: one berth.
 - [2] Each additional 50,000 square feet or major fraction thereof up to a maximum of 120,000 square feet of floor area: one additional berth.
 - (c) Each manufacturing, office research and industrial establishment with a total of **5,000** ~~3,500~~ square feet or more of gross floor area devoted to manufacturing, research and/or industrial uses shall provide loading space adequate to accommodate the normal demands for loading and unloading incidental to the type of use proposed on the premises.
- (2) ~~Loading spaces shall not be allowed in any front yard of any property.~~ **Loading berths must be functionally related to the building, and be situated where actual loading and unloading activities are intended to occur. Loading berths located remotely from the building will not be permitted, unless the applicant can demonstrate the utility of such berths. Loading berths**

are not permitted between the street and building, except where a property fronts three or more streets. This section of the ordinance shall not preclude the designation of an area in front of the building for parcel pick-up, mail deliveries, or passenger loading.

(3) One required off-street loading berth shall have minimum dimensions of 12 feet wide and 60 feet long. If more than one loading berth is required, subsequent berths may have minimum dimensions of 12 feet wide and 40 feet long. At no time shall any part of a truck or van be allowed to extend into a public right-of-way or thoroughfare while the truck or van is being loaded or unloaded.

(4) Adequate off-street truck maneuvering space shall be provided on-lot and not within any public street right-of-way or other public lands. Internal site circulation lanes are to be designed with adequate turning radii to accommodate the size and efficient maneuvering of delivery vehicles.

ARTICLE V - Landscape Screening
§ 230-22. - District requirements.

A. Residential districts.

(1) In any R-1, R-2, R-3 and R-8 District, a landscape screen and/or fence or wall a minimum of six feet in height shall be planted and/or erected to separate any permitted nonresidential use from any existing residential use on a contiguous lot. Such landscape screen and/or fence or wall may extend into the lot setback, side yard and rear yard.

(2) In any R-3 or R-8 District, for any lot developed for garden apartments or townhouses, a landscape screen and/or fence or wall a minimum of six feet in height shall be planted or erected to separate any contiguous lot developed as a single-family detached or semidetached residential dwelling on any contiguous lot zoned R-1 or R-2. Such landscape screen and/or fence or wall may extend into the lot setback, side yard and rear yard.

(3) Buffers along arterial streets. Where development proposals front on an arterial street, a landscape buffer shall be required along the arterial road frontage. These buffer areas shall be a minimum of 30 feet in depth, measured from the right-of-way line of the arterial street, and shall, at the time of development of the property, be planted with a variety of trees, shrubs and ground cover so as to create a distinctive and consistent visual character of the arterial street. The landscape design and planting plan for these arterial street buffer areas shall be subject to the approval of the Planning Commission or City Council as an integral part of the site development plan. When it can be demonstrated to the satisfaction of the Commission or City Council through the plan review process that, due to specific constraints related to existing lot size, lot configuration or the orientation of existing buildings on adjoining properties, compliance with this section would severely limit the development potential of the property or would cause the property to be out of character with the surrounding built environment, the Commission or City Council may approve a lesser amount of buffering, provided that the basic objective of establishing landscaped green space along arterial roadways is achieved.

B. Commercial districts. In any C-1, OB-1, OC-1, C-2 or C-3 District, a fifteen-foot visual and sound buffer area shall be provided on non-residential use properties (other than agricultural uses) when abutting a residential use. Screening shall consist of an opaque barrier at least six feet in height accompanied by landscaping. within which a landscape screen and/or fence or wall a minimum of six feet in height shall be planted or erected to separate any permitted use from any contiguous lot zoned R-1, R-2, R-3 and R-8 or any contiguous lot developed or approved for development for any residential use. Such landscape screen may extend into the lot setback, side yard or rear yard.

(1) Opaque barrier options. The requirement for the opaque barrier may be met by choosing one of the following:

- (a) An opaque wooden fence.
- (b) A wall constructed of masonry materials, either stucco, brick, split-faced block, or decorative concrete.
- (c) An earthen berm (4:1 maximum side slopes).
- (d) Dense, durable and continuous evergreen tree planted screen of at least six feet in height at the time of planting and arranged to effectively achieve an opaque visual buffer.
- (e) Any combination of fencing, landscaping and/or berming that achieves a six-foot-high opaque barrier.

C. Institutional, Industrial and ~~Office Building/Complex~~ **Business Park** Districts: H-1, **IM, IS**, I-1, ~~I-2-1, O-1~~ and **BPOC-1**.

(1) Each use established in these districts shall set aside at least 20 feet in width immediately adjacent to any street upon which the lot has frontage, and extending for the full frontage of the lot, for purposes of providing for proper site distance and buffering from the public road. Within such area, the owner shall establish and maintain a planting of grass and/or horticultural ground cover. Other landscape materials may be incorporated, provided that there is no obstruction to vision, other than a tree trunk, in the area between two feet and seven feet above ground level. ~~No use shall be made of this buffer area other than for a single driveway to provide access to the use for each 100 feet of frontage upon a public road. Such driveway shall not exceed 32 feet in width.~~

(2) ~~Parking areas may be located in any hard area but shall not be closer than 15 feet to any street line or property line.~~ Each use established in these districts shall provide a 50-foot visual and sound buffer area on non-residential use properties (other than agricultural uses) when abutting a residential use. Screening shall consist of an opaque barrier at least six feet in height accompanied by landscaping.

(a) Opaque barrier options. The requirement for the opaque barrier may be met by choosing one of the following:

- [1] An opaque wooden fence.
- [2] A wall constructed of masonry materials, either stucco, brick, split-faced block, or decorative concrete.
- [3] An earthen berm (4:1 maximum side slopes).
- [4] Dense, durable and continuous evergreen tree planted screen of at least six feet in height at the time of planting and arranged to effectively achieve an opaque visual buffer.
- [5] Any combination of fencing, landscaping and/or berming that achieves a six-foot-high opaque barrier.

~~D. Limited Industrial District. At the boundary line between an I-1 District and any R-1, R-2, R-3 or R-8 District or any lot developed or approved for development for residential use, there shall be a 50-foot buffer area which shall include a landscape screen and/or fence or wall a minimum of six feet in height. Such landscape screen may extend into the lot setback, side yard or rear yard.~~

§ 230-23. - Maintenance.

It shall be the responsibility of the property owner of record or his delegated representative(s) to properly maintain and care for any landscape plan planted or erected.

ARTICLE VI - Signs

§ 230-24. - Purpose.

These regulations balance the need to protect the public safety and welfare, the need for a well maintained and attractive community, and the need for adequate identification, communication, and advertising. The regulations for signs have the following specific objectives:

- A. To ensure that signs are designed, constructed, installed and maintained according to minimum standards to safeguard life, health, property and public welfare.
- B. To allow and promote positive conditions for sign communication.
- C. To reflect and support the desired ambience and development patterns of the various zones and districts and promote an attractive environment.
- D. To ensure that the constitutionally guaranteed right of free expression is protected.

§ 230-24.1. - Hierarchy of regulations.

- A. Where there is a conflict between specific sign regulations and the base for general sign regulations of this Code, the specific sign regulations supersede the base sign regulations.
- B. Other conflicts. Where there is a conflict between a land use regulation and a structural regulation, or other conflicts not otherwise addressed by this section, the most restrictive regulation applies.

§ 230-24.2. - Definitions.

For purpose of this article, certain words and phrases shall be interpreted and defined as follows:
ABANDONED OFF-PREMISE SIGN — A sign that, for 180 days or more, no longer:

- (1) Directs attention to a business commodity, service or entertainment conducted, sold, or offered elsewhere than upon the premises where the sign is maintained; and
- (2) No longer markets, advertises, or promotes the sign for sale or rent.

ABANDONED ON-PREMISE SIGN — A sign or sign structure that, for 180 days or more, no longer identifies an ongoing business, product, location, service, idea, or activity conducted on the premises on which the sign is located or on a property adjacent to the property on which the sign is located when the adjacent property has a recorded easement for access on or along the property on which the sign is located.

ALTERATION — A change in the size or shape of an existing sign. Copy or color change of an existing sign is not an alteration. Changing or replacing a sign face or panel is not an alteration.

ANIMATED SIGN — A sign employing actual motion, the illusion of motion, or light and color changes achieved through mechanical, electrical, or electronic means. Animated signs, which are differentiated from changeable signs as defined and regulated by this Code, include the following types:

- (1) ENVIRONMENTALLY ACTIVATED — Animated signs or devices motivated by wind, thermal changes, or other natural environmental input. Includes spinners, pinwheels, pennant strings, and other devices or displays that respond to naturally occurring external motivation.
- (2) MECHANICALLY ACTIVATED — Animated signs characterized by repetitive motion or rotation activated by a mechanical system powered by electric motors or other mechanically induced means.
- (3) ELECTRICALLY ACTIVATED — Animated signs producing the illusion of movement by means of electronic, electrical, or electromechanical input or illumination capable of simulating movement through employment of the characteristics of one or both of the classification notes below:

- (a) FLASHING — Animated signs or animated portions of signs whose illumination is characterized by a repetitive cycle in which the period of illumination is either the same as or less than the period of non-illumination. For the purposes of this article, flashing will not be defined as occurring if the cyclical period between on-off phases of illumination exceeds eight seconds.
- (b) PATTERNED ILLUSIONARY MOVEMENT — Animated signs or animated portions of signs whose illumination is characterized by simulated movement through alternate or sequential activation of various illuminated elements for the purpose of producing repetitive light patterns designed to appear in some form of constant motion.

ARCHITECTURAL PROJECTION — Any projection from a building that is decorative or functional and not intended for occupancy, and that extends beyond the face of an exterior wall of a building but that does not include signs as defined herein. See also Awning; Back-lit Awning; and Canopy, Attached and Freestanding.

AWNING — An architectural projection or shelter projecting from and supported by the exterior wall of a building and composed of a covering of rigid or non-rigid materials or fabric on a supporting framework that may be either permanent or retractable.

AWNING SIGN — A sign displayed on or attached flat against the surface or surfaces of an awning. See also Wall or Fascia Sign. An awning that contains a "sign" section or copy area shall comply with the applicable sign area requirements for parallel signs contained in this Code. Only the sign or copy area displayed on an awning shall be used to determine the permitted sign area; the entire awning shall not be included in a Sign Area calculation.

BACK-LIT AWNING — An awning comprised of covering material exhibiting the characteristic of luminosity obtained by means of a source of illumination contained within its framework.

BANNER — A flexible substrate on which copy or graphics may be displayed.

BANNER SIGN — A sign utilizing a banner as its display surface.

BENCH SIGN — A sign applied or affixed to the seat or back of a bench.

BILLBOARD — See Off-Premise Sign and Commercial Outdoor Advertising Sign.

BUILDING FAÇADE — That portion of any exterior elevation of a building extending vertically from grade to the top of a parapet wall or eaves and horizontally across the entire width of the building elevation.

BUILDING SIGN — A sign that is applied or affixed to a building.

CANDELA — The basic unit of measurement of light in SI (metric) units.

CANDELA PER SQUARE METER (cd/m²) — The SI (metric) unit used to describe the luminance of a light source or of an illuminated surface that reflects light. Also referred to as Nits.

CANDLE or CANDLEPOWER — Synonymous with Candela, but in English, not SI, terms.

CANOPY (ATTACHED) — A multi-sided overhead structure or architectural projection supported by attachment to a building on one or more sides and either cantilevered from such building or also supported by columns at additional points. The surface(s) or soffit of an attached canopy may be illuminated by means of internal or external sources of light. Similar to a Marquee.

CANOPY (FREESTANDING) — A multi-sided overhead structure supported by columns, but not enclosed by walls. The surface(s) and or soffit of a freestanding canopy may be illuminated by means of internal or external sources of light.

CANOPY SIGN -A sign affixed to the visible surface(s) of an attached or freestanding canopy. May be internally or externally illuminated. Similar to a Marquee Sign.

CHANGEABLE SIGN — A sign with the capability of content by means of manual or remote input, includes the following types:

- (1) **MANUALLY ACTIVATED** — Changeable sign whose message copy or content can be changed manually on a display surface.
- (2) **ELECTRONICALLY ACTIVATED** — Changeable sign whose message copy or content can be changed by means of remote electrically energized on-off switching combinations of alphabetic or pictographic components arranged on a display surface. Illumination may be integral to the components, such as characterized by lamps or other light-emitting devices; or it may be from an external light source designed to reflect off the changeable component display. See also Electronic Message Center.

CHANNEL LETTER (OPEN FACED) — A dimensional letter with a back and sides but no face at the front of the letter. Open Faced Channel Letters may be non-lit, externally illuminated, or illuminated by a light source contained inside the open channel of the letter itself, such as a neon tube.

CHANNEL LETTER (INTERNALLY ILLUMINATED) — A dimensional letter with a back, sides, and a translucent front face capable of transmitting light from an internal light source within the letter.

CHANNEL LETTER (REVERSE) — A dimensional letter with a face and sides but no back, opposite to an Open-Faced Channel Letter. A Reverse Channel Letter has an open channel facing the wall or building to which it is affixed. A Reverse Channel Letter may contain a source of illumination designed to project lighting against the surface behind the letter, commonly referred to as a Backlit Channel Letter; also referenced as a halo or silhouette lighted channel letter. The face of a Reverse Channel Letter does not illuminate.

CLADDING — A non-structural covering designed to conceal the actual structural supports of a sign. See also Pole or Pylon Cover.

COMMERCIAL OUTDOOR ADVERTISING SIGN — A permanent off-premise sign erected, maintained or used in the outdoor environment for the purposes of providing copy area for commercial or noncommercial messages.

CONFORMING SIGN — A sign that is legally installed in conformance with all prevailing jurisdictional laws and ordinances.

COPY — The graphic content or message of a sign.

COPY AREA OF SIGN — The actual area of the sign copy as applied to any background. Copy area on any individual background may be expressed as the sum of the geometrically computed shape or shapes encompassing separate individual letters, words, or graphic elements on the background.

DIMENSIONAL LETTER, SYMBOL, OR GRAPHIC — A letter, symbol, or graphic that is three dimensional in character, containing height, width, and depth.

DIRECTIONAL SIGN — Any sign that is designed and erected for the purpose of providing direction or orientation for pedestrian or vehicular traffic.

DISPLAY TIME — The amount of time a message or graphic is displayed on an Electronic Message Sign.

DISSOLVE — A mode of message transition on an Electronic Message Sign accomplished by varying the light intensity or pattern, in which the first message gradually appears to dissipate and lose legibility with the gradual appearance and legibility of the second message.

DOUBLE-FACED SIGN — A sign with two faces, back to back.

DYNAMIC FRAME EFFECT — An Electronic Message Sign frame effect in which the illusion of motion or animation is used.

ELECTRIC SIGN — Any sign activated or illuminated by means of electrical energy.

ELECTRONIC MESSAGE CENTER OR SIGN (EMC) -An electrically activated changeable sign whose variable message or graphic presentation capability can be electronically programmed by computer from a remote location. Also known as an EMC. EMCs typically use light emitting diodes (LEDs) as a

lighting source. (See also following terms principally associated with Electronic Message Centers: Display Time, Dissolve, Dynamic Frame Effect, Fade, Frame, Frame Effect, Scroll, Transition, Travel)

EXTERNALLY ILLUMINATED SIGN — See Illuminated Sign.

EXTERIOR SIGN — Any sign placed outside a building.

FAÇADE — See Building Façade.

FADE — A mode of message transition on an Electronic Message Sign accomplished by varying the light intensity, where the first message gradually reduces intensity to the point of not being legible and the subsequent message gradually increases intensity to the point of legibility.

FASCIA SIGN — See Wall Sign.

FLASHING SIGN — See Animated Sign, Electrically Activated.

FONT — A set of letters, numerals, symbols, or shapes conforming to a specific set of design criteria.

FOOT CANDLE — An English unit of measurement of the amount of light falling upon a surface (Illuminance). One foot candle is equal to one lumen per square foot. Can be measured by means of an illuminance meter.

FOOT LAMBERT — An English unit of measurement of the amount of light emitted by or reflecting off a surface (luminance) equivalent to 3.4262591 candelas per square meter.

FRAME — A complete, static display screen on an Electric Message Sign.

FRAME EFFECT — A visual effect on an Electronic Message Sign applied to a single frame. See also Dynamic Frame Effect.

FREESTANDING SIGN — A sign principally supported by one or more columns, poles, or braces placed in or upon the ground. May also be referenced as a Ground or Monument Sign. Refer also to Section 230-24.3 for visual reference examples.

FRONTAGE (PROPERTY) — The length of the property line(s) of any single premise along either a public way or other properties on which it borders.

FRONTAGE (Building) — The length of an exterior building wall or structure of a single premise along either a public way or other properties that it faces.

GROUND SIGN — See Freestanding Sign.

ILLUMINANCE — The amount of light falling upon a real or imaginary surface, commonly called "light level" or "illumination." Measured in foot candles (lumens/square foot) in the English system, and lux (lumens/square meter) in the SI (metric) system.

ILLUMINATED SIGN — A sign characterized by the use of artificial light, either projecting through its surface(s) [Internally or trans-illuminated]; or reflecting off its surface(s) [Externally illuminated].

INTERNALLY ILLUMINATED SIGN — See Illuminated Sign.

INTERIOR SIGN — Any sign placed within a building, but not including window signs as defined by this article. Interior signs, with the exception of window signs as defined, are not regulated by this article.

LISTED SIGN — A sign manufactured and labeled in accordance with specifications promulgated by a recognized testing laboratory designed to assure compliance with applicable American National Standards (ANSI) and the National Electric Code (NEC).

LUMINANCE — The light that is emitted by or reflected from a surface. Measured in units of luminous intensity (candelas) per unit area (square meters in SI measurement units or square feet in English measurement units). Expressed in SI units as cd/m², and in English units as foot lamberts. Sometimes also expressed as "nits", a colloquial reference to SI units. Can be measured by means of a luminance meter.

LUX — the SI (metric) unit for illuminance. One lux equals 0.093 foot candles.

MANSARD — A roof-like façade comparable to an exterior building wall.

MARQUEE — See Canopy (Attached).

MARQUEE SIGN — See Canopy Sign.

MULTIPLE-FACED SIGN — A sign containing 3 or more faces.

NIT — A photometric unit of measurement referring to luminance. One nit is equal to one cd/m².

NON-CONFORMING SIGN — A sign that was legally installed by permit in conformance with municipal sign regulations and ordinances in effect at the time of its installation, but which may no longer comply with subsequently enacted laws and ordinances having jurisdiction relative to the sign.

NON-CONFORMING USE — A continued and lawful use of property, including a sign or signs lawfully installed in accordance with laws or ordinances prevailing at the time of installation.

OFF-PREMISE SIGN — See Outdoor Advertising Sign. See Also, Wayfinding Sign.

ON-PREMISE SIGN — A sign erected, maintained or used in the outdoor environment for the purpose of the display of messages appurtenant to the use of, products sold on, or the sale or lease of, the property on which it is displayed or on a property adjacent to the property on which the sign is located when the adjacent property has a recorded easement for access on or along the property on which the sign is located.

ORIGINAL ART MURAL — A hand produced work of visual art which is tiled or painted by hand directly upon, or affixed directly to, an exterior wall of a building or structure. Original Art Mural does not include: mechanically produced or computer-generated prints or images, including but not limited, to digitally printed vinyl, murals containing electrical or mechanical components, or changing image murals.

OUTDOOR ADVERTISING SIGN — A permanent sign erected, maintained or used in the outdoor environment for the purpose of the display of commercial or non-commercial messages not appurtenant to the use of, products sold on, or the sale or lease of, the property on which it is displayed. May also be referenced as an Off-Premise Sign, Billboard, or Commercial Outdoor Advertising Sign.

PARALLEL SIGN — See Wall Sign.

PARAPET — The extension of a building façade above the line of the structural roof.

PERMITTED ORIGINAL ART MURAL — An Original Art Mural for which a permit has been issued by the City of Milford pursuant to this article.

PERPENDICULAR SIGN — See also Freestanding Sign; See also Projecting Sign.

POLE COVER OR PYLON COVER — An enclosure designed to conceal poles or other structural supports of a sign. See also Cladding.

POLE SIGN — See Freestanding Sign.

POLITICAL SIGN — A temporary sign intended to advance a political statement, cause, ballot, issue, or candidate for office.

PORTABLE SIGN — Any sign not permanently attached to the ground and can be removed without the use of tools.

PROJECTING SIGN — A sign other than a Wall Sign that is attached to or projects more than 18 inches from a building face or wall or from a structure whose primary purpose is other than the support of a sign.

PYLON SIGN — See Freestanding Sign.

REAL ESTATE SIGN — A temporary sign advertising the sale, lease, or rental of the property or premises upon which it is located.

REVOLVING SIGN — A sign that has the capability to revolve 360 about an axis. See also: Animated Sign, Mechanically Activated.

ROOF LINE — The uppermost line of the roof of a building or, in the case of an extended façade or parapet, the uppermost point of said façade or parapet.

ROOF SIGN — A sign mounted on the main roof portion of a building or on the uppermost edge of a parapet wall of a building and which is wholly or partially supported by such building. Signs mounted on mansard facades, pent eaves, and architectural projections such as canopies or marquees shall not be considered to be roof signs.

SCROLL — A mode of message transition on an Electronic Message Sign in which the message appears to move vertically across the display surface.

SI (INTERNATIONAL SYSTEM OF UNITS) — The modern metric system of measurement abbreviated Sis for the French term "Le Systeme International d'Unites."

SIGN — Any device visible from a public place whose essential purpose and design is to convey either commercial or noncommercial messages by means of graphic presentation of alphabetic or pictorial symbols or representations. Noncommercial flags or any other flags displayed from flagpoles or staffs will not be considered to be signs.

SIGN AREA — The area of the smallest geometric figure, or the sum of the combination of regular geometric figures, which comprise the sign face. The area of any double-sided or "V" shaped sign shall be the area of the largest single face only. The area of a sphere shall be computed as the area of a circle. The area of all other multiple-sided signs shall be computed as 50% of the sum of the area of all faces of the sign.

SIGN COPY — The letters, numerals, figures, symbols, logos and graphic elements comprising the content or message of a sign, exclusive of numerals identifying a street address only.

SIGN FACE — The surface upon, against or through which the sign copy is displayed or illustrated, not including structural supports, architectural features of a building or sign structure, nonstructural thematic or decorative trim, or any areas that are separated from the background surface upon which the sign copy is displayed by a distinct delineation, such as a reveal or border.

- (1) In the case of panel or cabinet signs, the sign face shall include the entire area of the sign panel, cabinet or face substrate upon which the sign copy is displayed or illustrated, but not open space between separate panels or cabinets.
- (2) In the case of signs painted on a building, or individual letters or graphic elements affixed to a building or structure, the sign face shall comprise the sum of the geometric figures or combination of regular geometric figures drawn closest to the edge of the letters or separate graphic elements comprising the sign copy, but not the open space between separate groupings of sign copy on the same building or structure.
- (3) In the case of sign copy enclosed within a painted or illuminated border, or displayed on a background contrasting in color with the color of the building or structure, the sign face shall comprise the area within the contrasting background, or within the painted or illuminated border.

SIGN STRUCTURE — Any structure designed for the support of a sign.

SITE — The ground area legally designated as a zoning lot, which may be categorized as a permanent parcel (a lot of record), multiple lots of record, or a portion of a lot of record.

SPECIAL EVENT SIGN — A temporary sign pertaining to any civic, patriotic, or special event of general public interest.

TEMPORARY SIGN — A sign intended to display either commercial or noncommercial messages of a transitory or temporary nature. Portable signs or any sign not permanently embedded in the ground, or not permanently affixed to a building or sign structure that is not permanently embedded in the ground, are considered temporary signs.

TRANS-ILLUMINATED SIGN — See Internally Illuminated Sign.

TRANSITION — A visual effect used on an Electronic Message Sign to change from one message to another.

TRAVEL — A mode of message transition on an Electronic Message Sign in which the message appears to move horizontally across the display surface.

UNDER CANOPY OR UNDER MARQUEE SIGN — A sign attached to the underside of a canopy or marquee.

V SIGN — A sign containing two faces of equal size, positioned at an interior angle subtending less than 179 degrees at the point of juncture of the individual faces.

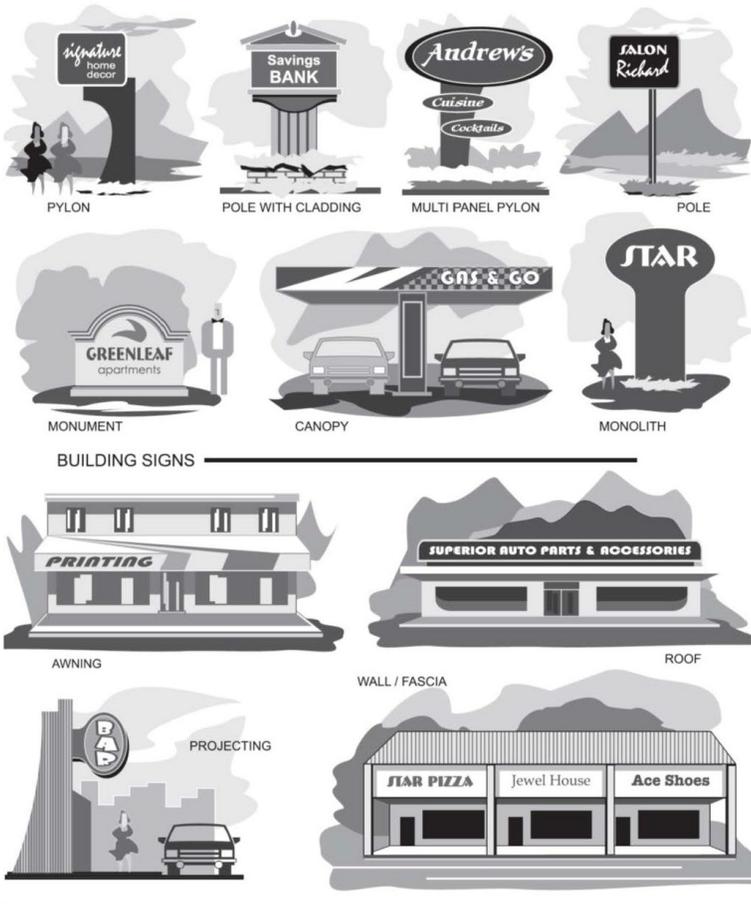
WALL OR FASCIA SIGN — A sign that is in any manner affixed to any exterior wall of a building or structure and that projects not more than 18 inches from the building or structure wall. Also includes signs affixed to architectural projections that project from a building provided the copy area of such signs remains on a parallel plane to the face of the building façade or to the face or faces of the architectural projection to which it is affixed.

WAYFINDING SIGN — A sign, frequently off-premise, specifically designed to provide directional or destination information and installed or maintained by the City or another government agency.

WINDOW SIGN — A sign affixed to the surface of a window with its message intended to be visible to the exterior environment.

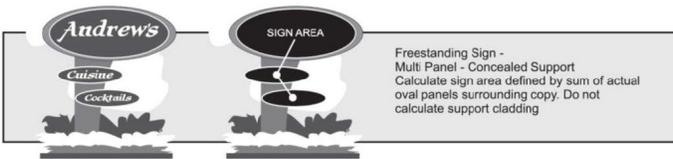
§ 230-24.3. - Typical on-premise sign types.

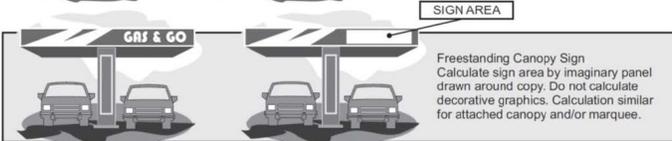
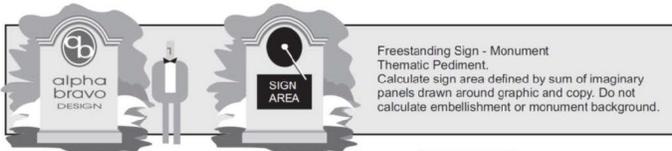
The purpose of this section is to provide visual examples of certain types of signs.



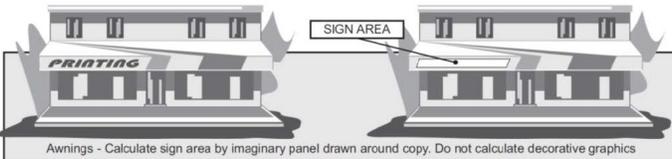
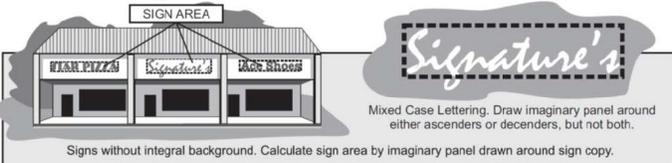
§ 230-24.4. - Sign area computational methodology.

Sign areas shall be calculated using the methodology set forth in this section, except that embellishment or support cladding is not included in the sign area unless it contains copy.





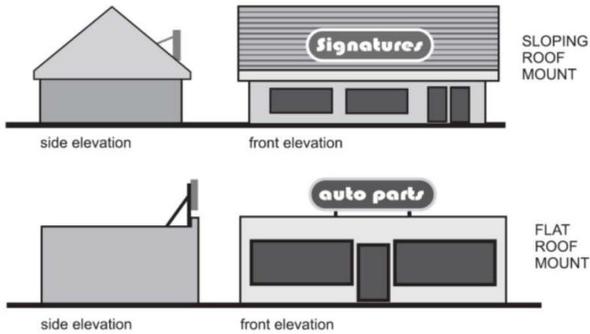
Wall / Fascia Signs



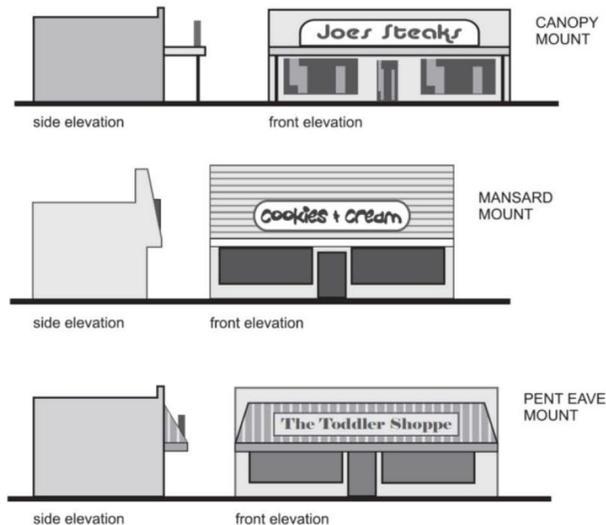
§ 230-24.5. - Comparison: roof and wall sign distinctions.

The following diagrams demonstrate visual examples of distinctions between roof signs and wall signs.

ROOF SIGNS



Fascia Signs on Roof-Like Projections
NOT ROOF SIGNS



§ 230-24.6. - Sign face area.

- A. Sign Cabinets. The area of sign faces enclosed in frames or cabinets shall be determined based on the outer dimensions of the frame or cabinet.
- B. Double-sided signs. Only one side of a double-sided sign is counted in determining the area of sign faces. Where the two sides are not of equal size, the larger of the two sides is used for the determination of sign area. The area of multiple-faced signs in which the interior angle formed by the faces is greater than 91 degrees shall be expressed as the sum of the areas of all the faces, except for multiple-faced signs containing faces that are configured back to back, in which case the area of the faces configured back to back will be calculated according to the rule for double-faced signs.
- C. Round, Oval, and Irregularly shaped signs shall be measured based on the appropriate mathematical formula to obtain the sign area for the shape of the sign.

D. Calculating Sign Area.

- (1) Signs containing integral background areas: The area of a sign containing a clearly defined background area shall be calculated based on the area of the smallest standard geometric shape or combination of geometric shapes capable of encompassing the perimeter of the background area of the sign. In the case of signs in which multiple background areas are separated by open space, sign area shall be calculated based on the sum of the areas of all separate background areas, calculated as referenced above, but without regard for any open space between the separate background areas.
- (2) Signs without integral background areas: In instances in which a sign consists of individual elements such as letters, symbols, or other graphic objects or representations that are painted, attached to, or otherwise affixed to a surface such as a wall, window, canopy, awning, architectural projection, or to any surface not specifically designed to serve as a sign background, the sign area shall be based on the sum of the individual areas of the smallest geometric shape or combination of geometric shapes capable of encompassing the perimeters of the individual elements comprising the sign.

- E. Awnings and marquees. When graphics or sign copy is incorporated into an awning, the sign area is determined by computing the area of a standard imaginary geometric shape or combination of shapes drawn around the sign copy area or graphics. When the ends of awnings or marquees are parallel and contain graphics or sign copy, only one side is counted in addition to the sign face area on the front.

§ 230-24.7. - Height of signs.

- A. Except as otherwise provided in this section, the overall height of a freestanding sign or sign structure is measured from the lowest point of the ground directly below the sign to the highest point of the freestanding sign or sign structure.
- B. Where a freestanding sign or sign structure is mounted along a roadway that has a higher-grade level as compared to the grade level directly below the freestanding sign or sign structure, then the freestanding sign or structure's height will be measured from the roadway grade level to the highest point of the freestanding sign or sign structure. See Figure A.

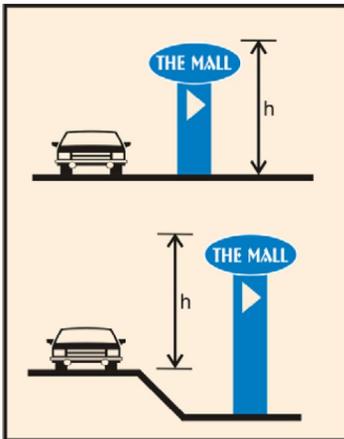


Figure A

§ 230-24.8. - Signs permitted in all zones—Exempt from permit.

The following are exempt from the regulations of this article, but may be subject to other portions of this Chapter where applicable:

- A. Signs inside a building and not visible from outside the building.
- B. Signs carved into a building or raised in integral relief on a building. Signs or letters that are raised must be a physical part of the building façade and a part of the physical construction of the building materials comprising the façade in order to qualify for relief under this provision. Letters or signs that are merely attached to the exterior façade of the building, even if the same finish and color, shall not qualify for this exemption.
- C. Signs required by federal, state, county, or City of Milford law or regulation.
- D. Painted or applied wall accents and decorations, provided that the accents and decorations are typically not associated with the brand or company that owns or occupies the building, site, or tenant space.
- E. Illuminated building accents and decorations, provided the accents and decorations are typically associated with the brand or company that owns or occupies the building, site, or tenant space.
- F. Public Art, including Permitted Original Art Murals.
- G. Name and Address — Up to two signs indicating address, number or name of occupants of the premises, that do not exceed two square feet in area per side, and do not include any commercial advertising or other identification.
- H. Decals — Decals or logos affixed to windows or door glass panels, such as those indicating membership in a business group or identifying credit cards accepted at the establishment.
- I. Americans with Disabilities Act Parking Space — Signs not exceeding two square feet in area reserving parking for handicapped individuals.
- J. Private Drive Signs — On-premise private drive signs are limited to one per driveway entrance, not exceeding two square feet in area.
- K. Public Signs — Signs erected by government agencies or utilities, including traffic, utility, safety, railroad crossing and identification signs for public facilities and any signs erected by the City of Milford.
- L. Security and Warning Signs — On-premise regulating the use of the premises, such as "no trespassing", "no hunting" and "no soliciting" signs that do not exceed one sign consisting of two square feet in area per side in residential areas and one sign consisting of five square feet in area per side in commercial and industrial zones. These limitations shall not apply to the posting of conventional "no trespassing" signs in accordance with state law.
- M. Vehicles — The use of business logos, identification, or advertising on vehicles primarily and actively used for business or personal transportation shall be permitted.

§ 230-24.9. - Permit.

- A. Except as otherwise provided in this article, no on-premise or off-premise sign or structure shall be erected, moved, enlarged, replaced, refaced, or reconstructed except by permit from the City and in accordance with this chapter. See Chapter 88, Building Construction.
- B. Except for Special Event Signs, temporary signs shall not require a permit.

§ 230-24.10. - Prohibitions.

The following signs are prohibited:

- A. Signs containing strobe lights.
- B. Abandoned sign structures.
- C. Signs placed on or painted on a motor vehicle or trailer parked with the primary purpose of providing signage not otherwise allowed under this article. Except as otherwise provided in this article, any sign displayed on a parked trailer or truck or other vehicle where the primary purpose of the vehicle is to advertise a product, service, business, or other activity, whether on-premise or off-premise shall be prohibited. This regulation shall not prohibit the use of business logos, identification, or advertising on vehicles primarily and actively used for business or personal transportation.
- D. Mechanically Moving Signs — An environmentally activated sign or other display with actual mechanical motion powered by natural, manual, mechanical, electrical or other means, including but not limited to pennant strings, streamers, spinners, propellers, and search lights.
- E. Flashing Signs.
- F. Inflatable Signs and Other Permanent Objects — Signs and other objects which are inflated, including but not limited to, balloons except that balloons may be permitted in temporary non-commercial situations such as for special occasions at a residence, which are permitted.
- G. Posters and Handbills — Signs affixed to any structure, utility or sign pole, trees, or other natural vegetation, rocks or poles.
- H. Roof Signs.
- I. Simulated Traffic Signs and Obstructions — Any sign which may be confused with, or obstruct the view of, any authorized traffic sign or signal, obstruct the sight-distance triangle at any road intersection or extend into the public right-of-way.
- J. A-frame/Wheeled Signs — Any portable "A" frame or similar portable sign is prohibited except as described under Temporary Signs.
- K. Signs Adversely Affecting Safety — Signs which prevent free ingress or egress from any door, window, fire escape, or that prevent free access from one part of a roof to any other part. No sign other than a safety sign shall be attached to a stand-pipe or fire escape.
- L. Sign Emissions — No sign which emits smoke, visible vapors, particles, sound or odor shall be permitted. Open flames used to attract public attention to a place of business or to an advertising sign shall not be permitted.
- M. Mirrors — No mirror device shall be used as part of a sign.
- N. Animated Signs.
- O. Any sign located or projecting into the public right-of-way except as otherwise expressly permitted in this article.
- P. Permanent Banners — Banners used as permanent signs.
- Q. Temporary Signs placed within any right-of-way.

§ 230-24.11. - Standards in residential zones.

- A. General standards and sign features: Permanent on-premise signs in Residential Zones, as identified herein, shall be subject to the standards set forth in this section.
 - (1) R-1 Single-Family Residential District
 - (2) R-2 Residential District
 - (3) R-3 Garden Apartment and Townhouse District
 - (4) R-8 Garden Apartment and Townhouse District
- B. Subdivisions, apartments, multi-family dwellings, and condominium complexes are permitted the following:

- (1) One freestanding sign not to exceed 64 square feet of sign area per side and four feet in height and further provided that one such sign shall be permitted for each separate entrance.
 - (2) Other directional, incidental, or accessory signs located within the subdivision, complex, or multi-family residential development provided that such signs shall not exceed six square feet of sign area per side and four feet in height, if freestanding.
- C. For properties located in a Residential Zone as described in subsection B above, other directional, incidental or accessory signs are also permitted, to be located within the subdivision, complex or multi-family residential development. Such directional, incidental and/or accessory signs shall not exceed six square feet in sign area per side and four feet in height, if freestanding.
 - D. Home Occupation — One non-illuminated on-premise sign not to exceed six square feet of sign area per side, identifying a permitted home occupation on the premises. A sign shall contain no more than two sides or facings, back-to-back, and shall have a minimum setback five feet from the front lot line, and a minimum setback of 15 feet from all adjacent property lines, and shall not exceed four feet in height.
 - E. Properties in a Residential Zone which are used for permitted non-residential uses are permitted a freestanding sign not to exceed 48 square feet of sign area and 10 feet in height, and further provided that one such sign shall be permitted for each separate street frontage occupied by the permitted use. A sign shall contain no more than two sides or facings, back-to-back, and shall have a minimum setback of 10 feet from the front lot line, and a minimum setback of 15 feet from all adjacent property lines.
 - F. Electronic Message Centers are prohibited except as may be permitted by conditional use approval from City Council on properties used for any of the following uses:
 - (1) Public and private schools
 - (2) Churches and other places of worship
 - (3) Social clubs or fraternal, social service, union, or civic organizations

§ 230-24.12. - Standards in Downtown commercial zones.

- A. General standards and sign features: Permanent on-premise signs in the Downtown Commercial Zones, as identified herein, shall be subject to the standards set forth in this section.
 - (1) C-2 Central Business District
 - (2) C-2A Riverfront Development District
- B. Subject to the regulations in this section, Downtown Commercial Zone properties are limited to a combination of two signs per street or road frontage. No more than one sign per street or road frontage shall be either a freestanding sign or a projecting sign. No more than one sign per street or road frontage shall be either a building sign, a canopy sign, or an awning sign.
 - (1) Freestanding Signs.
 - (a) Freestanding signs shall be limited to one per street frontage.
 - (b) Freestanding signs shall not exceed six feet in height and shall not exceed 24 square feet of sign area per side.
 - (c) Freestanding signs shall have a minimum setback of 10 feet from the front lot line and a minimum setback of 15 feet from adjacent property lines.
 - (2) Projecting Signs.
 - (a) Except as otherwise stated herein, projecting signs shall not be permitted in addition to any permitted freestanding sign. Projecting signs shall be limited to one per building façade

- on which any such sign is mounted except for a use that fronts on more than one street, in which case, one such sign shall be permitted per façade for each separate street frontage.
- (b) A projecting sign shall have a sign area of no greater than 20 square feet per side.
 - (c) No projecting sign shall extend in a vertical dimension above the highest architectural point of the façade to which it is mounted in excess of 25% of the vertical dimension of the façade itself.
 - (d) Projecting signs extending over a public sidewalk shall be limited to a projection distance not to exceed two-thirds of the width of the sidewalk. There shall be at least eight feet of clearance between the projecting sign and the sidewalk.
 - (e) A property may have a projecting sign and a freestanding sign provided that the property has more than one street or road frontage provided that all other requirements governing projecting signs are met.
 - (f) Projecting signs should be located above the storefront windows and below the sills under the second-floor windows.
- (3) Building Signs.
- (a) Building signs include wall or fascia signs, and signs otherwise permanently applied to walls or other building surfaces. Building signs should be placed directly over the storefront.
 - (b) The total sign area of all parallel wall signs applied to any given façade shall not exceed 10% of the building façade in elevation view, including window and door areas and cornices to which they are affixed or applied.
 - (c) Window Coverings — A maximum of 20% of storefront windows may be covered with signage or decals.
- (4) Canopy Signs (Also Marquee Signs and Signs on Architectural Projections).
- (a) Canopy Signs, Marquee Signs, and Signs on Architectural Projections are signs that are mounted to structures that project off the face of the building more than 18 inches.
 - (b) Signs affixed or applied in an essentially flat plane to the face of a building or freestanding canopy, marquee, or architectural projection provided that the copy area of any such sign, as defined herein, does not exceed an area equal to 40% of the product of the height and length of the face area of the canopy, marquee, or architectural projection to which such sign is affixed or applied, or 10% of the building façade to which it is attached, whichever is greater.
 - (c) Graphic treatment in the form of striping or patterns shall be permitted on the face of any building or freestanding canopy, marquee, or architectural projection provided that the striping or patterns are not typically associated with the brand or company occupying the building, site or suite, and the area of any such graphic allowed treatment shall not be calculated as a component of permitted copy area.
- (5) Awning Signs.
- (a) Graphics affixed or applied to the face or side surfaces of an awning or backlit awning are permitted provided that the copy area does not exceed an area equal to 40% of the product of the height and length of the face area of the awning to which the sign is affixed or applied, or 10% of the building façade to which it is attached, whichever is greater.
 - (b) Graphic treatment and embellishment in the form of striping, patterns, or valances shall be permitted on the face or side surfaces of any awning or backlit awning provided that the striping or patterns are not typically associated with the brand or company occupying the

building, site or suite, and the area of any allowed such graphic treatment and embellishment shall not be calculated as a component of permitted copy area.

- (c) Awning signs should add variety and color to the streetscape.
- (6) Electronic Message Centers: Prohibited.
- (7) Signs within the Downtown Commercial Zone are subject to the following standards and guidelines.
 - (a) Overall Design.
 - [1] Historically significant signs shall be retained, repaired, and reused.
 - [2] Signs shall reflect simplicity, using graphics and minimum information.
 - [3] Signs should employ a style consistent with the age of the building and should fit into the size and proportions of the building.
 - [4] When multiple signs are used on one property, the signs should be compatible with one another and part of an overall sign plan for the building.
 - (b) Size and Shape.
 - [1] Signs should be scaled and oriented to relate to pedestrians and passing motorists.
 - [2] Buildings signs should be typically horizontal.
 - [3] Projecting signs should be typically vertical.
 - [4] Nonrectangular shapes add variety and interest and can be appropriate, but the use of strange or highly irregular shapes, where not rationalized by the nature of the business, should be avoided.
 - (c) Colors.
 - [1] Sign colors should be chosen to complement the color of the building.
 - [2] It is preferred to use no more than three colors on a sign. A fourth color might be used for illustrations if applicable.
 - [3] It is preferred that dark or medium colors be used for the main background of the sign and that light colors be used for the lettering. The use of the following color types is encouraged for signage; nature blending, earth tone colors, neutral colors, pastel colors. Bright colors, primary colors, and metallic colors are generally best limited to accent areas. Background colors should be burgundy red, forest green, chocolate brown, black, charcoal, or navy blue. Suggested letter colors should be ivory, white, or gold.
 - (d) Sign Illumination.
 - [1] Illuminated signs shall use an indirect lighting method, such as overhead or gooseneck lights.
 - [2] Signs may be externally illuminated by one or more shielded, stationery bulbs projecting onto the sign.
 - [3] Neon signs, exposed tubes filled with a gas that glows when electrified, are permitted if located behind the storefront glass.
 - [4] Internally lit signs, fluorescent lighting, or spotlights are prohibited for signs on the exterior of buildings.
 - (e) Materials.
 - [1] Metal and wood are traditional materials that are preferred and appropriate for historic buildings.

(f) Typefaces.

- [1] Typefaces should be harmonious with the building and the nature of the building and should be easily legible.

§ 230-24.13. - Standards in neighborhood commercial zones.

A. General standards and sign features: Permanent on-premise signs in the Neighborhood Commercial Zones, as identified herein, shall be subject to the standards set forth in this section.

- (1) OB-1 Office Building District.
- (2) C-1 Community (Neighborhood) Commercial District.

B. Subject to the regulations in this section, Neighborhood Commercial Zone properties are limited to a combination of two signs per street or road frontage. No more than one sign per street or road frontage shall be either a freestanding sign or a projecting sign. No more than one sign per street or road frontage shall be either a building sign, a canopy sign, or an awning sign.

(1) Freestanding Signs.

- (a) Freestanding signs shall be limited to one per street frontage.
- (b) Freestanding signs shall not exceed six feet in height and shall not exceed 24 square feet of sign area per side.
- (c) Freestanding signs shall have a minimum setback of 10 feet from the front lot line and a minimum setback of 15 feet from adjacent property lines.

(2) Projecting Signs.

- (a) Projecting signs shall be limited to one per building façade on which any such sign is mounted except for a use that fronts on more than one street, in which case, one such sign shall be permitted per façade for each separate street frontage.
- (b) The sign area of any projecting sign shall be no greater than 20 square feet per side.
- (c) No projecting sign shall extend in a vertical dimension above the highest architectural point of the façade to which it is mounted in excess of 25% of the vertical dimension of the façade itself.
- (d) Projecting signs extending over a public sidewalk shall be limited to a projection distance not to exceed two-thirds of the width of the sidewalk. There shall be at least eight feet of clearance between the projecting sign and the sidewalk.
- (e) A property may have a projecting sign and a freestanding sign provided that the property has more than one street or road frontage provided that all other requirements governing projecting signs are met.

(3) Building Signs.

- (a) Building signs include wall or fascia signs, roof signs, and signs otherwise permanently applied to walls or other building surfaces.
- (b) The total sign area of all parallel wall signs applied to any given façade shall not exceed 10% of the building façade in elevation view, including window and door areas and cornices to which they are affixed or applied.

(4) Canopy Signs (Also Marquee Signs and Signs on Architectural Projections).

- (a) Canopy Signs, Marquee Signs, and Signs on Architectural Projections are signs that are mounted to structures that project off the face of the building more than 18 inches.

- (b) Signs affixed or applied in an essentially flat plane to the face of a building or freestanding canopy, marquee, or architectural projection provided that the copy area of any such sign, as defined herein, does not exceed an area equal to 40% of the product of the height and length of the face area of the canopy, marquee, or architectural projection to which such sign is affixed or applied, or 10% of the building façade to which it is attached, whichever is greater.
 - (c) Graphic treatment in the form of striping or patterns shall be permitted on the face of any building or freestanding canopy, marquee, or architectural projection provided that the striping or patterns are not typically associated with the brand or company occupying the building, site or suite, and the area of any such graphic allowed treatment shall not be calculated as a component of permitted copy area.
- (5) Awning Signs.
- (a) Graphics affixed or applied to the face or side surfaces of an awning or backlit awning are permitted provided that the copy area does not exceed an area equal to 40% of the product of the height and length of the face area of the awning to which the sign is affixed or applied, or 10% of the building façade to which it is attached, whichever is greater.
 - (b) Graphic treatment or embellishment in the form of striping, patterns, or valances shall be permitted on the face or side surfaces of any awning or backlit awning provided that the striping or patterns are not typically associated with the brand or company occupying the building, site or suite, and the area of any allowed such graphic treatment or embellishment shall not be calculated as a component of permitted copy area.
- (6) Electronic Message Centers are prohibited except as may be permitted by conditional use approval from City Council on properties used for any of the following uses
- (a) Public and private schools.
 - (b) Churches and other places of worship.
 - (c) Social clubs or fraternal, social service, union, or civic organizations

§ 230-24.14. - Standards in business park and office zones.

- A. General standards and sign features: Permanent on-premise signs in the Business Park and Office Zones, as identified herein, shall be subject to the standards set forth in this section.
- (1) BP Business Park District
 - (2) OC-1 Office Complex District
- B. Subject to the regulations in this section, Business Park and Office Zone properties are limited to a combination of two signs per street frontage.
- (1) Freestanding Signs
 - (a) Freestanding signs shall be limited to one per street frontage.
 - (b) Freestanding signs shall not exceed 10 feet in height and shall not exceed 48 square feet of sign area per side.
 - (c) Freestanding signs shall have a minimum setback of 10 feet from the front lot line and a minimum setback of 15 feet from adjacent property lines.
 - (2) Projecting Signs: Prohibited.
 - (3) Building Signs.

- (a) Building signs include wall or fascia signs, and signs otherwise permanently applied to walls or other building surfaces.
- (b) The total sign area of all parallel wall signs applied to any given façade shall not exceed 10% of the building façade in elevation view, including window and door areas and cornices to which they are affixed or applied.
- (4) Canopy Signs: Prohibited.
- (5) Awning Signs: Prohibited.
- (6) Electronic Message Centers are prohibited except that electronic message centers may be permitted by conditional use approval from City Council on properties used for any of the following uses
 - (a) Public and private schools.
 - (b) Churches and other places of worship.
 - (c) Social clubs or fraternal, social service, union, or civic organizations.

§ 230-24.15. - Standards in institutional zones.

- A. General standards and sign features: Permanent on-premise signs in the Institutional Zones, as identified herein, shall be subject to the standards set forth in this section.
 - (1) H-1 Institutional Development District.
 - (2) IM Institutional Medical District.
 - (3) IS Institutional Service District.
- B. Subject to the regulations in this section, Institutional Zone properties as regulated by reference to types noted below are limited to a combination of two signs per street frontage.
 - (1) Freestanding Signs.
 - (a) Freestanding signs shall be limited to one per street frontage.
 - (b) Freestanding signs shall not exceed 10 feet in height and shall not exceed 120 square feet of sign area per side.
 - (c) Freestanding signs shall have a minimum setback of 10 feet from the front lot line and a minimum setback of 25 feet from adjacent property lines.
 - (2) Projecting Signs: Prohibited.
 - (3) Building Signs.
 - (a) Building signs include wall or fascia signs, roof signs, and signs otherwise permanently applied to walls or other building surfaces.
 - (b) The total sign area of all parallel wall signs applied to any given façade shall not exceed 5% of the building façade in elevation view, including window and door areas and cornices to which they are affixed or applied.
 - (4) Canopy Signs: Prohibited.
 - (5) Awning Signs: Prohibited.
 - (6) Electronic Message Centers are prohibited except as may be permitted by conditional use approval from City Council on properties used for any of the following uses.
 - (a) Public and private schools.
 - (b) Churches and other places of worship.
 - (c) Social clubs or fraternal, social service, union, or civic organizations.

§ 230-24.16. - Standards in commercial and industrial zones.

- A. General standards and sign features: Permanent on-premise signs in the Commercial and Industrial Zones, as identified herein, shall be subject to the standards set forth in this section.
- (1) C-3 Highway Commercial District.
 - (2) I-1 Limited Industrial District.
 - (3) I-2 General Industrial District.
- B. Subject to the regulations in this section, Commercial and Industrial Zone properties are limited to a combination of two signs per street or road frontage. No more than one sign per street or road frontage shall be either a freestanding or a projecting sign. No more than one sign per street or road frontage shall be either a building sign, a canopy sign, or an awning sign.
- (1) Freestanding Signs.
 - (a) Freestanding signs shall be limited to one per street frontage. In the case of shopping centers with separate buildings or pad sites, one additional freestanding sign will be permitted for each separate building or pad site.
 - (b) Freestanding signs shall not exceed 28 feet in height and shall not exceed 225 square feet of sign area per side.
 - (c) Freestanding signs shall have a minimum setback of 10 feet from the front lot line and a minimum setback of 25 feet from adjacent property lines.
 - (d) Shared Freestanding Signs.
 - [1] For adjoining nonresidential properties, a freestanding sign structure may be shared among adjoining property owners or tenants solely for the purpose of identification of the adjoining property or business located thereon.
 - [2] The permit application for a shared freestanding sign shall be accompanied by an agreement regarding ownership and maintenance obligations for the shared sign executed by the adjacent property owners or tenants, as the case may be.
 - (2) Projecting Signs.
 - (a) Projecting signs shall be limited to one per building façade on which any such sign is mounted per each separate street frontage.
 - (b) The area of any projecting sign shall be no larger in area than 20 square feet per side.
 - (c) No projecting sign shall extend in a vertical dimension above the highest architectural point of the façade to which it is mounted in excess of 25% of the vertical dimension of the façade itself.
 - (d) Projecting signs extending over a public sidewalk shall be limited to a projection distance not to exceed two-thirds of the width of the sidewalk. There shall be at least eight feet of clearance between the projecting sign and the sidewalk.
 - (e) A property may have a projecting sign and a freestanding sign provided that the property has more than one street or road frontage provided that all other requirements governing projecting signs are met.
 - (3) Building Signs.
 - (a) Building signs include wall or fascia signs, roof signs, and signs otherwise permanently applied to walls or other building surfaces.
 - (b) The total sign area of all parallel wall signs applied to any given façade shall not exceed 15% of the building façade in elevation view, including window and door areas and cornices to which they are affixed or applied.

- (c) In the case of a shopping center or a group of stores or other business uses on a lot held in single and separate ownership, the provisions of this section relating to the total area of signs permitted on a premise shall apply with respect to each building, separate store, separate storefront, or separate use.
- (4) Canopy Signs (Also Marquee Signs and Signs on Architectural Projections).
 - (a) Canopy Signs, Marquee Signs, and Signs on Architectural Projections are signs that are mounted to structures that project off the face of the building more than 18 inches.
 - (b) Signs affixed or applied in an essentially flat plan to the face of a building or freestanding canopy, marquee, or architectural projection provided that the copy area of any such sign, as defined herein, does not exceed an area equal to 40% of the product of the height and length of the face area of the canopy, marquee, or architectural projection to which such sign is affixed or applied, or 10% of the building façade to which it is attached, whichever is greater.
 - (c) In the case of a shopping center or a group of stores or other business uses on a lot held in single and separate ownership, the provisions of this section relating to the total area of signs permitted on a premise shall apply with respect to each building, separate store, separate storefront, or separate use.
 - (d) Graphic treatment in the form of striping or patterns shall be permitted on the face of any building or freestanding canopy, marquee, or architectural projection provided that the striping or patterns are not typically associated with the brand or company occupying the building, site or suite, and the area of any such graphic allowed treatment shall not be calculated as a component of permitted copy area.
- (5) Awning Signs.
 - (a) Graphics affixed or applied to the face or side surfaces of an awning or backlit awning are permitted provided that the copy area does not exceed an area equal to 40% of the product of the height and length of the face area of the awning to which the sign is affixed or applied, or 10% of the building façade to which it is attached, whichever is greater.
 - (b) In the case of a shopping center or a group of stores or other business uses on a lot held in single and separate ownership, the provisions of this section relating to the total area of signs permitted on a premise shall apply with respect to each building, separate store, separate storefront, or separate use.
 - (c) Graphic treatment or embellishment in the form of striping, patterns, or valances shall be permitted on the face or side surfaces of any awning or backlit awning provided that the striping or patterns are not typically associated with the brand or company occupying the building, site or suite, and the area of any allowed such graphic treatment or embellishment shall not be calculated as a component of permitted copy area.
- (6) Electronic message centers are permitted on properties used for non-residential purposes as part of a freestanding sign or building sign subject to the regulations of this article.

§ 230-24.17. - Additional standards.

- A. Applicability. These regulations apply to all signs regulated by this Code.
- B. Sign placement. All signs and sign structures must be erected and attached totally on or within the site or property to which they refer, behind any applicable legal right of way.
- C. Signs extending into the right-of-way. Except as otherwise provided herein, no sign may be erected, placed, project, or extend over or into a right-of-way.

- (1) Projecting, awning, and marquee signs in the Downtown Commercial Zone, projecting over a public sidewalk are permitted provided that no sign shall project farther than two-thirds of the width of the sidewalk.
 - (2) A-frame signs. A-frame signs may be used in the Downtown Commercial Zones and in the Commercial and Industrial Zones if said signs meet the following standards:
 - (a) The sign is entirely outside the street or roadway.
 - (b) The sign is no larger than 10 square feet of sign area per side.
 - (c) The sign does not obstruct a continuous path through pedestrian zone of at least four feet in width.
 - (d) The sign is placed no further than 10 feet from the primary entrance to the associated business.
 - (e) The sign does not constitute an off-premise sign.
 - (f) The sign does not obstruct pedestrian and wheelchair access from the sidewalk to any of the following:
 - [1] Transit stop areas;
 - [2] Designated parking spaces to comply with the Americans with Disabilities Act;
 - [3] Access ramps to comply with the Americans with Disabilities Act; or
 - [4] Building exits including fire escapes.
- D. Removal of signs. The City may require signs extending into the right-of-way to be modified or moved if streets are widened, or other improvements made in the right-of-way, which result in the creation of unsafe conditions. The modifications or moving will be at the owner's expense. If a nonconforming sign is moved under this requirement, it may be re-erected on the site without being brought into conformance.
- E. Freestanding Signs may not extend into the right-of-way.
- F. Fascia or Wall Signs.
- (1) Vertical extensions: Fascia or wall signs may not extend above the top of the building wall upon which they are mounted.
 - (2) Horizontal extensions: Fascia or wall signs may not extend more than 18 inches out from the wall or structure to which they are attached.
- G. Projecting Signs
- (1) Placement: Projecting signs are not allowed on rooftops or on pitched roofs.
 - (2) Projecting signs may not extend over a right-of-way unless they are located in the Downtown Commercial Zone. There shall be at least eight feet of clearance between the projecting sign and the sidewalk.
- H. Directional Signs.
- (1) General standards: Directional signs that meet the standards of this subsection are allowed in all zones and are not counted in the total square footage of permanent sign allowed on any property or site.
 - (2) Size: Freestanding directional signs may consist of up to six square feet in area per side and eight feet in height. Fascia directional signs may consist of up to 16 square feet in area per side.
 - (3) Directional signs in any zone may have internal or external illumination.
- I. Temporary Signs are prohibited in the right-of-way unless approved as part of a Special Event Permit.
- § 230-24.18. - Temporary signage.

- A. Signs that meet the standards of this section are exempt from the standards for permanent signs and are not counted in the total square footage of signage allowed on any particular property or site. Signs that do not meet the standards of this section are subject to the standards for permanent signs.
- B. Temporary signs may have external or internal illumination.
- C. Temporary signs and banners shall be anchored or have adequate base weight to prevent blowing away or blowing over.
- D. Temporary banners: Temporary banners are subject to the following regulations:
 - (1) In all Residential Zones, temporary banners are prohibited on properties used for residential purposes except that the following temporary banners are permitted for the following:
 - (a) Holidays.
 - (b) Religious commemoration.
 - (c) Special family events.
 - (d) New development home sales and model homes.
 - (2) In all other zones and for non-residential uses in Residential Zones, temporary banners may be permitted by the **Planning Director or designee** ~~Code Official~~ after obtaining a Special Event Sign Permit and meeting the following standards:
 - (a) Permits may be issued for Special Events, including but not limited to Festivals, Grand Openings, Closing Sales, and Holiday Sales.
 - (b) Three Special Event Sign Permits may be issued in a calendar year for each property or, on a multi-use property, each storefront. Each Special Event Sign Permit is limited to 30 days for each permit period.
 - (c) Only two temporary banners shall be permitted for each property and shall be limited to a maximum of 32 square feet each.
 - (d) Temporary banners shall have a minimum setback of 10 feet from the front lot line, a minimum setback of 25 feet from the right of way line of an intersection with another street or road, and a minimum setback of 15 feet from all adjacent property lines.
 - (e) Exceptions:
 - [1] Temporary banners are permitted on motor vehicle sales lots with a permit. Such temporary banners may be permitted at a rate not to exceed one temporary banner for each 10 motor vehicle parking/storage spaces on the premises, and any such temporary banner shall not be situated closer than 50 feet of any other temporary banner on the premises. Parking spaces required for employees, customers and service department uses shall not be counted to calculate the number of temporary banners. For purposes of this exception, the term "banner" does not include pennants, streamers, balloons or other temporary or permanent signs.
 - (3) Any temporary banner that is faded, frayed, ripped, or otherwise damaged by weather, neglect, or other circumstances, must be removed immediately.
- E. Temporary Wall or Fascia Signs.
 - (1) Business Park and Office, Institutional, Commercial and Industrial Zones.
 - (a) One temporary wall sign is allowed per property or, on a multi-use property, per storefront in these Zones and is not counted in the total square footage of permanent signage allowed on the site.
 - (b) Temporary wall signs may be up to 20 square feet in area.
 - (c) Temporary wall signs may not extend above roof lines.

- (d) Extensions into the right-of-way are prohibited.
 - (e) A temporary wall sign may be displayed no longer than 90 days per calendar year.
- (2) Residential, Downtown Commercial and Neighborhood Commercial Zones.
- (a) Properties are permitted temporary signs not to exceed 12 square feet in total sign area per road frontage.
 - (c) Temporary wall signs may not extend above roof lines.
 - (d) Extensions into the right-of-way are prohibited.
 - (e) A temporary wall sign may be displayed no longer than 90 days per calendar year.
- F. Temporary Freestanding or Portable Signs.
- (1) Business Park and Office, Institutional, Commercial, and Industrial Zones.
- (a) One temporary freestanding sign is allowed per property or, on a multi-use property, per storefront in these Zones and is not counted in the total square footage of permanent signage allowed on the site.
 - (b) Temporary freestanding signs may be up to 20 square feet in area.
 - (c) A sign shall not contain more than two sides or facings, back to back, and shall have a minimum setback of 10 feet from the front lot line, a minimum setback of 25 feet from the right of way line of an intersection with another street or road, and a minimum setback of 15 feet from all adjacent property lines. Extensions into the right-of-way are prohibited.
 - (d) A temporary freestanding sign may be displayed no longer than 90 days per calendar year.
- (2) Residential, Downtown Commercial, Neighborhood Commercial Zones.
- (a) Properties are permitted temporary signs not to exceed 12 square feet in total sign area per road frontage.
 - (b) A sign shall contain no more than two sides or facings, back to back, and shall have a minimum setback of five feet from the front lot line, a minimum setback of 25 feet from the right-of-way line of an intersection with another street or road, and a minimum setback of 15 feet from all adjacent property lines.
 - (c) A temporary freestanding sign may be displayed no longer than 90 days per calendar year.

§ 230-24.19. - Off-premise signs.

Off premises signs are prohibited.

§ 230-24.20. - Electronic message centers.

A. General Electronic Message Center regulations

- (1) An Electronic Message Center may consist of a portion of a building sign or freestanding sign, subject to the following limitations;
- (a) For a sign with a sign area of 32 square feet or less, all of the sign can be comprised of an Electronic Message Center.
 - (b) For a sign with a sign area of greater than 32 square feet, the electronic message center portion of the sign cannot exceed 70% of the sign area or 100 square feet per sign, whichever is less.
- (2) All Electronic Message Centers shall have automatic dimming controls, either by photocell (hardwired) or via software settings, in order to bring the Electronic Message Center lighting level at night into compliance with Section 230-24.21, Sign Illumination Standards. The owner

of the Electronic Message Center shall provide a certification by an independent contractor of the lumens showing compliance with the Illumination Standards at the time of building permit issuance.

- (3) The owner of the Electronic Message Center shall provide the City with contact information for a person who is available at any time to turn off the Electronic Message Center promptly if a malfunction occurs.
- (4) All Electronic Message Center display features and functions are permitted, except that the following features and functions are prohibited:
 - (a) Flashing.
 - (b) Full motion video or film display via an electronic file imported into the Electronic Message Center software or streamed in real time into the Electronic Message Center.

§ 230-24.21. - Sign illumination standards.

Signs may be illuminated consistent with the following standards:

- A. A sign in any Zone may be illuminated at night. Signs that are illuminated at night may not exceed a maximum luminance level of 750 cd/m² or Nits, regardless of the method of illumination.
- B. The following signs are prohibited:
 - (1) Signs which are not effectively shielded as to prevent beams or rays of light from being directed at any portion of any roadway or residential area.
 - (2) Signs which are of such intensity or brilliance as to cause glare or to impair the vision of any resident or the driver of any motor vehicle or which otherwise interfere with any driver's operation of a motor vehicle.
 - (3) Signs which are so illuminated that they interfere with the effectiveness of or obscures an official traffic sign, device or signal.
- C. Signs that have external illumination, whether the lighting is mounted above or below the sign face or panel, shall have lighting fixtures or luminaries that are fully shielded to focus light only on the sign.
- D. All illuminated signs must comply with the maximum luminance level of 750 cd/m² or Nits at least one-half hour before Apparent Sunset, as determined by the National Oceanic and Atmospheric Administration (NOAA), US Department of Commerce, for the specific geographic location and date. All illuminated signs must comply with this maximum luminance level throughout the night, if the sign is energized, until Apparent Sunrise, as determined by the NOAA, at which time the sign may resume luminance levels appropriate for daylight conditions, when required or appropriate.
- E. No illuminated sign, including Electronic Message Centers, shall have a maximum illuminance level greater than 0.30 foot candle above ambient light, as measured using a foot candle meter, or similar technology, at a preset distance. Preset distances to measure the foot candle impact vary with expected viewing distances of each sign size. Measurement shall be based upon the sign area using the following formula:

Sign Area (in square feet)	Measurement Distance (in feet)
10	32
50	71

100	100
200	141
300	173

Notes: For signs with a sign area in square feet other than those measurements specifically listed in the table above, the measurement distance shall be calculated with the following formula:

Measurement Distance = Sign Area in Square Feet x 100

- F. On-premise signs shall not be used as a form of outdoor lighting at night for security purposes or egress illumination.

§ 230-24.22. - Nonconforming signs.

- A. Except as otherwise provided in this article, nonconforming signs may remain on the property where located.
- B. Permanent signs and sign structures that are moved, removed, replaced, or structurally altered must be brought into conformance with the sign regulations except that nonconforming signs required to be moved because of public right-of-way improvements may be re-established. Removable faces or sign panel inserts in a cabinet style may also be changed by right and such change does not constitute a structural alteration nor trigger a loss of nonconforming status.
- C. Ownership. The status of a nonconforming sign is not affected by changes in ownership of the sign or of the property where the sign is located.
- D. Except as otherwise provided in this article, once a sign is altered to conform or is replaced with a conforming sign, the nonconforming rights for that sign are lost and a nonconforming sign may not be re-established.
- E. If an on-premises sign or an off-premises sign is abandoned, as defined by this article, the sign shall no longer be considered a nonconforming sign and shall be removed from the property or otherwise brought into compliance with this article.
- F. Nothing in this subsection shall require any change in the plans, construction, or designated use of any sign or part thereof, the construction of which shall be lawfully in progress at the time of passage of this article or for which a permit shall have been issued pursuant to law, provided that construction shall be promptly and diligently pursued.
- G. In any case where a district boundary line crosses a sign which existed at the time such boundary was established, a sign permitted in the less restricted of the two districts may be extended as a nonconforming sign during the life of said sign into that part of the sign situated within the more restricted district.
- H. Destruction. When a sign or sign structure is removed or intentionally destroyed, replacement signs and sign structures must comply with the current standards.
 - (1) Repair and maintenance. A nonconforming sign or sign structure may be removed temporarily to perform sign maintenance or sign repair.
 - (2) Unintentional destruction. When a sign or sign structure that has nonconforming elements is partially or totally damaged by fire or other causes beyond the control of the owner, the sign

and sign structure may be rebuilt to the same size and height using the same materials as long as the work is completed within 12 months of the destruction.

§ 230-24.23. - Construction and structural requirements.

A. Structural Standards.

- (1) Signs, sign structures, sign foundations, and methods to attach and anchor signs must be designed and constructed in accordance with applicable provisions of Chapter 88, Building Construction. All signs and their foundations and attachments must be designed for the appropriate dead, wind, and snow loads for the geographic area in question.
- (2) The supports and foundations used for construction for all signs and sign structures must be located outside of any right-of-way.
- (3) Welds of sign structures and sections of sign structures must be welded in accordance with Chapter 88, Building Construction.

B. Engineering Standards.

- (1) Signs, sign structures, sign foundations, and anchorages to a building must be individually designed in accordance with Chapter 88, Building Construction, and the provisions of this article.
- (2) The Building Code Official may waive the requirement for a signed, sealed design construction plan as set forth in Chapter 88 for an on-premises sign if the permit application contains sufficient information to satisfy the Building Code Official that the sign will be constructed to meet the structural standards of this article.

C. Clearances.

- (1) Vision clearance areas. Vision clearance areas are triangular-shaped areas located at the intersection of any combination of right-of-ways, alleys, or driveways. The sides of the triangle extend 25 feet from the intersection of the right-of-way, alley or driveway in either/each direction. No sign may be installed within this clear site triangle.
- (2) Vehicle area clearances. In areas outside of rights-of-way, when a sign or awning extends over an area in which vehicles travel or are parked, the bottom of the structure must be at least 14 feet above the ground. Vehicle areas include driveways, alleys, parking areas, and loading and maneuvering areas.
- (3) Pedestrian area clearances. When a sign or awning extends more than one foot over a sidewalk, walkway or other space used by pedestrians, the bottom of the structure must be at least eight feet above the ground.
- (4) Clearances from fire escapes, means of egress, or standpipes. Signs, sign structures and awnings are prohibited from being erected in any manner that interferes in any way with the free use of any fire escape, means of egress, or standpipe. Attaching signs, sign structures, or awnings to a fire escape are prohibited.
- (5) Obstruction of windows and ventilation. Signs, sign structures, and awnings are prohibited from being installed in any way that obstructs any building openings to such an extent that light, ventilation, or exhaust are reduced to a level below that required by either Chapter 88 Building Construction or Chapter 174 Property Maintenance.

D. Signs, sign structures, supports, foundations, panels, and methods to attach the sign to the structure shall be removed when the principal structure on the lot is demolished.

§ 230-24.24. - Maintenance requirements.

A. Signs, sign structures, and awnings, together with their supports, braces, guys, anchors, and electrical components must be maintained in a proper state of repair. The City Manager may order the removal of any sign, sign structure, or awning that is not maintained in accordance with this Code.

B. Dangerous Structures and Equipment.

(1) Signs, sign structures, or awnings that are dangerous must be taken down and removed or made safe as the City Manager deems necessary. Signs may be deemed dangerous for one or more of the following reasons:

(a) Whenever a sign structure or its foundation, a sign's attachments to a building, or a building to which a sign is attached is damaged by fire, earthquake, wind, flood, or by any other cause, to such an extent that the structure's strength or stability is materially less than it was before the catastrophe and is less than the minimum requirements of the Building Code;

(b) Whenever any portion or member of a sign, sign structure, or awning is likely to fail, or become detached or dislodged, or to collapse;

(c) Whenever any portion or member of a sign, sign structure, or awning is likely to partially or completely collapse as a result of any cause, including, dilapidation, deterioration, or decay, faulty construction or wiring, or removal, movement or instability of any portion of the ground or building necessary for supporting such structure;

(d) Whenever a sign, sign structure, or awning is structurally or electrically unsafe or otherwise hazardous to human life or safety by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage, or abandonment;

(2) All signs, sign structures and awnings determined after inspection by the City Manager to be dangerous must be abated by repair, rehabilitation, demolition, or removal.

§ 230-24.25. - Comprehensive signage for major subdivisions and complexes.

A. Purpose. In recognition that large developments and complexes have signage needs that may not be adequately addressed by the standard sign regulations of Chapter 230, this section is specifically intended to establish an optional procedure for approval of comprehensive signage plans for such projects.

B. Qualifications. Comprehensive signage plans may only be submitted in conjunction with the following types of development projects:

(1) Major subdivisions and residential developments involving more than one entrance or involving 200 or more dwelling units;

(2) Planned unit developments;

(3) Shopping centers;

(4) Groups of three or more nonresidential principal structures under common management and located on one or more contiguous properties; or

(5) Any institutional complex, professional office, medical or educational campus, or business park.

C. Standards. Comprehensive signage plans shall comply with the following standards:

(1) If approved, comprehensive signage plans may not be held to the size, height, numbers, and area regulations for signs found in other sections of this article provided that the number, type, and size of signs proposed shall not be excessive and must be in proportion to the scale of the buildings and the uses planned for the site.

(2) All proposed signage shall be designed and coordinated with the overall architectural concept for the buildings on the site. Sign type, color scheme, size, and illumination shall be coordinated

and compatible with the architecture of the development so as to formulate a thematic sign plan for the site.

- (3) Wall-mounted signs shall be coordinated with the overall design theme of the site and designed as an integral component of the facades of buildings.
- (4) Site landscaping shall be designed to complement and not conflict with sign placements.
- (5) No off-premises signage will be permitted as part of an application for a comprehensive signage plan.

D. Approval process.

- (1) Comprehensive signage plans shall be submitted for review by the Planning Commission for the purpose of providing commentary and recommendation to the City Council, if applicable. The City Council shall have authority to approve or deny the comprehensive signage plans, except for applications that are not required to be reviewed by City Council, in which case the Planning Commission shall have the authority to approve or deny the comprehensive signage plans.
- (2) Applicants may submit a comprehensive signage plan in conjunction with, and as a component of, any Preliminary Site Plan or Preliminary Major Subdivision application, for review and consideration by the Planning Commission and City Council, if applicable.
- (3) Owners of existing developments or previously approved but not completed developments, or successors in interest thereto, including but not limited to legally created homeowners associations, that own and control subdivision identification signage in subdivision that meet the qualifications of Chapter 230-24.25(B) may submit a comprehensive signage plan for consideration as a conditional use site plan in accordance with the procedures set forth in Chapter 230 of this Code.
- (4) Sign permits shall be obtained for each sign approved for installation as part of a comprehensive signage plan prior to the installation or placement of the sign.

E. Submission requirements. The following minimum submission materials shall accompany any request for consideration of a comprehensive signage plan.

- (1) A site plan which details the signage proposed to include the physical location of all existing and proposed signs on the property and their relationship to all existing and proposed buildings, structures, streets, parking areas, stormwater management ponds, and all other physical features of the site.
- (2) Fully dimensioned elevation drawings of each proposed sign. Proposed wall-mounted signs shall be illustrated as a component of the architectural elevation drawing of the building façade.
- (3) Colored renderings of each proposed sign.
- (4) Miscellaneous specifications to include proposed illumination type, mounting details, and materials proposed.

F. Planning Commission and City Council considerations. In considering approval of comprehensive signage plans, the Planning Commission and City Council shall take into consideration the public health, safety, and welfare, the comfort and convenience of the public in general, and the residents, businesses, and property owners in the immediate vicinity in particular, and shall ensure that qualifying developments are afforded adequate, but not excessive, signage.

§ 230-24.26. - Severability.

If any portion of this ordinance, Article, Section, or subdivision thereof shall be declared unconstitutional or in violation of the general laws of this state, such declaration shall not affect the remainder of this ordinance and Article which shall remain in full force and effect.

§ 230-24.27. - Substitution.

The owner of any sign that is otherwise allowed under this article may substitute non-commercial copy in lieu of any other commercial or non-commercial copy. This substitution of copy may be made without any additional approval or permitting. The purpose of this section is to prevent inadvertent favoring of commercial message over any other non-commercial messages. This provision prevails over any more specific provision to the contrary. This provision does not create a right to increase the total amount of signage on a parcel or to allow the substitution of an off-premises commercial message in place of an on-premises commercial message.

§ 230-25. - Reserved.

§ 230-26. - Reserved.

ARTICLE VII - Board of Adjustment

§ 230-27. - Powers and duties.

The Board of Adjustment shall have the following powers:

- A. **Appeal of administrative order, requirement, decision, or determination.** The Board of Adjustment shall hear and decide appeals where it is alleged that there is error in any order, requirement, decision or determination made in the administration of ~~the zoning ordinance~~^{this chapter}.
- B. **Variance.** The Board of Adjustment shall authorize, upon appeal in specific cases, such variances from the terms of this chapter as will not be contrary to the public interest where, due to special conditions, a literal enforcement of the provisions of the chapter will result in unnecessary hardship or exceptional practical difficulties and so that the spirit of the chapter shall be observed and substantial justice done.
- (1) Area variance. A variance shall be considered an area variance if it relates to bulk standards, signage regulations, and other provisions of the zoning ordinance that address lot layout, buffers, and dimensions. In considering a request for an area variance, the board shall evaluate the following criteria and document them in their findings of fact:**
- (a) The nature of the zone in which the property lies;**
- (b) The character of the immediate vicinity and the contained uses therein;**
- (c) Whether, if the restriction upon the applicant's property were removed, such removal would seriously affect such neighboring properties and uses; and**
- (d) Whether, if the restriction is not removed, the restriction would create unnecessary hardship or exceptional practical difficulty for the owner in relation to his efforts to make normal improvements in the character of that use of the property which is a permitted use under the provisions of the zoning ordinance.**
- (2) Use Variance. A variance shall be considered a use variance if it would permit a use of the subject property that would otherwise not be permitted on the subject property. In considering a request for a use variance, the board shall determine that the following criteria exist and document them in their findings of fact:**
- (a) The property cannot yield a reasonable return when used only for the permitted use;**
- (b) The need for the variance is due to unique circumstances and not general conditions in the neighborhood;**
- (c) The use sought will not alter the essential character of the locality; and**
- (d) All uses permitted on the land under the existing zoning are economically unfeasible.**
- C. ~~The Board of Adjustment shall have original jurisdiction and powers to grant a permit for a special exception use only under the terms and conditions established by this chapter, under the following stipulations and guiding principles:~~

- ~~(1) The use for which application is being made is specifically authorized as a special exception use for the zone in which it is located.~~
- ~~(2) The design, arrangement and nature of the particular use is such that the public health, safety and welfare will be protected and reasonable consideration is afforded to the:

 - ~~(a) Character of the neighborhood.~~
 - ~~(b) Conservation of property values.~~
 - ~~(c) Health and safety of residents and workers on adjacent properties and in the surrounding neighborhood.~~
 - ~~(d) Potential congestion of vehicle traffic or creation of undue hazard.~~
 - ~~(e) Stated principles and objectives of this chapter and the Comprehensive Master Plan of the City of Milford.~~~~

~~C.D.~~ The Board of Adjustment shall have the responsibility for the interpretation of this chapter.

§ 230-28. - Authority.

In exercising its powers the Board may, in conformity with this chapter, reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from and make such order, requirement, decision or determination as ought to be made in the administration and enforcement of this chapter. Any order, requirement, decision or determination of the Board which requires or permits a specific act to be undertaken shall, as a condition, prescribe a reasonable time limit within which such act shall be completed, if applicable.

§ 230-29. – Administrative Appeals.

- A. Appeals to the Board may be taken by any person aggrieved or by any other officer, department, board or commission of the City of Milford affected by a decision of the Planning Director Code Official of the City of Milford in the administration of this chapter. Such appeal shall be taken within 60 days of the aggrieved decision by filing with the Planning Director Code Official a letter of appeal specifying the reason for appeal. ~~The Chairman shall transmit to the Board all the papers constituting the record upon which the action appealed was taken.~~
- B. An appeal shall stay all proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies, after the notice of appeal is filed with him, that, by reason of facts stated in the certificate, a stay would, in his opinion, cause imminent peril to life or property. In such cases, proceedings shall not be stayed other than by a restraining order, which may be granted by the Board or by a court of record on application on notice to the Planning Director for due cause shown.
- C. The Board of Adjustment shall fix a reasonable time for the hearing of the appeal, give public notice as well as due notice to the parties of interest and notify by mail the registered owners of all property within 200 feet of the property upon which the appeal centers. The appeal shall be decided within a reasonable time not to exceed 60 days from the date of the filing of such appeal. Failure of the Board to decide within 60 days shall constitute denial. Upon the hearing, any party may appear in person, by agent or by attorney, provided that said agent or attorney produces authorization from his principal for acting in such a capacity.
- D. A filing fee shall accompany each appeal to help offset the cost of the hearing. Said filing fee is set forth in § 230-57. 6 []

§ 230-30. - Filing fee Use and Area Variances.

A filing fee shall accompany each appeal to help offset the cost of the hearing. Said filing fee is set forth in § 230-57.

- A. Variance applications may be submitted to the Planning Department for review by the Board.
- B. Notice of matters to be heard by the Board shall be published in a newspaper of general circulation for the City of Milford at least 10 days before the date of the hearing and shall specify the date, place and times at which the application may be examined. The notice shall set forth the date, time and place of the public hearing and shall describe in a general way the nature of the application.
- C. The Planning Department shall provide a copy of the public notice by mail to the registered owners of all property within 200 feet of the property upon which the variance application is being sought.
- D. The Planning Department will also post a notice at least 10 days before the hearing outlining the date, time, place and nature of the hearing in a conspicuous location on the property. The published and posted notices shall contain reference to the time and place within the City where text, maps, and plans for the proposal may be examined.
- E. A filing fee shall accompany each appeal to help offset the cost of the hearing. Said filing fee is set forth in § 230-57.
- F. Variance approvals associated with site plans shall expire with the expiration of the site plan approval. Variances associated with subdivisions shall expire with the expiration of the subdivision approval. All other variances shall become null and void unless work is commenced and diligently prosecuted within one year of the date of the granting of a variance by the Board.
- G. Whenever the Board of Adjustment denies an application for variance, such application for variance, or an application on the same property which is substantially similar, shall not be accepted for reconsideration by the Board of Adjustment sooner than one year from the date of denial.

~~§ 230-31. – Effect of appeal upon proceedings.~~

~~An appeal shall stay all proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies, after the notice of appeal is filed with him, that, by reason of facts stated in the certificate, a stay would, in his opinion, cause imminent peril to life or property. In such cases, proceedings shall not be stayed other than by a restraining order, which may be granted by the Board or by a court of record on application on notice to the Code Official for due cause shown.~~

~~§ 230-32. – Hearing.~~

~~The Board of Adjustment shall fix a reasonable time for the hearing of the appeal, give public notice as well as due notice to the parties of interest and notify by mail the registered owners of all property within 200 feet of the property upon which the appeal centers. The appeal shall be decided within a reasonable time not to exceed 60 days from the date of the filing of such appeal. Failure of the Board to decide within sixty days shall constitute denial. Upon the hearing, any party may appear in person, by agent or by attorney, provided that said agent or attorney produces authorization from his principal for acting in such a capacity.~~

§ 230-~~31~~¹³. - **Administrative Appeal and Variance Decisions.** Petition to court.

Any person or persons jointly or severally aggrieved by any decision of the Board or any taxpayer or any officer, department, board or commission of the City of Milford may present to a court of record a

petition duly verified setting forth that such decision is illegal, in whole or in part, and specifying the grounds for the illegality. Such petition shall be presented to the court within 30 days after the filing of the decision. The court may allow a writ of certiorari directed to the Board to review such decision of the Board and shall prescribe the time within which a return must be made and served upon the petitioner attorney, which shall not be less than 10 days and may be extended by the court. The allowance of the writ shall not stay proceedings upon the decision appealed from, but the court may, upon application or notice to the Board and on due cause shown, grant a restraining order.

~~§ 230-34. - Duties in case of writ of certiorari.~~

~~The Board shall not be required to return the original papers acted upon by it, but it shall be sufficient to return certified or sworn copies of such portions as may be called for such writ. The return shall concisely set forth such other facts as may be pertinent and material to show the grounds of the decision appealed from and shall be verified.~~

§ 230-325. - Composition and terms of office.

The Board of Adjustment shall be established as provided in 22 Del. C. § 322(d).

§ 230-336. - Making and adopting rules.

The Board of Adjustment shall make and adopt rules in accordance with the provisions of this chapter.

~~§ 230-37. - Meetings.~~

~~Meetings of the Board shall be held at the call of the Chairman and at such other times as the Board may determine. The Chairman or, in his/her absence, the Acting Chairman may administer oaths and compel the attendance of witnesses. All meetings of the Board shall be open to the public, and the Board shall keep minutes of its proceedings showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact and shall keep records of its examination and other official actions, all of which shall be immediately filed in the City Hall and shall be a public record.~~

§ 230-348. - Referrals to Planning Commission.

The Board may refer to the Planning Commission any applications or appeals for the Planning Commission's review and recommendation.

§ 230-38.5. - Salaries and compensation.

Each member of the Board of Adjustment shall be paid \$50.00 per regular or special meeting s/he attends and may be reimbursed for actual expenses incurred in connection with their official duties.

ARTICLE VIII - Miscellaneous Provisions

§ 230-369. - Nonconforming uses, structures and buildings.

- A. A building, structure or use which is not in conformity with the provisions of this chapter at the effective date of its adoption may be continued in this present location, provided that no subsequent alteration or addition is made which would extend said building, structure or use for more than 20% of the cubicle content of the building or buildings or structure or structures existing and used for the nonconforming use or for more than 20% of the lot area existing and used for the nonconforming use. Any building or structure addition shall conform to the area and height regulations of the district where it is located.

- B. Whenever a nonconforming use has been discontinued for a period of one year, such use shall not be reestablished, and any further use shall be in conformity with the provisions of this chapter, except that when such discontinuance is on account of any cause beyond the control of the owner or tenant, the period of abandonment shall, for the purpose of this chapter, date from the termination of such cause.
- C. Nothing in this chapter shall require any change in the plans, construction or designated use of any building or part thereof, the construction of which shall be lawfully in progress at the time of passage of this chapter or for which a permit shall have been issued pursuant to law, provided that construction shall be promptly and diligently pursued.
- D. In any case where a district boundary line crosses a building which existed at the time such boundary was established, a use permitted in the less restricted of the two districts may be extended as a nonconforming use during the life of said building into that part of the building situated within the more restricted district.
- E. When in the public interest and where loss or damage has occurred to property, to include land and/or buildings occupied by nonconforming uses, and where such loss or damage has occurred through the action of a governmental agency, the Board of Adjustment, as provided in Article VII of this chapter, may grant as a **variance** ~~special exception~~, after a public hearing, continuance of the nonconforming use. The Board of Adjustment may further limit but not extend such nonconforming use, to include the size and location on the land of any reconstructed buildings, the modification of existing buildings and the use of the property either on the same lot or on a contiguous lot under the same ownership at the time of enactment of this chapter.
- F. ~~A nonconforming use of a building or a nonconforming use of a nonconforming building may be extended either on the same lot or to a contiguous lot under the same ownership at the time of enactment of this chapter if granted as a special exception by the Board of Adjustment, as provided in Article VII of this chapter, subject to the following special requirements:~~
 - ~~(1) The extension is for a use which is necessarily incident to the existing use;~~
 - ~~(2) The estimated cost of any extension involved does not exceed 50% of the replacement value, as appraised by the Kent County or Sussex County Assessor, of the existing building to which it is incident;~~
 - ~~(3) Such extension shall have a floor area not to exceed 25% of the floor area of the existing building to which it is incident;~~
 - ~~(4) It will not impair the value of the adjoining property or adversely affect the character of the neighborhoods; and~~
 - ~~(5) Provided that only one extension shall be permitted by the Board of Adjustment during the life of a nonconforming use.~~

§ 230-~~37~~40. - Restoration of existing **non-conforming structures** ~~buildings~~.

Nothing in this chapter shall prevent the restoration of a building destroyed less than 75% of its current sound value, exclusive of the foundation, ~~by fire, explosion, act of God or act of the public enemy, subsequent to the passage of this chapter,~~ provided that the restoration shall begin within 12 months from the time of such destruction. **If the restoration of such building does not commence within the said one-year period, the non-conforming use of such building shall be deemed to have been discontinued unless such non-conforming use is carried on without interruption in the undamaged portion of such structure.**

§ 230-~~38~~41. - Accessory uses **or structures**.

- A. Accessory ~~structures~~ uses shall be permitted only on the same lot with the building to which they are accessory. All accessory ~~structures~~ uses **shall not dominate the principal building** and shall be such as ~~to~~ not alter the character of the premises on which they are located or impair the neighborhood.
- B. Accessory structures ~~buildings~~ and uses attached to a principal building, **including attachment by means of a breezeway or roof passage**, shall comply in all respects with the yard requirements for the principal building. ~~Detached accessory buildings and uses shall be located to the rear of the building setback line of the principal building.~~
- C. **Accessory structures which are not part of the main building shall be located in the rear or side yard area. Detached accessory structures shall not be located less than 5 feet from the principal building. Exception: Wood frame decks on pier foundations without a roof shall not be considered part of the principal structure for the purpose of this Chapter.** ~~Accessory buildings which are not part of the main building may be constructed in a rear yard, provided that such accessory building does not contain more than 600 square feet of area, and may be located five feet from a side lot line and five feet from a rear lot line.~~
- D. A private aboveground swimming pool or at grade swimming pool that is permitted as an accessory use on a residential lot shall be located so that the edge of the facility, including any deck or patio is at least 10 feet from each property line.**
- E. Each community recreational facility such as a tennis court, basketball court or at-grade swimming pool shall be located at least 25 feet from each lot line, structure, dwelling unit and any right-of-way.**
- F. Storage containers.**
- (1) Storage container means any factory-built container or part thereof designed or used for freight or storage and includes, but is not limited to, Conex boxes and sea-land containers. Such containers are typically originally designed for transport, but when intended to be used in a fixed location for more than six months are considered accessory structures for the purposes of this chapter.**
- (2) Storage containers shall not be used as principal structures in any zone.**
- (3) Storage containers may be permitted as a permanent accessory structure within the BP, I-1 and I-2 zones and shall meet the requirements for accessory structures within those zoning categories.**
- (4) Storage containers may be permitted as a permanent accessory structure within the C-3, IM, IS and H-1 zones subject to receiving a conditional use approval from City Council.**
- (5) Storage containers for use as permanent accessory structures are prohibited in the R-1, R-2, R-3, R-8, C-1, OB-1, OC-1, C-2 and C-2A zoning districts.**
- ~~D. Outdoor woodburning furnaces.~~
- ~~(1) Prohibited.~~
- ~~(a) The construction and operation of outdoor woodburning furnaces is hereby prohibited within the City of Milford.~~
- ~~(2) Nonconforming uses.~~
- ~~(a) All outdoor woodburning furnaces within the City of Milford must cease operations by August 31, 2011 and be removed by the property owner from the subject premise no later than October 31, 2011.~~
- ~~This will allow sufficient time for an alternate source of heat to be established. During the transition, such use shall conform with the following provisions:~~
- ~~(1) Only firewood and untreated lumber are permitted to be burned in any outdoor furnace.~~
- ~~(2) Wood must be stored in a neat pile no closer than five feet from side and rear property lines.~~

§ 230-~~39~~42. - Fences.

Fences may be erected, altered or reconstructed to a height not to exceed six feet above ground level. At the intersection of two or more streets, no hedge, fence or wall over two feet shall be permitted that would interfere with vehicular sight distance as determined by the Code Official.

§ 230-~~40~~3. - Exceptions to area regulations.

~~A. Minimum lot area; exceptions for existing lot.~~

- ~~(1) In the case of a lot with a building on it at the date of adoption of this chapter but with an area less than that prescribed for the district in which it is located, such building may be altered or a new building erected, provided that it complies with all other provisions of this chapter.~~
- ~~(2) In case of a lot unimproved at the date of adoption of this chapter and not adjoining either an unimproved lot or an improved lot owned or controlled by the owner of the lot in question, a building may be erected if the lot in question is at least 75% the size of that prescribed for the district in which it is located, provided that the building complies with all other provisions of this chapter.~~
- ~~(3) In the case of any lot unimproved at the date of adoption of this chapter shown on a subdivision plot approved by the Milford City Council prior to the date of adoption of this chapter, a building may be erected irrespective of the lot area, provided that said building complies with all other provisions of this chapter.~~

~~B. Minimum lot widths; exceptions for existing lot.~~

- ~~(1) In the case of a lot with a building on it at the date of adoption of this chapter but with a width less than that prescribed to the district in which it is located, such building may be altered or a new building erected, provided that it complies with all other provisions of this chapter.~~
- ~~(2) In the case of a lot unimproved at the date of adoption of this chapter and not adjoining either another unimproved lot or an improved lot owned or controlled by the owner of the lot in question, a building may be erected if the width of the lot in question is at least 80% of that prescribed for the district in which it is located, provided that the building complies with all other provisions of this chapter.~~

AC. Height of buildings; exceptions to height limitations. In any district the maximum height provisions shall not apply to spires, domes, cupolas, belfries, chimneys, smokestacks, flagpoles, water tanks or towers, observation towers, transmission towers, lofts, silos, antennas and the necessary supports; solar collectors, defined as any device or combination of devices, structures or part of a device or structure that transforms direct solar energy and that contributes to a structure's energy supply; or a parapet wall extending not more than four feet above the limit of the height of the building on which it rests, nor shall these provisions apply to elevator enclosures, water tanks on roofs or scenery lofts which occupy an aggregate of not over 25% of the ground floor area of the building.

BD. Building setback lines.

- (1) In any district, when the average setback of existing buildings within 200 feet of the side lot lines and within the same block format **on the same side of the street** and zoning district is less than such required distance, such building need not be set back from the front street line any further than such average setback, provided that where any business or industrial building is erected within 50 feet along the same street frontage of a residential district, such building shall be set back a distance of 75% of the setback required for that residential district.

- (2) Corner lots. On a corner lot, each story or part of a building, exclusive of cornices, uncovered steps and uncovered porches, shall be set back from the side street line the same distance as the required setback from the front street line as required in that district.
- (3) Architectural features such as windows, sills, chimneys, cornices, eaves or bay windows may project no more than three feet into a required yard area and no closer than five feet from any lot line. The sum of the bay window projections on a wall may not exceed 1/4 of the length of the wall. ~~Exceptions for plots recorded prior to adoption of chapter. In case of a lot on an approved subdivision plot, no rear yard need have a depth greater than 25% of the depth of the lot.~~
- (4) An open unenclosed porch, patio, or deck may project into required side and rear setback areas, provided that all such structures shall observe a minimum setback of 10 feet from the rear property line and be no closer to the side property line than the principal dwelling setback or 10 feet, whichever is less. Any enclosed porch, patio, or deck, or porch having a roof and capable of being enclosed, shall be considered a part of the principal structure in the determination of the size of the setback or the amount of lot coverage.
- (5) Handicapped ramps open, unenclosed and not covered by a roof or canopy may extend into the required front, side and rear yard setbacks, but in no case can any portion of the ramp extend into the right-of-way or onto a side or rear property line.

§ 230-414. - Prohibited uses.

The following uses and activities shall be specifically prohibited in any zone in the City of Milford:

- A. Automobile wrecking yards, junkyards or the sorting and baling of scrap metal, paper, rags, glass or other scrap material.
- B. The parking, storing or keeping of a dismantled, inoperative or discarded motor vehicle, to include, but not limited to cars, boats, boat trailers, campers, tractors or any parts thereof unless within an enclosed building. All vehicles requiring tags/registration must be valid at all times and vehicles maintained in its original configuration. All boats requiring a trailer for transportation must be stored on a registered trailer.
- C. Any uses not permitted by this chapter.
- D. ~~All establishments involving the sale of alcoholic beverages either on or off premises which are located within 1,000 feet of any public or private school, day care or child care center or church, unless food is prepared and served for consumption on site or for takeout, or alcoholic beverages are produced in said location. Approval to sell alcoholic beverages at special events or gatherings for a period of time, not to exceed three days, may be granted if approved by City Council.~~ Outdoor woodburning furnaces.
 - (1) The construction and operation of outdoor woodburning furnaces is hereby prohibited within the City of Milford.
 - (2) Nonconforming uses. All outdoor woodburning furnaces within the City of Milford must cease operations by August 31, 2011 and be removed by the property owner from the subject premise no later than October 31, 2011. This will allow sufficient time for an alternate source of heat to be established. During the transition, such use shall conform with the following provisions:
 - (3) Only firewood and untreated lumber are permitted to be burned in any outdoor furnace.
 - (4) Wood must be stored in a neat pile no closer than five feet from side and rear property lines.
- E. Manufacturing uses involving production of the following products from raw materials; asphalt, charcoal and fuel briquettes; chemicals: aniline dyes, ammonia, carbide, caustic soda, cellulose, chlorine, carbon black and bone black, creosote, hydrogen and oxygen, industrial alcohol, nitrates (both natural and manufactured) of an explosive nature, potash, petro chemical, pyroxylin, rayon

yarn and hydrochloric, nitric, picric, phosphoric and sulfuric acids; coal, coke and tar products, including gas manufacturing, explosives, fertilizers, glue and size (animal); linoleum and oil cloth, matches, paint, varnishes and lurpentine; rubber (natural and synthetic); and soaps, including fat rendering.

F. Storage of explosives and bulk or wholesale storage of gasoline above ground.

G. Quarries, screening plants and all associated uses.

H. The following processes: large scale reduction, refining, smelting and alloying of metal or metal ores; refining petroleum products, such as gasoline, kerosene, naphtha and lubricating oil; and reduction and processing of wood pulp and fiber, including paper mill operations.

I. Recreational Vehicle Prohibited Activities.

(1) Recreational Vehicles shall not be considered dwelling units intended for permanent habitation.

(2) For purposes of this section, evidence of habitation shall include activities such as sleeping, setting up housekeeping or cooking, eating, recreating, and/or any other activity where it reasonably appears, in light of all the circumstances, that the vehicle is being used as a living accommodation.

(3) Running electrical cords, extension cords, hoses, cables, or other items across, above, or on the parkway or sidewalk from any property to a recreational vehicle parked on a public street at any time is prohibited.

(4) Making a sewer connection with a recreational vehicle or dumping wastes from a recreational vehicle onto public or private land other than a designated RV dump is prohibited.

§ 230-425. - Multiple permitted uses and mixed uses.

In any and all zoning districts, multiple permitted uses or mixed use of a property shall be deemed a conditional use subject to special requirements.

~~§ 230-45.1. Community residential treatment programs.~~

~~A. These are minimum requirements, and community residential treatment programs are additionally subject to those requirements imposed by the Planning Commission and/or the City Council.~~

~~(1) Prior to occupancy of the facility, the program will obtain any applicable license from the State of Delaware. City approval is conditional upon the Zoning Office receiving state confirmation that an appropriate license has been issued or certification that a license is not required by the state. If a license is not required by the State of Delaware, minimum standards may be required by the City.~~

~~(2) The program will require a planned program of care consisting of full-time programmatic supervision, counseling and/or therapy and assistance in the development of daily skills.~~

~~(3) The program shall include a description of client population, services provided, staffing schedule and client/staff ratio.~~

~~(4) The program will be operated under the authority of a reputable governing board, proprietor or government official to whom staff are responsible and who will be available to City officials, if necessary, to resolve complaints pertaining to the facility. Each provider shall send complaint procedures to every property owner within 200 feet of the property within 45 days subsequent to City approval to facilitate good neighbor relations. The operators will have a workable, written plan that includes a method for recording and resolving complaints by neighbors pertaining to the operation of the program. Complaints, efforts to resolve complaints and the results of such efforts shall be recorded.~~

~~(5) The design of the facility will be compatible with the neighborhood within which it is located, including its landscaping and architecture.~~

~~(6) The health and safety of the residents will be protected. Community residential programs shall meet all City ordinances and regulations, including review by the Office of the State Fire Marshal and the Department of Public Health.~~

~~(7) Community residential programs shall be located a minimum of 1,500 feet from any other community residential program or school.~~

~~(8) The following documentation will be required to be submitted with the application:~~

~~(a) Site plan, including parking area and landscaped area.~~

~~(b) Floor plan, with elevation drawings or photographs of existing building.~~

~~(c) List of board members, proprietors or governmental officials to whom staff are responsible.~~

~~(d) Written neighborhood relations plan.~~

~~(e) Complaint recording and resolution plan.~~

B. Off street parking design standards shall be as follows:

~~(1) Two per employee during the period of greatest employment.~~

~~(2) One per four clients.~~

~~(3) All spaces reserved for handicapped accessibility shall conform to the requirements set forth by the federal standards provided by the ADA (Americans with Disabilities Act).~~

~~(4) Have a buffer strip at least five feet wide between it and any adjacent residential lot.~~

~~(5) Be attractively landscaped and screened from neighboring residential lots.~~

~~(6) Ground cover, shrubs, trees and landscape screening shall be located and maintained so as not to interfere with vehicular and pedestrian traffic on the property or with sight clearance and exits.~~

~~(7) Not extend into any required front yard area, except for driveways.~~

~~(8) Parking spaces shall be a minimum of 15 feet from any street line.~~

~~(9) Be used solely for the periodic parking of private passenger (noncommercial) vehicles.~~

~~(10) Parking space size shall be a minimum of nine feet by 18 feet.~~

§ 230-435-2 - Wetland areas.

A. A wetlands investigation shall be performed by a qualified wetlands specialist at the expense of the applicant in preparation for any activity on real property, which requires conditional use, site plan or subdivision plan approval by the Planning Commission and/or City Council as set forth in this chapter and Chapter 200 Subdivision of Land.

B. The limits of all wetlands determined to be present on the subject property shall be flagged by the wetlands specialist and identified on the subject property by customary survey markers and shall be delineated on the plan. Wetlands areas shall be tabulated on the plan in acres.

C. No portions of wetlands areas shall be subdivided, filled, developed, or cleared of vegetation unless granted permission to fill and/or eliminate the wetlands area under state and/or federal permit, including nationwide permits authorized by the United States Army Corps of Engineers; they shall remain as essentially undisturbed natural areas.

D. No buildings, structures, impervious surface, fill, obstructions to drainage, or land disturbance shall be situated nearer than 25 feet to a delineated wetlands area. The placement of fill, regrading, or other obstructions to surface sheet flow, or the clearing or removal of natural vegetation within this setback area, shall be prohibited, **unless in conjunction with a permit to fill and/or eliminate the wetland areas under State and/or federal permit, including nationwide permits authorized by the United States Army Corps of Engineers.** Notwithstanding all of the foregoing, limited cuts into the surface area of this twenty-five-foot setback area in conjunction with the placement of outfall

stabilization facilities therein (such as stone rip-rap, turf stabilization, or other geosynthetic materials) may be permitted for the purpose of stabilizing and/or installing stormwater management outfalls, thus providing for a non-erosive flow condition at the outfall, provided that such encroachments into the twenty-five-foot setback area shall be limited to a maximum distance into the wetland buffer of 15 feet measured from the twenty-five-foot wetland buffer line, and shall be limited to a maximum width of 20 feet.

§ 230-445.3 - Water bodies, streams and other watercourses; riparian buffers.

- A. Lakes, ponds, rivers, and streams shall be left as permanent open space. No filling, piping or diverting of water bodies, lakes, ponds, or streams shall be permitted except for required roads, to be approved by the U.S. Army Corps of Engineers, DeIDOT, and/or DNREC as appropriate.
- B. No buildings, structures, or paved surfaces, except stairs and ramps, fences, open decks, patios or docks shall be permitted to be constructed under naturally occurring riparian buffer conditions nearer than:
 - (1) Twenty-five feet to the shoreline, as defined by the mean high-water line, of any tidal water body, tidal stream, or tidal marsh; or
 - (2) Fifty feet to the shoreline, as defined by the mean high-water line of any non-tidal freshwater water body, lake, pond, or blue-line stream as depicted on the most recent revision of the United States Geological Survey Topographic Quadrangle Maps.
- C. No buildings, structures, or paved surfaces, except stairs and ramps, fences, open decks, patios or docks with a combined area of 200 square feet or less, shall be permitted to be constructed under redevelopment conditions in previously disturbed or removed riparian buffers nearer than:
 - (1) Ten feet to the shoreline, as defined by the mean high-water line, of any tidal water body, tidal stream, or tidal marsh; or
 - (2) Ten feet to the shoreline, as defined by the mean high-water line of any non-tidal freshwater water body, lake, pond, or blue-line stream as depicted on the most recent revision of the United States Geological Survey Topographic Quadrangle Maps.
- D. For projects located within a promulgated total maximum daily load basin, the preservation or reestablishment of riparian buffers facilitating the reduction of nutrients and other pollutants to the level necessary to ensure compliance with promulgated load reductions shall be required. The clearing or removal of natural vegetation within this setback area shall be prohibited. Existing riparian buffers shall either be preserved or planted to the limits as provided above under paragraphs B. or C. respectively.

§ 230-45. - Reserved.

ARTICLE IX - Conditional Uses

§ 230-46. - Purpose.

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

is in accordance with the provisions of this chapter after duly advertised hearings held in accordance with the provisions of Article XII.

§ 230-47. - Application and approval procedures.

- A. ~~The application for a conditional use shall first be made with the Code Official, who shall then forward the materials to the Planning Commission.~~ **Conditional Use Site Plans shall follow the procedures for application and review outlined in Article X Site Plan Review of this Chapter.**
- 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.~~ **Conditional Use Major Subdivisions shall follow the procedures for application and review outlined in Chapter 200 Subdivision of Land**
- 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.~~ **Standalone Conditional Use applications that do not require site plan review or major subdivision review shall be subject to the following procedures:**
 - (1) A conditional use application and documents, as specified by the Planning Department, shall be prepared by the applicant and submitted in accordance with the submission schedule as determined by the Planning Director, along with the appropriate fees, as specified in § 230-57.**
 - (2) A public hearing on the conditional use shall be conducted by the Planning Commission. The Planning Commission shall review the application and shall recommend to City Council approval of the application with or without conditions, denial of the application, or table the application. The conditional use shall be reviewed based on the requirements set forth in the zoning ordinance. In case of an unfavorable recommendation for denial by the Planning Commission, such application shall not be approved except by a favorable vote of 3/4 of the City Council.**
 - (3) No hearing shall be held by the Commission until notice of time and place thereof has been provided to the applicant, property owners within 200 feet of the subject property, and to such other interested parties as may be determined by the Planning Director at least 10 days before the date of said hearing. Notice shall be provided as follows:**
 - (a) The Planning Department shall notify by mail all property owners within 200 feet of the extreme limits of the subject parcel as their names appear in the City or County tax record at least 10 days prior to the hearing.**
 - (b) The Planning Department shall provide notice to the general public of the public hearing before the Planning Commission by publishing the date, time, place and nature of the hearing at least 10 days before the hearing in a newspaper of general circulation in the City and posting the same information in City Hall and on the City website.**
 - (c) The Planning Department will also post a notice outlining the date, time, place, and nature of the hearing in a conspicuous location on the property. The published and posted notices shall contain reference to the time and place within the City where text, maps and plans for the proposal may be examined.**
 - (4) City Council shall review the application and shall approve the application with or without conditions, deny the application, or table the application. The conditional use shall be reviewed based on the requirements set forth in the zoning ordinance.**

§ 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.

~~§ 230-48.1. Criteria for planned unit residential development.~~

- ~~A. Permitted uses. Uses, accessory uses and signs permitted in any residential district shall be permitted in accordance with the additional requirement and provisions of the article.~~
- ~~B. Minimum requirements, area and width. In a planned unit residential development, minimum lot area and width may be less than that required by the district regulations, except that no single family lot shall be less than 4,000 square feet in area nor less than 40 feet in width. The width of the lot shall be between lot lines at the front building setback line as determined by the Planning Commission.~~
- ~~C. Density. A planned unit residential development is not intended to increase density, but to allow flexibility in the design of the number of dwelling units permitted. If a parcel or parcels have more than one zoning classification, the total permitted density may be located throughout the parcel or parcels. The total permitted density shall be determined by dividing the net development area by the minimum lot area per dwelling unit required by the zoning district in which the land is located. Net development area shall be determined by subtracting 25% of the gross area. Gross area shall not include any wetlands, floodway or similar area not suitable for building as determined by the Planning Commission.~~
- ~~D. Other requirements. Off street parking, parking beneath buildings, front, side and rear setbacks, landscaping and buffering, lot coverage, number of units per building and building separation shall be as determined by the Planning Commission. Maximum height shall not exceed 48 feet and four stories maximum.~~
- ~~E. A planned unit residential development shall be subject to the same review procedures as for a major subdivision as provided in Chapter 200, Subdivision of Land.~~
- ~~F. Neighborhood commercial.~~
 - ~~(1) Permitted neighborhood commercial uses. The following neighborhood commercial uses are permitted in a planned unit development:~~
 - ~~(a) Retail goods and services.~~
 - ~~(b) Child care center (care for fewer than 24 children).~~
 - ~~(c) Food services (grocery/convenience: cafe, coffee shop, but no facility with fuel distribution).~~
 - ~~(d) Medical and dental offices, clinics, and laboratories.~~
 - ~~(e) Professional and administrative offices.~~
 - ~~(f) Repair services, conducted entirely within the building. (Auto repair and similar uses are not permitted.)~~
 - ~~(g) Mixed use building (residential, including rentals, with other permitted use).~~
 - ~~(h) Laundromats or dry cleaners.~~
 - ~~(i) Art, music, or photography studio.~~
 - ~~(j) Personnel service (barbershop, salons, video rental, fitness center and similar uses).~~
 - ~~(k) Allowable uses (e.g., swimming pools, clubhouse and associated sport and exercise areas, tennis courts).~~

- ~~(2) Floor area standards. Up to 25% of the total acreage within the planned unit development may be available for nonresidential uses including neighborhood commercial, nursing home and hospice care, professional and small business office use, similar uses, but excluding areas reserved for clubhouse, pool, HOA offices and other development amenities. For neighborhood commercial, the maximum interior floor area shall not exceed 6,500 square feet total for any one use on one neighborhood commercial site without a variance.~~
- ~~(3) Hours of operation. Except for the swimming pool, clubhouse and associated sport or exercise areas, neighborhood commercial land uses shall be limited to the following hours of operation 6:00 a.m. to 9:00 p.m.~~
- ~~(4) Storage. Except for plants and garden supplies, overnight storage is not permitted.~~
- ~~(5) Parking. Parking spaces for the commercial space shall be determined in accordance with the overall planned unit development submission but in no event shall be less than 50% of the spaces required for standard commercial space.~~
- ~~(6) Control. Ownership of the land and buildings comprising the commercial space may be by individuals, corporations or partnership either in fee simple or as a condominium with limited common area control and shall be subject to the rules and regulations contained in the commercial area tenants association and covenants and restrictions. All commercial tenants shall pay dues and assessments to said association for management and upkeep of the common areas.~~
- ~~(7) Density. The overall density otherwise permitted under planned unit development shall be reduced at the rate of one dwelling unit per 3,000 square feet of commercial floor space.~~

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

§ 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.~~ **A conditional use approval in conjunction with a Site Plan review shall expire upon expiration of the associated Site Plan.**
- C. A conditional use approval in conjunction with a Major Subdivision application shall expire upon expiration of the associated Major Subdivision.**
- D. A standalone conditional use permit shall expire within eighteen months of the date of issuance unless construction or operation of said use has commenced.**
- E.** A reapplication for a **conditional** use permit for the same lot or use shall not be considered by the City Council within a period of **one-year** ~~365 days~~ from its last consideration. This provision, however, shall not impair the right of the Council to propose a **conditional** 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.~~

ARTICLE X - Site Plan Review

§ 230-50. - Purpose.

The site plan review has a twofold purpose. It is to assure that the large-scale developments are in accord with the Comprehensive Plan and that such developments comply with the regulations of this chapter. Site plans are required to assure good arrangement and appearance of new development; ensure harmony with existing structures; assure consistency with the City's adopted building and design standards, the Comprehensive Plan, and the City's Standard Specifications for Installation of Utility Construction Projects and Subdivision Pavement Design; to provide an understanding of the impacts of proposed development on public facilities and services and ensure the availability and adequacy of the same; and to otherwise meet the purposes of this chapter.

~~§ 230-51. - Guidelines.~~

~~Guidelines for determining what site plans shall be reviewed by the Planning Commission shall be as follows:~~

~~A. Automatic determination of review. Certain types of developments, due to the nature of their impact on the entire community, shall automatically have their site plans reviewed by the Planning Commission, including the following:~~

~~(1) Residential:~~

- ~~(a) Townhouses.~~
- ~~(b) Garden apartments.~~
- ~~(c) Planned unit developments.~~
- ~~(d) Mobile home parks.~~

~~(2) Commercial: shopping centers.~~

~~(3) Institutional: hospitals.~~

~~(4) Industrial: all industrial developments.~~

~~B. Discretionary determination of a review. The Code Official shall have discretion in determining what proposed developments other than those enumerated above shall have their site plans reviewed by the Planning Commission. When making such a decision, the Code Official shall consider but not be limited to the following factors:~~

~~(1) If the traffic flow will be greatly altered. Flow includes:~~

- ~~(a) Pattern.~~
- ~~(b) Volume.~~
- ~~(c) Hazard involved.~~
- ~~(d) Time involved.~~

~~(2) If parking on a large scale is required.~~

~~(3) If public utilities or works must be expanded to accommodate the development.~~

~~(4) If there is a change in the existing land use pattern.~~

~~(5) If there are incompatible uses within the proposed development or in relation to the abutting districts.~~

~~(6) If there may be difficulty in meeting existing performance standards.~~

§ 230-51~~2~~. - Review procedure.

A. Preliminary approval. **Preliminary Review of Permitted Use Site Plans.**

- (1) A preliminary plan and documents, as specified by the Planning Department, shall be prepared by the applicant and submitted in accordance with the submission schedule as determined by the **Planning Director** ~~City Planner~~, along with the appropriate fees, as specified in § 230-57.
- (2) The Development Advisory Committee (DAC) shall review the application and plan. Comments from the DAC must be addressed via either submitting revised plans and/or necessary documents or via a narrative submitted to the **Planning Director** ~~City Planner~~. **The application shall be reviewed by the Planning Director and the City Engineer for general compliance with Chapter 230 Zoning, Chapter 200 Subdivision of Land, the Comprehensive Plan, the City Standard Construction Specifications and other City ordinances.** Upon confirmation by the City Planner that all DAC issues and **plan review comments** have been addressed satisfactorily, the application will then be scheduled to be heard by the Planning Commission.
- (3) The Planning Commission shall review the application and shall approve the application with or without conditions, deny the application, or table the application.
- (4) Preliminary approval from the Planning Commission shall be void after **24 months** ~~one year~~, unless an extension is requested by the owner and approved for good cause by the Planning Commission prior to the expiration.

B. ~~Final approval.~~ **Preliminary Review of Conditional Use Site Plans.**

(1) A preliminary plan and documents, as specified by the Planning Department, shall be prepared by the applicant and submitted in accordance with the submission schedule as determined by the Planning Director, along with the appropriate fees, as specified in § 230-57.

(2) The Development Advisory Committee (DAC) shall review the application and plan. Comments from the DAC must be addressed via either submitting revised plans and/or necessary documents or via a narrative submitted to the Planning Director. The application shall be reviewed by the Planning Department and the City Engineer for general compliance with Chapter 230 Zoning, Chapter 200 Subdivision of Land, the Comprehensive Plan, the City Standard Construction Specifications and other City ordinances. Upon confirmation by the Planning Director that all DAC issues and plan review comments have been addressed satisfactorily, the application will then be scheduled to be heard by the Planning Commission.

(3) A public hearing on the preliminary plan shall be conducted by the Planning Commission. The Planning Commission shall review the application and shall recommend to City Council the approval of the application with or without conditions, deny the application, or table the application. In case of an unfavorable recommendation for denial by the Planning Commission, such application shall not be approved except by a favorable vote of 3/4 of the City Council.

(4) No hearing shall be held by the Commission until notice of time and place thereof has been provided to the applicant, property owners within 200 feet of the subject property, and to such other interested parties as may be determined by the Planning Director at least 10 days before the date of said hearing. Notice shall be provided as follows:

(a) The Planning Department shall notify by mail all property owners within 200 feet of the extreme limits of the subject parcel as their names appear in the City or County tax record at least 10 days prior to the hearing.

(b) The Planning Department shall provide notice to the general public of the public hearing before the Planning Commission by publishing the date, time, place and nature of the hearing at least 10 days before the hearing in a newspaper of general circulation in the City and posting the same information in City Hall and on the City website.

(c) The Planning Department will also post a notice outlining the date, time, place, and nature of the hearing in a conspicuous location on the property. The published and posted

notices shall contain reference to the time and place within the City where text, maps and plans for the proposal may be examined.

(5) City Council shall review the application and shall approve the application with or without conditions, deny the application, or table the application.

(6) Preliminary approval from City Council shall be void after 24 months unless an extension is requested by the owner and approved for good cause by the Planning Commission prior to the expiration.

C. Final Permitted Use or Conditional Use Site Plan

(1) A final plat and documents, as specified by the Planning Department, shall be prepared by the applicant and submitted in accordance with the submission schedule as determined by **Planning Director** ~~City Planner~~, along with the appropriate fees, as specified in § 230-57.

(2) ~~The Development Advisory Committee (DAC) shall review the application and plan. Comments from the DAC must be addressed via either submitting revised plans and/or necessary documents or via a narrative submitted to the City Planner.~~ The final plan shall also be reviewed by the **Planning Director** ~~City Planner~~ for confirmation that the application is designed in accordance with all subdivision, zoning and other land use regulations of the City **along with the specifications of the City Council or Planning Commission preliminary approval.** The final plan shall also be reviewed by the City Engineer for confirmation that the application is designed consistent with the preliminary plan, ~~if applicable,~~ and in accordance with the **City Standard Construction Specifications** ~~construction standards and specifications of the City.~~ Upon confirmation by the City Planner and City Engineer that all issues have been addressed satisfactorily, the application will be scheduled to be heard by the Planning Commission.

(3) ~~The Planning Commission shall review the application and shall approve the application with or without conditions, deny the application, or table the application.~~ **Upon confirmation by the City Planner and City Engineer that all agency approvals have been obtained and all plan review comments have been addressed satisfactorily, the application may be administratively approved by the Planning Director.**

(4) ~~Prior to receiving final site plan approval, the City Engineer shall provide a copy of the signed subdivision agreement to the City Planner.~~

(45) Within 90 days of final approval from ~~the City Director~~ **Planning Commission**, the applicant shall record the plat at the County Recorder of Deeds office and provide the **Planning Director** ~~City Planner~~ a receipt of the recordation including the deed book and page number. Prior to recording the plat, **at least three** ~~five~~ copies of the plat must be submitted to the **Planning Director** ~~City Planner~~ for stamping and signing. ~~Three~~ **Two** sets will be **retained by the City.** ~~returned to the applicant.~~ **The City Manager, Planning Director and City Engineer shall sign the approved record plats and construction plans.**

(6) ~~Upon recordation of the plat, the applicant shall provide the Land Data Manager of the City a mylar copy of the plat including the deed book and page printed thereon.~~

(57) Failure to record the plat within 90 days of Planning Commission approval will result in the approval being voided. **In order to obtain final approval after it has been voided, the applicant must make application for preliminary approval again.**

~~C. The site plan review by the Planning Commission shall be limited to those proposed developments enumerated by this chapter and to those proposed developments that require a site plan review as determined by the City Planner. No other site plans shall be considered by the Planning Commission for review.~~

~~§ 230-52.1. Site plan expiration.~~

(6) If construction of approved buildings and improvements is not substantially undertaken within eighteen months ~~one year~~ of final site plan approval, the site plan approval shall be void. The applicant may, however, request and the Planning Commission may grant an one-year ~~one-year~~ extension for good cause.

230-52. – Amendments and additions to site plans.

- A. For minor changes or alterations to approved site plans (conditional use and by-right), formal site plan review by the Planning Commission and/or City Council may be waived at the discretion of the Director or designee for conforming uses which have previously received formal site plan approval and are applying to expand their gross floor area by up to 5,000 square feet, provided that such changes or amendments:
- (1) Do not negatively affect the original conditions for approval;
 - (2) Involve no changes in use;
 - (3) Do not conflict with specific requirements of this Chapter and Chapter 200 Subdivision of Land;
 - (4) Do not change the general character or content of an approved development plan or use;
 - (5) Have no appreciable effect on adjoining or surrounding property;
 - (6) Do not result in any substantial change of major external access points;
 - (7) Do not increase the approved number of dwelling units or height of buildings;
 - (8) Do not decrease the minimum specified yards and open spaces or minimum or maximum parking and loading spaces; and
 - (9) Do not have adverse effects on traffic operations.
- B. The Planning Director or designee may determine that the administrative changes outlined in this section must also be reviewed and approved by any applicable Development Advisory Committee agencies.
- C. Site plan revisions which do not meet the criteria outlined in this section shall be subject to the same application and review process enumerated in Chapter 230-51.

230-52.1. – Exemptions.

The following shall be exempt from the provisions for formal site plan review:

- A. Projects involving an aggregate impervious cover of less than 5,000 square feet will be excluded from the formal site plan review requirement. Such plans may be approved administratively at the discretion of the Planning Director.
- B. Expansion of existing and zoning compliant land development for which there is no existing approved site plan, provided the expansion involves less than 5,000 square feet of impervious cover. Such plans may be approved administratively by the Planning Director or designee. Plot plans may be submitted in lieu of engineered drawings. Any further expansion must be reviewed by the Planning Commission and/or City Council as applicable. All such expansions shall be cumulative. If conditional use approval is required, the application shall be processed without requiring formal engineered plans.
- C. The Planning Director may require letters of no objection from applicable agencies for new or expanded development exempted from formal site plan review.

230-52.2. – Construction Procedures.

- A. Prior to commencement of construction, the developer shall request a pre-construction meeting with the City Engineer. Payment of the required development inspection fee, as adopted by City Council and found in the City Fee Schedule, shall be made prior to the scheduling of the pre-construction meeting.
- B. Improvements within the development shall be constructed per the approved construction plans and the City's Standard Construction Specifications. Any deviations from the construction plans must be submitted to the City Engineer in writing for review and approval.

- C. A performance bond in the amount of 125% of the cost of installation shall be required for the construction of recreational and open space amenities, including but not limited to community buildings, playgrounds, walking paths, landscaping and landscape screening. The performance bond shall be posted prior to the issuance of the first building permit.
- D. Conditional Acceptance of Infrastructure by City Engineer.
- (1) Prior to the issuance of building permits, the developer shall obtain conditional acceptance from the City Engineer as outlined in the City's Standard Construction Specifications.
 - (2) A maintenance bond shall be provided by the developer in the amount of 10% of the improvements to be taken over and maintained by the City.
 - (3) A performance bond shall be provided by the developer in the amount of 125% of the cost for any item that has not been satisfactorily completed as approved by the City Engineer.
- (D) Final Acceptance of Infrastructure by City Council.
- (1) Final top coat shall be paved after 75% of building permits have been issued for a project or phase of a project and prior to 90% of building permits having been issued for a project or phase of a project.
 - (2) Final acceptance of utilities shall not occur until after the paving top coat has been completed.
 - (3) Upon completion of the top coat paving, the City Engineer may release the top coat performance bond. The 10% maintenance bond will remain in place until one-year after acceptance of the final top coat paving.
 - (4) Upon completion of the required one-year maintenance period, the right-of-way improvements may be accepted by City Council by resolution.
 - (5) Upon acceptance by City Council, the maintenance bond may be released by the City Engineer in its entirety.

ARTICLE XI - Administration

§ 230-53. - Interpretation and application.

- A. In their interpretation and application, the provisions of this chapter shall be held to be the minimum requirements adopted for the promotion of the public health, safety, morals, convenience, order, prosperity or general welfare; for the lessening of congestion in the streets or roads or reducing the waste of excessive amounts of roads; for securing safety from fire and other danger, providing adequate light and air and preventing on the one hand excessive concentration of population and on the other hand excessive and wasteful scattering of population or settlement; for promoting such distribution of land development and utilization as will tend to facilitate and provide adequate provision for public requirements, transportation, water and flowage, water supply, drainage, sanitation, educational opportunities, recreation, soil fertility and food supply; and for protection of the tax base, securing economy in governmental expenditures and fostering the state's agricultural and other industries and the protection of both urban and nonurban developments.
- B. It is not intended by this chapter to repeal, abrogate, annul or in any way to impair or interfere with any existing law or any rules or regulations regulating the use or construction of buildings, the provision of yards, courts or other open spaces or the provision of sanitary facilities; provided, however, that where the provisions of this chapter require large yards or courts, lesser heights or bulk of buildings or more excessive sanitary facilities than do the aforementioned laws, rules or regulations, the provision of this chapter shall govern.

~~C. Special exceptions from the requirements of this chapter shall be permitted only for lots zoned residential, provided that the Board of Adjustment grants a special exception and as further provided that in the case of any lot zoned residential with a building on it at the date of adoption of this chapter but with a lot area, lot width, building setback, rear yard or side yards less than that prescribed for the district in which it is located, such building may be altered or a new building may be constructed, provided that it complies with all other provisions of this chapter.~~

§ 230-54. - Enforcement.

- A. This chapter shall be enforced by the **Planning Director or designee** ~~Code Official of the City of Milford appointed by the City Manager.~~
- B. Powers and duties. **Planning Director or designee** ~~The Code Official~~ shall:
- (1) Examine all applications for permits, issue permits only for construction and uses which are in accordance with the requirements of this chapter or refuse permits or refer said application to the appropriate body. ~~Such permits for construction and uses which are a special exception or variance to the requirements of this chapter shall be issued only upon order of the Board of Adjustment.~~
 - (2) Record and file all applications for permits with accompanying plans and documents, record all certificates of occupancy, receive all required fees and issue necessary stop-work orders.
 - (3) Inspect nonconforming uses and keep a record of such nonconforming uses and prepare a **annual** ~~monthly~~ record for the City Council and Planning Commission summarizing for the period since the last report all building permits issued ~~and certificates countersigned by him.~~
- C. Notification of violation. If the **Planning Director or designee** ~~Code Official~~ finds that any provisions of this chapter are being violated, he/she shall notify, in writing, the person responsible for such violation, indicating the nature of the violation, and order the action necessary to correct it.
- D. Appeals from the **Planning Director or designee** ~~Code Official~~. Any appeal from a decision or action of the **Planning Director or designee** ~~Code Official~~ that concerns this chapter shall be made directly to the Board of Adjustment.
- E. Relation to the Planning Commission. When requested by the **Planning Director or designee** ~~Code Official~~, the Planning Commission may provide recommendations to that office on any matter concerning this chapter. The **Planning Director or designee** ~~Code Official~~ may also present recommendations and reports to the Commission on zoning issues, when requested by the Commission.

§ 230-55. - Certificate of occupancy.

It shall be unlawful to use or permit the use of any building, structure or premises or part thereof hereafter created, erected, changed, converted, altered or enlarged, wholly or partly, in use or structure, except for minor alterations involving no change in floor area or use, until a certificate of occupancy is issued by the **Planning Director or designee** ~~Code Official~~ which shows that the building, structure, or premises or part thereof and the proposed use thereof are in conformity with the provisions of this chapter or an order by the Board of Adjustment.

§ 230-56. - Violations and penalties.

- A. In case any building is erected, constructed, reconstructed, altered, repaired or converted or any building or land is used in violation of this chapter, the **Planning Director or designee** ~~Code Official~~ is authorized and directed to institute any appropriate action to put an end to such violations.

- B. Any person who shall violate this chapter, or do any act or thing prohibited, or refuse or fail to do any act required to be done, or refuse or fail to comply with an order of the **Planning Director or designee** ~~City Code Official~~ or an order of the Board of Adjustment shall, upon conviction thereof, be subject for each violation to forfeit a fine as set forth in Chapter 1, General Provisions, Article II, General Penalty. Whenever such person shall have been officially notified by the **Planning Director or designee** ~~City Code Official~~ or by service of a summons in a prosecution or in any other official manner that he is committing a violation, each day's continuance of such violation after such notice shall constitute a separate offense, punishable by a like fine or penalty.

§ 230-57. - Planning, zoning and engineering fees.

Planning, zoning and engineering fees shall be set by resolution adopted by City Council and maintained by the City Clerk's office.

ARTICLE XII – **Zoning** Amendments

§ 230-58. - Procedure.

- A. The City Council may, from time to time, on its own motion or the motion of the Planning Commission or on petition by an owner, amend, supplement, change, modify or repeal the zoning regulations, restrictions and boundaries in a manner in accordance with the procedure provided.
- B. All proposals for amending, supplementing, changing, modifying or repealing the zoning regulations, restrictions or boundaries, before being acted upon by the City Council, except those originating on motion of the Planning Commission, shall be referred to the Planning Commission for consideration and recommendation. The Planning Commission shall study all proposals, whether originating with the Commission or otherwise, conduct a public hearing, after having given notice required for the agenda of the Commission, and report its findings and recommendations to the City Council.
- C. The Planning Commission is granted the authority to require, as a condition to consideration of any proposal other than one originating with the City Council, that a petition be submitted accompanied by such maps, charts, sketches and other information as the Commission deems necessary for the proper and effective consideration of such proposal and to refuse to consider any proposal not complying with such requirement.
- D. No proposed amendment, change, modification or repeal of any zoning regulation, restriction or boundary shall become effective until after a public hearing shall have been held by the City Council at which parties in interest and citizens shall have an opportunity to be heard. ~~At least 15 days' notice of the time and place of such hearing shall be published in a newspaper of general circulation in the City of Milford. In case of an unfavorable report or recommendation for denial by the Planning Commission, such amendment or change shall not become effective except by a favorable vote of 3/4 of the City Council.~~ **No hearing shall be held until notice of time and place thereof has been provided to the applicant, property owners within 200 feet of the subject property, and such other interested parties as may be determined by the Planning Director at least 10 days before the date of said hearing. Notice shall be provided as follows:**
(1) The Planning Department shall notify by mail all property owners within 200 feet of the extreme limits of the subject parcel as their names appear in the City or County tax record at least 10- days prior to the hearing.
(2) The Planning Department shall provide notice to the general public of the public hearing by publishing the date, time, place and nature of the hearing at least 10 days before the hearing in a newspaper of general circulation in the City and posting the same information in City Hall and on the City website.

(3) The Planning Department will also post a notice outlining the date, time, place and nature of the hearing in a conspicuous location on the property. The published and posted notices shall contain reference to the time and place within the City where text, maps and plans for the proposal may be examined.

E. In case of an unfavorable report or recommendation for denial by the Planning Commission, such amendment or change shall not become effective except by a favorable vote of 3/4 of the City Council.

E. In the event of a protest against such changes signed by 20% or more of property owners within 200 feet of the proposed change, such amendment shall not become effective except by the favorable vote of 3/4 of all the members of the City Council.

F. If, after due consideration, a proposal is denied, such proposal shall not be eligible for reconsideration for a period of one year after final action by the City Council, except upon the favorable vote of 3/4 of the Planning Commission or City Council.

§ 230-59. – **Reserved.** Hearing; notice required.

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

§ 230-60. - Fee.

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

ARTICLE XIII - Permits and Certificates

§ 230-61. - Required zoning permits and certification.

Prior to any new construction, structural alteration or change in the use of a building or lot, the following permits or certificates shall be issued for any of its purposes so stated in this chapter.

A. Permitted uses. A zoning permit for any permitted use may be issued by the **Planning Director or designee** ~~Code Official~~ on his/her own authority if the use meets all of the applicable requirements for the district in which the use is to be located. No other review procedures are required.

~~B. Special exception uses. A zoning permit for a special exception may be issued by the Code Official after a review and upon the order of the Board of Adjustment.~~

BC. Conditional uses. A zoning permit for a conditional use may be issued by the **Planning Director or designee** ~~Code Official~~ after review by the Planning Commission and upon the order of the City Council.

CD. ~~Zoning permit after an appeal or a request for variance.~~ A zoning permit may be issued by the **Planning Director or designee** ~~Code Official~~ upon the order of the Board of Adjustment and after a public hearing held by the Board for the purpose of deciding upon the appeal or a request for a variance.

DE. Certificate of occupancy. An occupancy permit ~~may shall~~ be issued by the **Planning Director or designee** ~~Code Official~~ upon completion and inspection of any building or lot prior to occupation. A certificate of occupancy **may be withheld by the City if only** ~~be issued when all requirements set~~

forth by the site plan, subdivision, or conditional use, variance or any other City or State regulation have not been met in order to protect the health, safety and welfare of the residents of the City.

E. Certificate of use. No non-residential use shall commence operation without first submitting a certificate of use application to the Planning Department for review. Such application shall be reviewed by the Planning Director or designee to determine if the proposed use complies with this Chapter, Chapter 88 Building Construction and other City ordinances and State regulations. A certificate of use may be withheld by the City if requirements set forth by any City or State regulation have not been met in order to protect the health, safety and welfare of the residents of the City.

~~§ 230-62. Application and issuance.~~

~~A. Permit application. Application for permits shall be made, in writing, to the Code Official on the forms furnished by the City. Such application shall contain all the information necessary for such official to ascertain whether the proposed erection, alteration, use or change in use complies with the provisions of this chapter.~~

~~B. Permit issuance. No zoning permit or certificate shall be issued until the Code Official has certified that the proposed work meets all the requirements of the applicable codes and ordinances, except after written order from the Board of Adjustment or the courts.~~

~~C. Certificate of occupancy issuance. Upon completion of the construction, erection or alteration of any building or lot, and prior to any occupancy or use, an occupancy permit shall be secured from the Code Official.~~

~~F.D. No zoning permits, certificates of occupancy, licenses or building permits shall be issued nor shall any applications for changes of zoning, conditional uses, variances or special exceptions be accepted unless all taxes, assessments, sewer, water, electric, trash charges and any other fees due the City are paid and in good standing.~~

~~§ 230-63. Expiration.~~

~~A permit for any proposed work shall not be valid after one year from the date of issuance thereof and shall thereafter be considered void unless the work authorized by the permit has been substantially commenced and proceeded with due diligence.~~

ARTICLE XIV - Floodplain Management

See Chapter 130 of this Code for floodplain management regulations.

City of Milford

Sign Types and Allowable Dimensions

and Restrictions

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ZONING

City of Milford
Sign Types and Allowable Dimensions and Restrictions

Types of Signs													
Zoning District	Wall or Mailbox (residence/occupant ID)		Freestanding [mounted on post(s)]		Fascia: Commercial (wall, roof edge, etc.) (of wall square feet)	Hanging/Projecting (extended from wall) (square feet)	Marquee (movable letters)		Illuminated (nonflashing)		EMB Square feet	Mobile (mounted, trailer, etc.)	Billboard Prohibited
	Height (inches)	Square feet	Height	Square feet			Height	Square feet	Height	Square feet			
R-1	42 in	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Prohibited	N/A	Prohibited
R-2	42 in	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Prohibited	N/A	Prohibited
R-3	42 in	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Prohibited	N/A	Prohibited
C-1	42 in	2	48 in	4	10%	15	48 in	9	48 in	4	Prohibited	N/A	Prohibited
C-2	N/A	N/A	48 in	4	10%	20	48 in	9	48 in	4	Prohibited	N/A	Prohibited
C-3	N/A	N/A	28 ft	225	10%	20	10 ft	48	28 ft	225	Height : greater than 2', max 5' Width : max 12' Max 32-sq ft total	N/A	Conditional use per DeIDO standards
H-1	N/A	N/A	25 ft	70	5%	N/A	N/A	N/A	25 ft	70	Prohibited	N/A	Prohibited
OC-1	N/A	N/A	28 ft	225	5%	N/A	10 ft	48	28 ft	225	Prohibited	N/A	Prohibited

I-1	N/A	N/A	28 ft	200	5%	N/A	10 ft	48	28 ft	200	Prohibited	N/A	Prohibited
I-2	N/A	N/A	28 ft	200	5%	N/A	10 ft	48	28 ft	200	Prohibited	N/A	Prohibited

Section 5. Dates.

Introduction to City Council: January 10, 2022
 Planning Commission Review/Recommendation/Public Hearing: January 18, 2022
 City Council Review/Public Hearing/Determination: January 24, 2022

Section 6. Effective.

This Ordinance is effective ten days following its adoption.

To: Mayor and City Council
Cc: Mark Whitfield, City Manager; Finance Department
From: Louis C. Vitola, Finance Director
Date: January 21, 2022
Re: December 2021 Financial Reporting Package

The Financial Reporting Package for the fiscal year through December 2021 (FY22 YTD) is enclosed. The following executive summary highlights this month's notable developments and recaps any changes to the report. The "Quick Reference" section of this memo recaps important financial highlights and modifications made in FY22 to help shorten the executive summaries.

YTD results continue to exceed budget expectations through the first half of the fiscal year. Operating expenditures remain below even the seasonalized budget across funds for the sixth consecutive month. While understaffing results in unintended savings, we welcome the recent improvement in staffing levels and look forward to stability the second half of this fiscal year. Results in the electric fund rebounded in December, as timing issues between wholesale and retail electric sales continue to drive artificially choppy results on a month-to-month basis. The water fund, while still behind compared to the first half of FY21, has improved in December as well; the new water fund transfer to the general fund represents the only variance. Cash balances were drawn during December, as expected, primarily due to the closing of two property purchases, but in part due to a busy month for capital projects and purchases.

Quick Reference for FY22 Financial Developments and Report Upgrades

Recap FY22 Financial Highlights



Summary of FY22 Modifications (no changes this month)

- P.1 – Cash Rollforward
 - New Solid Waste Reserves Acct created by FY22 Water Fund interfund loan forgiveness; new variance indicators
- P.2 – Restricted Cash Reserves Report
 - The MSA and RTT reserves were combined into one shared summary to make room for Solid Waste Fund
 - Lines 3 & 17 added to show additions & interest earnings in the capital reserve accounts
 - Lines 12, 13, 24 & 25 feature updated MCR & ERR calculations for FY22 pursuant to cash reserve policy
- P.3 – The Enterprise Funds “P&L Style” Report features a new comparative column and four new rows
 - The rightmost column compares current vs prior FYTD periods by revenue and expense lines and subtotals
 - Rows 16 & 17 compare current & prior FYTD periods net surplus by fund
 - Rows 18 & 19 compare actual surplus vs seasonalized budget surplus for the current FYTD period
 - Variance indicators added for quick reference to both P&L reports; refined in October 2021
- P.4 – The General Fund “P&L Style” Report was created to complement the existing Enterprise Funds P&L Report
 - The new statement presents the same general fund financial performance available in the legacy Revenue and Expenditure Reports in a one-page consolidated executive summary
 - The scaled, common-size columns at right match the prior year comparability goals featured in the Enterprise Fund version of the report, while also putting general fund revenues and expenses in context for the first time in the monthly financial reporting package
 - Rows 19 & 20 allow for a comparison of the current and prior year FYTD periods by major function
 - Rows 21-22 show comparison of actual surplus vs seasonalized budget surplus for the current FYTD period
- P.5 (prev p.10) – Planned Use of ARPA Funding by Category compared to Actual Spending added in Sept 2021
- P.6-10 – Revenue (p.6) & Expenditure/Inter-dept Reports (p.7-10) will be produced indefinitely as “legacy” reports



Financial Reporting Package
As of and For the Period Ended December 31, 2021

Cash & Investment Balance Rollforward

Restricted Cash Reserves Report

Enterprise Funds YTD Revenue & Expenditure Report

General Fund YTD Revenue & Expenditure Report

Appendix: ARPA Funding Plan vs Actual Expenses

Legacy Revenue Report with MTD & YTD vs Annual Budget

Legacy Expenditure Report with MTD & YTD vs Annual Budget

Legacy Interservice Department Cost Allocation

City of Milford, Delaware
Cash and Investment Balance¹ Rollforward
For the Period Ended December 31, 2021

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Nov 30, 2021)	Receipts	Interest Earned	Disbursements	Closing Balance (Dec 31, 2021)
General Fund	\$ 5,477,538	\$ 1,481,211	\$ 818	\$ (1,733,450) →	\$ 5,226,118
Electric Fund	4,308,322	2,085,367	2,408	(1,959,627) →	4,436,470
Water Fund	1,914,041	271,370	1,331	(217,333) →	1,969,408
Sewer Fund	1,185,513	258,321	543	(365,321) →	1,079,056
Solid Waste Fund	536,835	133,059	86	(101,965) →	568,016
Operating Cash Totals⁴	\$ 13,422,250	\$ 4,229,329	\$ 5,186	\$ (4,377,696) →	\$ 13,279,068

9 **Federal, State and Other Special Purpose Cash Balances**

Description	Opening Balance (Nov 30, 2021)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Dec 31, 2021)
General Improvement	\$ 536,959	\$ -	\$ 82	\$ - →	\$ 537,042
Municipal Street Aid (MSA)	692,851	-	75	(200,852) ↓	492,074
Realty Transfer Tax (RTT)	4,246,796	130,173	650	(113,333) →	4,264,286
Economic Development	681,714	-	-	- →	681,714
ARPA Grant Fund	2,576,098	-	-	(259,005) ↓	2,317,093
Special Purpose Cash Totals⁴	\$ 8,734,419	\$ 130,173	\$ 807	\$ (573,190) ↓	\$ 8,292,209

17 **Reserve Fund Cash Balances¹**

Description	Opening Balance (Nov 30, 2021)	Receipts	Interest Earned ³	Disbursements ²	Closing Balance (Dec 31, 2021)
General Fund Capital Reserves	\$ 1,829,820	\$ -	\$ -	\$ (375,594) ↓	\$ 1,454,226
Water Fund Capital Reserves	9,411,722	-	-	(6,633,136) ↓	2,778,586
Sewer Fund Capital Reserves	3,884,132	-	-	- →	3,884,132
Solid Waste Fund Capital Reserves	71,287	-	-	- →	71,287
Electric Fund Capital Reserves	14,050,228	-	-	(553,063) →	13,497,165
Reserve Fund Cash Totals⁴	\$ 29,247,189	\$ -	\$ -	\$ (7,561,793) ↓	\$ 21,685,395

25 **Impact Fees and Police/General Facilities Cash Balances**

Description	Opening Balance (Nov 30, 2021)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Dec 31, 2021)
Police & General Gov't Facilities	\$ 515,783	\$ 3,346	\$ -	\$ (232,685) ↓	\$ 286,444
Carlisle Fire Co Permit Fund	533,595	1,115	-	- →	534,710
Water Impact Fee Reserves	4,703,138	6,390	-	- →	4,709,528
Sewer Impact Fee Reserves	2,696,358	3,376	-	- →	2,699,734
Electric Impact Fee Reserves	1,078,990	3,000	-	- →	1,081,990
Impact Fees & Police/GF Totals⁴	\$ 9,527,863	\$ 17,228	\$ -	\$ (232,685) ↓	\$ 9,312,405

Grand Totals⁴	\$ 60,931,720	\$ 4,376,730	\$ 5,992	\$ (12,745,364) ↓	\$ 52,569,078
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¹Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves Report for reserve funding commitments
²Please see Appendix for ARPA Spend (line 15) vs Plan Detail. Disbursements from MSA & RTT (lines 12-13) include the monthly recurring PD support and Mispillion St project spending. Outflows from General Fund Reserves (line 19) supported the Mispillion St Project, Equipment & Tech spending, Vehicles and Parks & Rec equipment. Disbursements from Water and Electric Reserves (lines 20 & 23) consist of property settlements. Line 27 reflects cash outflows for Police Facility design costs.
³Interest earned in WSFS reserves flow to operating cash accounts (PFM reserve accounts liquidated), so reserve interest reported at \$0
⁴Closing Balance Indicator sets **Red**, **Yellow** and **Green** signify month-to-month cash variance as follows:

-10% ≤ Variance ≤ 10%	-5% ≤ Variance ≤ 5%	-2.5% ≤ Variance ≤ 2.5%

City of Milford, Delaware
Restricted Cash Reserves Report
As of December 31, 2021

General Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/21)	\$	1,454,226
Expected Contributions & Interest		658,799
Restricted Funds:		
Vehicle & Equipment Replacement		(151,283)
Building Upgrades		(205,415)
Parking Enhancements		(200,000)
Parkland, Trails & Recreation		(610,180)
2020 Combined Utilities		(22,396)
OpEx Support (Tax R/A & PD R/M)		(522,000)
Support Policy with RTT ¹		2,000,000
Draft Reserve (MCR) Policy ²		(1,236,356)
Equipment Replacement Reserve ²		(764,100)
Uncommitted Reserve Balance	\$	401,296

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/21)	\$	13,497,165
Expected Contributions & Interest		1,999,821
Restricted Funds:		
Electric Vehicles & Equipment		(96,026)
Lighting & System Improvements		(593,628)
Traffic Signal Upgrades		(350,000)
Citywide Projects ⁶		(878,194)
Redeem / Defeasement Bond (Jan 2022)		(4,060,000)
Draft Reserve (MCR) Policy ³		(6,345,238)
Equipment Replacement Reserve ³		(85,400)
Uncommitted Reserve Balance	\$	3,088,500

Water Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/21)	\$	2,778,586
Expected Contributions & Interest		607,958
Restricted Funds:		
Vehicle & Equipment Replacement		(145,164)
Streets 2020 Utility Engineering		(122,534)
SE Second Street - Lead Gooseneck		-
Milford Business Campus		(35,200)
Balance of FY20-21 Projects		(129,784)
Draft Reserve (MCR) Policy ³		(2,695,121)
Equipment Replacement Reserve ³		(145,164)
Uncommitted Reserve Balance	\$	113,576

Solid Waste Reserves		Amount
Cash/Investment Balance (12/31/21)	\$	71,287
Expected Contributions & Interest		218,781
Restricted Funds:		
Draft Reserve (MCR) Policy ⁴		-
Equipment Replacement Reserve ⁴		(290,068)
Uncommitted Reserve Balance	\$	-

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/21)	\$	3,884,132
Expected Contributions & Interest		78,232
Restricted Funds:		
Sewer Vehicles & Equipment		(169,503)
Citywide Projects & Engineering		(29,256)
Utility Engineering		(231)
NE/NW Front St Sewer Rehab, net of Change Order Credit		(26,039)
Draft Reserve (MCR) Policy ³		(3,327,000)
Equipment Replacement Reserve ³		(235,000)
Uncommitted Reserve Balance	\$	175,335

MSA & RTT Reserves		Amount
RTT Balance (12/31/21)		4,264,286
MSA Balance (12/31/21)		492,074
MSA & RTT Est Receipts thru FY22:		547,124
MSA: Street & Bridge Improvements		(415,958)
RTT: Transfer to Police Dept		(200,000)
RTT: Sidewalk Project Funding		(140,000)
MSA & RTT: Mispillion Street Group		(219,036)
MSA & RTT: 2020 Combined Utilities		(404,316)
RTT: Support GF Policies ¹		(2,000,000)
RTT: Draft Reserve Policy ⁵		(1,041,454)
Uncommitted Reserve Balance	\$	882,720

¹Approved GF Reserve Policies permit support from an eligible funding source; portion of RTT balance pledged to support GF Reserves for foreseeable future
²Approved GF Reserve Policies recommend MCR of 45 days OpEx & Equip Repl Res minimum of 110% of upcoming CIP budget
³Approved Reserve Policies split Minimum Cash Req'd from COS study into new MCR & Equip Repl Reserve (20% of CIP)
⁴Solid Waste Reserves initiated in FY22 with seed funding from interfund loan forgiveness. Through at least FY23, 100% of balance will be reserved for purchase of new vehicle per FY22-26 approved CIP
⁵Approved Reserve Policies recommend dynamic MCR based on average of trailing-three-year RTT receipts
⁶This \$1.4 million funding restriction includes the \$0.9 million in FY22 CIP projects as well as the \$0.55 million restriction targeted for the open space parcel, which settled in November.

City of Milford, Delaware
Enterprise Funds: Statement of Revenues & Expenditures
For the YTD Period Ended December 31, 2021 vs Prior FYTD & Current Budget (in thousands)

Enterprise Funds Profit & Loss (P&L) Statement		Electric	Water	Sewer	Solid Waste	Total	FY22 Total (as % of Rev)	FY21 Total (as % of Rev)
1	Operating Revenue	\$ 12,648	\$ 1,576	\$ 2,410	\$ 728	\$ 17,362	100.0%	100.0%
2	Cost of Revenue ¹	(8,838)	(145)	(1,241)	(177)	(10,402)	-59.9%	-62.2%
3	Gross Margin	3,810	1,431	1,168	551	6,960	40.1%	37.8%
4	Operating Expenses							
5	Operations & Maintenance	(1,138)	(497)	(418)	(358)	(2,411)	-13.9%	-14.4%
6	Personnel	(518)	(162)	(158)	(120)	(959)	-5.5%	-5.8%
7	Total Operating Expenses	(1,656)	(660)	(576)	(478)	(3,370)	-19.4%	-20.2%
8	Operating Income	\$ 2,154	\$ 771	\$ 592	\$ 73	\$ 3,590	20.7%	17.6%
9	Non-Operating Revenue (Expense)	23	7	3	0	33	0.2%	0.1%
10	Surplus (Deficit) for debt service & capital	2,177	778	595	74	3,623	20.9%	17.7%
11	Debt Service - Principal & Interest	-	(183)	(112)	-	(295)	-1.7%	-4.4%
12	Capital Spending / Contributions from (to) Reserves	(4)	-	(61)	-	(65)	-0.4%	-0.9%
13	Surplus (deficit) available for transfers	2,172	595	423	74	3,264	18.8%	12.4%
14	Transfers Out	(1,250)	(150)	-	-	(1,400)	-8.1%	-7.4%
15	Net Surplus (Deficit) - FYTD through Dec 2021	\$ 922	\$ 445	\$ 423	\$ 74	\$ 1,864	10.7%	5.0%
16	Net Surplus (Deficit) - FYTD through Dec 2020	\$ 756	\$ 482	\$ (436)	\$ 39	\$ 841	5.0%	
17	Current vs Prior - Favorable (Unfavorable)²	↑ \$ 166	↓ \$ (36)	↑ \$ 858	↑ \$ 35	↑ \$ 1,023	↑ 5.7%	
18	Net Surplus (Deficit) - Current FYTD Budget	\$ (44)	\$ 139	\$ (132)	\$ 2	\$ (35)	-0.2%	
19	Current vs Budget - Favorable (Unfavorable)²	↑ \$ 966	↑ \$ 307	↑ \$ 554	↑ \$ 71	↑ \$ 1,899	↑ 10.9%	

¹Cost of Revenue reported in the electric fund reflects wholesale cost of power and serves as an ideal revenue offset to arrive at gross margin. Cost of revenue in the water, sewer and solid waste funds are estimated based on a limited set of known, direct inputs to the cost of providing the utility services billed. Aside from Kent County sewer treatment charges, costs of revenue in the water, sewer and solid waste funds are likely understated.

²Comparative Indicators **Green**, **Yellow** and **Red** signify favorable variance greater than 5%, marginal variance within ±5%, and unfavorable variance below -5%, respectively, for departmental comparisons. Total variance carries tighter bounds of >2.5%, ±2.5% and <2.5%, while the percentage variance uses >1.0%, ±1.0% and <1.0%, respectively.

City of Milford, Delaware

General Fund: Statement of Revenues & Expenditures¹

For the YTD Period Ended December 31, 2021 vs Prior FYTD & Current Budget (in thousands)

General Fund Sources and Uses of Funding	Admin & Council	Public Safety	Parks & Rec	Planning & All Other	Total	FY22 Total (as % of Rev)	FY21 Total ³ (as % of Rev)
Sources of Funding:							
Real Estate (Property) Taxes	\$ 4,679	\$ -	\$ -	\$ -	\$ 4,679	62.3%	57.8%
Permits, Licensing & Franchise Fees	126	-	-	163	289	3.9%	3.8%
Fines, Fees & Misc Revenue	26	288	-	-	314	4.2%	5.8%
General Revenue Subtotal	4,832	288	0	163	5,283	70.4%	67.4%
Utility Transfers & Cost Allocation	1,968	-	-	-	1,968	26.2%	23.7%
Grant Revenue	46	11	-	-	57	0.8%	0.0%
Application of Reserve Balances	-	200	-	-	200	2.7%	8.9%
General Fund Operating Support	2,014	211	0	0	2,225	29.6%	32.6%
Total Sources of Funding	\$ 6,846	\$ 499	\$ -	\$ 163	\$ 7,508	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	437	351	232	206	1,225	16.3%	12.6%
Personnel	673	2,449	267	381	3,770	50.2%	47.7%
Total Operating Expenses²	1,110	2,799	499	587	4,995	66.5%	60.3%
Surplus (Deficit) for Debt Svc & Capital	\$ 5,736	\$ (2,301)	\$ (499)	\$ (423)	\$ 2,513	33.5%	39.7%
Debt Service - Principal & Interest	-	-	-	-	-	0.0%	0.0%
Capital Spending / Transfers from (to) Reserves	44	9	34	23	110	1.5%	3.2%
Net Surplus (Deficit) - FYTD through Dec 2021	\$ 5,692	\$ (2,310)	\$ (533)	\$ (446)	\$ 2,402	32.0%	36.5%
Net Surplus (Deficit) - FYTD through Dec 2020³	\$ 5,952	\$ (2,145)	\$ (522)	\$ (608)	\$ 2,677	36.5%	
Current vs Prior - Favorable (Unfavorable)⁴	➔ \$ (260)	➔ \$ (165)	➔ \$ (11)	⬆️ \$ 161	⬇️ \$ (275)	⬇️ -4.5%	
Net Surplus (Deficit) - Current FYTD Budget	\$ 6,105	\$ (2,867)	\$ (965)	\$ (533)	\$ 1,739	23.4%	
Current vs Budget - Favorable (Unfavorable)⁴	⬇️ \$ (413)	⬆️ \$ 557	⬆️ \$ 432	⬆️ \$ 87	⬆️ \$ 663	⬆️ 8.6%	

¹This Statement presents the same general fund financial performance available in the legacy Revenue and Expenditure Reports in a one-page consolidated executive summary. The common size reporting (two rightmost columns) benefits readers in two ways; first, each line is scaled with total revenue to add context, and second, the common size format is comparable across fiscal years and budgets. This report should be considered a working draft that will be improved over time to improve its usefulness to readers.

²The General Fund Operating Expenses totaling \$3.3 million reported in row 14 ties to the legacy expenditure report in row 58.

³This format presents expenditures in the context of funding sources while comparing subtotals (rightmost column) and the net surplus (deficit) to the prior YTD period (rows 19 & 20)

⁴Comparative Indicators **Green**, **Yellow** and **Red** signify favorable variance greater than 5%, marginal variance within ±5%, and unfavorable variance below -5%, respectively, for departmental comparisons. Total variance carries tighter bounds of >2.5%, ±2.5% and <2.5%, while the percentage variance uses >1.0%, ±1.0% and <1.0%, respectively.

Appendix: Planned Use of Funding vs Spending by Category
American Rescue Plan Act of 2021 ("ARPA")

<i>Actual Spending by Category vs Plan, as Amended</i>						
ARPA Eligibility Categories	Plan (11/30)	Plan (12/31)	Actual 12/31/2021	Remaining	Notes	
COVID-19 Health Impact	\$ 1,178,212	\$ 1,048,698	\$ 35,848	\$ 1,012,851		
Operational Facilities	491,776	491,776	-	491,776	Revised Plan Reflects Take-Home Vehicle Program @ 50%	
Air Quality & Ventilation	147,450	147,450	-	147,450		
Behavioral Health Care	180,000	180,000	35,250	144,750	Primarily Personnel Costs	
Administering COVID-19 Response	358,388	228,874	-	228,874		
COVID-19 Mitigation	598	598	598	-	Vaccination Incentive; COVID test kits	
COVID-19 Economic Impact	\$ 879,286	\$ 845,973	\$ 339,306	\$ 506,667		
Assistance to Community (Annual)	324,460	324,460	45,860	278,600	DMI Funding	
Critical Ops Staffing / Retention	269,790	236,476	236,476	-	December 2021 Initiative	
Assistance to Community & Households	256,929	256,929	46,500	210,429	MHDC Affordability Grant	
Aid Tourism Recovery	25,483	25,483	7,845	17,638	Signage / Banner Upgrade	
Parks & Rec Programming	2,625	2,625	2,625	-	Signage cost share with DMI	
Rehiring Public Safety Staff	-	-	-	-		
Infrastructure	\$ 4,171,632	\$ 4,334,460	\$ 474,699	\$ 3,859,761		
Water Quality	2,902,074	2,902,074	382,080	2,519,994	Mispillion St Project; NE Front St Water Line Replacement	
Flood/Pollution Control	724,600	724,600	63,565	661,035	4th St Drainage & Mispillion St Project	
Improve Resilience to Disasters	310,000	435,000	-	435,000		
Improve Wastewater Treatment	234,958	272,785	29,053	243,732	Sewer component of Mispillion St Project	
Revenue Recovery	\$ 104,762	\$ 104,762	\$ -	\$ 104,762		
Parks & Rec Programming	97,000	97,000	-	97,000		
Economic Development	7,762	7,762	-	7,762		
Public Safety Operations	-	-	-	-		
Grand Total	\$ 6,333,893	\$ 6,333,893	\$ 849,853	\$ 5,484,040		

City of Milford, Delaware
 Legacy Revenue Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended December 31, 2021

50.0% of Year Elapsed

Account / Function	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
General Fund:				
Economic Development Fund	\$ 105,860	\$ -	\$ -	0.0%
General Fund Reserves	1,967,500	-	-	0.0%
ARPA Funding - Operating Support	568,233	-	59,688	10.5%
Realty Transfer Tax - Police	400,000	33,333	200,000	50.0%
Real Estate Tax	4,770,043	4,151	4,679,424	98.1%
Business License	72,000	470	6,435	8.9%
Rental License	103,000	500	8,475	8.2%
Building Permits	316,300	11,691	73,842	23.3%
Planning & Zoning	52,200	1,400	66,660	127.7%
Grasscutting Revenue	16,000	1,333	8,000	50.0%
Police Revenues	431,500	115,255	287,596	66.7%
Misc. Revenues	418,111	13,153	132,853	31.8%
Transfers In	3,835,178	328,013	1,968,080	51.3%
Total General Fund Revenue	\$ 13,055,925	\$ 509,299	\$ 7,491,053	57.4%
Enterprise Funds:				
Water Fund Revenues	\$ 2,824,888	\$ 254,397	\$ 1,586,294	56.2%
Sewer Fund Revenues	2,893,047	219,454	1,383,765	47.8%
Kent County Sewer	1,974,629	158,329	1,028,922	52.1%
Solid Waste Fund Revenues	1,479,370	122,564	728,744	49.3%
Electric Fund Revenues	25,250,410	2,037,802	12,665,559	50.2%
Total Enterprise Fund Revenue	\$ 34,422,344	\$ 2,792,546	\$ 17,393,284	50.5%
Other Enterprise Revenue	\$ -	\$ 3,200	\$ 25,766	
Other Enterprise Expense	-	(4,055)	(34,822)	
Total General & Enterprise Fund Revenue	\$ 47,478,269	\$ 3,300,990	\$ 24,875,281	52.4%

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended December 31, 2021

50.0% of Year Elapsed

Fund / Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
General Fund					
City Administration					
Personnel	\$ 715,791	\$ 68,679	\$ 334,774	46.8%	\$ 381,017
Operation & Maintenance (O&M)	492,929	13,038	84,356	17.1%	408,573
Capital	230,000	-	-	0.0%	230,000
Subtotal: City Administration	1,438,720	81,717	419,130	29.1%	1,019,590
Planning & Zoning; Code					
Personnel	493,285	54,769	228,854	46.4%	264,431
O&M	138,135	9,663	63,893	46.3%	74,242
Capital	-	-	-	-	-
Subtotal: Planning & Zoning; Code	631,420	64,432	292,747	46.4%	338,673
Council					
Personnel	35,934	2,519	15,007	41.8%	20,927
Legal	35,000	5,020	5,020	14.3%	29,980
City Hall Building Expense	17,424	1,452	8,712	50.0%	8,712
Insurance	25,745	-	7,630	29.6%	18,115
Christmas Decorations	5,000	-	-	0.0%	5,000
Council Expense	35,000	1,000	16,656	47.6%	18,344
Employee Recognition	28,000	20,143	23,265	83.1%	4,735
Codification	15,000	-	4,897	32.6%	10,103
Carlisle Fire Company	140,000	-	-	0.0%	140,000
Museum	30,000	-	30,000	100.0%	-
Downtown Milford, Inc.	45,860	-	45,860	100.0%	-
Milford Public Library	25,000	-	-	0.0%	25,000
Transcription Service	15,000	-	-	0.0%	15,000
Armory Expenses	23,600	-	18,981	80.4%	4,619
Vehicle & Equipment Repl	6,500	-	-	0.0%	6,500
Resident Survey	18,500	-	17,300	93.5%	1,200
Election - Wages	6,000	-	-	0.0%	6,000
Election - Supplies	2,800	-	-	0.0%	2,800
Community Festivals	60,000	-	-	0.0%	60,000
Subtotal: Council	570,363	30,134	193,328	33.9%	377,035

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended December 31, 2021

50.0% of Year Elapsed

Fund / Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Finance					
Personnel	456,230	41,279	185,081	40.6%	271,149
O&M	49,970	2,493	20,574	41.2%	29,396
Capital	-	-	-		-
Subtotal: Finance	506,200	43,772	205,655	40.6%	300,545
Information Technology					
Personnel	382,258	24,960	138,415	36.2%	243,843
O&M	228,241	3,658	153,277	67.2%	74,964
Capital	96,400	16,500	44,215	45.9%	52,185
Subtotal: Information Technology	706,899	45,118	335,907	47.5%	370,992
Police Department					
Personnel	5,129,212	558,629	2,448,580	47.7%	2,680,632
O&M	974,498	54,089	350,723	36.0%	623,775
Capital	108,100	-	9,347	8.6%	98,753
Subtotal: Police Department	6,211,810	612,718	2,808,650	45.2%	3,403,160
Streets & Grounds Division					
Personnel	382,587	35,197	152,209	39.8%	230,378
O&M	508,931	19,345	141,854	27.9%	367,077
Capital	73,000	-	22,972	31.5%	50,028
Subtotal: Streets & Grounds Division	964,518	54,542	317,035	32.9%	647,483
Parks & Recreation					
Personnel	589,633	62,779	266,715	45.2%	322,918
O&M	473,362	22,782	232,332	49.1%	241,030
Capital	963,000	3,930	33,848	3.5%	929,152
Subtotal: Parks & Recreation	2,025,995	89,491	532,895	26.3%	1,493,100
Total General Fund Expenditures	\$ 13,055,925	\$ 1,021,924	\$ 5,105,347	39.1%	\$ 7,950,578

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended December 31, 2021

50.0% of Year Elapsed

Fund / Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	\$ 328,260	\$ 32,567	\$ 162,462	49.5%	\$ 165,798
O&M	1,644,327	104,897	642,548	39.1%	1,001,779
Transfer to General Fund	300,000	25,000	150,000	50.0%	150,000
Capital	187,028	-	435	0.2%	186,593
Debt Service	365,273	46,500	182,637	50.0%	182,636
Subtotal: Water Division	2,824,888	208,964	1,138,082	40.3%	1,686,806
Sewer Division					
Personnel	\$ 319,977	31,355	158,016	49.4%	161,961
O&M	1,993,116	84,860	631,478	31.7%	1,361,638
Capital	168,528	1,134	44,406	26.3%	124,122
Debt Service	411,426	66,283	111,887	27.2%	299,539
Subtotal: Sewer Division (excl. Kent County)	2,893,047	183,632	945,787	32.7%	1,947,260
Kent County Sewer	1,974,629	158,213	1,028,560	52.1%	946,069
Subtotal: Sewer Division (Comprehensive)	4,867,676	341,845	1,974,347	40.6%	2,893,329
Solid Waste Division					
Personnel	334,276	21,906	120,359	36.0%	213,917
O&M	1,086,019	79,020	534,788	49.2%	551,231
Capital	59,075	-	223	0.4%	58,852
Subtotal: Solid Waste Division	1,479,370	100,926	655,370	44.3%	824,000
Subtotal: Water, Sewer & Solid Waste	9,171,934	651,735	3,767,799	41.1%	5,404,135
Electric Division					
Personnel	1,275,540	86,722	518,048	40.6%	757,492
O&M	2,759,848	197,240	1,138,459	41.3%	1,621,389
Transfer to General Fund	2,500,000	208,333	1,250,000	50.0%	1,250,000
Capital	1,549,021	64,110	161,486	10.4%	1,387,535
Debt Service	321,615	-	-	0.0%	321,615
Subtotal: Electric Division (excl. Power)	8,406,024	556,405	3,067,993	36.5%	5,338,031
Power Purchased	16,844,386	1,387,203	8,838,302	52.5%	8,006,084
Subtotal: Electric Division (Comprehensive)	25,250,410	1,943,608	11,906,295	47.2%	13,344,115
Total Enterprise Fund Expenditures	\$ 34,422,344	\$ 2,595,343	\$ 15,674,094	45.5%	\$ 18,748,250
Grand Total Operating Budget	\$ 47,478,269	\$ 3,617,267	\$ 20,779,441	43.8%	\$ 26,698,828

City of Milford, Delaware
 Legacy Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended December 31, 2021

50.0% of Year Elapsed

Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Interservice Departments					
Garage					
Personnel	\$ 123,933	\$ 10,057	\$ 44,367	35.8%	\$ 79,566
Operation & Maintenance (O&M)	120,813	5,644	50,492	41.8%	70,321
Capital	-	-	-		-
Subtotal: Garage	244,746	15,701	94,859	38.8%	149,887
Public Works					
Personnel	750,563	76,942	361,459	48.2%	389,104
O&M	293,510	14,074	85,965	29.3%	207,545
Capital	-	-	-		-
Subtotal: Public Works	1,044,073	91,016	447,424	42.9%	596,649
Tech Services					
Personnel	271,033	25,593	144,455	53.3%	126,578
O&M	472,729	24,956	180,396	38.2%	292,333
Capital	-	-	-		-
Subtotal: Tech Services	743,762	50,549	324,851	43.7%	418,911
Billing & Collections					
Personnel	632,304	61,579	284,309	45.0%	347,995
O&M	644,405	16,102	112,833	17.5%	531,572
Capital	-	-	-		-
Subtotal: Billing & Collections	1,276,709	77,681	397,142	31.1%	879,567
City Hall Cost Allocation					
O&M	45,000	2,652	20,576	45.7%	24,424
Capital	30,000	-	-	0.0%	30,000
Subtotal: City Hall Cost Allocation	75,000	2,652	20,576	27.4%	54,424
Interdepartmental Cost Allocation	\$ (3,384,290)	\$ (237,599)	\$ (1,284,852)	38.0%	\$ (2,099,438)
Net Interdepartmental Costs¹	\$ -	\$ -	\$ -		\$ -

¹All costs reported here are allocated to and entirely funded by the various departments that use the services provided internally by these shared departments.



Financial Reporting Package
As of and For the Period Ended December 31, 2021

Cash & Investment Balance Rollforward

Restricted Cash Reserves Report

Enterprise Funds YTD Revenue & Expenditure Report

General Fund YTD Revenue & Expenditure Report

Appendix: ARPA Funding Plan vs Actual Expenses

Legacy Revenue Report with MTD & YTD vs Annual Budget

Legacy Expenditure Report with MTD & YTD vs Annual Budget

Legacy Interservice Department Cost Allocation

City of Milford, Delaware
Cash and Investment Balance¹ Rollforward
For the Period Ended December 31, 2021

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Nov 30, 2021)	Receipts	Interest Earned	Disbursements	Closing Balance (Dec 31, 2021)
General Fund	\$ 5,477,538	\$ 1,481,211	\$ 818	\$ (2,631,450) ↓	\$ 4,328,118
Electric Fund	4,308,322	2,085,367	2,408	(1,959,627) →	4,436,470
Water Fund	1,914,041	271,370	1,331	(217,333) →	1,969,408
Sewer Fund	1,185,513	258,321	543	(365,321) →	1,079,056
Solid Waste Fund	536,835	133,059	86	(101,965) →	568,016
Operating Cash Totals⁴	\$ 13,422,250	\$ 4,229,329	\$ 5,186	\$ (5,275,696) ⬛	\$ 12,381,068

9 **Federal, State and Other Special Purpose Cash Balances**

Description	Opening Balance (Nov 30, 2021)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Dec 31, 2021)
General Improvement	\$ 536,959	\$ -	\$ 82	\$ - →	\$ 537,042
Municipal Street Aid (MSA)	692,851	-	75	(200,852) ↓	492,074
Realty Transfer Tax (RTT)	4,246,796	130,173	650	(113,333) →	4,264,286
Economic Development	681,714	-	-	- →	681,714
ARPA Grant Fund	2,576,098	-	-	(259,005) ↓	2,317,093
Special Purpose Cash Totals⁴	\$ 8,734,419	\$ 130,173	\$ 807	\$ (573,190) ⬛	\$ 8,292,209

17 **Reserve Fund Cash Balances¹**

Description	Opening Balance (Nov 30, 2021)	Receipts	Interest Earned ³	Disbursements ²	Closing Balance (Dec 31, 2021)
General Fund Capital Reserves	\$ 1,829,820	\$ -	\$ -	\$ (375,594) ↓	\$ 1,454,226
Water Fund Capital Reserves	9,411,722	-	-	(6,633,136) ↓	2,778,586
Sewer Fund Capital Reserves	3,884,132	-	-	- →	3,884,132
Solid Waste Fund Capital Reserves	71,287	-	-	- →	71,287
Electric Fund Capital Reserves	14,050,228	-	-	(553,063) →	13,497,165
Reserve Fund Cash Totals⁴	\$ 29,247,189	\$ -	\$ -	\$ (7,561,793) ⬛	\$ 21,685,395

25 **Impact Fees and Police/General Facilities Cash Balances**

Description	Opening Balance (Nov 30, 2021)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Dec 31, 2021)
Police & General Gov't Facilities	\$ 515,783	\$ 3,346	\$ -	\$ (232,685) ↓	\$ 286,444
Carlisle Fire Co Permit Fund	533,595	1,115	-	- →	534,710
Water Impact Fee Reserves	4,703,138	6,390	-	- →	4,709,528
Sewer Impact Fee Reserves	2,696,358	3,376	-	- →	2,699,734
Electric Impact Fee Reserves	1,078,990	3,000	-	- →	1,081,990
Impact Fees & Police/GF Totals⁴	\$ 9,527,863	\$ 17,228	\$ -	\$ (232,685) ⬛	\$ 9,312,405

Grand Totals⁴	\$ 60,931,720	\$ 4,376,730	\$ 5,992	\$ (13,643,364) ⬛	\$ 51,671,078
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¹Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves Report for reserve funding commitments
²Please see Appendix for ARPA Spend (line 15) vs Plan Detail. Disbursements from MSA & RTT (lines 12-13) include the monthly recurring PD support and Mispillion St project spending. Outflows from General Fund Reserves (line 19) supported the Mispillion St Project, Equipment & Tech spending, Vehicles and Parks & Rec equipment. Disbursements from Water and Electric Reserves (lines 20 & 23) consist of property settlements. Line 27 reflects cash outflows for Police Facility design costs.
³Interest earned in WSFS reserves flow to operating cash accounts (PFM reserve accounts liquidated), so reserve interest reported at \$0
⁴Closing Balance Indicator sets **Red**, **Yellow** and **Green** signify month-to-month cash variance as follows:

-10% ≤ Variance ≤ 10%	-5% ≤ Variance ≤ 5%	-2.5% ≤ Variance ≤ 2.5%

City of Milford, Delaware
Restricted Cash Reserves Report
As of December 31, 2021

General Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/21)	\$	1,454,226
Expected Contributions & Interest		658,799
Restricted Funds:		
Vehicle & Equipment Replacement		(151,283)
Building Upgrades		(205,415)
Parking Enhancements		(200,000)
Parkland, Trails & Recreation		(610,180)
2020 Combined Utilities		(22,396)
OpEx Support (Tax R/A & PD R/M)		(522,000)
Support Policy with RTT ¹		2,000,000
Draft Reserve (MCR) Policy ²		(1,236,356)
Equipment Replacement Reserve ²		(764,100)
Uncommitted Reserve Balance	\$	401,296

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/21)	\$	13,497,165
Expected Contributions & Interest		1,999,821
Restricted Funds:		
Electric Vehicles & Equipment		(96,026)
Lighting & System Improvements		(593,628)
Traffic Signal Upgrades		(350,000)
Citywide Projects ⁶		(878,194)
Redeem / Defeasement Bond (Jan 2022)		(4,060,000)
Draft Reserve (MCR) Policy ³		(6,345,238)
Equipment Replacement Reserve ³		(85,400)
Uncommitted Reserve Balance	\$	3,088,500

Water Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/21)	\$	2,778,586
Expected Contributions & Interest		607,958
Restricted Funds:		
Vehicle & Equipment Replacement		(145,164)
Streets 2020 Utility Engineering		(122,534)
SE Second Street - Lead Gooseneck		-
Milford Business Campus		(35,200)
Balance of FY20-21 Projects		(129,784)
Draft Reserve (MCR) Policy ³		(2,695,121)
Equipment Replacement Reserve ³		(145,164)
Uncommitted Reserve Balance	\$	113,576

Solid Waste Reserves		Amount
Cash/Investment Balance (12/31/21)	\$	71,287
Expected Contributions & Interest		218,781
Restricted Funds:		
Draft Reserve (MCR) Policy ⁴		-
Equipment Replacement Reserve ⁴		(290,068)
Uncommitted Reserve Balance	\$	-

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/21)	\$	3,884,132
Expected Contributions & Interest		78,232
Restricted Funds:		
Sewer Vehicles & Equipment		(169,503)
Citywide Projects & Engineering		(29,256)
Utility Engineering		(231)
NE/NW Front St Sewer Rehab, net of Change Order Credit		(26,039)
Draft Reserve (MCR) Policy ³		(3,327,000)
Equipment Replacement Reserve ³		(235,000)
Uncommitted Reserve Balance	\$	175,335

MSA & RTT Reserves		Amount
RTT Balance (12/31/21)		4,264,286
MSA Balance (12/31/21)		492,074
MSA & RTT Est Receipts thru FY22:		547,124
MSA: Street & Bridge Improvements		(415,958)
RTT: Transfer to Police Dept		(200,000)
RTT: Sidewalk Project Funding		(140,000)
MSA & RTT: Mispillion Street Group		(219,036)
MSA & RTT: 2020 Combined Utilities		(404,316)
RTT: Support GF Policies ¹		(2,000,000)
RTT: Draft Reserve Policy ⁵		(1,041,454)
Uncommitted Reserve Balance	\$	882,720

¹Approved GF Reserve Policies permit support from an eligible funding source; portion of RTT balance pledged to support GF Reserves for foreseeable future

²Approved GF Reserve Policies recommend MCR of 45 days OpEx & Equip Repl Res minimum of 110% of upcoming CIP budget

³Approved Reserve Policies split Minimum Cash Req'd from COS study into new MCR & Equip Repl Reserve (20% of CIP)

⁴Solid Waste Reserves initiated in FY22 with seed funding from interfund loan forgiveness. Through at least FY23, 100% of balance will be reserved for purchase of new vehicle per FY22-26 approved CIP

⁵Approved Reserve Policies recommend dynamic MCR based on average of trailing-three-year RTT receipts

⁶This \$1.4 million funding restriction includes the \$0.9 million in FY22 CIP projects as well as the \$0.55 million restriction targeted for the open space parcel, which settled in November.

City of Milford, Delaware
Enterprise Funds: Statement of Revenues & Expenditures
For the YTD Period Ended December 31, 2021 vs Prior FYTD & Current Budget (in thousands)

Enterprise Funds Profit & Loss (P&L) Statement		Electric	Water	Sewer	Solid Waste	Total	FY22 Total <i>(as % of Rev)</i>	FY21 Total <i>(as % of Rev)</i>
1	Operating Revenue	\$ 12,648	\$ 1,576	\$ 2,410	\$ 728	\$ 17,362	100.0%	100.0%
2	Cost of Revenue ¹	(8,838)	(145)	(1,241)	(177)	(10,402)	-59.9%	-62.2%
3	Gross Margin	3,810	1,431	1,168	551	6,960	40.1%	37.8%
4	Operating Expenses							
5	Operations & Maintenance	(1,138)	(497)	(418)	(358)	(2,411)	-13.9%	-14.4%
6	Personnel	(518)	(162)	(158)	(120)	(959)	-5.5%	-5.8%
7	Total Operating Expenses	(1,656)	(660)	(576)	(478)	(3,370)	-19.4%	-20.2%
8	Operating Income	\$ 2,154	\$ 771	\$ 592	\$ 73	\$ 3,590	20.7%	17.6%
9	Non-Operating Revenue (Expense)	23	7	3	0	33	0.2%	0.1%
10	Surplus (Deficit) for debt service & capital	2,177	778	595	74	3,623	20.9%	17.7%
11	Debt Service - Principal & Interest	-	(183)	(112)	-	(295)	-1.7%	-4.4%
12	Capital Spending / Contributions from (to) Reserves	(4)	-	(61)	-	(65)	-0.4%	-0.9%
13	Surplus (deficit) available for transfers	2,172	595	423	74	3,264	18.8%	12.4%
14	Transfers Out	(1,250)	(150)	-	-	(1,400)	-8.1%	-7.4%
15	Net Surplus (Deficit) - FYTD through Dec 2021	\$ 922	\$ 445	\$ 423	\$ 74	\$ 1,864	10.7%	5.0%
16	Net Surplus (Deficit) - FYTD through Dec 2020	\$ 756	\$ 482	\$ (436)	\$ 39	\$ 841	5.0%	
17	Current vs Prior - Favorable (Unfavorable)²	↑ \$ 166	↓ \$ (36)	↑ \$ 858	↑ \$ 35	↑ \$ 1,023	↑ 5.7%	
18	Net Surplus (Deficit) - Current FYTD Budget	\$ (44)	\$ 139	\$ (132)	\$ 2	\$ (35)	-0.2%	
19	Current vs Budget - Favorable (Unfavorable)²	↑ \$ 966	↑ \$ 307	↑ \$ 554	↑ \$ 71	↑ \$ 1,899	↑ 10.9%	

¹Cost of Revenue reported in the electric fund reflects wholesale cost of power and serves as an ideal revenue offset to arrive at gross margin. Cost of revenue in the water, sewer and solid waste funds are estimated based on a limited set of known, direct inputs to the cost of providing the utility services billed. Aside from Kent County sewer treatment charges, costs of revenue in the water, sewer and solid waste funds are likely understated.

²Comparative Indicators **Green**, **Yellow** and **Red** signify favorable variance greater than 5%, marginal variance within ±5%, and unfavorable variance below -5%, respectively, for departmental comparisons. Total variance carries tighter bounds of >2.5%, ±2.5% and <2.5%, while the percentage variance uses >1.0%, ±1.0% and <1.0%, respectively.

City of Milford, Delaware

General Fund: Statement of Revenues & Expenditures¹

For the YTD Period Ended December 31, 2021 vs Prior FYTD & Current Budget (in thousands)

General Fund Sources and Uses of Funding	Admin & Council	Public Safety	Parks & Rec	Planning & All Other	Total	FY22 Total <i>(as % of Rev)</i>	FY21 Total ³ <i>(as % of Rev)</i>
Sources of Funding:							
Real Estate (Property) Taxes	\$ 4,679	\$ -	\$ -	\$ -	\$ 4,679	62.3%	57.8%
Permits, Licensing & Franchise Fees	126	-	-	163	289	3.9%	3.8%
Fines, Fees & Misc Revenue	26	288	-	-	314	4.2%	5.8%
General Revenue Subtotal	4,832	288	0	163	5,283	70.4%	67.4%
Utility Transfers & Cost Allocation	1,968	-	-	-	1,968	26.2%	23.7%
Grant Revenue	46	11	-	-	57	0.8%	0.0%
Application of Reserve Balances	-	200	-	-	200	2.7%	8.9%
General Fund Operating Support	2,014	211	0	0	2,225	29.6%	32.6%
Total Sources of Funding	\$ 6,846	\$ 499	\$ -	\$ 163	\$ 7,508	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	437	351	232	206	1,225	16.3%	12.6%
Personnel	673	2,449	267	381	3,770	50.2%	47.7%
Total Operating Expenses²	1,110	2,799	499	587	4,995	66.5%	60.3%
Surplus (Deficit) for Debt Svc & Capital	\$ 5,736	\$ (2,301)	\$ (499)	\$ (423)	\$ 2,513	33.5%	39.7%
Debt Service - Principal & Interest	-	-	-	-	-	0.0%	0.0%
Capital Spending / Transfers from (to) Reserves	44	9	34	23	110	1.5%	3.2%
Net Surplus (Deficit) - FYTD through Dec 2021	\$ 5,692	\$ (2,310)	\$ (533)	\$ (446)	\$ 2,402	32.0%	36.5%
Net Surplus (Deficit) - FYTD through Dec 2020³	\$ 5,952	\$ (2,145)	\$ (522)	\$ (608)	\$ 2,677	36.5%	
Current vs Prior - Favorable (Unfavorable)⁴	➔ \$ (260)	➔ \$ (165)	➔ \$ (11)	⬆️ \$ 161	⬇️ \$ (275)	⬇️ -4.5%	
Net Surplus (Deficit) - Current FYTD Budget	\$ 6,105	\$ (2,867)	\$ (965)	\$ (533)	\$ 1,739	23.4%	
Current vs Budget - Favorable (Unfavorable)⁴	⬇️ \$ (413)	⬆️ \$ 557	⬆️ \$ 432	⬆️ \$ 87	⬆️ \$ 663	⬆️ 8.6%	

¹This Statement presents the same general fund financial performance available in the legacy Revenue and Expenditure Reports in a one-page consolidated executive summary. The common size reporting (two rightmost columns) benefits readers in two ways; first, each line is scaled with total revenue to add context, and second, the common size format is comparable across fiscal years and budgets. This report should be considered a working draft that will be improved over time to improve its usefulness to readers.

²The General Fund Operating Expenses totaling \$3.3 million reported in row 14 ties to the legacy expenditure report in row 58.

³This format presents expenditures in the context of funding sources while comparing subtotals (rightmost column) and the net surplus (deficit) to the prior YTD period (rows 19 & 20)

⁴Comparative Indicators **Green**, **Yellow** and **Red** signify favorable variance greater than 5%, marginal variance within ±5%, and unfavorable variance below -5%, respectively, for departmental comparisons. Total variance carries tighter bounds of >2.5%, ±2.5% and <2.5%, while the percentage variance uses >1.0%, ±1.0% and <1.0%, respectively.

Appendix: Planned Use of Funding vs Spending by Category
American Rescue Plan Act of 2021 ("ARPA")

<i>Actual Spending by Category vs Plan, as Amended</i>						
ARPA Eligibility Categories	Plan (11/30)	Plan (12/31)	Actual 12/31/2021	Remaining	Notes	
COVID-19 Health Impact	\$ 1,178,212	\$ 1,048,698	\$ 35,848	\$ 1,012,851		
Operational Facilities	491,776	491,776	-	491,776	Revised Plan Reflects Take-Home Vehicle Program @ 50%	
Air Quality & Ventilation	147,450	147,450	-	147,450		
Behavioral Health Care	180,000	180,000	35,250	144,750	Primarily Personnel Costs	
Administering COVID-19 Response	358,388	228,874	-	228,874		
COVID-19 Mitigation	598	598	598	-	Vaccination Incentive; COVID test kits	
COVID-19 Economic Impact	\$ 879,286	\$ 845,973	\$ 339,306	\$ 506,667		
Assistance to Community (Annual)	324,460	324,460	45,860	278,600	DMI Funding	
Critical Ops Staffing / Retention	269,790	236,476	236,476	-	December 2021 Initiative	
Assistance to Community & Households	256,929	256,929	46,500	210,429	MHDC Affordability Grant	
Aid Tourism Recovery	25,483	25,483	7,845	17,638	Signage / Banner Upgrade	
Parks & Rec Programming	2,625	2,625	2,625	-	Signage cost share with DMI	
Rehiring Public Safety Staff	-	-	-	-		
Infrastructure	\$ 4,171,632	\$ 4,334,460	\$ 474,699	\$ 3,859,761		
Water Quality	2,902,074	2,902,074	382,080	2,519,994	Mispillion St Project; NE Front St Water Line Replacement	
Flood/Pollution Control	724,600	724,600	63,565	661,035	4th St Drainage & Mispillion St Project	
Improve Resilience to Disasters	310,000	435,000	-	435,000		
Improve Wastewater Treatment	234,958	272,785	29,053	243,732	Sewer component of Mispillion St Project	
Revenue Recovery	\$ 104,762	\$ 104,762	\$ -	\$ 104,762		
Parks & Rec Programming	97,000	97,000	-	97,000		
Economic Development	7,762	7,762	-	7,762		
Public Safety Operations	-	-	-	-		
Grand Total	\$ 6,333,893	\$ 6,333,893	\$ 849,853	\$ 5,484,040		

City of Milford, Delaware
 Legacy Revenue Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended December 31, 2021

50.0% of Year Elapsed

Account / Function	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
General Fund:				
Economic Development Fund	\$ 105,860	\$ -	\$ -	0.0%
General Fund Reserves	1,967,500	-	-	0.0%
ARPA Funding - Operating Support	568,233	-	59,688	10.5%
Realty Transfer Tax - Police	400,000	33,333	200,000	50.0%
Real Estate Tax	4,770,043	4,151	4,679,424	98.1%
Business License	72,000	470	6,435	8.9%
Rental License	103,000	500	8,475	8.2%
Building Permits	316,300	11,691	73,842	23.3%
Planning & Zoning	52,200	1,400	66,660	127.7%
Grasscutting Revenue	16,000	1,333	8,000	50.0%
Police Revenues	431,500	115,255	287,596	66.7%
Misc. Revenues	418,111	13,153	132,853	31.8%
Transfers In	3,835,178	328,013	1,968,080	51.3%
Total General Fund Revenue	\$ 13,055,925	\$ 509,299	\$ 7,491,053	57.4%
Enterprise Funds:				
Water Fund Revenues	\$ 2,824,888	\$ 254,397	\$ 1,586,294	56.2%
Sewer Fund Revenues	2,893,047	219,454	1,383,765	47.8%
Kent County Sewer	1,974,629	158,329	1,028,922	52.1%
Solid Waste Fund Revenues	1,479,370	122,564	728,744	49.3%
Electric Fund Revenues	25,250,410	2,037,802	12,665,559	50.2%
Total Enterprise Fund Revenue	\$ 34,422,344	\$ 2,792,546	\$ 17,393,284	50.5%
Other Enterprise Revenue	\$ -	\$ 3,200	\$ 25,766	
Other Enterprise Expense	-	(4,055)	(34,822)	
Total General & Enterprise Fund Revenue	\$ 47,478,269	\$ 3,300,990	\$ 24,875,281	52.4%

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended December 31, 2021

50.0% of Year Elapsed

Fund / Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
General Fund					
City Administration					
Personnel	\$ 715,791	\$ 68,679	\$ 334,774	46.8%	\$ 381,017
Operation & Maintenance (O&M)	492,929	13,038	84,356	17.1%	408,573
Capital	230,000	-	-	0.0%	230,000
Subtotal: City Administration	1,438,720	81,717	419,130	29.1%	1,019,590
Planning & Zoning; Code					
Personnel	493,285	54,769	228,854	46.4%	264,431
O&M	138,135	9,663	63,893	46.3%	74,242
Capital	-	-	-	-	-
Subtotal: Planning & Zoning; Code	631,420	64,432	292,747	46.4%	338,673
Council					
Personnel	35,934	2,519	15,007	41.8%	20,927
Legal	35,000	5,020	5,020	14.3%	29,980
City Hall Building Expense	17,424	1,452	8,712	50.0%	8,712
Insurance	25,745	-	7,630	29.6%	18,115
Christmas Decorations	5,000	-	-	0.0%	5,000
Council Expense	35,000	1,000	16,656	47.6%	18,344
Employee Recognition	28,000	20,143	23,265	83.1%	4,735
Codification	15,000	-	4,897	32.6%	10,103
Carlisle Fire Company	140,000	-	-	0.0%	140,000
Museum	30,000	-	30,000	100.0%	-
Downtown Milford, Inc.	45,860	-	45,860	100.0%	-
Milford Public Library	25,000	-	-	0.0%	25,000
Transcription Service	15,000	-	-	0.0%	15,000
Armory Expenses	23,600	-	18,981	80.4%	4,619
Vehicle & Equipment Repl	6,500	-	-	0.0%	6,500
Resident Survey	18,500	-	17,300	93.5%	1,200
Election - Wages	6,000	-	-	0.0%	6,000
Election - Supplies	2,800	-	-	0.0%	2,800
Community Festivals	60,000	-	-	0.0%	60,000
Subtotal: Council	570,363	30,134	193,328	33.9%	377,035

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended December 31, 2021

50.0% of Year Elapsed

Fund / Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Finance					
Personnel	456,230	41,279	185,081	40.6%	271,149
O&M	49,970	2,493	20,574	41.2%	29,396
Capital	-	-	-		-
Subtotal: Finance	506,200	43,772	205,655	40.6%	300,545
Information Technology					
Personnel	382,258	24,960	138,415	36.2%	243,843
O&M	228,241	3,658	153,277	67.2%	74,964
Capital	96,400	16,500	44,215	45.9%	52,185
Subtotal: Information Technology	706,899	45,118	335,907	47.5%	370,992
Police Department					
Personnel	5,129,212	558,629	2,448,580	47.7%	2,680,632
O&M	974,498	54,089	350,723	36.0%	623,775
Capital	108,100	-	9,347	8.6%	98,753
Subtotal: Police Department	6,211,810	612,718	2,808,650	45.2%	3,403,160
Streets & Grounds Division					
Personnel	382,587	35,197	152,209	39.8%	230,378
O&M	508,931	19,345	141,854	27.9%	367,077
Capital	73,000	-	22,972	31.5%	50,028
Subtotal: Streets & Grounds Division	964,518	54,542	317,035	32.9%	647,483
Parks & Recreation					
Personnel	589,633	62,779	266,715	45.2%	322,918
O&M	473,362	22,782	232,332	49.1%	241,030
Capital	963,000	3,930	33,848	3.5%	929,152
Subtotal: Parks & Recreation	2,025,995	89,491	532,895	26.3%	1,493,100
Total General Fund Expenditures	\$ 13,055,925	\$ 1,021,924	\$ 5,105,347	39.1%	\$ 7,950,578

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended December 31, 2021

50.0% of Year Elapsed

Fund / Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	\$ 328,260	\$ 32,567	\$ 162,462	49.5%	\$ 165,798
O&M	1,644,327	104,897	642,548	39.1%	1,001,779
Transfer to General Fund	300,000	25,000	150,000	50.0%	150,000
Capital	187,028	-	435	0.2%	186,593
Debt Service	365,273	46,500	182,637	50.0%	182,636
Subtotal: Water Division	2,824,888	208,964	1,138,082	40.3%	1,686,806
Sewer Division					
Personnel	\$ 319,977	31,355	158,016	49.4%	161,961
O&M	1,993,116	84,860	631,478	31.7%	1,361,638
Capital	168,528	1,134	44,406	26.3%	124,122
Debt Service	411,426	66,283	111,887	27.2%	299,539
Subtotal: Sewer Division (excl. Kent County)	2,893,047	183,632	945,787	32.7%	1,947,260
Kent County Sewer	1,974,629	158,213	1,028,560	52.1%	946,069
Subtotal: Sewer Division (Comprehensive)	4,867,676	341,845	1,974,347	40.6%	2,893,329
Solid Waste Division					
Personnel	334,276	21,906	120,359	36.0%	213,917
O&M	1,086,019	79,020	534,788	49.2%	551,231
Capital	59,075	-	223	0.4%	58,852
Subtotal: Solid Waste Division	1,479,370	100,926	655,370	44.3%	824,000
Subtotal: Water, Sewer & Solid Waste	9,171,934	651,735	3,767,799	41.1%	5,404,135
Electric Division					
Personnel	1,275,540	86,722	518,048	40.6%	757,492
O&M	2,759,848	197,240	1,138,459	41.3%	1,621,389
Transfer to General Fund	2,500,000	208,333	1,250,000	50.0%	1,250,000
Capital	1,549,021	64,110	161,486	10.4%	1,387,535
Debt Service	321,615	-	-	0.0%	321,615
Subtotal: Electric Division (excl. Power)	8,406,024	556,405	3,067,993	36.5%	5,338,031
Power Purchased	16,844,386	1,387,203	8,838,302	52.5%	8,006,084
Subtotal: Electric Division (Comprehensive)	25,250,410	1,943,608	11,906,295	47.2%	13,344,115
Total Enterprise Fund Expenditures	\$ 34,422,344	\$ 2,595,343	\$ 15,674,094	45.5%	\$ 18,748,250
Grand Total Operating Budget	\$ 47,478,269	\$ 3,617,267	\$ 20,779,441	43.8%	\$ 26,698,828

City of Milford, Delaware
 Legacy Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended December 31, 2021

50.0% of Year Elapsed

Account / Divisional Groupings	FY'22 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Interservice Departments					
Garage					
Personnel	\$ 123,933	\$ 10,057	\$ 44,367	35.8%	\$ 79,566
Operation & Maintenance (O&M)	120,813	5,644	50,492	41.8%	70,321
Capital	-	-	-		-
Subtotal: Garage	244,746	15,701	94,859	38.8%	149,887
Public Works					
Personnel	750,563	76,942	361,459	48.2%	389,104
O&M	293,510	14,074	85,965	29.3%	207,545
Capital	-	-	-		-
Subtotal: Public Works	1,044,073	91,016	447,424	42.9%	596,649
Tech Services					
Personnel	271,033	25,593	144,455	53.3%	126,578
O&M	472,729	24,956	180,396	38.2%	292,333
Capital	-	-	-		-
Subtotal: Tech Services	743,762	50,549	324,851	43.7%	418,911
Billing & Collections					
Personnel	632,304	61,579	284,309	45.0%	347,995
O&M	644,405	16,102	112,833	17.5%	531,572
Capital	-	-	-		-
Subtotal: Billing & Collections	1,276,709	77,681	397,142	31.1%	879,567
City Hall Cost Allocation					
O&M	45,000	2,652	20,576	45.7%	24,424
Capital	30,000	-	-	0.0%	30,000
Subtotal: City Hall Cost Allocation	75,000	2,652	20,576	27.4%	54,424
Interdepartmental Cost Allocation	\$ (3,384,290)	\$ (237,599)	\$ (1,284,852)	38.0%	\$ (2,099,438)
Net Interdepartmental Costs¹	\$ -	\$ -	\$ -		\$ -

¹All costs reported here are allocated to and entirely funded by the various departments that use the services provided internally by these shared departments.



Capital Improvement Planning (CIP) Budget Update
For the Fiscal Year-to-Date Period Ended December 31, 2021

Summary
Enterprise Funds
Interservice Funds
General Fund

City of Milford, Delaware
 Capital Improvement Planning (CIP) Budget and Spending Activity
 Project Life to Date (LTD) Through December 31, 2021

SUMMARY OF CIP ACTIVITY BY FUND TYPE AND DEPARTMENT

Fund/ Dept	Project	FY20	FY21	FY22	Total Approved	LTD Spent	Balance Remaining
Electric		100,000	520,000	1,100,000	1,720,000	(165,948)	1,554,052
Water		1,155,830	1,804,572	7,386,000	10,346,402	(1,624,422)	8,721,980
Sewer		132,539	245,034	345,000	722,573	(383,715)	338,858
Solid Waste		-	-	110,000	110,000	(108,523)	1,477
TOTAL ENTERPRISE FUNDS		\$ 1,388,369	\$ 2,569,606	\$ 8,941,000	\$ 12,898,975	\$ (2,282,608)	\$ 10,616,367
Customer Service		-	-	-	-	-	-
Fleet Services (Garage)		-	-	-	-	-	-
Technical Services		-	-	-	-	-	-
Public Works		142,598	2,195	905,002	1,049,795	(135,828)	913,967
TOTAL INTERSERVICE FUNDS		\$ 142,598	\$ 2,195	\$ 905,002	\$ 1,049,795	\$ (135,828)	\$ 913,967
Streets		206,094	514,440	2,774,000	3,494,534	(436,286)	3,058,248
Parking		-	-	200,000	200,000	-	200,000
City Hall		33,975	230,690	80,000	344,665	(275,505)	69,160
Information Technology		-	30,000	1,000,000	1,030,000	(212,754)	817,246
Finance		-	-	65,000	65,000	-	65,000
Planning & Code Enforcement		-	-	-	-	-	-
Police		55,830	673,170	1,779,100	2,508,100	(253,995)	2,254,105
Parks & Recreation		85,000	142,403	1,034,320	1,261,723	(201,841)	1,059,882
TOTAL GENERAL FUND		\$ 380,899	\$ 1,590,703	\$ 6,932,420	\$ 8,904,022	\$ (1,380,380)	\$ 7,523,642
TOTAL ALL FUNDS		\$ 1,911,866	\$ 4,162,504	\$ 16,778,422	\$ 22,852,792	\$ (3,798,816)	\$ 19,053,976

City of Milford, Delaware

Capital Improvement Plan (CIP): Approvals through FY22 & Spending through 12/31/2021

A	B	C	D	E	F	G
Ref	Fund/ Dept	Project	Funding Source	FY20-FY22 (Approved)	LTD Spent Thru 12/31/21	Balance Remaining
1		ENTERPRISE FUNDS				
2		EQUIPMENT				
3		Vermeer Chipper (R: 2006 S-38)	Electric Reserves	60,000	(60,000)	-
11			Total Equipment	\$ 60,000	\$ (60,000)	\$ -
16		INFRASTRUCTURE				
17		Traffic Signal Upgrades; DeIDOT Transition	Electric Reserves	350,000	-	350,000
17.5		Wilbur Street Line Reconductor	Electric Reserves	40,000	-	40,000
18		Fiber Optic Backup to PW	Electric Reserves	20,000	-	20,000
18.5		EV Charging Stations Downtown	Grants/Electric Reserves	20,000	-	20,000
19		GIS/Mapping - Smart Metering	FY22/Electric Reserves	300,000	(16,470)	283,530
20		LED Streetlight Replacements	FY22/Electric Reserves	150,000	(28,112)	121,888
21		Shawnee Acres Primary Replacement	Electric Reserves	80,000	(61,366)	18,634
21.5		Library Square Lighting	Electric Reserves	75,000	-	75,000
			DNREC	75,000	-	75,000
24.5		Sharp Property - Open Space Acquisition (Interfund Loan)	Electric Reserves	550,000	-	550,000
25			Total Infrastructure	\$ 1,660,000	\$ (105,948)	\$ 1,554,052
26			TOTAL ELECTRIC	\$ 1,720,000	\$ (165,948)	\$ 1,554,052
28		VEHICLES				
29		Ford F350 (R: W-15)	Replacement Reserve	49,000	(49,000)	-
30		Ford F450 (R: W-8)	Replacement Reserve	52,000	(7,354)	44,646
32			Total Vehicles	\$ 101,000	\$ (56,354)	\$ 44,646
33		INFRASTRUCTURE				
34		SE 2nd Street Lead Service Line	Water Reserves / ARPA	966,962	(811,846)	155,116
35		Streets 2020 Utility engineering	Water Reserves / ARPA	17,438	(17,438)	-
36		Test Wells 10th & 19th Street	Water Reserves / ARPA	29,200	(29,200)	-
37*		Misphillion St. Group Lead Water Service Line	Water Reserves / ARPA	213,500	(205,077)	8,423
38**		Lovers Lane Mains & Service Lines	Water Reserves / ARPA	44,950	(33,328)	11,622
40		Water Source Study - KCI (Shallow Wells)	Water Reserves / ARPA	30,000	-	30,000
41		SE Regional Water Quality Study	Water Reserves / ARPA	36,750	-	36,750
42		Phase I & II Water Well - Rookery	Water Reserves / ARPA	126,800	(125,240)	1,560
42.5		NE Front Street Waterline Replacement	Water Reserves / ARPA	1,351,175	(334,096)	1,017,079
43		Install Automated Blow-off Valves	Water Reserves / ARPA	148,628	-	148,628
44		Street Rehab	Water Reserves / ARPA	405,000	-	405,000
45		City-wide Valve & Hydrant Replacement/Improvements	Water Reserves / ARPA	250,000	-	250,000
45.5		Caulk Tower Altitude Valve	Water Reserves	75,000	-	75,000
46		Standardized Water Treatment Facility Controls	Water Reserves / ARPA	50,000	-	50,000
46.5		Milford Business Campus (Fry Farm Acquisition)	Water Reserves	6,500,000	(11,844)	6,488,156
52			Total Infrastructure	\$ 10,245,402	\$ (1,568,068)	\$ 8,677,334
53			TOTAL WATER	\$ 10,346,402	\$ (1,624,422)	\$ 8,721,980

City of Milford, Delaware

Capital Improvement Plan (CIP): Approvals through FY22 & Spending through 12/31/2021

A	B	C	D	E	F	G
Ref	Fund/Dept	Project	Funding Source	FY20-FY22 (Approved)	LTD Spent Thru 12/31/21	Balance Remaining
54		ENTERPRISE FUNDS, CONTINUED				
55*	SEWER	EQUIPMENT				
57		PS Upgrades (grinders, spares, design)	Sewer FY22/Reserves	150,000	(80,669)	69,331
58		Pumps(2) & Motor: Washington St Pump Station Spare (R)	Replacement Reserve	40,000	(21,512)	18,488
64			Total Equipment	\$ 190,000	\$ (102,181)	\$ 87,819
65		VEHICLES				
66		Ford F250 Pickup (R: SE-2)	S Res/Replacement Reserve	75,000	(74,632)	368
68			Total Vehicles	\$ 75,000	\$ (74,632)	\$ 368
69*		INFRASTRUCTURE				
71		I&I Engineering Study	Sewer Reserves	156,735	(99,787)	56,949
71.5		SE Reg WW Study FY22 (Not Deprec - KCI 131803632.SWS)	Sewer Reserves	10,000	(3,241)	6,760
72		4th Street Surface Water Drainage Resolution	Sewer Reserves	50,000	(16,885)	33,115
73			DNREC	50,000	-	50,000
74		Streets 2020 Utility Engineering	Sewer Reserves	17,438	(17,438)	-
75		Sewer Line - Mispillion Street Group	Sewer Res (ARPA)	8,800	(8,800)	0
76			Drainage Component (ARPA)	64,600	(60,752)	3,848
76.5		Street Rehab	Replacement Reserve	100,000	-	100,000
77		SE 2nd Street Pump Station Replacement		-		
78		SE Regional Pump Station and Force Main - East of Route 1		-		
79		SE Reg Pump St/Force Mn: S of Johnson Rd/FM-NE Front St		-		
80		Abandon BAC PS & install grav ext. frm Hickory Glen		-		
81	Abandon US Cold Stg PS & install grav ext fm Williamsville Rd		-			
82		Total Infrastructure	\$ 457,573	\$ (206,902)	\$ 250,671	
83		TOTAL SEWER	\$ 722,573	\$ (383,715)	\$ 338,858	
84	SOLID WASTE	VEHICLES				
85		Leaf Vaccum Attachment to Hook Truck	Replacement Reserve/GF Res	110,000	(108,523)	1,477
89			Total Vehicles	\$ 110,000	\$ (108,523)	\$ 1,477
90		TOTAL SOLID WASTE	\$ 110,000	\$ (108,523)	\$ 1,477	

City of Milford, Delaware

Capital Improvement Plan (CIP): Approvals through FY22 & Spending through 12/31/2021

A	B	C	D	E	F	G
Ref	Fund/ Dept	Project	Funding Source	FY20-FY22 (Approved)	LTD Spent Thru 12/31/21	Balance Remaining
91		INTERSERVICE FUNDS (<i>Capital approval expires at FY'22 year-end</i>)				
94	PUBLIC WORKS	EQUIPMENT				
95		Interior Forklift-Warehouse	Replacement Reserve	15,500	-	15,500
96		GPS Survey Field Unit	Utility Funds	15,000	-	15,000
97			Total Equipment	\$ 30,500	\$ -	\$ 30,500
98		VEHICLES				
99		Chevrolet Colorado 4WD Ext Cab Truck	Public Works	33,052	-	33,052
100			Total Vehicles	\$ 33,052	\$ -	\$ 33,052
101		BUILDING				
102		LED Lighting Upgrade & Replacement (all facilities)	DNREC	29,667	(29,667)	-
103			Green Energy	108,776	(99,811)	8,965
104			Efficiency Smart	6,350	(6,350)	-
105		Facility Security: Door Access/Gates/IP Camera	Public Works	88,000	-	88,000
106		HVAC Control Automation System- Building 200 & 300	Grant Funds	57,750	-	57,750
107		HVAC - Upgrade	Replacement Reserve	14,700	-	14,700
108		BluDef System for Public Works Yard	Fleet Services	41,000	-	41,000
109	Air Infiltration Proj & Roof Drain Repl (Bld 100-300)	Grant Funds	165,000	-	165,000	
110	Electric Dept. Rack/Reel Pole Building	Electric Reserves	475,000	-	475,000	
114		Total Building	\$ 986,243	\$ (135,828)	\$ 850,415	
115		TOTAL PUBLIC WORKS	\$ 1,049,795	\$ (135,828)	\$ 913,967	

City of Milford, Delaware

Capital Improvement Plan (CIP): Approvals through FY22 & Spending through 12/31/2021

A	B	C	D	E	F	G
Ref	Fund/Dept	Project	Funding Source	FY20-FY22 (Approved)	LTD Spent Thru 12/31/21	Balance Remaining
116		GENERAL FUND				
117		EQUIPMENT				
118		Salt Spreader (R: Highland S-049)	Replacement Reserve	23,000	(22,972)	28
122			Total Equipment	\$ 23,000	\$ (22,972)	\$ 28
123*		INFRASTRUCTURE				
126		Mispillion Street Group 2020	MSA	410,440	(225,867)	184,574
127			RTT	80,000	(80,000)	-
128		Engineering: Various Streets (2020)	MSA	133,000	(103,734)	29,266
129		Engineering: Various Streets (2019)	MSA	72,000	(2,619)	69,381
130		Engineering: Fisher Ave, Plum St, Masten Cir, Roosa Rd	MSA	1,094	(1,094)	-
131		Street Rehab	ARPA-Funded Utility-Related	500,000	-	500,000
131.1		Street Rehab	MSA-Funded	275,000	-	275,000
131.2		Street Rehab	Various Grants/GF Reserves	625,000	-	625,000
132		ADA Transition Plan	Grant Funds	150,000	-	150,000
133		Walnut Street Pedestrian Crossing	Grant Funds	425,000	-	425,000
134		Fourth Street Flooding Infrastructure Repairs	Grant Funds	500,000	-	500,000
135		N. Washington Street Streetscape	Grant Funds	200,000	-	200,000
136		Sidewalk Connectivity Initiative	Grant Funds	100,000	-	100,000
144			Total Infrastructure	\$ 3,471,534	\$ (413,314)	\$ 3,058,220
145			TOTAL STREETS	\$ 3,494,534	\$ (436,286)	\$ 3,058,248
146		INFRASTRUCTURE				
147		N. Walnut St/NE Front St Lot Enhancements		140,000	-	140,000
148		Park Ave Lot Enhancements		60,000	-	60,000
149		SW Front St Lot Enhancements		-	-	-
150			Total Infrastructure	\$ 200,000	\$ -	\$ 200,000
			TOTAL PARKING	\$ 200,000	\$ -	\$ 200,000
151		BUILDING				
152		Council Chambers Recording System Upgrade	General Fund Reserves	8,975	(7,991)	984
152.5		Council Chambers Recording System for Live Streaming	ARPA	50,000	(44,517)	5,483
154		City Hall Basement Fit Out	General Fund Reserves	230,690	(200,739)	29,951
154.5		City Hall Basement Training Center	ARPA	25,000	(22,258)	2,742
155		City Hall Parking Lot Enhancements	General Fund Reserves	30,000	-	30,000
156			Total Building	\$ 344,665	\$ (275,505)	\$ 69,160
157			TOTAL CITY HALL	\$ 344,665	\$ (275,505)	\$ 69,160

City of Milford, Delaware

Capital Improvement Plan (CIP): Approvals through FY22 & Spending through 12/31/2021

A	B	C	D	E	F	G
Ref	Fund/ Dept	Project	Funding Source	FY20-FY22 (Approved)	LTD Spent Thru 12/31/21	Balance Remaining
158		GENERAL FUND, CONTINUED				
159	INFORMATION TECHNOLOGY	EQUIPMENT				
160		Server Refresh	Replacement Reserve	70,000	(29,000)	41,000
161		Software: Replace Naviline System after ERP	All Funds	420,000	(2,125)	417,875
162		Firewall Boxes	Replacement Reserve	20,000	(17,837)	2,163
162.5		Server Room Security (Finance Building)	Grant Funds	20,000	-	20,000
163.5		Citywide Utility & Data Security; Disaster Recovery	Grant Funds, Utility Funds	500,000	(163,792)	336,208
164*			Total Equipment	\$ 1,030,000	\$ (212,754)	\$ 817,246
168			TOTAL INFORMATION TECHNOLOGY	\$ 1,030,000	\$ (212,754)	\$ 817,246
172.1	FINANCE	BUILDING				
172.2		HVAC/Air Filtration	Congressional Appropriation/ARPA	65,000	-	65,000
172.3			Total Building	\$ 65,000	\$ -	\$ 65,000
172.4			TOTAL FINANCE	\$ 65,000	\$ -	\$ 65,000
173	POLICE	VEHICLES				
174		Police Vehicles (2 replaced per year)	Replacement Reserve	108,100	(9,347)	98,753
175			Total Vehicles	\$ 108,100	\$ (9,347)	\$ 98,753
176		BUILDING				
177		Police Facility	Bond Funded	2,400,000	(244,648)	2,155,352
178			Total Building	\$ 2,400,000	\$ (244,648)	\$ 2,155,352
179		TOTAL POLICE	\$ 2,508,100	\$ (253,995)	\$ 2,254,105	

City of Milford, Delaware

Capital Improvement Plan (CIP): Approvals through FY22 & Spending through 12/31/2021

A	B	C	D	E	F	G
Ref	Fund/ Dept	Project	Funding Source	FY20-FY22 (Approved)	LTD Spent Thru 12/31/21	Balance Remaining
180		GENERAL FUND, CONTINUED				
181*	PARKS & RECREATION	EQUIPMENT				
184		Ventrac Tractor with Mulching Mower	General Fund Reserves	30,000	-	30,000
184.5		Replacement 4x2 Gator (FY22 PR-010; FY23 -29)	Replacement Reserve	15,000	-	15,000
185.5		Trailer, Replace Krueger (PR-32)	Replacement Reserve	8,000	(463)	7,537
186		Kubota Zero Turn Mower (FY22 PR-18)	Replacement Reserve	15,000	(15,000)	-
187			Total Equipment	\$ 68,000	\$ (15,463)	\$ 52,537
188		VEHICLES				
189		Water Truck (PR-41) Replacement	Replacement Reserve	50,000	(50,000)	-
189.1		F350Pickup Truck (PR-23) Replacement	Replacement Reserve	45,000	(4,842)	40,158
190			Total Vehicles	\$ 95,000	\$ (54,842)	\$ 40,158
191		BUILDING				
192		Armory Fiber Optic switches	General Fund Reserves	16,000	-	16,000
193		Replacement HVAC unit at P&R	General Fund Reserves	10,000	-	10,000
194		Fiber optic switch P&R office	General Fund Reserves	6,000	-	6,000
195	Exterior lighting P&R Building	Replacement Reserve	10,000	-	10,000	
195.5	Facility Door Access Control	ARPA	16,320	-	16,320	
196	Automatic gates and security cameras at Armory	Xferred from Parkland Acq	50,000	-	50,000	
198		Total Building	\$ 108,320	\$ -	\$ 108,320	

City of Milford, Delaware

Capital Improvement Plan (CIP): Approvals through FY22 & Spending through 12/31/2021

A	B	C	D	E	F	G
Ref	Fund/Dept	Project	Funding Source	FY20-FY22 (Approved)	LTD Spent Thru 12/31/21	Balance Remaining
199	PARKS & RECREATION (CON'T)	PARKS				
200		Amory paving	General Fund Reserves	10,000	-	10,000
201		S Washington and SE Front Basketball Court Repairs	General Fund Reserves	95,000	(95,000)	0
202		Goat Island Pedestrian bridge board replacement project	General Fund Reserves	36,000	-	36,000
203		Sign at Marvel Square	General Fund Reserves	6,500	-	6,500
204		Riverwalk exposed concrete remove and replace	GF Res/Replacement Reserve	40,000	(5,390)	34,610
205		Guardrail Riverwalk Greenway Repairs	General Fund Reserves	17,903	(6,000)	11,903
205.5		Walnut St ADA Sidewalk	General Fund Reserves	10,000	(4,808)	5,192
206		Replace Riverwalk railing system with Lighting project	Replacement Reserve	50,000	-	50,000
207		Tree Planting	Electric Fund	20,000	(5,883)	14,117
208		Irrigation wells at TSM	Replacement Reserve	10,000	-	10,000
209		Marshall Pond Riverbank Development	Replacement Reserve	50,000	-	50,000
210		Riverwalk pavers replacement	Replacement Reserve	30,000	-	30,000
211		Working plans for target improvement areas	General Fund Reserves	50,000	-	50,000
212		Mill street Demo and parkland	Replacement Reserve	50,000	-	50,000
213		Pickleball Courts	General Fund Reserves	150,000	-	150,000
214		Park & Open Land Acquisition	GF Res / Bond Bill	215,000	(7,900)	207,100
215		Downtown Playground	General Fund Reserves	50,000	(6,555)	43,445
216		Redevelopment of Farmers Market Park Area		-	-	-
217		Splash Pad		-	-	-
218		Frisbee golf course		-	-	-
219		Public Restrooms		-	-	-
220		Pedestrian/Bicycle trails	General Fund Reserves	100,000	-	100,000
221		Redevelopment of Bicentennial Park		-	-	-
222		Misphillion River Living Shoreline		-	-	-
223		Marvel Square Redevelopment/outdoor skating track		-	-	-
224		Construct Recreation/Community Ctr@Marvel Sq		-	-	-
225	Additional Recreational Court		-	-	-	
226	Farmers Mkt Pavillion at Washington St (Festival Space)		-	-	-	
227		Total Parks		\$ 990,403	\$ (131,536)	\$ 858,867
228		TOTAL PARKS & RECREATION		\$ 1,261,723	\$ (201,841)	\$ 1,059,882



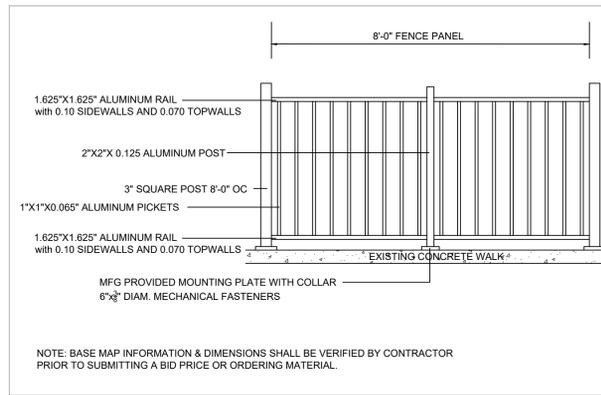
EXISTING RAILING



LED POST CAP LIGHT



SOLAR POST LIGHT - Alternate



PROPOSED RAILING OPTION 2
ALUMINUM POST with
ALUMINUM PICKETS and
LED POST CAP LIGHTS



HORIZONTAL CABLES - BOTTOM RAIL

- Pre-fabricated 3/8"-in diameter stainless steel CableRail Kits for easy cable installation
- A vertical intermediate picket is used mid-span to minimize cable deflection
- All posts and pickets come pre-drilled for cables

FEENEY RAIL LIGHTING

Feeney 24V West Location Strip Light is a versatile, linear light that provides high output lighting for indoor and outdoor applications. High lumen output makes it ideal for railing lighting, as well as an efficient ambient light when installed with a compatible dimmer switch. This strip features a flexible, weatherproof housing that resists the elements and dust.

Compatible in top rail, when using horizontal CableRail kit only. Compatible in bottom rail when using Horizontal CableRail Glass Picket, Acorn, Mesh or Lower Panel kit only.

MFG.: FEENEY

CIRCA™ CABLE INFILL

CIRCA™ ILLUMINATED RAILING OPTIONS

MFG.: VIVA RAILINGS

MFG.: SC & R STAINLESS CABLE & RAILING

PROPOSED RAILING OPTION 1
STAINLESS STEEL POST
BASE MOUNT with BASE PLATE COVER
STAINLESS STEEL RAILS and CABLES and
LED TOP RAILING LIGHTS

DUFFIELD ASSOCIATES
Soil, Water & the Environment

4500 LIMESTONE ROAD
WILMINGTON, DE 19808-1232
TEL: 302.239.6634
FAX: 302.239.8485

OFFICES IN DELAWARE, MARYLAND,
PENNSYLVANIA AND NEW JERSEY

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

CHECKED BY:	MTS	FILE NAME:	Concept 1
DESIGNED BY:	MTS	DRAWN BY:	PS
CHECKED BY:	MTS	DATE:	12-2-21
DESIGNED BY:	MTS	DATE:	12-2-21
CHECKED BY:	MTS	DATE:	12-2-21
DESIGNED BY:	MTS	DATE:	12-2-21
CHECKED BY:	MTS	DATE:	12-2-21
DESIGNED BY:	MTS	DATE:	12-2-21
CHECKED BY:	MTS	DATE:	12-2-21
DESIGNED BY:	MTS	DATE:	12-2-21

REVISION	1	per Meeting of 11-23-21
No.	1	
PRELIMINARY NOT FOR CONSTRUCTION		

OWNER: CITY OF MILFORD
DEPARTMENT: PARKS
MILFORD, DELAWARE

STATEMENT OF ASSURANCE:
I, MATTHEW T. SPONG, HEREBY STATE THAT I AM A
REGISTERED LANDSCAPE ARCHITECT IN THE
STATE OF DELAWARE. THE DESIGN AND PLAN
SHOWN HEREON HAS BEEN PREPARED UNDER
MY SUPERVISION AND TO THE BEST OF MY
KNOWLEDGE AND BELIEF IT COMPLIES WITH ALL
REQUIREMENTS OF THE APPLICABLE LAWS OF THE
STATE OF DELAWARE.

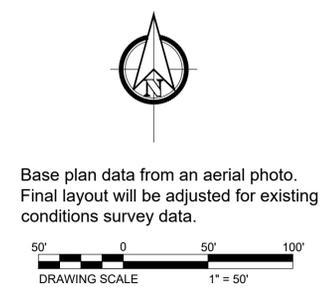
DATE: _____
MATEW T. SPONG #1759 E

CONCEPT PLAN
RAILING REPLACEMENT
MISPILLION GREENWAY
N WALNUT ST to WASHINGTON ST
CITY of MISPILLION - SUSSEX - DELAWARE

DATE: 11-2021
SCALE: 1" = 20'
PROJECT NO. 14305
SHEET: 1 (OF 1)



- 10 PARKING SPACES including 1 accessible space
 - 34' diam. BANDSTAND
 - SIDEWALK
 - RESTROOMS
 - SCREEN PLANTING
 - 5 PICKLEBALL COURTS with safety zones
 - PLAYGROUNDS
 - 20' X 44' PAVILION Sited in Memorial Park North
 - SHADE TREES
 - NEWLY PLANTED TREES
 - OVERGROWN VEGETATION TO BE REMOVED
1. Multi-task Play Structure
 2. Freestanding Swings
 3. Freestanding Climbing Arch



Base plan data from an aerial photo. Final layout will be adjusted for existing conditions survey data.

DUFFIELD ASSOCIATES
Soil, Water & the Environment
5400 LIMESTONE ROAD
WILMINGTON, DE 19808-1232
TEL: 302.239.8484
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OFFICES IN DELAWARE, MARYLAND, PENNSYLVANIA AND NEW JERSEY
WEB: HTTP://DUFFNET.COM
E-MAIL: DUFFIELD@DUFFNET.COM

DESIGNED BY:	MIS	CHECKED BY:	MIS
DRAWN BY:	MS	FILE NAME:	4120 Concept R2
DATE:	11-11-2021	DATE:	11-11-2021
NO.	1	REVISION	1 per Meeting of 10-21-2021
NO.	2	REVISION	2 per Meeting of 11-23-2021

PRELIMINARY
NOT FOR
CONSTRUCTION
NOT FOR
PERMITS

OWNER: CITY OF MILFORD, DELAWARE
STATEMENT OF ACCURACY: I, MATTHEW T. SPONG, HEREBY STATE THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF DELAWARE. THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE PROFESSIONAL PRACTICES ACT OF THE STATE OF DELAWARE.
DATE: _____
MATTHEW T. SPONG #126-E

**CONCEPT MASTER PLAN
OPTION 2: PLAN
MEMORIAL PARK NORTH & SOUTH
RECREATION IMPROVEMENTS
MILFORD, DELAWARE**

DATE: 11-11-2021
SCALE: 1" = 50'
PROJECT NO. 14120
SHEET: 1 (OF 2)



Parks and Recreation Public Input Session

Date: January 21st, 2022. Virtual via zoom meeting

Submitted by: Brad Dennehy/Director of Parks and Recreation

Capital Project (1): Mispillion Riverwalk lighting

- Currently have approximately 550' of guardrail located alongside the Mispillion river between Walnut Street and Washington Street.
- The guardrail is constructed of wooden 6"x6" posts and three horizontal galvanized tubes. The posts have deteriorated to the point that they need to be replaced. Several pieces of the horizontal tubing are either bent or have been broken over time and had to be repaired by welding back together.
- Due to the current design of the horizontal tubing with large spaces between the rails, there is very little in terms of fall protection, i.e. potentially there is a risk of a child getting underneath the railing and falling into the river.
- Any new proposed guardrail design should address and reduce the fall risk.
- A new design should also be constructed out of something other than wooden posts which over time requires maintenance and can deteriorate. The aim is to have a maintenance free type of guardrail which is structurally sound.
- Several members of the public have expressed a desire to have more lighting in this vicinity specifically for pedestrians walking alongside the river at night. Currently there is lighting in the park on the south side but there is a desire to see more lighting along the actual Riverwalk.
- The idea is to incorporate a lighting system into the proposed new guardrail which will provide better illumination for people walking along the Riverwalk, have a guardrail which is safer, and something more aesthetically pleasing as well.
- The City has applied for and received partial funding for this project from the State of Delaware, via DNREC's Outdoor Recreation and Trails program. Also, the City Council has authorized matching funds from the general fund reserves as part of the Capital Improvement plan.
- Because state funds are involved the project will have to be put for complete bidding.
- A design professional has been retained by the City of Milford in order to create a concept plan which has been given approval by the Parks and Recreation Advisory board.

- At this time there are two types of guardrails proposed with lighting and we are seeking input from the public as a preference.
- Any public input will be taken back to Council for ultimate approval in order to move the project to the next stage, which would be design documents leading to putting the project out to bid.
- Potentially an updated lighted guardrail could be a real feature of the downtown.
- **Capital Project (2): Memorial Park Concept Plan**
- The City of Milford has identified the need for both more passive and active recreational opportunities.
- Memorial Park has been identified as a location which is suitable for more recreational opportunities due to it being contiguous to the Riverwalk and proximity to the downtown.
- A commitment has already been made to the Memorial park area with improvements being made to the basketball court with new paving, striping, new fencing, backboards and sidewalks linking it to the Riverwalk.
- Additionally, several new shade trees have been planted in this location during the last year.
- The Parks and Recreation advisory board has heard from several citizens and two projects were identified as being desirable. These were a children's playground and pickleball courts.
- The City has applied for and received partial funding for this project from the State of Delaware, via DNREC's Outdoor Recreation and Trails program. Also, the City Council has authorized matching funds from the general fund reserves as part of the Capital Improvement plan.
- Additional funding for the playground has also been acquired from the State of Delaware bond bill.
- The desire for a playground and pickleball courts has led to a need for a concept plan for the entire Memorial Park. A design professional has been retained by the City and a preliminary concept plan has been created.
- It is important to note that at this time we have funding allocated for both the playground and the pickleball courts, and we are specifically looking for input regarding these two items, with secondary input regarding the entire concept plan.
- The proposed pickleball courts will include 5 courts located to the south west of the basketball courts. 10 additional parking spaces are proposed contiguous to the existing 11 spaces. A pathway/walkway is also proposed to link through the park to another existing 10 parking spaces east of the Salvation army parking lot.
- The proposed playground will be in the existing grass area to east of the park, on the south side of the pedestrian bridge. Currently the proposed playground is to include a multi-task play structure.
- In honor of Milford's ship building heritage the proposal is in the design of pirate type ship. The proposed structure will include slides, various climbing arches, ring climbers, overhead bars/horizontal ladders and a "swing disc" challenge.
- Other components of the playground are to include free-standing swings and a free-standing climbing arch.
- Also proposed under the concept plan for Memorial park is a potential freestanding picnic pavilion and a municipal restroom. The picnic pavilion is currently shown to the west of the pickleball courts; however, we have already had input that this could be relocated closer to the playground. The proposed restroom is currently shown as being located next to the existing pump station.

- Also there has been desire for a bandstand/performance stage to be located across the river in bicentennial park.
- Any public input will be taken back to Council for ultimate approval in order to move the project to the next stage, which would be design documents leading to putting the project out to bid in phases, with the first phase being the playground and the pickleball courts.

PUBLIC WORKS FACILITY
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DIRECTOR MICHAEL J. SVABY
O 302.422.1110, EXT 1173
C 302.387.9389
msvaby@milford-de.gov

TO: Mayor and City Council

THRU: Mark Whitfield, City Manager

FROM: Michael Svaby, Director, Public Works

DATE: January 19, 2022

RE: Recommendation for Adoption of Resolution to Accept ADA Transition Plan

In March of 2021, the City of Milford Public Works Department and its contractor – Disability Access Consultants (DAC) announced to Council that it had begun its work conducting internal and external ADA questionnaires, along with site surveys of City-owned properties for the purpose of producing a transition plan toward full compliance.

By the end of Summer 2021, all site surveys were completed, and findings documented. DAC continued their work and produced a Draft Transition Plan. In Fall of 2021, after the Department of Public Works reviewed the draft plan, the Plan was made available for Public Comment. The comment period closed on December 30th, 2021. The document will be finalized and published by the end of January 2022 and will be utilized going forward in the City’s Annual Budget planning process. Compliance issues will be addressed both by direct effort in the City’s annual ADA Compliance commitment and indirectly when ADA provisions are triggered through road, sidewalk and utility projects. Projects completed through both of these avenues will be recorded in the DACTrak System

Staff recommends that Council adopt City of Milford Resolution **XXXXXXXXXX**, adopting the City of Milford’ ADA Transition Plan.

City of Milford



RESOLUTION 2022-01

Adoption of the ADA Self-Assessment & Transition Plan

Whereas, the City of Milford is required under Federal Law to comply with the standards of the Americans with Disabilities Act of 1900, as amended by the ADA Amendments Act of 2008; and

Whereas, the City of Milford Department of Public Works is engendered with the work of maintaining and constructing public infrastructure within the City of Milford, including, but not limited to sidewalks, roadways, and parking lots and in carrying out such work until it becomes the arm of the City's ability to comply with the noted Act above; and

Whereas, the Department of Public Works has successfully conducted a Self-Assessment and produced an ADA Transition Plan and has properly noticed this document, inviting and considering public comment toward its final production for a period of no less than 60 days.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council hereby adopt the ADA Self-Assessment and Transition Plan for the City of Milford.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 24th day of January 2022.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson

CITY OF MILFORD PUBLIC NOTICE
NOTICE OF ORDINANCE REVIEW
Chapter 68 VOTER REGISTRATION

NOTICE IS HEREBY GIVEN the following ordinance is under review by the City Council of the City of Milford. Public comments will be accepted during a regular session of Council that will be held at 7:00 p.m. on Monday, February 14, 2022:

WHEREAS:

The Code of the City of Milford is hereby amended to rescind Chapter 68 Voter Registration in its entirety;

This will eliminate the need for qualified residents to register at Milford City Hall and will update the registration process to align with Delaware Code Title 15 - Elections Chapter 75 Municipal Elections;

Though it was the desire of the previous administration to abolish the process that allows non-resident property owners over a period of time and eradicate the prerequisite for all local registrations;

Delaware Code Title 22- Municipalities Chapter 8 Home Rule, enacted in December 1961, prohibits a municipality that permits nonresident persons to vote in a municipal election from eliminating or limiting the right of nonresident persons to vote;

This ordinance will incorporate the desire of the City Council to utilize the Delaware Department of Elections' voter registration system, beginning with the Annual 2022 Municipal Election and continue with a separate registration for qualified non-resident property owners ratified in July 2010.

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

Section 68-1. Registration.

Except as provided in the City of Milford Charter, the registration of voters in the city shall be governed by and conducted in accordance with the provisions set forth in Title 15 of the Delaware Code and 81 Del. Laws c. 136.

Section 68-2. Qualifications.

A resident of the City of Milford, to qualify to register, shall be a citizen of the United States, shall have been a resident of the city for a period of 30 days prior to the date of election and shall be 18 years of age or older prior to the date of election. Refer to Article II Nominations and Elections of the City of Milford Charter for qualifications related to eligible non-resident property owners to vote in City elections.

Section 68-3. Procedure.

The City of Milford Annual Municipal Election must be conducted under Subchapters IV and V, Chapter 75 of Title 15 of the Delaware Code and by 81 Del. Laws, c. 136.

Section 68-4. Requirements.

No person shall vote, or be allowed to vote, in any City of Milford Municipal or Special Election to fill the vacancy of an elected official, or a referendum, unless such person is properly registered to vote for state elections in accordance with Title 15 of the Delaware Code, remains a permanent resident within the jurisdiction of the City of Milford (15 Del. C. § 1101 et seq.), or is as otherwise qualified to vote as required in Section 1 and Section 2 of the City of Milford Charter.

Section 68-5. Voter Identification & Signature.

Persons appearing to vote shall present proof of identity and address. Once determined eligible, voter shall print their legal name, address, ward number and record their signature on the appropriate election document prior to voting.

Section 68-6. Transfer of registration records.

- A. When the boundaries of an election ward are changed, the City Clerk shall cause to have transferred the permanent registration records of registered voters whose voting wards have been changed into the appropriate election ward record. The correct election ward number shall be recorded on the election district record and on the application for registration record. Each registrant shall be notified of the transfer by regular mail.
- B. When a registered voter moves from one election district to another within the city, he shall apply to the Registrar to have his registration transferred to his new address by making and signing an application for transfer of registration.
- C. The registration of any voter shall not be invalidated nor shall the right of any registered voter to vote be prejudiced by any error in making transfers of the registration records.

Section 68-7. Registration deadlines.

- A. Regular elections. In accordance with 15 Del. C. § 7550(d) the City Clerk shall close the registration records 30 days prior to the date of the regular election, and only those voters properly registered with the Department of Elections as of that time shall be entitled to vote at the following regular election.
- B. Special elections. In accordance with 15 Del. C. § 2037 and § 7550(d), the city clerk shall close the registration records ten days prior to the date of a special election and only those voters properly registered as of that time shall be entitled to vote at the following special election. If the deadline falls on a Saturday, Sunday or holiday, the deadline shall be the next day that is not a Saturday, Sunday, or holiday.
- C. The registration records of the city shall remain closed until the day after the regular or special election.

Section 68-8. Custodian of registration records.

The City Clerk shall be the custodian of the permanent registration records. The removal of registration records from city hall shall be done only with the express consent of the City Clerk.

Dates.

Introduction: January 24, 2022

Public Comments & Projected Adoption: February 14, 2022

Effective Date:

Ten Days Following its Adoption.

[HISTORY: Adopted by the City Council of the City of Milford 12-14-1981. Amendments noted where applicable.]

~~§ 68-1. List of registered voters; registration dates and times.~~

~~An initial list of registered voters for the 1982 municipal election will be prepared by the Registrar and submitted to the Mayor and Council. This list will be comprised of residents who voted in any one of the last two city elections and who continue to reside in the city. The Mayor and Council will review and validate the qualifications of each name on the list. This initial list will be made available for review by January 1, 1982. All persons not on the above list will be required to register in person at City Hall, 201 South Walnut Street, or at such other places as the Mayor and Council shall direct. The City Hall office will be open for the purpose of registering persons who are qualified to be voters during normal working hours, Monday through Friday, except holidays, starting December 1, 1981. The Mayor and Council, at their discretion, may prescribe additional dates, times and places for the conduct of registration so long as the registration dates, times and places are published in a newspaper of general circulation in the city at least once per week for two weeks preceding the supplementary date for the registration of qualified voters. Registration will be closed as of midnight 30 days prior to the election.~~

~~§ 68-2. Qualifications.~~

~~A resident of the City of Milford, to qualify to register, shall be a citizen of the United States, shall have been a resident of the city for a period of 30 days prior to the date of election and shall be 18 years of age or older prior to the date of election.~~

~~§ 68-3. Information to be supplied.~~

~~A. — Any individual desiring to register to vote in a municipal election as required by this chapter shall present himself to the registration officials and shall advise the officials of the following:~~

- ~~(1) — Full name.~~
- ~~(2) — Age.~~
- ~~(3) — Birthdate.~~
- ~~(4) — Present residence in the city, including street address and post office box number or apartment number if applicable.~~
- ~~(5) — Date the individual commenced residency in the city.~~
- ~~(6) — Ward in which presently residing.~~

~~B. — Every applicant shall present verification of identity and residence. Registration is not complete until the application has been approved by the Mayor and Council.~~

~~§ 68-4. Registrar and Assistant Registrars.~~

~~The Mayor and Council shall appoint the City Manager to be the Registrar, and he may appoint one or more city employees as Assistant Registrars. The Registrar shall be the custodian of the permanent registration records. No records may be removed from City Hall without the express permission of the Registrar.~~

~~§ 68-5. Removal from registration books.~~

~~If any voter shall fail to meet any of the requirements established for registration by this chapter, he shall be stricken from the registration books in the following manner:~~

~~A. — Certification. The City Registrar shall certify to the Mayor and Council a list of those individuals who are deceased, who have failed to vote in the past four municipal elections, who have not maintained their place or residence within the city or for any other reason failed to qualify as a voter of the city according to the requirement of this chapter.~~

~~[Amended 5-12-1986]~~

~~B. — Method of striking. The list shall be presented to the Mayor and Council at the regular March meeting. The Council shall be vested with the responsibility of determining, by the most effective means available, those individuals who shall be stricken from the registration books.~~

~~C. — Recording and filing of cancellation of registration.~~

~~(1) — The Registrar shall record the action taken by the Council on the original registration record in the space provided for cancellation of registration. This recording shall include the date of cancellation, the reason for cancellation and the signature of the Registrar. Any person who is determined not qualified to vote will be notified within three days after that determination, and that person may then request an appearance before the Mayor and Council for an explanation concerning that determination.~~

~~(2) — There shall be kept in alphabetical order an inventory of all registration forms which have been removed from the registration lists or which have been voided for clerical error during issuance. This record shall be maintained permanently.~~

~~§ 68-6. Transfer of registration records.~~

~~A. — When the boundaries of an election district are changed, the Registrar shall cause to have transferred the permanent registration records of registered voters whose voting districts have been changed into the appropriate election district record. The correct election district number shall be recorded on the election district record and on the application for registration record. Each registrant shall be notified of the transfer by regular mail. The registration of any voter shall not be invalidated nor shall the right of any registered voter to vote be prejudiced by any error in making transfers of the registration records.~~

~~B. — When a registered voter moves from one election district to another within the city, he shall apply to the Registrar to have his registration transferred to his new address by making and signing an application for transfer of registration.~~

~~C. — When a properly executed application for transfer of registration has been accepted, the Registrar shall have recorded the change of address and election district number on the registration records and transfer these records to the proper election district record.~~

~~§ 68-7. Change of address within same election district.~~

~~A change of address or residence within the same election district shall not disqualify any person as a voter in such election district. Such voter shall, upon proper identification at the polls, be permitted to fill out a change of address form and to vote if he is otherwise qualified.~~

~~§ 68-8. Change of name.~~

~~Any registered voter who changes his or her name, by marriage or otherwise, and continues to reside within the same election district shall not be disqualified as a voter in such election district. Such voter shall, upon proper identification at the poll, be permitted to fill out a change of name form and to vote if he or she is otherwise qualified.~~

~~§ 68-9. Registration lists to be made available.~~

~~Registration lists shall be prepared and made available after the last registration day in March. The Registrar shall supply free of charge to each candidate two copies of the registered voters who reside in the district from which he seeks election. Candidates for Mayor shall be supplied free of charge with two copies of each of the above lists of registered voters in all districts. Each of the above registration lists shall be available to anyone for the cost of reproduction.~~

~~§ 68-10. Books and forms to be provided.~~

~~The Mayor and Council shall provide the Registrar with all necessary books and forms for use in the conduct of general and supplementary registrations.~~

~~§ 68-11. Books of registered voters.~~

~~The books of registered voters shall be of the same general type as those used by the County Board of Elections in the conduct of the registration of voters and shall be of a type which shall require the signature of the voter at the time of the registration of the voter.~~

~~§ 68-12. Right to challenge registration.~~

~~The Mayor, members of Council, members of the Election Board, the Registrar, Assistant Registrars, any candidate or any registered voter may challenge the right to be registered of any person applying to be registered. Any challenger shall state the grounds of challenge, and these shall be entered in the registration book. Upon challenge, if the applicant for registration shall then withdraw his application, the Registrar shall note in the registration book that the application has been voluntarily withdrawn. If the applicant does not withdraw his application, the Registrar shall, within five days after said registration day, excluding Saturdays, Sundays and holidays, make a determination as to whether the challenge shall be sustained or rejected and shall cause an appropriate entry to be made in the registration book. If the challenge shall be sustained, the applicant shall be notified of his right to appeal the Registrar's decision to the Mayor and City Council.~~

~~§ 68-13. Registration by mail.~~

~~Any person who is unable to register in person at the City Hall because of physical impairment or because of duties in any public or military service of Delaware or of the United States shall be permitted to register by mail. To register by mail, a person shall request, in writing, directed to the Registrar and specifying the reasons he is unable to register in person, that registration forms be sent to him at a stated address. Requests must be received by the last registration day before the election. Within three days of receipt of the request, the Registrar shall send the registration form and instructions to the person requesting to be registered. Forms shall provide spaces for obtaining the information outlined in § 68-3 above. The completed registration form must be received by the Registrar not later than 15 days before any election in which the person desires to vote.~~