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

CITY COUNCIL AGENDA
March 27, 2023

Per the Limited Public Health Emergency Declaration issued by Governor John Carney on March 1, 2022, and the virtual meeting provisions provided in Senate Bill 94, Milford City Council Meetings and Workshops will be held in the Council Chambers at City Hall. Attendees are welcome to participate virtually as well. Public Comments are encouraged on the agenda items designated with a ℗. Virtual attendees may alert the City Clerk that they wish to speak by submitting their name, address, and agenda item via the Zoom Q&A function or by using the Raise Your Hand function during the meeting. Those attending in person may comment when the floor is opened for that purpose.
All written public comments received prior to the meeting will be read into the record.

This meeting is also available for viewing by the public by accessing the following link:
https://zoom.us/j/94877121629
or
http://www.cityofmilford.com/553/Watch-Public-Meetings

Members of the public may also dial in by phone using the following number:
Call 301 715 8592 Webinar ID: 948 7712 1629

6:00 PM
15-Minute Public Comment Period*
Virtual attendees must register prior to start time of meeting by calling 302-422-1111 Extension 1300 or 1303, or by sending an email to cityclerk@milford-de.gov and providing your name, address, phone number, and the specific agenda item you wish to comment on.

COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Public Hearings/Public Comments ℗

Adoption/Ordinance 2023-09 - Conditional Use
Application of Bay to Beach Builders, Inc.
0.172 +/- acres of land located along the north side of
SE Second Street between Montgomery Street and Franklin Street
Comprehensive Plan Designation: Low Density Residential
Zoning District: R-2 (Residential District)

Present Use: Vacant
Proposed Use: Single-family Semi-detached
Tax Parcel: 3-30-7.17-118.00

Adoption/Ordinance 2023-10 - Conditional Use
Application of Jaasiel, LLC
0.304 +/- acres of land located at the northwest corner
of the NE Front Street and East Street intersection
Comprehensive Plan Designation: Commercial
Zoning District: C-2 (Central Business District)
Present Use: Single-Occupancy Retail
Proposed Use: Mixed Use – (3) Commercial Tenant Spaces and (10) Apartments
Tax Parcel: MD-16-183.10-03-68.00

Adoption/Ordinance 2023-11 - Conditional Use
Application of Patricia Persia
0.238 +/- acres located along the north side
of School Place between Lakeview Avenue and Seabury Avenue
Comprehensive Plan Designation: Low Density Residential
Zoning District: R-1 (Single-family Residential District)
Present Use: Single-family Detached Dwelling
Proposed Use: Single-family Detached Dwelling with an Accessory Dwelling Unit
Tax Parcel: 1-30-3.08-028.00

Adoption/Ordinance 2023-13/City of Milford Comprehensive Plan Amendments:
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
Amendment #15
MILFORD MINI-STORAGE, INC.
3-30-11.09-134.00
FUTURE LAND USE DESIGNATION CHANGE

Adoption/Ordinance 2023-15 – Change of Zone
Application of Milford Mini-Storage, Inc.
0.08 +/- acres of land located along the south of
Industrial Boulevard and Watergate Boulevard North
Comprehensive Plan Designation: Industrial
Present Zoning: R-3 (Garden Apartment & Townhouse)
Proposed Zoning: I-1 (Limited Industrial)
Present Use: Vacant
Proposed Use: Self-Storage
Tax Map & Parcel 3-30-11.09-134.00

Adoption/Ordinance 2023-12 - Conditional Use
Application of Milford Mini-Storage, Inc.
1.82 +/- acres of land located along the east side of Marshall Street
approximately 1,025 feet north of the McCoy Street intersection
Comprehensive Plan Designation: Industrial
Zoning District: I-1 (Limited Industrial District)

Present Use: Vacant Lot
Proposed Use: Outdoor Storage
Tax Parcel: 3-30-11.09-029.01

Adoption/Ordinance 2023-14/City of Milford Comprehensive Plan Amendments:
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
Amendment #14
SOUTHERN STATES MILFORD COOPERATIVE, INC.
MD-16-182.00-01-03.00
FUTURE LAND USE DESIGNATION CHANGE

Adoption/Ordinance 2023-16 – Change of Zone
Application of Southern States Milford Coop, Inc.
4.959 +/- acres of land located along the north side of
Milford-Harrington Highway at the intersection of Williamsville Road
Present Zoning: I-1 (Limited Industrial)
Proposed Zoning: C-3 (Highway Commercial)
Present Use: Vacant
Proposed Use: Retail Sales
Tax Map & Parcel MD-16-182.00-01-03.00

Recognition

New City Employee Recognition

Communication & Correspondence

Monthly Finance Report [3] (item moved)

Unfinished Business

New Business

Annual Report & Request/Greater Milford Chamber of Commerce [1]

Annual Report & Request/Milford Museum [1]

Annual Report & Request/Carlisle Fire Company [1]

Authorization/Carlisle Fire Company/Enhancement Fund Request [4]

Annual Report & Request/Downtown Milford Incorporated [1]

Annual Report & Request/Milford Public Library [1]

Presentation Update/WIIN Project Update

Adoption/Resolution 2023-01/Ecotourism & Resilience Investment Strategy

Authorization/Knight Crossing Phase 2B/ Preliminary Major Subdivision/Conditional Use/Extension #3

Adoption/Resolution 2023-02/Final Acceptance of Windward on the River Subdivision, Water and Sewer Infrastructure

Adoption/Resolution 2023-03/Final Acceptance of Brookstone Trace Subdivision/Phase 2/
Rights of Way and Associated Infrastructure

Authorization/Milford PD/SLEAF Account Creation [2]

Monthly Finance Report [3]

Adjournment

All items on the Council Meeting Agenda are subject to a potential vote.

ALL 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, DISTRIBUTED, OR PRESENTED AT THE MEETING ONCE PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE. ANY MATERIALS UTILIZED DURING THE MEETING SHALL BE FROM THE COUNCIL PACKET AND REFERENCED BY PRESENTER USING AUDIO AND VISUAL MEANS TO ENSURE VIRTUAL PARTICIPATION BY ALL IN ATTENDANCE.

℗ Designated Items only; Public Comment, up to three minutes per person will be accepted.

**Comments restricted to same date's Council agenda items.*
The time limit is three minutes per speaker, not to exceed a total of fifteen minutes for all speakers.

113022 030823 032023
[1] Added 032123 Omitted in Error
[2] 032223 Late Information Received from COP
[3] 032223 Agenda Rearranged
032323 Items Removed
[4] 032423 Agenda Item Defined
032723 ES Items Removed by City Manager



CITY OF MILFORD
NOTICE OF PUBLIC HEARING
Planning Commission Hearing: Tuesday, March 21, 2023 @ 6:00 p.m.
City Council Hearing: Monday, March 27, 2023 @ 6:00 p.m.

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not used to influence any decision of City Council:

ORDINANCE 2023-09
Conditional Use Application of Bay to Beach Builders, Inc.
0.172 +/- acres of land located along the north side of
SE Second Street between Montgomery Street and Franklin Street
Address: 223 SE Second Street
Comprehensive Plan Designation: Low Density Residential
Zoning District: R-2 (Residential District)
Present Use: Vacant Proposed Use: Single-family Semi-detached
Tax Parcel: 3-30-7.17-118.00

WHEREAS, the applicant proposes to construct a single-family semi-detached dwelling; and

WHEREAS, Chapter 230-10(C) states single-family semidetached dwellings are considered a conditional use subject to approval from City Council; and

WHEREAS, the City of Milford Planning Commission will consider the application during their regular meeting on March 21, 2023, at which time interested parties will publicly comment on the application; and

WHEREAS, Milford City Council will hold a Public Hearing on March 27, 2023, allowing for additional public comment, after which City Council will make a final determination on the application; and

WHEREAS, the notice as required by Chapter 230, was published in the Delaware State News on March 5, 2023 and provided to property owners within 200 feet of the subject parcel.

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

Section 1. Upon the adoption of this ordinance by City Council, a conditional use permit will be granted to Bay to Beach Builders, Inc. to allow a Single-family Semi-detached Dwelling at 223 SE Second Street.

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: March 13, 2023
Planning Commission Review & Public Hearing: March 21, 2023
City Council Public Hearing: March 27, 2023

Section 4. If this ordinance is adopted by City Council, it will become effective 10 days following the date the action is taken. If not adopted, the ordinance becomes null and void unless addressed at a later date. Should that occur, the ordinance would be republished, and new notices mailed to properties within 200 feet of the subject parcel(s).

030123
Published*: Delaware State News 03-05-2023*

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

THE CITY of Milford DELAWARE

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

DATA SHEET FOR BAY TO BEACH BUILDERS, INC

Planning Commission Meeting: March 21, 2023

Application Number / Name	:	23-005 / Bay to Beach Builders, Inc.
Applicant	:	Bay to Beach Builders, Inc. 500 E. Market Street PO Box 209 Greenwood, DE 19950
Owner	:	Same
Application Type	:	Conditional Use
Present Comprehensive Plan Map Designation	:	Low Density Residential
Present Zoning District	:	R-2 (Residential District)
Present Use	:	Vacant
Proposed Use	:	Single-family Semi-detached
Size and Location	:	0.172 +/- acres of land located along the north side of SE Second Street between Montgomery Street and Franklin Street. Addressed as 223 SE Second Street.
Tax Map & Parcel	:	3-30-7.17-118.00

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

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

THE CITY of Milford DELAWARE

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

STAFF REPORT
March 2, 2023

Application Number / Name	**:**	23-005 / Bay to Beach Builders, Inc.
Tax Map & Parcel	**:**	3-30-7.17-118.00
Size and Location	**:**	0.172 +/- acres of land located along the north side of SE Second Street between Montgomery Street and Franklin Street. Addressed as 223 SE Second Street.

I. BACKGROUND INFORMATION:

- The applicant proposes to construct a single-family semi-detached dwelling on the above referenced parcel as shown on the provided survey.

- According to Chapter 230-10(C), single-family semidetached dwellings are considered a conditional use subject to approval of a conditional use permit from City Council.

II. STAFF ANALYSIS:

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

- The applicant will be required to construct new sidewalk on the entire frontage or replace sidewalk sections that are in poor or failing condition prior to the issuance of a certificate of occupancy.

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

  A. The presence of adjoining similar uses.

  As shown on the attached zoning and location map, the property is surrounded on all sides by properties zoned R-2. The property to the west contains a four-unit residential structure. The property to the north contains a single-family detached dwelling. The properties to the east are a combination of single-family detached dwellings and two-unit structures. The properties to the south are single-family semi-detached dwellings.

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

The proposed use is permitted by conditional use within the R-2 and permitted by-right in the R-3 & R-8 zoning districts.

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

The Comprehensive Plan designates this area as Low Density Residential, which is intended to provide residential housing options in the forms of detached and semi-detached product. The proposed use would be appropriate based on the Comprehensive Plan.

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

The proposed use is residential and is surrounded by other residential uses. Screening would not be required.

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

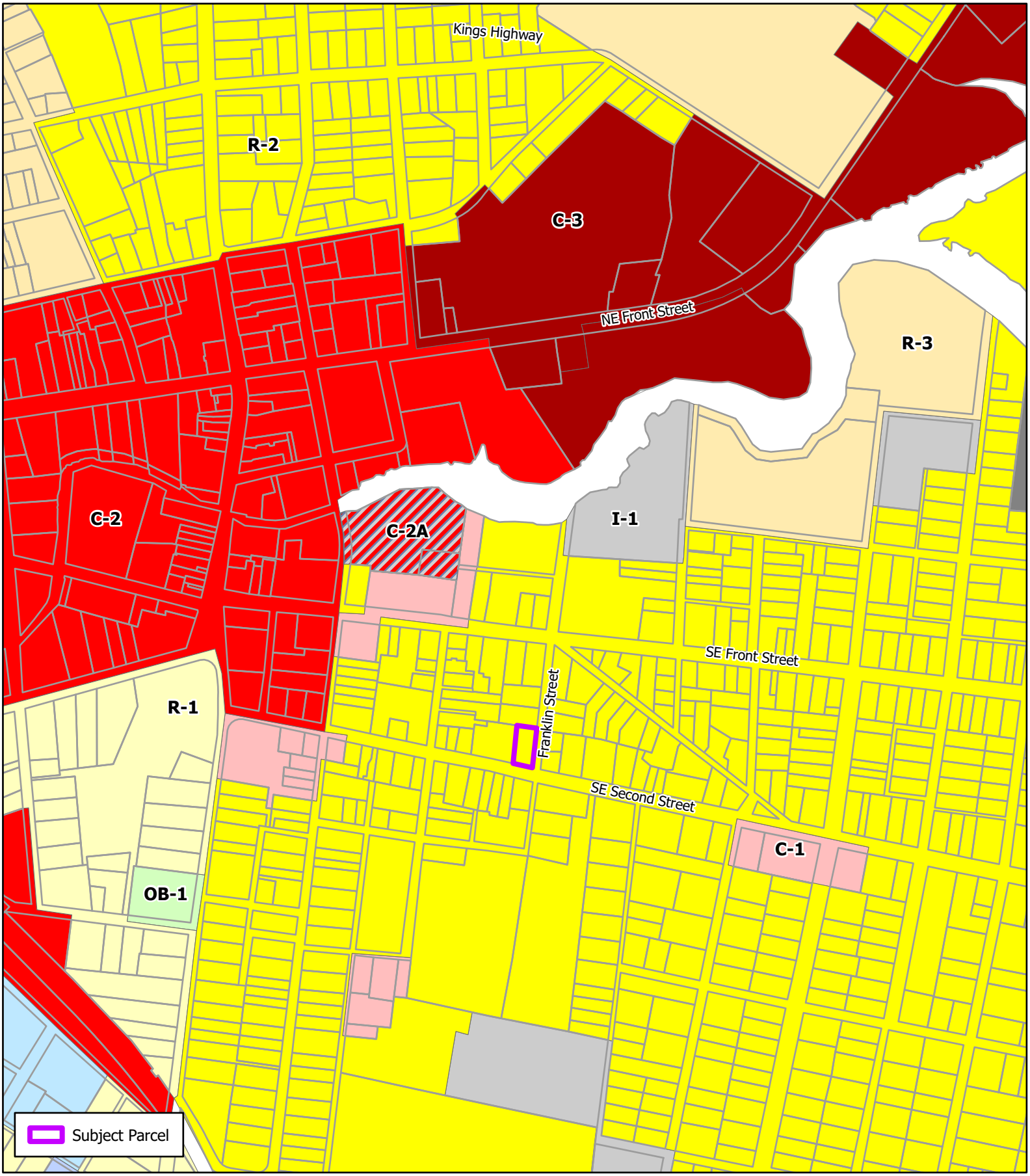
The subject parcel is located in an existing residential neighborhood and is surrounded by older single-family detached, two-unit structures and a four unit dwelling. There are six multiple unit dwellings within 200 feet of the subject property, two of which are on SE Second Street, two are on Franklin Street and two are on Carlisle Lane.

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

The site is located in an existing residential area along a State maintained major collector road. Driveways will be installed along Franklin Street and will require approval from the City of Milford Public Works Department. No screening is necessary since adjacent parcels contain similar low density residential uses.

III. AGENCY COMMENTS:

- DelDOT – No comments solicited
- Sussex Conservation District – No comments solicited
- State Fire Marshal – No comments solicited



THE CITY of Milford DELAWARE

Scale: 0 240 480 Feet

Drawn by: WRP

Date: 03/02/23

Filepath: CU_BaytoBeach.aprx

Title:

Conditional Use

Bay to Beach Builders, Inc.

Location & Zoning Map

PREPARED BY:
PH: 302-629-9895
FAX: 302-629-2391
MILLER LEWIS, INC. LAND SURVEYING
1560 MIDDLEFORD RD. • SEAFORD, DE. 19973

T.M. #330-7.17-118.00

BOUNDARY SURVEY FOR
BAY TO BEACH BUILDERS, INC.

223 S.E. SECOND STREET, MILFORD, DE. 19963
CITY OF MILFORD
CEDAR CREEK HUNDRED SUSSEX COUNTY
STATE OF DELAWARE
SCALE 1" =20' NOVEMBER 15, 2022

DATA COLUMN:

ZONING: R-2
FRONT SETBACK: 30 FEET
SIDE SETBACK: 8 FEET
REAR SETBACK: 15 FEET
AVERAGE FRONT SETBACK S.E. SECOND ST.:
DWELLING #1 -1.5'
DWELLING #2 1.6'
DWELLING #3 13.1'
DWELLING #4 8.2'
AVERAGE SETBACKS ON S.E. SECOND ST: 5.4'
AVERAGE FRONT SETBACK FRANKLIN ST.
DWELLING #5 -3.8'
DWELLING #6 15.1'
AVERAGE SETBACKS: 5.7'

MAXIMUM ALLOWED LOT COVERAGE: 40%
ACTUAL LOT COVERAGE: 38%
TOTAL COVERAGE: 2,725 SQ. FT.

- IRON PIPE (FOUND)
- IRON REBAR (FOUND)
- PROPOSED WATER METER
- PROPOSED SEWER CLEAN OUT

THIS SURVEY AND PLAT DOES NOT VERIFY THE EXISTENCE OR NON-EXISTENCE OF RIGHTS-OF-WAY OR EASEMENTS CROSSING THIS PROPERTY OTHER THAN THOSE SHOWN.
NO TITLE SEARCH PROVIDED OR STIPULATED.

I, DONALD K. MILLER REGISTERED AS A PROFESSIONAL LAND SURVEYOR IN THE STATE OF DELAWARE, HEREBY STATE THAT THE INFORMATION SHOWN ON THIS PLAN HAS BEEN PREPARED UNDER MY SUPERVISION AND MEETS THE STANDARDS OF PRACTICE AS ESTABLISHED BY THE STATE OF DELAWARE BOARD OF PROFESSIONAL LAND SURVEYORS. ANY CHANGES TO THE PROPERTY CONDITIONS, IMPROVEMENTS, BOUNDARY OR PROPERTY CORNERS AFTER THE DATE SHOWN HEREON SHALL NECESSITATE A NEW REVIEW AND CERTIFICATION FOR ANY OFFICIAL OR LEGAL USE.

DONALD K. MILLER PLS 407 DATE

SURVEY CLASS: SUBURBAN



BAY to BEACH
BUILDERS INC.
Fine Homes built with Amish craftsmanship

January 27, 2023

Proposed: For Conditional Land Use Application

To construct a two story residential duplex dwelling for investment purposes to be located at 223 S.E. Second Street.

John Zotcavage
Coordinator
Bay to Beach Builders, Inc.
P.O. 209
Greenwood DE 19950

§ 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 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.

D. 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%.

(c) Minimum lot width shall be 80 feet.

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

(e) Minimum front yard 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.

(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%.

(c) Minimum lot width shall be 40 feet.

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

(e) Minimum front yard 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.

(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.

[Ord. No. 2022-06, 1-24-2022]

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.

[Ord. No. 2022-06, 1-24-2022]

§ 230-47. Application and approval procedures.

A. Conditional Use Site Plans shall follow the procedures for application and review outlined in Article X Site Plan Review of this Chapter.

B. Conditional Use Major Subdivisions shall follow the procedures for application and review outlined in Chapter 200 Subdivision of Land

C. 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.

[Ord. No. 2022-06, 1-24-2022]

§ 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.

[Ord. No. 2022-06, 1-24-2022]

§ 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. 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 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.

[Ord. No. 2022-06, 1-24-2022]

CITY OF MILFORD
NOTICE OF PUBLIC HEARING
Planning Commission Hearing: Tuesday, March 21, 2023 @ 6:00 p.m.
City Council Hearing: Monday, March 27, 2023 @ 6:00 p.m.

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not used to influence any decision of City Council:

ORDINANCE 2023-10
Conditional Use Application of Jaasiel, LLC
0.304 +/- acres of land located at the northwest corner
of the NE Front Street and East Street intersection
Address: 115 NE Front Street Comprehensive Plan Designation: Commercial
Zoning District: C-2 (Central Business District) Present Use: Single-Occupancy Retail
Proposed Use: Mixed Use – (3) Commercial Tenant Spaces and (10) Apartments
Tax Parcel: MD-16-183.10-03-68.00

WHEREAS, the applicant proposes to convert the one-story single-occupancy commercial building into a two-story mixed uses structure containing (3) commercial tenant spaces on the first floor and (10) residential apartments on the second floor; and

WHEREAS, Chapter 230-13(C)(10) states "all dwellings other than single-family with a maximum density of 12 units per acre in conjunction with nonresidential use" are considered a conditional use subject to approval from City Council; and

WHEREAS, the City of Milford Planning Commission will consider the application during their regular meeting on March 21, 2023, at which time interested parties will publicly comment on the application; and

WHEREAS, Milford City Council will hold a Public Hearing on March 27, 2023, allowing for additional public comment, after which City Council will make a final determination on the application; and

WHEREAS, the notice as required by Chapter 230, was published in the Delaware State News on March 5, 2023 and provided to property owners within 200 feet of the subject parcel.

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

Section 1. Upon the adoption of this ordinance by City Council, a conditional use permit will be granted to Jaasiel, LLC to allow a Mixed Use – (3) Commercial Tenant Spaces and (10) Apartments at 115 NE Front Street.

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: March 13, 2023
Planning Commission Review & Public Hearing: March 21, 2023
City Council Public Hearing: March 27, 2023

Section 4. If this ordinance is adopted by City Council, it will become effective 10 days following the date the action is taken. If not adopted, the ordinance becomes null and void unless addressed at a later date. Should that occur, the ordinance would be republished, and new notices mailed to properties within 200 feet of the subject parcel(s).

030123
Published*: Delaware State News 03-05-2023*

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

THE CITY of Milford DELAWARE

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

DATA SHEET FOR JAASIEL, LLC

Planning Commission Meeting: March 21, 2023

Application Number / Name	:	23-006 / Jaasiel, LLC
Applicant	:	Jaasiel, LLC 110 E. Kimmy Street Georgetown, DE 19947
Owner	:	Same
Application Type	:	Conditional Use
Present Comprehensive Plan Map Designation	:	Commercial
Present Zoning District	:	C-2 (Central Business District)
Present Use	:	Single-Occupancy Retail
Proposed Use	:	Mixed Use – (3) Commercial Tenant Spaces and (10) Apartments
Size and Location	:	0.304 +/- acres of land located at the northwest corner of the NE Front Street and East Street intersection, addressed as 115 NE Front Street.
Tax Map & Parcel	:	MD-16-183.10-03-68.00

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

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

THE CITY of Milford DELAWARE

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

STAFF REPORT
March 2, 2023

Application Number / Name	**:**	23-006 / Jaasiel, LLC
Tax Map & Parcel	**:**	MD-16-183.10-03-68.00
Size and Location	**:**	0.304 +/- acres of land located at the northwest corner of the NE Front Street and East Street intersection.

I. BACKGROUND INFORMATION:

- On September 27, 2021, City Council approved an application to convert the existing one-story single-occupancy commercial building into a two-story mixed uses structure containing (3) commercial tenant spaces on the first floor and (10) residential apartments on the second floor with the condition that the applicant maintain the historic character of the building by working with the State of Delaware Division of Cultural Affairs to maintain an appearance consistent with the historic downtown area.

- Since the applicant did not obtain a building permit prior to September 27, 2022, the conditional use approval expired. The applicant is seeking approval for the same request.

- Chapter 230-13(C)(10) states "all dwellings other than single-family with a maximum density of 12 units per acre in conjunction with nonresidential use" may be permitted subject to receiving a conditional use permit by the City Council.

- 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:

- The applicant sought a variance from the Board of Adjustment for the 12 units per acre limitation on the residential density. The Board reviewed a request to increase the density from 12 units per acre to 33 units per acre at the September 9, 2021 public hearing.

- 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 first floor commercial and residential units above. The proposed use would be similar to several other properties along Walnut Street and Front Street. The property to the west contains a two-unit commercial building. The property to the north contains a single commercial building. The property to the east, across East Street, contains multiple professional offices. The property to the south, across NE Front Street, contains a municipal parking lot.

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

The proposed mixed-use structure 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 promotes mixed use development in the Central Business District. The combination of first floor commercial and second floor residential would be consistent with the Comprehensive Plan, the Downtown Master Plan, and the goals of the Downtown Development District Plan. The proposal would provide additional housing options in the downtown area.

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

The properties on all sides contain existing commercial uses. No screening is proposed since the use is consistent with the surrounding uses and the purpose of the central business district.

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

The proposed mixed-use structure is consistent with the purpose and intent of the C-2 Central Business District and should not detract from similar adjacent non-residential uses. The subject parcel has an existing easement and right of way agreement with the neighboring property to the west for the use of the eleven (11) parking spaces between the two buildings. In addition, the proposed uses of the building have access to the municipal parking lot located to the south along with available on-street parking on East Street.

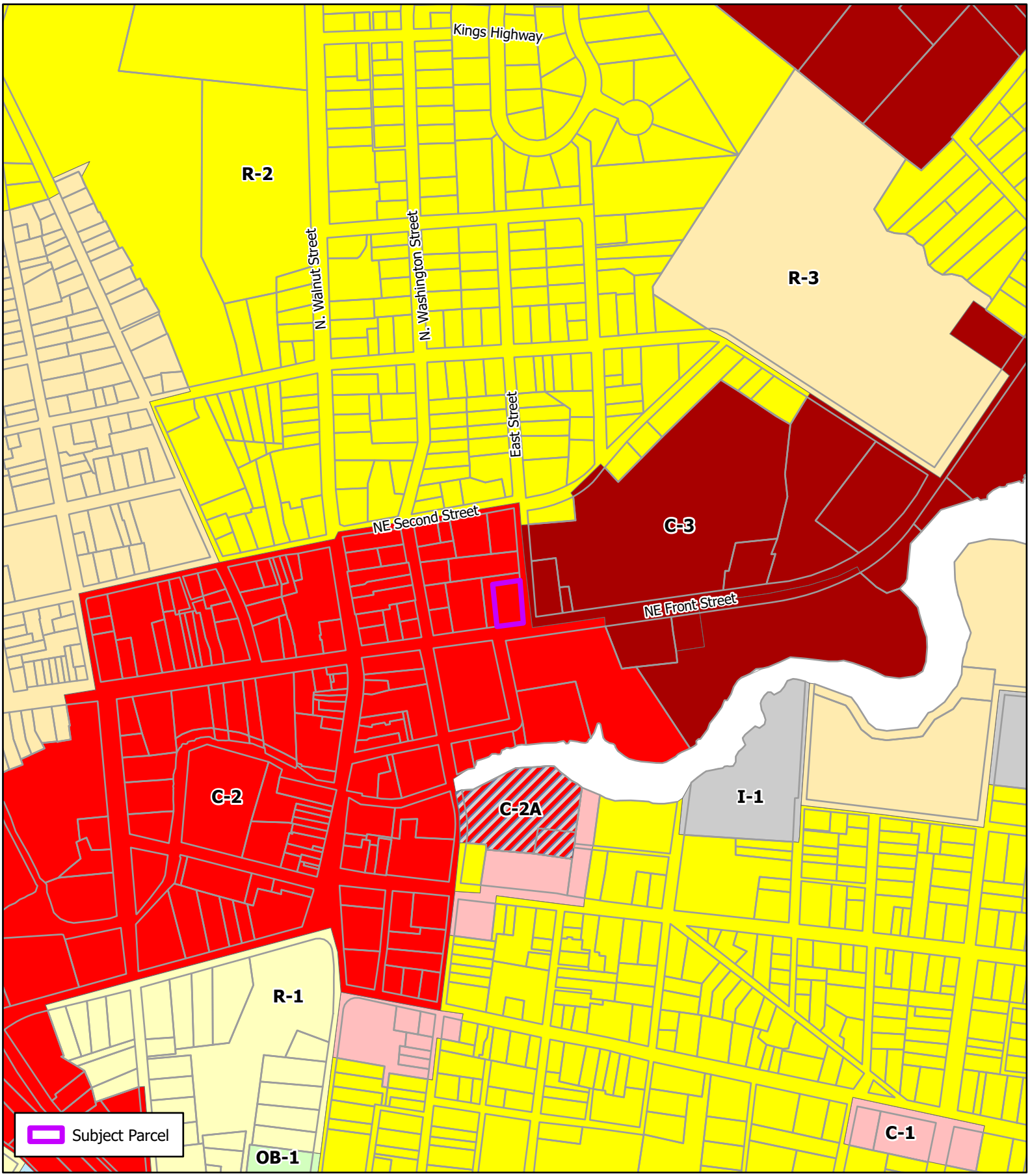
F. Sufficient safeguards, such as traffic control, parking, screening and setbacks, can be implemented to remove potential adverse influences on adjoining uses.

The subject parcel is located within the Central Business District which does not require off-street parking for permitted uses. The residents, employees and customers of the proposed uses would utilize existing off-street public parking lots, on-street parking, and the private parking lot to the west. The proposed uses would be located within the existing building footprint, therefore there would be no change in building setbacks from the current conditions. The applicant does propose to add a few feet to the height of the

building to accommodate a second floor for the residential apartments, however, the proposed conditions would still meet the height limitation for the C-2 zoning district. No screening is proposed since the use is consistent with other uses and the purpose of the central business district.

- 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.



THE CITY of Milford DELAWARE

Scale: 0 240 480 Feet

Drawn by: WRP

Date: 03/02/23

Filepath: CU_Jaasiel.aprx

Title:

Conditional Use

Jaasiel, LLC

Location & Zoning Map



THE CITY of Milford DELAWARE

Scale: 0 40 80 Feet

Drawn by: WRP

Date: 08/05/21

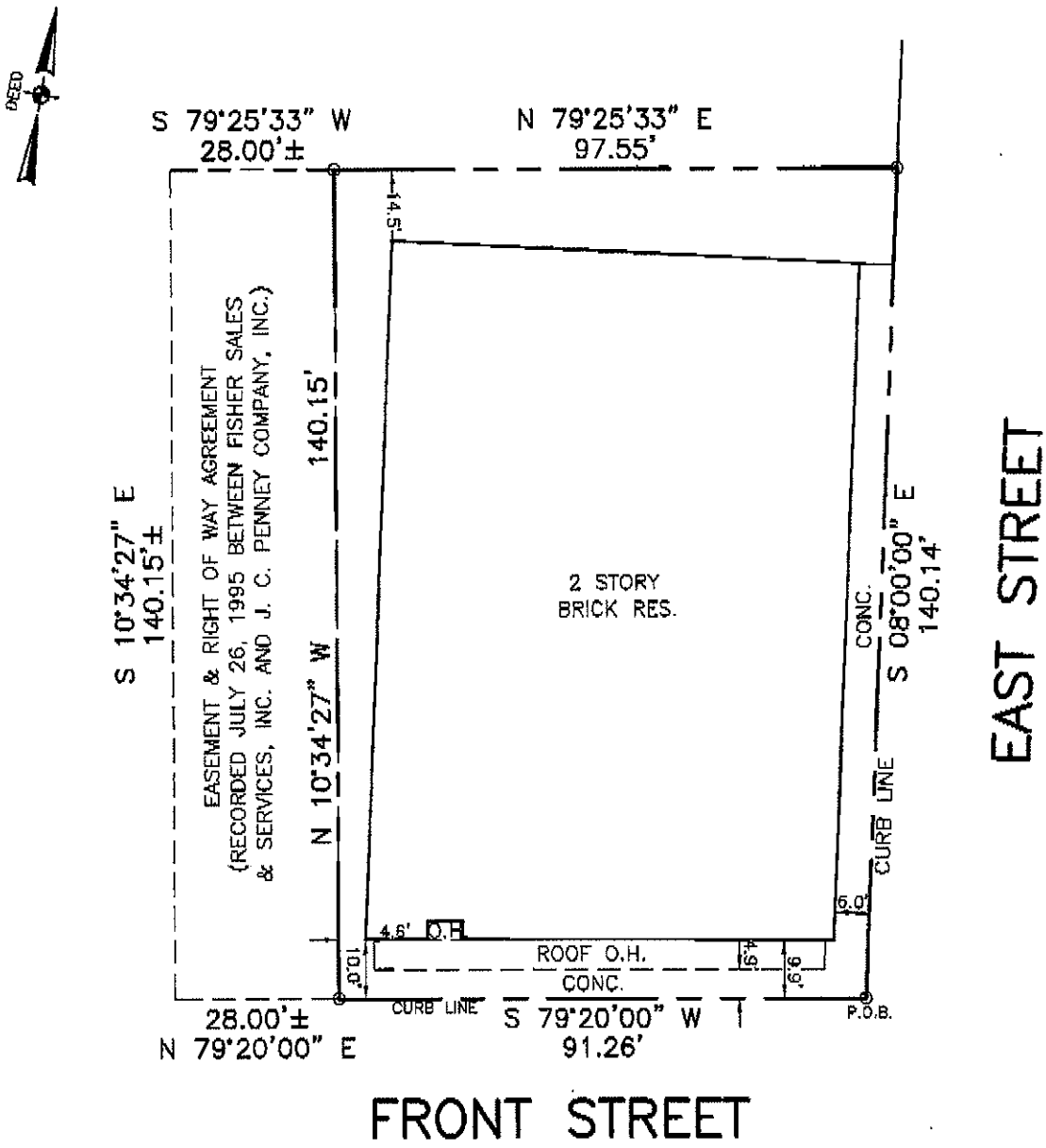
Filepath: ConditionalUse_Jaasiel_Aerial.mxd

Title:

Conditional Use

Jaasiel, LLC

Aerial Map



I, DONALD A. ELROD OR SHAUNTI E. SZWED, HEREBY REGISTERED AS A PROFESSIONAL LAND SURVEYOR IN THE STATE OF DELAWARE, HEREBY STATE THAT THE INFORMATION SHOWN ON THIS PLAN HAS BEEN PREPARED UNDER MY SUPERVISION AND IT MEETS THE STANDARDS OF PRACTICE AS ESTABLISHED BY THE STATE OF DELAWARE BOARD OF PROFESSIONAL LAND SURVEYORS. ANY CHANGES TO THE PROPERTY CONDITIONS, IMPROVEMENTS, BOUNDARY OR PROPERTY CORNERS AFTER THE DATE SHOWN HERON SHALL NECESSITATE A NEW REVIEW AND CERTIFICATION FOR ANY OFFICIAL OR LEGAL USE. THE IMPROVEMENTS SHOWN HEREON HAVE BEEN LOCATED AND LIE WITHIN THE LOT BOUNDARIES UNLESS SHOWN OTHERWISE. THIS PLAN IS INTENDED FOR THE USE OF THE PARTIES INVOLVED WITH THIS LAND TRANSACTION AND SHALL NOT BE REPRODUCED OR USED FOR ANY OTHER PURPOSE, WITHOUT WRITTEN PERMISSION OF THE LAND SURVEYOR RESPONSIBLE FOR ITS CONTENTS. FENCES, TREES, LANDSCAPING OR OTHER FEATURES HAVE NOT BEEN LOCATED UNLESS SHOWN AND DIMENSIONED. PROPERTY IS SUBJECT TO ANY AND ALL RESTRICTIONS AND EASEMENTS OF RECORD. IF THIS DRAWING DOES NOT CONTAIN AN ORIGINAL SIGNITURE AND RAISED IMPRESSION SEAL IT IS NOT IN COMPLIANCE WITH REGULATIONS AND IS A PRELIMINARY DRAFT ONLY.

PROPERTY TO BE CONVEYED TO:
ENRIQUE NUNEZ & VERONICA NUNEZ

BOUNDARY SURVEY PLAN
115 NORTH FRONT STREET

CITY OF MILFORD
KENT COUNTY – DELAWARE
TAX PARCEL # MD-16-183.10-03-68.000-000

ZONED: C2
SETBACKS:
FRONT–
REAR–
SIDE–

AMERICAN EASTCOAST
SURVEYING & MAPPING
3913 OLD CAPITOL TRAIL
WILMINGTON, DE.19808
PHONE: 302-993-1059
EMAIL: OFFICE@AESSURVEYORS.COM

SCALE: 1"=30' | DATE: 1/21/20

DEED REF: BK.632 PG.224 | PLAT REF: | JOB # 20200081 | CLASS S SURVEY

SYMBOLS



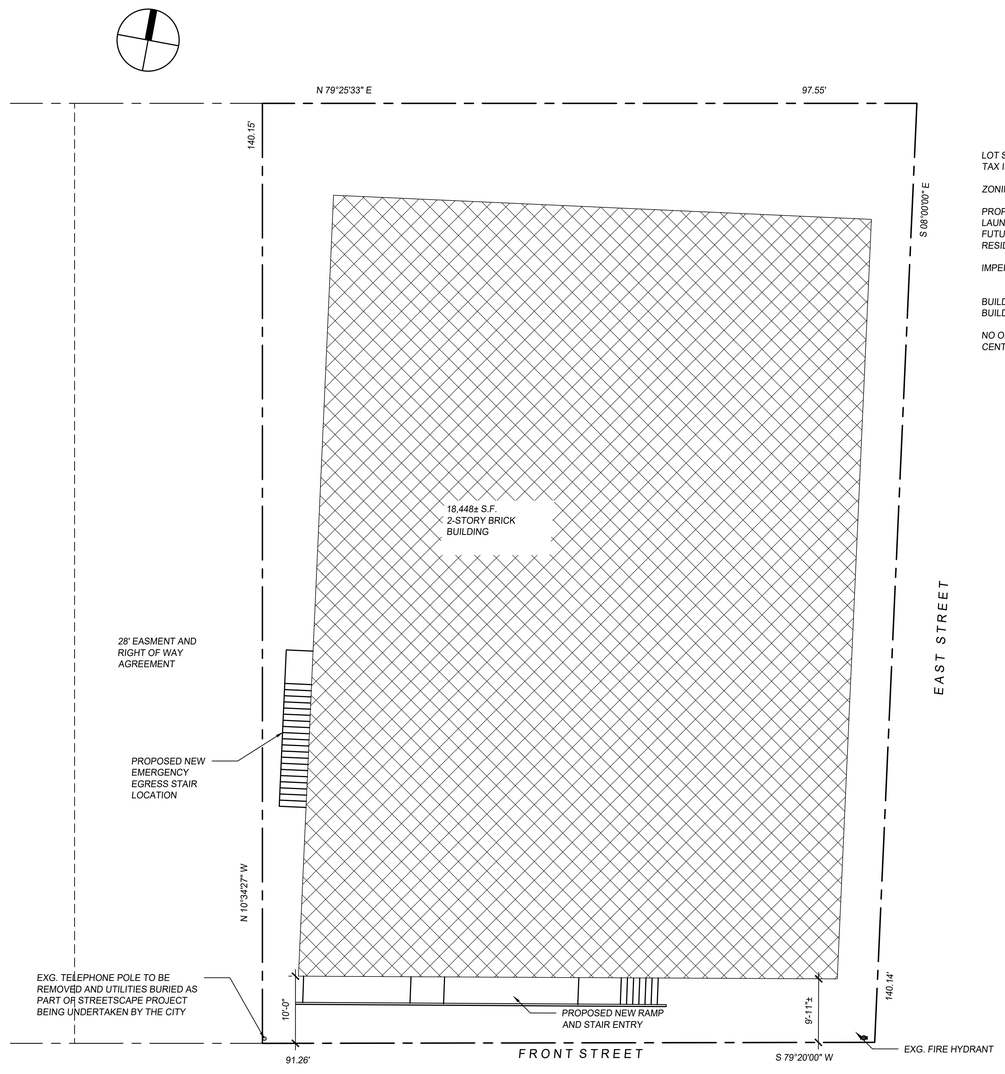
- 1 DOOR
- A WINDOW
- WALL TYPE
- EXG. WALL TO REMAIN
- EXG. WALL TO BE REMOVED
- NEW WALL

ABBREVIATIONS

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

SELECTIVE DEMOLITION

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



LOT SIZE: 13,223± S.F. - .304 ACRES
TAX ID NUMBER: MD-16-183.10-03-68.00-000

ZONING C-2

PROPOSED USAGE:
LAUNDROMAT: 6,959 S.F.
FUTURE COMMERCIAL TENANT SPACE: 2265 S.F.
RESIDENTIAL: 9224 S.F. (10 UNITS)

IMPERVIOUS AREA: 13,223± S.F.,
100% LOT COVERAGE

BUILDING CONSTRUCTION TYPE: III
BUILDING IS SPRINKLERED

NO OFF-STREET PARKING IS REQUIRED BY C-2 CENTRAL BUSINESS DISTRICT ZONING.
NEARBY LOTS FOR PARKING INCLUDE A PUBLIC LOT ACROSS THE STREET, A PUBLIC LOT A BLOCK WEST ON NE FRONT, A PRIVATE EASEMENT SHARED WITH NEIGHBORING BUILDING, AND A PRIVATE LOT A BLOCK EAST AT THE SHOPPING CENTER

A1 SITE PLAN
3/32" = 1'-0"

SITE MAP



SHEET INDEX

A-0.01	COVER SHEET
A-1.01	FOUNDATION PLAN
A-1.02	FIRST FLOOR PLAN
A-1.03	SECOND FLOOR PLAN
A-1.04	ROOF PLAN
A-2.01	EXTERIOR ELEVATIONS
A-2.02	EXTERIOR ELEVATIONS
A-3.01	BUILDING SECTION
A-3.02	BUILDING SECTION, WALL SECTIONS, AND F.R. FLOOR CEILING ASSEMBLY
A-4.01	DOOR AND WINDOW SCHEDULES
A-5.01	ACCESSIBILITY, STAIR, AND RAMP DETAILS

PROJECT DATA

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

ALL WORK TO COMPLY WITH THE FOLLOWING CODES AS ADOPTED BY THE TOWN OF MILFORD, DELAWARE:
- INTERNATIONAL BUILDING CODE 2012
- INTERNATIONAL EXISTING BUILDING CODE 2012
- NFPA 101 LIFE SAFETY CODE (2021 EDITION)
- INTERNATIONAL ENERGY CONSERVATION CODE 2018
- ICC/ANSI A117.1-09 ACCESSIBILITY STANDARDS
- INTERNATIONAL PLUMBING CODE 2012
- NFPA 70 AND NEC (MOST RECENT EDITION) ELECTRICAL CODES
- INTERNATIONAL MECHANICAL CODE 2012

SCOPE OF WORK:
RENOVATION OF EXISTING COMMERCIAL BUILDING INTO MIXED USE STRUCTURE

BUILDING CONSTRUCTION TYPE: III
BUILDING IS SPRINKLERED AND TO BE ALARMED. CONTRACTOR TO COORDINATE WITH LICENSED SUBCONTRACTOR TO MODIFY EXISTING SYSTEMS.

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

OCCUPANCY:
LAUNDROMAT - GROUP B (BUSINESS)
- PUBLIC LAUNDRY AREA: 2,807 S.F. / 30 S.F. PER OCCUPANT = 94 OCCUPANTS
- COMMERCIAL LAUNDRY AREA: 1,118 S.F. / 100 S.F. PER OCCUPANT = 12 OCCUPANTS
- CONFERENCE CENTER GROUP A-3 ASSEMBLY: 1,883 S.F. / 7 S.F. PER OCCUPANT = 269 OCCUPANTS
- RESIDENTIAL: 10 UNITS x 3 OCCUPANTS PER UNIT = 30 OCCUPANTS

EGRESS REQUIREMENTS:
LAUNDROMAT
- PUBLIC LAUNDRY AREA: 94 OCCUPANTS x .2" PER OCCUPANT = 18.8" (2 DOORS)
- COMMERCIAL LAUNDRY AREA: 12 OCCUPANTS x .2" PER OCCUPANT = 2.4" (1 DOOR)
- CONFERENCE SPACE: 269 OCCUPANTS x .2" PER OCCUPANT = 53.8" (2 DOORS)
- RESIDENTIAL: 30 OCCUPANTS x .2" PER OCCUPANT = 6" (2 STAIRS)

EGRESS PROPOSED:
LAUNDROMAT
- PUBLIC LAUNDRY AREA: 90" (2 DOORS)
- COMMERCIAL LAUNDRY AREA: 100" (2 DOORS)
- FUTURE TENANT SPACES: 64" (2 DOORS)
- RESIDENTIAL:6 4" (2 STAIRS)

MAX. ALLOWABLE TRAVEL DISTANCE ALLOWED: 300'-0"
MAX. TRAVEL DISTANCE PROPOSED: 149'-8"±

MAX. ALLOWABLE COMMON PATH OF TRAVEL: 200'-0"
PROPOSED COMMON PATH OF TRAVEL: 25'-3"±

GENERAL NOTES

1. DO NOT SCALE THESE DRAWINGS. (VERIFY ALL DIMENSIONS IN THE FIELD PRIOR TO CONSTRUCTION.)
2. THE CONTRACTOR SHALL VERIFY ALL SITE CONDITIONS PRIOR TO CONSTRUCTION.
3. ALL DIMENSIONS ARE FROM FACE OF STUDS OR FACE OF MASONRY UNITS UNLESS NOTED OTHERWISE.
4. CONTRACTOR SHALL NOTIFY MISS UTILITY NOT LESS THAN TWO WORKING DAYS, NOT MORE THAN TEN WORKING DAYS, PRIOR TO EXCAVATION OR DEMOLITION ON THIS PROJECT.
5. ALL NEW MATERIALS SHALL BE FREE OF LEAD, ASBESTOS OR MERCURY
6. SHOULD ANY WORDS OR NUMBERS THAT ARE NECESSARY FOR A CLEAR UNDERSTANDING OF THE WORK BE ILLEGIBLE OR OMITTED, OR SHOULD AN ERROR OR DISCREPANCY OCCUR IN ANY OF THE CONTRACT DOCUMENTS, THE CONTRACTOR SHALL NOT PROCEED WITH THAT PORTION OF THE WORK UNTIL CLARIFICATION IS RECEIVED. IN THE EVENT THE CONTRACTOR PROCEEDS WITHOUT SO NOTIFYING THE ARCHITECT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF CORRECTING SAME, INCLUDING ANY RESULTING DAMAGE.
7. ALL FLOOR FINISHES TO BE CLASS I OR CLASS II. BATHROOM FLOORING TO BE NON-POROUS EXTEND 6" UP WALL.
8. ALL WALL AND CEILING FINISHES TO BE CLASS A, CLASS B OR CLASS C.
9. PROVIDE DUCT SMOKE DETECTION FOR HVAC SYSTEMS.
10. ALL DOOR HARDWARE TO BE ADA COMPATIBLE AND NON-KEYED FROM THE EGRESS SIDE.
11. NO HAZARDOUS CHEMICALS ARE TO BE STORED ON SITE.

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

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

REV. DATE:

ARCHOLOGY, LLC © 2019

CONSTRUCTION DRAWING FOR THE NEW:
SPLASH LAUNDRAUMAT RENOVATION
115 NE FRONT STREET
MILFORD, KENT COUNTY, DELAWARE

COVER SHEET

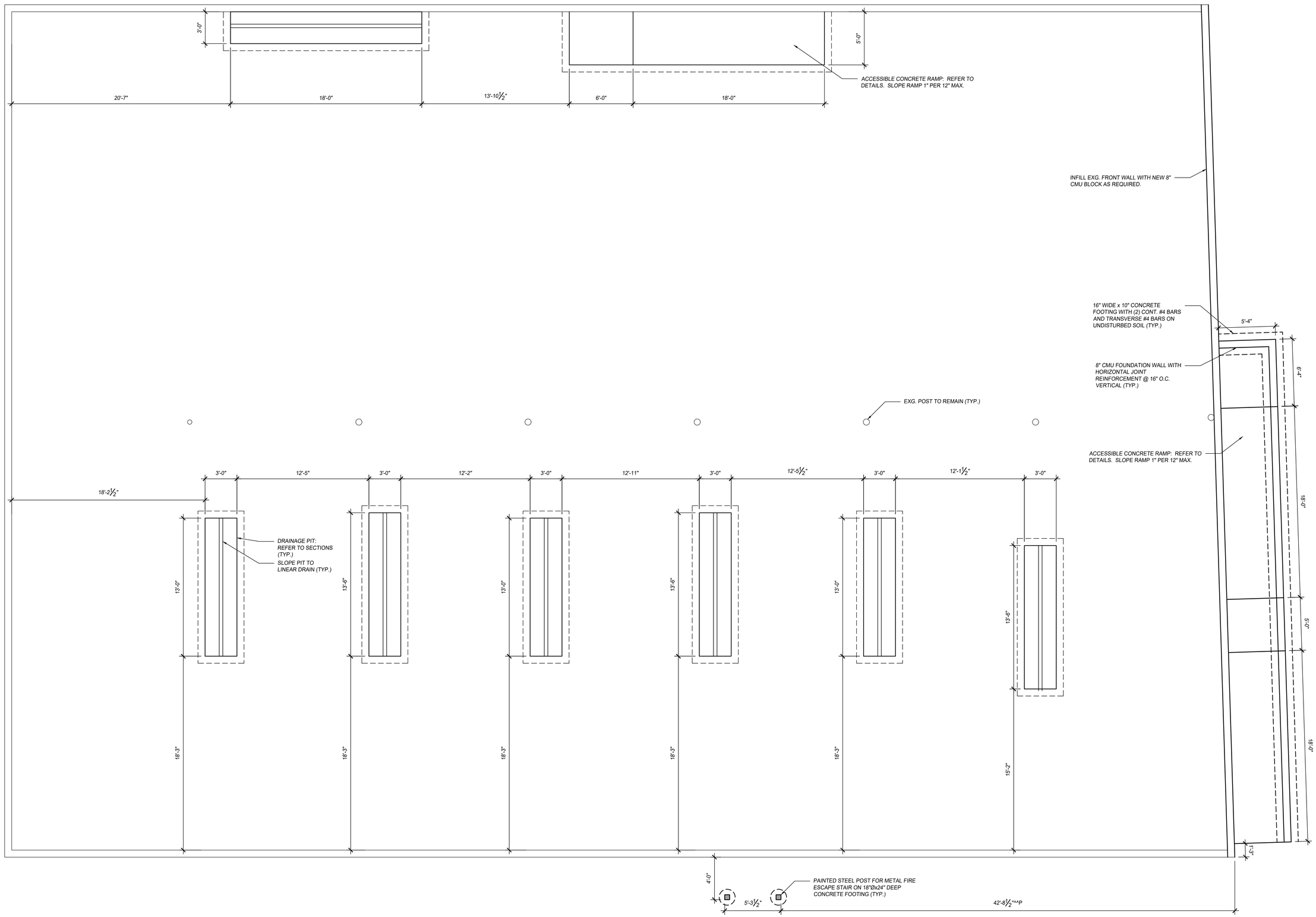
PROJECT # 19173

MARK A. REDDEN
S5-0007352
STATE OF DELAWARE
REGISTERED ARCHITECT

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

DATE: 07/11/2022

SHEET # A-0.01



A1 FOUNDATION PLAN

¼" = 1'-0"

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

ALL DESIGNS, CONCEPTS, IDEAS AND ARRANGEMENTS DEPICTED ON THESE DRAWINGS ARE THE PROPERTY OF ARCHOLOGY, LLC AND ARE NOT INTENDED TO BE USED IN CONNECTION WITH THIS SPECIFIC PROJECT OR PART THEREOF, NOT BE LOANED, COPIED OR USED FOR ANY OTHER PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF ARCHOLOGY ARCHITECTURE AND DESIGN SERVICES.
ALL DIMENSIONS MUST BE VERIFIED IN THE FIELD. NO CHANGES OR DEVIATIONS SHALL BE MADE WITHOUT WRITTEN CONSENT OF ARCHOLOGY ARCHITECTURE AND DESIGN SERVICES

REV.	DATE:

ARCHOLOGY, LLC
© 2021

CONSTRUCTION DRAWING FOR THE NEW:

SPLASH LAUNDRAUMAT RENOVATION

115 NE FRONT STREET
MILFORD, KENT COUNTY, DELAWARE

FOUNDATION PLAN

PROJECT # 19173

MARK A. REDDEN
S5-0007352
STATE OF DELAWARE
REGISTERED ARCHITECT

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

DATE: 07/11/2022

SHEET # A-1.01

EXG. DOOR WITH PANIC HARDWARE TO REMAIN

DOOR OPENS ONTO EXG. SIDEWALK (TYP.)

5'-0½"

7'-7½"

42'-11¼"

6'-0"

7'-5½" DIM SET BY EXG. STAIR OPENING

COMMERCIAL WASHING MACHINES

W5600 | W5350 | W5350 | W5350 | W5280

EXG. FIRE SPRINKLER RISER TO REMAIN

ILLUMINATED EXIT SIGN WITH EMERGENCY LIGHT FIXTURE WITH REMOTE EXTERIOR HEAD (TYP.)

FUTURE COMMERCIAL WASHING MACHINES

APARTMENT ENTRY

25'-4"± DIM SET BY EXG. STAIR OPENING

5'-0"

6'-0"

18'-0"± DIM SET BY GRADE - 30'-0" MAX.

42" HIGH RAILING SYSTEM WITH 4" MAX. CLEARSPACE

5'-0½"±

24'-0"

CONFERENCE AND TRAINING CENTER
2,168 S.F.

NEW STEPS IN EXG. OPENING: CONTRACTOR TO VERIFY NUMBER OF TREADS AND RISERS TO REACH FINISHED FLOOR. CALC TREADS @ 11" MIN. AND RISERS @ 7" MAX. FINISH UNDERSIDE OF STEPS WITH (2) LAYERS OF ⅝" TYPE-X F.R. GPDW. PROVIDE HANDRAIL ON BOTH SIDES OF STAIRS

8'-6⅛"

20'-0"

COMMERCIAL LAUNDRY

IRONER

UTILITY

7'-7"

13'-4"

13'-8"

MOP SINK

ACCESSIBLE WATER FOUNTAIN (TYP.0

13'-4½"

7'-11"

6'-4"

DE-650S | DE-650S | DE-683 COMMERCIAL DRYERS | DE-683 | DE-683 | DE-683

DROP OFF

EXHAUST FROM COMMERCIAL DRYERS MANIFOLDED TOGETHER WITH 8"Ø HARD PIPE DUCTING. NO FLEXIBLE DUCTWORK PROPOSED

2'-9"

CHILDREN'S AREA

EXHAUST VENT: REFER TO ELEVATIONS FOR LOCATIONS (TYP.)

24'-7½"

6'-4"

6'-1"

7'-7"

CLOSET

SUPPLIES

7'-6½"

6'-1"

6'-5"

1'-6"

1'-6½"

6'-4"

1'-8 13⁄16"

5'-10½"

DROP/PICK UP BOXES

6'-0½"

6'-0"

4'-5½"

2A-10BC RECHARGEABLE FIRE EXTINGUISHER (TYP.)

6'-6¼"

9"

10'-4"

11'-10"

11'-7"

11'-10"

12'-4½"

11'-10"

CUSTOMER WASHING MACHINES

EED-645 | EED-665 | EED-620 | EED-685 | W5600

13'-0"

13'-6"

LAUNDRY

30'-0"

42'-5½"

10'-5½"

7'-1"

EXHAUST FROM COMMERCIAL DRYERS MANIFOLDED TOGETHER WITH 8"Ø HARD PIPE DUCTING. NO FLEXIBLE DUCTWORK PROPOSED

DE-683 | DE-650S

7'-5½"

MECH

96'-2"

SECURITY

VENDING

8'-3"±

5'-1"

9'-7"

7'-6"

NEW PRE-MANUFACTURED METAL EXTERIOR FIRE ESCAPE STAIRS: CONTRACTOR TO VERIFY NUMBER OF TREADS AND RISERS TO REACH FINISHED GRADE. CALC. TREADS @ 11" MIN. AND RISERS @ 7" MAX. PROVIDE HANDRAIL ON BOTH SIDES OF STAIRS.

A1 FIRST FLOOR PLAN

¼" = 1'-0"

ARCHOLOGY, LLC
ARCHITECTURE & DESIGN SERVICES
107 S Washington St., Milford, DE 19963
ph: (302) 339-3566 www.ArchologyDE.com

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

REV. DATE:

ARCHOLOGY, LLC
© 2021

CONSTRUCTION DRAWING FOR THE NEW:
SPLASH LAUNDRAUMAT RENOVATION
115 NE FRONT STREET
MILFORD, KENT COUNTY, DELAWARE

FIRST FLOOR PLAN

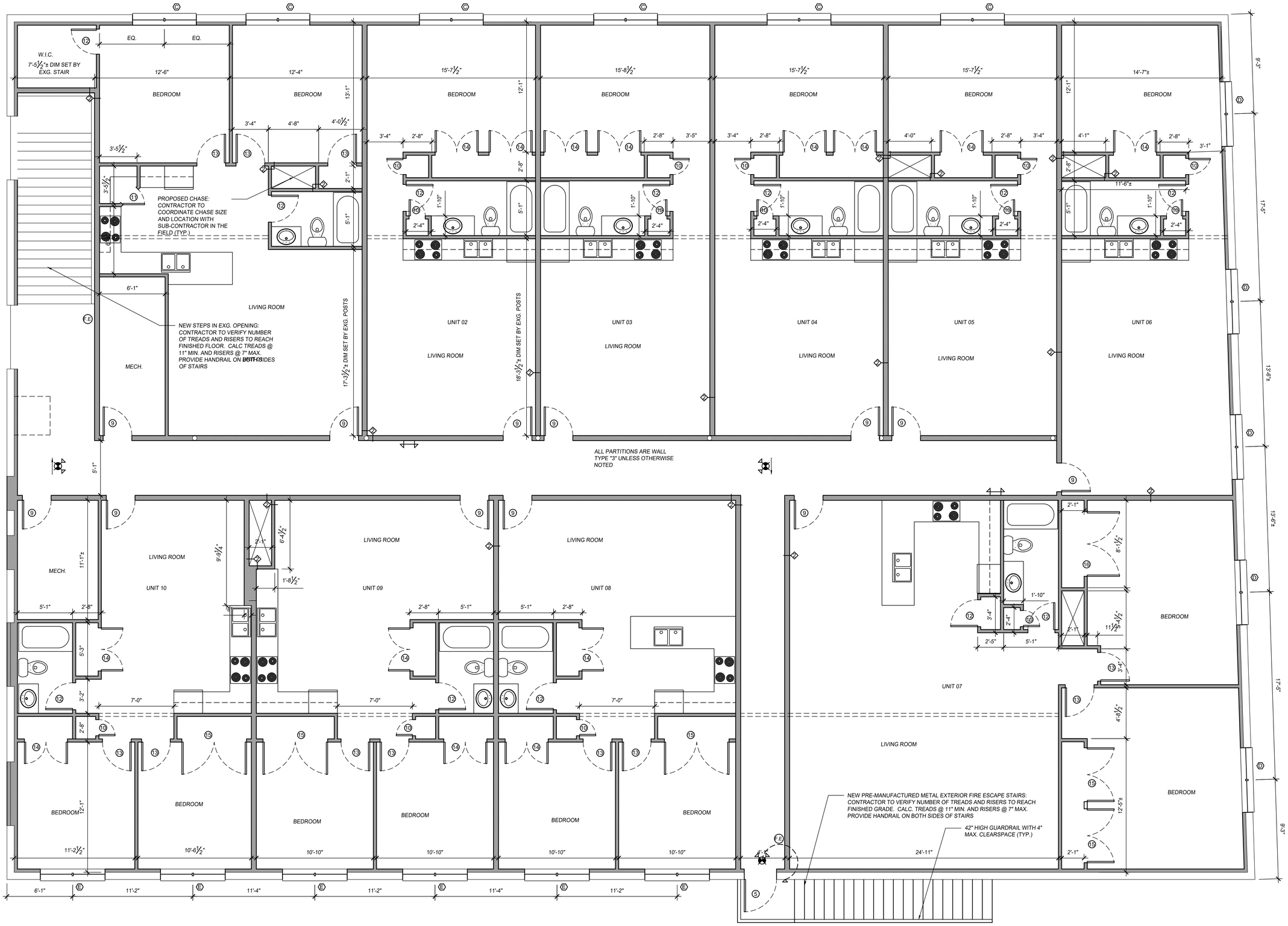
PROJECT # 19173

MARK A. REDDEN
S5-0007352
STATE OF DELAWARE
REGISTERED ARCHITECT

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

DATE:
07/11/2022

SHEET #
A-1.02



A1 SECOND FLOOR PLAN

¼" = 1'-0"

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

ALL DESIGNS, CONCEPTS, IDEAS AND ARRANGEMENTS DEPICTED ON THESE DRAWINGS ARE THE PROPERTY OF ARCHOLOGY, LLC AND ARE NOT INTENDED TO BE USED IN CONNECTION WITH THIS SPECIFIC PROJECT OR PART THEREOF, NOT BE USED FOR ANY ADDITIONS TO THIS PROJECT OR OTHER PURPOSE WHATSOEVER WITHOUT THE EXPRESS WRITTEN CONSENT OF ARCHOLOGY ARCHITECTURE AND DESIGN SERVICES. NO CHANGES OR DEVIATIONS SHALL BE ALLOWED UNLESS WRITTEN AUTHORIZATION CONSENT OF ARCHOLOGY ARCHITECTURE AND DESIGN SERVICES

REV. DATE:

ARCHOLOGY, LLC © 2021

CONSTRUCTION DRAWING FOR THE NEW:

SPLASH LAUNDRAUMAT RENOVATION

115 NE FRONT STREET
MILFORD, KENT COUNTY, DELAWARE

PROJECT # 19173

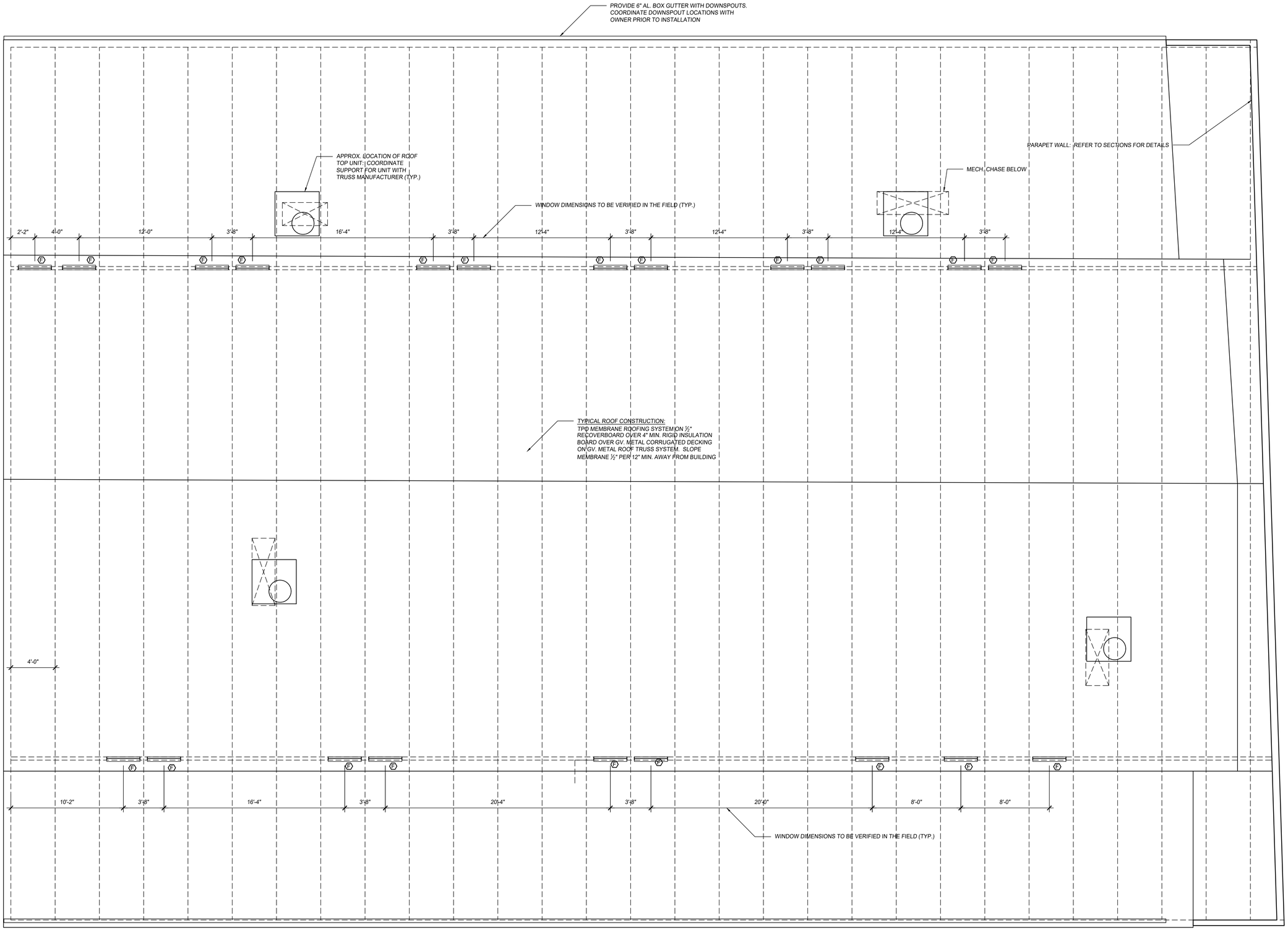
SECOND FLOOR PLAN

MARK A. REDDEN
S5-0007352
STATE OF DELAWARE
REGISTERED ARCHITECT

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

DATE: 07/11/2022

SHEET # A-1.03



A1 ROOF PLAN

¼" = 1'-0"

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

ALL DESIGNS, CONCEPTS, IDEAS AND ARRANGEMENTS DEPICTED ON THESE DRAWINGS ARE THE PROPERTY OF ARCHOLOGY, LLC AND ARE NOT INTENDED TO BE USED IN CONNECTION WITH THIS SPECIFIC PROJECT OR PARTICULAR SITE UNLESS PREVIOUSLY AUTHORIZED. NOT FOR OTHER PURPOSE WHATSOEVER WITHOUT THE EXPRESS WRITTEN PERMISSION OF ARCHITECTURE AND DESIGN SERVICES. THEY ARE NOT TO BE ALTERED IN ANY WAY. NO CHANGES OR DEVIATIONS SHALL BE ALLOWED UNLESS AUTHORIZED IN CONSENT OF ARCHOLOGY ARCHITECTURE AND DESIGN SERVICES

REV.	DATE:

ARCHOLOGY, LLC
© 2021

CONSTRUCTION DRAWING FOR THE NEW:
SPLASH LAUNDRAUMAT RENOVATION
115 NE FRONT STREET
MILFORD, KENT COUNTY, DELAWARE

ROOF PLAN

PROJECT # 19173

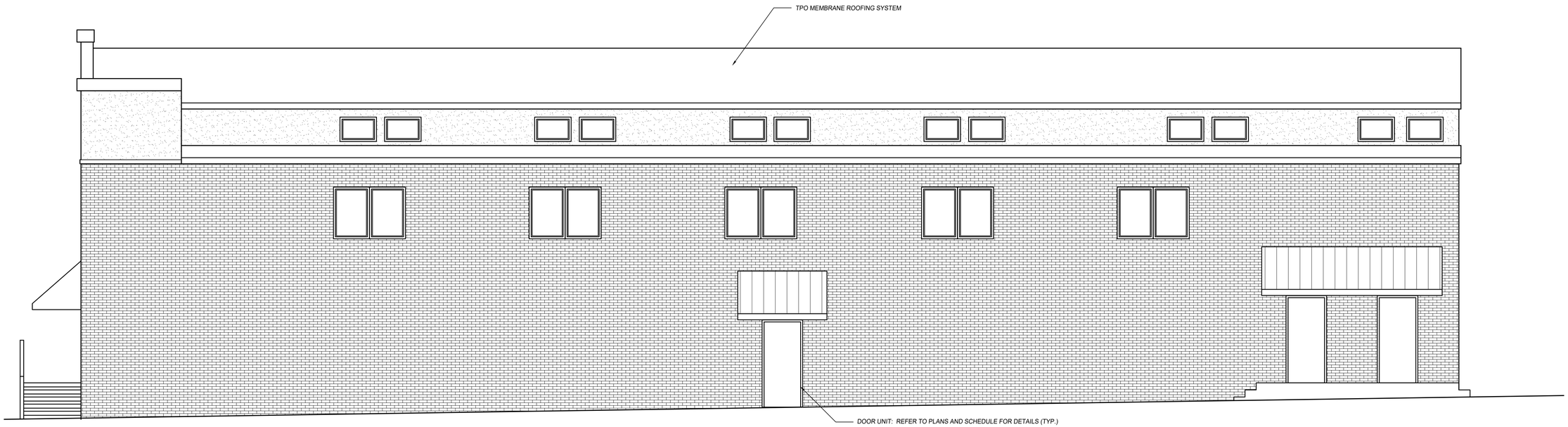
MARK A. REDDEN
S5-0007352
STATE OF DELAWARE
REGISTERED ARCHITECT

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

DATE: 07/11/2022

SHEET # A-1.04





A1 FRONT AND SIDE ELEVATIONS

¼" = 1'-0"

ARCHOLOGY, LLC
ARCHITECTURE & DESIGN SERVICES
107 S Washington St., Milford, DE 19963
ph: (302) 339-3566 www.ArchologyDE.com

ALL DESIGNS, CONCEPTS, IDEAS AND ARRANGEMENTS DEPICTED ON THESE DRAWINGS ARE THE PROPERTY OF ARCHOLOGY, LLC AND SHALL NOT BE USED IN CONNECTION WITH THIS SPECIFIC PROJECT OR PARTS ALL, NOT BE LOANED, COPIED OR DISCLOSED FOR OTHER PURPOSE WHATSOEVER WITHOUT THE EXPRESS WRITTEN PERMISSION OF ARCHITECTURE AND DESIGN SERVICES. NO CHANGES OR DEVIATIONS SHALL BE MADE IN THESE PLANS WITHOUT THE CONSENT OF ARCHOLOGY ARCHITECTURE AND DESIGN SERVICES

REV. DATE:

ARCHOLOGY, LLC
© 2021

CONSTRUCTION DRAWING FOR THE NEW:
SPLASH LAUNDRAUMAT RENOVATION
115 NE FRONT STREET
MILFORD, KENT COUNTY, DELAWARE

PROJECT # 19173

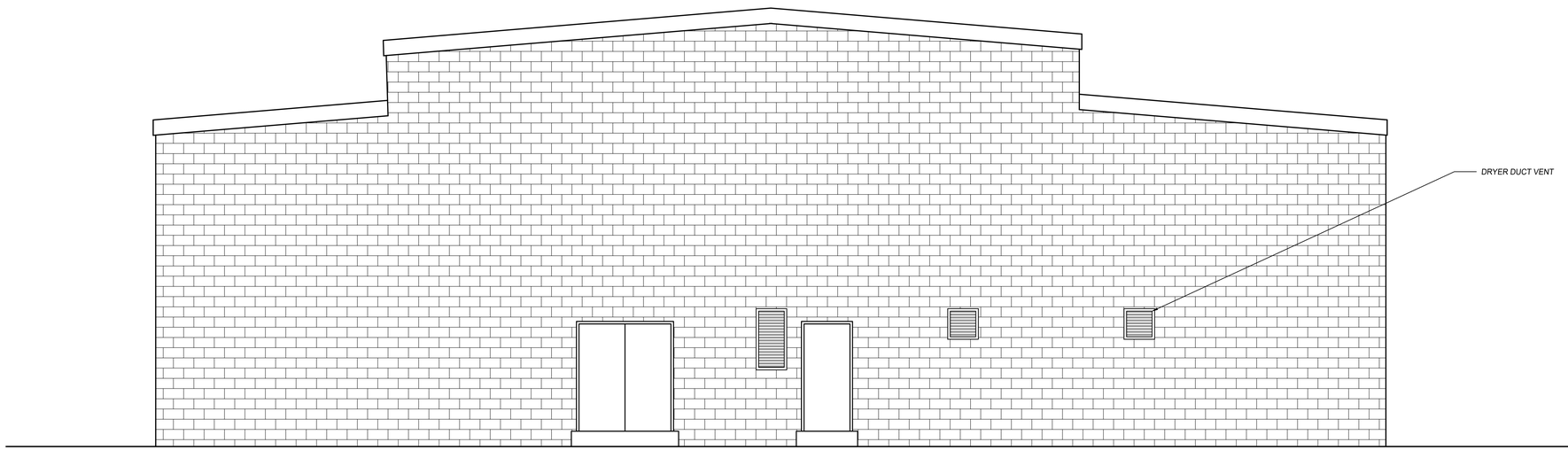
FRONT AND SIDE ELEVATIONS

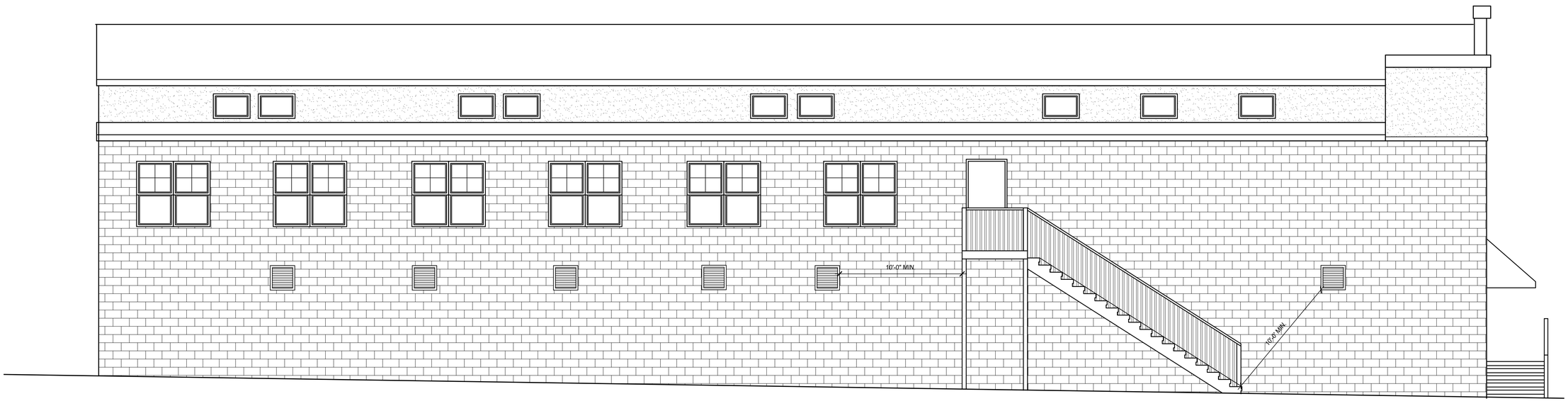
MARK A. REDDEN
S5-0007352
STATE OF DELAWARE
REGISTERED ARCHITECT

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

DATE: 07/11/2022

SHEET # A-2.01





REFER TO DRAWING A1/A-2.01 "FRONT AND SIDE ELEVATIONS" FOR TYPICAL NOTES, DIMENSIONS, AND FINISHES (TYP. U.N.O.)

A1 REAR AND SIDE ELEVATIONS

¼" = 1'-0"

ARCHOLOGY, LLC
ARCHITECTURE & DESIGN SERVICES
107 S Washington St., Milford, DE 19963
ph: (302) 339-3566 www.ArchologyDE.com

ALL DESIGNS, CONCEPTS, IDEAS AND ARRANGEMENTS DEPICTED ON THESE DRAWINGS ARE THE PROPERTY OF ARCHOLOGY, LLC AND ARE NOT INTENDED TO BE USED IN CONNECTION WITH THIS SPECIFIC PROJECT OR PARTICULAR, NOT FOR ANY OTHER PROJECT OR ADDITIONS TO THIS PROJECT OR FOR ANY OTHER PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF ARCHOLOGY ARCHITECTURE AND DESIGN SERVICES. NO CHANGES OR DEVIATIONS SHALL BE ALLOWED UNLESS WRITTEN PERMISSION AND CONSENT OF ARCHOLOGY ARCHITECTURE AND DESIGN SERVICES

REV.	DATE:

ARCHOLOGY, LLC
© 2021

CONSTRUCTION DRAWING FOR THE NEW:
SPLASH LAUNDRAUMAT RENOVATION
115 NE FRONT STREET
MILFORD, KENT COUNTY, DELAWARE

PROJECT # 19173

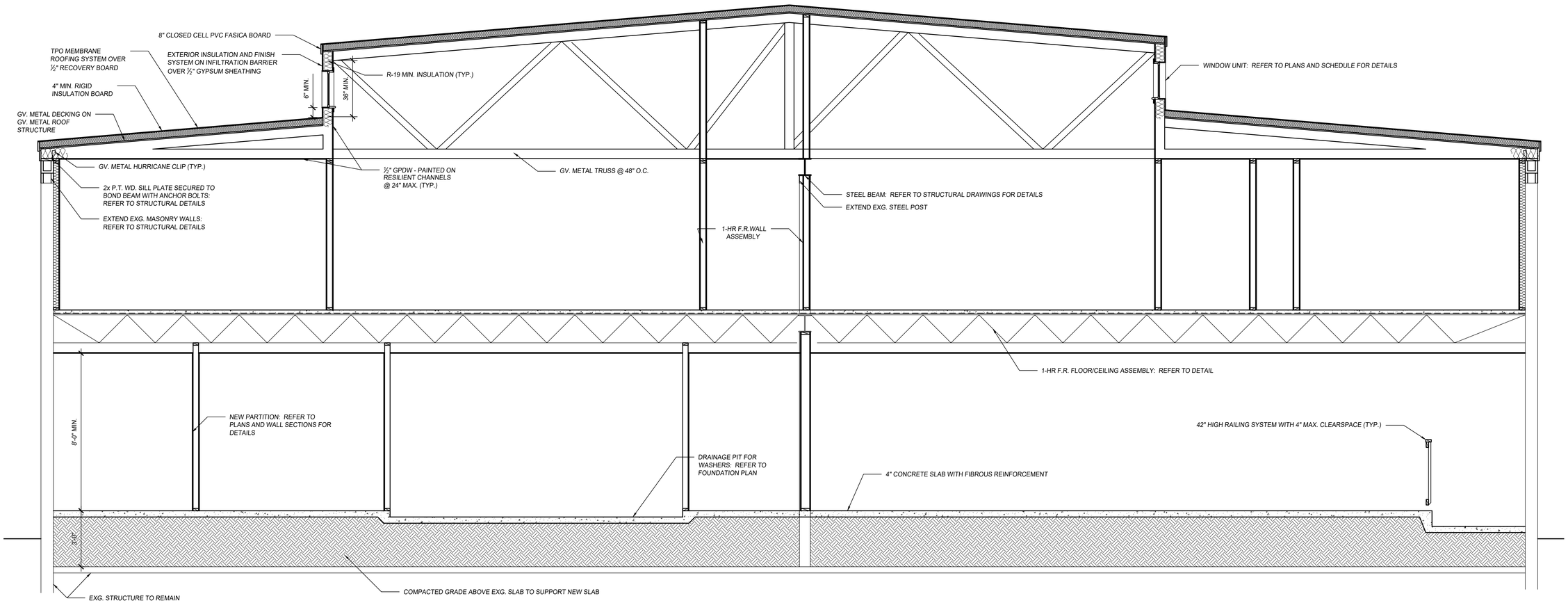
REAR AND SIDE ELEVATIONS

MARK A. REDDEN
S5-0007352
STATE OF DELAWARE
REGISTERED ARCHITECT

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

DATE: 07/11/2022

SHEET # A-2.02



A1 BUILDING SECTION

3/8" = 1'-0"

ARCHOLOGY, LLC
ARCHITECTURE & DESIGN SERVICES
107 S Washington St., Milford, DE 19963
ph: (302) 339-3566 www.ArchologyDE.com

ALL DESIGNS, CONCEPTS, IDEAS AND ARRANGEMENTS DEPICTED ON THESE DRAWINGS ARE THE PROPERTY OF ARCHOLOGY, LLC AND ARE NOT INTENDED TO BE USED IN CONNECTION WITH THIS SPECIFIC PROJECT OR PART THEREOF, NOT SPECIFICALLY AUTHORIZED IN WRITING FOR OTHER PURPOSE WHATSOEVER WITHOUT THE WRITTEN CONSENT OF ARCHOLOGY, LLC ARCHITECTURE AND DESIGN SERVICES. NO CHANGES OR DEVIATIONS SHALL BE ALLOWED WITHOUT WRITTEN CONSENT OF ARCHOLOGY ARCHITECTURE AND DESIGN SERVICES

REV. DATE:

ARCHOLOGY, LLC
© 2021

CONSTRUCTION DRAWING FOR THE NEW:

SPLASH LAUNDRAUMAT RENOVATION

115 NE FRONT STREET
MILFORD, KENT COUNTY, DELAWARE

BUILDING SECTION

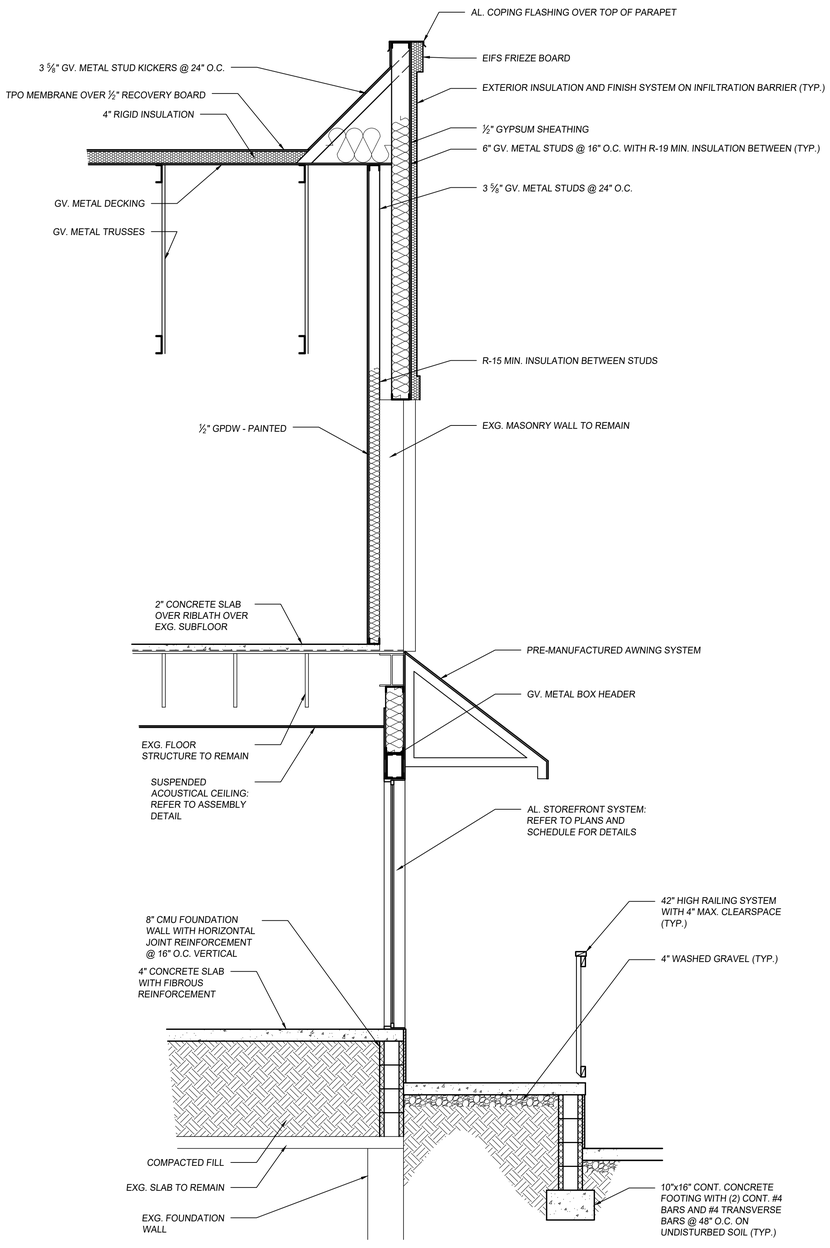
PROJECT # 19173

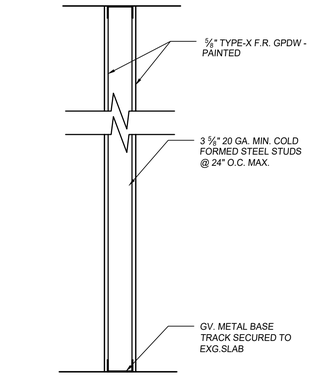
MARK A. REDDEN
S5-0007352
STATE OF DELAWARE
REGISTERED ARCHITECT

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

DATE: 07/11/2022

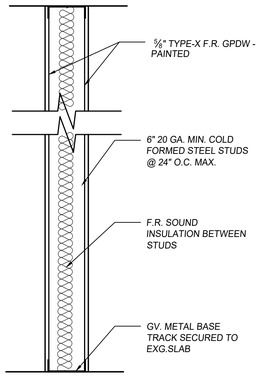
SHEET # A-3.01





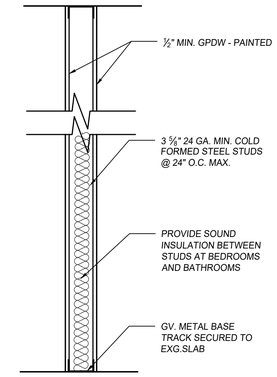
1 *1-HR F.R. WALL UL# U419*

SEAL ALL PENETRATIONS AND AROUND PERIMETER WITH F.R. SEALANTS

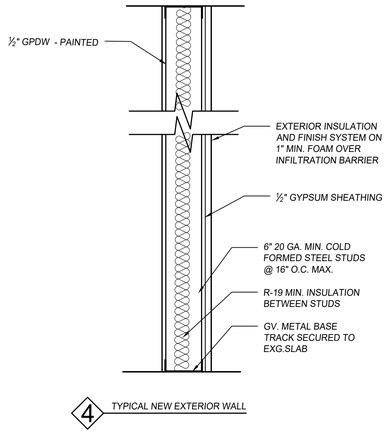


2 *1-HR F.R. TENANT SEPARATION WALL UL# U419*

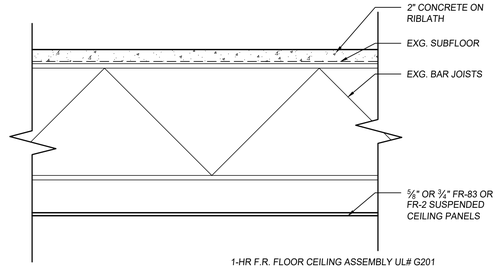
SEAL ALL PENETRATIONS AND AROUND PERIMETER WITH F.R. SEALANTS



3 *TYPICAL INTERIOR PARTITION*



4 *TYPICAL NEW EXTERIOR WALL*



1-HR F.R. FLOOR CEILING ASSEMBLY UL# G201

SEAL ALL PENETRATIONS AND AROUND PERIMETER WITH F.R. SEALANTS

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

ALL DESIGNS, CONCEPTS, IDEAS AND ARRANGEMENTS DEPICTED ON THESE DRAWINGS ARE THE PROPERTY OF ARCHOLOGY, LLC AND ARE NOT INTENDED TO BE USED IN CONNECTION WITH THIS SPECIFIC PROJECT OR PART THEREOF, NOT SPECIFICALLY PREPARED FOR THIS OR ANY OTHER PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF ARCHOLOGY ARCHITECTURE AND DESIGN SERVICES. NO CHANGES OR DEVIATIONS SHALL BE ALLOWED UNLESS WRITTEN PERMISSION AND CONSENT OF ARCHOLOGY ARCHITECTURE AND DESIGN SERVICES

⚠	REV.	DATE:

ARCHOLOGY, LLC
© 2021

CONSTRUCTION DRAWING FOR THE NEW:
SPLASH LAUNDRAUMAT RENOVATION
115 NE FRONT STREET
MILFORD, KENT COUNTY, DELAWARE

BUILDING SECTION, WALL SECTIONS, AND F.R. FLOOR/CEILING ASSEMBLY

PROJECT # 19173



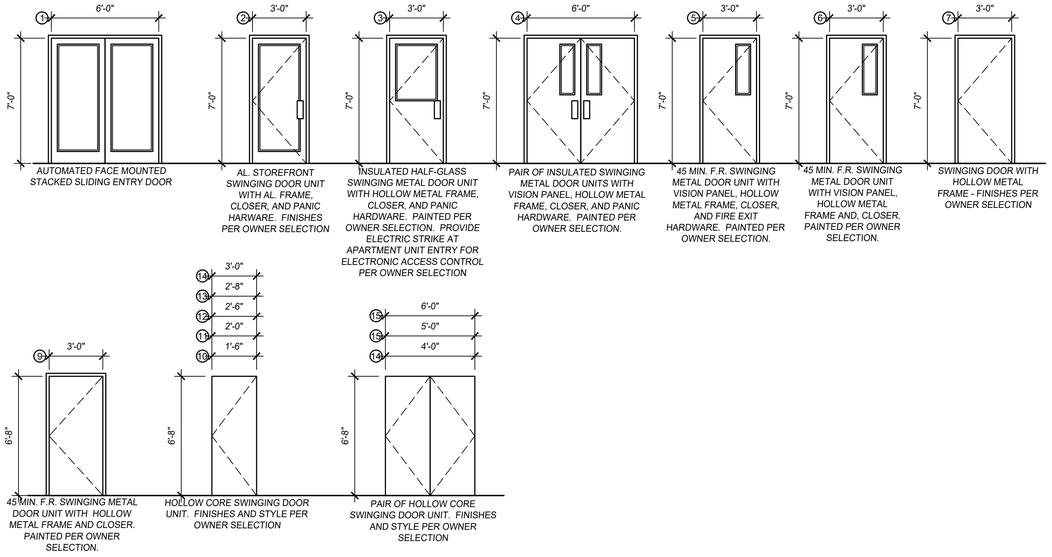
PROFESSIONAL CERTIFICATION.
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF DELAWARE
LICENSE NUMBER S5-0007352
EXPIRATION DATE 01/31/2022

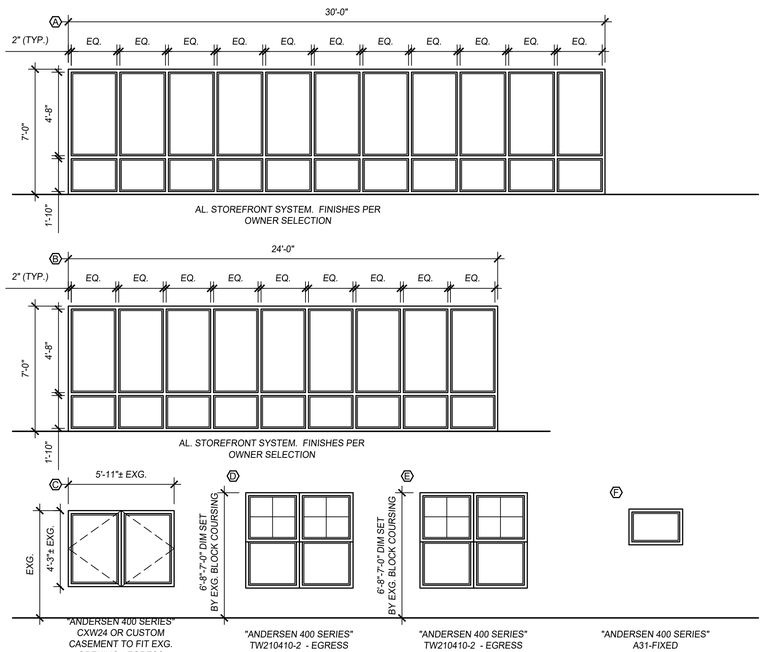
DATE: 07/11/2022

SHEET # A-3.02

A1 BUILDING SECTION — ½" = 1'-0"

WALL SECTIONS AND F.R. FLOOR CEILING ASSEMBLY — 1" = 1'-0"





A1 DOOR AND WINDOW SCHEDULES

¼" = 1'-0"

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

ALL DESIGNS, CONCEPTS, IDEAS AND ARRANGEMENTS DEPICTED ON THESE DRAWINGS ARE THE PROPERTY OF ARCHOLOGY, LLC AND ARE NOT INTENDED TO BE USED IN CONNECTION WITH THIS SPECIFIC PROJECT OR PART THEREOF, NOT BE USED FOR ANY ADDITIONS TO THIS PROJECT OR ANY OTHER PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF ARCHOLOGY, LLC. ARCHITECTURE AND DESIGN SERVICES NO CHANGES OR DEVIATIONS SHALL BE ALLOWED UNLESS AUTHORIZED IN CONSENT OF ARCHOLOGY ARCHITECTURE AND DESIGN SERVICES

REV.	DATE:

ARCHOLOGY, LLC
© 2021

CONSTRUCTION DRAWING FOR THE NEW:

SPLASH LAUNDRAUMAT RENOVATION

115 NE FRONT STREET
MILFORD, KENT COUNTY, DELAWARE

PROJECT # 19173

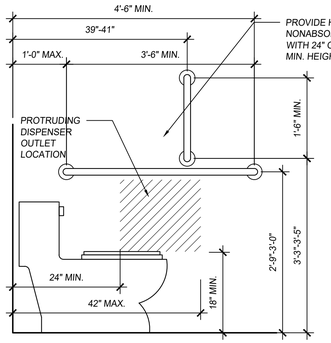
DOOR AND WINDOW SCHEDULES



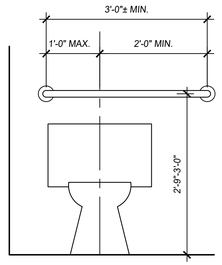
PROFESSIONAL CERTIFICATION.
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF DELAWARE
LICENSE NUMBER S5-0007352
EXPIRATION DATE 01/31/2022

DATE: 07/11/2022

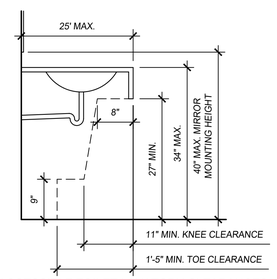
SHEET # A-4.01



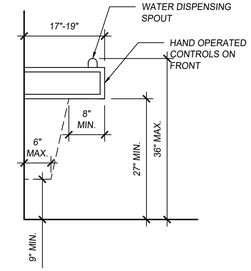
ACCESSIBLE TOILET GRAB BAR SIDE ELEVATION



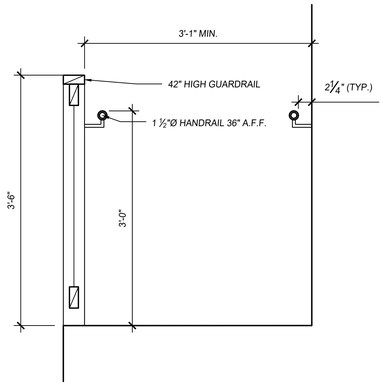
ACCESSIBLE TOILET GRAB BAR REAR ELEVATION



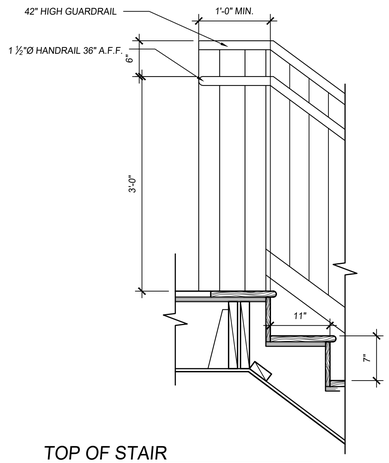
ACCESSIBLE TOILET LAVATORY CLEARANCES



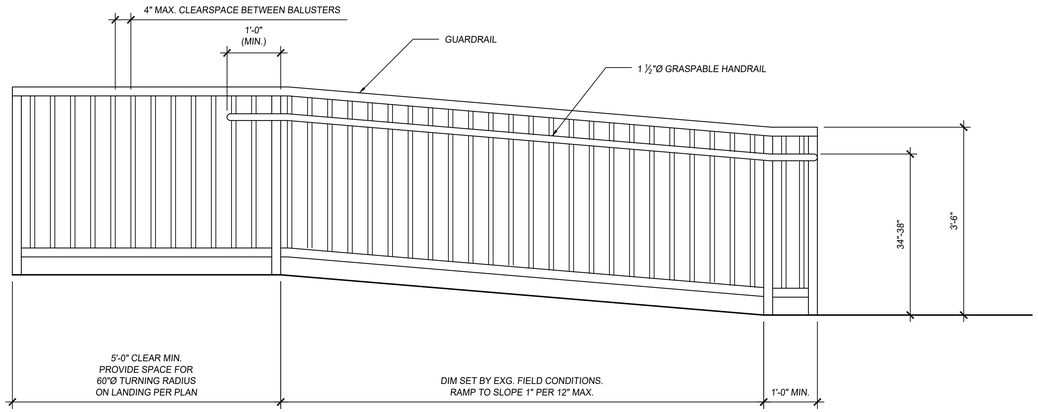
ACCESSIBLE DRINKING FOUNTAIN HEIGHTS AND CLEARANCES

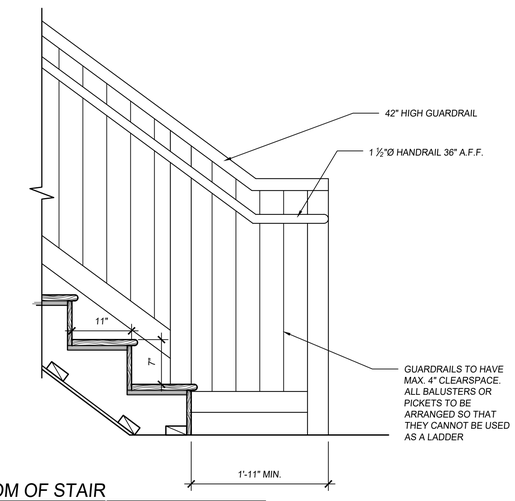


GUARD AND HANDRAIL DETAILS



TOP OF STAIR





BOTTOM OF STAIR

A1 ACCESSIBILITY AND STAIR/RAMP DETAILS

-

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

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

REV.	DATE:
1	FM REVISIONS

ARCHOLOGY, LLC
© 2021

CONSTRUCTION DRAWING FOR THE NEW:
SPLASH LAUNDRAUMAT RENOVATION
115 NE FRONT STREET
MILFORD, KENT COUNTY, DELAWARE

ACCESSIBILITY AND STAIR/RAMP DETAILS

PROJECT # 19173

MARK A. REDDEN
S5-0007352
STATE OF DELAWARE
REGISTERED ARCHITECT

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

DATE: 07/11/2022

SHEET # A-5.01

Archology LLC
107 S. Washington Street, Milford, DE 19963
www.Archologyde.com

January 27, 2023

Re: Future Splash Laundromat Conditional Use
115 NE Front Street, Milford, Delaware.

We are seeking a conditional use approval for the property at the former Rite Aid, redeveloping it into a multi-use building with apartments per 230-13.c.5. We will be placing a laundromat into the majority of the lower level with a space for future office or retail with residential units above on the second floor.

We believe the laundromat and commercial space will provide benefits to the town by providing a more walkable community. The owners of the laundromat already have a facility on the highway and would like to open up this additional space to help serve customers downtown, within walking distance of many of their homes. They have experience with this at other facilities such as the one that we renovated in Georgetown where most of the customers were found to walk to the facility and the facility has become a community hub with events and services being offered in the accessory spaces there.

Although the code does not require us to provide parking spaces for these uses due to the presence of public lots downtown, there is a shared parking lot on an easement adjacent to the building. These parking spaces are shared with the Insurance Market building next door and would provide potential spaces for tenants as the hours of operation of the office space would leave these spaces free in the evenings and mornings before and after business hours, lessening our impact on the public parking facilities in the neighborhood.

There is also a concern for this building that the second floor has been underutilized for decades. The downtown development plan, developed for the city by Arnet Muldrow and Associates, included increasing density of living units in the downtown area. The goals of this development were to provide more security by deterring crime by increasing population density and observation of underserved areas and to provide more potential customers to support smaller downtown businesses and restaurants within walking distance. We are proposing ten rental units on the second floor with five of the units being one bedroom/efficiencies and five units being two bedroom units. These will provide places for young persons to live downtown and take advantage of these amenities such as the riverwalk and the businesses nearby. By living downtown, this should keep the burden on existing parking facilities down as people will not be driving into town to support these businesses.

Mark Redden, AIA
Archology, LLC.

From the Desk of Mark Redden, Phone: (302)-339-5566, Email: mark@archologyde.com

#7288 - Milford, DE

EASEMENT AND RIGHT OF WAY AGREEMENT

THIS AGREEMENT made as of this 26th of July, 1995, by and between FISHER SALES & SERVICES, INC., a Delaware corporation, having an address of Box F, Milford, DE, hereinafter referred to as "Grantor," and J. C. PENNEY COMPANY, INC., a Delaware corporation, having an address of P.O. Box 10001, Dallas, TX 75301-2105, hereinafter referred to as "Grantee."

WHEREAS, Grantor is the owner of certain real property located on Front Street, City of Milford, Kent County, Delaware, which property is hereinafter shown on a survey made by Earl D. Smith dated January 5, 1989 ("Survey") and marked as Exhibit A attached hereto and made a part hereof, and said real property (hereinafter referred to as the "Parking Area") is contiguous to certain real property owned by Grantee, which property is hereinafter shown in Exhibit A, as hatched, upon which a two-story concrete building has been erected (hereinafter referred to as the "Building"); and

WHEREAS, Grantee desires the right, privilege and authority to use, cross, and gain access for ingress and egress upon, over and across the Parking Area.

WITNESSETH: That Grantor, in consideration of the mutual covenants contained herein and other good and valuable consideration, does hereby grant, convey and transfer unto Grantee, its successors and assigns, an easement and right of way for the purpose of ingress, egress, regress and use, over, across, and upon the Parking Area as shown on the Survey and more particularly described as follows:

ALL THAT CERTAIN lot, piece or parcel of land situated in the City of Milford, Kent County, and State of Delaware, being bounded on the south by Front Street, on the west and north by lands of Fisher Sales and Services, Inc., on the east by lands of J. C. Penney Company, Inc., and being more particularly described in accordance with a recent survey by Earl D. Smith, dated January 5, 1989, as follows, to wit:

BEGINNING at a drill hole at the intersection of the west line of East Street with the northerly line of Front Street; Thence running from said point with the northerly line of Front Street, South 79 20' West a distance of 91.26 feet to a nail at the corner of lands of Fisher Sales and Services, Inc., and J. C. Penney Company, Inc., the point of beginning; Thence from said point of beginning, along the line of lands of J. C. Penney Company, Inc., North 10 34'27" West, a distance of 140.15 feet to a P.K. nail; Thence along a line intersecting lands of Fisher Sales and Services, Inc., South 79 25'33" West, a distance of 28 feet, more or less, to a point; Thence along another line intersecting the lands of Fisher Sales and Services, Inc., South 10 34'27" East, a distance of 140.15 feet,

more or less; Thence along the northerly side of Front Street, North 79 20' East, a distance of 28 feet, more or less, to the point of beginning.

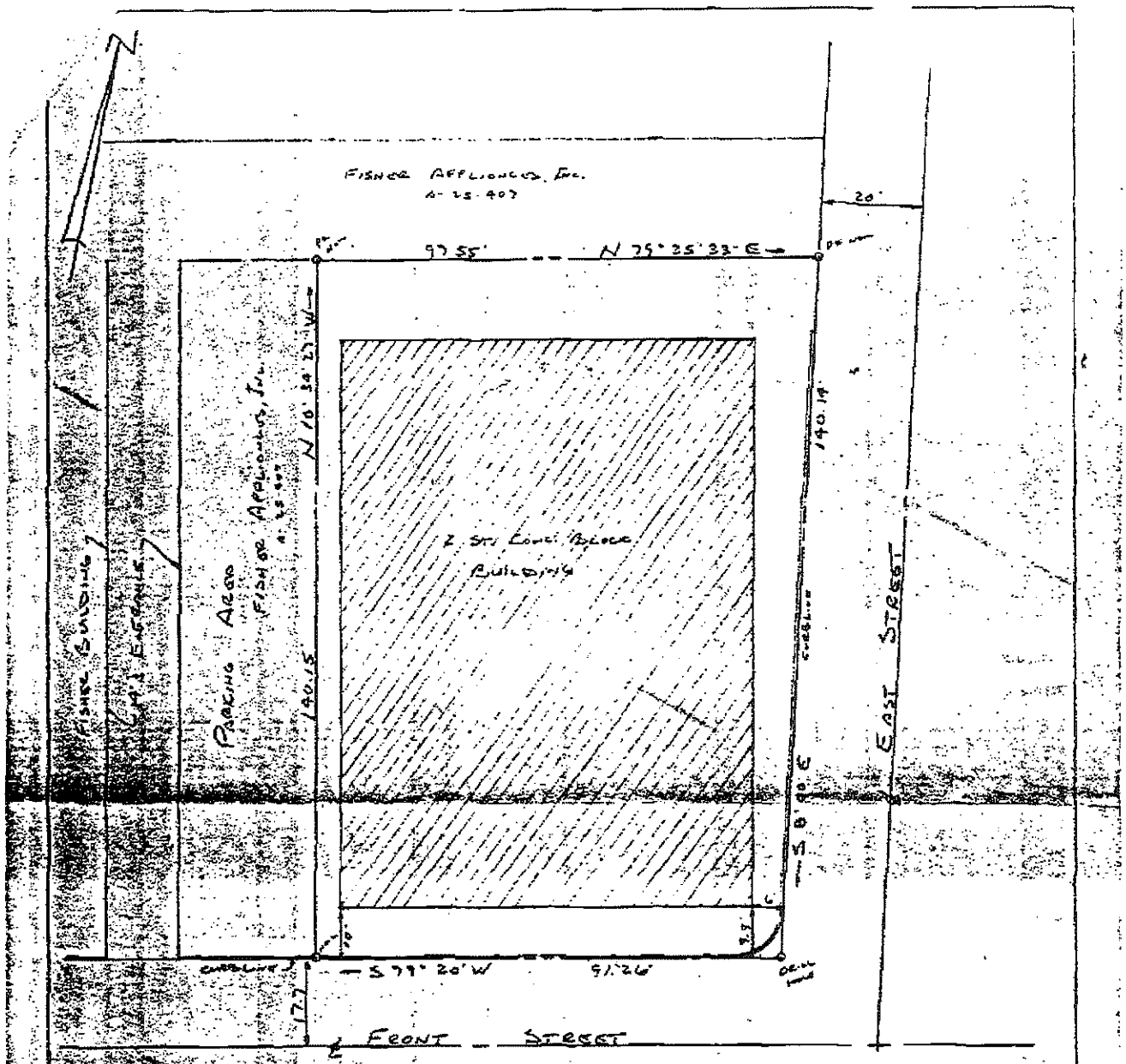
Said easement and right of way are granted upon the following mutual covenants:

1. Grantor agrees and covenants to keep the Parking Area maintained, repaired, graded, surfaced, properly drained, and free of obstructions, rubbish, snow, and ice.

2. The term of said easement and right of way is for an initial term of five (5) years, subject to automatic renewal at the end of the initial term, and all subsequent terms, for an additional five (5) years. Renewal is automatic at the end of each term unless notification is delivered from either party at least sixty (60) days prior to the end of any individual term. In consideration of the grant of this easement, Grantee agrees to pay to Grantor an annual fixed sum of Six Hundred ($600) Dollars, which said sum shall be paid in equal monthly installments of Fifty ($50) Dollars each, on or before the tenth day of each month. If such sum shall be payable for a fraction of a month, the amount payable shall be a pro rata share of the amount due for a full month.

3. In further consideration of the grant of this easement, Grantee agrees to pay to Grantor one-half (1/2) of the costs incurred by Grantor in association with the maintenance of the Parking Area. The expenses to be taken into consideration in determining such cost shall include the expenses in connection with maintaining, lighting, cleaning, snow and ice removal, paving and repaving, resurfacing, patching and repairing, line-painting, and real estate taxes. As used in this article, "real estate taxes" shall refer to taxes levied on all of the land comprising the Parking Area. However, such term shall not include any income, franchise, corporate, personal property, capital levy, capital stock, transfer, revenue, estate, inheritance, gift, devolution, or succession tax payable by Grantor, or any other tax, assessment, charge or levy upon Grantor's remaining property. Grantor shall, as soon as it is reasonably possible following the receipt of any bill regarding the maintenance of, or real estate taxes payable for, the Parking Area, deliver to Grantee a statement setting forth the actual amount of costs or taxes applicable to the Parking Area, a computation, in reasonable detail, showing how such cost or tax was arrived at, and accompanied by an electrostatic copy of the receipted invoice or tax bill, or other evidence showing payment of the costs or taxes applicable to the Parking Area. Grantee shall pay one-half (1/2) of such maintenance cost or real estate tax within thirty (30) days of receipt of such statement from Grantor.

4. Notwithstanding the foregoing, Grantor agrees that prior to any paving, resurfacing or the application of protective coating to the Parking Area, Grantor shall submit a written proposal setting forth the work to be done and the costs thereof, to Grantee. If Grantee, in its reasonable judgment, feels that said



Area: 0.3036 Acres ±

115 N. Front St.

Tax Map 16 183.10 03.00

I certify that this survey was prepared for identification purposes only for the individual(s) named hereon. No responsibility is extended to any third party by the surveyor for use or reliance by others. Any encroachments, easements or rights-of-way not shown hereon are unknown to the surveyor.

Buyer: J.C. Penney Co., Inc.

I certify that the improvements indicated hereon are located as shown.

Lands of
Brown P. Townley, Jr.

In the City of Milford
Kent County, Delaware

Earle D. Smith
Land Surveyor
Dover, Del.

Scale: 1" = 20'

1-5-89

§ 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 in the C-1 District.

(2) Taverns and tap rooms.

(3) Libraries, museums, art galleries and public information centers.

(4) Churches and other places of worship.

(5) Fraternal, social service, union or civic organization.

(6) Publishing, printing and reproduction establishments.

(7) Indoor storage facilities as an accessory use to any of the permitted uses in this district.

(8) 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. Furthermore, the outdoor display may not interfere with the safe and efficient flow of pedestrian traffic.

(9) 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] Permanent and temporary outdoor seating and gathering areas shall be subject to building permit application and approval requirements.

[2] 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] 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] 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] 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] 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] 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) Motels and hotels.

(3) Instructional, business or trade stores.

(4) Fast-food or franchised food service operated restaurants.

(5) All dwellings other than single-family with a maximum density of 16 units per acre and in conjunction with nonresidential use.

D. Area regulations.

(1) Minimum lot area shall be 2,500 square feet.

(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.

(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.

[Ord. No. 2022-06, 1-24-2022]

§ 230-42. 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.

[Ord. No. 2022-06, 1-24-2022]

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.

[Ord. No. 2022-06, 1-24-2022]

§ 230-47. Application and approval procedures.

A. Conditional Use Site Plans shall follow the procedures for application and review outlined in Article X Site Plan Review of this Chapter.

B. Conditional Use Major Subdivisions shall follow the procedures for application and review outlined in Chapter 200 Subdivision of Land

C. 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.

[Ord. No. 2022-06, 1-24-2022]

§ 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.

[Ord. No. 2022-06, 1-24-2022]

§ 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. 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 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.

[Ord. No. 2022-06, 1-24-2022]

CITY OF MILFORD
NOTICE OF PUBLIC HEARING
Planning Commission Hearing: Tuesday, March 21, 2023 @ 6:00 p.m.
City Council Hearing: Monday, March 27, 2023 @ 6:00 p.m.

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not used to influence any decision of City Council:

ORDINANCE 2023-11
Conditional Use Application of Lands of Patricia Persia
0.238 +/- acres located along the north side of School Place between Lakeview Avenue and Seabury Avenue
Address: 129 School Place Comprehensive Plan Designation: Low Density Residential
Zoning District: R-1 (Single-family Residential District)
Present Use: Single-family Detached Dwelling
Proposed Use: Single-family Detached Dwelling with an Accessory Dwelling Unit
Tax Parcel: 1-30-3.08-028.00

WHEREAS, the applicant proposes to convert an existing 20.6' x 26.6' detached garage into an accessory cottage; and

WHEREAS, Chapter 230-9(C)(5) states accessory dwellings are considered a conditional use subject to approval from City Council; and

WHEREAS, the City of Milford Planning Commission will consider the application during their regular meeting on March 21, 2023, at which time interested parties will publicly comment on the application; and

WHEREAS, Milford City Council will hold a Public Hearing on March 27, 2023, allowing for additional public comment, after which City Council will make a final determination on the application; and

WHEREAS, the notice as required by Chapter 230, was published in the Delaware State News on March 5, 2023 and provided to property owners within 200 feet of the subject parcel.

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

Section 1. Upon the adoption of this ordinance by City Council, a conditional use permit will be granted to Lands of Patricia Persia to allow Single-family Detached Dwelling with an Accessory Dwelling Unit at 129 School Place.

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: March 13, 2023
Planning Commission Review & Public Hearing: March 21, 2023
City Council Public Hearing: March 27, 2023

Section 4. If this ordinance is adopted by City Council, it will become effective 10 days following the date the action is taken. If not adopted, the ordinance becomes null and void unless addressed at a later date. Should that occur, the ordinance would be republished, and new notices mailed to properties within 200 feet of the subject parcel(s).

030123
Published*: Delaware State News 03-05-2023*

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

THE CITY of Milford DELAWARE

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

DATA SHEET FOR LANDS OF PATRICIA PERSIA

Planning Commission Meeting: March 21, 2023

Application Number / Name	:	23-004 / Lands of Patricia Persia
Applicant	:	Patricia Persia 129 School Place Milford, DE 19963
Owner	:	Same
Application Type	:	Conditional Use
Present Comprehensive Plan Map Designation	:	Low Density Residential
Present Zoning District	:	R-1 (Single-family Residential District)
Present Use	:	Single-family Detached Dwelling
Proposed Use	:	Single-family Detached Dwelling with an Accessory Dwelling Unit
Size and Location	:	0.238 +/- acres located along the north side of School Place between Lakeview Avenue and Seabury Avenue, addressed as 129 School Place.
Tax Map & Parcel	:	1-30-3.08-028.00

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

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

THE CITY of Milford DELAWARE

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

STAFF REPORT
March 2, 2023

Application Number / Name	**:**	23-004 / Lands of Patricia Persia
Tax Map & Parcel	**:**	1-30-3.08-028.00
Size and Location	**:**	0.238 +/- acres located along the north side of School Place between Lakeview Avenue and Seabury Avenue, addressed as 129 School Place.

I. BACKGROUND INFORMATION:

- The applicant proposes to use convert an existing 20.6' x 26.6' detached garage into an accessory cottage.

- Chapter 230-9(C)(5) states accessory dwelling are allowed upon conditional use approval from City Council subject to the conditions outlined in Section II of the staff report.

- Chapter 230 defines an accessory dwelling unit as "an accessory apartment or accessory cottage" and defines an accessory cottage as "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."

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:

- Chapter 230-21(B) states that single-family detached dwellings require 2.5 parking spaces per unit and accessory dwelling units require 1.5 parking spaces per unit; therefore the applicant is required to provide 4 off-street parking spaces on the property. There is adequate space within the existing driveway to accommodate 4 vehicles.

- Evaluation based on the criteria found under Chapter 230-9(C)(5) Accessory Dwelling Units;

  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.

Staff Response: The applicant/owner occupies the main residence on the subject parcel.

B. Only one accessory dwelling unit (either apartment or cottage) shall be permitted per property.

Staff Response: The applicant is only proposing one accessory cottage.

C. Accessory Apartments.

Staff Response: Not applicable.

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.

Staff Response: According to City assessment records, the existing single-family detached dwelling contains 2,089 square feet of living space (40% equals 835 square feet). The accessory cottage would need to be at least 220 square feet and no larger than 1,200 square feet based on the zoning ordinance. The applicant is proposing an 548 square foot accessory cottage.

[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.

Staff Response: The proposed accessory cottage would be located within an existing outbuilding.

[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.

Staff Response: The proposed accessory cottage would be located within an existing outbuilding. Any exterior modification would need to be consistent with the architectural style of the structure.

[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.

Staff Response: The accessory cottage would be located within an existing legal non-conforming detached garage. The setback requirement for an accessory structure within the R-1 zoning district is 5 feet from the rear and side property lines. A variance

application was submitted along with the conditional use application and was reviewed by the Board of Adjustment at the March meeting. Approval of the conditional use application would be contingent upon the Board's approval.

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

A. The presence of adjoining similar uses.

The immediate vicinity is characterized by single-family detached dwellings on lots ranging in size from 9,000 square feet to 30,000 square feet. There are also two low profile office buildings, an industrial/office use and public school in the immediate vicinity.

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

Accessory Cottages are allowed by conditional use within the residential zoning districts.

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

The Comprehensive Plan designates this area as Low Density Residential for which the R-2 zoning district is a permitted zoning category. Allowing accessory dwelling units would provide additional affordable housing options within the City of Milford. Promoting opportunities for the creation of new, clean, safe and affordable housing is a goal of the 2018 Comprehensive Plan.

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

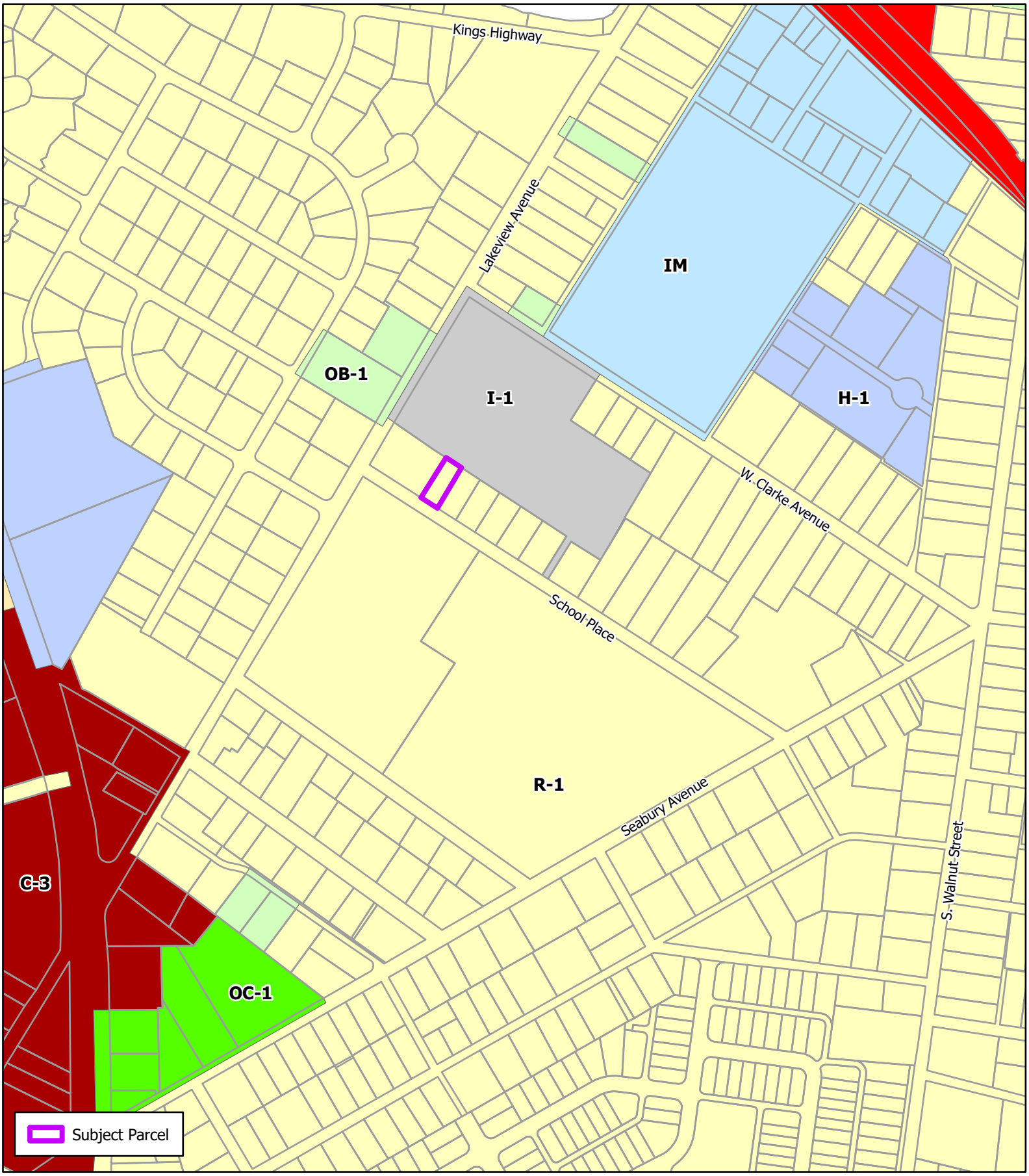
The proposed accessory dwelling unit would be located within an existing detached accessory building located to the rear of the subject parcel. There are other detached garages and accessory buildings located in the rear yards within the neighborhood. No screening is proposed.

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

The proposed use should not detract from permitted uses within the district. There are several two-family dwellings within the immediate vicinity along with other non-residential uses. The applicant has provided enough off-street parking to meet the City's zoning code and the proposed accessory dwelling unit is located along the rear of the property adjacent to the existing alleyway.

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

The proposed accessory dwelling unit would be located within an existing detached accessory building located along the rear of the property. The applicant has provided enough off-street parking to meet the requirements of Chapter 230 Zoning.



THE CITY of Milford DELAWARE

Scale: 0 240 480 Feet

Drawn by: WRP

Date: 02/22/23

Filepath: CU_Persia.aprx

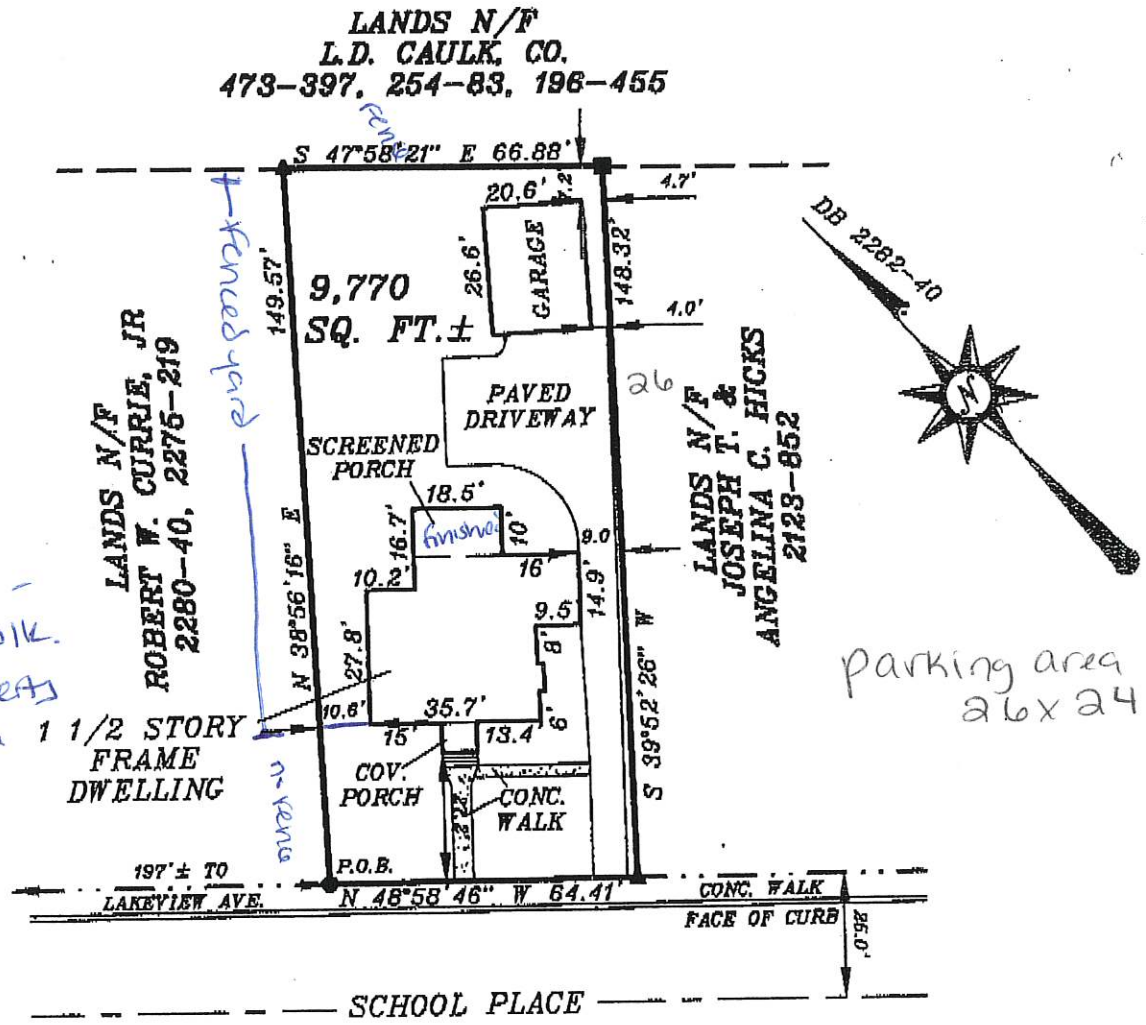
Title:

Conditional Use

Lands of Patricia Persia

Location & Zoning Map

T.M. M-30-3.08-28



fence runs on rear of yard - owned by Caulk. along my property line from corner of house to Caulk fence

parking area 26x24

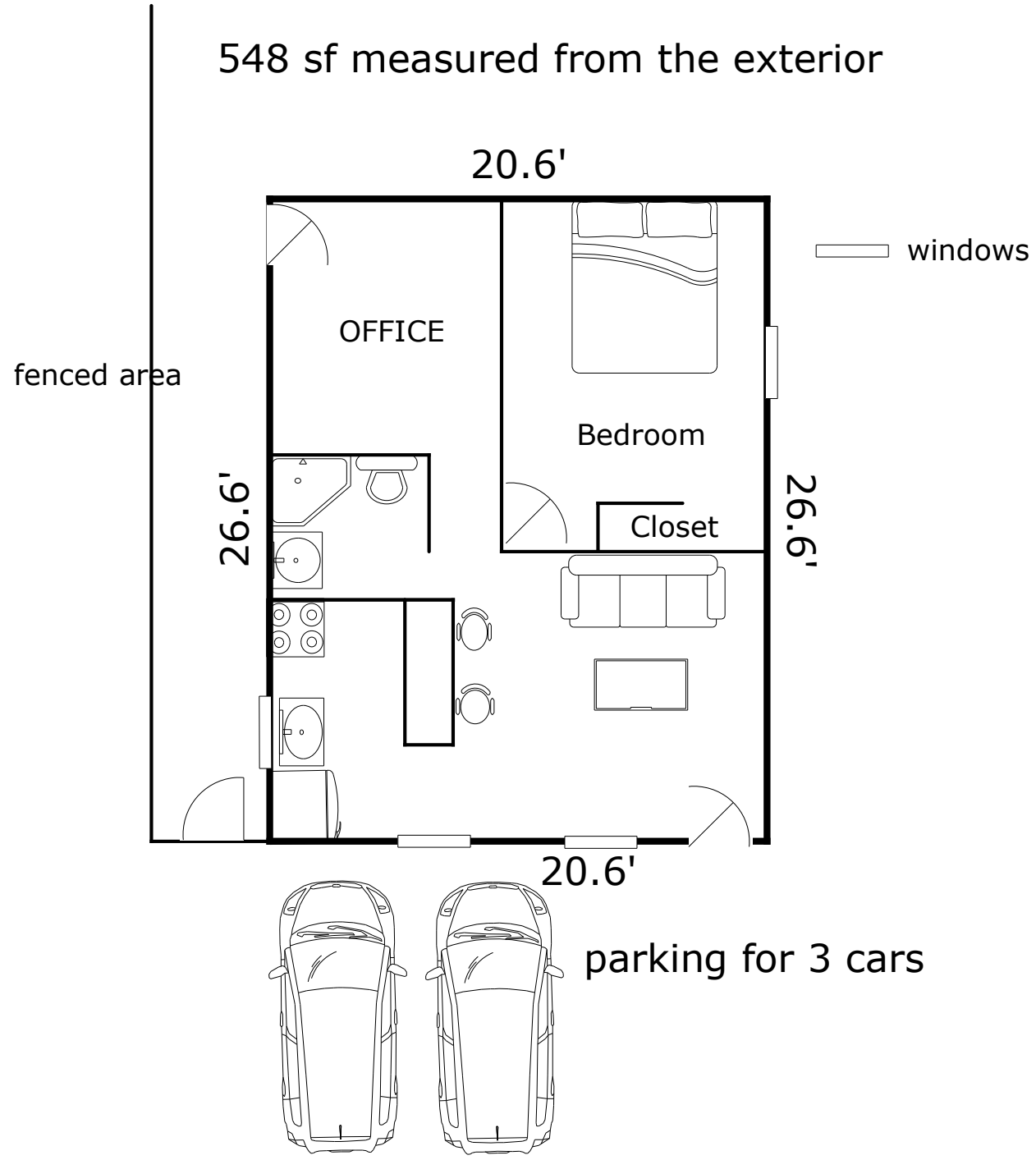
- ■ CONCRETE MONUMENT (FOUND)
- ● IRON PIPE (FOUND)
- ▲ IRON ROD (FOUND)

LANDS TO BE CONVEYED TO
DAVID A. ARBAUGH

CEDAR CREEK HUNDRED SUSSEX COUNTY
STATE OF DELAWARE
SURVEYED/PREPARED BY: MILLER-LEWIS, INC.
JUNE 19, 2002 24459 SUSSEX HWY.
SCALE: 1" = 40' SEAFORD, DE. 19973

CLASS "B" SURVEY

548 sf measured from the exterior



TOTAL Sketch by a la mode, inc.

Area Calculations Summary

Living Area		**Calculation Details**
First Floor	547.96 Sq ft	26.6 × 20.6 = 547.96
Total Living Area (Rounded):	**548 Sq ft**	

Conversion of 129 School Pl {20.6 x 26.6} garage into a 1 bedroom ADU

1. Removal of existing garage doors and mechanism and installation of exterior wall, door and 2 windows to the area.
2. Front entrance from the designated parking, there is an existing back door.
3. Plumbing extended from my home to the ADU.
4. New 100 amp designated electric service to ADU.
5. Kitchen with a stove, fridge, microwave and island.
6. Bathroom with stand up shower.
7. Bedroom will be approximately 10 x 12 and have a closet and window.
8. Office will be approximately 9x9 and have access to the outside.
9. Living room will be approximately 10 x 12.
10. Fence to run to the existing Caulk fence and have a gate.
11. Paved parking area (24x26) is sufficient for 3 cars, driveway will be designated for the ADU. There is ample street parking for my car.
12. 3 windows will be added, there is one existing which will be replaced.
13. Exterior of the home is concrete block and will remain, the front wall being finished will be siding.
14. Drywall, doors, insulation, flooring, fixtures, electric and plumbing to be done to code and by a mixture of professionals to be determined.
15. Expected cost $20,000.



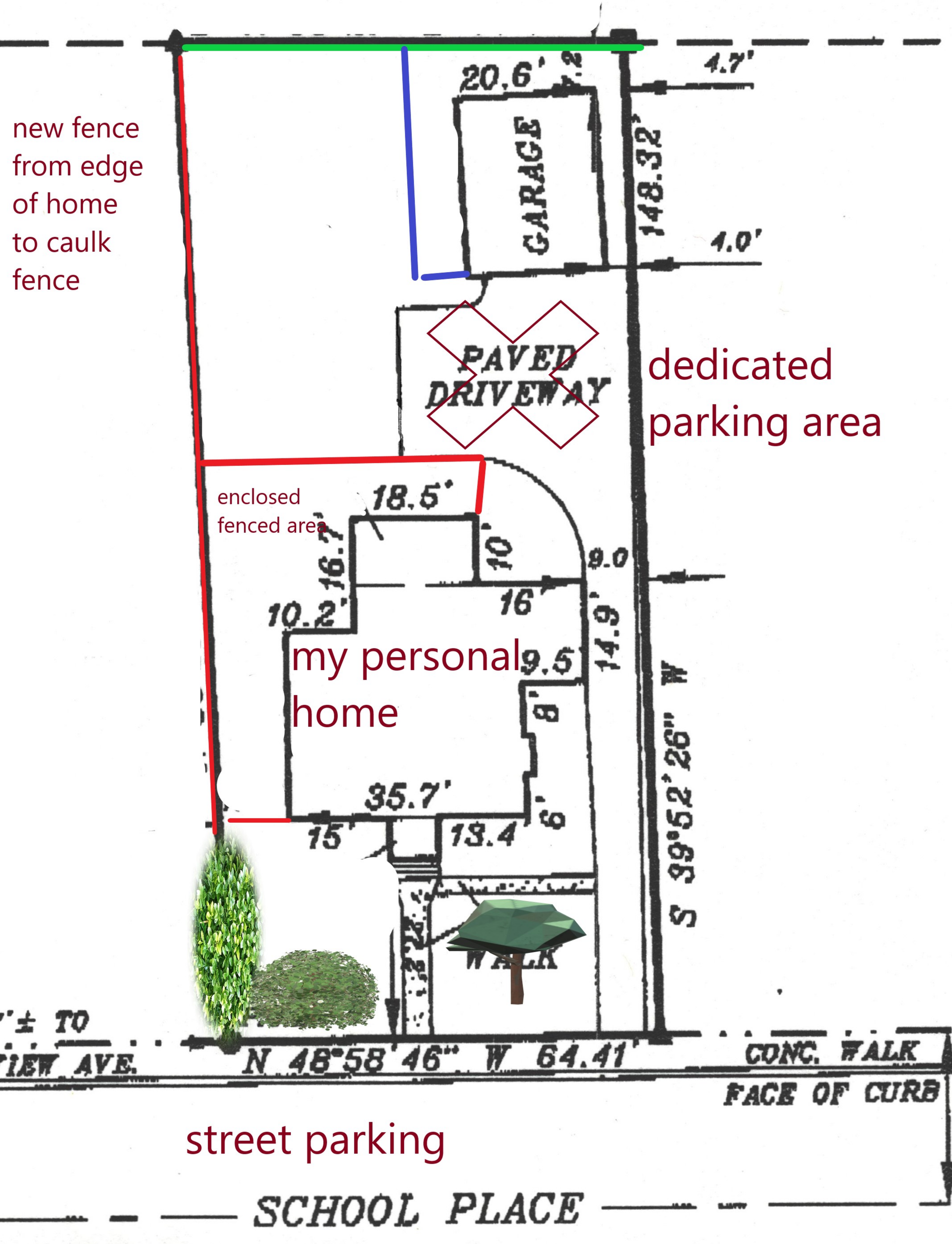


LANDS N/F
L.D. CAULK, CO.

proposed fence with gate

existing fence owned by dentsply

new fence from edge of home to caulk fence



dedicated parking area

enclosed fenced area

my personal home

street parking

§ 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:

(a) The primary residence must exist or be under construction.

(b) All such buildings in the aggregate shall not occupy more than 30 percent of the area of the required rear and side yard.

(c) 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) The business activity shall be compatible with the residential zoning of the property and surrounding uses.

(b) 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 use does not involve any customer, client, or patient visits, whether vehicular or pedestrian, to the dwelling.

(d) 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) There shall be no display or sale of retail goods and no stockpiling or inventory of a substantial nature.

(f) There shall be no outside appearance of a business use, including, but not limited to, parking, signs or lights.

(g) 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.

(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) 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.

(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.

(6) 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) Major home occupations shall be permitted only in single-family detached dwellings or an accessory structure to a single-family detached dwelling

(b) 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 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) 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) 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) 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) 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.

(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 development, see requirements in Chapter 230-19.9.

(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.

(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%.

(3) Minimum lot width shall be 80 feet.

(4) Height of buildings shall not exceed 35 feet. Accessory buildings shall not exceed 15 feet in height.

(5) Minimum front yard 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) 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.

[Ord. No. 2022-06, 1-24-2022]

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.

[Ord. No. 2022-06, 1-24-2022]

§ 230-47. Application and approval procedures.

A. Conditional Use Site Plans shall follow the procedures for application and review outlined in Article X Site Plan Review of this Chapter.

B. Conditional Use Major Subdivisions shall follow the procedures for application and review outlined in Chapter 200 Subdivision of Land

C. 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.

[Ord. No. 2022-06, 1-24-2022]

§ 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.

[Ord. No. 2022-06, 1-24-2022]

§ 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. 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 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.

[Ord. No. 2022-06, 1-24-2022]

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS
Planning Commission Hearing: Tuesday, March 21, 2023 @ 6:00 PM
City Council Hearing: Monday, March 27, 2023 @ 6:00 PM

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not intended to influence any decision of City Council.

The Planning Commission of the City of Milford will hold a PUBLIC HEARING on an amendment to the City of Milford 2018 Comprehensive Plan on Tuesday, March 21, 2023 at 6:00 pm or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, March 27, 2023 at 6:00 pm or as soon thereafter as possible before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2023-13
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
Amendment #15
MILFORD MINI-STORAGE, INC.
3-30-11.09-134.00

FUTURE LAND USE DESIGNATION CHANGE

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

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

WHEREAS, during a PLUS review on January 25, 2023, the Planning Director prepared and consulted with the Office of State Planning the fifteenth amendment to the 2018 Comprehensive Plan; and

WHEREAS, the amendment involves changes to the Comprehensive Plan Future Land Use Maps, which will permit the future land use designation change of Sussex County Tax Parcel 3-30-11.09-134.00 from Moderate Density Residential to Industrial; and

WHEREAS, the City of Milford Planning Commission held a duly advertised public hearing for public review and comment on the fifteenth 2018 Comprehensive Plan amendment on March 21, 2023 and did recommend approval and adoption of the amendment to the 2018 Comprehensive Plan, and

WHEREAS, the Mayor and City Council held a duly advertised public hearing on the fifteenth amendment of the 2018 Comprehensive Plan on March 27, 2023 at which time the amendment of the 2018 Comprehensive Plan was reviewed with the public.

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

Section 1. Purpose: The 2018 Comprehensive Plan is hereby amended to modify the Future Land Use Maps.

Section 2. The Future Land Use of Sussex County Tax Parcel 3-30-11.09-134.00 owned by Milford Mini-Storage, Inc. is hereby changed from Moderate Density Residential to Industrial.

Section 3. Dates.
Planning Commission Review & Public Hearing: March 21, 2023
City Council Introduction: March 13, 2023
City Council Review & Public Hearing: March 27, 20023

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.8396 or RPierce@milford-de.gov.

030123
Published*: Delaware State News 03-05-2023*

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

THE CITY of Milford DELAWARE

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

DATA SHEET FOR 2023 COMPREHENSIVE PLAN AMENDMENT

MILFORD MINI STORAGE, INC.

Planning Commission Meeting: March 21, 2023

City Council Meeting: March 27, 2023

Ordinance Number	:	2023-13
Applicant	:	Milford Mini Storage, Inc. 202 Lakeview Avenue Milford, DE 19963
Application Type	:	Comprehensive Plan Future Land Use Map Amendment
Present Comprehensive Plan Map Designation	:	Moderate Density Residential
Proposed Comprehensive Plan Map Designation	:	Industrial
Tax Map & Parcel(s)	:	3-30-11.09-134.00

ENC: Staff Analysis Report
PLUS Comments
Exhibit B – 2023 Comprehensive Plan Amendment
Ordinance 2023-13

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

THE CITY of Milford DELAWARE

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

STAFF REPORT
March 2, 2023

Ordinance Number	**:**	2023-13
Application Type	**:**	Comprehensive Plan Future Land Use Map Amendment

I. BACKGROUND

- The City received a request from the owner of Sussex County Tax Parcel 3-30-11.09-134.00 to change the Comprehensive Plan Future Land Use classification for the property from Moderate Density Residential to Industrial.

- Comprehensive plan amendment requests from property owners are compiled annually to be reviewed by the City of Milford Planning Commission and City Council. Once compiled, the amendment requests are presented to City Council for informational purposes only prior to submission to the State of Delaware for Preliminary Land Use Service (PLUS) review. The amendment request was included in the City Council packet under correspondence on January 9, 2023. The PLUS meeting for this amendment request was held on January 25, 2023 and a copy of the PLUS comments dated February 22, 2023 are enclosed.

- The property is part of the recorded Watergate subdivision and was left as a small parcel of open space. The property was exchanged as part of a legal settlement between Milford Mini-Storage, Inc. and Watergate Liborio, LLC regarding access to Industrial Boulevard. The comprehensive plan amendment future land use map amendment is consistent with the terms of the legal settlement and would provide access from the existing Milford Mini-Storage, Inc. property to Industrial Boulevard.

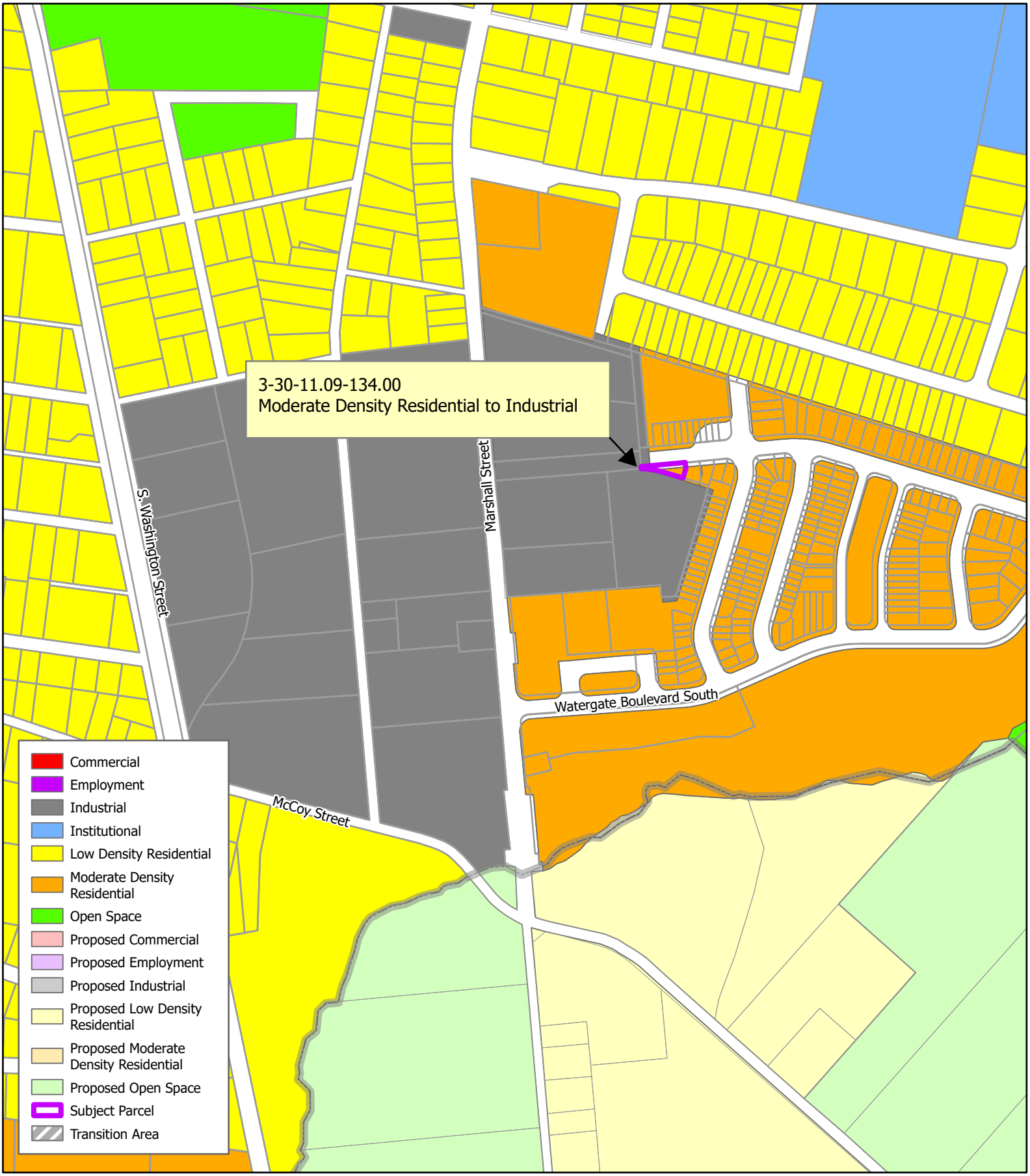
II. STAFF ANALYSIS

- The Industrial Future Land Use category is intended to serve as a primary location for light to moderate industrial and manufacturing uses. The land use is similar to the I-1 and I-2 zoning districts.

- The property is located along Marshall Street and Industrial Boulevard. Marshall Street is a major collector road per DelDOT's functional classification map. Industrial Boulevard is a local road per DelDOT's functional classification map.

- The subject parcel is bound on the south and west by a property zoned I-1 and designated Industrial Future Land Use. This property contains an existing self-storage use. The property to the east is designated Moderate Density Residential in the City's Comprehensive Future Land Use maps and is zoned R-3. The properties to the north are designated Moderate Density Residential and zoned R-3. The properties to the north and east are proposed residential lots within the Watergate development.

- If the future land use map change is approved, the property owner has requested a change of zone of the property from R-3 to I-1. If the property is rezoned, it would be combined with the adjacent I-1 property that contains an existing self-storage use.



THE CITY of Milford DELAWARE

Scale: 0 240 480 Feet

Drawn by: WRP

Date: 12/28/22

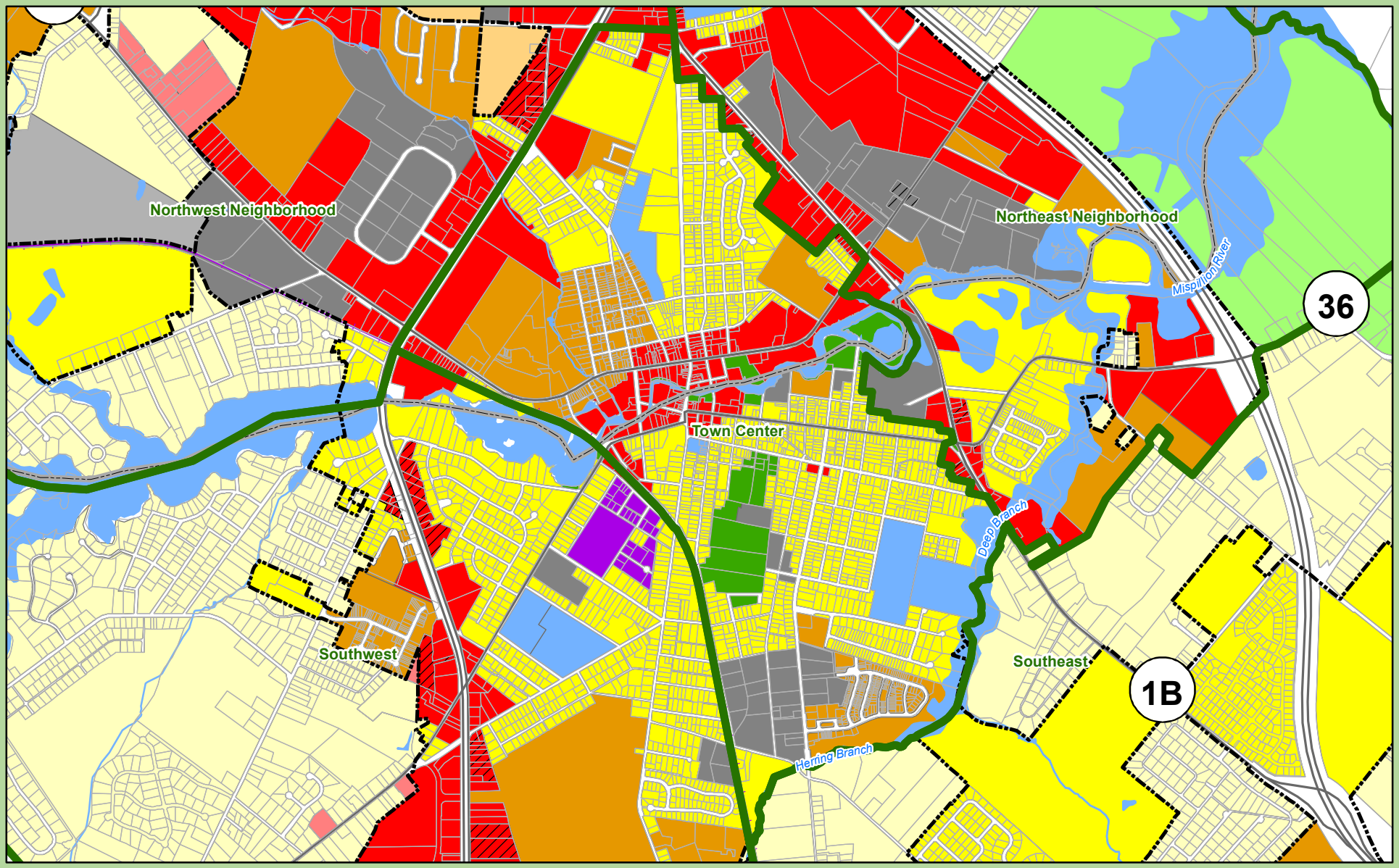
Filepath: 2023_CompPlanAmendment_ExhibitB.aprx

Title:

Exhibit B

2023 Comprehensive Plan Map Amendment

Future Land Use Map



Neighborhoods

Land Use Type

- Open Space
- Proposed Open Space
- Low Density Residential
- Proposed Low Density Residential
- Moderate Density Residential
- Proposed Moderate Density Residential
- Employment
- Proposed Employment
- Institutional
- Commercial
- Proposed Commercial
- Industrial
- Proposed Industrial
- Transition Area
- Municipal Boundary
- County Boundaries
- State Parcels
- Routes
- Rail Lines
- Hydrology
- Bodies of Water

City of Milford, Delaware

Future Land Use

Town Center

Adopted Jan. 22, 2018, Certified TBD

0 0.1 0.2 0.4 0.6 0.8 Miles

Sources:

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

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

THE CITY of Milford DELAWARE

UNIVERSITY OF DELAWARE

www.ipa.udel.edu

institute for Public Administration

STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

February 22, 2023

Rob Pierce
City of Milford
180 Vickers Drive
Milford, DE 19963

RE: PLUS review – 2023-01-07; Milford Comprehensive Plan Amendment – Milford Mini Storage

Dear Mr. Pierce,

Thank you for meeting with State agency planners on January 25, 2023 to discuss the proposed City of Milford comprehensive plan amendment. According to the application, the City intends to amend the future land use map in the comprehensive plan to change one parcel (330-11.09-134.00) from Moderate Density Residential to Industrial.

Please note that changes to the plan, other than those suggested in this letter, could result in additional comments from the State. Additionally, these comments reflect only issues that are the responsibility of the agencies represented at the meeting.

This office has received the following comments from State agencies:

Office of State Planning Coordination (OSPC) – Contact: Joshua Thomas 302-739-3090

The property for the proposed comprehensive plan amendment is located within Investment Level 1 according to the 2020 Strategies for State Policies and Spending. It is located within the municipal boundary of the City of Milford.

Investment Level 1 reflects areas that are already developed in an urban or suburban fashion, where infrastructure is existing or readily available, and where future redevelopment or infill projects are expected and encouraged by State policy. Future development on this site in Level 1 is consistent with the 2020 Strategies for State Policies and Spending; therefore, the Office of State Planning Coordination has no objections to this comprehensive plan amendment provided it is adopted through the City of Milford's local process.

If the comprehensive plan amendment is adopted and future development is proposed, a PLUS review for the site plan may be required, per the criteria specified in the Memorandum of Understanding between OSPC and Milford.

Department of Transportation – Contact Stephen Bayer 302-760-4834

- DelDOT has no comments on the proposed amendment. DelDOT notes that should the parcels involved be developed in the future they will still need to apply for any applicable reviews and/or permits.

Department of Natural Resources and Environmental Control – Contact Clare Quinlan 302-735-3495

Disclaimer Clause: Staff from the Delaware Department of Natural Resources and Environmental Control (DNREC) reviewed the project submitted for PLUS review. The absence of comments regarding specific resources does not indicate that there are not additional constraints or environmental issues on site, nor does it indicate DNREC support of a project.

- DNREC reviewers have no comments, concerns, or objections to the proposed amendment.

Delaware Emergency Management Agency – Contact Phillip Cane 302-659-2325

DEMA has no objections to the amendment of the comprehensive plan. The following recommendations apply only if construction occurs.

Proposed Project Parcel Flood Concern

- This parcel is located within an area of **Minimal Flood Concern of 1000 years or greater**.

Parcel Status within County Evacuation Zone Location

- The parcel is located within Sussex County's Evacuation Zone C.



DEMA recommends and encourages the ***County Evacuation Zone Location to be made publicly available to businesses and patrons through signs, pamphlets, or other means.

Parcel Status within the 10-mile Emergency Planning Zone (EPZ) for the Salem Nuclear Power Plant

- The parcel **is not** located within the 10-mile EPZ for the Salem Nuclear Power Plant.

Population

- The county has a population density of 265.60 per square mile based on the US 2020 Census report: an increase from 2010 at 208.90 persons per square mile.
- The specific census block(s) the project is located on has a total population of 46 though, with development, this will undoubtedly change.
- The adjacent blocks aggregate brings the area to a total population of 335.

FEMA National Risk Index

- The FEMA National Risk Index is an online mapping application that identifies communities most at risk to 18 natural hazards: Avalanche, Coastal Flooding, Cold Wave, Drought, Earthquake, Hail, Heat Wave, Hurricane, Ice Storm, Landslide, Lightning, Riverine Flooding, Strong Wind, Tornado, Tsunami, Volcanic Activity, Wildfire, and Winter Weather. The FEMA National Risk Index is calculated by multiplying the Expected Annual Loss times the Social Vulnerability and dividing that by the Community Resilience.

Expected Annual Loss
× Social Vulnerability
÷ Community Resilience
= Risk Index

- According to FEMA's National Risk Index, the parcel **is** considered **very low** for overall natural hazards risks.

- Community Resilience is a consequence reduction risk component and a community risk factor that represents the ability of a community to prepare for anticipated natural hazards, adapt to changing conditions and withstand/recover rapidly from disruptions. Social Vulnerability is a consequence-enhancing risk factor that represents the susceptibility of social groups to the adverse impacts of natural hazards.

- Its community resilience and social vulnerability are rated as **relatively moderate**.

Renewable Energy Commitment

- Regarding energy use and consumption, the parcel utilizes electricity as the predominant fuel type for heating purposes.

- DEMA strongly encourages the use of renewable energies and high-efficiency appliances and utilities. Regarding utilities, DEMA suggests incorporating 90% series furnaces/HVAC systems; the closer to 99%, the better, as well as A/C units of 20 Seer or greater. DEMA recommends using tankless water heaters, and battery backup systems for sump pumps to reduce potential water damage from power failure.

- Lastly, DEMA encourages the integration of modern and emerging technologies, such as the potential for electric vehicles in garages/parking lots, green roofs where applicable and allowable, and the like.

State Historic Preservation Office – Contact Carlton Hall 302-736-7400

- There are no known archaeological sites or known National Register listed or eligible properties on the parcel.

- The area has been significantly disturbed from heavy industrial development and use. Any archaeological materials that would have existed there have most likely been disturbed.

- This office has no archaeological concerns.

Delaware State Fire Marshall's Office – Contact Duane Fox 302-739-4394

- The Office of the State Fire Marshal has no comment on this Comprehensive Plan amendment.

Once the amendment is voted on by Planning and Zoning and/or City Council, please forward a copy of the decision regarding the amendment to this office for our files. Thank you for the opportunity to review this amendment. If you have any questions, please contact me at 302-739-3090.

Sincerely,

David L. Edgell, AICP
Director, Office of State Planning Coordination

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, March 21, 2023 @ 6:00 p.m.
City Council Hearing: Monday, March 27, 2023 @ 6:00 p.m.

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not used to influence any decision of City Council:

ORDINANCE 2023-15
Legal Owner Milford Mini-Storage, Inc. for a Change of Zone from
R-3 (Garden Apartment & Townhouse) to I-1 (Limited Industrial)
on 0.08 +/- acres of land located along the south of
Industrial Boulevard and Watergate Boulevard North
Present Use Vacant Proposed Use Self-Storage
Tax Map & Parcel 3-30-11.09-134.00

WHEREAS, the equitable owners of the property, as described herein, have petitioned the City of Milford Planning and Zoning Office for a Change of Zone from R-3 to I-1, to permit Self-Storage on 0.08 +/- acres of land located along the south of Industrial Boulevard and Watergate Boulevard North; and

WHEREAS, the Change of Zone request is consistent with the Adopted 2018 Comprehensive Plan Future Land Use Maps, as amended, whose designation for the property is Industrial; and

WHEREAS, the City of Milford Planning Commission will consider the application during their regular meeting on March 21, 2023, at which time interested parties will publicly comment on the application; and allowing an informed recommendation to be forwarded to City Council; and

WHEREAS, Milford City Council will hold a Public Hearing on March 27, 2023, allowing for additional public comment, after which City Council will make a final determination on the application; and

WHEREAS, as required by Chapter 230, the Public Notice was published in the Delaware State News on March 5, 2023 and provided to property owners within 200 feet of the subject parcel; and

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

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

Section l. The adoption of this Ordinance hereby grants Legal Owner Milford Mini-Storage, Inc. a Change of Zone from R-3 to I-1 on 0.08 +/- acres of land located along the south of Industrial Boulevard and Watergate Boulevard North, Sussex County, Milford, Delaware, Tax Map & Parcel 3-30-11.09-134.00.

Section 2. Any future use of the property must comply with the City Zoning Code §230-12. I-1 (Limited Industrial) District.

Section 3. Scheduled Dates.
City Council Introduction: Monday, March 13, 2023
Planning Commission Review & Public Hearing: Tuesday, March 21, 2023
City Council Public Hearing: Monday, March 27, 2023
Effective: Ten (10) Days following Adoption

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

Advertised*: Delaware State News 03-05-2023*

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

THE CITY of Milford DELAWARE

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

DATA SHEET FOR MILFORD MINI-STORAGE, INC.

Planning Commission Meeting: March 21, 2023

Application Number / Name	:	23-009 / Milford Mini-Storage, Inc.
Applicant	:	Milford Mini-Storage, Inc. 202 Lakeview Avenue Milford, DE 19963
Owner	:	Same
Application Type	:	Change of Zone
Present Comprehensive Plan Map Designation	:	Industrial (pending adoption of Ordinance 2023-13)
Present Zoning District(s)	:	R-3 (Garden Apartment & Townhouse)
Proposed Zoning District(s)	:	I-1 (Limited Industrial)
Present Use	:	Vacant
Proposed Use	:	Self-Storage
Size and Location	:	0.08 +/- acres of land located along the south of Industrial Boulevard and Watergate Boulevard North.
Tax Map & Parcel(s)	:	3-30-11.09-134.00

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

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

THE CITY of Milford DELAWARE

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

STAFF REPORT
March 6, 2023

Application Number / Name	**:**	23-009 / Milford Mini-Storage, Inc.
Size and Location	**:**	0.08 +/- acres of land located along the south side of Industrial Boulevard and Watergate Boulevard North.
Tax Map & Parcel(s)	**:**	3-30-11.09-134.00

I. BACKGROUND INFORMATION:

- The applicant proposes to rezone the above referenced vacant parcel from R-3 (Garden Apartment) to I-1 (Limited Industrial) and combine the parcel with the existing, adjacent self-storage property.

- The property is part of the recorded Watergate subdivision and was left as a small parcel of open space. The property was exchanged as part of a legal settlement between Milford Mini-Storage, Inc. and Watergate Liborio, LLC regarding access to Industrial Boulevard. The proposed change of zone is consistent with the legal settlement between the two parties.

- The application is dependent on the adoption of Ordinance 2023-13 to change the future land use of the property from Moderate Density Residential to Industrial in the 2018 Comprehensive Plan Future Land Use Maps.

II. STAFF ANALYSIS:

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

- The Change of Zone request is consistent with the adopted 2018 Comprehensive Plan Future Land Use maps, pending the adoption of Ordinance 2023-13. The Future Land Use designation for the property is Industrial, for which I-1 (Limited Industrial) is a suitable zoning designation. See attached Land Use & Zoning Link table from the comprehensive plan document.

- Per the 2018 Comprehensive Plan, the Industrial Future Land Use category is intended to serve as a primary location for light to moderate industrial and manufacturing uses. This land use is similar to the I-1 and I-2 zoning districts.

- The subject parcel is located along Watergate Boulevard North which is a local road per DelDOT's functional classification map. The intent is that this parcel would be combined with the adjacent self-storage use which gains access from Marshall Street, which is a major collector per DelDOT's functional classification map.

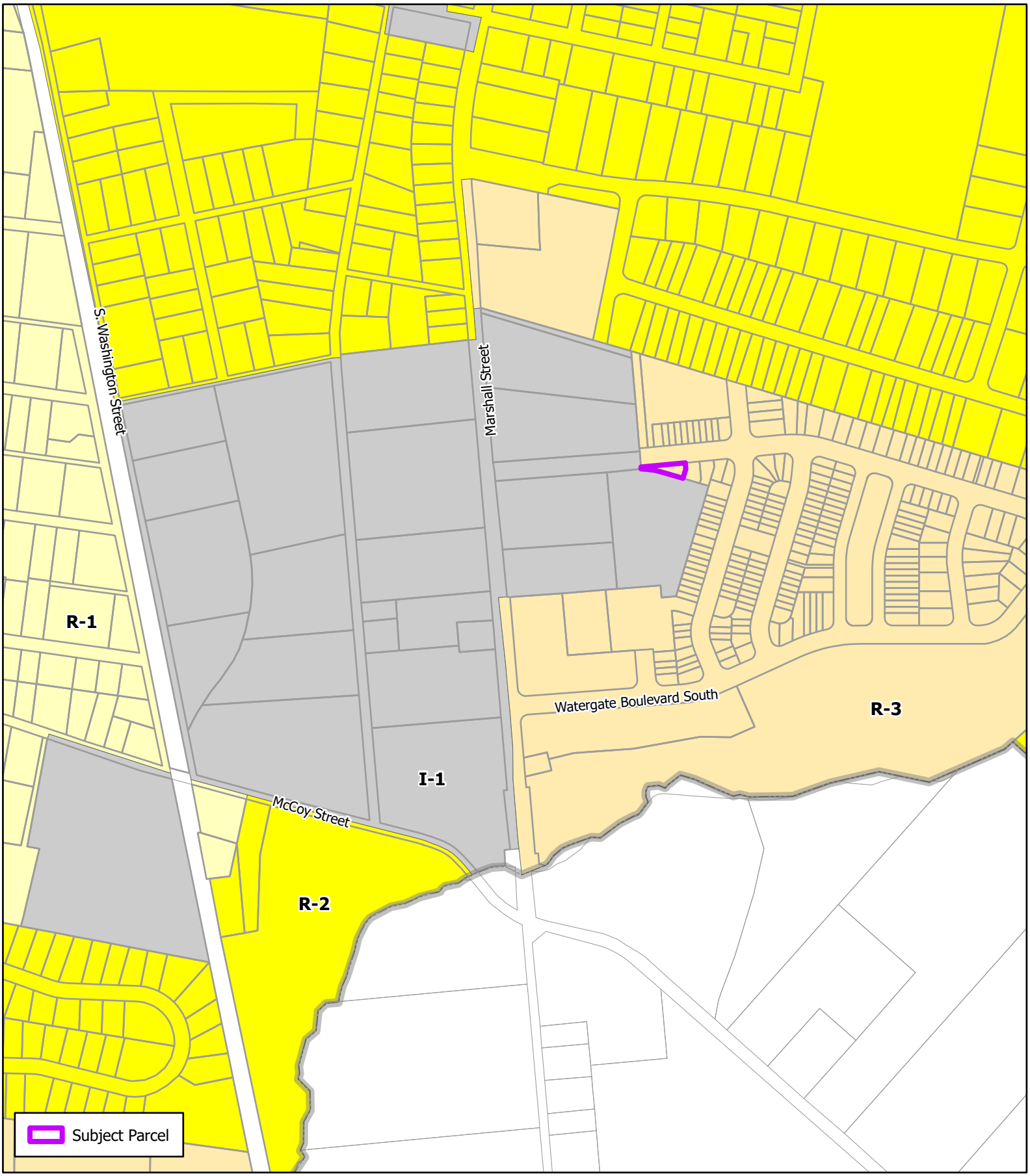
- Chapter 230 states, the purpose of the I-1 district is to provide locations for the development of light to moderate industrial manufacturing, warehousing, wholesale and limited research establishments which, because of their type and nature, would be compatible with or adjacent to residential areas. Also, the purpose is to provide guidelines and performance standards which will control and confine any offensive features to the confines of the premises and within enclosed buildings or with a visually enclosed space.

- Any future use of the property must comply with Chapter 230 and the I-1 (Limited Industrial) zoning use and area regulations. Enclosed is a copy of the current permitted and conditional uses within the I-1 District.

- The applicant will need to submit a lot consolidation plan to combine the subject parcel with the adjacent self-storage use.

III. AGENCY COMMENTS:

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



THE CITY of Milford DELAWARE

Scale: 0 240 480 Feet

Drawn by: WRP

Date: 03/06/23

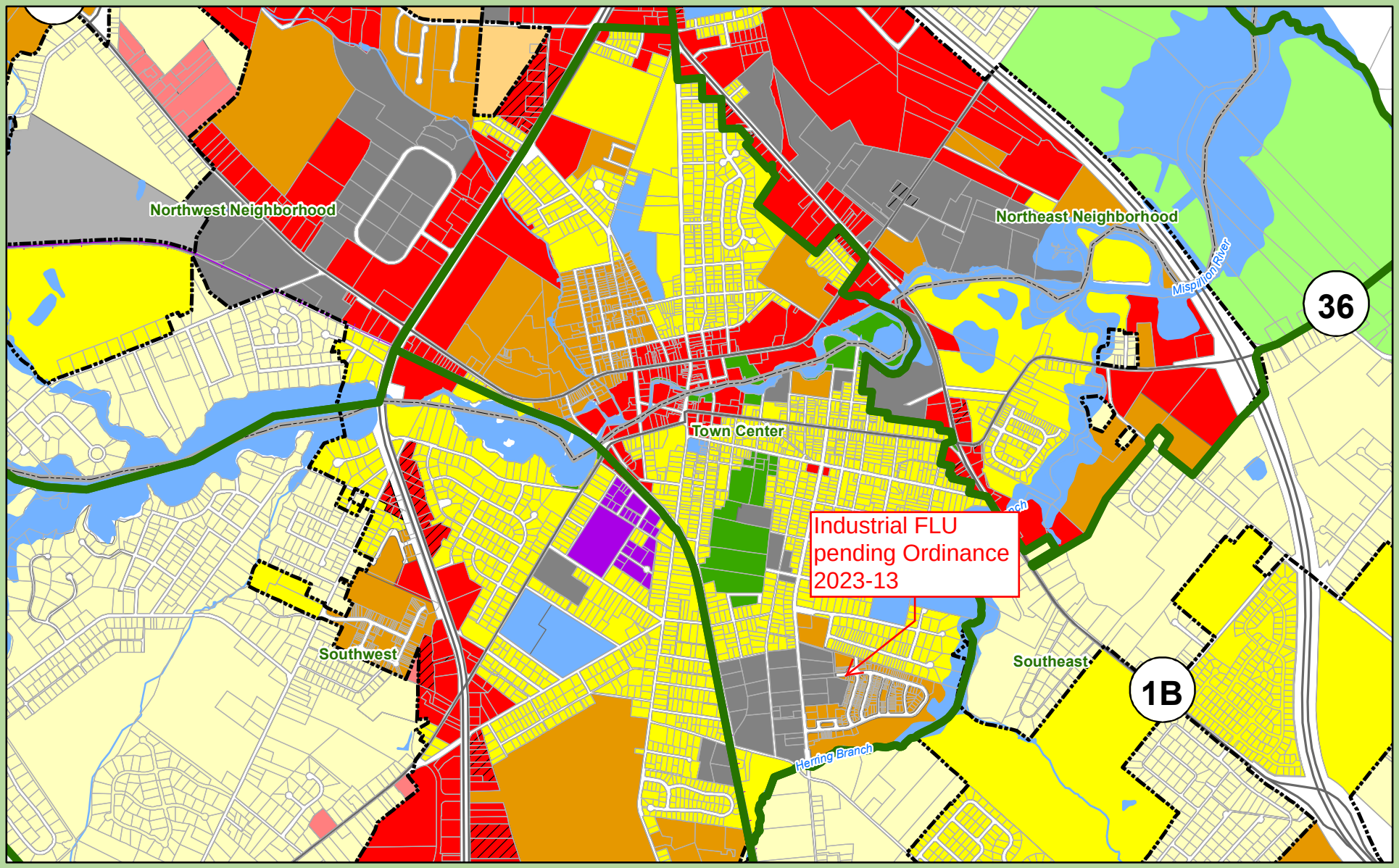
Filepath: COZ_MilfordMiniStorage.aprx

Title:

Change of Zone

Milford Mini Storage, Inc.

Location & Zoning Map



Neighborhoods

Land Use Type

- Open Space
- Proposed Open Space
- Low Density Residential
- Proposed Low Density Residential
- Moderate Density Residential
- Proposed Moderate Density Residential
- Employment
- Proposed Employment
- Institutional
- Commercial
- Proposed Commercial
- Industrial
- Proposed Industrial
- Transition Area
- Municipal Boundary
- County Boundaries
- State Parcels
- Routes
- Rail Lines
- Hydrology
- Bodies of Water

City of Milford, Delaware

Future Land Use

Town Center

Adopted Jan. 22, 2018, Certified TBD

0 0.1 0.2 0.4 0.6 0.8 Miles

Sources:

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

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

THE CITY of Milford DELAWARE

UNIVERSITY OF DELAWARE

www.ipa.udel.edu

institute for Public Administration

FINAL MAJOR SUBDIVISION PLAN

for

WATERGATE AT MILFORD

CEDAR CREEK HUNDRED, CITY OF MILFORD,
SUSSEX COUNTY, DELAWARE

GENERAL PROJECT:

1. OWNER: LIBORIO WATERGATE, LLC
C/O: LOU RAMUNNO
903 N. FRENCH ST.
WILMINGTON, DE 19801
PHONE: (302) 426-0200

2. DEVELOPER: LIBORIO WATERGATE, LLC
C/O: LOU RAMUNNO
903 N. FRENCH ST.
WILMINGTON, DE 19801
PHONE: (302) 426-0200

3. STATE & FEDERAL WETLANDS DELINEATION: JCM/ECI
100 LAKE DR. SUITE
NEWARK, DE 19702
PHONE: (302) 77-95
FAX: (302) 77-9546
C/O: JAMES McCULLEY

4. CIVIL/SITE ENGINEER: VAN CLEEF ENGINEERING ASSOCIATES
630 CHURCHMANS RD, SUITE 105
NEWARK, DE 19702
PHONE: (302) 368-3184

5. THE TOPOGRAPHIC INFORMATION WAS PROVIDED BY THE DELMARVA SURVEY COMPANY, INC.

6. THE BOUNDARY INFORMATION IS TAKEN FROM A PLAN ENTITLED "AERIAL TOPOGRAPHIC SURVEY/BOUNDARY SURVEY" PREPARED BY THE DELMARVA SURVEY CO. DATED MAY 26, 2005 AND A PLAN ENTITLED "LANDS TO BE CONVEYED TO WESTOVER LAND COMPANY" PREPARED BY CHARLES D. MURPHY ASSOCS., INC. DATED DECEMBER 22, 2006.

7. THE "LIMIT OF WATERS OF THE UNITED STATES, INCLUDING WETLANDS SUBJECT TO THE CORPS OF ENGINEERS REGULATORY PROGRAM" WERE DELINEATED BY JAMES C. McCULLEY IV, ENVIRONMENTAL CONSULTANTS INC. AS SHOWN ON A PLAN ENTITLED "AERIAL TOPOGRAPHIC SURVEY/BOUNDARY SURVEY" PREPARED BY JAMES C. McCULLEY IV, ENVIRONMENTAL CONSULTANTS INC. DATED MAY 26, 2005.

8. THE PROJECT IS LOCATED AT THE INTERSECTION OF MARSHALL STREET & INDUSTRIAL BLVD. IN CEDAR CREEK HUNDRED, CITY OF MILFORD, SUSSEX COUNTY, DELAWARE.

9. FLOOD ELEVATIONS BASED UPON FLOOD INSURANCE RATE MAP DATED MARCH 16, 2015 (FIRM) NUMBER 10005C0043K.

10. THE PROPERTY SERVED BY THIS PLAN IS REFERENCED ON TAX MAP # 3-30-11.09 PARCEL 29, 29.03, 30, 31, AND 32.

11. LOT 218 TO BE CONVEYED TO MILFORD RENT-ALL, LLC. 360' E/MARSHALL STREET S/INDUSTRIAL BOULEVARD PARCEL 3-30 11.09 29.09 AS PART OF THIS RECORD PLAN.
CONDITIONS:
THE CITY OF MILFORD SHALL RETAIN EASEMENT RIGHTS ON THIS PARCEL FOR THE PURPOSE OF UTILITY INSTALLATION.

12. LOT 34 TO BE CONVEYED TO MILFORD MINI-STORAGE, INC. 360' E/MARSHALL STREET S/INDUSTRIAL BOULEVARD PARCEL 3-30 11.09 29.07 AS PART OF THIS RECORD PLAN.

CONDITIONS:
MILFORD MINI-STORAGE, INC. SHALL PROVIDE FENCING AND LANDSCAPING ALONG THE PROPERTY LINE. PARCEL MAY BE USED FOR ACCESS TO INDUSTRIAL BOULEVARD AND THAT PORTION OF WATERGATE BOULEVARD NORTH IMMEDIATELY ADJACENT TO LOT 34, BUT NOT FOR ACCESS TO THE REMAINDER OF WATERGATE BOULEVARD NORTH.

13. OWNER SHALL PROVIDE AND MAINTAIN A LANDSCAPE BUFFER ALONG THE BOUNDARY BETWEEN TAX PARCEL #3-30-11.09-30.00 (TO BE ACQUIRED BY OWNER FROM THE CITY OF MILFORD) AND TAX PARCEL # 3-30-11.09-29.02 (PRESENTLY OWNED BY MILFORD MINI-STORAGE, INC.); PROVIDED, HOWEVER, THAT SAID LANDSCAPE BUFFER SHALL BE NO MORE THAN THREE (3) FEET IN HEIGHT TO A DEPTH OF EIGHT-FIVE (85) FEET RUNNING IN AN EASTERLY DIRECTION FROM THE RIGHT OF WAY OF MARSHALL STREET; AND FURTHER PROVIDED, HOWEVER, THAT IF THE OWNER SHALL FAIL TO TRIM AND MAINTAIN SAID LANDSCAPE BUFFER AT A HEIGHT OF NO MORE THAN THREE (3) FEET, THAN THE OWNER OF TAX PARCEL #3-30-11.09-29.02 (PRESENTLY OWNED BY MILFORD MINI-STORAGE, INC.) MAY TRIM AND MAINTAIN SAID LANDSCAPE BUFFER SO THAT IT DOES NOT EXCEED THREE (3) FEET IN HEIGHT.

GENERAL CONSTRUCTION PLAN NOTES

1. HORIZONTAL DATUM IS BASED ON DELAWARE STATE GRID, NAD83/91, CONTROL MONUMENTS. BENCHMARK - GPS IRON ROD ELEV. 18.85 (88 DATUM)

2. EXISTING UTILITIES ARE SHOWN IN ACCORDANCE WITH THE BEST AVAILABLE INFORMATION. COMPLETENESS OR CORRECTNESS THEREOF IS NOT GUARANTEED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE UTILITY COMPANIES INVOLVED IN ORDER TO SECURE THE MOST ACCURATE INFORMATION AVAILABLE AS TO UTILITY LOCATION AND ELEVATION. NO CONSTRUCTION AROUND OR ADJACENT TO UTILITIES SHALL BEGIN WITHOUT NOTIFYING THEIR OWNERS AT LEAST 48 HOURS IN ADVANCE. THE CONTRACTOR SHALL TAKE THE NECESSARY PRECAUTIONS TO PROTECT THE EXISTING UTILITIES AND MAINTAIN UNINTERRUPTED SERVICE AND ANY DAMAGE DONE TO THEM DUE TO HIS/HER NEGLIGENCE SHALL BE IMMEDIATELY AND COMPLETELY REPAIRED AT THE CONTRACTOR'S EXPENSE. TO LOCATE EXISTING UTILITIES IN THE FIELD PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL CONTACT MISS UTILITY DELMARVA (800-282-8555) A MINIMUM OF THREE (3) CONSECUTIVE WORKING DAYS PRIOR TO ANY EXCAVATION.

3. USE ONLY SUITABLE AND APPROVED GRANULAR MATERIAL FOR BACK FILLING TRENCHES.

4. THE CONTRACTOR SHALL DETERMINE THE LOCATION OF ALL RIGHT-OF-WAY LINES AND PROPERTY LINES TO HIS OWN SATISFACTION. ANY DISTURBED AREAS BEYOND THE RIGHT-OF-WAY OR EASEMENT LINES SHALL BE RESTORED IMMEDIATELY TO THEIR ORIGINAL CONDITION.

5. ALL VALVE CLOSURES AND CUT-INS SHALL BE COORDINATED WITH THE CITY. CITY OFFICIALS WILL CARRY OUT ALL NECESSARY VALVE CLOSURES. CONTRACTOR SHALL COORDINATE ISOLATION OF EXISTING WATER MAINS WITH THE CITY AND NOTIFY AFFECTED RESIDENTS AT LEAST 48 HOURS PRIOR TO CUT-IN.

6. PIPELINE DETECTION TAPE SHALL BE COLOR CODED, APPROPRIATELY LABELED, AND INSTALLED 18 INCHES BELOW THE GROUND SURFACE AND DIRECTLY ABOVE ALL PROPOSED NON-METALLIC WATER MAIN, SEWER MAIN, SEWER LATERALS, AND WATER SERVICES.

7. CONDUCTIVE TRACER WIRE SHALL BE INSTALLED WITH ALL NON-METALLIC WATER PIPE AND SERVICES; AND ALONG ALL SEWER LATERALS AND FORCEMAIN. WIRE SHALL BE SECURED TO THE PIPE AND SHALL BE SECURELY BONDED TOGETHER AT ALL WIRE JOINTS WITH APPROVED WATERTIGHT CONNECTORS. TRACER WIRE SHALL BE ACCESSIBLE AT ALL VALVE BOXES, METER PITS, CLEANOUTS, AND AIR RELEASE VALVES.

8. PRIOR TO ISOLATION AND CUT-IN PROCEDURES, CONTRACTOR SHALL EXCAVATE, LOCATE, AND OBSERVE FUNCTION OF ALL EXISTING VALVES TO ASSIST IN THE SYSTEM ISOLATION.

9. SHOP DRAWINGS FOR ANY ITEM(S) WHICH WILL EVENTUALLY BE TAKEN OVER BY THE CITY SHALL BE SUBMITTED TO THE CITY FOR REVIEW AND APPROVAL PRIOR TO THE INSTALLATION OF THE ITEM(S).

10. ALL SANITARY SEWER MAINS AND FORCEMAINS SHALL HAVE A MINIMUM COVER OF 36 INCHES AND ALL WATER MAINS SHALL HAVE A MINIMUM COVER OF 42 INCHES AS MEASURED FROM THE TOP OF PIPE TO PROPOSED GRADE. SEWER LATERALS SHALL HAVE A MINIMUM DIAMETER OF SIX (6) INCHES AND HAVE A MINIMUM COVER OF 36 INCHES.

11. THERE SHALL BE A MINIMUM HORIZONTAL SEPARATION BETWEEN WATER MAINS AND SANITARY SEWER MAINS AND FORCEMAINS OF 10 FEET, AS MEASURED FROM EDGE OF PIPE TO EDGE OF PIPE. THERE SHALL BE A MINIMUM VERTICAL SEPARATION OF 18 INCHES BETWEEN WATER MAINS AND SANITARY SEWER MAINS OR FORCEMAINS AT CROSSINGS. ONE FULL LENGTH OF WATER PIPE SHALL BE LOCATED SO THAT BOTH JOINTS WILL BE AS FAR FROM THE SEWER AS POSSIBLE AT CROSSINGS.

12. THERE SHALL BE A MINIMUM VERTICAL SEPARATION OF 12 INCHES BETWEEN ANY STORM DRAIN PIPE AND ANY WATER MAIN OR SEWER MAIN. IF 12 INCHES CANNOT BE MAINTAINED, A MINIMUM OF SIX (6) INCHES IS REQUIRED AND PROVISIONS SHALL BE MADE ACCEPTABLE TO THE CITY OF MILFORD FOR PROPERLY ENCASING THE PIPE IN CONCRETE.

13. ALL ROADWAYS ARE TO BE SWEPT FREE OF SEDIMENT ON A DAILY BASIS.

14. THE CONTRACTOR SHALL REMOVE AND IMMEDIATELY REPLACE, RELOCATE, RESET OR RECONSTRUCT ALL OBSTRUCTIONS IN THE WORK AREA, INCLUDING, BUT NOT LIMITED TO, MAILBOXES, SIGNS, LANDSCAPING, LIGHTING, PLANTERS, CULVERTS, DRIVEWAYS, PARKING AREAS, CURBS, GUTTERS, FENCES, OR OTHER NATURAL OR MAN-MADE OBSTRUCTIONS. TRAFFIC CONTROL REGULATORY, WARNING AND INFORMATIONAL SIGNS SHALL REMAIN FUNCTIONAL AND VISIBLE TO THE APPROPRIATE LANES OF TRAFFIC AT ALL TIMES, WITH THEIR RELOCATION KEPT TO A MINIMUM DISTANCE. THE COST SHALL BE INCLUDED IN THE COST OF ITEMS BID.

15. IT IS THE CONTRACTOR'S RESPONSIBILITY TO INSURE THAT PAVING IS INSTALLED TO THE ELEVATIONS SHOWN AND THAT NO PONDING OR WATER WILL OCCUR AFTER PAVING IS COMPLETE.

16. THE STORM DRAINAGE SYSTEM HAS BEEN DESIGNED USING THE CRITERIA OF THE STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION STANDARDS AND REGULATIONS FOR SUBDIVISION STREETS AND STATE HIGHWAY ACCESS, LATEST EDITION.

17. DELAWARE REGULATIONS PROHIBIT THE BURIAL OF CONSTRUCTION DEMOLITION DEBRIS, INCLUDING TREES AND STUMPS ON CONSTRUCTION SITES. ANY SOLID WASTE FOUND DURING THE EXCAVATION FOR STRUCTURES AND UTILITY LINES ON AND OFF SITE MUST BE REMOVED AND PROPERLY DISCARDED. ANY REMEDIAL ACTION REQUIRED IS THE RESPONSIBILITY OF THE OWNER.

18. CONTRACTOR SHALL GRADE, TOPSOIL, SEED AND MULCH ALL DISTURBED AREAS OF CONSTRUCTION, INCLUDING PIPE INSTALLATION OR DITCH CONSTRUCTION. EROSION CONTROL MATTING SHALL BE PROVIDED ON ALL SLOPES GREATER THAN 3:1.

19. A PROFESSIONAL SURVEYOR LICENSED IN THE STATE OF DELAWARE SHALL BE RESPONSIBLE FOR PERMANENTLY RE-ESTABLISHING ANY PROPERTY MARKERS OR MONUMENTS DISTURBED DURING CONSTRUCTION. A SURVEY AND METES AND BOUNDS THAT INCLUDES THE RE-ESTABLISHED MARKER(S) OR MONUMENT(S) SHALL BE PRESENTED TO THE PROPERTY OWNER FOR COMPARISON WITH THE ORIGINAL PLAT, FOR VERIFICATION.

20. THE CONTRACTOR WILL BE RESPONSIBLE FOR THE SHORT TERM (DURING CONSTRUCTION) MAINTENANCE OF THE STORMWATER MANAGEMENT AND STORM SEWER SYSTEMS.

21. THE HOMEOWNERS ASSOCIATION SHALL BE RESPONSIBLE FOR THE OWNERSHIP AND MAINTENANCE OF THE OPEN SPACE AND STORMWATER MANAGEMENT FACILITIES.

22. THE CITY OF MILFORD WILL ASSUME OWNERSHIP AND MAINTENANCE RESPONSIBILITY OF WATER AND SEWER PIPES AND APPURTENANCES INSTALLED WITHIN CITY RIGHT-OF-WAY, AND EASEMENTS DEDICATED TO THE CITY; AND, ALL STORM SEWER PIPES AND CATCH BASINS FULLY WITHIN CITY RIGHT-OF-WAY, AFTER ALL ITEMS HAVE PASSED CITY INSPECTION; AFTER THE CITY HAS RECEIVED AND APPROVED DIGITAL AND HARD COPIES OF THE RECORD DRAWINGS; AFTER THE RIGHTS-OF-WAY HAVE BEEN DEEDED TO THE CITY; AND AFTER ALL THE WATER, SEWER, AND STORM SEWER ITEMS HAVE BEEN TRANSFERRED TO THE CITY BY BILL OF SALE.

23. SEWER AND WATER CAPACITY ARE NOT GUARANTEED UNTIL BUILDING PERMITS ARE ISSUED, ALL FEES ARE PAID, AND SUITABLE UTILITIES ARE IN PLACE FOR PROPER CONVEYANCE, TREATMENT, AND DISPOSAL.

24. PRELIMINARY APPROVAL FROM PLANNING COMMISSION SHALL BE VOID AFTER ONE (1) YEAR, UNLESS AN EXTENSION IS REQUESTED BY THE OWNER AND APPROVED FOR GOOD CAUSE BY THE PLANNING COMMISSION PRIOR TO THE DATE OF EXPIRATION.

25. 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.

26. FINAL APPROVAL FROM THE CITY SHALL BECOME VOID IF THE FINAL RECORD PLAT IS NOT RECORDED WITHIN 90 DAYS OF THE DATE OF PLANNING COMMISSION'S GRANTING OF FINAL APPROVAL. IF CONSTRUCTION OF THE APPROVED IMPROVEMENTS IS NOT SUBSTANTIALLY UNDERTAKEN WITHIN ONE (1) YEAR OF FINAL SITE PLAN APPROVAL, THE SITE PLAN APPROVAL SHALL BE VOID. THE APPLICANT MAY REQUEST A ONE (1) YEAR EXTENSION FROM THE PLANNING COMMISSION FOR GOOD CAUSE.

27. THE APPLICANT IS RESPONSIBLE TO ENSURE THAT ALL CITY AND/OR AGENCY CONSTRUCTION PERMIT APPLICATIONS HAVE BEEN COMPLETED, SUBMITTED, AND ALL APPLICABLE FEES HAVE BEEN PAID PRIOR TO COMMENCING CONSTRUCTION. THE CITY SHALL NOT BE HELD RESPONSIBLE FOR AN ANTICIPATED CONSTRUCTION START DATE THAT IS NOT MET DUE TO THE APPLICANT OR HIS/HER CONTRACTOR NOT HAVING MET THE CONSTRUCTION PERMITTING REQUIREMENTS.

28. AS A CONDITION OF THE APPROVAL OF THE CONSTRUCTION DRAWINGS, AND PRIOR TO THE START OF CONSTRUCTION, THE APPLICANT MAY BE REQUIRED TO ENTER INTO A FORMAL PUBLIC WORKS AGREEMENT WITH THE CITY AND TO POST A COMPLETION GUARANTY FOR ANY IMPROVEMENTS WHICH WILL EVENTUALLY BE TAKEN OVER BY THE CITY. THE GUARANTY SHALL BE IN AN AMOUNT EQUAL TO 150% OF THE COST OF THE IMPROVEMENTS AS ESTIMATED OR APPROVED BY THE CITY ENGINEER. THE GUARANTY SHALL BE IN THE FORM OF A BOND OR FUNDS DEPOSITED IN AN ESCROW ACCOUNT. THE PUBLIC WORKS AGREEMENT AND THE GUARANTY SHALL BE REVIEWED AND APPROVED BY THE CITY SOLICITOR. THE COMPLETION GUARANTY SHALL NOT BE RELEASED UNTIL A MAINTENANCE BOND IN THE AMOUNT OF 10% OF THE IMPROVEMENTS HAS BEEN SUBMITTED.

29. A MAINTENANCE BOND IN THE AMOUNT OF 10% OF THE AMOUNT OF THE COMPLETION GUARANTY PRIOR TO FINAL ACCEPTANCE OF THE IMPROVEMENTS AND RELEASE OF THE COMPLETION GUARANTY. THE MAINTENANCE PERIOD SHALL BE A MINIMUM OF ONE YEAR. AN AGREEMENT REVIEWED AND APPROVED BY THE CITY SOLICITOR SHALL ACCOMPANY THE BOND AND SHALL DESCRIBE THE TERMS OF THE BOND.

30. UPON COMPLETION AND PRIOR TO THE RELEASE OF THE DEVELOPER'S COMPLETION GUARANTEE, THE DEVELOPER SHALL PROVIDE THE TOWN ENGINEER A DRAFT PAPER SET OF DETAILED RECORD PLANS (PLAN VIEW AND PROFILE SHEETS).. RECORD PLAN INFORMATION SHALL INCLUDE SURVEYED AS-BUILT ELEVATIONS AND HORIZONTAL LOCATIONS OF ALL PROPERTY MONUMENTS/MARKERS; SEWER MANHOLE RIMS, PIPES SIZES & INVERTS' PUMP STATIONS' FORCE MAINS (INVERTS EVERY 50 FEET), CLEANOUTS, AIR RELEASE VALVES, AND GREASE TRAPS; ALL WATER VALVES, HYDRANTS, VAULTS, METER PITS, AND CURB STOPS; ALL STORM SEWER CATCH BASINS, MANHOLE RIMS, PIPE SIZES & INVERTS, AND ANY OTHER ITEM WHICH WILL BE TAKEN OVER BY THE TOWN. RECORD INFORMATION SHALL BE PLACED ON THE APPROPRIATE APPROVED DRAWINGS. ORIGINAL DESIGN ELEVATION AND/OR DISTANCE INFORMATION SHALL BE STRUCK THROUGH WITH A FINE LINE AND THE RECORD INFORMATION SHALL BE INSERTED NEXT TO IT. WHEN THE DRAFT SET OF DRAWING HAS BEEN APPROVED BY THE CITY, THREE (3) FINAL PAPER COPIES SHALL BE SUBMITTED, SIGNED AND SEALED BY AND OFF SITE OWNER'S ENGINEER. A CD SHALL ALSO BE PROVIDED WITH DIGITAL RECORD INFORMATION IN AUTOCAD FORMAT (VERSION 2010 OR LATER). THE DIGITAL INFORMATION SHALL BE ON DELAWARE STATE PLANE, NAD 83 HORIZONTAL CONTROL AND NAVD88 VERTICAL CONTROL.

31. THE CONTRACTOR SHALL NOTIFY THE CITY A MINIMUM OF TWO WEEKS PRIOR TO THE START OF CONSTRUCTION AND SCHEDULE A PRE-CONSTRUCTION MEETING. THE SITE CONTRACTOR AND THE OWNER, OR HIS/HER REPRESENTATIVE SHALL BE IN ATTENDANCE. CITY OF MILFORD (302) 422-6616

32. THIS PLOT SUPERCEDES PB 121 PG 23 AND PB 111 PG 72.

33. NO ON-STREET PARKING SHALL BE ALLOWED THROUGHOUT THE ENTIRE DEVELOPMENT.

34. UPON RECORDATION OF THIS PLAT, THE CITY WILL HAVE THE RIGHT OF INGRESS AND EGRESS TO ALL MUTI-FAMILY AREAS FOR THE PURPOSE OF MAINTAINING UTILITIES AND FOR TRASH REMOVAL SERVICES.

35. THE HOMEOWNERS ASSOCIATION WILL BE RESPONSIBLE FOR THE MAINTENANCE AND UPKEEP OF THE ALLEYS.

36. A BLANKET EASEMENT ACROSS THE APARTMENT LOTS SHALL BE DEDICATED TO THE CITY OF MILFORD FOR THE MAINTENANCE OF SEWER, WATER AND ELECTRIC INFRASTRUCTURE.

37. A 20' UTILITY EASEMENT, 10' RESPECTIVELY, ON EACH SIDE OF THE CENTERLINE OF THE PIPE, SHALL BE CREATED, WHEREVER POSSIBLE, WHERE A STORM SEWER LINE OR STRUCTURE IS DESIGNATED FOR PUBLIC USE AND IS OUTSIDE OF THE DEDICATED PUBLIC RIGHT-OF-WAY.

TRAFFIC IMPACT STUDY RECOMMENDATIONS (OCTOBER 19, 2006)

1. THE DEVELOPER SHOULD ENTER INTO AN AGREEMENT WITH DELDOT TO FUND AN EQUITABLE PORTION OF THE IMPROVEMENT REQUIRED AT THE INTERSECTION OF MARSHALL ROAD AND ELKS LODGE ROAD/MCCOY AVENUE. THIS IMPROVEMENT INCLUDES THE CONSTRUCTION OF AN AUXILIARY RIGHT TURN LANE ON THE WESTBOUND ELKS LODGE ROAD APPROACH. ONE OTHER DEVELOPER (HEARTHSTONE MANOR II) IS RESPONSIBLE FOR THIS IMPROVEMENT AS WELL. THE DEVELOPER SHOULD COORDINATE WITH DELDOT ON THE IMPLEMENTATION AND EQUITABLE COST SHARING OF THIS IMPROVEMENT.

2. THE DEVELOPER SHOULD IMPROVE MARSHALL STREET FROM ELKS LODGE ROAD/MCCOY AVENUE INTERSECTION TO THE NORTHERN PROPERTY LINE/ACCESS POINT IN ORDER TO MEET DELDOT'S COLLECTOR ROAD STANDARDS AS NEARLY AS POSSIBLE. THESE STANDARDS INCLUDE TWO TWELVE FOOT LANES AND TWO EIGHT FOOT SHOULDERS. THE DEVELOPER SHOULD PROVIDE A BITUMINOUS CONCRETE OVERLAY TO THE EXISTING TRAVEL LANES, AT DELDOT'S DISCRETION. DELDOT SHOULD ANALYZE THE EXISTING TRAVEL LANES' PAVEMENT SECTION AND RECOMMEND AN OVERLAY THICKNESS TO THE DEVELOPER'S ENGINEER IF NECESSARY. (ALL IMPROVEMENTS PREVIOUSLY COMPLETED)

3. THE FOLLOWING BICYCLE AND PEDESTRIAN IMPROVEMENTS SHOULD BE INCLUDED:

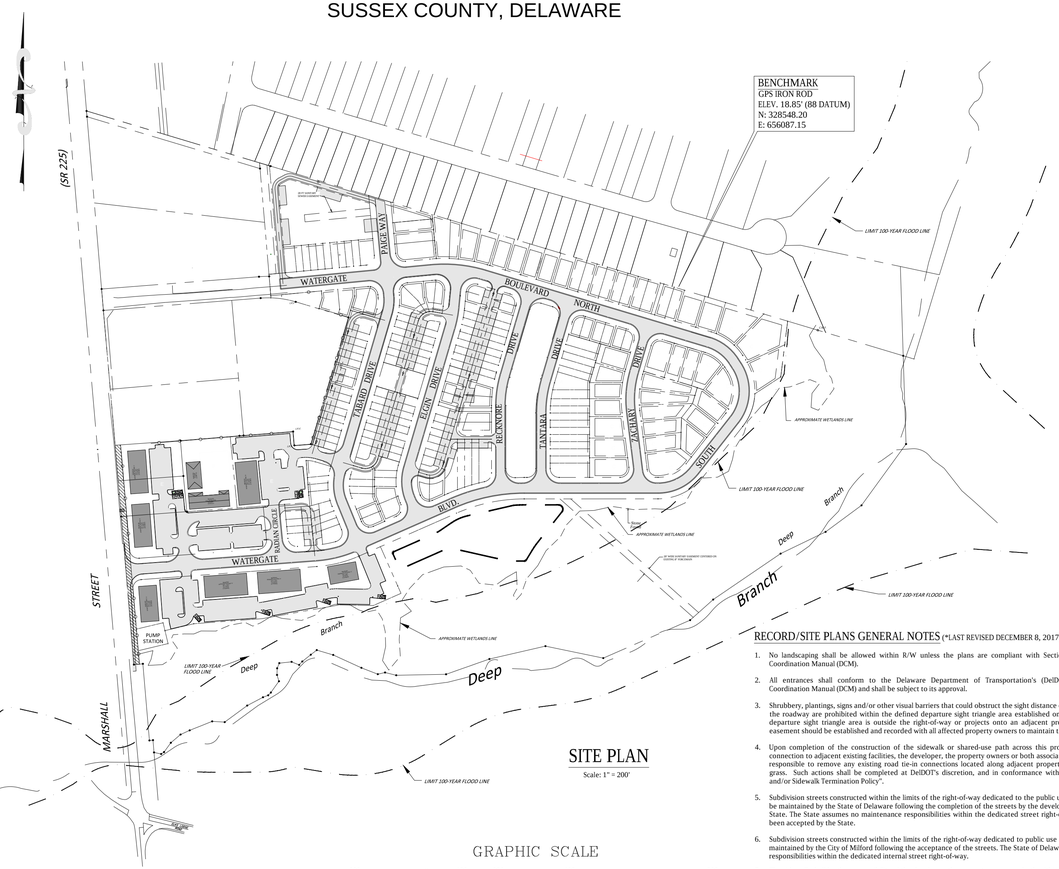
a. A MINIMUM OF A FIVE FOOT BICYCLE LANE (IN ADDITION TO ANY REQUIRED AUXILIARY LANES) SHOULD BE STRIPED ALONG THE SITE FRONTAGE ON MARSHALL STREET IN ORDER TO FACILITATE SAFE AND UNIMPEDED BICYCLE TRAVEL. (ALL IMPROVEMENTS PREVIOUSLY COMPLETED)

b. UTILITY COVERS SHOULD BE MOVED OUTSIDE OF THE THE DESIGNATED BICYCLE LANE OR BE FLUSH WITH THE PAVEMENT. (ALL IMPROVEMENTS PREVIOUSLY COMPLETED)

c. A MINIMUM OF A FIVE FOOT SIDEWALK (WITH A MINIMUM OF A THREE FOOT SETBACK FROM THE ROADWAY) THAT MEETS CURRENT AASHTO AND ADA STANDARDS SHOULD BE INCLUDED ALONG THE SITE FRONTAGES ON MARSHALL STREET.

d. ADA COMPLIANT CURB RAMPS AND CROSSWALKS SHOULD BE PROVIDED AT THE SITE ENTRANCES.

e. INTERNAL SIDEWALKS TO PROMOTE WALKING AS A VIABLE TRANSPORTATION ALTERNATIVE SHOULD BE INSTALLED, INCLUDING SIDEWALKS CONNECTING THIS DEVELOPMENT TO ADJACENT RESIDENTIAL DEVELOPMENTS.



SITE PLAN

Scale: 1" = 200'

GRAPHIC SCALE

200 0 100 200 400 800

(IN FEET)

1 inch = 200 ft.

RECORD/SITE PLANS GENERAL NOTES (*LAST REVISED DECEMBER 8, 2017)

1. No landscaping shall be allowed within R/W unless the plans are compliant with Section 3.7 of the Development Coordination Manual (DCM).

2. All entrances shall conform to the Delaware Department of Transportation's (DelDOT's) current Development Coordination Manual (DCM) and shall be subject to its approval.

3. Shrubbery, plantings, signs and/or other visual barriers that could obstruct the sight distance of a driver preparing to enter the roadway are prohibited within the defined departure sight triangle area established on this plan. If the established departure sight triangle area is outside the right-of-way or projects onto an adjacent property owner's land, a sight easement should be established and recorded with all affected property owners to maintain the required sight distance.

4. Upon completion of the construction of the sidewalk or shared-use path across this project's frontage and physical connection to adjacent existing facilities, the developer, the property owners or both associated with this project, shall be responsible to remove any existing road tie-in connections located along adjacent properties, and restore the area to grass. Such actions shall be completed at DelDOT's discretion, and in conformance with DelDOT's "Shared-Use Path and/or Sidewalk Termination Policy".

5. Subdivision streets constructed within the limits of the right-of-way dedicated to the public use shown on this plan are to be maintained by the State of Delaware following the completion of the streets by the developer to the satisfaction of the State. The State assumes no maintenance responsibilities within the dedicated street right-of-way until the streets have been accepted by the State.

6. Subdivision streets constructed within the limits of the right-of-way dedicated to public use shown on this plan are to be maintained by the City of Milford following the acceptance of the streets. The State of Delaware assumes no maintenance responsibilities within the dedicated internal street right-of-way.

7. The sidewalk shall be the responsibility of the developer, the property owners or both within this subdivision. The State of Delaware assumes no responsibility for the future maintenance for the sidewalk.

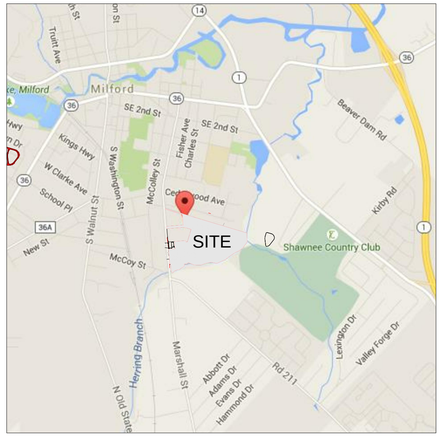
8. All lots shall have access from the internal subdivision street.

9. The developer shall be required to furnish and place right-of-way monuments on the dedicated subdivision street right-of-way in accordance with Section 3.2.4.1 of the Development Coordination Manual, and the requirements of the land use agency. Right-of-way monuments shall be placed along the right-of-way lines, at a minimum on one side of the street at each change in horizontal alignment to provide a permanent reference for the re-establishing the centerline and right-of-way line.

SCHEDULE OF AREA & BULK REGULATION FROM R-3 ZONING

R3 - ZONING	SINGLE FAMILY		DUPLEX		TOWNHOUSE		MULTI-FAMILY		SINGLE FAMILY COURT	
	REQUIRED	PROVIDED	REQUIRED	PROVIDED	REQUIRED	PROVIDED	REQUIRED	PROVIDED	REQUIRED	PROVIDED
TRACT STANDARDS										
TRACT AREA	7,500	N/A	7,500	N/A	1 Ac.	N/A	1 Ac.	N/A	N/A	N/A
REQUIRED MINIMUM OPEN SPACE	N/A	N/A	N/A	N/A	40%	N/A	40%	N/A	N/A	N/A
MAXIMUM Dus PER ACRE	6	N/A	12	N/A	12	N/A	16	N/A	N/A	N/A
MINIMUM LOT STANDARDS										
LOT AREA PER DU (SF)										
INTERIOR	7,500	4,000	3,750	1,700	2,000	1,200	2,500	1,200		4,000
CORNER	7,500								N/A	
STREET FRONTAGE PER DU (LF)	60	40	30	30		20	N/A	N/A	N/A	15
LOT WIDTH AT FRONT BLDG. LINE (LF)	60		60				50		N/A	
SETBACKS										
FRONT YARD (FEET)	30	5	30	5	25	0	12	0	N/A	5
SIDE YARD (FEET)										
ONE	8	5	8	5		0	12	5	N/A	5
INTERIOR					7					
EXTERIOR					30					
SUM OF BOTH	16	10	8	10	N/A	0	24	10	N/A	10
REAR YARD (FEET)*	15	15	15	5		5		5	N/A	5
MAXIMUM BUILDING HEIGHT										
HEIGHT (FEET)	<35	<35	<35	<35	<35	<35	<35	<35	N/A	<35
STORIES	3	3	3	3	3	3	3	3	N/A	3
MAXIMUM BLDG COVERAGE (% OF LOT)	45%	44%	45%	43%	60%	75%	20%	61%	N/A	25%
MINIMUM LOT DEPTH (FEET)		80	100	*60		60		75		80
MAXIUM UNITS WITH COMMON WALLS	N/A	N/A	2	2	8	11	12	12	N/A	N/A

* INDICATES A VARIANCE FROM R-3 ZONING REGULATIONS
DOES NOT INCLUDE DETACHED GARAGE



Location Map

Scale: 1" = 2000'

SITE DATA:

1. TOTAL AREA: 47.39± Ac.
2. CURRENT ZONING: R-3
3. PROPOSED ZONING: R-3 WITH PLANNED UNIT RESIDENTIAL DEVELOPMENT OVERLAY (PUD)
4. PROPOSED USE: PLANNED UNIT DEVELOPMENT
5. ELEVATION: NGVD 88
6. PUBLIC WATER AND SEWER PROVIDED BY THE CITY OF MILFORD
7. AREA OF WATERS OF THE U.S.: 14.39± Ac.
8. AREA OF EXISTING FOREST: 23.56± Ac.
9. AREA OF FOREST TO BE REMOVED: 7.45± Ac.
10. PROPOSED ROADS TO BE DEDICATED AND MAINTAINED BY THE CITY OF MILFORD
11. PROPOSED ALLEYS TO BE OWNED AND MAINTAINED BY HOMEOWNERS ASSOCIATION
12. ACCESS: SUBDIVISION STREETS
13. PONDS SHOWN ARE TO BE UTILIZED FOR STORMWATER MANAGEMENT, ALONG WITH ANY OTHER FACILITIES NEEDED TO MEET THE REQUIREMENTS OF DNREC.
14. CURB, SIDEWALK, AND STREET LIGHTING WILL BE PROVIDED WHERE APPROPRIATE.
15. PROPOSED DENSITY: 300/24.17 = 12.41 UNITS PER ACRE
16. ROAD RIGHT-OF-WAY AREA: 8.37± Ac. (17.7%)
17. ALLEY EASEMENT AREA: 1.26± Ac. (2.7%)
18. AREA OF STORMWATER MANAGEMENT (SWM) PONDS: 0.51± Ac. (1.1%)
19. TOTAL AREA OF OPEN SPACE
(INCLUDING PONDS, AND WETLANDS): 19.21± Ac. (40.54%)
MINIMUM RECREATIONAL OPEN SPACE: 400SF/UNIT X 300 = 2.75 Ac. REQUIRED
1.77 Ac. PROVIDED

CITY OF MILFORD ORDINANCE WAIVER REQUEST (PREVIOUSLY GRANTED):

1. CHAPTER 200 - SUBDIVISION OF LAND

200-6.D(3) - BLOCK WIDTHS SHALL BE NOT LESS THAN 275 FEET OR MORE THAN 450 FEET AND SHALL BE PLANNED TO PROVIDE TWO ROWS OF LOTS
200-6.E(7) - SIDE LOT LINES SHALL BE AT RIGHT ANGLES OR RADIAL TO STREET LINES.

NOTES:

1. THIS SURVEY DOES NOT CERTIFY TO THE LOCATION AND/OR EASEMENTS AND RIGHT-OF-WAYS CROSSING SUBJECT PROPERTY AS NO TITLE SEARCH WAS PROVIDED.

2. THE PROJECT OWNER AND/OR THE HOMEOWNER'S ASSOCIATION WILL BE RESPONSIBLE FOR MAINTENANCE OF THE STORMWATER POND TO INCLUDE INSPECTION FOR DEBRIS AND SEDIMENT ACCUMULATION ON AN ANNUAL BASIS OR AS REQUIRED BY THE SUSSEX CONSERVATION DISTRICT IF A LESS FREQUENT INSPECTION IS REQUESTED.

RESIDENTIAL UNIT YIELD CALCULATIONS:

47.39± Ac. GROSS LOT AREA
15.17± Ac. LOT AREA IMPACTED BY WETLANDS OR FLOODPLAIN
32.22± Ac. NET LOT AREA
8.05± Ac. 25% OF NET AREA
24.17± Ac. *16 UNITS/ACRE* = 386 MAXIMUM UNITS ALLOWED
* ALLOWED DENSITY UNDER R-3 ZONING

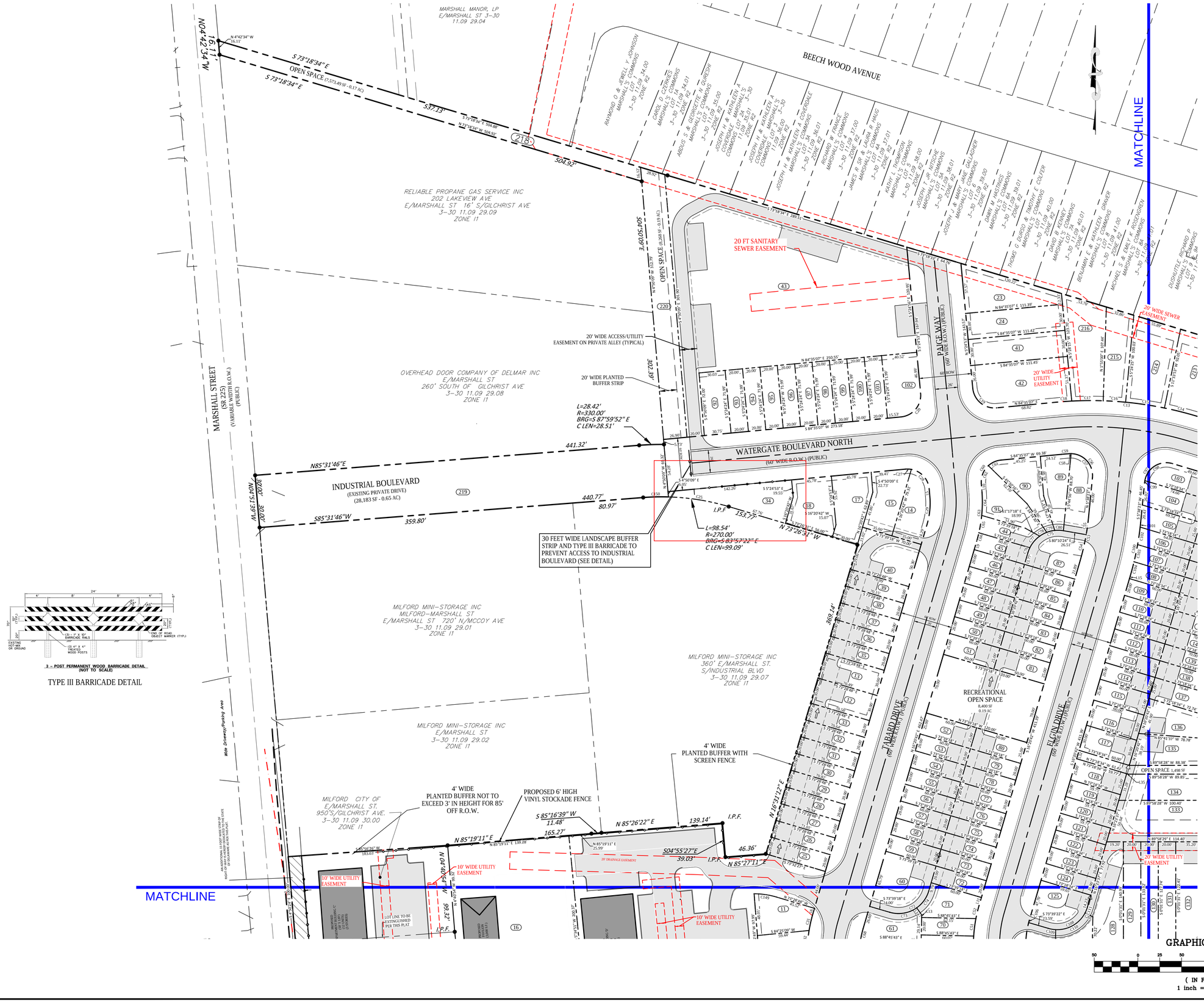
City Engineer Approval

CONSTRUCTION IMPROVEMENTS PLANS HAVE BEEN REVIEWED AND ARE FOUND TO BE IN GENERAL CONFORMANCE WITH THE TOWN OF GEORGETOWN CONSTRUCTION STANDARDS AND SPECIFICATIONS FOR WATER, SEWER AND STREETS. THE OWNER AND HIS ENGINEER AND/OR SURVEYOR ASSUME ALL RESPONSIBILITY FOR DESIGN AND ACCURACY OF INFORMATION SHOWN HEREON.

SIGNATURE:_____ DATE:_____
ERIK F. RETZLAFF, P.E.

LOT DATA

Number of Lots	Number of Units	Unit Plan Designation	Unit Type	Off Street Parking (Provided)	Spaces Per Unit (Provided)
129	129	A	Townhouses	194	1.5
48	48	B	Duplex Homes	116	2.4
33	33	C	Single Family	106	3.2
1	10	D	Single Family Courts	26	2.6
3	80	E	Mansion Apartments


MARSHALL MANOR, LP
E/MARSHALL ST 3-30 11.09 29.04
BEECH WOOD AVENUE
MATCHLINE
RAYMOND O. & JERELL Y. JOHNSON
MARSHALL'S COMMONS
3-30 11.09 34.00
LOT 1
ZONE R2
CAROL L. CITRINITES
MARSHALL'S COMMONS
3-30 11.09 34.01
LOT 2
ZONE R2
ABDUS S. & GLORIETTE N. BORESH
MARSHALL'S COMMONS
3-30 11.09 35.00
LOT 3
ZONE R2
JOSEPH H. & KATHLEEN A. COVERDALE
COMMONS LOT 24
3-30 11.09 37.01
LOT 4
ZONE R2
JOSEPH H. & KATHLEEN A. COVERDALE
COMMONS LOT 25
3-30 11.09 36.00
LOT 5
ZONE R2
JOSEPH H. & KATHLEEN A. COVERDALE
MARSHALL'S 34
3-30 11.09 36.01
LOT 6
ZONE R2
RICHARD N. FRANCE
MARSHALL'S COMMONS
3-30 11.09 37.00
LOT 7
ZONE R2
JAMES T. SR. & LAURA P. HAUG
MARSHALL'S 44
3-30 11.09 37.01
LOT 8
ZONE R2
KATHY L. THOMPSON
MARSHALL'S COMMONS
3-30 11.09 38.00
LOT 9
ZONE R2
JOSEPH T. JR. HITCHENS
MARSHALL'S COMMONS
3-30 11.09 38.01
LOT 10
ZONE R2
JOSEPH T. & MARY JANE GALLAGHER
MARSHALL'S COMMONS
3-30 11.09 39.00
LOT 11
ZONE R2
DAWN M. MASTRONIS
MARSHALL'S COMMONS
3-30 11.09 39.01
LOT 12
ZONE R2
THOMAS C. DIPESO & TIMOTHY E. COLLIER
MARSHALL'S COMMONS
3-30 11.09 40.00
LOT 13
ZONE R2
DAVID B. KENNEY
MARSHALL'S COMMONS
3-30 11.09 40.01
LOT 14
ZONE R2
BENJAMIN E. & KATHLEEN GRAVER
MARSHALL'S COMMONS
3-30 11.09 41.00
LOT 15
ZONE R2
MICHAEL S. & EMILY K. ROSEGREEN
MARSHALL'S 84
3-30 11.09 41.01
LOT 16
ZONE R2
DUGOUTTLE, RICHARD P.
MARSHALL'S COMMONS
3-30 11.09 42.00
LOT 17
ZONE R2
RELIABLE PROPANE GAS SERVICE INC
202 LAKEVIEW AVE
E/MARSHALL ST 16' S/GILCHRIST AVE
3-30 11.09 29.09
ZONE I1
OVERHEAD DOOR COMPANY OF DELMAR INC
E/MARSHALL ST
260' SOUTH OF GILCHRIST AVE
3-30 11.09 29.08
ZONE I1
MILFORD MINI-STORAGE INC
MILFORD-MARSHALL ST
E/MARSHALL ST 720' N/MCCOY AVE
3-30 11.09 29.01
ZONE I1
MILFORD MINI-STORAGE INC
E/MARSHALL ST
3-30 11.09 29.02
ZONE I1
MILFORD MINI-STORAGE INC
360' E/MARSHALL ST.
S/INDUSTRIAL BLVD
3-30 11.09 29.07
ZONE I1
MILFORD CITY OF
E/MARSHALL ST.
950'S/GILCHRIST AVE.
3-30 11.09 30.00
ZONE I1
MARSHALL STREET
(SR 225)
(VARIABLE WIDTH R.O.W.)
(PUBLIC)
INDUSTRIAL BOULEVARD
(EXISTING PRIVATE DRIVE)
(28,183 SF - 0.65 AC)
WATERGATE BOULEVARD NORTH
(60' WIDE R.O.W.) (PUBLIC)
PAIGE WAY
(60' WIDE R.O.W.) (PUBLIC)
FABARD DRIVE
(60' WIDE R.O.W.) (PUBLIC)
ELGIN DRIVE
(60' WIDE R.O.W.) (PUBLIC)
OPEN SPACE (28,308 SF - 0.69 AC)
OPEN SPACE (7,573.49 SF - 0.17 AC)
RECREATIONAL
OPEN SPACE
8,400 SF
0.19 AC
OPEN SPACE 1,498 SF
20 FT SANITARY
SEWER EASEMENT
20' WIDE SEWER
EASEMENT
20' WIDE ACCESS/UTILITY
EASEMENT ON PRIVATE ALLEY (TYPICAL)
20' WIDE PLANTED
BUFFER STRIP
20' WIDE
UTILITY
EASEMENT
30 FEET WIDE LANDSCAPE BUFFER
STRIP AND TYPE III BARRICADE TO
PREVENT ACCESS TO INDUSTRIAL
BOULEVARD (SEE DETAIL)
4' WIDE
PLANTED BUFFER WITH
SCREEN FENCE
4' WIDE
PLANTED BUFFER NOT TO
EXCEED 3' IN HEIGHT FOR 85'
OFF R.O.W.
PROPOSED 6' HIGH
VINYL STOCKADE FENCE
10' WIDE UTILITY
EASEMENT
20' DRAINAGE EASEMENT
LOT LINE TO BE
EXTINGUISHED
PER THIS PLAT
PROPOSED
WATERGATE
CONDO'S
(3 STORIES)
PROPOSED
WATERGATE
CONDO'S
(3 STORIES)
Wide Driveway/Parking Area
AN ADDITIONAL 5 FOOT WIDE STRIP OF
RIGHT-OF-WAY DEDICATED TO THE STATE
OF DELAWARE AS PER THIS PLAT.
N 4°42'34" W
16.11'
S 73°18'34" E
537.13'
N 73°18'34" W 504.92'
S 73°18'34" E 289.81'
S 73°18'34" E 84.70'
S04°05'26"E
360.05'
N 4°05'09" W 302.39'
S 4°05'09" E 201.90'
N04°42'34"W
16.11'
N04°51'49"W
300.00'
S85°31'46"W
359.80'
N85°31'46"E
441.32'
440.77'
80.97'
N 73°26'31" W
153.77'
I.P.F.
L=98.54'
R=270.00'
BRG=S 83°57'22" E
C LEN=99.09'
L=28.42'
R=330.00'
BRG=S 87°59'52" E
C LEN=28.51'
N 16°31'12" E
369.14'
S 85°16'39" W
11.48'
N 85°26'22" E
139.14'
I.P.F.
N 85°19'11" E
165.27'
N 85°19'11" E 189.28'
S04°55'27"E
39.03'
46.36'
I.P.F.
N 85°27'11" E
S 85°26'26" W
183.03'
N 04°40'34" W
99.22'
I.P.F.
S 04°55'27" W 200.37'
N 85°19'11" E
25.99'
S 84°35'07" W 273.18'
N 84°35'07" E 250.55'
N 84°35'07" E 111.39'
S 84°35'07" W 111.42'
S 84°35'07" W 111.49'
N 84°35'07" E 68.82'
S 84°35'07" W 69.38'
S 84°35'07" W 69.38'
S 84°35'07" W 69.38

right to do so). The city's future land use map is largely a reflection of its understanding of likely growth and development. Wherever possible, the future land use attempts to anticipate likely changes. A key feature of the 2017 Comprehensive Plan Update is the "transition" future land use category.

The "transition" future land use designation, conceptually, helps with all three key considerations. It is straightforward and simple to see on the overall and neighborhood maps. It limits the potential need for plan amendments, in that each time a residential property requests rezoning to a commercial or industrial use, it will still be in compliance with the existing future land use map. It maintains flexibility in the identified areas. If and when properties petition for rezoning, procedural changes can be made to the zoning ordinance without it conflicting with the Milford Comprehensive Plan.

The transitional future land use classification has the added benefit of allowing the existing, largely residential uses, as by-right uses to ensure that existing property owners who wish to remain residential are not classified as non-conforming uses.

10-4. Land Use and Zoning

10-4a. Future Land Use Categories

Employment

The employment category is intended to serve as a primary location for a large employer to bring jobs and economic development to the city. Potential uses include schools and healthcare-related uses that would provide many jobs and services for the region. This land use category is similar to the H-1, IM, and IS zoning districts found in the Milford Zoning Ordinance.

Commercial

The commercial category allows for different levels of commercial development intensity. This category includes neighborhood commercial, central business district, highway development, office buildings, and medical services. The *Future Land Use and Urban Growth Boundary* map designates all commercial areas in one category, but the individual characteristics of each site would be considered before identifying the level of commercial development that is suitable for each property. Each level of commercial use differs by the size of the site and use intensity. This land use is similar to the C-1, C-2, C-2A, C-3, BP, OC-1, and H-1 zoning districts found in the Milford Zoning Ordinance.

Regular Highway Commercial for the city is located along major state transportation routes, including DE 1, US 113, Route 14 and Business 1.

Industrial

The industrial category is intended to serve as a primary location for light to moderate industrial and manufacturing uses. This land use is similar to the I-1 and I-2 zoning districts found in the Milford Zoning Ordinance.

Institutional

The institutional category includes government, civic, and community facilities such as libraries, schools, colleges, hospitals, medical facilities, community centers, places of worship, nursing homes, assisted living facilities, and other similar uses. Institutional uses may be found within residential, commercial, and employment areas.

Low Density Residential

The Low Density Residential District represents typical single-family detached dwellings and duplex development. These units receive full urban services. Other dwelling types may be allowed as part of a density bonus by providing additional open space and amenities of development or through a conditional use of a Planned Unit Development by Milford City Council. Neighborhood commercial and office-type uses that do not detract from the residential character of the area may be found in this area as well. This land use is similar to the R-1, R-2, C-1, and OB-1 zoning districts found in the Milford Zoning Ordinance.

Moderate-Density Residential

The Moderate Density Residential District represents typical single-family detached dwellings, attached single-family dwelling units, patio homes, duplexes, triplexes, quadplexes, townhomes/row houses, condominiums, apartments, and loft-style units. Availability of open space and walkable sidewalks are also key components. Neighborhood commercial and office-type uses that do not detract from the residential character of the area may be found in this area as well. This land use is similar to the R-3, R-8, C-1, and OB-1 zoning districts and the PUD conditional use for residential development found in the Milford Zoning Ordinance.

Transitional Commercial and Industrial Areas

These areas are designed to allow for a migration from residential to the underlying future land use categories depicted on the *Future Land Use and Urban Growth Boundary* map. There are two main transitional areas, commercial and industrial. The commercial transition areas are located along major roadways, including US 113 and Rehoboth Boulevard (Route 1A). The Industrial transition area is located along Route 14 between Routes 1A and 1.

The transitional areas will allow the property owners to maintain their current residential zoning until such time they wish to change their zoning to either commercial or industrial. This will allow the area to transition slowly along these corridors, without forcefully rezoning properties and potentially creating non-conforming properties and uses. Once the property owner changes the zoning of the property from residential to commercial or industrial, the property will remain industrial or commercial unless there is an amendment to the Milford Comprehensive Plan that would allow otherwise. The Comprehensive Plan will be reviewed again in five years, where the future land use exhibits can be updated to permanently show the properties that have transitioned from the residential categories to the more intense uses, and reduce the footprint of the transitional area on the maps.

Open Space

The Open Space category includes both existing open space owned by the city as well as the large area of open space located east of DE 1. Milford may elect to annex existing developed residential properties within the proposed Open Space future land use areas at the lowest intensity residential zoning category and provide services if deemed cost effective.

One of the recommendations of the Milford Comprehensive Plan is to prepare an Open Space Preservation Plan. Local governments and conservation groups offer many tools to preserve farmland and other open space. Some rely on the donation or sale of property development rights by a property owner, while other tools may include marketing assistance or protective planning and zoning. The primary goals of the Open Space designation east of DE 1 are the following:

- Promote the Transfer of Development Rights (TDR) – A TDR is a legal agreement that allows a developer who wants to build at a higher density than is permitted to purchase or trade for additional development rights from a willing seller who owns land in an area designated for preservation. The goal of the Open Space designation is to use the land as a sending area either into designated areas of the City of Milford or designated areas of Sussex County, thus protecting the open space area.
- Promote Conservation Easements – A conservation easement is a legal agreement between a landowner and a land trust or government agency whereby a landowner sells or donates the rights to develop his or her property to a conservation organization.
- Protective Rural Zoning – This type of zoning allows a very low density per acre. This is one of the most effective ways to protect rural and agricultural land and maintain a mass of land required to support agriculture economies without buying conservation easements.

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

10-4b. Land Use and Zoning Link

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

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

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

Table 27. Land Use and Zoning Link

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

Future Land Use Designation	Corresponding Zoning District(s)
Low Density Residential	R-1 – Single Family Residential
	R-2 - Residential
	C-1 – Community Commercial
	OB-1 – Office Building
Moderate Density Residential	R-3 – Garden Apartment & Townhouse
	R-8 – Garden Apartment & Townhouse
	C-1 – Community Commercial
	OB-1 – Office Building
Open Space	Designed for preservation. Existing residential properties may be zoned R-1.

Disclaimer: Table 27 shows the relationship between the future land use designations depicted on the future land use map and the zoning districts summarized in Table 28. This table describes how Milford's zoning districts might match up with the land uses recommended on the future land use map. These match ups are intended as guidance for the Milford City Council to consider during the rezoning process. They are not intended to preclude the development of new zoning districts or revisions to the zoning ordinance, the subdivision ordinance, or any other land use regulations.

10-4c. Zoning Districts

The current zoning map depicts Milford's zoning districts, and Table 28 provides a list of the current zoning classifications.

As of the date of the plan adoption, Table 28 and the existing zoning exhibit represent a fixed period in time and Milford reserves the right to create new zoning categories and change property zonings as long as the intent of the Comprehensive Plan is upheld. This table and section is for informational purposes only.

Zoning is the chief means for implementing the Milford Comprehensive Plan, consisting of a written document and a series of maps. The maps show a number of districts or zones into which the municipality is divided to regulate the use of land. The document specifies the types of activities (uses) that can occur in each district either as a matter of right (in all circumstances) or under certain conditions (conditional uses). It also regulates building height, lot sizes, setbacks, yards and green space, the number and sizes of signs, and space for off-street parking. Some municipalities incorporate environmental protection standards in zoning ordinances, while others have stand-alone ordinances with cross-references to zoning standards.

Table 28. Milford Zoning Districts

Zoning District
BP – Business Park
R-1 – Single Family Residential
R-2 – Residential
R-3 – Garden Apartment & Townhouse
R-8 – Garden Apartment & Townhouse
C-1 – Community Commercial
C-2 – Central Business
C-2A – Riverfront Development
C-3 – Highway Commercial
H-1 – Institutional Development
IM – Institutional Medical
IS – Institutional Service
I-1 – Limited Industrial
I-2 – General Industrial
OB-1 – Office Building
OC-1 – Office Complex

Zoning works with subdivision regulations. Subdivision refers to the process of splitting up or assembling land for development. The regulations governing this process designate utility locations, street rights-of-way, open space, and common areas. They also outline the services, such as water, sewer, gas, and electricity and amenities that a developer must supply prior to sale of subdivided (or assembled) land.

Increasingly, the distinction between zoning and subdivision regulations is becoming blurred.

Development plan approvals cannot take place without making sure that plans are in compliance with zoning and subdivision codes. Over the past several years, a number of Delaware municipalities have consolidated subdivision and zoning regulations into a single land use code.

§ 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) Wholesale storage, warehousing and distribution centers.

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

[2] 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] 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] 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] 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] 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] Any licensing required by the Delaware Alcoholic Beverage Control Commissioner for outdoor seating and gathering areas shall be obtained.

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 City Council.

(1) 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.

(2) 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.

(3) All front yard areas and all areas open to public view shall be maintained in a neat and attractive condition.

(4) 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.

(5) 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).

(6) 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.

(7) All dry waste, in dust or particulate form, will be transported in closed or covered vehicles.

(8) 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.

(9) 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.

E. Area regulations.

(1) Minimum lot area shall be two acres.

(2) Maximum lot coverage shall be 75%.

(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) 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 10 percent of the required rear and side yard of the lot 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.

[Ord. No. 2022-06, 1-24-2022]

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. 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 pans 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.

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.

[Ord. No. 2022-06, 1-24-2022]

§ 230-59. Reserved.

§ 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.

[Ord. No. 2022-06, 1-24-2022]

CITY OF MILFORD
NOTICE OF PUBLIC HEARING
Planning Commission Hearing: Tuesday, March 21, 2023 @ 6:00 p.m.
City Council Hearing: Monday, March 27, 2023 @ 6:00 p.m.

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not used to influence any decision of City Council:

ORDINANCE 2023-12
Conditional Use Application of Milford Mini-Storage, Inc.
1.82 +/- acres of land located along the east side of Marshall Street
approximately 1,025 feet north of the McCoy Street intersection
Address: 609 Marshall Street Comprehensive Plan Designation: Industrial
Zoning District: I-1 (Limited Industrial District)
Present Use: Vacant Lot Proposed Use: Outdoor Storage
Tax Parcel: 3-30-11.09-029.01

WHEREAS, the applicant proposes to utilize a vacant parcel located at the southeast corner of the Marshall Street and Industrial Boulevard intersection for outdoor storage; and

WHEREAS, Chapter 230-16(C)(2) states "mini-warehouses or public storage facilities" are considered a conditional use subject to approval from City Council; and

WHEREAS, the City of Milford Planning Commission will consider the application during their regular meeting on March 21, 2023, at which time interested parties will publicly comment on the application; and

WHEREAS, Milford City Council will hold a Public Hearing on March 27, 2023, allowing for additional public comment, after which City Council will make a final determination on the application; and

WHEREAS, the notice as required by Chapter 230, was published in the Delaware State News on March 5, 2023 and provided to property owners within 200 feet of the subject parcel.

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

Section 1. Upon the adoption of this ordinance by City Council, a conditional use permit will be granted to Milford Mini-Storage, Inc. to allow Outdoor Storage at 609 Marshall Street.

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: March 13, 2023
Planning Commission Review & Public Hearing: March 21, 2023
City Council Public Hearing: March 27, 2023

Section 4. If this ordinance is adopted by City Council, it will become effective 10 days following the date the action is taken. If not adopted, the ordinance becomes null and void unless addressed at a later date. Should that occur, the ordinance would be republished, and new notices mailed to properties within 200 feet of the subject parcel(s).

030123
Published*: Delaware State News 03-05-2023*

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

THE CITY of Milford DELAWARE

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

DATA SHEET FOR MILFORD MINI-STORAGE, INC.

Planning Commission Meeting: March 21, 2023

Application Number / Name	:	22-034 / Milford Mini-Storage, Inc.
Applicant	:	Milford Mini-Storage, Inc. 601 Marshall Street Milford, DE 19963
Owner	:	Same
Application Type	:	Conditional Use
Present Comprehensive Plan Map Designation	:	Industrial
Present Zoning District	:	I-1 (Limited Industrial District)
Present Use	:	Vacant Lot
Proposed Use	:	Outdoor Storage
Size and Location	:	1.82 +/- acres of land located along the east side of Marshall Street approximately 1,025 feet north of the McCoy Street intersection, addressed as 609 Marshall Street.
Tax Map & Parcel	:	3-30-11.09-029.01

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

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

THE CITY of Milford DELAWARE

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

STAFF REPORT
March 2, 2023

Application Number / Name	**:**	22-034 / Milford Mini-Storage, Inc.
Tax Map & Parcel	**:**	3-30-11.09-029.01
Size and Location	**:**	1.82 +/- acres of land located along the east side of Marshall Street approximately 1,025 feet north of the McCoy Street intersection, addressed as 609 Marshall Street.

I. BACKGROUND INFORMATION:

- The applicant proposes to utilize a vacant parcel located at the southeast corner of the Marshall Street and Industrial Boulevard intersection for outdoor storage. The property is located adjacent to an existing self-storage facility and there would be no interconnection between the two uses or properties. The proposed use would gain access via an existing gate and entrance located along Industrial Boulevard.

- Chapter 230-16(C)(2) states "mini-warehouses or public storage facilities" are a conditional use subject to special requirements set forth by City Council.

II. STAFF ANALYSIS:

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

- 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 south and east by property owned by the applicant that is zoned I-1 Limited Industrial and contains an existing self-storage use. The property to the north, across Industrial Boulevard, is zoned I-1 Limited Industrial and contains a contractor's establishment use. The properties to the west, across Marshall Street, contain similar industrial uses and are zoned I-1 Limited Industrial.

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

The proposed use is allowed by conditional use approval within the C-3 Highway Commercial, I-1 Limited Industrial, and I-2 General Industrial zoning districts.

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

The Comprehensive Plan designates this area as Industrial. The proposed use is consistent with the land use plan for the Comprehensive Plan and the zoning code permits the use by conditional use approval from City Council.

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

The proposed use is immediately adjacent to an existing self-storage facility owned by the applicant. Screening is not proposed.

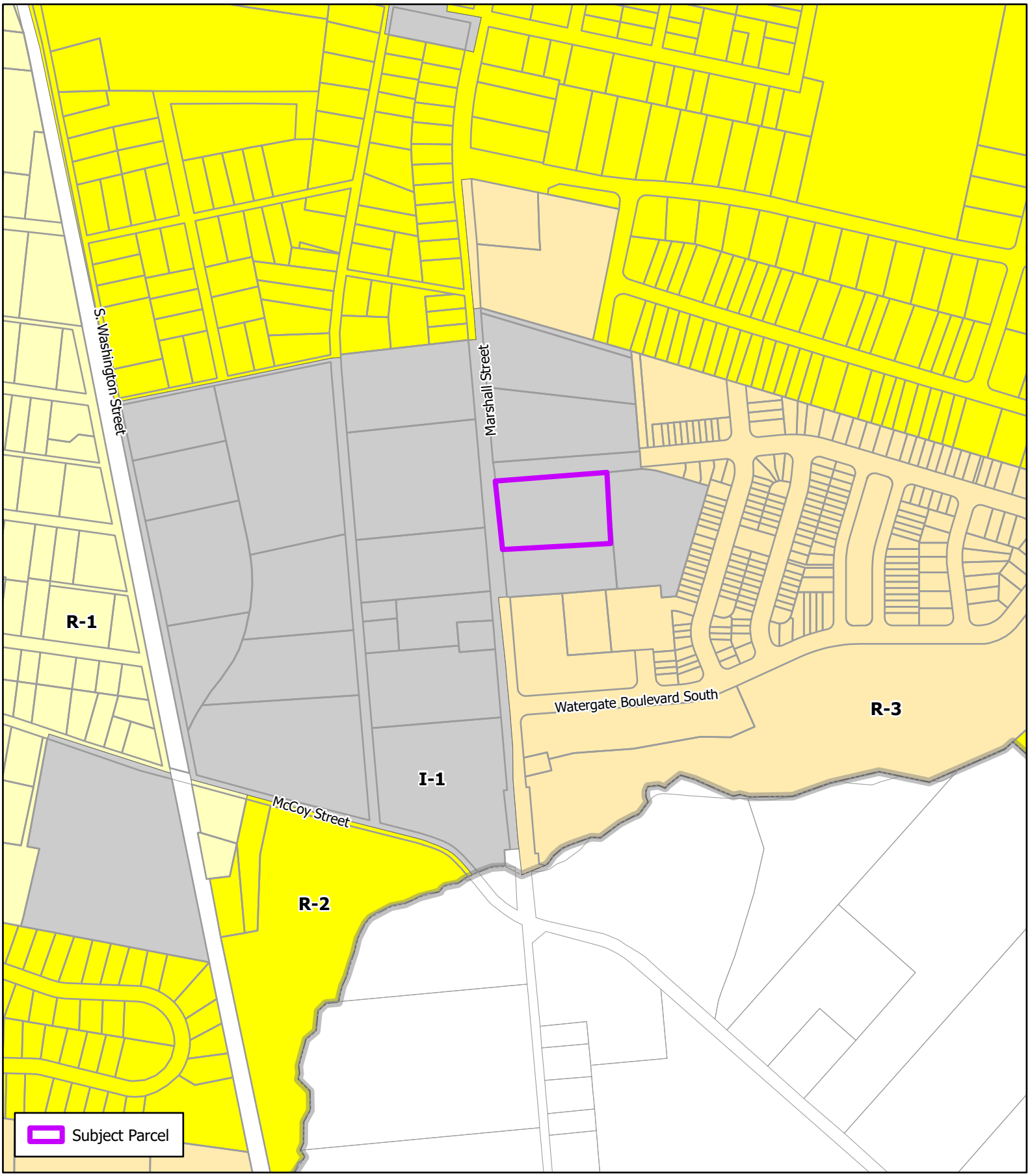
E. The use will not detract from permitted uses in the district.

The proposed use should not detract from other permitted uses in the district. The subject parcel is located within an established industrial area surrounded by other industrial uses. There is a moderate density residential housing development to the east, but it was approved and developed with the existing self-storage business already in place.

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

There appears to be no impact to traffic control, parking and setbacks related to the conditional use. Screening would not be warranted since the property is surrounded on two sides by an existing self-storage use and to the north by a contractor's establishment.

- If the Planning Commission and City Council decide to approve the amended conditional use application, staff recommends the following conditions be imposed on the application;
    - No additional buildings or impervious surfaces may be added as part of this approval. Any new improvements would require approval from the Planning Department prior to construction, which may or may not require a conditional use site plan review based on the provisions of Chapter 230 Zoning.



THE CITY of Milford DELAWARE

Scale: 0 240 480 Feet

Drawn by: WRP

Date: 12/21/22

Filepath: CU_MilfordMiniStorage.aprx

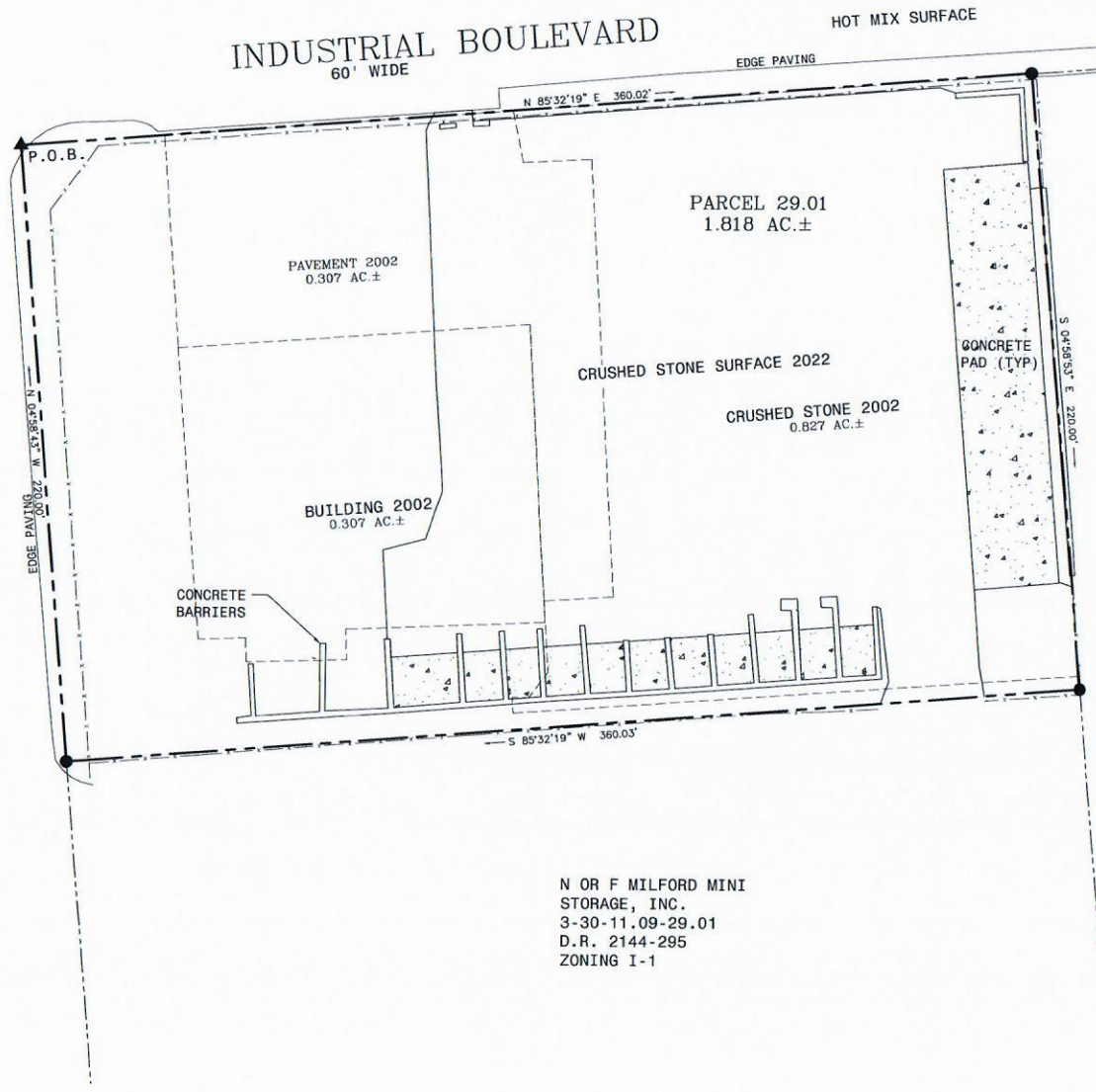
Title:

Conditional Use

Milford Mini Storage, Inc.

Location & Zoning Map

Warning: Original paper plans contain a raised impression of a professional seal. Original mylar plans contain a red ink stamp of a professional seal. Unauthorized copies may contain fraudulent, incorrect, erroneous or misleading information or omit important and relevant information. Do not use or rely on unauthorized copies.



DELAWARE COORDINATE SYSTEM OF 1983
NAD83(NA2011, EPOCH 2010)

COVERAGE COMPARISON	
SITE AREA	1.818 AC. ±
2022 COVERAGES	
CRUSHED STONE	0.861 AC.±
CONCRETE	0.165 AC.±
CONCRETE BLOCK	0.025 AC.±
TOTAL	1.051 AC.±
% COVERAGE	60.7%
2002 COVERAGES	
CRUSHED STONE	0.827 AC.±
PAVEMENT	0.307 AC.±
BUILDING	0.307 AC.±
TOTAL	1.441 AC.±
% COVERAGE	79.3%

N OR F MILFORD MINI
STORAGE, INC.
3-30-11.09-29.07
D.R. 2184-192
ZONING I-1

N OR F MILFORD MINI
STORAGE, INC.
3-30-11.09-29.01
D.R. 2144-295
ZONING I-1

LEGEND
- IRON PIPE FOUND
- NAIL SPIKE FOUND
- CHAIN LINK FENCE

GRAPHIC SCALE
0 30 60 90
SCALE 1" = 30'

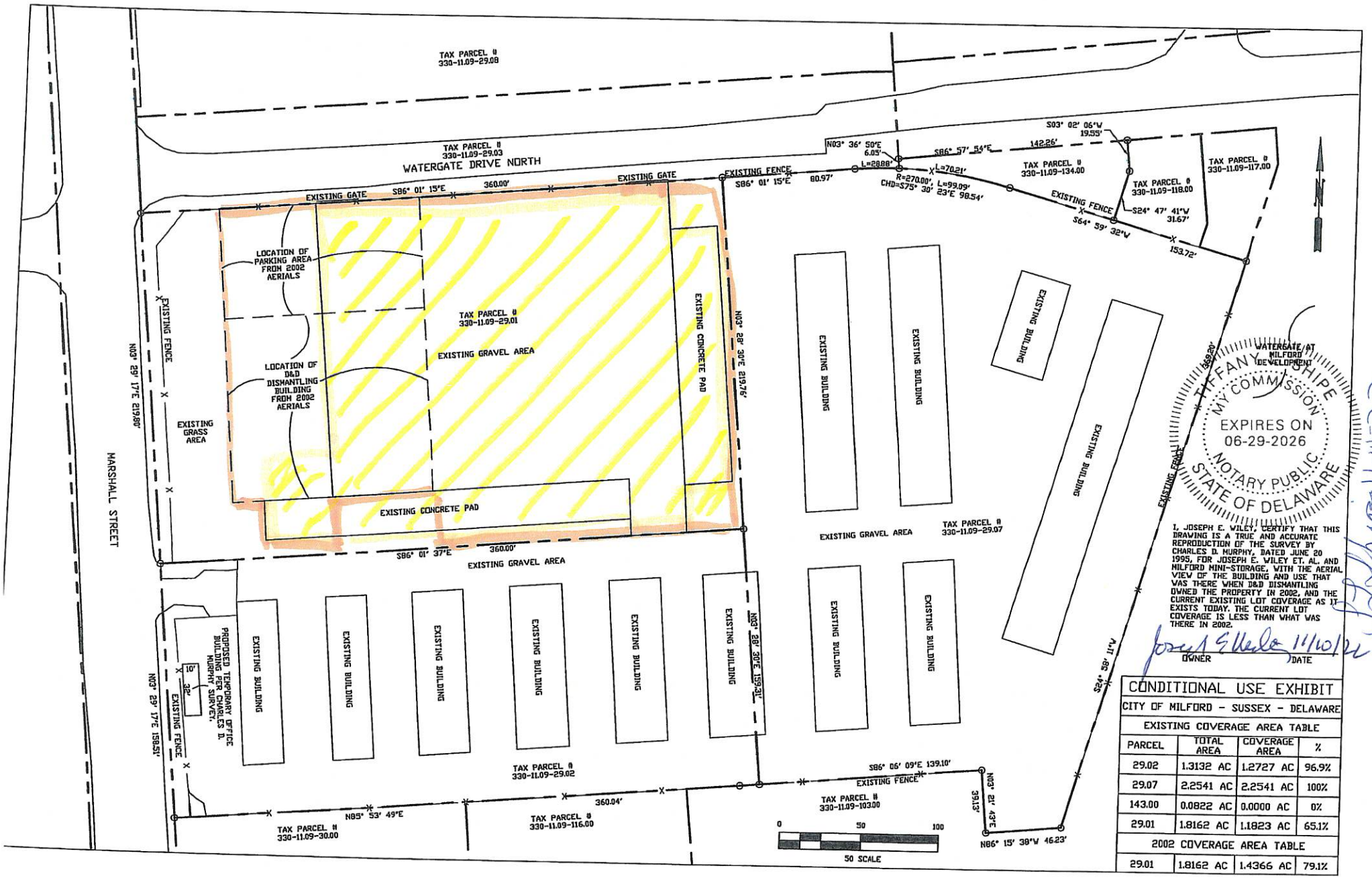
PROFESSIONAL LAND SURVEYOR DATE

BOUNDARY AND IMPROVEMENT SURVEY FOR:
609 MARSHALL STREET ALSO KNOWN AS

Lands of:
MILFORD MINI STORAGE, INC.

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

CITY OF MILFORD
SUSSEX COUNTY, DELAWARE
DATE: 11/16/2022
W.O.: 25701L
SCALE: 1"= 30'
F.B.: MSHIDNER DRAWN BY: RWN
T.M.: 3-30-11.09-29.01
DISK: 25701L



CONDITIONAL USE EXHIBIT

CITY OF MILFORD - SUSSEX - DELAWARE

EXISTING COVERAGE AREA TABLE

PARCEL	TOTAL AREA	COVERAGE AREA	%
29.02	1.3132 AC	1.2727 AC	96.9%
29.07	2.2541 AC	2.2541 AC	100%
143.00	0.0822 AC	0.0000 AC	0%
29.01	1.8162 AC	1.1823 AC	65.1%

2002 COVERAGE AREA TABLE

29.01	1.8162 AC	1.4366 AC	79.1%

Current use

2002 Aerial USE

TAX PARCEL # 330-11.09-29.08

TAX PARCEL # 330-11.09-29.03

WATERGATE DRIVE NORTH

EXISTING GATE

S86° 01' 15"E 360.00'

EXISTING GATE

EXISTING FENCE

S86° 01' 15"E 80.97'

N03° 36' 50"E 6.05'

L=28.88'

L=70.21'

R=270.00', L=99.09'

CHD=S75° 30' 23"E 98.54'

S86° 57' 54"E 142.26'

S03° 02' 06"W 19.55'

TAX PARCEL # 330-11.09-134.00

TAX PARCEL # 330-11.09-118.00

TAX PARCEL # 330-11.09-117.00

EXISTING FENCE

S24° 47' 41"W 31.67'

S64° 59' 32"W 153.72'

369.20'

WATERGATE AT MILFORD DEVELOPMENT

LOCATION OF PARKING AREA FROM 2002 AERIALS

LOCATION OF D&D DISMANTLING BUILDING FROM 2002 AERIALS

TAX PARCEL # 330-11.09-29.01

EXISTING GRAVEL AREA

EXISTING FENCE

N03° 29' 17"E 219.80'

EXISTING GRASS AREA

MARSHALL STREET

EXISTING CONCRETE PAD

N03° 28' 30"E 219.76'

EXISTING BUILDING

EXISTING BUILDING

EXISTING BUILDING

EXISTING BUILDING

EXISTING FENCE

S24° 58' 11"E

EXISTING CONCRETE PAD

S86° 01' 37"E 360.00'

EXISTING GRAVEL AREA

TAX PARCEL # 330-11.09-07

EXISTING BUILDING

EXISTING BUILDING

EXISTING BUILDING

EXISTING BUILDING

EXISTING BUILDING

EXISTING BUILDING

PROPOSED TEMPORARY OFFICE BUILDING PER CHARLES D. MURPHY SURVEY.

10'

32'

EXISTING FENCE

N03° 29' 17"E 158.51'

N03° 28' 30"E 159.31'

S86° 06' 09"E 139.10'

EXISTING FENCE

N03° 21' 43"E 39.13'

N86° 15' 38"W 46.23'

TAX PARCEL # 330-11.09-103.00

TAX PARCEL # 330-11.09-02

N85° 53' 49"E 360.04'

TAX PARCEL # 330-11.09-116.00

TAX PARCEL # 330-11.09-30.00

0 50 100

50 SCALE

TIFFANY L. SHIPE
MY COMMISSION EXPIRES ON 06-29-2026
NOTARY PUBLIC
STATE OF DELAWARE

I, JOSEPH E. WILEY, CERTIFY THAT THIS DRAWING IS A TRUE AND ACCURATE REPRODUCTION OF THE SURVEY BY CHARLES D. MURPHY, DATED JUNE 20 1995, FOR JOSEPH E. WILEY ET. AL. AND MILFORD MINI-STORAGE, WITH THE AERIAL VIEW OF THE BUILDING AND USE THAT WAS THERE WHEN D&D DISMANTLING OWNED THE PROPERTY IN 2002, AND THE CURRENT EXISTING LOT COVERAGE AS IT EXISTS TODAY. THE CURRENT LOT COVERAGE IS LESS THAN WHAT WAS THERE IN 2002.

Joseph E. Wiley 11/10/22
OWNER DATE

CONDITIONAL USE EXHIBIT

CITY OF MILFORD - SUSSEX - DELAWARE

EXISTING COVERAGE AREA TABLE

PARCEL	TOTAL AREA	COVERAGE AREA	%
29.02	1.3132 AC	1.2727 AC	96.9%
29.07	2.2541 AC	2.2541 AC	100%
143.00	0.0822 AC	0.0000 AC	0%
29.01	1.8162 AC	1.1823 AC	65.1%

2002 COVERAGE AREA TABLE

29.01	1.8162 AC	1.4366 AC	79.1%

Milford Mini-Storage Inc
601 Marshall Street
Milford, DE. 19963
302-249-4540

Milford Planning Department
Attn Rob Pierce

February 13. 2023

Rob,

I would like to apply for a standalone conditional use for tax parcel 330-11.09-29.01. We are asking for a conditional use to permit outdoor storage of recreational vehicles, campers, vehicles, portable storage units, equipment and other outdoor items, normally stored at mini-storage facilities.

We are asking that the conditional use cover our current graveled footprint.

We will keep this lot fenced in and will require our customers using this lot, to access it from the existing entrances off Industrial Boulevard.

Thank you,

Joseph Wiley, President
Milford Mini-Storage Inc.

CITY HALL
201 South Walnut Street
Milford, DE 19963
www.cityofmilford.com

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

June 20, 2018

MILFORD MINI STORAGE INC
PO BOX 196
MILFORD, DE 19963

PIN: 3 -30-11 .09- -029 .01-
CASE #: 18-10000243

To Whom It May Concern:

The Code Enforcement and Inspections Department was recently notified that the property located at **609 MARSHALL ST** in Milford, DE is in violation of the City of Milford Zoning Code, Chapter 230-16

On June 8, 2018, the City of Milford Code Official observed zoning violations for tax parcel number 3-30-11.09-029.01 located along the east side of Marshal Street approximately 500 feet north of Watergate Boulevard South. The subject property is located adjacent to the existing Milford Mini-storage property and was formerly used as a soil, mulch and landscape material depot. As shown in Exhibit A and Exhibit B, portable storage units have been placed on parcel 029.01, the common fence between this parcel and the existing mini-storage property has been removed, and large vehicles, trailers and boats are being stored on the property. Based on these observations, it appears that parcel 029.01 is being used as an expansion of the existing mini-storage use on adjacent tax parcels 3-30-11.09-029.02 and 29.07.

According to Chapter 230-16(D)(2) I-1 Limited Industrial, mini-warehouses or public storage facilities require conditional use approval from City Council. The property owner has not obtained approval from the City of Milford to utilize parcel 029.01 as a public storage facility and must vacate the use within 20 days receipt of this letter to avoid fines and penalties outlined in Chapter 230-56. The property owner has the right to appeal per Chapter 230-54(D) which states "any appeal from a decision or action of the Code Official that concerns this chapter shall be made directly to the Board of Adjustment."

Please be aware, based on Chapter 230-16(E)(15), "*all I-1 District projects and proposals are subject to site plan review by the Planning Commission.*"

Please correct the violation(s) listed above within ***twenty (20) days*** after the receipt of the notice. Failure to correct the violation(s) may result in the City of Milford assessing a fine of not less than $100.00 and not more than $500.00 **per day**, each day the violation exists.

If further clarification or appeal is desired, the applicant has the right to go before the Board of Appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. The fee for the application for a Board of Appeals hearing shall be $300. The fee is to be paid at the time of application submittal, and shall be nonrefundable.

If you have any questions regarding this matter, please contact me at (302) 424-8396 Ext. 1314.

Sincerely,

Lendon W Dennis Jr.

Lendon W Dennis Jr.
Code Enforcement Officer
City Of Milford, DE
(302) 424-8396 x1314
ldennis@milford-de.gov

Exhibit A
Photograph from Watergate Boulevard North



Exhibit B



Photograph from Marshall Street

§ 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) Wholesale storage, warehousing and distribution centers.

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

[2] 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] 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] 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] 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] 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] Any licensing required by the Delaware Alcoholic Beverage Control Commissioner for outdoor seating and gathering areas shall be obtained.

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 City Council.

(1) 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.

(2) 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.

(3) All front yard areas and all areas open to public view shall be maintained in a neat and attractive condition.

(4) 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.

(5) 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).

(6) 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.

(7) All dry waste, in dust or particulate form, will be transported in closed or covered vehicles.

(8) 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.

(9) 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.

E. Area regulations.

(1) Minimum lot area shall be two acres.

(2) Maximum lot coverage shall be 75%.

(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) 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 10 percent of the required rear and side yard of the lot 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.

[Ord. No. 2022-06, 1-24-2022]

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.

[Ord. No. 2022-06, 1-24-2022]

§ 230-47. Application and approval procedures.

A. Conditional Use Site Plans shall follow the procedures for application and review outlined in Article X Site Plan Review of this Chapter.

B. Conditional Use Major Subdivisions shall follow the procedures for application and review outlined in Chapter 200 Subdivision of Land

C. 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.

[Ord. No. 2022-06, 1-24-2022]

§ 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.

[Ord. No. 2022-06, 1-24-2022]

§ 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. 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 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.

[Ord. No. 2022-06, 1-24-2022]

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, March 21, 2023 @ 6:00 PM
City Council Hearing: Monday, March 27, 2023 @ 6:00 PM

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not intended to influence any decision of City Council.

The Planning Commission of the City of Milford will hold a PUBLIC HEARING on an amendment to the City of Milford 2018 Comprehensive Plan on Tuesday, March 21, 2023 at 6:00 pm or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, March 27, 2023 at 6:00 pm or as soon thereafter as possible before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2023-14
AMENDING AND ADOPTING BY ORDINANCE
THE 2018 CITY OF MILFORD COMPREHENSIVE PLAN
Amendment #14
SOUTHERN STATES MILFORD COOPERATIVE, INC.
MD-16-182.00-01-03.00

FUTURE LAND USE DESIGNATION CHANGE

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

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

WHEREAS, during a PLUS review on January 25, 2023, the Planning Director prepared and consulted with the Office of State Planning the fourteenth amendment to the 2018 Comprehensive Plan; and

WHEREAS, the amendment involves changes to the Comprehensive Plan Future Land Use Maps, which will permit the future land use designation change of Kent County Tax Parcel MD-16-182.00-01-03.00 from Industrial to Commercial; and

WHEREAS, the City of Milford Planning Commission held a duly advertised public hearing for public review and comment on the fourteenth 2018 Comprehensive Plan amendment on March 21, 2023 and did recommend approval and adoption of the amendment to the 2018 Comprehensive Plan, and

WHEREAS, the Mayor and City Council held a duly advertised public hearing on the fourteenth amendment of the 2018 Comprehensive Plan on March 27, 2023 at which time the amendment of the 2018 Comprehensive Plan was reviewed with the public.

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

Section 1. Purpose: The 2018 Comprehensive Plan is hereby amended to modify the Future Land Use Maps.

Section 2. The Future Land Use of Kent County Tax Parcel MD-16-182.00-01-03.00 owned by Southern States Milford Cooperative, Inc. is hereby changed from Industrial to Commercial.

Section 3. Dates.

Planning Commission Review & Public Hearing: March 21, 2023
City Council Introduction: March 13, 2023
City Council Review & Public Hearing: March 27, 20023

Additional information may be obtained by contacting Rob Pierce in the Planning Department at either 302.424.8396 or RPierce@milford-de.gov.

030123
Published: *Delaware State News 03-05-2023*

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

THE CITY of Milford DELAWARE

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

DATA SHEET FOR 2023 COMPREHENSIVE PLAN AMENDMENT

SOUTHERN STATES COOP, INC.

Planning Commission Meeting: March 21, 2023

City Council: March 27, 2023

Ordinance Number	:	2023-14
Applicant	:	Southern States Coop, Inc. 6606 West Broad Street Richmond, VA 23230
Application Type	:	Comprehensive Plan Future Land Use Map Amendment
Present Comprehensive Plan Map Designation	:	Industrial
Proposed Comprehensive Plan Map Designation	:	Commercial
Tax Map & Parcel(s)	:	MD-16-182.00-01-03.00

ENC: Staff Analysis Report
PLUS Comments
Exhibit A – Comprehensive Plan Amendment
Ordinance 2023-14

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

THE CITY of Milford DELAWARE

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

STAFF REPORT
March 2, 2023

Ordinance Number	**:**	2023-14
Application Type	**:**	Comprehensive Plan Future Land Use Map Amendment

I. BACKGROUND

- The City received a request from the owner of Kent County Tax Parcel MD-16-182.00-01-03.00 to change the Comprehensive Plan Future Land Use classification for the property from Industrial to Commercial.

- Comprehensive plan amendment requests from property owners are compiled annually to be reviewed by the City of Milford Planning Commission and City Council. Once compiled, the amendment requests are presented to City Council for informational purposes only prior to submission to the State of Delaware for Preliminary Land Use Service (PLUS) review. The amendment request was included in the City Council packet under correspondence on January 9, 2023. The PLUS meeting for this amendment request was held on January 25, 2023 and a copy of the PLUS comments dated February 22, 2023 are enclosed.

II. STAFF ANALYSIS

- The Commercial Future Land Use category allows for different levels of commercial development intensity. This category includes neighborhood commercial, central business district, highway development, office buildings, and medical services. The individual characteristics of each site should be considered before identifying the level of commercial development suitable for the property. The land use would allow the C-1, C-2, C-2A, C-3, BP, OC-1 and H-1 zoning districts.

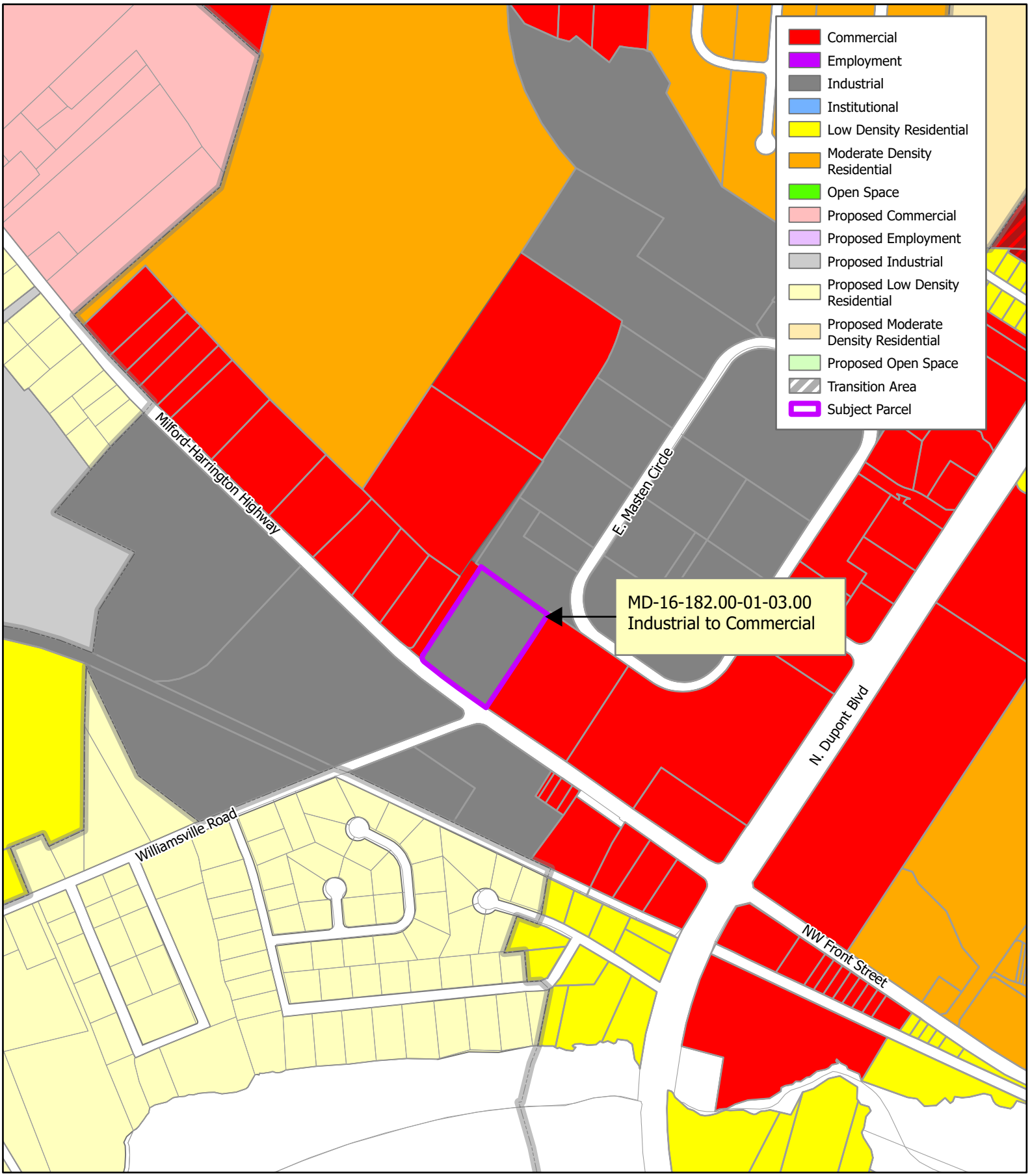
- Per the 2018 Comprehensive Plan, Chapter 10, regular Highway Commercial for the City is located along major State transportation routes, including DE 1, US 113, Route 14 and Business 1.

- The subject parcel is located along Route 14/Milford-Harrington Highway which is a minor arterial road per DelDOT's functional classification map.

- The subject parcel is bound on the east and west by properties designated Commercial future land use in the 2018 Comprehensive Plan and zoned C-3 Highway Commercial. The property to

the north is identified as Industrial future land use and currently zoned I-1. The parcels along the south side of Milford-Harrington Highway are identified as Industrial future land use and zoned I-1.

- Enclosed in the packet is a copy of the PLUS comments dated February 22, 2023. There are no significant comments from State agencies regarding the change in land use designation for this property.



THE CITY of Milford DELAWARE

Scale: 0 360 720 Feet

Drawn by: WRP

Date: 12/28/22

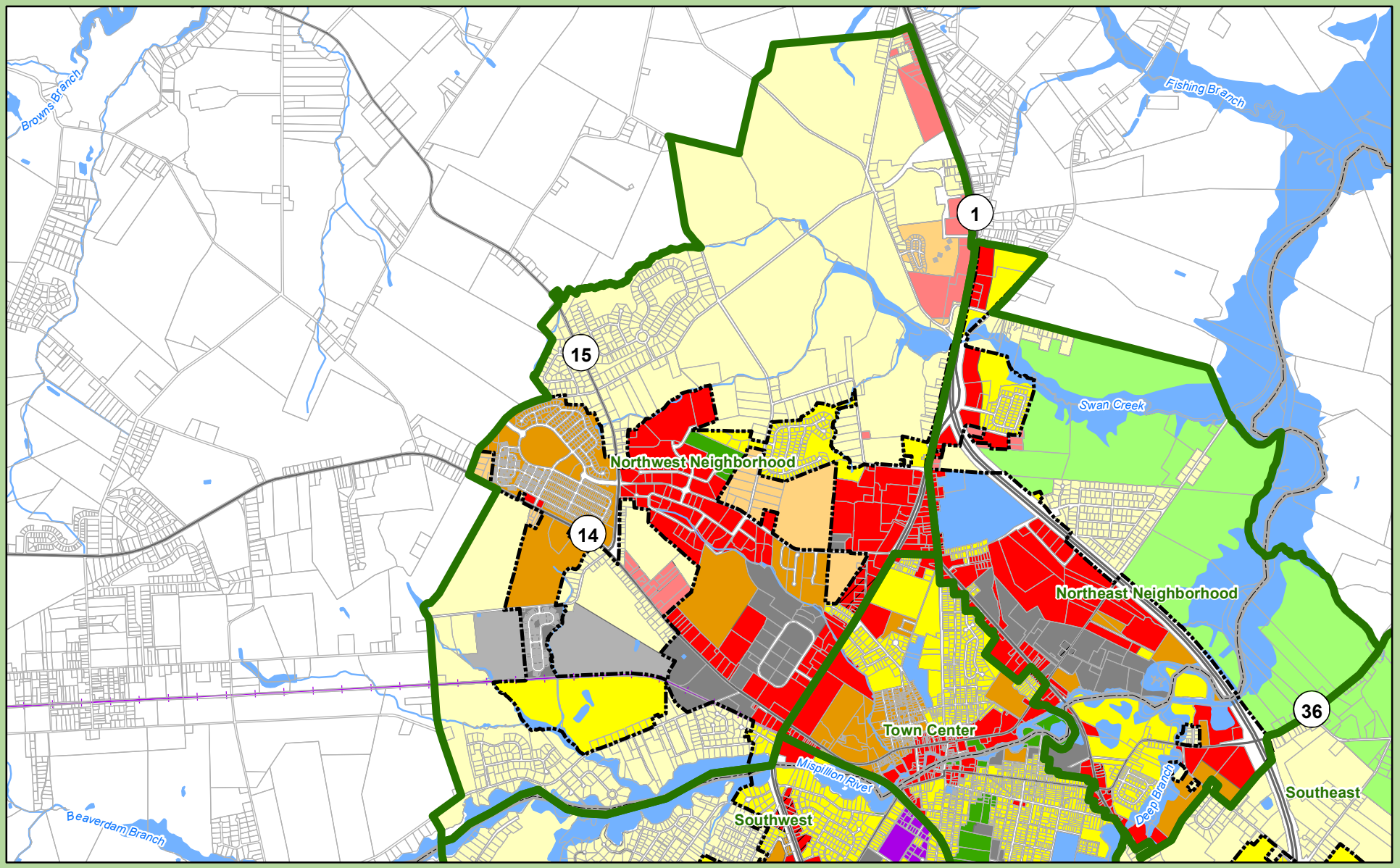
Filepath: 2023_CompPlanAmendment_ExhibitA.aprx

Title:

Exhibit A

2023 Comprehensive Plan Map Amendment

Future Land Use Map



Neighborhoods

Land Use Type

- Open Space
- Proposed Open Space
- Low Density Residential
- Proposed Low Density Residential
- Moderate Density Residential
- Proposed Moderate Density Residential
- Employment
- Proposed Employment
- Institutional
- Commercial
- Proposed Commercial
- Industrial
- Proposed Industrial
- Transition Area
- Municipal Boundary
- County Boundaries
- State Parcels
- Routes
- Rail Lines
- Hydrology
- Bodies of Water

City of Milford, Delaware

Future Land Use

Northwest Neighborhood

Adopted Jan. 22, 2018, Certified TBD

0 0.2 0.4 0.8 1.2 1.6 Miles

Sources:

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

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

THE CITY of Milford DELAWARE

UNIVERSITY OF DELAWARE

www.ipa.udel.edu

institute for Public Administration

DAVIS BOWEN & FRIEDEL, INC.

ARCHITECTS • ENGINEERS • SURVEYORS

Michael R. Wigley, AIA, LEED AP
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Ring W. Lardner, P.E.
Jamie L. Sechler, P.E.

December 21, 2022

City of Milford – Public Works Facility
180 Vickers Drive
Milford, DE 19963

Attn: Rob Pierce, Planning Director

RE: **Comprehensive Plan Amendment**
Tax Parcel No: 5-16-182.00-01-03.00
Property Address: 252 Milford Harrington Highway, Milford, DE 19963
DBF #0820B001

Dear Mr. Pierce,

On behalf of the owner of the above refenced parcel, Southern States Milford Cooperative, Inc, and as discussed with your office, we respectfully request an amendment to the future land use map of the 2018 Comprehensive plan to change the land use from Industrial to Commercial to allow retail sales for a future farm supply store. The amendment would be consistent with the two adjacent properties to the east and west.

Owner Signature:

Gary Rhodes
Southern States General Manager

If you have any questions or need additional information, please do not hesitate to contact me at (302) 424-1441 or cdm@dbfinc.com.

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.

Cliff Mumford, P.E.
Associate

P:\Warfel Brendon\0820B001 Southern States\Docs\COM\2022-12-20 Comp Plan Amendment\0820B001_Comp-Plan-Amendment_COM-RPierce-Cover.docx

STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

February 22, 2023

Rob Pierce
City of Milford
180 Vickers Drive
Milford, DE 19963

RE: PLUS review – 2023-01-06; Milford Comprehensive Plan Amendment – Southern States

Dear Mr. Pierce,

Thank you for meeting with State agency planners on January 25, 2023 to discuss the proposed City of Milford comprehensive plan amendment. According to the application, the City intends to amend the future land use map in the comprehensive plan to change one parcel (MD-16-182.00-01-03.00) from Industrial to Commercial.

Please note that changes to the plan, other than those suggested in this letter, could result in additional comments from the State. Additionally, these comments reflect only issues that are the responsibility of the agencies represented at the meeting.

This office has received the following comments from State agencies:

Office of State Planning Coordination (OSPC) – Contact: Joshua Thomas 302-739-3090

The property for the proposed comprehensive plan amendment is located within Investment Level 1 according to the 2020 Strategies for State Policies and Spending. It is located within the municipal boundary of the City of Milford.

Investment Level 1 reflects areas that are already developed in an urban or suburban fashion, where infrastructure is existing or readily available, and where future redevelopment or infill projects are expected and encouraged by State policy. Future development on this site in Level 1 is consistent with the 2020 Strategies for State Policies and Spending; therefore, the Office of State Planning Coordination has no objections to this comprehensive plan amendment provided it is adopted through the City of Milford's local process.

The application mentions a Southern States farm supply store, but a site plan is not included in this review. If the plan amendment is adopted, a subsequent rezoning occurs,

and the future site plan meets the criteria in Milford's Memorandum of Understanding (MOU) with OSPC, a PLUS review for the site plan will be required.

Department of Transportation – Contact Stephen Bayer 302-760-4834

- DelDOT has no comments on the proposed amendment. DelDOT notes that should the parcels involved be developed in the future they will still need to apply for any applicable reviews and/or permits.

Department of Natural Resources and Environmental Control – Contact Clare Quinlan 302-735-3495

Disclaimer Clause: Staff from the Delaware Department of Natural Resources and Environmental Control (DNREC) reviewed the project submitted for PLUS review. The absence of comments regarding specific resources does not indicate that there are not additional constraints or environmental issues on site, nor does it indicate DNREC support of a project.

- DNREC reviewers have no comments, concerns, or objections to the proposed amendment.

Delaware Emergency Management Agency – Contact Phillip Cane 302-659-2325

DEMA has no objections to the amendment of the comprehensive plan. The following recommendations apply only if construction occurs.

Proposed Project Parcel Flood Concern

- This parcel is located within an area of **Minimal Flood Concern of 1000 years**.

Parcel Status within County Evacuation Zone Location

- The parcel itself is not located within Kent County Evacuation Zone, though across the street to the south of Williamsville Road is Kent County Evacuation Zone D.

Parcel Status within the 10-mile Emergency Planning Zone (EPZ) for the Salem Nuclear Power Plant

- The parcel **is not** located within the 10-mile EPZ for the Salem Nuclear Power Plant.

Population

- The county has a population density of 310.20 per square mile based on the US 2020 Census report: an increase from 2010 at 271.30 persons per square mile.
- The specific census block the project is located on has a total population of 6, though with development, this will undoubtedly change.
- The adjacent blocks aggregate brings the area to a total population of 561.

FEMA National Risk Index

- The FEMA National Risk Index is an online mapping application that identifies communities most at risk to 18 natural hazards: Avalanche, Coastal Flooding, Cold Wave, Drought, Earthquake, Hail, Heat Wave, Hurricane, Ice Storm, Landslide, Lightning, Riverine Flooding, Strong Wind, Tornado, Tsunami, Volcanic Activity, Wildfire, and Winter Weather. The FEMA National Risk Index is calculated by multiplying the Expected Annual Loss times the Social Vulnerability and dividing that by the Community Resilience.



- According to FEMA's National Risk Index, the parcel **is** considered **relatively low** for overall natural hazards risks.
- Community Resilience is a consequence reduction risk component and a community risk factor that represents the ability of a community to prepare for anticipated natural hazards, adapt to changing conditions and withstand/recover rapidly from disruptions. Social Vulnerability is a consequence-enhancing risk factor that represents the susceptibility of social groups to the adverse impacts of natural hazards.
- Its community resilience and social vulnerability are rated as **relatively high**.

Renewable Energy Commitment

- Regarding energy use and consumption, the parcel utilizes electricity as the predominant fuel type for heating purposes.
- DEMA strongly encourages the use of renewable energies and high-efficiency appliances and utilities. Regarding utilities, DEMA suggests incorporating 90%

series furnaces/HVAC systems; the closer to 99%, the better, as well as A/C units of 20 Seer or greater. DEMA recommends using tankless water heaters, and battery backup systems for sump pumps to reduce potential water damage from power failure.

- Lastly, DEMA encourages the integration of modern and emerging technologies, such as the potential for electric vehicles in garages/parking lots, green roofs where applicable and allowable, and the like.

State Historic Preservation Office – Contact Carlton Hall 302-736-7400

- There are no known archaeological sites or known National Register listed or eligible properties on the parcel.

- Historic maps do not indicate any historic structures immediately associated with the parcel in question. However, as the parcel is located adjacent to a historic road, there is still medium potential for historic sites in the parcel. In addition, as the project area contains moderate to well drained soils but has a less than ideal proximity to fresh water, the potential for precontact archaeological resources is medium. Despite the medium probability for historic and precontact archaeological resources, significant disturbance in the parcel related to industrial activity has likely disturbed any intact archaeological resources in the project area.

- This office has no archaeological concerns related to the parcel in question.

Delaware State Fire Marshall's Office – Contact Duane Fox 302-739-4394

- The Office of the State Fire Marshal has no comment on this Comprehensive Plan amendment.

Once the amendment is voted on by Planning and Zoning and/or City Council, please forward a copy of the decision regarding the amendment to this office for our files. Thank you for the opportunity to review this amendment. If you have any questions, please contact me at 302-739-3090.

Sincerely,

David L. Edgell, AICP
Director, Office of State Planning Coordination

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, March 21, 2023 @ 6:00 p.m.
City Council Hearing: Monday, March 27, 2023 @ 6:00 p.m.

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not used to influence any decision of City Council:

ORDINANCE 2023-16

Legal Owner Southern States Milford Coop, Inc. for a Change of Zone from
I-1 (Limited Industrial) to C-3 (Highway Commercial)
on 4.959 +/- acres of land located along the north side of
Milford-Harrington Highway at the intersection of Williamsville Road
Present Use Vacant Proposed Use Retail Sales
Tax Map & Parcel MD-16-182.00-01-03.00

WHEREAS, the equitable owners of the property, as described herein, have petitioned the City of Milford Planning and Zoning Office for a Change of Zone from I-1 to C-3, to permit Retail Sales on 4.959 +/- acres of land located along the north side of Milford-Harrington Highway at the intersection of Williamsville Road; and

WHEREAS, the Change of Zone request is consistent with the Adopted 2018 Comprehensive Plan Future Land Use Maps, as amended, whose designation for the property is Commercial; and

WHEREAS, the City of Milford Planning Commission will consider the application during their regular meeting on March 21, 2023, at which time interested parties will publicly comment on the application; and allowing an informed recommendation to be forwarded to City Council; and

WHEREAS, Milford City Council will hold a Public Hearing on March 27, 2023, allowing for additional public comment, after which City Council will make a final determination on the application; and

WHEREAS, as required by Chapter 230, the Public Notice was published in the Delaware State News on March 5, 2023 and provided to property owners within 200 feet of the subject parcel; and

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

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

Section l. The adoption of this Ordinance hereby grants Legal Owner Southern States Milford Coop, Inc. a Change of Zone from I-1 to C-3 on 4.959 +/- acres of land located along the north side of Milford-Harrington Highway at the intersection of Williamsville Road, Sussex County, Milford, Delaware, Tax Map & Parcel MD-16-182.00-01-03.00.

Section 2. Any future use of the property must comply with the City Zoning Code §230-12. C-3 (Highway Commercial) District.

Section 3. Scheduled Dates.
City Council Introduction: Monday, March 13, 2023
Planning Commission Review & Public Hearing: Tuesday, March 21, 2023
City Council Public Hearing: Monday, March 27, 2023
Effective: Ten (10) Days following Adoption

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

Advertised*: Delaware State News 03-05-2023*

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

THE CITY of Milford DELAWARE

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

DATA SHEET FOR SOUTHERN STATES MILFORD COOPERATIVE, INC.

Planning Commission Meeting: March 21, 2023

Application Number / Name	:	23-002 / Southern States Milford Coop, Inc.
Applicant	:	Southern States Milford Cooperative, Inc. 7308 Williamsville Road Milford, DE 19963
Owner	:	Same
Application Type	:	Change of Zone
Present Comprehensive Plan Map Designation	:	Commercial (pending adoption of Ordinance 2023-14)
Present Zoning District(s)	:	I-1 (Limited Industrial)
Proposed Zoning District(s)	:	C-3 (Highway Commercial)
Present Use	:	Vacant
Proposed Use	:	Retail Sales & Equipment Repair
Size and Location	:	4.959 +/- acres of land located along the north side of Milford-Harrington Highway at the intersection of Williamsville Road.
Tax Map & Parcel(s)	:	MD-16-182.00-01-03.00

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

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

THE CITY of Milford DELAWARE

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

STAFF REPORT
March 2, 2023

Application Number / Name	**:**	23-002 / Southern States Milford Coop, Inc.
Size and Location	**:**	4.959 +/- acres of land located along the north side of Milford-Harrington Highway at the intersection of Williamsville Road.
Tax Map & Parcel(s)	**:**	MD-16-182.00-01-03.00

I. BACKGROUND INFORMATION:

- The applicant proposes to develop the above referenced vacant parcel into a retail sales and equipment repair business for Southern States. The applicant is requesting to rezone the property from I-1 (Limited Industrial) to C-3 (Highway Commercial).

- The application is dependent on the adoption of Ordinance 2023-14 to change the future land use of the property from Industrial to Commercial in the 2018 Comprehensive Plan Future Land Use Maps.

- The project would be subject to site plan review with the Planning Commission under a separate application.

II. STAFF ANALYSIS:

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

- The Change of Zone request is consistent with the adopted 2018 Comprehensive Plan Future Land Use maps, pending the adoption of Ordinance 2023-14. The Future Land Use designation for the property is Commercial, for which C-3 (Highway Commercial) is a suitable zoning designation. See attached Land Use & Zoning Link table from the comprehensive plan document.

- Per the 2018 Comprehensive Plan, the Commercial Future Land Use category allows for different levels of commercial development intensity. This category includes neighborhood commercial, central business district, highway development, office buildings, and medical services. The individual characteristics of each site should be considered before identifying the level of commercial development suitable for the property. The land use would allow the

C-1, C-2, C-2A, C-3, BP, OC-1 and H-1 zoning districts. Highway Commercial should be considered along major State transportation routes, including DE 1, US 113, Route 14 and Business 1.

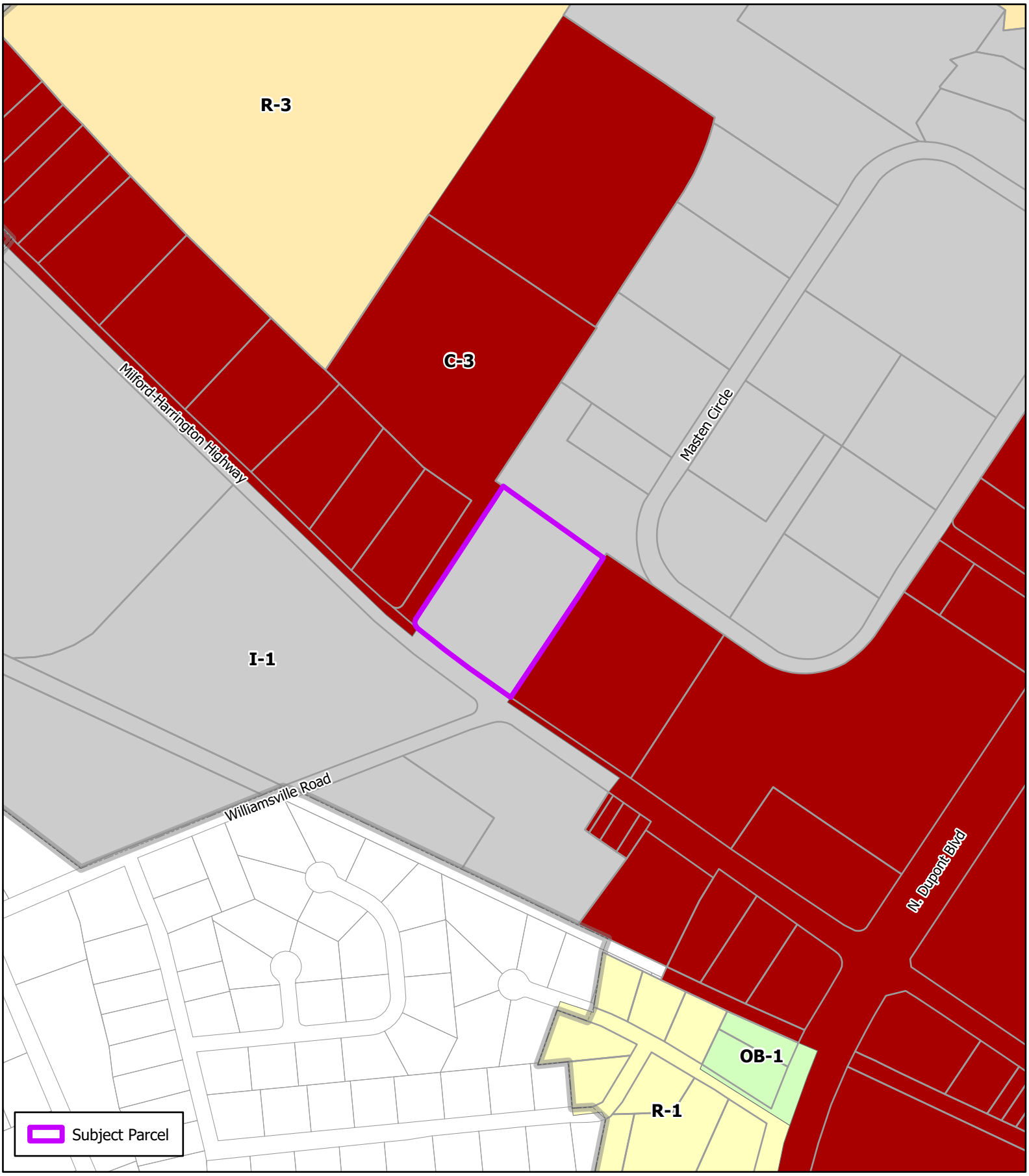
- The subject parcel is located along Route 14/Milford-Harrington Highway which is a minor arterial road per DelDOT's functional classification map.

- Chapter 230 states, 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.

- Any future use of the property must comply with Chapter 230 and the C-3 (Highway Commercial District) zoning use and area regulations. Enclosed is a copy of the current permitted and conditional uses within the C-3 District.

III. AGENCY COMMENTS:

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



THE CITY of Milford DELAWARE

Scale: 0 240 480 Feet

Drawn by: WRP

Date: 03/06/23

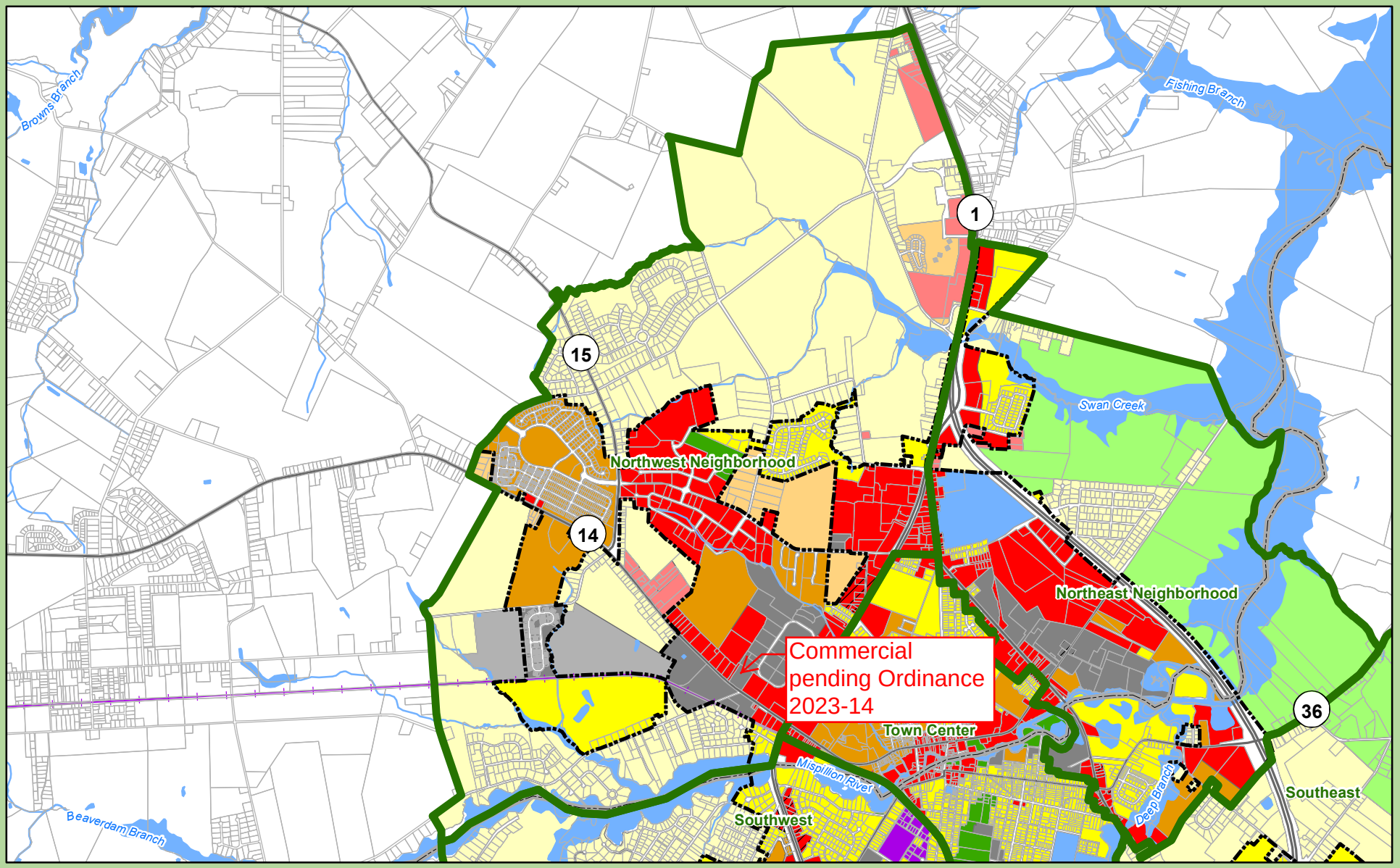
Filepath: COZ_SouthernStates.aprx

Title:

Change of Zone

Southern States Milford Coop, Inc.

Location & Zoning Map



Neighborhoods

Land Use Type

- Open Space
- Proposed Open Space
- Low Density Residential
- Proposed Low Density Residential
- Moderate Density Residential
- Proposed Moderate Density Residential
- Employment
- Proposed Employment
- Institutional
- Commercial
- Proposed Commercial
- Industrial
- Proposed Industrial
- Transition Area
- Municipal Boundary
- County Boundaries
- State Parcels
- Routes
- Rail Lines
- Hydrology
- Bodies of Water

City of Milford, Delaware

Future Land Use

Northwest Neighborhood

Adopted Jan. 22, 2018, Certified TBD

0 0.2 0.4 0.8 1.2 1.6 Miles

Sources:

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

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

THE CITY of Milford DELAWARE

UNIVERSITY OF DELAWARE

www.ipa.udel.edu

institute for Public Administration

S 55°52'13" E 398.33'

IRCF

15" UTILITY POLE

EX-OHE

EX. 6' BARBWIRE CHAIN LINK FENCE

ELECTRICAL BOX

CONCRETE PAD

DRIVEWAY

30" STEEL UTILITY POLE #106

15" UTILITY POLE

N 33°18'54" E 507.16'

LANDS N/F
L.P.J. PROPERTIES
MD-16-173.00-01-15.00
S-40-96

LANDS N/F
DIAMOND STATE TELEPHONE
MD-16-183.00-01-16.00
M-28-424

S 33°06'26" W 545.00'

EX-10W

EX-8SS

M00-X3

20'

15'

22'

SMH 3
RIM ELEV=37.49
INV A=25.36 (8" PVC)
INV B=25.33 (8" PVC)
INV C=25.33 (8" PVC)
INV D=25.29 (8" PVC)

ELECTRICAL BOX

15" UTILITY POLE

LANDS N/F
SOUTHERN STATES MILFORD COOP
MD(5)-16-182.00-01-16.00
D-298-23

EX. 6' BARBWIRE CHAIN LINK FENCE

SMH 2
RIM ELEV=36.30
INV A=27.49 (8" PVC)
INV B=24.62 (8" PVC)
INV C=24.53 (8" PVC)

30" STEEL UTILITY POLE #104

A= 36.46'
R= 25.00'
CH= N 08°27'54" W
CH L= 33.31'

A= 246.91'
R= 2825.72'
CH= N 52°44'59" W
CH L= 246.83'

15" RCP INV=33.17

EXISTING UTILITY EASEMENT WIDTH VARIES

30" STEEL UTILITY POLE #103

SMH 1
RIM ELEV=34.14
INV A=23.15 (8" PVC)
INV B=23.08 (8" PVC)
INV C=22.94 (8" PVC)

12" UTILITY POLE COM # YD286

CB 1
RIM ELEV=32.66
INV A=28.18 15" RCP
INV B=28.06 15" RCP

30" STEEL UTILITY POLE #101

CB 4
RIM ELEV=32.61
INV A=27.94 15" RCP
INV B=27.93 15" RCP

15" RCP INV=34.58

15" RCP INV=34.32

12" UTILITY POLE COM#550068

30" STEEL UTILITY POLE #105

15" RCP INV=34.47

15" RCP INV=33.80

12" UTILITY POLE COM

15" RCP INV=33.88

15" RCP INV=33.71

15" RCP INV=33.64

IRCS

N 55°56'22" W 131.84'

CMF

15" RCP INV=32.67

15" RCP INV=31.45

MILFORD-HARRINGTON HWY SR 14

12" UTILITY POLE COM#51277

12" UTILITY POLE

12" UTILITY POLE COM#51292

SMH 5
RIM ELEV=33.71
UNABLE TO MEASURE

CB 6
RIM ELEV=33.54
FULL OF DIRT

12" UTILITY POLE COM#51306

SWMH 1
RIM ELEV=36.85
LOCKED

12" UTILITY POLE

12" UTILITY POLE COM#51322

CB 5
RIM ELEV=32.72
INV A=28.44 15" RCP
INV B=28.36 15" CMP
INV C=27.91 15" RCP
INV D=27.87 15" RCP

0 30 60 90

DAVIS, BOWEN & FRIEDEL, INC.

ARCHITECTS ENGINEERS SURVEYORS

SALISBURY, MARYLAND (410) 543-9091
MIDDLETOWN, DE (302) 464-4411
EASTON, MARYLAND (410) 770-4744

EXISTING CONDITIONS PLAN

SOUTHERN STATES MILFORD COOPERATIVE

CITY OF MILFORD, MISPILLION HUNDRED

KENT COUNTY, DELAWARE

Revisions:

Date:	JUNE, 2022
Scale:	1" = 30'
Dwn.By:	DLW
Proj.No.:	0820B001
Dwg.No.:	EX-01

P:\Warfel Brendon\0820B001 Southern States\Design\0802B001 - EXISTING CONDITIONS PLAN.dwg Jun 20, 2022 - 5:00pm WILD

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. COPYRIGHT ©2022

DATA COLUMN

TAX MAP ID:	MD(5)-16-182.00-01-3.00-00
ENGINEER:	DAVIS, BOWEN, & FRIEDEL, INC. CLIFTON D. MUMFORD, P.E. 1 PARK AVENUE MILFORD, DE 19963 PHONE: 302-424-1441 CDM@DBFINC.COM
PROPERTY OWNER:	SOUTHERN STATES MILFORD COOPERATIVE, INC. GARY RHOADES 6606 WEST BROAD ST. RICHMOND, VA 23230 302-632-7550 GARY.RHODES@SSCOOP.COM
DATUM: VERTICAL: HORIZONTAL:	 NAVD 88 NAD 83 (DE STATE PLANE)
DEED REFERENCE:	DB 298 PG 23
ZONING:	LIMITED INDUSTRIAL DISTRICT
LAND USE EXISTING: PROPOSED:	 VACANT COMMERCIAL
SETBACKS FRONT SIDE REAR	 75' 40' 45'

AREA REGULATIONS	EXISTING	PROPOSED
MIN. LOT AREA:	2 ACRES	4.959 ACRES
MAX LOT COVERAGE:	75%	73%
MIN. LOT WIDTH:	150'	400'
MAX BLDG HEIGHT:	50'	50'

EXISTING SITE AREA: 4.959 AC.

PARKING LOADING SPACE RATIONALE:	 1 SPACE PER 200 SQ.FT.
PROPOSED PARKING RATIONALE:	24,800 SQ.FT. OF SPACE @ 1 SPACE PER 200 SQ.FT.
TOTAL SPACES REQUIRED:	124 SPACES
TOTAL SPACES PROVIDED:	86 SPACES
UTILITIES SEWER PROVIDER: WATER PROVIDER: ELECTRIC PROVIDER: GAS PROVIDER:	 CITY OF MILFORD CITY OF MILFORD CITY OF MILFORD CHESAPEAKE UTILITIES

THIS PROPERTY IS LOCATED 200'± TO THE SOUTHEAST OF THE INTERSECTION OF WILLIAMSVILLE ROAD (KCR 443) AND MILFORD-HARRINGTON HWY (SR 14).

MILFORD-HARRINGTON HIGHWAY POSTED SPEED LIMIT: 40 M.P.H.

N/F
WILSON FLEET & EQUIPMENT SERVICE LLC
5-16-18300-01-0600-00001
D.B.: 9797/331
ZONING: I-1

N/F
CITY OF MILFORD
5-16-17300-01-0602-00001
D.B.: 5830/157
ZONING: C-3

N/F
DIAMOND STATE TELEPHONE
5-16-18300-01-1600-00001
D.B.: M28/424
ZONING: C-3

N/F
L P J PROPERTIES
5-16-17300-01-1500-00001
D.B.: 540/96
ZONING: C-3

PROPOSED DRIVE-THRU BAY
(1-STORY)
3,200 SF.

PROPOSED SERVICE BAYS
(1-STORY)
5,625 SF.

PROPOSED STORAGE
(1-STORY)
6,375 SF.

PROPOSED SALES BUILDING
(2-STORY)
24,800 SF.

N/F: SOUTHERN STATES MILFORD COOPERATIVE
5-16-18200-01-0300
4.95 ACRES
DB 298/23
ZONED I-1

PROPOSED NURSERY
3,000 SF.

PROPOSED BULLPEN
14,300 SF.

40' B.R.L.

75' B.R.L.

EX. VARIABLE WIDTH UTILITY EASEMENT CONVEYED TO THE CITY OF MILFORD

A 15' PERMANENT EASEMENT IS HEREBY ESTABLISHED FOR THE STATE OF DELAWARE AS PER THIS PLAT

EX. ASPHALT PARKING LOT

EX. ASPHALT PARKING LOT

EX. ASPHALT DRIVEWAY

1+00
2+00
294' TRANSITION
PC2+54.88
3+00
4+00
5+00
6+00
7+00
PT8+04.56
8+00
9+00

8' SHOULDER
11' TRAVEL LANE
100' TAPER
120' STORAGE LENGTH
11' LEFT TURN LANE
EXISTING 12' TRAVEL LANE
EXISTING 10' SHOULDER
11' LANE SHIFT
EX. 40' R.O.W.
195' STORAGE LENGTH
10' RIGHT TURN LANE
4' BIKE LANE
11' TRAVEL LANE
50' TAPER
50'
30'
EXISTING 8' SHOULDER
EXISTING 11' LEFT TURN LANE
EXISTING 12' TRAVEL LANE

MILFORD HARRINGTON HIGHWAY
STATE ROUTE 14 (KCR 036)

WILLIAMSVILLE ROAD
(KCR 443)

0 30 60 90

P:\Warfel Brendon\0820B001 Southern States\Design\Concept\0802B001 - - Southern States Offsite Concept Plan-REV.dwg Jan 19, 2023 - 9:08am foxs

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. COPYRIGHT ©2022

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

SOUTHERN STATES CONCEPT PLAN

SOUTHERN STATES MILFORD COOPERATIVE
CITY OF MILFORD, MISSPILLION HUNDRED
KENT COUNTY, DELAWARE

Revisions:

Date:	AUGUST, 2022
Scale:	1" = 30'
Dwn.By:	TCB
Proj.No.:	0802B001
Dwg.No.:	C-001

right to do so). The city's future land use map is largely a reflection of its understanding of likely growth and development. Wherever possible, the future land use attempts to anticipate likely changes. A key feature of the 2017 Comprehensive Plan Update is the "transition" future land use category.

The "transition" future land use designation, conceptually, helps with all three key considerations. It is straightforward and simple to see on the overall and neighborhood maps. It limits the potential need for plan amendments, in that each time a residential property requests rezoning to a commercial or industrial use, it will still be in compliance with the existing future land use map. It maintains flexibility in the identified areas. If and when properties petition for rezoning, procedural changes can be made to the zoning ordinance without it conflicting with the Milford Comprehensive Plan.

The transitional future land use classification has the added benefit of allowing the existing, largely residential uses, as by-right uses to ensure that existing property owners who wish to remain residential are not classified as non-conforming uses.

10-4. Land Use and Zoning

10-4a. Future Land Use Categories

Employment

The employment category is intended to serve as a primary location for a large employer to bring jobs and economic development to the city. Potential uses include schools and healthcare-related uses that would provide many jobs and services for the region. This land use category is similar to the H-1, IM, and IS zoning districts found in the Milford Zoning Ordinance.

Commercial

The commercial category allows for different levels of commercial development intensity. This category includes neighborhood commercial, central business district, highway development, office buildings, and medical services. The *Future Land Use and Urban Growth Boundary* map designates all commercial areas in one category, but the individual characteristics of each site would be considered before identifying the level of commercial development that is suitable for each property. Each level of commercial use differs by the size of the site and use intensity. This land use is similar to the C-1, C-2, C-2A, C-3, BP, OC-1, and H-1 zoning districts found in the Milford Zoning Ordinance.

Regular Highway Commercial for the city is located along major state transportation routes, including DE 1, US 113, Route 14 and Business 1.

Industrial

The industrial category is intended to serve as a primary location for light to moderate industrial and manufacturing uses. This land use is similar to the I-1 and I-2 zoning districts found in the Milford Zoning Ordinance.

Institutional

The institutional category includes government, civic, and community facilities such as libraries, schools, colleges, hospitals, medical facilities, community centers, places of worship, nursing homes, assisted living facilities, and other similar uses. Institutional uses may be found within residential, commercial, and employment areas.

Low Density Residential

The Low Density Residential District represents typical single-family detached dwellings and duplex development. These units receive full urban services. Other dwelling types may be allowed as part of a density bonus by providing additional open space and amenities of development or through a conditional use of a Planned Unit Development by Milford City Council. Neighborhood commercial and office-type uses that do not detract from the residential character of the area may be found in this area as well. This land use is similar to the R-1, R-2, C-1, and OB-1 zoning districts found in the Milford Zoning Ordinance.

Moderate-Density Residential

The Moderate Density Residential District represents typical single-family detached dwellings, attached single-family dwelling units, patio homes, duplexes, triplexes, quadplexes, townhomes/row houses, condominiums, apartments, and loft-style units. Availability of open space and walkable sidewalks are also key components. Neighborhood commercial and office-type uses that do not detract from the residential character of the area may be found in this area as well. This land use is similar to the R-3, R-8, C-1, and OB-1 zoning districts and the PUD conditional use for residential development found in the Milford Zoning Ordinance.

Transitional Commercial and Industrial Areas

These areas are designed to allow for a migration from residential to the underlying future land use categories depicted on the *Future Land Use and Urban Growth Boundary* map. There are two main transitional areas, commercial and industrial. The commercial transition areas are located along major roadways, including US 113 and Rehoboth Boulevard (Route 1A). The Industrial transition area is located along Route 14 between Routes 1A and 1.

The transitional areas will allow the property owners to maintain their current residential zoning until such time they wish to change their zoning to either commercial or industrial. This will allow the area to transition slowly along these corridors, without forcefully rezoning properties and potentially creating non-conforming properties and uses. Once the property owner changes the zoning of the property from residential to commercial or industrial, the property will remain industrial or commercial unless there is an amendment to the Milford Comprehensive Plan that would allow otherwise. The Comprehensive Plan will be reviewed again in five years, where the future land use exhibits can be updated to permanently show the properties that have transitioned from the residential categories to the more intense uses, and reduce the footprint of the transitional area on the maps.

Open Space

The Open Space category includes both existing open space owned by the city as well as the large area of open space located east of DE 1. Milford may elect to annex existing developed residential properties within the proposed Open Space future land use areas at the lowest intensity residential zoning category and provide services if deemed cost effective.

One of the recommendations of the Milford Comprehensive Plan is to prepare an Open Space Preservation Plan. Local governments and conservation groups offer many tools to preserve farmland and other open space. Some rely on the donation or sale of property development rights by a property owner, while other tools may include marketing assistance or protective planning and zoning. The primary goals of the Open Space designation east of DE 1 are the following:

- Promote the Transfer of Development Rights (TDR) – A TDR is a legal agreement that allows a developer who wants to build at a higher density than is permitted to purchase or trade for additional development rights from a willing seller who owns land in an area designated for preservation. The goal of the Open Space designation is to use the land as a sending area either into designated areas of the City of Milford or designated areas of Sussex County, thus protecting the open space area.
- Promote Conservation Easements – A conservation easement is a legal agreement between a landowner and a land trust or government agency whereby a landowner sells or donates the rights to develop his or her property to a conservation organization.
- Protective Rural Zoning – This type of zoning allows a very low density per acre. This is one of the most effective ways to protect rural and agricultural land and maintain a mass of land required to support agriculture economies without buying conservation easements.

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

10-4b. Land Use and Zoning Link

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

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

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

Table 27. Land Use and Zoning Link

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

Future Land Use Designation	Corresponding Zoning District(s)
Low Density Residential	R-1 – Single Family Residential
	R-2 - Residential
	C-1 – Community Commercial
	OB-1 – Office Building
Moderate Density Residential	R-3 – Garden Apartment & Townhouse
	R-8 – Garden Apartment & Townhouse
	C-1 – Community Commercial
	OB-1 – Office Building
Open Space	Designed for preservation. Existing residential properties may be zoned R-1.

Disclaimer: Table 27 shows the relationship between the future land use designations depicted on the future land use map and the zoning districts summarized in Table 28. This table describes how Milford's zoning districts might match up with the land uses recommended on the future land use map. These match ups are intended as guidance for the Milford City Council to consider during the rezoning process. They are not intended to preclude the development of new zoning districts or revisions to the zoning ordinance, the subdivision ordinance, or any other land use regulations.

10-4c. Zoning Districts

The current zoning map depicts Milford's zoning districts, and Table 28 provides a list of the current zoning classifications.

As of the date of the plan adoption, Table 28 and the existing zoning exhibit represent a fixed period in time and Milford reserves the right to create new zoning categories and change property zonings as long as the intent of the Comprehensive Plan is upheld. This table and section is for informational purposes only.

Zoning is the chief means for implementing the Milford Comprehensive Plan, consisting of a written document and a series of maps. The maps show a number of districts or zones into which the municipality is divided to regulate the use of land. The document specifies the types of activities (uses) that can occur in each district either as a matter of right (in all circumstances) or under certain conditions (conditional uses). It also regulates building height, lot sizes, setbacks, yards and green space, the number and sizes of signs, and space for off-street parking. Some municipalities incorporate environmental protection standards in zoning ordinances, while others have stand-alone ordinances with cross-references to zoning standards.

Table 28. Milford Zoning Districts

Zoning District
BP – Business Park
R-1 – Single Family Residential
R-2 – Residential
R-3 – Garden Apartment & Townhouse
R-8 – Garden Apartment & Townhouse
C-1 – Community Commercial
C-2 – Central Business
C-2A – Riverfront Development
C-3 – Highway Commercial
H-1 – Institutional Development
IM – Institutional Medical
IS – Institutional Service
I-1 – Limited Industrial
I-2 – General Industrial
OB-1 – Office Building
OC-1 – Office Complex

Zoning works with subdivision regulations. Subdivision refers to the process of splitting up or assembling land for development. The regulations governing this process designate utility locations, street rights-of-way, open space, and common areas. They also outline the services, such as water, sewer, gas, and electricity and amenities that a developer must supply prior to sale of subdivided (or assembled) land.

Increasingly, the distinction between zoning and subdivision regulations is becoming blurred.

Development plan approvals cannot take place without making sure that plans are in compliance with zoning and subdivision codes. Over the past several years, a number of Delaware municipalities have consolidated subdivision and zoning regulations into a single land use code.

§ 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 uses 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) Outdoor commercial recreational facilities, not motorized vehicles.

(10) Swimming club.

(11) Indoor facility for amusement or assembly.

(12) 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.

(2) Commercial greenhouse.

(3) Wholesale establishment.

(4) Contractors', craftsmen's or general service shops, including welding and similar shops.

(5) Laboratory, testing and research.

(6) Automotive sales.

(7) 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.

(8) Shopping center, subject to the following site requirements:

(a) The total shall not be less than one acre.

(b) 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] The minimum distance between accessways and a residential district shall be 50 feet.

[3] Spacing of accessway.

[a] From adjoining property: 50 feet.

[b] From minor intersections: 50 feet.

[c] From major intersections: 100 to 150 feet.

(c) Setback.

[1] From street right-of-way: 15 feet.

[2] From nonresidential districts: 15 feet.

[3] From residential districts: 100 feet.

(9) Car wash.

(10) All uses permitted in the R-3 Zoning District subject to its area regulations.

(11) Business, commercial or industrial uses that do not adversely affect neighboring properties.

(12) 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 35 feet, with the following exception: a motel, hotel, or aquarium may be erected to a height not exceeding 60 feet.

(5) Minimum front yard 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.

[Ord. No. 2022-06, 1-24-2022]

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. 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 pans 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.

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.

[Ord. No. 2022-06, 1-24-2022]

§ 230-59. Reserved.

§ 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.

[Ord. No. 2022-06, 1-24-2022]

Saturday, September 16, 2023

The 2022 event was a very memorable & successful day.
Thank you to City of Milford and Council, for your financial support!

ESTD 2000
RIVERWALK
FREEDOM
FESTIVAL
MILFORD, DE





The City contribution of $30,000 was allocated and paid for the 2022 festival expenses as follows:

- Fireworks (Brother's Pyro, LLC) $10,000.00
- Comcast Co-op advertising: $1,515.00
- WBOC advertising: $2,700.00
- Facebook Boosts advertising: $500.00
- Forever Media Eagle 97.7 advertising: $1,000.00
- Bicentennial Park stage rental $5,500.00
- Lincoln City band: $650.00
- Petting Hendrix band: $700.00
- Bobby Lee Jones band: $800.00
- Plead the 5th band: $2,000.00
- Salisbury Zoo: $370.00
- Watkins Wonders Petting Zoo: $500.00
- The Juggling Hoffmans: $600.00
- Milford Police Dept (traffic & crosswalk) $1,992.00
- American Sanitation (porta potties) $1,469.00

Total $30,296.00*

* Total ONLY reflects expenses paid with the City funds. Additional expenses are paid by Chamber of Commerce for Greater Milford in the amount of $22,200.00





The Chamber of Commerce for Greater Milford respectfully asks for a contribution of $35,000 for the 2023 event, to cover similar expenses.

We are willing to work with council to accept funds overlapping the fiscal year as budget permits.













I am humbled to be recognized by the City of Milford for my work as chairperson of the festival for the last 10 years. To be the recipient of a City of Milford Proclamation is a true honor. Thank you. I am only one of many hard-working volunteers that dedicate their time and efforts to give back to this wonderful community. I will continue to serve side by side with them as along as I am able.
Angela Dorey
Resident, Business Owner and Chairperson















Chamber of Commerce for Greater Milford
24 NE Front St. ~ Suite 101
Milford, DE 19963
Phone: 302-422-3344
Fax: 302-422-7503
www.milfordchamber.com

March 20, 2023

Milford City Council
201 S. Walnut Street
Milford DE 19963

Dear Council Members:

The Chamber of Commerce for Greater Milford is excited to host the 22nd Riverwalk Freedom Festival scheduled for Saturday, September 16, 2023. As in the past, the event will be held on one day, with vendors and various attractions beginning at 9 am continuing throughout the day, concluding with fireworks after dark that evening. We would like to host the Red, White and Brew Garden in Bicentennial park again this year. We request your permission to waive the alcohol restrictions in the park on the date of the festival.

We will use a similar layout that has worked so well in past years. There will be a fenced area in a section of the park with a view of the stage. We will be checking identifications and applying wrist bands to those twenty-one (21) years old or older. This will allow the purchase and consumption of alcoholic beverages in the designated area only. As the Delaware Alcoholic Beverage Control regulations permit, the designated area will be family friendly, so all ages will be permitted to enter the area. We will have one entrance/exit clearly marked with eye level signage that no alcoholic beverages are permitted beyond the designated area. We will have crowd monitors to assure no one leaves the area with alcohol. We will have a portable restroom in the enclosed area, as well as multiple trash bins. We plan to have cornhole and food vendor(s) in the area as well. We will provide several open tents to provide shade, cover and in the evening the area will be well lit. All Delaware Alcoholic Beverage Control regulations regarding alcohol service, including obtaining a “Gathering License" will be observed and adhered to.
The Brew Garden would open at 12 noon on Saturday, September 16th and would close at 10:30 pm. All alcoholic beverage sales will end promptly at 10:00 pm. We are requesting your approval to waive the restrictions against alcohol in the park on this date. If you have any questions, please contact me at 302-588-3573 or email at angeladorey@comcast.net.

Thank you for your consideration in this matter.

Sincerely,

Angela Dorey
Event Chairperson

MILFORD MUSEUM
ANNUAL UPDATE & FUNDING REQUEST
MARCH 2023

OPERATIONS/PROGRAMS/SERVICES

1) Changing official name to **Milford Museum and Landmark Commission**. Re-wrote ByLaws
2) Compiled Master List of all Milford historic houses and owners. Working with State Preservation Office to have information here for interested homeowners.
3) Received $700,000 from the State Reinvestment Grant monies. Working with Davis, Bowen & Friedel as Project Managers to prepare drawings and work plans for an Education/Meeting Room addition to the Museum, and up-to-date Collections Storage area in the basement. Project estimate is ~2.5m.
4) Selected to receive two National Museum Grants: CAP (Collections Assessment Program through the Institute for Museums and Library Services) which is almost completed, and MAP (Museum Assessment Program through the American Alliance of Museums) which will begin next month.
5) Our full-time Museum Operations Manager left for a Teaching job. Currently interviewing for a new person to fill this position.
6) Successful installation of a museum store.
7) Beneficiary of Chamber of Commerce's Taste of Milford event.
8) Participated in Holiday Stroll with over 300 visitors.
9) A total of 100 new items have been added to the Museum's collections during 2022.

PERFORMANCE INDICATORS

2021 Visitation equaled 2,365. Our total visitation for calendar year 2022 was 3,827.

VOLUNTEERS

The Museum has two new Board members. Tiffany Shipe, Branch Manager for Shore United Bank, and Keith Geise, Financial Center Manager for Fulton Bank. The Museum Board now includes a total of 11 members who volunteer their time and talents.

UPCOMING EVENTS

The following Fundraising events are being planned for 2023: Held very successful Regency Ball in February which was sold out, **tomorrow night March 21 is opening of new General Torbert exhibit 5-7pm**, May 27 & September 9 will be our WALKING TOURS; August 19 HIPPIEFEST at Causey Mansion; October 21 GHOSTWALK from The Towers to Causey Mansion, Member Appreciation Night 12/1. We continue to participate in the Library Easter Scavenger Hunt, Chamber Expo, MHS Antiques Market at Parson Thorne Mansion, Bug & Bud and Freedom Festivals. We are planning our next Gala "Last Night on the Titanic" for February 2, 2024 and Regency Ball for June 8th.

CITY FUNDING

CALENDAR YEAR 2022	
ITEM	AMOUNT
Payroll	$44,387
Utilities	$9,193
TOTAL:	$53,580.

CALENDAR YEAR 2023 (anticipate)	
ITEM	AMOUNT
Payroll	$48,000
Utilities	$10,000
TOTAL:	$58,000

The Milford Museum is requesting Operational funding support from the City of Milford for 2023 in the amount of $40,000.



PROPOSED ELEVATION

1/8" = 1'-0"

Carlisle Fire Co., Inc. Annual Report Fiscal 2022



Administration
Vice President
Barry Fry





Carlisle Fire Co. 2023 Board of Directors

- President- Tor Hazzard
- Vice President- Barry Fry
- Secretary- Dallas McKenzie
- Treasurer- Joseph Mriss
- Fire Chief- Shawn Hinton
- Chief Engineer- Joe Morris Sr.
- Building Superintendent- Billy Foxwell
- Ambulance Captain- Vada Sample
- Director- Wayne B. Whitney
- Director- Richard Jester
- Director- Brennon Fountain
- Fire Recorder- Lester Guyer

Community Involvement

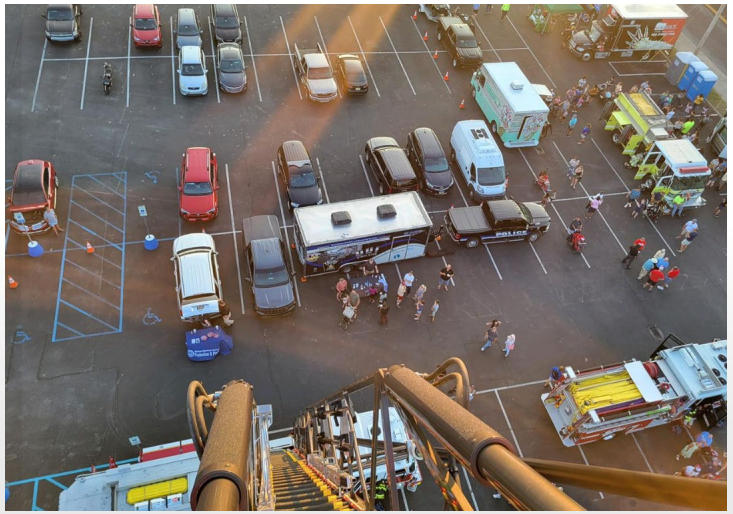


Community Events

- Fire Prevention Awards for Milford School District
- Milford Community Parade
- Bud and Bug Festival
- Riverwalk Freedom Festival
- Milford Holiday Stroll
- Several Carlisle Fire Co. Touch a Truck Events
- Harrington, Rehoboth and Milton Community Parades
- DVFA 100th Anniversary Parade

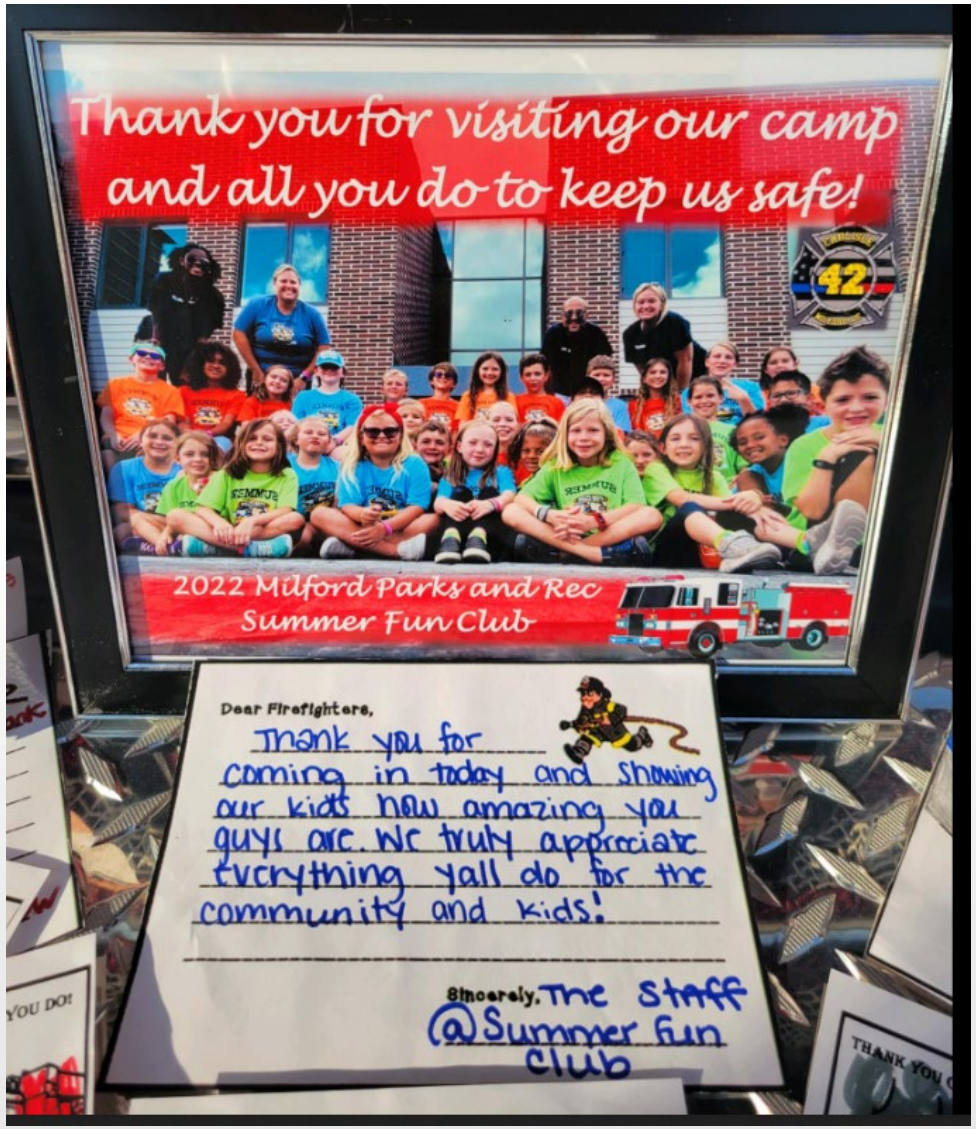
Carlisle Fire Co. Functions

- Community Crab Feast
- Mutual Aid Crab Feast
- Chicken BBQ's
- Annual Auxiliary Craft Show
- Auxiliary Sporting Clay Shoot
- Trunk or Treat
- Touch a Truck Events
- Santa Runs
- Milford Day Care Centers Fire Prevention Events
- Movie Nights at the Fire House







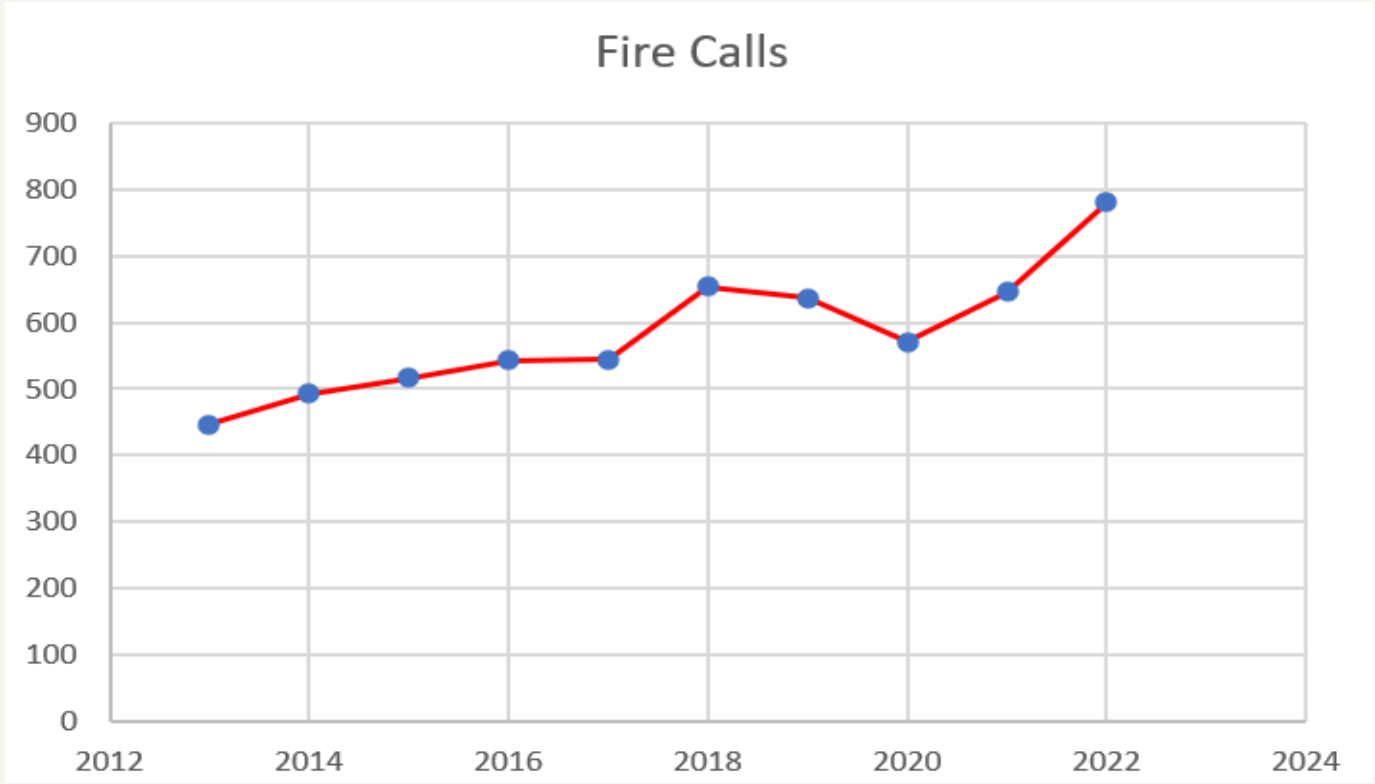

Thank you for visiting our camp and all you do to keep us safe!
2022 Milford Parks and Rec
Summer Fun Club
Dear Firefighters,
Thank you for coming in today and showing our kids how amazing you guys are. We truly appreciate everything yall do for the community and kids!
Sincerely, The Staff @Summer fun Club

Operations Fire Chief Shawn Hinton



Total Alarms 2022

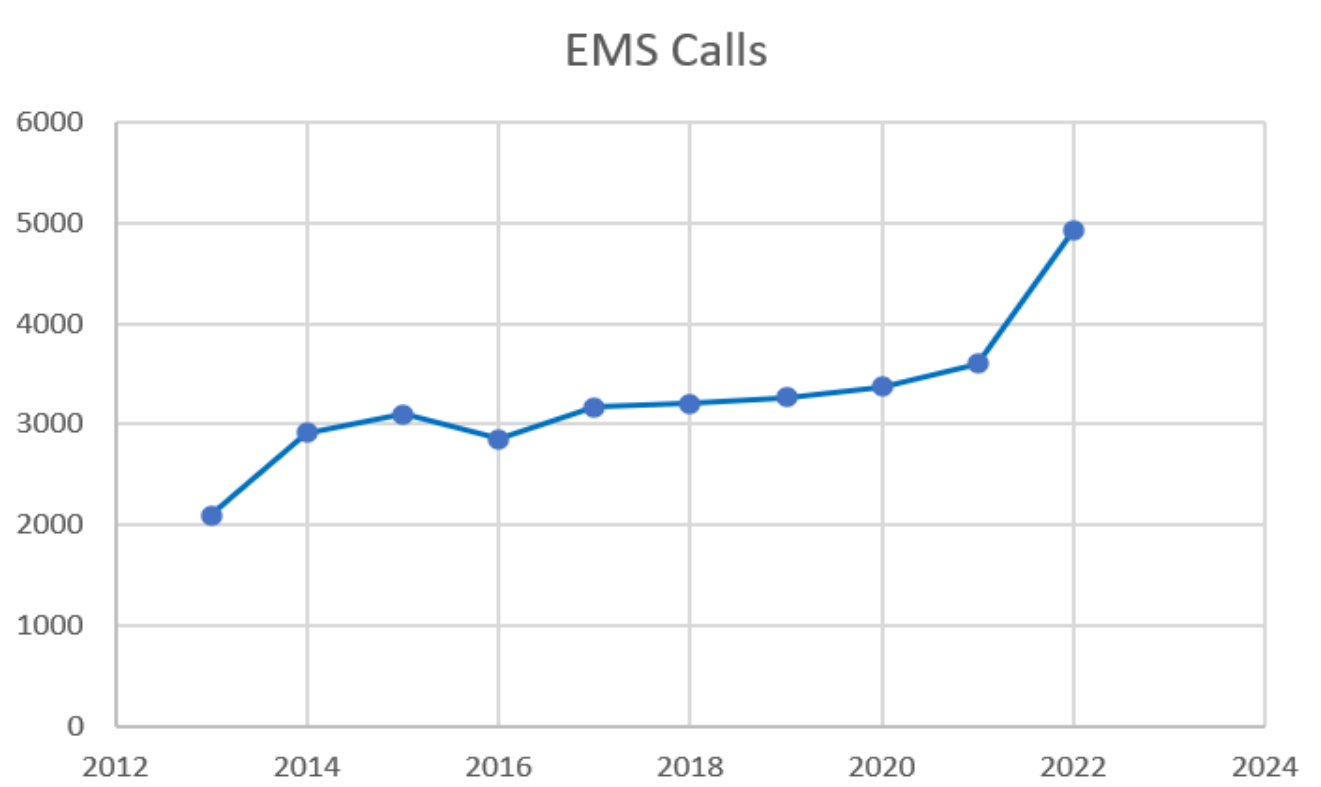
781





Primary Fire Co. Dispatch Reasons

Total EMS Calls





Primary EMS Reasons

Challenges and Improvements



A total of 5 new volunteers have joined



Increase with new member applications



Several inactive members have increased their response rates becoming active again



Alarm attendance has improved 50%



Drill participation has increased 50%

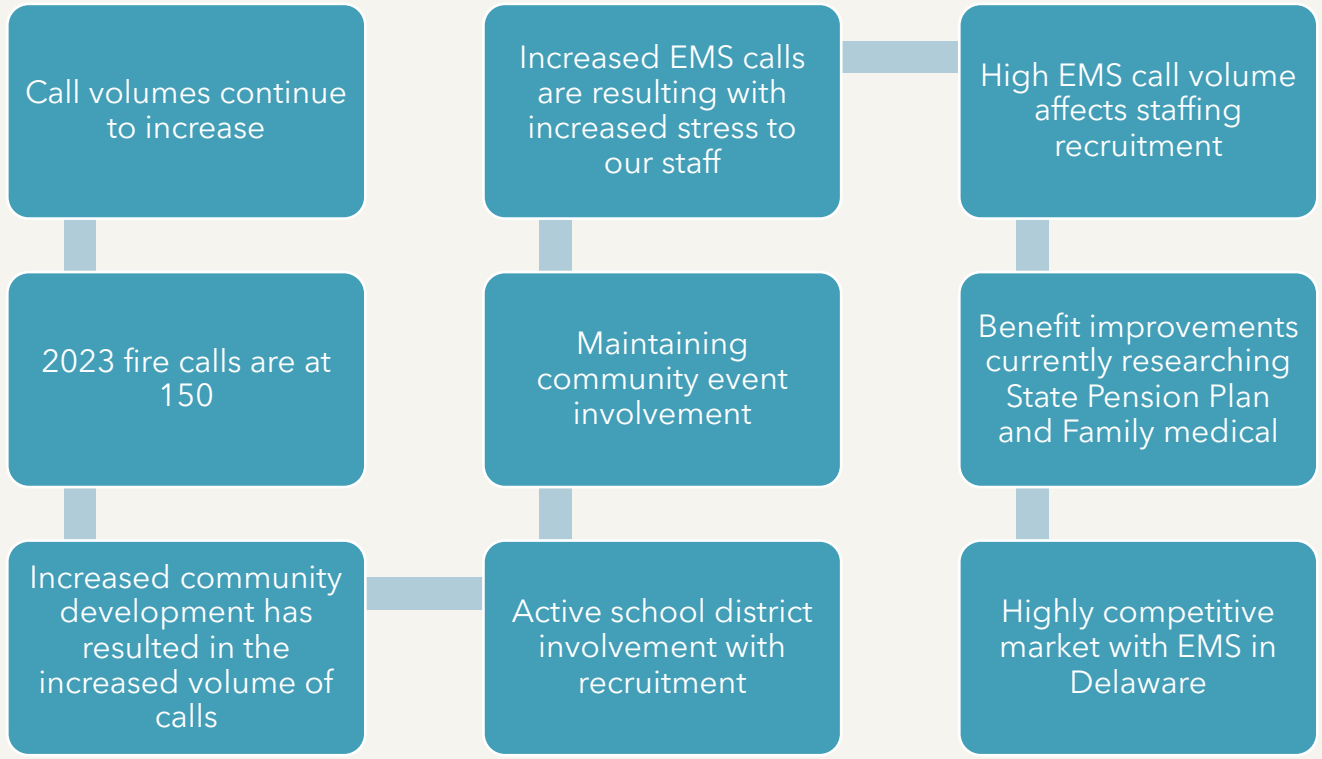


Improved relations with surrounding, neighboring companies with monthly meetings being held with area Chief's of Departments



Increased Fire Company tours of area businesses including, Nutrien Ag, Milford Wellness Village, Dentsply Sirona and most recently Aldi

Challenges and Improvements



Current and Upcoming Projects



RENOVATE BANQUET HALL



INSTALL GATE ON WESTSIDE OF THE BUILDING ENTRANCE



CONTINUE WITH THE RECRUITMENT OF FULLTIME STAFFING



RECRUITMENT AND RETENTION OF NEW MEMBERS



CONTINUE WITH IMPROVED COMMUNITY INVOLVEMENT



CONTINUED RELATIONSHIPS WITH MUTUAL AID COMPANIES AND TRAINING

Current and Upcoming Projects



Purchasing of new battery powered rescue tools



Committee formed for new engine replacement



Committee formed for new Ambulance replacement



Updating to current up to date equipment and tools

In Closing

In looking back on 2022, Carlisle Fire Company has initiated and accomplished many great things thanks to the hard work and dedication of our membership. We continue to improve our training program, dedicated countless hours in public safety education events and are continuing to work with our mutual-aid partners. The pride, professionalism and teamwork of our personnel is evident and will continue to play a vital role in supporting the mission of Carlisle Fire Company.

We continue looking forward with a working relationship with the City of Milford. We will overcome the challenges faced in the Volunteer Fire Service as well with our needs for EMS staff.

Respectfully Submitted

Tor Hazzard- President

Carlisle Fire Co., Inc.
Annual Funding Request

Carlisle Fire Co., Inc.
Fiscal Year 2023 Request- $217,000

- City Electric/Water/Trash- $35,000
- Employee Health and Dental- $32,000
- Salary/Payroll Tax- $150,000

Total $217,000



Carlisle Fire Company Inc.

PO Box 292 – 615 NW Front St Milford De 19963
Phone (302)422-8001 Fax (302)422-2146 Web: www.carlisle42.com

Office of the President

3/22/2023

To City Manager Mark Whitfield and all those it may concern,

The Carlisle Fire Co., Inc. is formally requesting to be placed on the agenda for the City Council meeting on Monday, March 27, 2023. The reasoning for this, is the intent to request funds from the Carlisle Fire Co, Inc. Building Enhancement fund in the total of $55,000. Please reference below as outline for expenditures of funds acquired.

Best Regards,

Tor A. Hazzard-President

Supplemental Rescue Tool Cost for Apparatus- $55,000

This consist of (3) full sets of battery-operated rescue tools for MVC related incidents.

Motor Vehicle Collisions

March 27, 2023

City Council
Joseph Ronnie Rogers Council Chambers
201 S. Walnut St
Milford, DE 19963

RE: 2022 End of Year Report to City of Milford

City Council Members -

Downtown Milford, Inc. is thankful for your support during 2022 and very much appreciates the financial support of the city and the community at large at it seeks to deliver value according to its core mission of promoting the quality development of the traditional central business district of Milford in order to preserve the area's rich historic heritage and bring new life and purpose to the downtown area.

Attached is the end of year summary report of Downtown Milford's initiatives during 2022.

If you have any additional questions, please do not hesitate to reach out to the Executive Director or myself.

Respectfully,

James Rabe

President, Board of Directors
Downtown Milford, Inc.
10 S. Walnut St.
Milford, DE 19963
jamesrabe@outlook.com

2022 DMI City Council Report

Executive Summary

Downtown Milford Inc completed a successful year that included a FULL event schedule and a successful turning point for adding additional volunteers and community stakeholders. In 2022, DMI began experimenting with adding in additional staff to support the Executive Director for event planning that would allow the director to focus on value-adding community work.

Financially, DMI finished the year with a budgetary surplus which DMI intends to extend forward into growing value by adding additional services and events for the downtown and surrounding community.

The total direct and indirect economic impact of Downtown Milford to the downtown for 2022 is estimated at $376,424 (2021 value - $335,140). This is the culmination of the DMI volunteer base, an outstanding farmer's market, an outstanding partnership from the City of Milford, and the downtown businesses DMI is privileged to serve.

Today, DMI is requesting three decisions from the city this evening.

(1) Budget allocation for DMI operations of $60,500
(2) Budget allocation for Ladybug Music Festival Operations of $55,000.
(3) Ladybug disbursements of July 1 ($25,000) and August 15 ($30,000)

It is a pleasure to serve the City of Milford in the Downtown district and DMI looks forward to continuing and expanding its service over the next several years with new members to staff and additional volunteers.

Financial Summary

In 2022 Downtown Milford, Inc. received funds from the City of Milford totaling $47.500.00, for operations expenses. In addition to the other fundraising activities that DMI undertakes, DMI was able to expand our operations this year with the addition of short term part time staff. DMI will be seeking to add an additional part time staff member in H1 of 2023 with the ambition that this role will further permit the Executive Director to spend more time in the community.

To date for FYE 2023 (June 30th), Downtown Milford has a total of $64,696.77 in total expenditures and $83,614.53 in income from grants, events, and donations resulting in a net income of $18,917.76. Detailed Profit & Loss statement is available in Appendix B.

2022 Initiatives

2022 was the first full year of events and scheduling that DMI has had since the closures resulting from COVID. In addition to a full event schedule, DMI also successful executed on the following initiatives:

- Introduction of “The Free Website Guys” which is an organization that works with small businesses to create a free website to support ecommerce and online marketing.
- Re-introduction of the Bug & Bud Festival
- Re-introduction of the Light up the River event to commemorate those lost over the past several years.
- Re-introduction of the Irish Music and Dance Festival
- Re-introduction of the Ladybug Music Festival
- Further refinement of the Downtown Milford Inc website to include Economic Development resources

2022 Events Summary

Downtown Milford’s events & fundraisers for 2022 included the following:

- Milford Clean Up
- Bug & Bud Festival
- Irish Music Dance Festival
- Third Thursdays Summer Events - Heroes, Dog Days of Summer, and more.
- Riverwalk Farmers Market
- Ladybug Music Festival
- Trunk or Treat Street Party
- Small Business Saturday
- The Aftermarket
- The Christmas Market
- Holiday Wreath Fundraiser
- Holiday Stroll
- Santa’s House
- Several Ribbon Cuttings and Business Openings
- Do More 24
- Downtown Milford Street Banner Program (Veterans, Seniors, etc)

Presently, the largest constraint for events is the availability of volunteers for planning and staffing. DMI is hoping to add a part time staff member to assist with office responsibilities and event planning.

2022 Key Performance Indicators

Downtown Milford Inc provides indirect economic value to the downtown area of Milford through events, volunteering, and promotion of downtown causes.

DMI’s estimate of the total direct and indirect economic benefit to the downtown of the City of Milford is $376,424. That number is based upon the following items:

2022 DMI Volunteer Hours – 5,284 hours - $158,255.80 in volunteer value

MAIN STREET AMERICA™

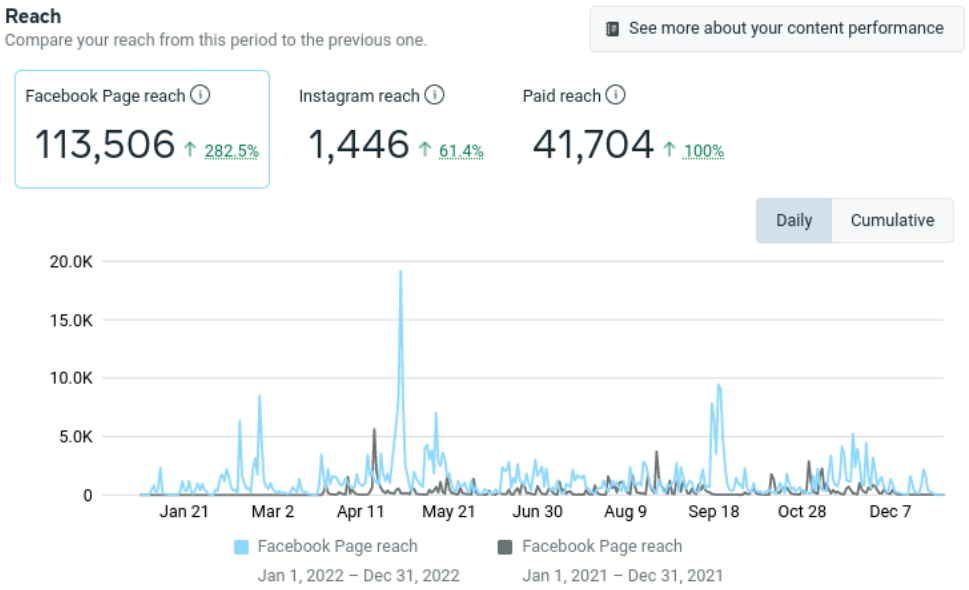
2022 Reinvestment Statistics		
Figures should reflect cumulative statistics of all Main Street America programs January 1-December 31, 2022		
Coordinating Program:	DE on MAIN STREET	
LOCAL MAIN STREET ORGANIZATION:	Downtown Milford, Inc.	
1) Full-time jobs created (Net)		24
2) Part-time jobs created (Net)		16
3) New Businesses Created (Net)		5
4) Rehabilitation Projects Completed		0
5) Public Improvement Projects Completed		0
6) New Construction Projects Completed		0
7) $ Public Investment	$	50,000.00
8) $ Private Investment	$	1,025,000.00
9) Average Organization Budget	$	138,000.00
10) Volunteer Hours Contributed		5284

2022 Executive Director - - 2,000 hours - $47,500

2022 Total Economic Value of the Farmer's Market - $170,669.09

Furthermore, DMI works to promote events and information that will bring additional traffic downtown. The following represents DMI's efforts relative to social media and website marketing.

2022 Social Media Marketing Analysis – 286 posts with a total reach of 113,505.



Downtown Milford, Inc has five individuals working in concert with each other to deliver a unified marketing message regarding downtown stakeholders, events, and value-added services.

2022 Website Traffic Analysis - 33,086 visitors and views of downtown information



2022 Economic Development – 24 full time (net) jobs created, 16 part time (net) jobs created, 5 new businesses opened (net) and over a million in private investments.

2023 Funding Requests

Downtown Milford, Inc is currently completing year 5 (FYE 2023) of a 5-year contract with the City of Milford for approximately $45,000 with adjustments based upon mid-Atlantic CPI per year in key stakeholder funding from the city. In 2022, DMI received $47,500 from the City which was allocated from ARPA funding.

For FYE 2024, Downtown Milford Inc is requesting operations funding from the city in the amount of $60,500. This amount will be used to support operations within Downtown Milford and includes rent, staff salary and benefits payments, and utilities. This increase in cost will be used to support the changes in rent structure since the original city contract was proposed (which included rent with the City of Milford) and include cost of living adjustment for staff.

Additionally, DMI is requesting funding and partnership for the Milford Ladybug Festival in the amount of $55,000. The cost to provide the Ladybug Music Festival has increased from the 2022 event totals to $55,000 (up from $45,000 in the previous year). The additional amount for the festival is being used to attract additional nationally recognized artists in addition to local artists. Downtown Milford, Inc is actively working to make this event a self-sustaining event over the next 4 - 5 years where the event is largely subsidized from fundraising outside of City of Milford funding. The below table represents a tentative plan to reduce the financial burden of this event from the City of Milford.

		Year 1	Year 2	Year 3	Year 4	Year 5 (DMI Funded)
	2022	**2023**	**2024**	**2025**	**2026**	**2027**
Total Cost - Gable	$40,000.00	$55,000.00	$57,750.00	$60,637.50	$63,669.38	$66,852.84
DMI Contribution		$15,000.00	$44,500.00	$58,750.00	$67,612.50	$75,943.13
City of Milford - Contribution	$30,000.00	$55,000.00	$35,000.00	$25,000.00	$15,000.00	$0.00
Corporate Sponsors	$20,000.00	$20,000.00	$25,000.00	$30,000.00	$40,000.00	$50,000.00
Vendors	$3,200.00	$5,000.00	$6,000.00	$7,000.00	$8,000.00	$9,000.00
Alcohol Sales	$1,800.00	$4,500.00	$6,000.00	$7,500.00	$9,000.00	$10,500.00
Net	**$15,000.00**	**$44,500.00**	**$58,750.00**	**$67,612.50**	**$75,943.13**	**$78,590.28**

As always, DMI and its many stakeholders appreciate the continued investment by the City of Milford and its residents into Downtown Milford Incorporated.

Appendix A - Board & Committees

Executive Director
Janne Collins

Board of Directors
Officers
President - James Rabe
Vice President - Sandy Gulledge
Treasurer - Justin Arseneau
Secretary - Mary Jane Vanvestraut

Members at Large
Craig de Mariana Aleman
Shelbie DiCostanzo
Debbie Long
Ben Muldrow
Joey Phillips
Tom Smith

Committee Chairs & Meeting Schedules
Design Committee - Joey Phillips
Meets Monthly at 6:00 PM on the Second Tuesday

Economic Vitality Committee - David Pickrell
Meets Monthly at 4:00 PM on the Third Tuesday

Promotions Committee - Janne Collins
Meets Monthly at 5:30 PM on the Second Tuesday

Organization Committee - James Rabe
Meets Monthly at 12:00 PM on the Second Monday

Riverwalk Farmer's Market Committee - Melissa Pingue
Meets Monthly at 5:30 PM on the Second Thursday

Appendix B - Summarized Financial Statements

Downtown Milford Inc
Profit & Loss
July 2022 through February 2023

	Jul '22 - Feb 23
Ordinary Income/Expense	
Income	
4000 · Operations Income	
4010 · Grant Income	52,500.00
4060 · Ice Cream Rental	1,200.00
4185 · Miscellaneous Income	33.28
4190 · Interest Income - Bank Interest	50.12
4195 · Interest Income-Low USDA Intere	136.48
Total 4000 · Operations Income	53,919.88
4200 · Organization Committee Inc	5,806.22
4400 · Promotion Committee Inc	14,581.89
4600 · Design Committee Inc	4,128.62
4800 · EV Committee Inc	5,177.92
Total Income	83,614.53
Gross Profit	83,614.53
Expense	
5000 · Operations Exp	50,108.76
6400 · Promotion Committee Exp	7,871.22
6600 · Design Committee Exp	4,981.59
6800 · EV Committee Exp	
6810 · Farmer's Market Exp	1,735.20
Total 6800 · EV Committee Exp	1,735.20
Total Expense	64,696.77
Net Ordinary Income	18,917.76
Net Income	**18,917.76**

March 27, 2023

Milford City Council
201 South Walnut Street
Milford, DE 19963

RE: 2023 Milford LadyBug Festival

City Council -

Downtown Milford and the greater Milford community very much appreciates the partnership with the City of Milford in providing a stage for female musicians and groups from the mid-Atlantic, north east, and national stages.

This year, in partnership with Gable Music, DMI is expecting the largest LadyBug music festival to date. Changes have been made to attract larger and more popular female groups from across the country while providing a stage for popular local groups as well.

DMI is requesting two decisions from the Council this evening:

1. Approval in the total amount of $55,000 for this event (increase of $15,000 from previous year)
2. Approval for two payouts from the City of Milford (1) on July 1 - $25,000 and (2) on August 15 - $30,000.

We have not yet publicly released the date for this event but currently are targeting September 30th. This provides for two weeks between the Riverwalk Freedom Festival and the LadyBug Festival while moving the festival to a cooler time of year to provide for a more comfortable atmosphere for Milford and community based attendees. We recognize the substantial investment that the City is making and have a plan to make this event self-sustaining within 4 years.

For additional information and to view a copy of the contract with Gable Music, please see attached.

Again, thank you so much for your partnership in providing community events to Milford.

Respectfully,

James Rabe

President, Board of Directors
Downtown Milford Inc.
10 S Walnut St.
Milford, DE. 19963

2023 Milford Ladybug Music Festival Agreement

This agreement is made by and between Downtown Milford, Inc., (Client) and Gable Music Ventures LLC, (Producer).

WHEREAS, PRODUCER produces musical events in Delaware including the Ladybug Festival; and

WHEREAS, CLIENT partners to build Milford, Delaware's historic downtown into a unique, vibrant, and livable place for all; and,

WHEREAS, CLIENT has agreed to support and assist Gable Music Ventures in executing the 2023 Milford Ladybug Festival (the "Event") from 4:00pm-9:00pm on September 30, 2023 with a planned rain date of October 1, 2023. [Line-up will be subject to change based on artist rain date availability.]

NOW, THEREFORE, for and in consideration of the mutual covenants contained in this agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

Deposit and Payment: CLIENT will pay a total of $55,000 (the “Fee”) to PRODUCER by September 1, 2023. The schedule of payment is as follows:

- The non-refundable sum of $5,000 deposit due within 30 days of signing this agreement
- The non-refundable sum of $10,000 due May 1, 2023
- $10,000 due June 1, 2023
- $10,000 due July 1, 2023
- $10,000 due August 1, 2023
- $10,000 due September 1, 2023

As has been agreed, if CLIENT determines that it needs to cancel the Event, it may only do so prior to June 1, 2023 (the “Cancelation Date”). If CLIENT cancels the event by written notice to PRODUCER by the Cancelation Date, Client understands and agrees that PRODUCER is entitled to a Cancelation Fee of $15,000, which shall either be (a) the sum of $15,000 that shall already have been paid to PRODUCER by the Cancelation Date, or (b) the sum of $15,000 less any sums that shall have already been paid to PRODUCER, which shall be paid to Producer upon CLIENT’s notice of Cancelation.

If the Event is canceled after the June 1 Cancelation Date, CLIENT may also be liable for any fees or deposits made by the PRODUCER during that time.

Producer Roles and Responsibilities:

- Design the 2023 Sponsorship Package
- Assist Client in acquiring additional sponsorship funds. With two weeks notice, we will make every effort to meet either virtually or in person with interested sponsors
- Work with Client to establish businesses in town that want to participate as venues
- Graphics work and online promotion of the event through Ladybug websites and social channels
- Design and printing of marketing materials and banners; including stage banners, postcard flyers, and posters for venues
- Write press release announcing the event to local press
- Seek out and participate in radio and media appearances leading up to the event
- Vet, select, and hire all performers
- Coordinate all production including staging, sound systems, and lighting
- Provide day of event management and staffing, including sound professionals

Client Roles and Responsibilities:

- Coordinate any logistics relating to road closures, city and sanitation services, and Police/EMS
- Vet, select, and organize any vendors and alcohol permitting for the event
- Work with Producer to decide on a vendor load in and logistics plan
- Pay entire operating budget to Producer at least 30 days prior to Event
- Assist in finding volunteers to help staff the event

Use of Brand, Ownership and Rights: The parties agree that they are not co-venturers or partners. It is understood that this Agreement creates no exclusive rights for Client in the Event or the promotional material generated. Producer owns the registered trademark for The Ladybug Music Festival, and all references to or uses of The Ladybug Music Festival must use Producer's registered branding and be approved by Producer. In the event the parties decide to sell merchandise for the Event, the parties agree to negotiate, in good faith, a separate merchandising agreement in relation to use of each other's branding.

Announcement: PRODUCER agrees to announce the event to the general public between the dates of March 15 and March 30, 2023. CLIENT may not announce the event prior to PRODUCER.

Force Majeure: This is a rain or shine event. In the event of severe weather and dangerous conditions occurring, the event may be suspended or if necessary, canceled. This event will be held on a Saturday, the following Sunday will be a planned rain date in the event of a significant weather emergency forcing a cancellation. In the event of a cancellation, Client understands that only a portion of the budget paid, specifically the artist fees and production fees for staging/lighting/sound, minus any other deposits or fees the Producer may have incurred, will be able to be put toward a future event. Producers time organizing, any printing and promotional expenses, and any non-refundable rental expenses will have already been spent and will not be able to be put toward a future event.

No Guarantee of Future Events: This agreement is for the 2023 event, with the intention of continuing into 2024 as an annual recurring event. However, either party can ultimately make the decision to not produce additional events.

Insurance: Client will name Producer as additionally insured on any event liability. Client and Producer each agree to list the other as an additional insured on the applicable insurance policies covering the Event and provide proof of insurance to the other prior to the event. The insurance policies shall be for a minimum of One Million Dollars per event and written by an insurer with an A.M. Best rating of A or better.

Representations and Warranties: (A) Both parties are able to enter into this Agreement; (B) Each party's respective signatory can bind it to this Agreement; (C) Client will comply with all state and/or municipal charitable solicitation statutes and/or ordinances that purport to affect or apply to the Event.

Severability: The invalidity of any portion of this Agreement will not and shall not be deemed to affect the validity of any other provision. If any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

No Waiver: The failure of either party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as subsequently waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

Governing Law: This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Delaware.

Notices: Any notice provided for or concerning this Agreement shall be in writing and shall be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth at the beginning of this Agreement.

Entire Agreement: This Agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

Modification of Agreement: Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if placed in writing and signed by each party or an authorized representative of each party.

Assignment of Rights: The rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party.

WITNESS our signatures as of the day and date first above stated.

By: _____ By: _____

Name: _____ Name: _____

Title: _____ Title: _____

Date: _____ Date: _____

Milford
PUBLIC LIBRARY



Director-Ella Wilkerson

- Good evening!
- Just a brief update on Leadership changes in Milford!



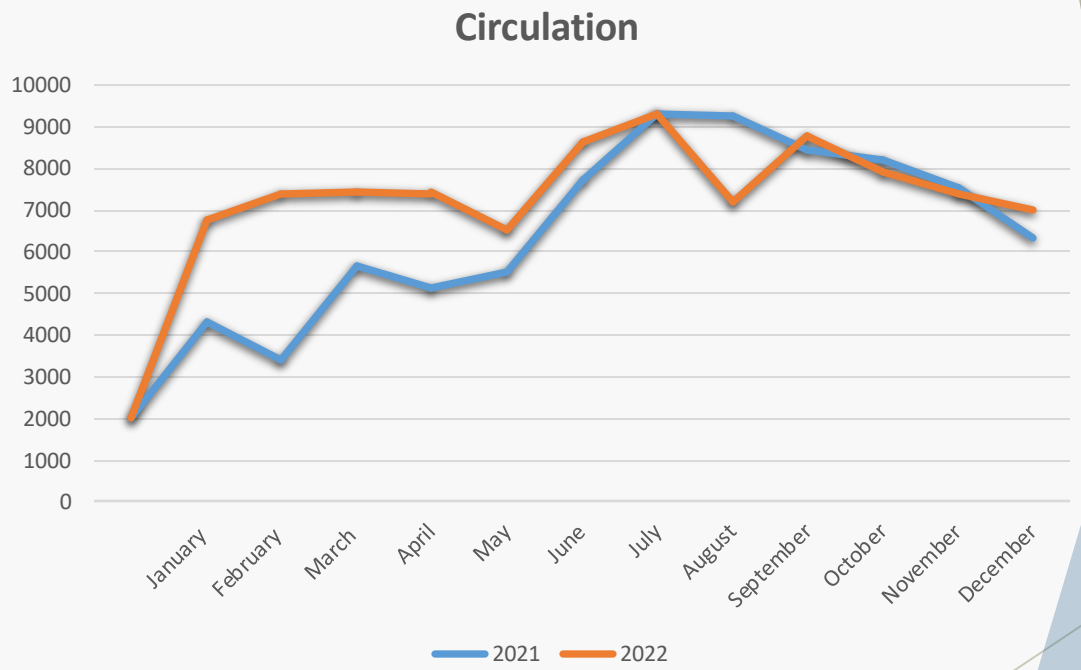


Interim Director: Vivian Erickson
7/1/21-9/1/22

Patrons Visits by Month

Circulation

	2021	2022
January	4,311	6,773
February	3,407	7,395
March	5,671	7,427
April	5,135	7,411
May	5,490	6,513
June	7,700	8,649
July	9,310	9,310
August	9,255	7,192
September	8,448	8,782
October	8,195	7,913
November	7,543	7,377
December	6,308	7,001



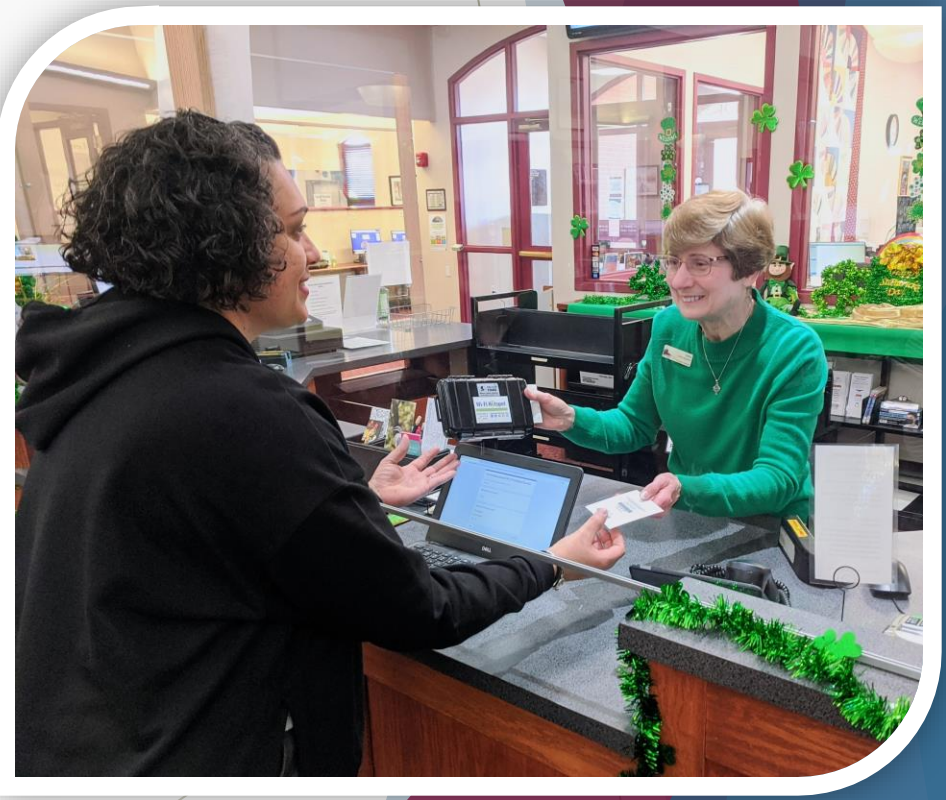
Adult Services: Circulation & Technology

Adult Collection and Circulation

- 35,200 items
- Roughly 3,000
  - Audiobooks
  - DVDs
  - Large Print Books
- 43,859 circulations in the last year!

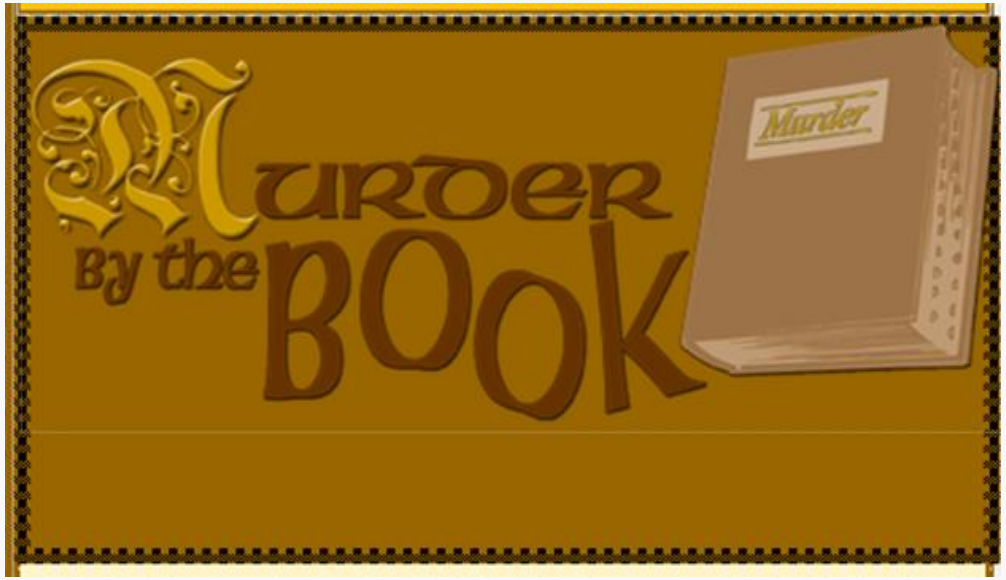
Technology

- 8 Blood Pressure Monitors
- 4 Chrome-books
- 15 Public Computers
- 6 Wi-Fi Hotspots



Adult Programing & Outreach

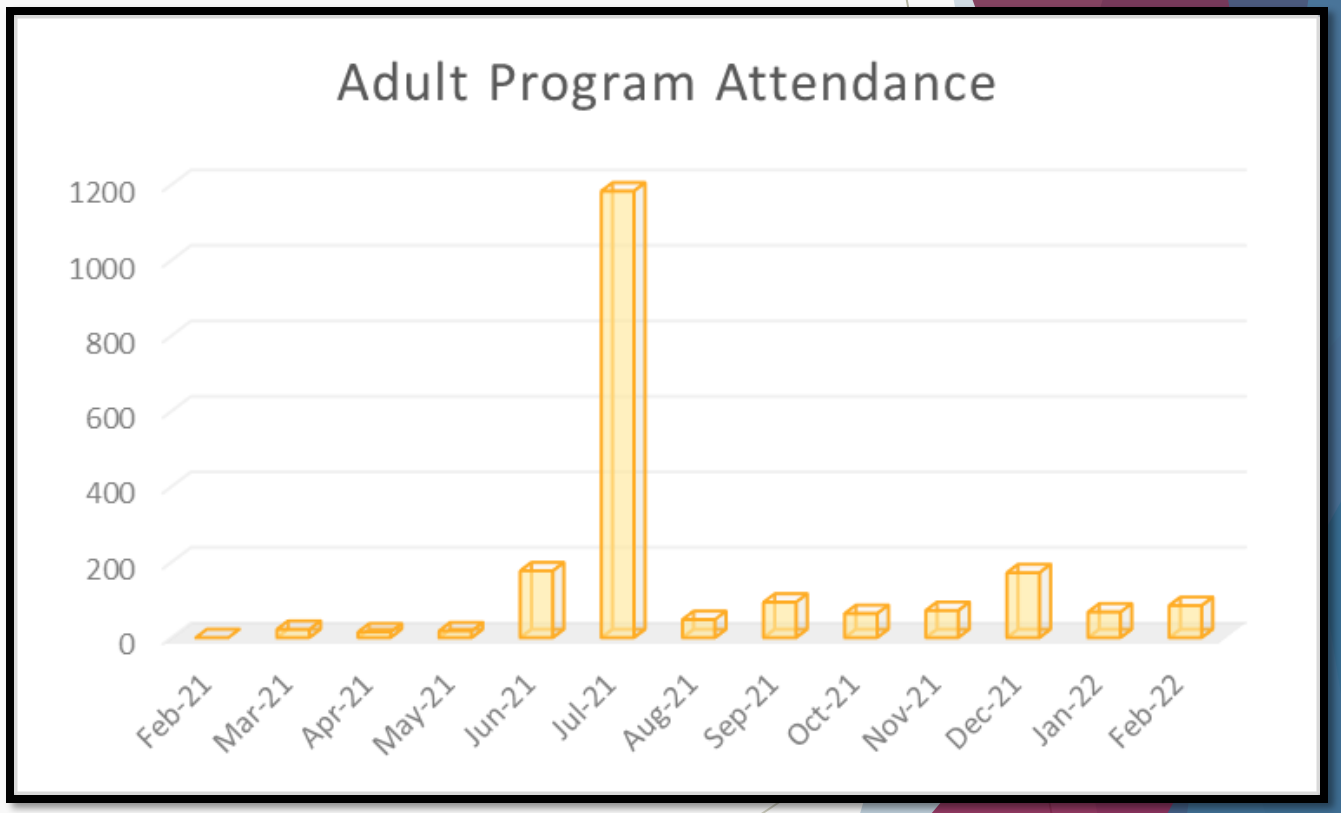
The library has a multitude of programs of interest to adults, from information from the Delaware Senior Medicare Patrol to Murder by the Book – a live performance held last Saturday at the library. Stop by and see us. We are here to serve.



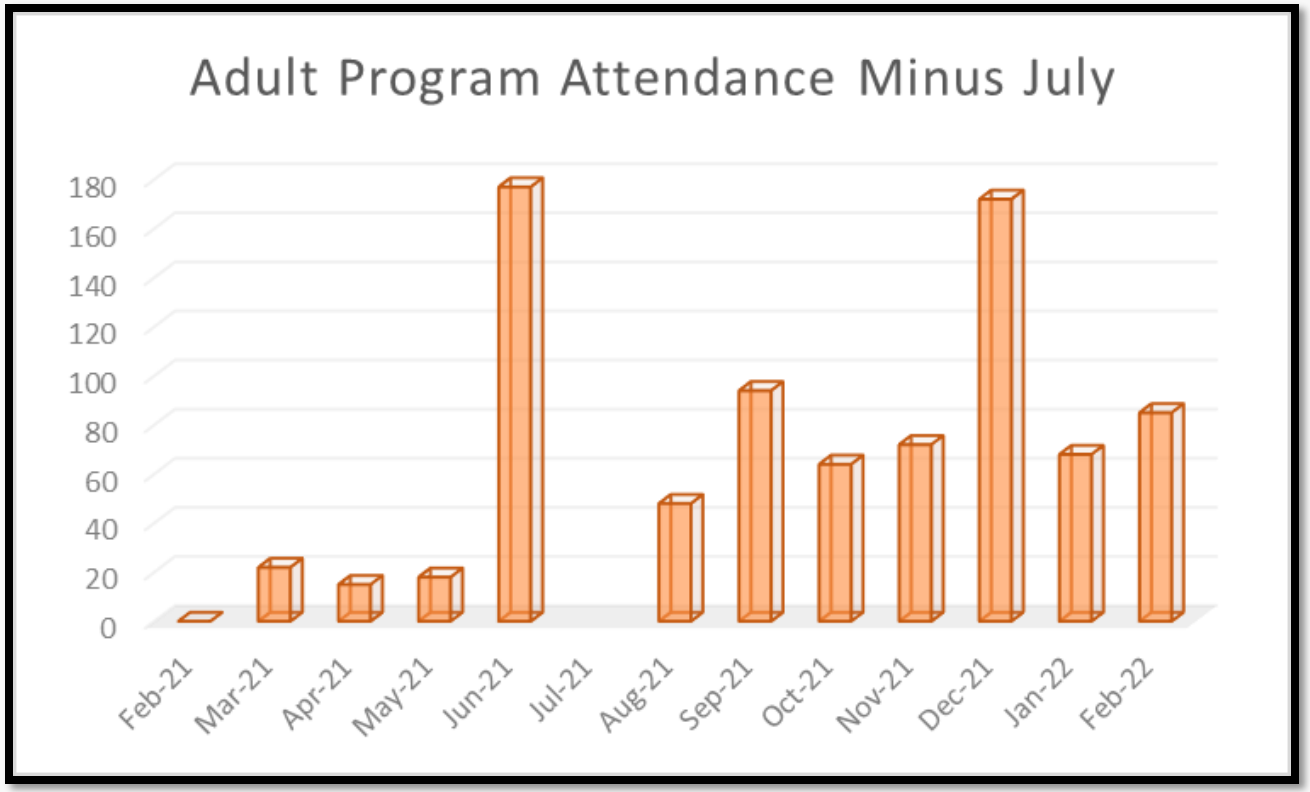


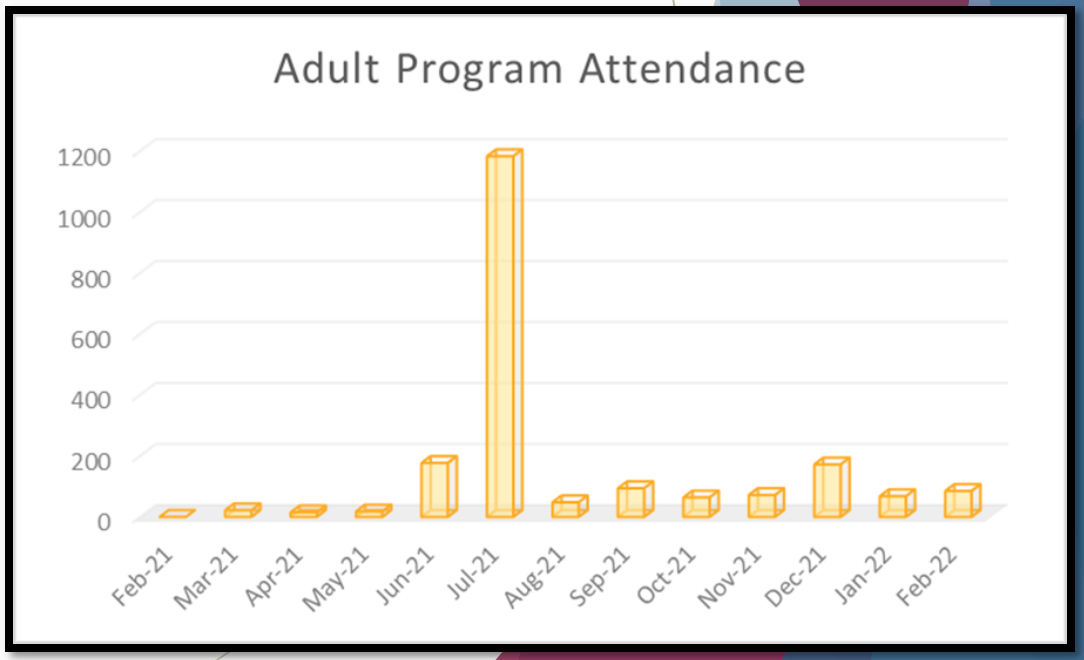
Adult Program Attendance

Months	Number of Programs	Attendance
Feb-21	4	0
Mar-21	4	22
Apr-21	1	15
May-21	1	18
Jun-21	2	177
Jul-21	6	1183
Aug-21	2	48
Sep-21	4	94
Oct-21	5	64
Nov-21	7	72
Dec-21	13	172
Jan-22	13	68
Feb-22	12	85
Total	**74**	**2018**
Average	**6**	**155**



Adult Program Attendance (Continued)





Computer Classes

Tuesdays 3-4 & Thursdays 5-6

Everything from learning about computer security, to creating a power point using the NorthStar library program.

Need to create a resume? Apply for a job? Print from your phone? Computer help walk in or by appointment.

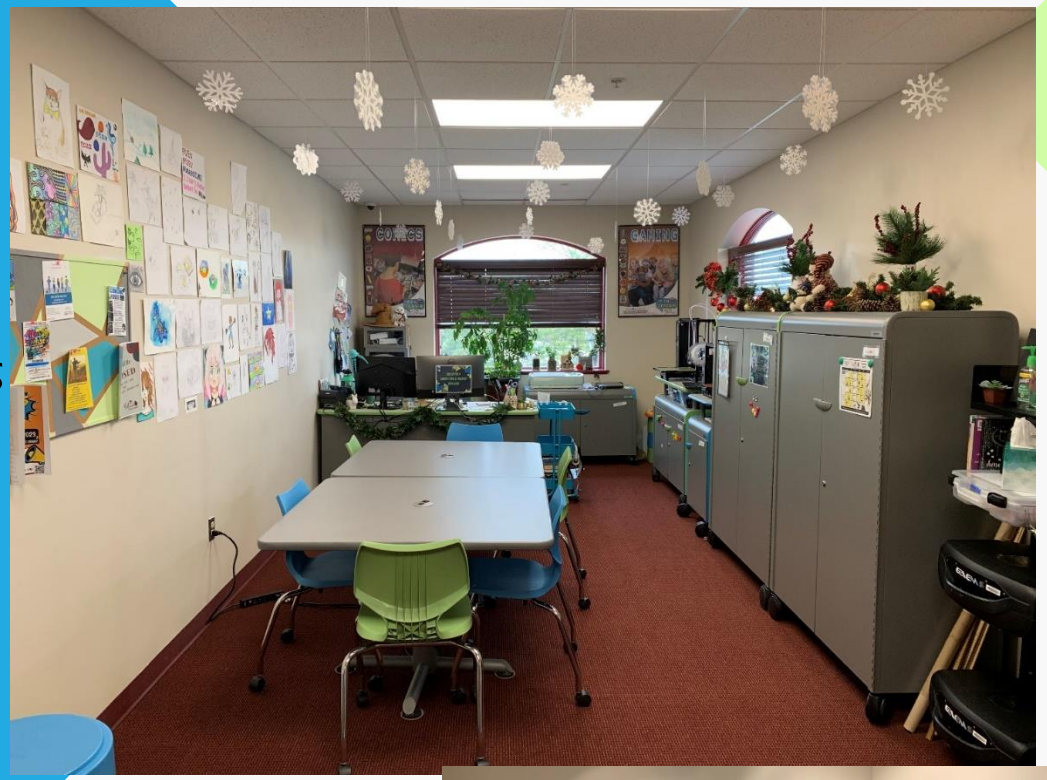
NORTHSTAR
DIGITAL LITERACY ASSESSMENT



Teen Center

Events

Video Games
Art Club
3D Printing
Virtual Reality
Dungeons & Dragons
And more!







Collection

We are working on expanding our Manga & Graphic Novel collections

- Art Club
- Minecraft Club
- Anime Club
- Dungeons & Dragons
- Virtual Reality
- STEM
- Crafts
- 3D Printing

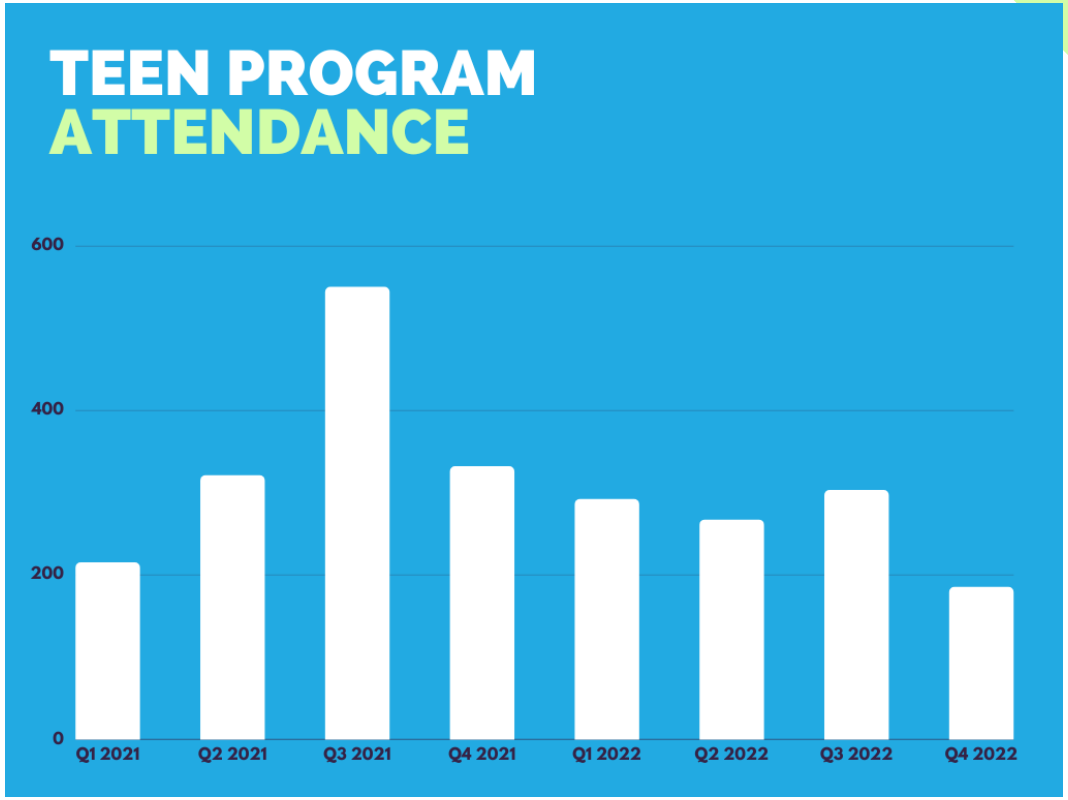
2021

Months	Number of Programs	Attendance
January	*N/A	*N/A
February	12	127
March	12	88
April	5	63
May	16	82
June	61	176
July	61	269
August	61	197
September	51	84
October	50	100
November	41	98
December	39	134
Total	**409**	**1,418**
Average	**37**	**129**

*Library was not open Jan. 2021

2022

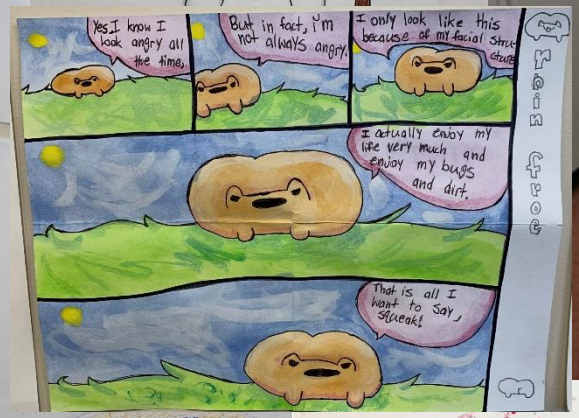
Months	Number of Programs	Attendance
January	42	92
February	48	83
March	46	117
April	43	116
May	41	59
June	43	92
July	44	165
August	26	72
September	45	66
October	42	101
November	36	42
December	34	42
Total	**490**	**1,047**
Average	**41**	**87**




SHAKING IN ANGER AND RAGE
Oh Actually
ROBLOX






Yes I know I look angry all the time.
But in fact, I'm not always angry.
I only look like this because of my facial structure
I actually enjoy my life very much and enjoy my bugs and dirt.
That is all I want to say, Screak!
Panda time



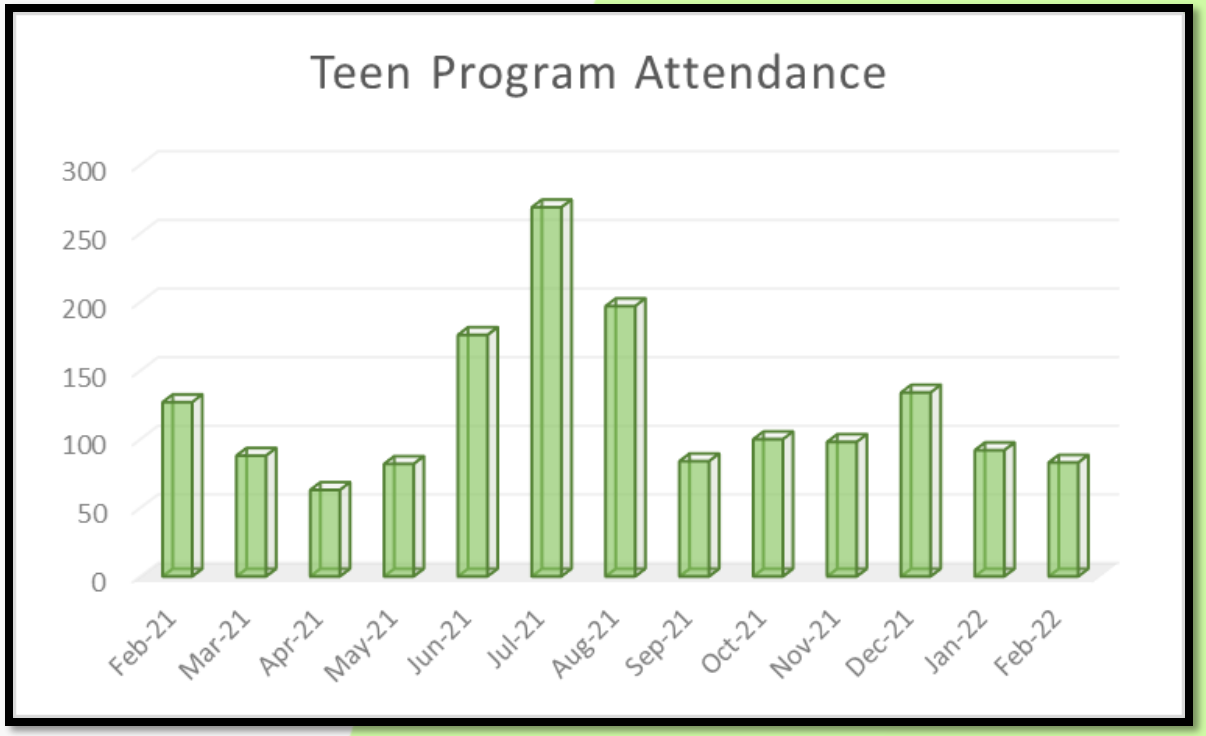

meh...
gudetama
8/9/21





Teen Program Attendance

Months	Number of Programs	Attendance
Feb-21	12	127
Mar-21	12	88
Apr-21	5	63
May-21	16	82
Jun-21	61	176
Jul-21	61	269
Aug-21	61	197
Sep-21	51	84
Oct-21	50	100
Nov-21	41	98
Dec-21	39	134
Jan-22	42	92
Feb-22	48	83
Total	**499**	**1593**
Average	**38**	**123**



Children's Services

Children's Collection and Circulation

- 13,673 items
- Materials from birth through age 12
- 26, 298 items circulated last year!

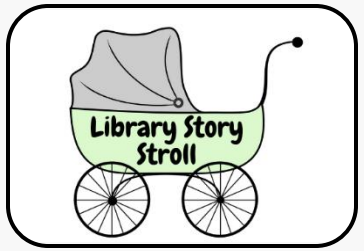


Children's Programming

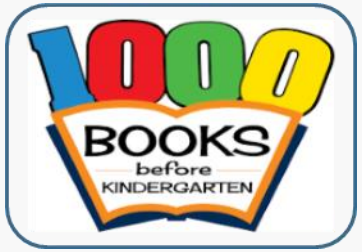






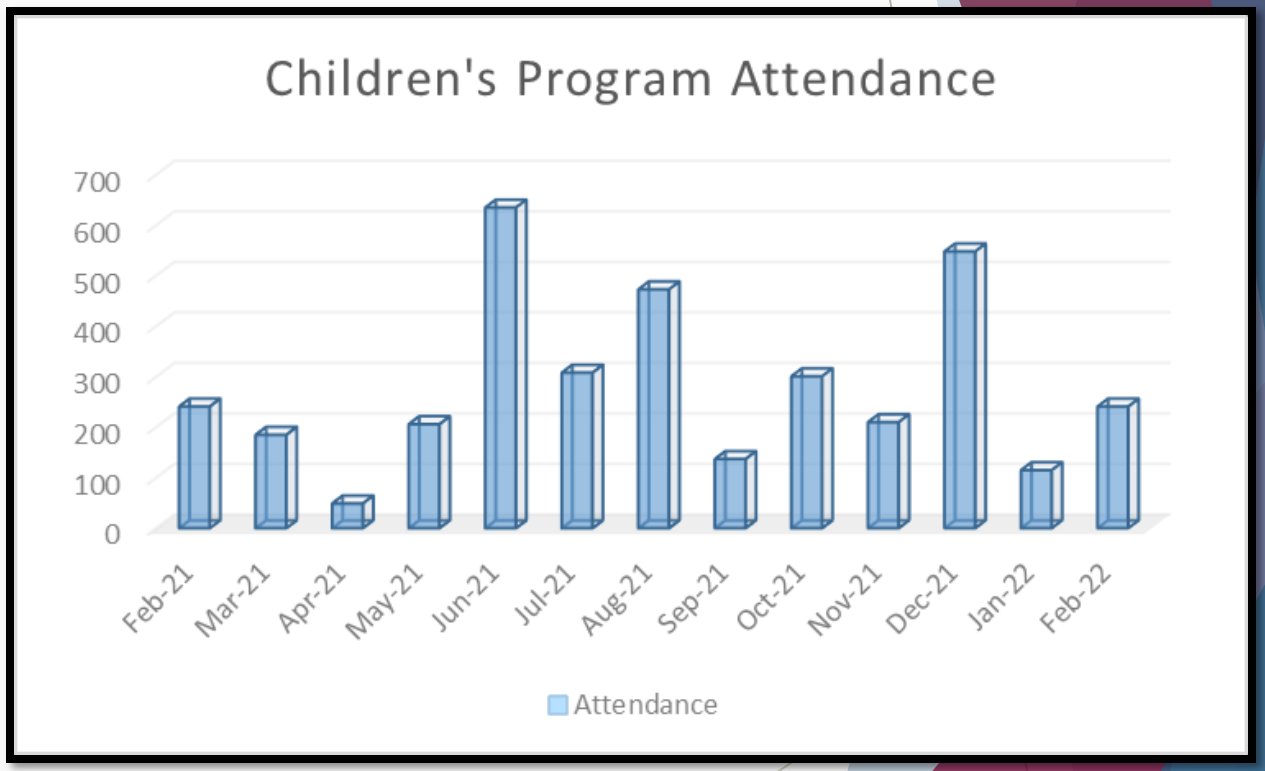




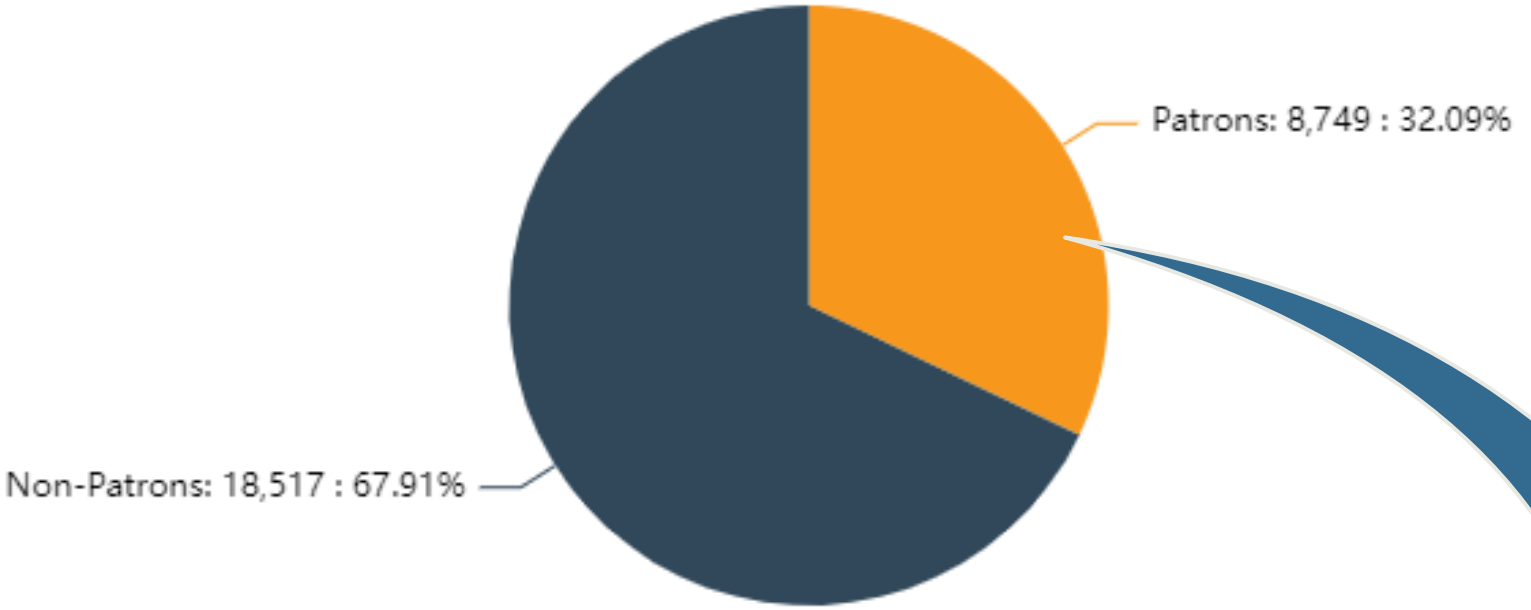


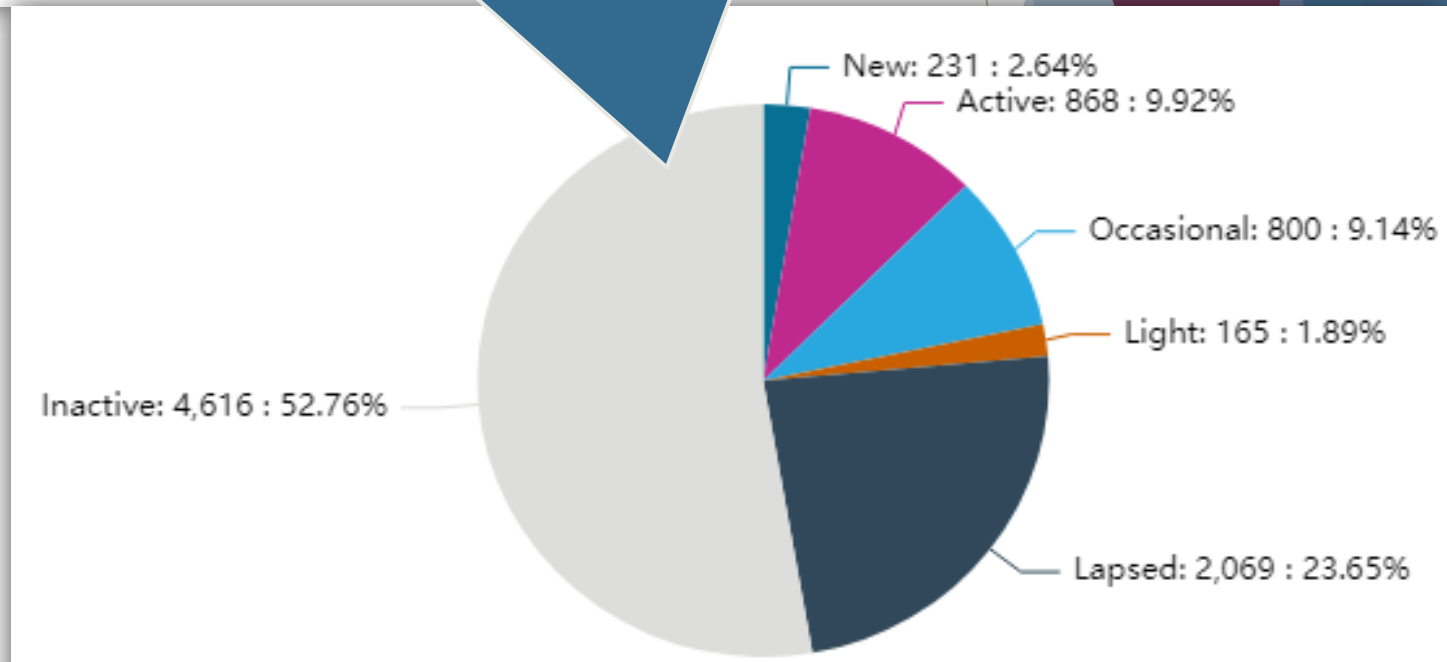
Children's Program Attendance

Months	Number of Programs	Attendance
Feb-21	8	241
Mar-21	4	185
Apr-21	3	49
May-21	7	206
Jun-21	9	635
Jul-21	10	308
Aug-21	6	473
Sep-21	8	137
Oct-21	9	301
Nov-21	7	210
Dec-21	7	548
Jan-22	5	115
Feb-22	8	241
Total	**91**	**3649**
Average	**7**	**281**



Milford Library Patron Breakdown







FUNDING:

Due to requests from Duck Creek (Smyrna) and Harrington Libraries for school tax districts, Kent County Levy Court is reviewing Milford's standing (the only library currently in the state with a school tax district) and Milford Public Library could lose 25% of it's funding!

Connecting & Looking Forward

- Third Thursday
- Holiday Stroll
- Community Meetings
- Advertising
- Community Activities
- Needs Assessment







Project WIIN

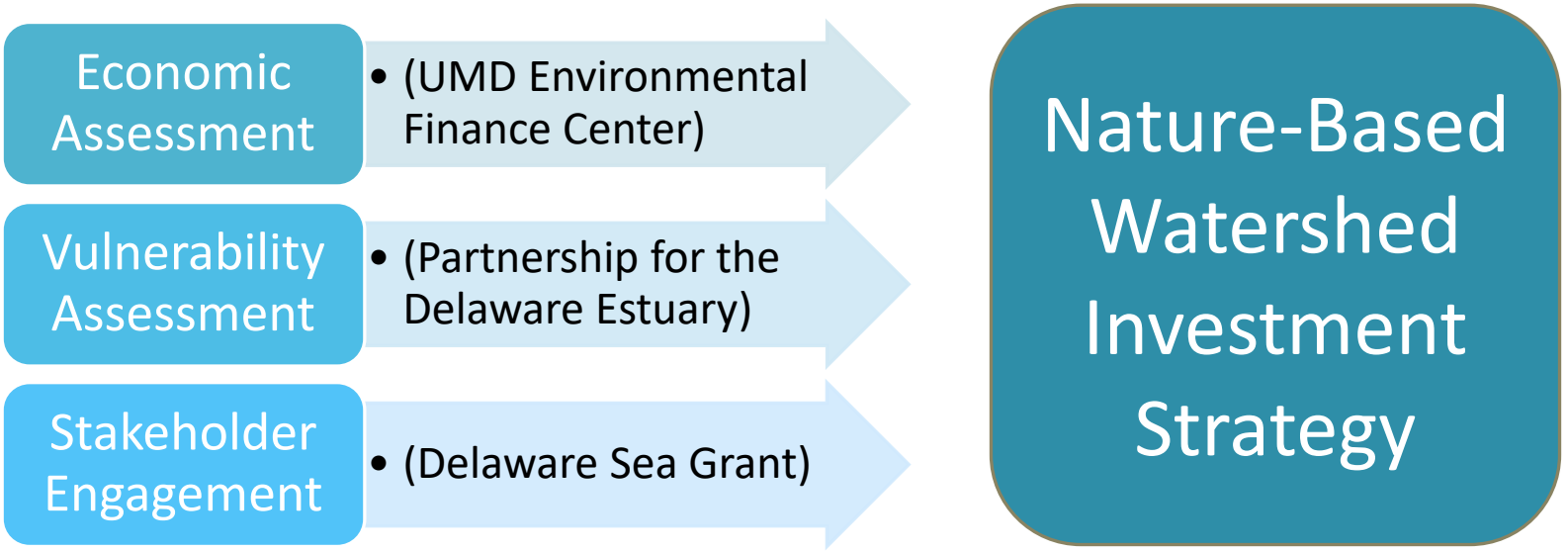
Danielle Swallow
Delaware Sea Grant

Photo Credit: Tony Pratt

Project Overview

GOAL: Develop a strategy for nature-based investments that supports sustainable economic development, climate resilience, ecosystem health, and the preservation of community identity in Milford & Slaughter Beach

PROJECT COMPONENTS:



Nature-Based Investment Strategy



Photo Credit: City of Milford



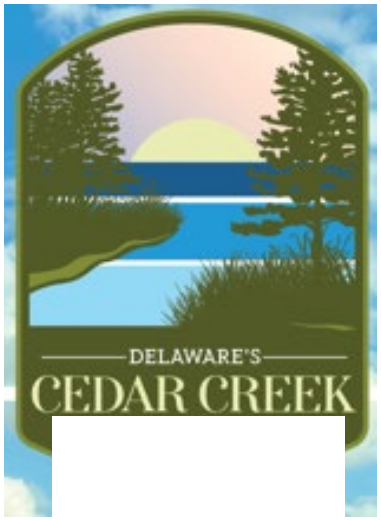
- *How can we meet the needs of each community by investing in the area's natural resources?*
- The strategy is a collection of ideas generated by the towns, partners, and community stakeholders
- It expresses the importance of the Mispillion River and Cedar Creek from an ecological, economic, and resilience perspective.
- It is not a management plan

Nature-Based Investment Strategy

Includes a unique branding, & marketing toolkit for the region



THE MISPILLION

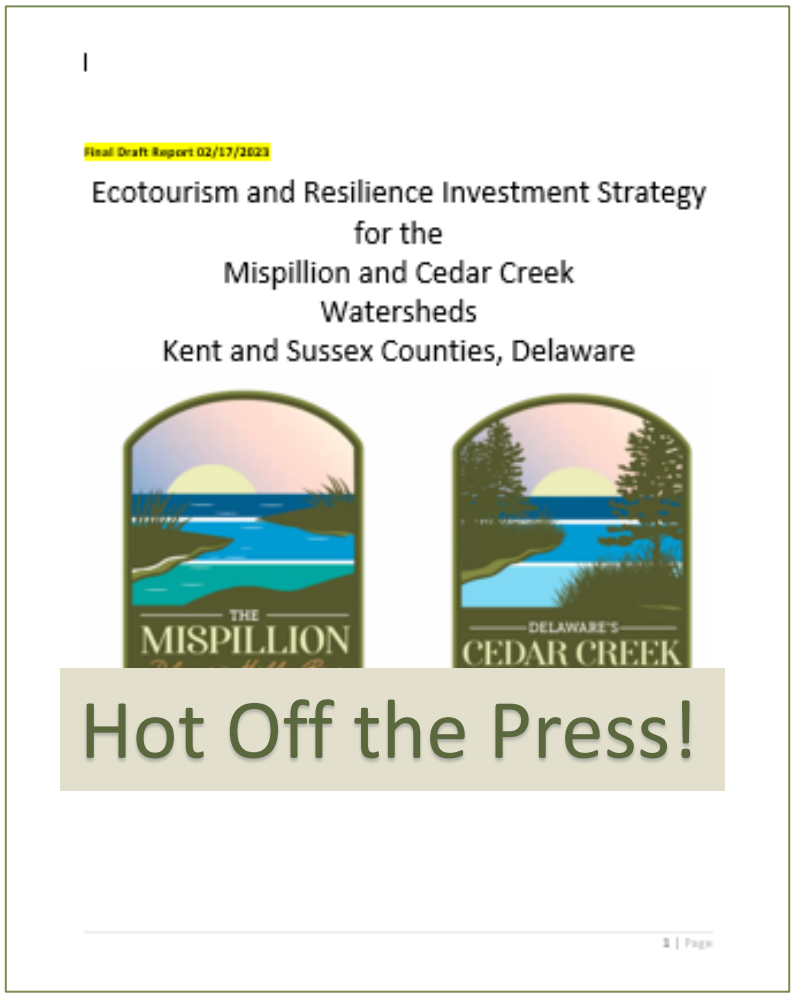






Prepared by Arnett Muldrow, LLC

Final Deliverable To Be Released



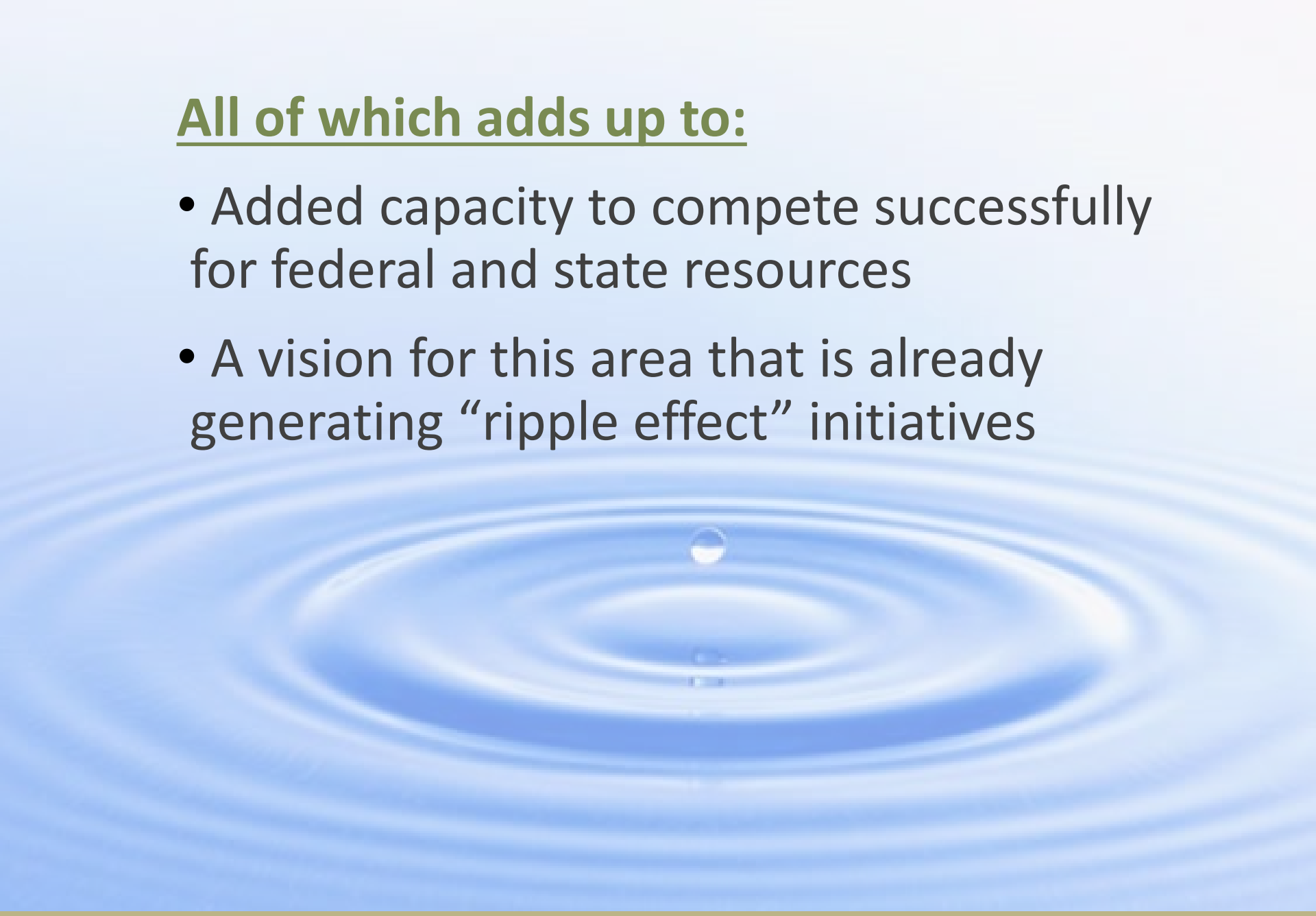
- Press Release to be issued before March 31.
- WIIN website will feature a pdf of the final report when the press release is issued: www.derascl.org/wiin
- Reception on March 31st
- Towns will be gifted with a branding “starter set.”

As a Result of the WIIN Project, Slaughter Beach and Milford Now Have:

- A vision that centers the Mispillion and Cedar Creek in each town's goals
- A collection of community-generated project ideas that balance sustainability and resilience with economic opportunity
- Products - an investment strategy, economic analysis, and vulnerability mapping tool - that can be leveraged for future projects and grant proposals
- A partner network of agencies and organizations who are willing to lend their expertise and assistance
- A branding and marketing toolkit that can be used to attract visitors, private investors, and federal/state resources

All of which adds up to:

- Added capacity to compete successfully for federal and state resources
- A vision for this area that is already generating “ripple effect” initiatives



We thank all of the partners of WIIN

Waterways Infrastructure & Investment Network

Partnership for the Delaware Estuary

University of Maryland Environmental Finance Center

RASCL Resilient and Sustainable Communities League

Slaughter Beach Delaware

Sea Grant Delaware

The City of Milford Delaware

PEW

The Nature Conservancy

Kent County Levy Court — Serving Kent County with Pride

Southern Delaware — Beaches are just the beginning ™



Delaware Nature Society

Delaware Department of Natural Resources and Environmental Control

I.G. Burton

Seal of Sussex County, Delaware — 1683



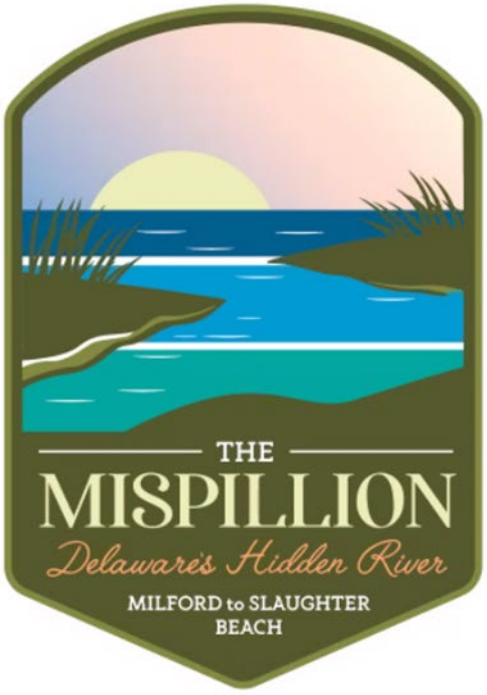
Sea Grant Delaware

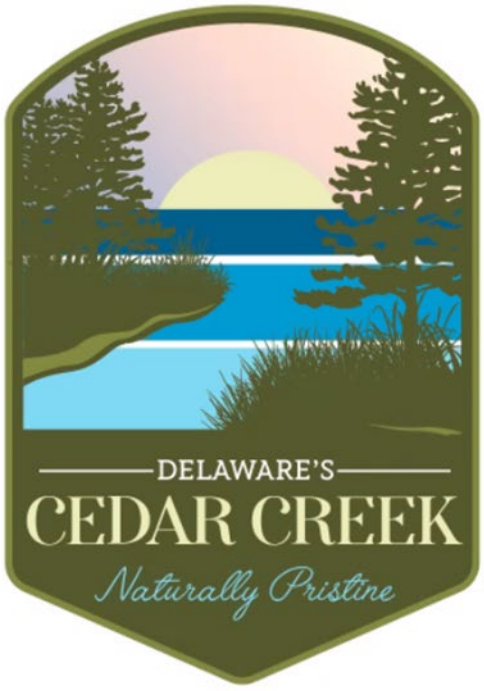
Thank you!

dswallow@udel.edu

WIIN Waterways Infrastructure & Investment Network

Ecotourism and Resilience Investment Strategy for the Mispillion and Cedar Creek Watersheds Kent and Sussex Counties, Delaware





Waterways Infrastructure & Investment Network

Acknowledgments: This report was prepared by the University of Maryland Environmental Finance Center with the participation of watershed stakeholders and oversight of the Waterways Infrastructure Investment Network Coalition comprised of members I.G. and Dave Burton and representatives from the following organizations



























*Pew is not responsible for errors within and does not necessarily endorse the opinions and conclusions herein.

Contents

Executive Summary 4

Introduction 4

Project Components 8

Drivers, Concepts, and Framework for this strategy 9

Chapter 1 Setting 12

1.1 State of Tourism - Beach Focus but The Bay is Beautiful 12

1.2 Complementary Initiatives 14

1.2.1 Coastal Zone Management Act 14

1.2.2 National Wildlife Refuges 14

1.2.3 U.S. Army Corp of Engineers (USACE) 15

1.2.4 Bayshore Initiative 16

1.2.5 National Byways 17

1.2.6 State Outdoor Recreation Plan 18

1.3 Nature-based Recreation Benefits in the Watershed 20

1.4 Flood Vulnerabilities - Partnership for The Delaware Estuary Mapping Tool 21

Chapter 2 Resource Pressures and Vulnerabilities 22

2.1 Pressures: Flooding and Sea Level Rise's Impact on Existing Assets 22

2.1.1 City of Milford 24

2.1.2 Town of Slaughter Beach 24

2.2 Development and Land use Change 25

2.3 Other Watershed Threats that Impact Resources for Ecotourism 30

2.3.1 Delaware Bay Fisheries 31

2.3.2 Beach Condition and Wetland Loss 31

Chapter 3 Asset-based Ecotourism 33

3.1 Identify Partnerships, Resources, and Assets 33

3.2 Economic Benefit Indicators to Track and Capitalize with Investments 35

Chapter 4 Portfolio of Ideas and Opportunities for Investment 36

4.1 Community-identified Themes 37

4.2 Community-identified Opportunities 38

City of Milford 38

Town of Slaughter Beach 41

Watershed-Wide 43

4.3 Investment Matrix 44
Chapter 5 Summary 49
Appendix Mispillion and Cedar Creek BrandTouchTM Manual 49

Executive Summary

The state of Delaware is in the midst of explosive population growth and development at a time when it faces increasing risks of flooding from sea level rise and climate change. A coalition of partner organizations called the Waterways Infrastructure and Investment Network (WIIN) recognized that natural infrastructure (in the form of wetlands, rivers, creeks, open space, and bay beaches) provide a multitude of benefits that can mitigate some of the impacts of climate change while contributing to biodiversity, community way of life, and the economic health of the region. The natural resources within the Mispillion and Cedar Creek watersheds are one of the largest, relatively undisturbed tracts left in Delaware and they are critically important to conservation, climate adaptation, and community resilience. This investment strategy[1] rests on the principle that the natural resources of the Mispillion and Cedar Creek watersheds are so valuable – ecologically, economically, and in a community resilience context – that they require active investment to maintain and enhance their value into the future.

This project was led by members of the Delaware Resilient and Sustainable Communities League (RASCL), including Delaware Sea Grant, the project manager; the University of Maryland Environmental Finance Center, the economic and investment study lead and author; and the Partnership for the Delaware Estuary (PDE), the project's administrative and fiscal agent as well as the vulnerability assessment lead. Together with the City of Milford, the Town of Slaughter Beach, and The Pew Charitable Trusts, they formed WIIN to develop a strategy to incentivize the continued resilience of this region. The natural resources of this region have value far beyond traditional economic terms. This value can be leveraged to support community needs while maintaining the health and character of these resources for future generations. WIIN's project is funded by the National Fish and Wildlife Foundation's National Coastal Resilience Fund, and it involves three components (available at www.derascl.org/wiin):

- First Report - *Community-Centered Natural Resource Benefits: Mispillion Watershed, Delaware* a natural resource economic valuation study, completed by the University of Maryland Environmental Finance Center in June 2021
- Second Report - A vulnerability assessment, completed in July 2022 by the Partnership for the Delaware Estuary; and,
- Third Report -This *Ecotourism and Resilience Investment Strategy*, which incorporates elements of the first two efforts and contains recommendations to expand conservation and recreation opportunities while building the resiliency of the region's communities and ecosystems to future climate impacts.

This project aligns with multiple local, state, and federal initiatives which are highlighted in the strategy. For example, one of the state efforts is the Delaware Bayshore Initiative, a non-regulatory program launched in 2012 to set habitat conservation and restoration goals while promoting outdoor recreation and local Bayshore economies. The Delaware Byways program, an offshoot of the National Scenic Byways Program, also encourage sustainable recreation and community resilience. Neither program has developed strategies specific to the Mispillion River, Cedar Creek, Milford, and Slaughter Beach,

[1] Rather than use the term "plan" this document is a strategy. A plan is an arrangement, pattern, program or scheme for a definite purpose. A strategy, on the other hand, is a blueprint, layout, design, or idea used to accomplish a specific goal that is open for adaptation and change when needed. (Center for Management and Organization Effectiveness.)

however. WIIN believes that this region would benefit from a comprehensive approach to resource management that also factors in sustainable forms of economic activity and community resilience to climate change.

As a starting point, the natural resources within the watersheds provide residents and visitors with many opportunities for recreation and enjoyment of nature. Many ideas and opportunities for advancing ecotourism and/or resiliency in the Mispillion and Cedar Creek watershed were identified over the course of this project through stakeholder and partner interviews, focus groups, and a review of existing studies and reports. A number of the ideas serve multiple goals: for example, using ecotourism to incentivize conservation of the natural resources. These ideas were generated by the community and with partners who work within the region to catalyze action. Approximately forty investment opportunities were identified based on broad principles of fostering connectivity and access to natural resources, a sense of place in the communities served by these resources, local capacity to plan and implement the strategy, and overall sustainability and resilience. An investment matrix summarizes and categorizes the different components that characterize the opportunities. A simplified matrix contains information for each opportunity sorted by the Community (Milford, Slaughter Beach, or Watershed-Wide), Primary Community Resilience Theme, Next Steps, and Potential Funding source. A more detailed matrix is housed in a google document for coalition partners with information that includes Status, Project Type, Category, Location, Flood Vulnerability, Tracking Economic Benefit Value or Impact, and Complementary Projects. This google document is intended to be used to track progress and to be adapted as the opportunities evolve. The investment ideas are to be fleshed out in more detail by the coalition and other partners as time goes on, and there are funding opportunities and partnership suggestions that can assist with project exploration and development. Some opportunities are more "watershed-wide" than community-specific and will take county, state, or possibly federal coordination.

To foster local capacity and generate investment interest in the region, WIIN partnered with Ben Muldrow of Arnett and Muldrow Associates on a marketing and branding toolkit. Based on extensive community input, Ben Muldrow crafted a branding vision that markets the Mispillion River as a hidden resource waiting to be discovered and Cedar Creek as a pristine slice of natural Delaware. This vision is incorporated into the Mispillion and Cedar Creek BrandTouch™ Manual that is included as an Appendix to this strategy. It contains style guides, images, fonts, and slogans to enable the towns, tourism offices in Delaware, and the State to promote the Mispillion and Cedar Creek watershed as a destination. The branding and marketing vision is aligned with this strategy to ensure it supports the goals of WIIN. Since the area lacked a clear identity as a destination containing resources that are valuable and worthy of protection, the marketing and branding tools can serve to help generate public and investor interest and future implementation of the investment ideas in the strategy.

Overall, this investment strategy represents a framework to incentivize investment in the resilience of this region, from a climate, economic, and conservation standpoint. It supports the capacity of communities like Milford and Slaughter Beach to undertake a project of this magnitude by surrounding them with a coalition of partners and a branding and marketing vision to help execute the next steps. Further, it creates momentum by bringing new partners to the table and connecting this vision to existing efforts at the federal, state, and local levels. This project has already spurred stronger coordination between Milford, Slaughter Beach, and partners. Several partners from this project have begun an application to DelDOT for funding a safe bike route between the two communities. Moreover, the University of Delaware's Coastal Resilience Design Studio (an initiative administered by Delaware

Sea Grant and the School of Landscape Architeture) has agreed to partner with Slaughter Beach on a comprehensive planning and design effort that builds off of this work. WIIN believes that this ecotourism and resilience investment strategy provides the partners, background, vision, content, and marketing and branding support to facilitate funding and implementation steps for the array of opportunities identified.

Introduction

The Mispillion and Cedar Creek watersheds are "hidden gems" of Delaware. These watersheds comprise 128 square miles of land and waters within the Delaware Bayshore. To the north, the Mispillion River flows eastward through the City of Milford and forms the dividing line between Kent and Sussex Counties. To the south, Cedar Creek passes through the towns of Lincoln and Slaughter Beach and meets the Mispillion as both bodies flow into Delaware Bay. Expansive pristine marshland borders the rivers and provides some of the best birdwatching, hunting, and wildlife viewing in the Bayshore region. Agricultural fields dot the landscape and give the "rural" feel that is iconic to southern Delaware. The communities of Milford and Slaughter Beach are linked by the Mispillion River and have some characteristics in common, but they also have some differences. Milford is a larger community with a desire to promote economic development in their community, and it is positioned along a busy transportation corridor that is slated for more development. Slaughter Beach is a small town on the Delaware Bay that wishes to compete more effectively for federal and state coastal resilience funding while still maintaining its small beach town character. In many ways, it is a harbinger of sea level rise's impacts on coastal Delaware and small, rural America. The only two roads in and out of town flood. Saltwater intrusion is putting valuable cropland out of commission and necessitating the town's transition from septic to sewer infrastructure. While slightly less vulnerable, Milford does experience flooding on occasion too, when the tide backs up through the Mispillion River and stormwater has no place to discharge. Understanding their relative vulnerabilities to flood, sea level rise, and development is important to both communities. In addition, both communities wish to express their value to the Delaware economy and deepen their connection to the natural resources of the Delaware Bayshore.

The natural resources within the watersheds provide residents and visitors with recreation and outdoor enjoyment of the natural world. During May and early June, the Delaware Bayshore is home to the red knot, a bird species listed in 2014 as threatened under the Endangered Species Act. The Mispillion Harbor is a vital foraging area for the birds on their epic migratory journey north and is chronicled in the critically acclaimed book, "The Narrow Edge: A Tiny Bird, an Ancient Crab, and an Epic Journey" by Deborah Cramer. The author describes how intertwined humans are with the red knot and the horseshoe crabs they feed upon. The red knots rely on an ecosystem that supports an internationally recognized flyway for migrating birds. Slaughter Beach is within this flyway and is a designated Horseshoe Crab Sanctuary within the Delaware Bay: the latter contains one of the highest concentrations of horseshoe crab spawning areas worldwide. The crabs' eggs are a critical food source for red knots and other migrating birds in spring. The crabs' blood in turn is important to medical sterilization and research, including a COVID-19 vaccine. The healthy balance between red knots, crabs, and humans produces a multitude of benefits, including tourism. This unique wildlife in the Mispillion Watershed draws tens of thousands of visitors every year. In addition, scientists have recently identified Delaware Bay as a "coastal stronghold." These are natural areas that have a special capability to protect people and marine life from rising sea levels. Delaware Bay's beaches and tidal marshes reduce storm

damage and provide critical habitat for nurseries important to the seafood industry.[2] Expanding sustainable ecotourism opportunities so more people can enjoy these unique resources and better appreciate the region while implementing protection and climate adaptation measures - will help support the way of life for the communities of Milford and Slaughter Beach.

This investment strategy views the Mispillion and Cedar Creek Watersheds as central to the economic health of each community, their way of life, and their resilience to climate and development pressures. The natural resources within the watersheds produce countless benefits, many of which are captured in the report. There is also an interdependency between humans and the natural environment wherein each relies on the other. For example, the region's natural resources provide climate resilience benefits to the state and local communities but also need to be protected from climate impacts if they are to persist; at the same time, people need to be able to access and benefit from these resources to justify making investments in protection and adaptation. This strategy recognizes and leverages that interdependency to generate future win-win outcomes. A diverse coalition of partners and elected officials consulted with community stakeholders to identify nature-based investments that will protect ecosystem health, strengthen community identity, and boost climate resilience. This included ecotourism opportunities that will enhance sustainable access to the region's unique resources while providing economic benefits. Investment ideas were assessed against potential vulnerability to climate change and land use patterns, and opportunities to leverage complementary initiatives at the regional, state, and national levels were noted, as were potential contributions to adaptation strategies. This strategy focuses on the Town of Slaughter Beach and the City of Milford as being key players in the future of the Mispillion and Cedar Creek Watersheds (see Figure 1).

[2] Then Nature Conservancy. Must-See Migration. (https://www.nature.org/en-us/about-us/where-we-work/united-states/new-jersey/stories-in-new-jersey/top-must-see-migrations-in-new-jersey-the-red-knot)

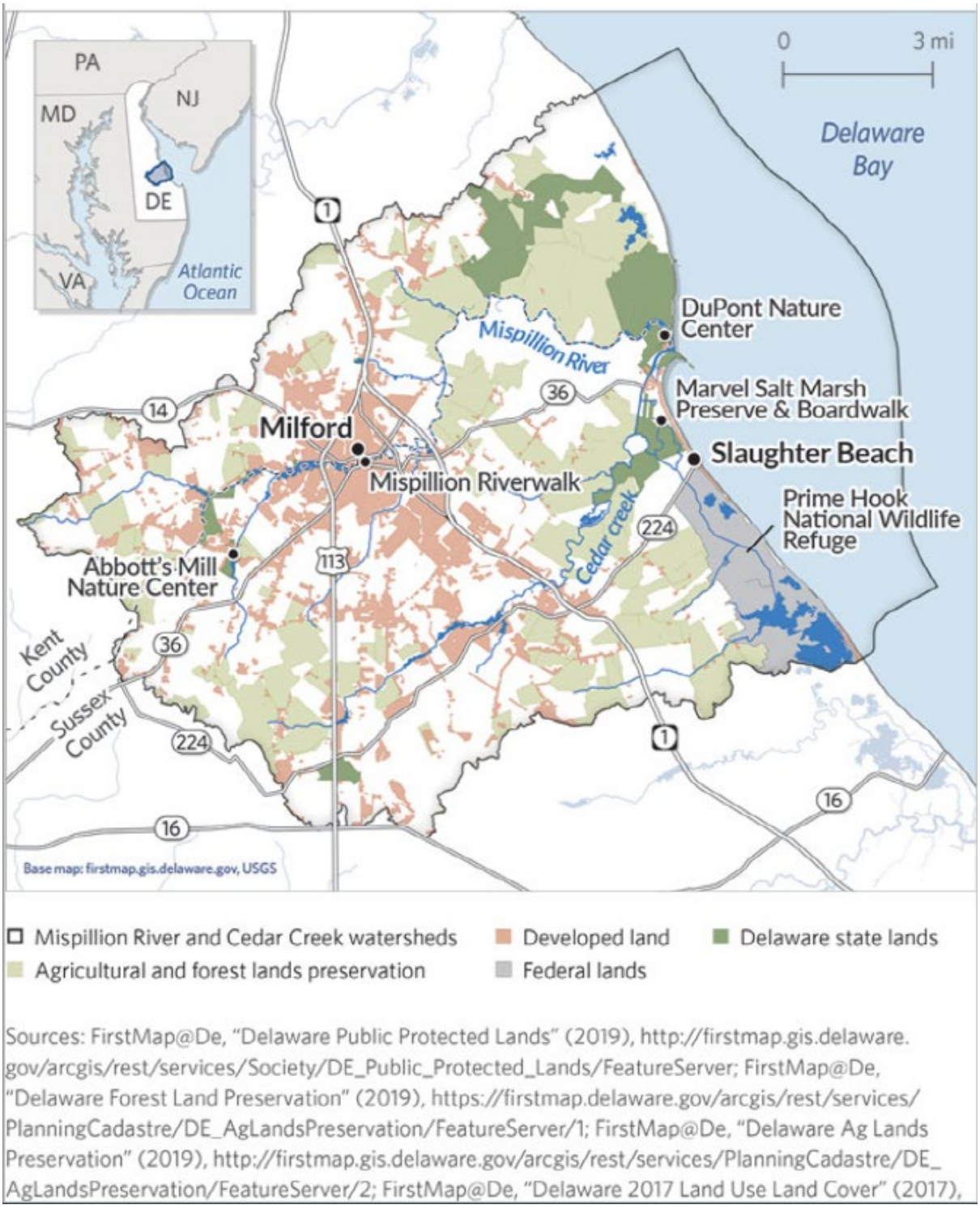


Figure 1. Protected lands and outstanding assets of the Mispillion and Cedar Creek Watersheds.

Project Components

This project is funded by the National Fish and Wildlife Foundation's National Coastal Resilience Fund, and it involved three components (which can be accessed at www.derascl.org/wiin):

- A natural resource economic valuation study, completed by the University of Maryland Environmental Finance Center in June 2021 (with funding support by The Pew Charitable Trusts);
- A vulnerability assessment, completed in July 2022 by the Partnership for the Delaware Estuary; and,
- This Ecotourism and Resilience Investment Strategy, which incorporates elements of the first two efforts and contains recommendations to expand conservation and recreation opportunities while building the resiliency of the region's communities and ecosystems to future climate impacts.

This project was led by members of the Resilient and Sustainable Communities League (RASCL). RASCL is a collaborative network of resilience and sustainability practitioners from 22 Delaware state agencies, academic institutions, and nonprofits (www.derascl.org). The member organizations of RASCL provide technical assistance, outreach, and support to Delaware communities to increase their capacity to adapt, mitigate, and respond to environmental changes, especially climate change. Several project partners are RASCL members, including Delaware Sea Grant, the project manager; the University of Maryland Environmental Finance Center, the economic and investment study lead and author; and the Partnership for the Delaware Estuary (PDE), the project's administrative and fiscal agent as well as the vulnerability assessment lead. PDE is the host of the Delaware Estuary Program, which spans Delaware, New Jersey, and Pennsylvania.

This project aligns with multiple local, state, and regional programs. One important state effort is the Delaware Bayshore Initiative, a non-regulatory program launched in 2012 to set habitat conservation and restoration goals while promoting outdoor recreation and local Bayshore economies. The Delaware Byways program, an offshoot of the National Scenic Byways Program, also encourage sustainable recreation and community resilience. Neither program has developed strategies specific to the Mispillion River, Cedar Creek, Milford, and Slaughter Beach. They have limited to no direct funding to complete such a study. This project brings additional momentum and partners to the table and connects these programs and other initiatives under one vision for the Mispillion and Cedar Creek Watersheds.

Drivers, Concepts, and Framework for this strategy

Two community-based drivers initiated and maintained interest throughout the development of this strategy. First, the mayors of Slaughter Beach and Milford connected with Delaware Sea Grant, which had been helping Pew and RASCL explore project ideas in Delaware. The mayors each had economic goals that could be aided by ecotourism and resiliency investments. Delaware Sea Grant and RASCL saw an opportunity to connect the communities' interests into one project and then apply to the National Coastal Resilience Fund, with investment by Pew and other partners supporting match funding requirements.

The second driver was the creation of a partner coalition to mobilize expertise, resources, and communications to generate momentum and energy for the project as well as engage stakeholder participation throughout the project. Delaware Sea Grant and RASCL formed a new coalition of partners called the Waterways Infrastructure Investment Network (WIIN) to support stakeholder outreach, leverage expertise about the region and related initiatives, and generate media and community support for the project (see Acknowledgments page). The coalition also contributes important capacity to Milford and Slaughter Beach to undertake a project of this scale and eventually, to implement the investment ideas expressed in this strategy.

This investment strategy rests on the principle that the natural resources of the Mispillion and Cedar Creek Watersheds are so valuable – ecologically, economically, and in a community resilience context – that they require active investment to maintain and enhance their value into the future. Several concepts are combined to form a unique investment approach for Milford and Slaughter Beach communities that builds long-term resilience and sustainability while aligning with county and state initiatives. The concepts are: 1) asset-based ecotourism; 2) treating natural resources as assets; 3) ecotourism as an economic development tool; 4) resource conservation as integral to sustainable management of resources; and 5) prioritizing coastal resilience in the overall economic strategy.

Asset-based economic development mobilizes individuals, associations, and institutions to build on the assets already found in the community. This approach is different from an assessment that focuses on the gaps or needs of a community. The intent is to build on what is already working and expand opportunities that align with existing infrastructure. Stakeholder involvement throughout such a process ensures that the community develops ideas that will support their way of life. The involvement of the stakeholders throughout this project enabled the identification of assets and opportunities as well as the protection of resources that can support ecotourism. This strategy's asset-based approach helps set the stage for investment opportunities.

BOX 1

Natural assets support the delivery of core local government services while doing so much more. The functions that nature provides to communities beyond core services, such as recreation, climate regulation, clean air, habitat, and biodiversity are invaluable to the overall health and well-being of a community. Including natural assets in asset management processes provides an integrated approach to maintaining or enhancing the natural assets in a community. Integrating Natural Assets into Asset Management: https://www.assetmanagementbc.ca/wp-content/uploads/Integrating-Natural-Assets-into-Asset-Management.pdf

The second concept treats natural resources as natural assets (see BOX 1). Community assets are not only the built environment (such as buildings and streets) but also people, wildlife, and natural areas such as parks and wetlands.

The third concept uses ecotourism as an economic development framework to develop new opportunities to access nature and to protect and enhance communities' assets. Ecotourism balances the wise management of agricultural and forested lands, wetlands, and waterways with economic and non-economic benefits that support long-term community vitality (Wearing and Schweinsberg 2018). The comparison of mass tourism with ecotourism (Table 1) demonstrates how they are different and how ecotourism, coupled with resource conservation, can be tailored to better fit the local community's needs and character.

Table 1 Comparison of tourism with ecotourism with conservation characteristics important for community resilience. ***Kiper, T. (2013). Role of ecotourism in sustainable development. InTech.***

Characteristics of mass tourism	Characteristics of ecotourism
● Large groups of visitors	● Small groups of visitors

Characteristics of mass tourism	Characteristics of ecotourism
● Touristic general marketing activities	● Eco-marketing activities
● Average prices for purposes of market penetration	● High price to filter the market
● Impact on the natural environment	● Little impact on the natural environment
● Management based on macroeconomic principles	● Management based on local development objectives
● Anonymous relationship between visitors and the local community	● Personalized relationships between visitors and the local community
● Behavior-oriented leisure activities/entertainment, opponents to education and training actions	● Loyalty in the process of training and education for appropriate conduct in the natural environment
● Intensive development of tourism facilities	● Reduced development of tourism facilities
● No tie-in with a conservation ethic	● Strong tie with a conservation ethic

The fourth concept this strategy encourages is resource conservation. Community-based ecotourism (CBET) and community-based tourism enterprises (CBTE) principles, which encourage low-impact, ecologically sound livelihood alternatives and provide business services that connect people to nature, help to incentivize this. (Fennell, 2007; Okazaki, 2008). CBET is like community-based tourism (CBT) but aims to empower the community to preserve its social, cultural, and natural resources. Unlike tourism alone, ecotourism includes conservation and sustainable use of natural resources, which are central to visitors' experiences.

Finally, the last component centers on coastal resilience in the overall investment strategy because this region is under pressures that will eventually compromise the watershed's ability to maintain its value and support its ecological functions and community benefits. Coastal resilience involves anticipating future conditions and proactively planning to reduce risks so that an asset (in this case the watersheds and the communities they support) can rebound or adapt to threats. Coastal resilience is aided by projects that prioritize investments in "green infrastructure." These investments produce multiple benefits that maximize the benefit-costs of projects and can support economic goals.

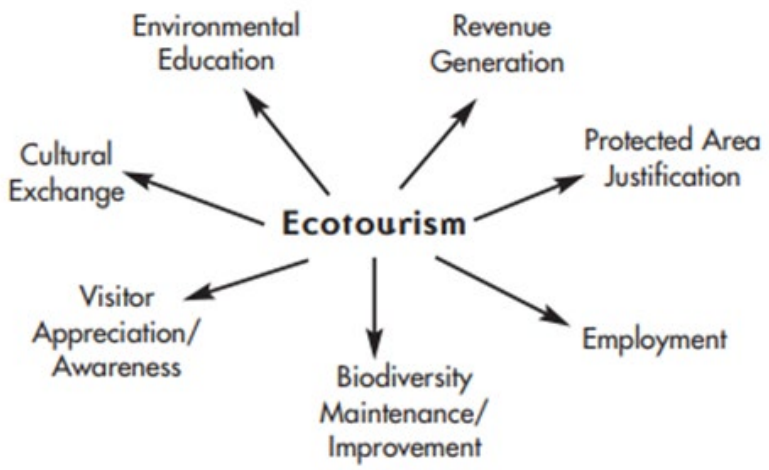


Figure 2 Community-based Ecotourism (CBET) encourages the enjoyment and protection of natural resources as well as positive economic impacts. (Drumm, A. and More, A. 2005. Ecotourism Development – A Manual for Conservation Planners and Managers. The Nature Conservancy, Arlington, Virginia, USA. Volume 1: An Introduction to Ecotourism Planning, Second Edition).

This strategy contains the following chapters: **Chapter 1** ***Setting*** describes the state and federal initiatives and context in which this strategy is written. These initiatives overlap and enhance the potential implementation of actions identified as part of the vision for the State of Delaware and the Delaware Bayshore. **Chapter 2** describes the ***Resource Pressures and Vulnerabilities*** considered as part of the planning process. **Chapter 3** sets the stage to build ecotourism opportunities based on the ***Asset-Based Ecotourism Benefits and Economic Impacts*** provided by current recreational and tourism opportunities. **Chapter 4** contains a ***Portfolio of Stakeholder and Community-driven Opportunities for Investment***. These opportunities originated from interviews, focus groups, and meetings over two years. Finally, **Chapter 5** provides an overall report summary.

Chapter 1 Setting

1.1 State of Tourism - Beach Focus but The Bay is Beautiful

In 2019, tourism contributed 5% ($3.5 billion) to the total market value of goods and services produced by the state's economy (or gross domestic product). Tourism creates jobs and supports local communities through revenue generation. In 2019, the tourism industry was the fourth largest private employer in the state. The state revenue generated from a business, property, income, accommodation, licenses, and other taxes was $558.2 million.[3] Average visitor spending was estimated at $315 per trip and $103 per day with food and transportation accounting for approximately half of the daily expense.[4] The primary activities of tourists include visiting friends and family; visiting a beach is the second most common reason for tourist visits.

[3] D.K.Shifflet & Rockport Analytics. 2019. The Value of Tourism 2019. Delaware Tourism Office. https://www.visitdelaware.com/industry/tourism-statistics

[4] D.K.Shifflet & Rockport Analytics. 2019. The Value of Tourism 2019. Delaware Tourism Office. https://www.visitdelaware.com/industry/tourism-statistics

Kent County has the smallest share of state tourism expenditures (11.8%) with New Castle (45.7%) and Sussex Counties (42.4%) having a similar share of the majority.[5]

Tourists come to Delaware to not only visit beaches but also to enjoy the natural beauty of the other coastal areas, such as the Delaware Bayshore. Outdoor recreation in general accounts for an important part of Delaware's economy:

> "The Bureau of Economic Analysis has found that outdoor recreation generates $1.1 billion in value added to Delaware's economy, 14,347 homegrown jobs, and accounts for 1.5% of the state's economy. Further, the U.S. Census reports that each year 460,000 people hunt, fish, or enjoy wildlife-watching in Delaware, contributing over $304 million in wildlife recreation spending to the state economy."[6]

The Mispillion Watershed and the City of Milford are split between Kent and Sussex counties, with roughly one-third of the area in Kent and two-thirds in Sussex; each County has a tourism-focused organization working to promote the area to visitors. Southern Delaware Tourism (SDT) is the Convention and Visitors Bureau for Sussex County, Delaware. The SDT is a 501(c)6 nonprofit and has a mission to "support and encourage the identification, development, and promotion of sustainable, year-round tourism in Southern Delaware that contributes to economic growth and improves the quality of life."[7] In 2021, SDT launched the Bike & Stay and Paddle & Stay hotel packages and continued to promote the area as a "foodie" destination through Southern Delaware's Culinary Coast (trademark). According to SDT, the top 10 visitor activities in the County include activities available in the Mispillion Watershed such as dining out, visiting the beach, shopping, visiting breweries and wineries, festivals, visiting museums and historic sites, cycling, antiquing, cultural arts, and fishing. "The Bike & Stay and Paddle & Stay promotions…are working well for us and we are looking to expand on the number of accommodations involved…" (SDT email communication, 2/10/2023).

Kent County Tourism Corporation has developed branding as Delaware's Quaint Villages (DQV). The DQV also operates as a 501(c)6 and has a mission to "...generate incremental economic impact for the community through the attraction of visitors."[8] The Visitors Guide profiles Milford as a "Quaint Village" and one of the best places to stroll; they highlight the Mispillion Riverwalk, which links the historic elements of downtown (formerly a shipbuilding hub) with parks and cultural facilities.[9]

---

[5] D.K.Shifflet & Rockport Analytics. 2019. The Value of Tourism 2019. Delaware Tourism Office. https://www.visitdelaware.com/industry/tourism-statistics

[6] Lindholm, A. Land and Water Conservation Fund. Success in Delaware. https://static1.squarespace.com/static/58a60299ff7c508c3c05f2e1/t/630526e3bda1dc69274b7474/1661282019208/Delaware+fact+sheet+8.10.22.pdf

[7] Southern Delaware Tourism FY 2021 Annual Report. https://visitsoutherndelaware.com/tourism-research

[8] About Kent County Tourism Corporation. https://www.visitdelawarevillages.com/about/

[9] Delaware's Quaint Villages Official Visitors Guide. Today Media Custom Communications. https://digital-editions.todaymediacustom.com/kent-county/2022/#p=5

1.2 Complementary Initiatives

The Mispillion and Cedar Creek Watersheds offer unique opportunities for visitors to Delaware. Although the unique nature of these places has only begun to be fully appreciated, the importance of the Delaware Bay and adjacent lands was recognized several decades ago. Historic legislation (the Coastal Zone Management Act) spurred the protection and preservation of thousands of acres of natural marshes and waterways in and surrounding the Mispillion and Cedar Creek Watersheds. Complementary initiatives and programs are described below to establish the context and regional setting of the Mispillion and Cedar Creek Watersheds. Investments in ecotourism and conservation in the Mispillion should be aligned with these other efforts, particularly the state and federal initiatives.

1.2.1 State Coastal Zone Act

In 1971 the Delaware General Assembly passed the Delaware Coastal Zone Act (CZA). The function of the act was to protect the coast from large-scale industrial use and reserve the land next to the Bay for recreation and tourism. Certain manufacturing uses, other than those classified as heavy industry, are allowed in this area only by permit.[10] Some industrial uses remain in the north toward Wilmington, but in Kent and Sussex Counties, the coastal zone is largely open marsh and natural area. Due in large part to the legacy of this legislation, more than half of the Delaware Bayshore's acreage remains undeveloped. It is today protected as state or federal wildlife lands or by conservation groups.[11] A goal when passing the CZA was to offset the prohibition of industrial operations and associated economic losses for the state through the economic advantages of an improved coastal environment, more attractive beaches, and a cleaner estuary that increases productive shellfishing.[12]

1.2.2 National Wildlife Refuges

Two important wildlife refuges, Bombay Hook National Wildlife Refuge (north of the Mispillion Watershed by Dover) and Prime Hook National Wildlife Refuge (directly south of Cedar Creek) protect large salt marsh habitats and have become crucial areas for protecting migratory birds. Bombay Hook was established in 1937 as a link in the chain of refuges extending from Canada to the Gulf of Mexico.[13] Much of the 16,251 acres of the refuge remain pristine. 13,000 acres are tidal salt marshes, considered to be Delaware's most valuable wildlife habitat.[14] More than 150,000 people visit[15] the refuge yearly to "...study and photograph nature, and to view wildlife in unspoiled surroundings. Visitors may drive, bicycle, or walk the public tour route, a 12-mile round-trip traversing the many refuge habitats. Along the route are five nature trails and three observation towers, each overlooking a freshwater impoundment."[16] In 2020 Bombay Hook was

[10] Coastal Zone Act § 7004(a)

[11] The Legacy of the Delaware Coastal Zone Act: Conserving the First State https://exhibitions.lib.udel.edu/coastal-zone-act/84-2/coastal-zone-ecology/

[12] Babiarz, F. S. 1972. Land-Use Management in Delaware's Coastal Zone. U. Mich. JL Reform, 6, 251. https://repository.law.umich.edu/cgi/viewcontent.cgi?article=2291&context=mjlr

[13] Wurster, F.C. et al. 2013. Water Resources Inventory and Assessment National Wildlife Refuge Smyrna, Delaware https://ecos.fws.gov/ServCat/DownloadFile/23531?Reference=24828

[14] Friends of Bombay Hook. Bombay Hook National Wildlife Refuge. https://www.friendsofbombayhook.org/

[15] Caudill, James and Erin Carver. 2019. Banking on Nature 2017: The Economic Contributions of National Wildlife Refuge Recreational Visitation to Local Communities. U.S. Fish and Wildlife Service, Falls Church, Virginia

[16] See FN 5

named “The Most Beautiful Place in Delaware” by Conde Nast Traveler.[17] The estimated contributions to the economy of Delaware in a 2017 report were $5.3 million with $1.6 million in employment income and 48 jobs.[18]

Prime Hook National Wildlife Refuge (see Figure 1) was established in 1963 and is located south of Slaughter Beach. It contains 10,144 acres of land and visitors can fish, hunt, walk, and observe wildlife. A 2017 study estimated that visitors to Prime Hook generate $3.4 million in economic output with $958,000 in employment income and 29 jobs.[19]

Despite the important role that National Wildlife Refuges play in local economies, they have not received regular funding for visitor facilities and infrastructure maintenance, leading to a backlog of repair work nationwide. In August 2020, a bipartisan bill called the Great American Outdoors Act established the Public Lands Restoration Fund to address this backlog. The Act also permanently authorized $900 million per year for the Land and Water Conservation Fund (LWCF), a major source of funding for refuges nationwide. In Delaware, Bombay Hook and Prime Hook have received $4.3 million from LWCF over the last five decades to protect more lands and expand recreational access to the refuge system.[20] In 2013, Prime Hook underwent a major tidal marsh restoration project to rebuild dunes, close expansive breaches, and restore tidal flow following Hurricane Sandy. With $20 million from the National Fish and Wildlife Service, the restored hydrological and salinity regimes support the recolonization of salt marsh grasses and the return of wildlife; however, the longevity of these benefits is directly tied to tidal flows from the Mispillion River and Cedar Creek. More information on the connection with Mispillion hydrology is in the next section.

1.2.3 U.S. Army Corp of Engineers (USACE)

Decades ago, the U.S. Army Corps of Engineers (USACE) manipulated the Mispillion River’s entrance to the Delaware Bay for navigation purposes. The river’s entrance to the Bay was combined with Cedar Creek through a single, stabilized inlet. The impacts of this are under active review by the USACE. There is concern that if hydrology changes it will endanger the U.S. Fish and Wildlife Service restoration project at Prime Hook National Wildlife Refuge, located at the southern end of the Mispillion and Cedar Creek project area.

[17] Magaraci, K. June 03, 2020. Bombay Hook Was Named The Most Beautiful Place in Delaware And We Have To Agree. https://www.onlyinyourstate.com/delaware/most-beautiful-place-bh-nwr-de/

[18] Southern Delaware Tourism FY 2021 Annual Report. https://visitsoutherndelaware.com/tourism-research

[19] Southern Delaware Tourism FY 2021 Annual Report. https://visitsoutherndelaware.com/tourism-research

[20] Lindholm, A. Land and Water Conservation Fund. Success in Delaware. https://static1.squarespace.com/static/58a60299ff7c508c3c05f2e1/t/630526e3bda1dc69274b7474/1661282019208/Delaware+fact+sheet+8.10.22.pdf

The Delaware Geological Survey recently completed a study for Slaughter Beach of flooding arising from the back bays.[21] Delaware's back bays are extremely vulnerable to sea-level rise and intensifying storms. The state's sea-level rise scenarios project up to 1.9 ft (0.58 m) of sea-level rise by the year 2050 and up to 5.02 ft (1.53 m) by 2100.[22] When coastal storms occur over successive tide cycles, the storm tide can build up in the back bays and be slow to ebb. A previous vulnerability assessment limited to roads and residences in Slaughter Beach found that they are more vulnerable to flooding from the tidal marshlands that border the west side of town than flooding from the Delaware Bay on the east side of town. Flooding impacts in the area are described in greater detail in Chapter 2 below.

1.2.4 Bayshore Initiative

Perhaps the initiative with the most direct alignment with the intention of this strategy is the Delaware Bayshore Initiative (DBI, Figure 3). In 2012, the area encompassing 200,000 acres from Delaware City south to Lewes along the shore of the Delaware Bay, was designated as an area of national significance. The DBI aims to "...collaboratively build on the region's reputation as a unique and beautiful natural resource and help improve the shoreline economy by encouraging more Delawareans and visitors to enjoy it through activities such as recreational fishing, hunting, boating, and ecotourism."[23] The DBI enhances support of the CZA by solidifying DNREC's commitment to preserving the state's coastal zone. The DBI has alignment with the intent of this strategy. The DBI has three areas of focus (from the DBI website)[24]:

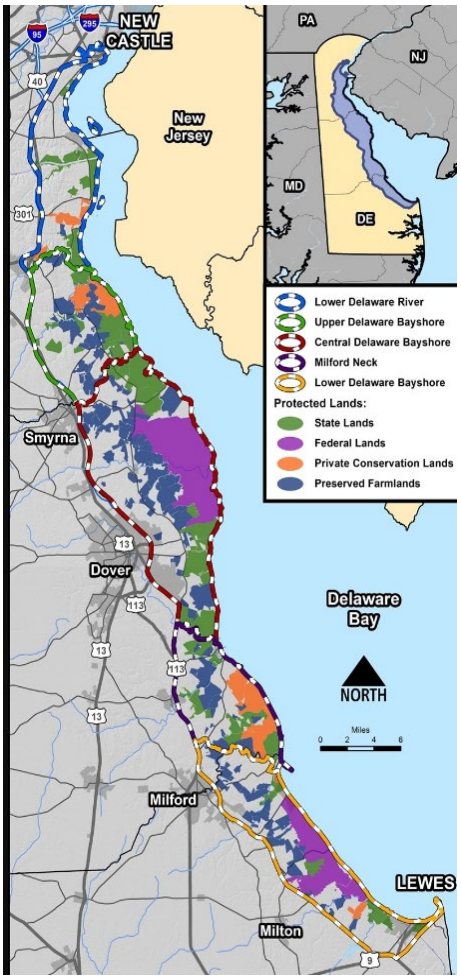


Figure 3 Delaware Bayshore areas and land ownership.

Land Conservation

[21] Delaware Geological Survey. 2022. Back-barrier flooding in Slaughter Beach, Delaware. https://slaughterbeach.delaware.gov/files/2022/04/SOFA-Report-reduced.pdf

[22] Callahan, John A., Benjamin P. Horton, Daria L. Nikitina, Christopher K. Sommerfield, Thomas E. McKenna, and Danielle Swallow, 2017. Recommendation of Sea-Level Rise Planning Scenarios for Delaware: Technical Report, prepared for Delaware Department of Natural Resources and Environmental Control (DNREC) Delaware Coastal Programs. https://www.dgs.udel.edu/sites/default/files/projects-docs/Delaware%20SLR%20Technical%20Report%202017.pdf

[23] DNREC. The Delaware Bayshore Initiative. https://dnrec.alpha.delaware.gov/fish-wildlife/bayshore-initiative/

[24] see 21

- Protect and connect habitats that support a rich diversity of plants and animals, enhance water quality, and reduce flooding impacts on local communities.
- Support the preservation of private farmlands and the use of conservation best practices.
- Expand habitat restoration efforts that increase resiliency to coastal storms and adapt habitats to sea level rise.

Recreation and Education

- Enhance public access to lands and waters for outdoor recreation pursuits compatible with habitat conservation goals.
- Improve amenities to encourage participation in hunting, fishing, birding, photography, hiking, biking, boating, kayaking, and canoeing.
- Increase interpretive signs and other outreach information to raise awareness about wildlife, habitats, farming practices, and cultural and maritime history.

Community Engagement

- Invest in historic Bayshore communities by collaborating on projects that enhance visitor experiences and support tourism along the Delaware Bayshore Byway.
- Encourage private-enterprise investments that support local visitation and foster regional and international ecotourism.
- Support local participation in volunteerism to assist with resource stewardship and raising awareness about the connection between community sustainability and habitat conservation.

1.2.5 National Byways

In 2021, the 157-mile route spanning 100 miles of coastline along the Delaware Bayshore was approved as one of the forty-nine new America's Byways®. The designation came from the Federal Highway Administration, an agency of the U.S. Department of Transportation (DOT). The approval of the Byway centered on the unique and important nature of the Bayshore area providing a connection "...to all that is Delaware: history, wild open space, horseshoe crabs and shorebirds, fresh and saltwater marshes, small communities, fishing villages, and large farms, coastal rivers, the bay, and its beaches, lighthouses and dark skies, historic mansions and migrant shacks, and waterfowl and watermen."[25] This designation benefits the Mispillion and Cedar Creek Watersheds by elevating the area at the federal and state level to support and provide funds for the restoration and protection of natural resources. In addition, it opens new opportunities for other designations such as the selection of the Mispillion River as a National Blueway. Blueways are designated through a federally supported program that conserves river systems. The rivers are designated by the development of diverse stakeholder partnerships and a strong watershed-based approach to resource stewardship. The Blueway designation

[25] State of Delaware. April 22, 2021. The Delaware Bayshore Byway National Scenic Byway Designation Sign Unveiling. (https://news.delaware.gov/2021/04/22/the-delaware-bayshore-byway-national-scenic-byway-designation-sign-unveiling/)

recognizes the importance of connecting people with the outdoors and unique resources while promoting sustainable economic activities.

1.2.6 State Outdoor Recreation Plan

The State Comprehensive Outdoor Recreation Plan 2018-2023 (SCORP, 2018)[26] is the state-wide strategy for Delaware to determine recreational needs and future investments that will increase outdoor activities. To understand the need for outdoor recreation, a survey asked state residents about:

- The importance of, and participation in, outdoor recreation
- Reasons for participating in outdoor recreation
- Ratings of facilities and opinions on specific aspects of facilities
- Accessing facilities
- Priorities for funding and policy-making decisions

BOX 2 "Investments in outdoor recreation spark a renewed interest and expanded use of outdoor recreation facilities and results in both intrinsic and measurable benefits. Investments that expand and improve public recreation facilities increase recreation and environmental programming, improve our quality of life, and contribute to communities' vibrancy." (p.3. SCORP, 2018)

For Milford, the top ten activities in which over fifty percent of Milford households participate are shown in Figure 4. All these activities, as well as bicycling and hiking, are high priorities identified in the SCORP for the region.

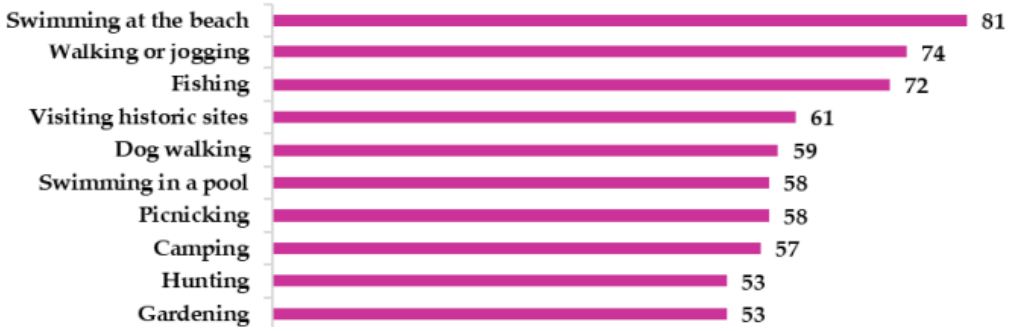


Figure 4 Data from the Delaware SCORP 2018 of the top recreational activities in Milford, Delaware.

Public and privately owned protected lands in and around the watersheds and publicly available recreation access areas in the watershed are in Tables 2 and 3. The publicly owned land provides both preservation of natural open space and recreational opportunities. The total protected land in the watershed is 81,711 acres, some of which fall outside of the watershed boundaries.

Table 2 Land ownership and acres in the Mispillion and Cedar Creek Watershed

Ownership	Acres

[26] DNREC. Delaware State Comprehensive Outdoor Recreation Plan 2018-2023. SCORP 2018. (https://destateparks.com/wwwroot/downloads/SCORP/SCORP%202018.pdf)

Local	**Total 95**
City of Milford	89
Local Government Easement Ft Saulsbury LLC	6
State	**Total 18,070**
DE Department of Transportation	69
DE Division of Historical and Cultural Affairs (Abbots Mill Nature Center)	14
DE Division of Parks and Recreation (Cedar Creek Nature Preserve)	62
DE Division of Watershed Stewardship (Slaughter Beach)	54
DE Division of Fish and Wildlife	5904
Redden State Forest Service	11967
Federal	**Total**
Prime Hook National Wildlife Refuge	**9238**
Non-Profit	**Total 6308**
Delaware Nature Society (also manages 92 acres of State-owned land)	191
Delaware Wild Lands Inc	3356
The Nature Conservancy	2761
Private Land	**Total**
Privately Owned Protected Lands	**48,000**

Table 3 Recreational access in the Mispillion and Cedar Creek Watersheds

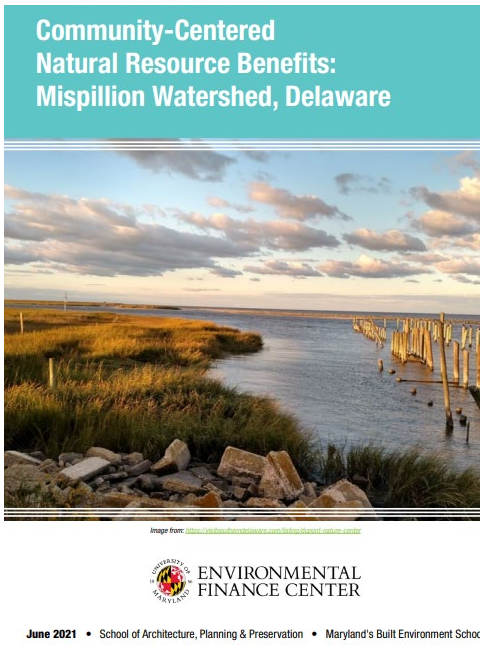
Recreational Access	
Bike Trails	50 miles
Boat and Fishing Access Points	9
Walking Trails (Abbots Mill and Mispillion Riverwalk)	6 miles
Canoe/kayak launches (Marshalls Pond, Arena's Deli, across the Mispillion River from Police Station)	3

Fishing Pier (NE Front Street, Milford)	1
Hunting and Birding Access in Milford Neck	multiple

1.3 Nature-based Recreation Benefits in the Watershed

In June of 2021, one of the deliverables of this National Coastal Resilience Fund project, a report titled "Community-Centered Natural Resource Benefits: Mispillion Watershed, Delaware," was completed for selected natural assets in the Mispillion and Cedar Creek Watersheds. The project aimed to identify ecosystem services cited by key resource experts and local stakeholders knowledgeable about the Mispillion and Cedar Creek Watersheds in Delaware (project area, Figure 1) and assess the benefits associated with these ecosystem services. The estimated benefit values in the project area can inform resource management decision-making for this region as well as enable the communities of Milford and Slaughter Beach to apply for state and federal project funding.

Box 3 The benefit value of the river and marsh natural resources and wildlife for residents and visitors is in the millions per year. See the report at: https://arch.umd.edu/sites/default/files/docs/UMD_EFC_Pew_Mispillon_Resources_Benefits_Report_0_0.pdf



Economic valuation identifies and quantifies the ways humans express the significance of natural resources through observable market transactions (e.g., fisheries market value) or by a survey of what humans spend or say they are willing to spend to access, restore, or preserve natural resources. These values take considerable effort, time, and funding to estimate, and are typically very context specific. That said, federal and scientific agencies have provided essential guidance regarding how to use valuation when funding is not available for a primary study. The report found that natural ecosystems and their services in the Mispillion and Cedar Creek Watersheds are valued at several million dollars per year for leisure and recreation alone.[27] The values estimated are annual unless otherwise noted. The values have a range because data on some of the specific activities visitors engage in was not available; therefore values were assigned a range using comparable information. Instead of deriving a "Total Economic Value"[28] for the watersheds,

[27] It should be noted that given limitations in the initial scope, the economic estimates highlighted in this report are derived from previous studies. Please note that the individual values presented below should not be summed to a "Total Economic Value" as this was not the goal of this study, nor should they be considered revenue for the community.

[28] These values are "baseline" values and will need to be adjusted, as needed, for use with resource changes due to policy action.

researchers determined economic contributions and/or values for key components in each of the three broad ecosystem categories described below.

Urban River Park and Inland

This category includes recreational- and tourist-centered features such as Abbott's Mill Nature Center, Mispillion Riverwalk Greenway, and the Vinyard Shipyard. Abbott's Mill visitation data indicates general recreation values between $323,000 (hiking) and $6.54 million (general recreation); and for greenway park leisure activities $480,000 (picnicking) -$1.23 (sightseeing) million. Vinyard Shipyard activity value was not captured in this analysis.

The economic contributions estimated by day trip expenditures to the Milford Riverwalk Greenway range between $ 1 million – 2 million dollars a year. The economic impact of expenditure is slightly different from the benefit value and is an estimate of actual dollars spent by individuals visiting the Greenway.

Marsh, River, and Wetlands

The Marvel Saltmarsh Preserve Boardwalk provides public access for shorebird viewing. The value of annual birding trips to the boardwalk based on a visitor count in 2020 is estimated at $435,000, which may be on the low side since the visitor count occurred during the pandemic shutdown. The extensive salt marsh in the area absorbs excess stormwater and storm surge from flood events. The overall protection provided by salt marsh/wetlands reduces monetary damage of storms by 10%. Using flood insurance claims, a sensitivity analysis between 10% and 50% marsh storm protection saves between $7,800 and $125,200 in insurance claims per event.

Marine, Harbor, Slaughter Beach.

Mispillion Harbor Reserve, the DuPont Nature Center, and Slaughter Beach support wildlife, shorebird, and horseshoe crab viewing; bay beach recreation; recreational and commercial boating; and commercial shipping. Annual nature center and harbor shorebird viewing values were calculated at $574,000 (resident) to $1.15 million (non-resident). The annual Slaughter Beach recreational access value is estimated to be $458,000.

These resources are directly or indirectly responsible for sustaining 1,251 jobs across eighty-three businesses in the region, dominated by hospitality and recreational services (restaurants, bars, hotels, campgrounds) and other marine and coastal-dependent industries.

The assets and benefit indicators from the UMD EFC report are included in this report (Sections 3.2 and 4) to describe the benefit values of potential ecotourism and conservation investment options.

1.4 Flood Vulnerabilities - Partnership for The Delaware Estuary Mapping Tool

As part of this project, the Partnership for the Delaware Estuary (PDE) developed a geospatial tool that assesses current and future flood risk for different land use types and specific features of interest. The assessment can be used to screen existing and proposed infrastructure, and recreational or ecotourism investments that support the watershed's ecotourism economy. The report notes that "protected land,

parks, and recreation assets, water access sites, and certain agricultural easements are among the areas of concern with the highest levels of composite vulnerability" (composite being a combination of current and future flood vulnerability). Four broad land categories were used in the assessment: developed, agricultural, recreation, and habitat (which includes forested and sand/shore). The assessment showed that the habitat land use type has the highest composite vulnerability, followed by the recreation land use type. Within the habitat category, sand/shore is the most vulnerable (note that land with this classification is only 1% of the habitat area). As the sand/shore category comprises a significant portion of the Town of Slaughter Beach, shoreline erosion is one of the biggest concerns for this community. Shoreline erosion is also a threat to wildlife habitat in the region, given the importance of sandy beaches for horseshoe crab spawning and shorebird feeding; at the same time, common "hardening" practices that reduce shoreline erosion (such as bulkheads and rip rap) also destroy suitable spawning habitat and result in direct mortality. However, the effects of erosion on wildlife habitat are usually temporary – after an erosion event like a storm, the beach typically returns to its equilibrium state of a gently sloping beach. Wetlands (92% of the habitat land use category) are by far the most vulnerable, as over 77% of wetlands have a high or highest composite flood risk. The mapping tool developed by PDE was used in this strategy to screen any applicable areas or proposed investment opportunities for current and future flood exposure. However, a more detailed risk assessment should be conducted when making decisions about specific assets.

Chapter 2 Resource Pressures and Vulnerabilities

2.1 Pressures: Flooding and Sea Level Rise's Impact on Existing Assets

Flooding comes from several sources throughout the watershed, including coastal storms, high tides, and heavy rains. Sea level rise (SLR) exacerbates flooding, as does the loss of the development of open space and protective natural features such as tidal marshes, forests, and freshwater wetlands. Today, this watershed region is a hotspot for coastal flooding due to its very low mean elevation, vulnerability to tropical and extratropical storm systems, and a rate of sea level rise that is twice the global average. The State of Delaware projects 1.9 ft (0.58 m) of sea level rise by the year 2050 and up to 5.02 ft (1.53 m) by 2100[29], which will have major consequences for agriculture, as many farms are in the low-lying coastal plain east of Route 1, as well as tidal wetlands and coastal communities. The impacts of sea level rise in the watershed will include "beach erosion, inundation of low-lying crops, conversion of wetlands into open water, and damage to private property and public infrastructure (septic systems, roads, water supply networks)." In addition, higher rates of high tide flooding (also known as nuisance or sunny day flooding) are expected. Although many of these impacts will occur gradually and are already being felt, flood events can cause significant damage and disruption in the near term; as sea levels continue to rise, each event has more potential to push a location past its flood tolerance threshold (e.g., tidal wetlands

[29] These sea level rise projections correspond to the state's high SLR planning scenario (95% probability) based on the IPCC AR5 RCP 8.5 greenhouse gas emission scenario (also known as the "business as usual" scenario). State of Delaware's 2017 Sea Level Rise scenarios were used in the preparation of this analysis as they represented the best available science for our region at the time. Callahan, John A., Benjamin P. Horton, Daria L. Nikitina, Christopher K. Sommerfield, Thomas E. McKenna, and Danielle Swallow, 2017. Recommendation of Sea-Level Rise Planning Scenarios for Delaware:
Technical Report, prepared for Delaware Department of Natural Resources and Environmental Control (DNREC) Delaware Coastal Programs. https://www.dgs.udel.edu/sites/default/files/projects-docs/Delaware%20SLR%20Technical%20Report%202017.pdf

convert to open water or a roadway becomes too expensive to repair), especially if adaptive measures have not been put in place. The federal government projects that, on average, moderate flooding (the threshold set by the National Weather Service at which homes and buildings are more likely to experience damage) will occur more frequently by 2050 than minor flooding (street inundation, nuisance flooding) occurs today. [30]

Flooding can also be caused by heavy precipitation. Heavy downpours can overwhelm existing stormwater systems and cause localized flooding of roads and low-lying areas; when downpours occur during higher high tides, there is less capacity in stormwater systems and marsh areas to receive excess water and drain away. Heavy rainfall is projected to intensify and occur more frequently due to climate change, necessitating stormwater infrastructure upgrades and design standard updates.[31] Areas at risk of flooding due to heavy rain are not always captured on official floodplain maps, so local experience and detailed studies (when available) can provide additional information on an asset's flood vulnerability.

Coastal storms such as nor'easters and tropical depressions can bring excessive rain, wind, storm surge, and erosion over successive high tides. This often results in scarping of the beach and dune system as well as the backing up of the storm tide in the marshes and other tidal waterways, which are slow to drain. Typically, this contributes to a great deal of flood vulnerability for homes, businesses, and community assets that are adjacent to tidal marshes, rivers, and creeks.

In terms of which community assets are vulnerable to flooding, PDE assessed roadways and found that Bayshore byways and evacuation routes both have flooding risks. Most of the vulnerable road segments are to the east of Route 1, crossing through agricultural areas and habitats (primarily wetlands) and ending near the Delaware Bay. There are other vulnerable sections of roads further inland that may flood during storms and may become inundated in future decades without adaptation measures. A network-type spatial analysis could help reveal the scenarios in which certain routes that provide access to communities or ecotourism assets become impassable, as only a small part of a road segment needs to flood to cut off access. This type of analysis should be conducted soon, either after ecotourism investment decisions have been prioritized or after the next update to local sea level rise projections is made; then, corresponding adaptation projects can be planned for transportation infrastructure that is vital to maintaining the region's ecotourism assets.

The time frame or planning horizon is an important factor in determining the vulnerability of an asset or an area. For example, in the near term, many locations will experience occasional flooding from storms or high tides but in the longer term, some locations are at risk of converting to marsh or open water. The planning horizon that the community chooses to use for decision-making will impact both the degree of vulnerability of each asset as well as the appropriate management strategies to implement. Another way to think about this is to consider whether an asset is vulnerable to occasional disasters and events or to lengthy or permanent inundation -- this can impact whether assets are temporarily

[30] 2022 Sea Level Rise Technical Report from https://oceanservice.noaa.gov/hazards/sealevelrise/sealevelrise-tech-report.html#step1

[31] 2014 Delaware Climate Change Impact Assessment. https://documents.dnrec.delaware.gov/energy/Documents/Climate%20Change%202013-2014/DCCIA%20interior_full_dated.pdf

inaccessible but can become usable again, or if they will be effectively lost. Some assets may cross a threshold to inundation; this time frame (or triggering event size), if known, should be incorporated into management planning for the asset. Also, some assets may not be directly vulnerable, but reliable access may be an issue during storms and high tides now or in the future. The continuity of access to priority assets should be evaluated under future scenarios, whether that is roadways, trails, or river/trail access points. These temporal factors should be taken into consideration when designing adaptation strategies both for specific assets and for wider areas.

The current and future flood vulnerability of important features in the watershed is summarized below. Features are grouped under municipalities/communities, sectors/types of assets (having multiple locations), and specific/individual assets (within or outside of municipalities).

2.1.1 City of Milford

Within Milford, most of the current and future flood vulnerability that impacts assets of interest lies along the Mispillion River, especially on the south side. Several small but high composite vulnerability areas appear along the northern banks. Greater areas of high vulnerability occur from Goat Island east to Route 1. The PDE assessment notes that "water access points, Goat Island, and different portions of the Mispillion Riverwalk have the greatest proportion of area at a high risk of current and future flooding." Milford also has higher social vulnerability[32] near many of these assets (e.g., greater proportions of minority and/or lower-income populations), which should be factored into the development and prioritization of adaptation and ecotourism strategies. Many historic sites, businesses, and potential ecotourism opportunities are located downtown near the Mispillion River; while most are situated outside of the current "100-year" (1% annual chance) floodplain, they could still be impacted by access issues during a riverine flood or by stormwater flooding during heavy rain events. As vulnerability along the banks of the river is likely to increase due to sea level rise (SLR), future flood/SLR scenarios should be evaluated when planning to improve existing or add new assets here so that they can be designed to either avoid or withstand flood impacts. This will be particularly important for adapting the Riverwalk and for the development of additional river access points.

2.1.2 Town of Slaughter Beach

The town, located on a strip of land between vast salt marshes and Delaware Bay, is currently highly vulnerable to flooding and this vulnerability is expected to increase in the future. Currently, sources of flooding include "tidal salt water from Delaware Bay, fresh water from Cedar Creek and Slaughter Creek, and precipitation falling directly on the barrier, tidal channels, and adjacent salt marsh."[33] The input received during a 2016 community workshop noted that more flooding came from the marsh side of town than the Delaware Bay side. This difference is attributed to the dunes on the Bay side, which provide some protection but are experiencing erosion, especially during coastal storms. The southern part of town is experiencing more shoreline erosion compared to the rest of town. "Without

[32]

[33] McKenna, T., & Warner, D. (2022). *Back-barrier flooding in Slaughter Beach, Delaware*. Delaware Geological Survey. https://slaughterbeach.delaware.gov/files/2022/04/SOFA-Report-reduced.pdf

maintenance and upkeep, Slaughter Beach's dune system may not provide adequate protection for the Town over the next twenty years."[34]

At the same time, studies have shown that "the Town's back-barrier salt marsh should be considered moderately to over-stressed with the large stressor being the manipulation of the hydrology."[35] The salt marshes can help attenuate storm surges, but the various man-made ditches that remain within the marsh system reduce this helpful effect and provide channels for water to flow inland more easily. Studies have also noted that the area seems highly sensitive to shoreline changes occurring elsewhere, which have caused increased flooding in the town on occasion.

Roadway access to Slaughter Beach is limited to two roads and both are evacuation routes that are particularly vulnerable to flooding currently and in the future. The two access roads, which cross low-lying agricultural lands and salt marshes east of Route 1, are among the first places to flood in the town. Similarly, the only access road to the DuPont Nature Center just north of Slaughter Beach is extremely prone to flooding. Maintaining reliable access to the town will be an important strategy if it is to remain a viable ecotourism destination and residential community.

In addition to tidal and storm-related coastal flooding, heavy rain events also cause issues in Slaughter Beach. Low spots and inadequate drainage lead to precipitation-induced flooding in the northern part of town, and Bay Avenue traps water on lower-lying lands to its east. Some ponded areas may take days to drain due to slow infiltration rates and/or high-water tables.

The vulnerability of Slaughter Beach's shoreline to erosion is also a major concern due to residential homes landward of the dune line and its high value as a horseshoe crab spawning location. Horseshoe crabs need gently sloped sandy beaches that are protected from wave action for spawning habitat, and these locations serve as critical stopover habitat for shorebirds during migration. In turn, this combination of spawning and shorebird activity is a major draw for seasonal visitors to Slaughter Beach in late spring and summer. Beach loss here due to flooding and storm-generated wave action may have particularly deleterious impacts on both wildlife and the Town.

2.2 Development and Land use Change

Stakeholders identified development as a potential threat to the watershed's unique character that can also impact natural resources and flood risk. Milford is one of Delaware's fastest-growing towns - growing 60 percent since 2000 - and it has seen more growth attributed to the opening of a new hospital in 2019 and the Delaware Turf Sports Complex (DE Turf) in 2017. DE Turf is owned and operated by a 501c3 non-profit organization. An analysis of the economic impact of DE Turf estimates $25 million

[34] Delaware Department of Natural Resources and Environmental Control, Delaware Coastal Programs Office.(2018) *Town of Slaughter Beach Coastal Vulnerability Assessment and Adaptation Options*. https://documents.dnrec.delaware.gov/coastal/Documents/ResilientCommunityPartnership/Town%20of%20Slaughter%20Beach%20Coastal%20Vulnerability%20Assessment%20and%20Adaptation%20Options.pdf

[35] McKenna, T., & Warner, D. (2022). Back-barrier flooding in Slaughter Beach, Delaware. Delaware Geological Survey. https://slaughterbeach.delaware.gov/files/2022/04/SOFA-Report-reduced.pdf

is contributed to the local economy each year.[36] The hospital complex is driving housing and commercial development, supporting healthcare businesses, hotels, and restaurants.[37] This coupled with Delaware as a desirable retirement location with low property taxes are some of the reasons people choose to move to the state.[38]

Kent County, Sussex County, and City of Milford Comprehensive plans have addressed approaches to growth. Identified growth zones and state spending plans direct where growth is supported by zoning and funding. The planned county infrastructure (water and sewer) and state funds are concentrated within the growth zones and these do not extend significantly east of Route 1. The State Strategies for State Policies and Spending map classifies land areas into four Investment Levels. Investment levels 1 and 2 are areas where the State intends to use its spending and management tools to promote growth. Level 3 is where growth is not currently planned, and level 4 represents areas where spending will support rural character. Both Kent County and Milford have Transfer of Development Rights to further incentivize the preservation of the remaining privately owned open space and agricultural lands east of Route 1. The Sussex County comprehensive plan supports the purchase of development rights as a strategy to continue open space and agricultural land preservation.

[36] Smith, J. Oct. 7, 2016. Study: DE Turf Sports Complex will boost Delaware economy https://www.delawareonline.com/story/news/local/2016/10/05/de-turf-sports-complex-impact-local-economy-kent-county/91636672/

[37] Goss, S. February 11, 2019. Healthcare expansion could remake Milford into Delaware's next boom town. Delaware Online. (https://www.delawareonline.com/story/money/business/2019/02/08/health-care-expansion-could-remake-milford-into-delawares-next-boom-town/2777910002/)

[38] ACTS Retirement-Life Communities. (https://www.actsretirement.org/retirement-resources/resources-advice/tax-benefits-for-retirees/delaware/)

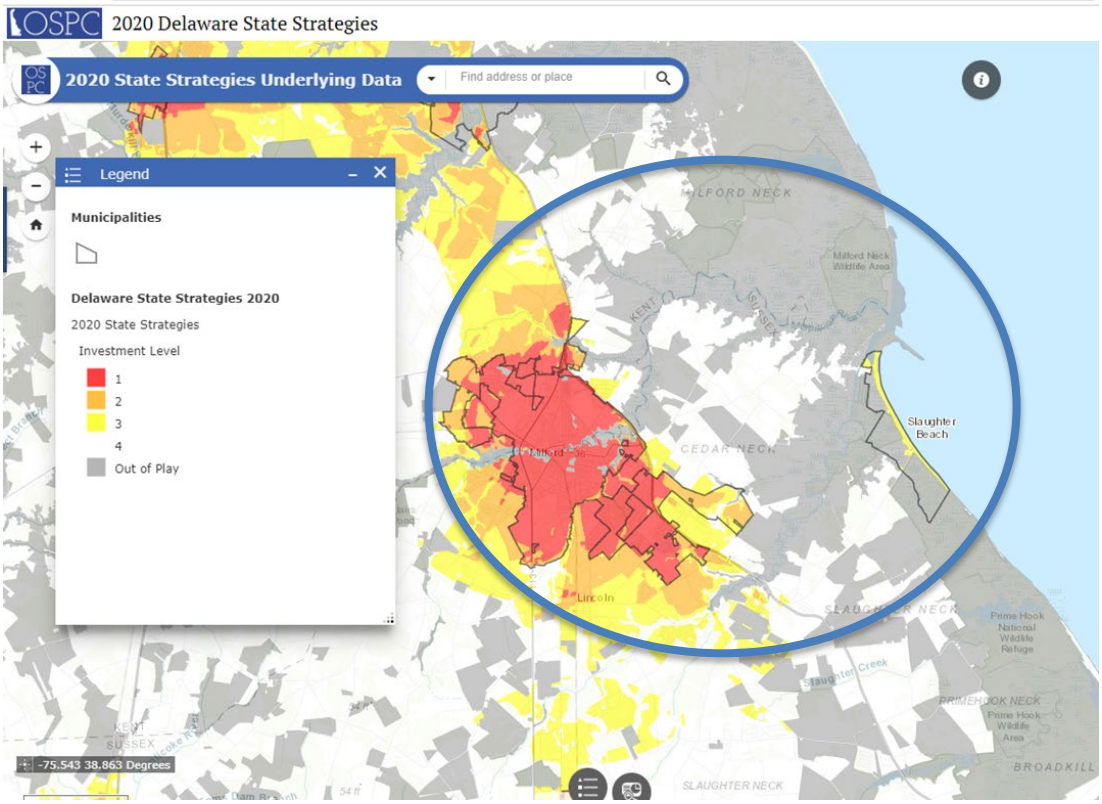


Figure 5 2020 State Strategies for State Policies and Spending map. Red and Orange locations indicate areas where state funds will support growth. Yellow areas are not currently anticipated for growth. White areas represent where spending will support rural character. The blue circle is the general area of the watershed from Milford and east to Slaughter Beach.

The City of Milford has developed a southeast master plan that factors in open space and agricultural preservation. Milford partners with the Delaware Department of Agriculture and Delaware Agricultural land Preservation Fund (DALPF) to help assess farms available for preservation. The Transfer of Development Rights (TDR) is available to private landowners east of route 1 particularly in the "TDR Sending Areas" to sell the rights to develop and enter the preservation programs. The rights to develop are dwelling units that can then be used in the orange hatched "TDR Receiving Areas" (Figure 6). This is a way for landowners to preserve their property as well as receive the payment for transferring the development into areas where growth is planned and supported by state, county, and city strategies.

> Outside the Growth Zone Overlay, all land has been placed in one of three TDR Sending Area priority categories. These levels (low, medium, and high) are based on five factors (from Kent County Planning):[39]
>
> 1) A "very high" Land Evaluation and Site Assessment (LESA) score;

[39] Kent County Planning. Exploring Transfer of Development Rights in Kent County, Delaware. https://kentcountyde.maps.arcgis.com/apps/MapJournal/index.html?appid=2a5bd8b67b35435794705418d73677a4

2) Proximity to existing preserved lands;
3) Historic resources;
4) Designation as a State Resource Protection Area;
5) Designation as an Excellent Water Recharge Area; and
6) Lands adjoining the east side of State Route 1.

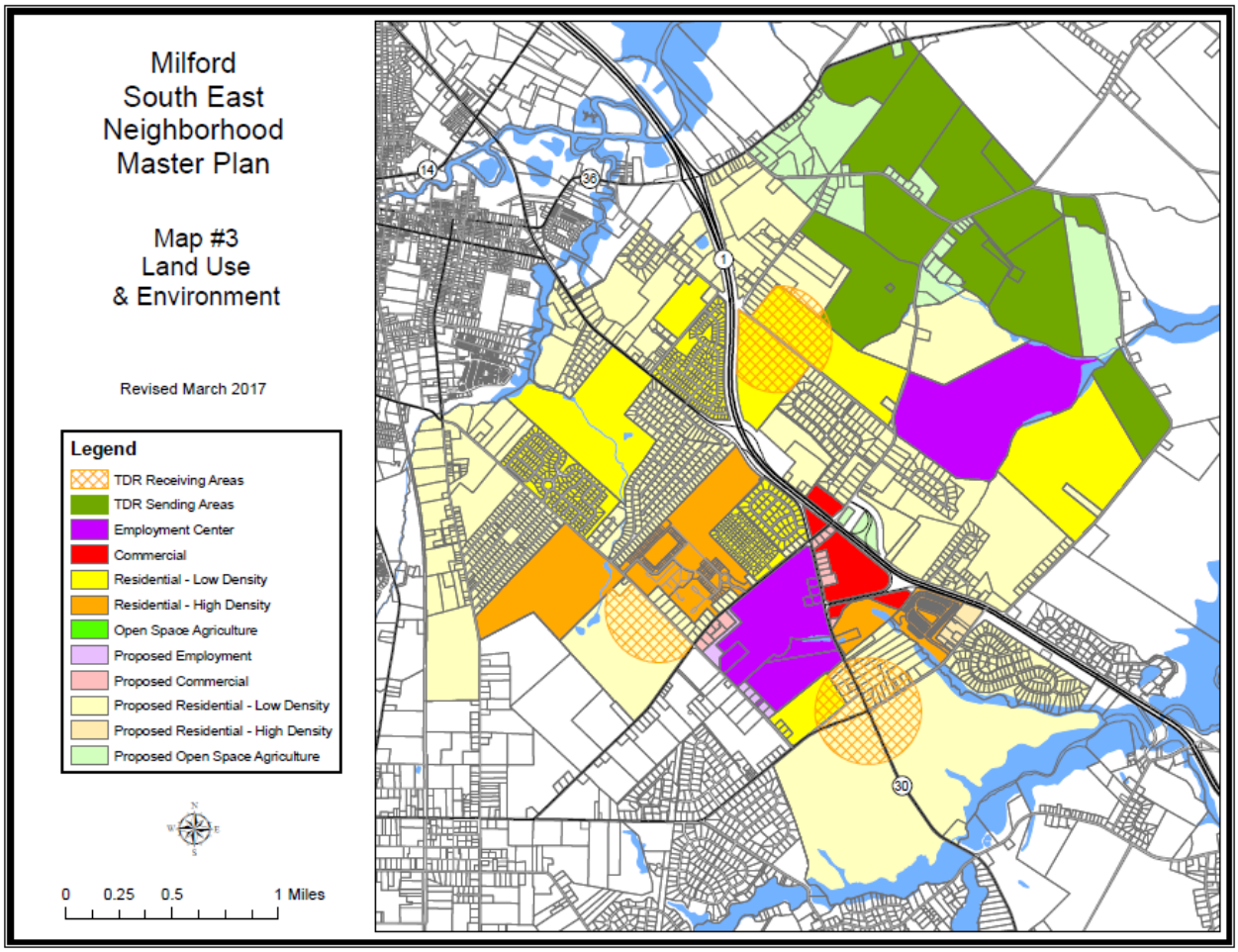


Figure 6 The City of Milford Comprehensive Plan Southeast Master Plan (2018). The figure shows the Transfer of Development Rights to sending and Receiving areas that are available in the program. The City of Milford works with the Department of Agriculture and Delaware Agricultural Lands Preservation Fund to purchase rights and preserve areas for agriculture and open space.

The vulnerability mapper developed by PDE for this strategy identifies lands that are preserved or in easement (Figure 7). The pink, yellow, and brown areas along the Mispillion River show that a good portion of land in Kent County to the east of Route 1, bordering the Mispillion on the north, is either eased or preserved. The southern border is in Sussex County and less land is in preservation compared to Kent County. Cedar Creek also shows most of the land bordering the creek to the east of Rt 1 is in easement (gray areas in Figure 5). The area in the yellow box is roughly the area in Figure 6 which shows where TDR may occur. Nature Preserves (Milford Millponds, Milford Neck) in the watershed are an example of protected lands, some of which double as recreation access. A potential next step for

strategy includes building on the preserved lands and further correlating land protection strategies around the high-quality habitat and corridors.

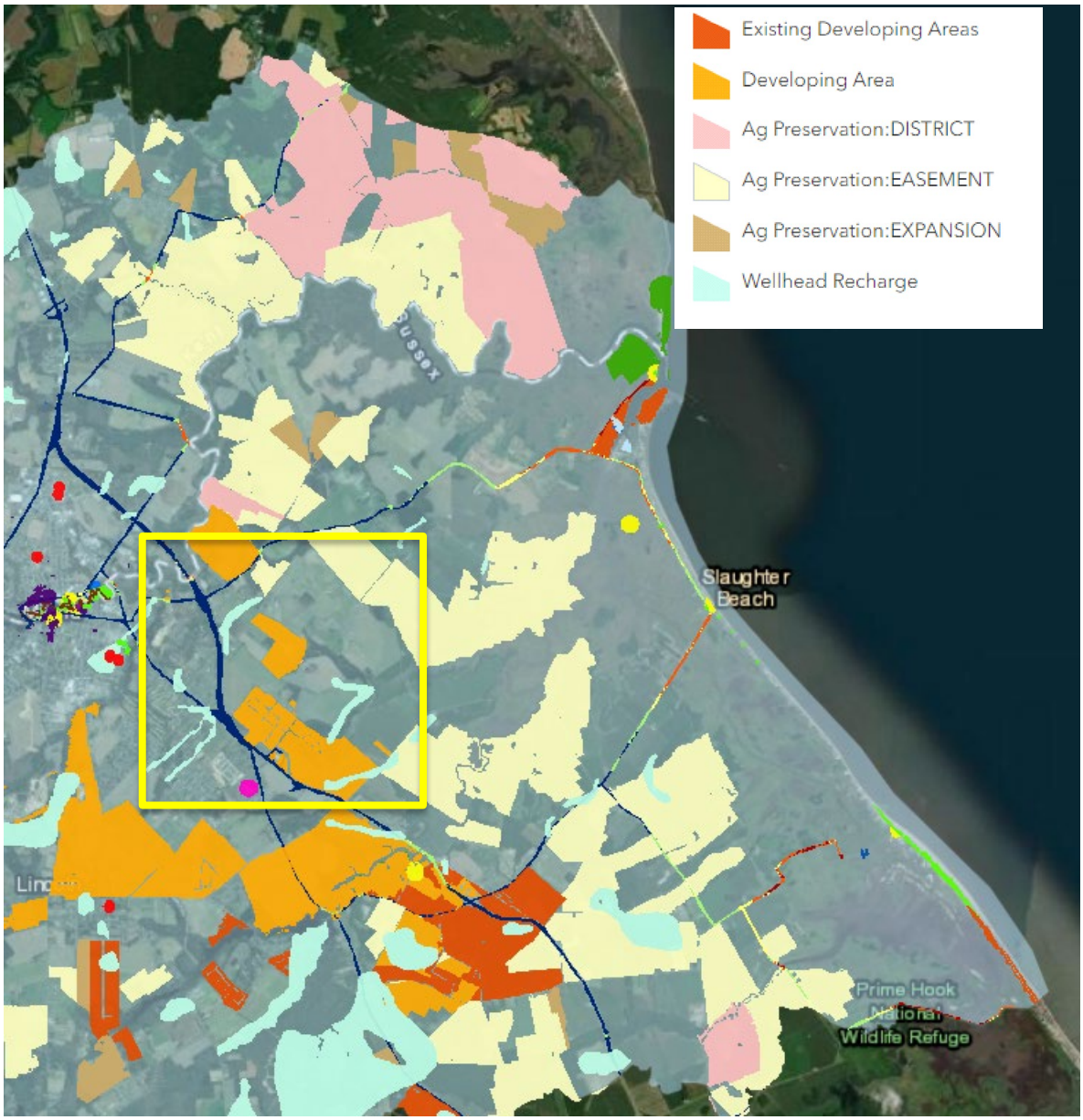


Figure 7 Partnership for Delaware Estuary prepared maps that show various land uses and resource pressures. The preserved and eased lands as well as the areas being developed outside of the municipal limits of Milford and Slaughter Beach are shown. TDR sending and receiving areas from Figure 6 are roughly within the yellow square. If successful, an additional 11 parcels and 720 acres will be preserved east of Route 1.

Tightly linked with development is the availability of drinking water to support growth. The state and counties have wellhead recharge areas mapped (Figures 7 and 8 light blue). These areas have been identified as important to protect from development because they provide areas that recharge aquifers that provide drinking water. Most of the wellhead recharge areas are outside of the Milford municipal

boundary. Title 7, Delaware Code, Chapter 60, Subchapter 6, Source Water Protection requires "…the counties to implement measures to protect the quality and quantity of public water supplies within excellent groundwater recharge areas and wellhead protection areas."[40] Preservation west of Milford (headwaters) is important to water quality, and recreation and provides opportunities for forest protection.

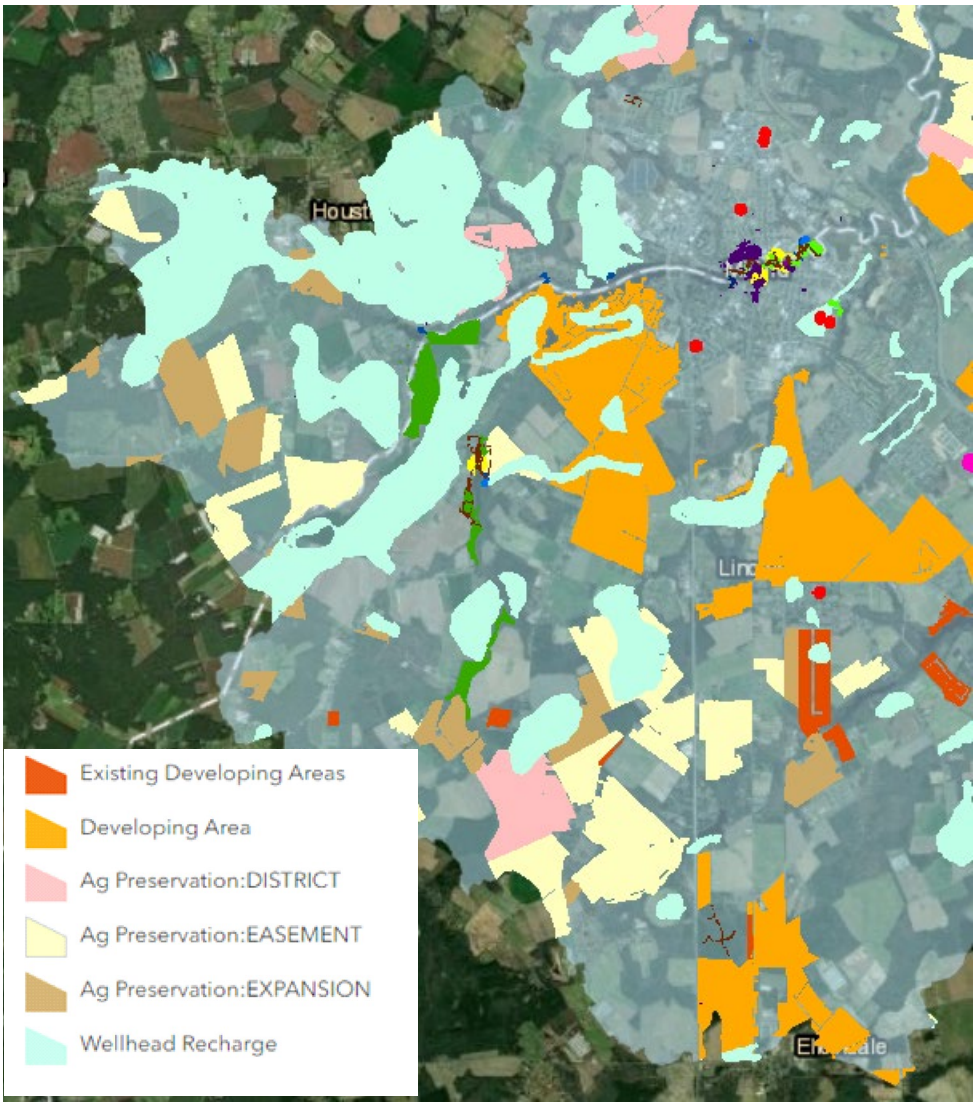


Figure 8 Wellhead recharge areas and preservation west of Milford.

2.3 Other Watershed Threats that Impact Resources for Ecotourism

In addition to flooding and development pressure, stakeholders in individual interviews and focus groups identified resource concerns with fisheries, beach, and wetland loss as threats that impact ecotourism development.

[40] P. 4-16. Kent County Comprehensive Plan. 2018.

2.3.1 Delaware Bay Fisheries

The Delaware Bay serves as a "…spawning and feeding grounds, nursery areas, and migratory routes for many important recreational and commercial fish and invertebrates such as striped bass, weakfish, American shad, and blue crabs."[41] New Jersey Division of Fish and Wildlife has tracked fish populations and water quality through long-term surveys like a finfish trawl survey (25 years of data) and a seine survey in the Upper Bay and river (41 years of data).[42] The weakfish population decline was cited as a concern for the Delaware Bay in interviews with stakeholders. In 1981 weakfish became Delaware's state fish because their population was large. A World Championship Weakfish Tournament was held by the Greater Milford Chamber of Commerce – but between 1982 to 1990 the population declined by 84% and between 1998 to 2008 declined another 99%.[43] In 2006 the cause suggested for the decline was natural mortality and predation and not overfishing. Predator populations such as dolphins, striped bass, sharks, rockfish, and flounder, increased during the 2000s. Despite restrictions and harvest limits the population is considered depleted since 2003 and has not rebounded. Only smaller (juvenile) fish have been caught.

Oysters as a resource have a challenging history in the Delaware Bay and various multi-state efforts have addressed population decline. Oysters were once plentiful in the Delaware Bay but over-harvesting and parasites have decimated the populations in the 20th century.[44] The New Jersey (NJ) Legislature established a Task Force by Joint Resolution in 1996. This Task Force looked at oyster challenges and made recommendations in a detailed 1999 report. New Jersey Department of Environmental Protection, Division of Fish and Wildlife, Marine Fisheries Administration, and Bureau of Shellfisheries developed a Shellfish Mitigation Account Shellfish Enhancement Program.[45] In 2016 a Memorandum of Understanding established a process to disburse money from the shellfish habitat mitigation fund in New Jersey. Activities that are part of shellfish mitigation were planned for 2017-2022. The NJ Marine Fisheries Administration (MFA) worked with an industry, university, state, and federal group that was formed in 2001 called the Oyster Industry Revitalization Working Group. This group helped direct $5 million in federal commitments from the Water Resources Reform Development Act. Currently, efforts for restoration are challenging due to concerns about how restored reefs with the non-wild stock impact the natural stock, among other scientific questions that remain about restoration.

2.3.2 Beach Condition and Wetland Loss

Beach detritus and erosion negatively impact visitation to Slaughter Beach. Hurricanes and nor'easters erode dunes and dune grasses that Slaughter Beach relies upon for storm protection and public recreational beaches. Once the dunes are breached some houses and roads are more susceptible to flooding. Some residents worry that detritus accumulation could impact HSC populations and beach

[41] Neilan, B. 2015. Studying the Delaware Bay 2014 Report. (https://www.nj.gov/dep/fgw/artdelbaystudy14.htm)
[42] Pyle, J. 2019. Studying the Delaware River - 2018 Report. (https://nj.gov/dep/fgw/artdelstudy19.htm)
[43] Delaware Public Media. November 20, 2015. Where did all the weakfish go? (https://www.delawarepublic.org/science-health-tech/2015-11-20/where-did-all-the-weakfish-go)
[44] Morgan, M. Nov 6, 2021. When oyster boats blanketed Delaware Bay: History Special to Salisbury Daily Times. Delmarva now. (https://www.delmarvanow.com/story/news/local/delaware/2021/11/06/when-oyster-boats-blanketed-delaware-bay-history/6270177001/)
[45] NJ Department of Environmental Protection. Shellfish Mitigation Account Shellfish Enhancement Program. (https://www.nj.gov/dep/opi/assets/final-for-web-shellfish-mitigtation-account-mou-five-year-plan.pdf)

visitation. Since 1958 Slaughter Beach has been replenished 11 times with approximately 921,000 cubic yards of sand.[46] With sea level rise and increasing storm frequency, Slaughter Beach will continue to experience changes in beach conditions each year.

Wetlands currently make up 25% of the Mispillion and Cedar Creek Watersheds but they are threatened by sea level rise, climate change, and development. The wetlands east of Route 1 are tidal with the wetlands west of Route 1 non-tidal.[47] All tidal wetlands are protected under Delaware Law and most freshwater wetlands are protected under the federal Clean Water Act. At least 19% of the original wetlands in this watershed have been lost since the 1700s due to development and the conversion of land for agricultural use, and the State of Delaware gives tidal wetland health a "C" grade. The challenges with wetland loss include:

- increased inundation and erosion
- increased tidal surges
- increased severity of flooding from severe weather events
- accelerated saltwater contamination of groundwater and surface water supplies
- elevated water tables
- loss of critical habitats along the shore
- loss of biodiversity

Box 3. Beaches and dunes are naturally occurring land features that require sufficient wave energy to create them and, in turn, provide an extremely effective barrier against destructive wave energy to all that lies landward of them. The vast wetlands of the estuary can endure tidal flooding from coastal storms as they are adapted for that expected elevated level of salt water, but direct wave attack cuts wetlands' lives very short. The beach/dune/wetland landscape is a system that humans have prospered from for thousands of years and whose values are at the heart of this strategy. Preservation, protection, and restoration of bay-fronting dunes and beaches, that act as shock absorbers from coastal storm tides and waves, is important to the communities that have bay frontage.

A recent study by the U.S. EPA provides projections of marsh loss through modeled simulations of sea level rise.[48] The model showed that the Mispillion region will experience a loss of high marsh acreage by late century.

> The high marsh habitats are projected to be lost at a faster rate than low marsh habitats, largely because high marshes are assumed to have lower accretion rates (since they are inundated less and collect less sediment). Additionally, high marsh plants (*Spartina patens, Distichlis spicata*) are less tolerant of changes to inundation frequency compared to the low marsh dominant, Spartina alterniflora which suggests that high marshes will likely be disproportionately impacted by more frequent inundation compared to low marsh habitats. The Broadkill and Mispillion sites in DE are projected to experience the highest percentage loss of high marsh acreage by 2025 (around 10%), likely due in part to low elevations (on average, the elevation of high marsh habitats at these two sites is lower than at other sites).

[46] American Shore and Beach Preservation Association. National Beach Nourishment Database. (https://gim2.aptim.com/ASBPANationwideRenourishment/)
[47] DNREC 2016 Mispillion Watershed Wetland Health Report Card. https://documents.dnrec.delaware.gov/Admin/DelawareWetlands/Documents/MispillionWetlandReportCard.pdf
[48] U.S. EPA. Application of the Sea-Level Affecting Marshes Model (SLAMM) to the Lower Delaware Bay, with a Focus on Salt Marsh Habitat. U.S. Environmental Protection Agency, Washington, DC, EPA/600/R-18/385, 2019.

The report noted that the Mispillion is difficult to accurately model because of the dune replenishment and alterations of the coast along the Bay. The restoration project at Prime Hook National Wildlife Refuge has also altered the hydrology and the marsh areas behind the barrier/dunes have subsided due to the management of the impoundments. Man-made landforms like dikes or ditches are difficult for the mapping to detect and may not be accounted for in GIS layers. The report also noted that the man-made alterations contribute to the loss of wetlands, most prominently the conversion of marsh to agriculture, mosquito control ditching, incremental filling, and, hydrological alteration such as dredging nutrient enrichment and spread of invasive species. In the Delaware Estuary, known sources of disturbance include the conversion of wetlands to agricultural and other land uses, mosquito control ditching, incremental filling, hydrological alterations such as dredging, nutrient enrichment, and the spread of invasive species.[49]

Chapter 3 Asset-based Ecotourism

3.1 Identify Partnerships, Resources, and Assets

Ecotourism assets include built, natural, and human resources. Table 4 shows the partners and resources that have been identified and activated as part of this project. The network built by this project through WIIN is an asset to the community and helps support the future implementation of projects. The partnerships help engage state and federal resources for collaboration and funding

Table 4 Mispillion and Cedar Creek Watershed Human Assets, Resources, and Potential Funding Partnerships

Partnerships, Planning, and Protection	Assets and Resources	Funding Partners
Political and Human	WIIN Partners – represent partners in planning, conservation, funding and finance, education, and training	DNS, TNC, Milford Parks
Built infrastructure	Boat and fishing docks, hiking trails, Riverwalk, birding boardwalks	DELDOT, DNREC
Natural infrastructure	Marshes, Mispillion River and Cedar Creek, Slaughter Beach	DNREC, NWF, NFWF, USACE
Cultural or Social Organizations	Milford Historic Society	DELDOT
Local Economy	Downtown Milford, recreational/outdoor business, tour guides, Kent and Sussex Tourism	Offices of Tourism

[49] Haaf, L., Moody, J., Reilly, E., Padeletti, A., Maxwell-Doyle, M., and Kreeger, D. 2015. Factors Governing the Vulnerability of Coastal Marsh Platforms to Sea Level Rise. Partnership for the Delaware Estuary and Barnegat Bay Partnership. PDE Report No. 15-08, 13 p. Haaf, L., Kreeger, D., and Homsey. A. 2017. Chapter 5.2 -Intertidal Wetlands. In: Technical Report for the Delaware Estuary and Basin. Partnership for the Delaware Estuary. PDE Report No. 17-07, pp. 177193. United States Environmental Protection Agency (USEPA). 2015. Coastal Wetlands Initiative: Mid-Atlantic Review. Available on line https://www.epa.gov/sites/production/files/2015-04/documents/midatlantic-review.pdf.

opportunities within their communities. Outdoor activities support local communities through jobs that may also bring new education, programming, and training programs. The tourism industry is integral to supporting outdoor recreation and tourism and in Drumm et al (2005) the essential contributions the tourism industry could provide include:

1. Providing information about the potential market for ecotourism activities.
2. Providing advice concerning visitor preferences in terms of attractions, accommodations, food and transportation services.
3. Marketing an ecotourism activity or program.
4. Providing one or more of the services needed to facilitate visitor access to and appreciation of the ecotourism site.
5. Providing training for local guides and entrepreneurs.
6. Investing in an ecotourism operation. The investment will likely be contingent upon an expectation of a certain level of financial return.
7. Operating an ecotourism operation such as an ecolodge. Within a protected area situation, these operators would be considered concessionaires. As such, they would be subject to strict guidelines covering everything from the energy sources used to the number of guests they may handle at one time to the utilization of local supplies and labor. They would also be required to pay a concession fee to the protected area administration.

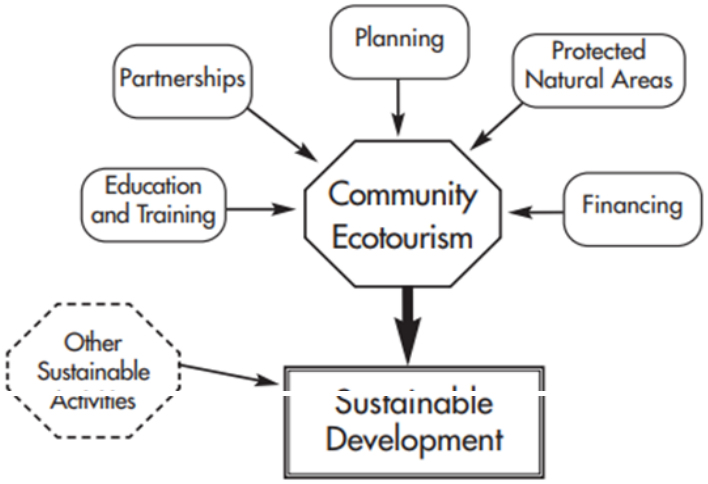


Figure 9 shows the essential elements of community-based ecotourism. The development of this ecotourism and resilience investment strategy involved interviewing many partners to identify options.

Existing guided birding tours such as the Delmarva Birding Weekends (https://delmarvabirding.com/) are an example of ecotourism in southern Delaware. The tours incorporate local businesses and brands to bring birders to the Delmarva peninsula. Several times a year, planned trips are marketed and participants register to visit birding hotspots. For example, the Winter Delmarva Dogfish BirdINNg Weekend in March includes the opportunity to stay at the locally owned Dogfish Inn in downtown Lewes, within walking distance from downtown shops and restaurants. The trips are sponsored by local businesses such as hotels, county tourism offices, bird supply stores, nonprofits, and real-estate services.

A marketing and branding component of this project was prepared separately by Ben Muldrow of Arnett and Muldrow Associates. This effort provides the towns and tourism offices in Delaware and other states with the tools to promote the Mispillion and Cedar Creek Watershed as a destination and it has been aligned with this strategy to ensure it supports the goals of WIIN. The “Branding Toolkit” (BrandTouch Manual) contains a style guide, all logo resources, 167 different logo files saved in 5

different file formats, fonts and implementation guides. The toolkit provides the communities with a way to attract future investors and resources to the area. The area lacked a clear identity as a destination with resources that are valuable to protect and discover. The marketing and branding tools can help generate public interest too, which helps support investor interest. The BrandTouch Manual is provided as an Appendix to this report.

3.2 Economic Benefit Indicators to Track and Capitalize with Investments

The University of Maryland Environmental Finance Center report titled, "Community-Centered Natural Resource Benefits: Mispillion Watershed, Delaware" (2022) identified specific benefit indicators to help guide investments. These indicators can be tracked to document the economic impacts that ecotourism and conservation investments may provide.

Economic Benefit Indicators

- Recreation Value (hiking, biking, kayaking) - Tracking number of visitors
- Expansion or enhancement of park space and programs for outdoor leisure activity – Number of activities and participants (picnicking/sightseeing)
- Number of cultural programs and opportunities to experience the shipping history
- Flood cost reduction of wetland preservation or restoration
- Shorebird viewing access points and car or visitor counts

Outdoor, Coastal, and Marine economic impact

- Number of businesses
- Number of employees
- Estimated expenditures

Example and Brief Look at Economic Impact vs. Benefit Values of Ecotourism

The indicators above are used to track and quantify economic values. To show the benefits of an investment in ecotourism or the preservation of resources for ecotourism, these and other indicators should be tracked. Economic Impact includes tracking the last three bullets and potentially conducting an economic impact analysis of ecotourism. Data on recreation, entertainment, and retail businesses as well as accommodations and food services that support the tourism industry are available through certain companies such as ESRI Business Analyst. To produce all the elements of Economic Impact analysis, the direct, indirect, and induced impacts should be reported. One example of an ecotourism impact analysis is in the Middle Peninsula Region of Virginia; Figure 10 shows the types of businesses

associated with the study.[50] Over five years, ecotourism business sales grew 13.5% and provided $33.1 million in annual impact, 442 jobs, 50 + businesses, and $1.6 million in state and local tax revenues.

Benefit values are obtained by tracking the number of visitors to a resource or asset and their purpose for visiting. Benefits transfer can then be used to determine the value of this visitation. Delaware Nature Society has set up ways to track visitors to Abbott's Mill Nature Center (car counter in the parking area), and Marvel Saltmarsh Boardwalk (foot counter). The DuPont Nature Center tracks visitors (national and international) in a visitor's log. The City of Milford tracks attendance at specific events held in the City and along the Riverwalk. Ways to track the benefits of investments made under this strategy are suggested in the next chapter.



Chapter 4 Portfolio of Ideas and Opportunities for Investment

These watersheds are so critical to the ecology, economy, and way of life that we must conserve and maintain them into the future. Threats are emerging - like flooding - that require resilience to be at the center of an investment strategy. Ecotourism is one set of investments that promote resilience and conservation along with other goals. And other investments besides ecotourism are also needed. Ecotourism has become an important economic activity in natural areas around the world. It provides opportunities for visitors to experience powerful manifestations of nature and culture and to learn about the importance of biodiversity conservation and local cultures. At the same time, ecotourism generates income for conservation and economic benefits for communities living in rural and remote areas. The attributes of ecotourism make it a valuable tool for conservation. Its implementation can:

- give economic value to ecosystem services that protected areas provide;
- generate direct income for the conservation of protected areas;
- generate direct and indirect income for local stakeholders, creating incentives for conservation in local communities;
- build constituencies for conservation locally, nationally, and internationally;
- promote sustainable use of natural resources; and
- reduce threats to biodiversity and community resilience.

Some areas have greater potential for realizing the benefits of ecotourism than others. In areas with low visitation, the potential is not usually clear. In others, tourism may already be an important factor. In both cases, the ecotourism planning process is critical to achieving ecotourism's potential as a powerful conservation strategy.

Many ideas and opportunities for advancing ecotourism and/or resiliency in the Mispillion and Cedar Creek Watershed have been identified over the course of this project through interviews, focus groups,

[50] VA DEQ Economic Impact of Ecotourism, Middle Peninsula Region, Virginia. (https://www.deq.virginia.gov/home/showpublisheddocument/9751/637599636517470000)

and existing studies and reports. These ideas can be evaluated for investment purposes according to how well they support key themes that stakeholders have identified as important to the region, described below.

4.1 Community-identified Themes

Five themes that emerged as part of the project's extensive stakeholder outreach efforts include: 1) connectivity; 2) access and safety of access; 3) sense of place; 4) capacity; and 5) resilience and sustainability. These themes are expanded upon in this report with suggestions on specific types of projects for the communities to consider. These opportunities were identified in interviews, stakeholder and partner meetings, and focus groups.

1) Connectivity – expanding and linking community assets such as existing greenways and bike paths, as well as helping people go from one place to another. In Slaughter Beach, this was also expressed through a desire to encourage linkages between Milford and Slaughter Beach and to foster an understanding of the value of the natural environment.

    - Extend the Riverwalk through the Shipyard
    - Expand bike loops around Milford that connect to natural amenities, Riverwalk
    - Install signage that supports wayfinding
    - Improve integration with the Byways
    - Promote interdependence between Slaughter and Milford – beach and commerce

2) Access and Safety of Access – promoting ways that people can safely access and enjoy natural amenities such as the Mispillion River and in Slaughter Beach.

    - Expand bike paths between Slaughter Beach and Milford
    - Create access for a kayak/non-motorized boat launch midway along the Mispillion River
    - Install more public restrooms along the Riverwalk and at the north end of Slaughter Beach
    - Include information/signage about tides and currents
    - Install more platforms for birding, fishing, watching sunsets
    - Open a four-season rest stop for bikers and tourists passing through Slaughter Beach (potentially tie to a bait shop, little market, or café)

3) Sense of Place – fostering the identity of the community through its "brand" and attractions as a way to promote investment in the community

    - Invest in the arts, such as a sculpture garden on the Riverwalk
    - Bolster the city's connection to its shipbuilding and maritime heritage
    - Install signage and visual markers that draw people to the area and explain the history and natural resources
    - Promote the beautification of Milford
    - Tell the story of the marsh as nature's nursery with 4 distinct seasons
    - Represent Cedar Creek as one of the last pristine saltwater marshes in the country

4) Capacity – bolstering the number and breadth of civic resources that could support the investments identified in this report.

    - Reimage the old police station into a resource center/home for civic groups
    - Cover the amphitheater at the library to expand outdoor programming
    - Encourage more volunteerism in Milford (build on citizen science and HSC survey work)

- Promote more collaboration at the civic level – such as through the creation of a Milford arts council, tourism office, or cultural council that blends heritage and the arts
- Develop marketing, and discovery tours
- Attract more state and federal resources to the area

5) Resilience and Sustainability – improve the community's ability to adapt to climate change and land use development by reducing exposure and vulnerability to flooding and sea level rise as well as maintaining the health and quality of the natural environment for future generations.

- Invest in resilient design practices that integrate green infrastructure such as living shorelines, rain gardens, wildflower gardens, and other measures into the urban setting
- Adopt higher standards for floodplain management
- Promote conservation and preservation projects and land use tools (buffers and easements) that reduce pollution, improve water quality, and protect habitats and biodiversity
- Invest in ongoing shoreline management strategies including beach nourishment
- Participate in dialogue with state and federal officials about the deteriorating condition of the jetty where the Mispillion River meets the Bay and the erosion just north of it – to examine impacts to the future resilience of the watershed and what to do about it
- Identify segments of roadways to elevate, such as Rt 36 east of Milford

4.2 Community-identified Opportunities

The tables below identify opportunities discussed in multiple WIIN meetings, focus groups with stakeholders, or individual interviews with resource managers at DNREC. The tables below are categorized by jurisdiction – Milford, Slaughter Beach, or watershed-wide. Watershed-wide opportunities may necessitate coordination among the towns, counties, and state. The resilience theme, specific opportunities, next steps, and funding opportunities are listed.

City of Milford

Table 5 City of Milford Opportunities for Potential Ecotourism and Resilience Investment.

Primary Community Resilience Theme	**Opportunity and Site Location(s) if Known**	**Contact(s)/Next Steps**	**Funding Opportunities**
Connectivity	Expand the Milford Riverwalk greenway to the south bank of the Mispillion River	Michael Tholstrup Outdoor Recreation Planner DNREC, Division of Parks & Recreation Phone: (302) 739-9215 Email: Michael.Tholstrup@delaware.gov	Outdoor Recreation, Parks & Trails Program

Connectivity	Establish a downtown Milford kayak and bike rental startup for outdoor recreation gear	Ben Muldrow	Encouraging Development, Growth & Expansion
Access and Safety of Access	Evaluate access to boat/fishing pier access - near Goat Island	Coordination with Milford and DNREC	
Sense of Place	Repurpose the Shipyard to honor the historical and cultural legacy of Milford while promoting redevelopment	Mayor Campbell, Brad Dennehy, Sara Bluhm, Nicole Rogers, State Historic Preservation	Preservation Delaware
Resilience and Sustainability	Explore the installation of Living Shorelines at the mouth of Cedar Creek	Living Shoreline Committee Danielle Kreeger at 302-655-4990 or Alison Rogerson at 302-739-9939 http://de.gov/livingshorelinesites	Living Shoreline Resources
Resilience and Sustainability	Consider installation of a Living Shoreline along Bicentennial Park	Living Shoreline Committee Danielle Kreeger at 302-655-4990 or Alison Rogerson at 302-739-9939 http://de.gov/livingshorelinesites	Living Shoreline Resources
Sense of Place	Add a cover to the Amphitheater at Bicentennial Park to encourage year-round events	Sara Bluhm	Milford City Budget

Capacity	Repurpose the old Police Station as a hub for recreation and ecotourism	Jen Adkins, Brad Dennehy, Sara Bluhm and other partners. Potential funding sources can fund capacity.	Resilient Communities Program
Resilience and Sustainability	Install a Living Shoreline behind Goat Island	Living Shoreline Committee Danielle Kreeger at 302-655-4990 or Alison Rogerson at 302-739-9939	Living Shoreline Resources
Capacity	Increase support for Abbott's Mill's educational programming and outreach	Jen Adkins, Brad Dennehy, Sara Bluhm and other partners. Potential funding sources can fund capacity.	Resilient Communities Program
Connectivity	Support Abbott's Mill - Property Master Plan	Jen Adkins, Brad Dennehy, Sara Bluhm and other partners. Potential funding sources can fund capacity.	Resilient Communities Program
Resilience and Sustainability	Promote flood risk education, integration of climate change into planning, and business continuity planning to the Milford and Slaughter Beach business community to support flood readiness and recovery	Delaware Tourism Resilience; FEMA, Sea Grant	FEMA's hazard mitigation
Access and Safety of Access	Improve running and bike safety in towns	John T. Fiori - Bicycle Coordinator (302)760-2260 John.Fiori@delaware.gov	DelDOT Transportation Alternatives Program - TAP

Connectivity	Expand Milford Wellness Village's nature programming to connect clients to nature and the Mispillion River	Lon Kieffer, Executive Director Milford Wellness Village lkieffer@milfordwellnessvillage.com (302) 462-6748	Robert Wood Johnson Foundation

Town of Slaughter Beach

Table 6 Town of Slaughter Beach Opportunities for Potential Ecotourism and Resilience Investment

Primary Community Resilience Theme	**Opportunity and Site Location(s) if Known**	**Contact(s)/Next Steps**	**Funding Opportunities**
Capacity	Establish a Seasonal Market with limited goods (refreshments, sunblock, hats, bait) for day travelers visiting Slaughter Beach	Julia Geha and Ben Muldrow	Encouraging Development, Growth & Expansion
Access and Safety of Access	Expand Beach access points	Jesse Hayden DNREC Shoreline Management Jesse.Hayden@delaware.gov	
Access and Safety of Access	Evaluate the addition of bathrooms and parking in a location near the north side of town	Bob Wood and Julia Geha to assess the needs	Outdoor Recreation, Parks & Trails Program

Connectivity	Establish dedicated bike path - Slaughter Beach Road (currently one stretch by the town is missing a dedicated bike path)	John T. Fiori - Bicycle Coordinator (302)760-2260 John.Fiori@delaware.gov	DelDOT Transportation Alternatives Program - TAP
Resilience and Sustainability	Evaluate Jetty repair - Slaughter Beach Jetty – to address a potential breach	Tony Pratt – Town of Slaughter Consultant	USACE
Capacity	Increase support (staff) for DuPont Nature Center and evaluate ways to improve safety of access road	DNREC Division of Fish and Wildlife / DelDOT	Resilient Communities Program
Resilience and Sustainability	Improve drainage/raise roads to reduce flooding on roads going into Slaughter Beach	DelDOT	Hazard Mitigation Grant
Resilience and Sustainability	Remove detritus - Slaughter Beach, north end	Tom Barry Management and Program Analyst Phone: (240) 533-0425 Email: tom.barry@noaa.gov	Community-Based Marine Debris Removal Grant Program
Access and Safety of Access	Maintain the Marvel Saltmarsh Preserve Boardwalk and track visitation	DNS	
Resilience and Sustainability	Promote flood preparedness education to residents and visitors	Julia Geha Slaughter Beach Manager and Bob Wood Mayor of Slaughter Beach	Delaware Flood Ready Communities Plan and Policy Checklist
Access and Safety of Access	Dredge the Mispillion River	Bob Wood – Mayor of Slaughter Beach	USACE

Resilience and Sustainability	Establish/expand waterways buffers and efforts to preserve marshes given sea level rise and saltwater intrusion	DNREC, The Nature Conservancy	Open space Preservation Funds, Delaware Guidelines to Evaluate Land for Preservation
Resilience and Sustainability	Install Oyster set tank on private land	Town of Slaughter and private land owner	NOAA, Sea Grant

Watershed-Wide

Table 7 Watershed-Wide Opportunities for Potential Ecotourism and Resilience Investment

Primary Community Resilience Theme	**Opportunity and Site Location(s) if Known**	**Contact(s)/Next Steps**	**Funding Opportunities**
Access and Safety of Access	Establish kayak access point on Mispillion River outside of Milford on the way to Slaughter Beach	DNREC Division of Fish and Wildlife	The Delaware Bayshore Initiative
Connectivity	Form committee to explore Blueway/National Water Trail designation for the Mispillion River	DelDOT Kelly Valencik DelDOT Byway Program Coordinator 302.760.2254 kelly.valencik@delaware.gov	National Water Trail application
Access and Safety of Access	Evaluate formal camping (potentially private) incentives, to alleviate informal camping pressure during high season	Julia Geha and Bob Wood	

Access and Safety of Access	Explore non-motorized boat access points along the Mispillion east of Milford	DNREC Division of Fish and Wildlife	
Access and Safety of Access	Improve bike safety - various locations	John T. Fiori - Bicycle Coordinator (302)760-2260 John.Fiori@delaware.gov	DelDOT Transportation Alternatives Program - TAP
Connectivity	Install wayfinding signage - various locations	Ben Muldrow	DelDOT Transportation Alternatives Program - TAP
Resilience and Sustainability	Develop a Special Area Management Plan for the Mispillion and Cedar Creek watersheds	State Lands & Wetland Migration Planning (DNREC), The Nature Conservancy	Open space Preservation Funds, Delaware Guidelines to Evaluate Land for Preservation
Sense of Place	Encourage cultural and ecological Bus Tours - Milford to Slaughter Beach and vice versa	Coordination and marketing with Delmarva Discovery Tours https://www.delmarvadiscoverytours.com/	

4.3 Investment Matrix

An investment matrix was developed to summarize and categorize the different components that characterize the opportunities. The matrix contains the information within the tables in section 4.2 Community-identified Opportunities and contains additional information explained below.

The Community, Primary Community Resilience Theme, Opportunity, Next Steps, and Potential Funding source are within the matrix. The additional information in the matrix includes Status, Project Type, Category, Location, Flood Vulnerability, Tracking Economic Benefit Value or Impact, and Complementary Projects. Each is described below.

Status

The opportunity is classified as either *existing or new*. This is to identify opportunities that build on the existing assets or infrastructure currently in place.

Project Type

Open Space Preservation and Enhancement

Delaware guidelines to evaluate land for preservation and protection shows how parcels are selected for state funds. Open space preservation in this strategy protects assets and improves resilience by allowing wetlands room to naturally migrate with the advent of sea level rise and provide additional buffering between the natural and built environment. Opportunities identified are wetlands and marsh migration strategies in coordination with DNREC. Dune replenishment is another opportunity to provide storm protection for marsh and open lands in specific areas.

Recreational Access

Recreational access projects may be new or recommended to build on existing assets that need *improvement or expansion to provide public recreation opportunities.*

Resource Restoration and Protection

The natural resources of this watershed contribute many benefits to Milford, Slaughter Beach, and the state. Protecting these resources is vital not only for the benefit of future generations and biodiversity but for community resilience and economic objectives. Therefore, it is central to this investment strategy. Projects in this category particularly focus on living resources (like oysters) or habitats that may be in non-profit or public *ownership.*

Cultural Tourism

Cultural tourism presents win-win opportunities to generate new forms of visitation and spending within the region but also reinforces the identity and branding of the towns and watershed. Connecting Milford's shipbuilding history with the Delaware Bay resources (oysters) through educational tours and cultural events is one example of increasing visitation and interest in Milford's downtown area.

Educational Programming

Delaware Nature Society (DNS) provides robust programs for its members and communities throughout Delaware. They are a leader in connecting humans with nature. Data DNS supplied was used to value several of the natural assets and that data is vital to track the benefits of investments like wildlife viewing boardwalks and recreational uses. Educational programming can stem from many opportunities. For example, they could be a strong partner to repurpose the police station to make it an eco-tourism hub, or educational center with information about nature in Milford and the watershed. Continued support for their existing operations is vital and building membership, outreach, and increasing funding for programs and capacity. This is necessary for DNS to continue to provide services including trail and boardwalk maintenance and habitat management.

Infrastructure Support and Upgrades

Infrastructure support or upgrades refer to opportunities that support visitor experience or improve safety and access to experiences. Examples include a market with limited goods for day travelers in Slaughter Beach, improving increasing, or stabilizing beach access points, adding drainage and/or raising roads/berms to reduce flooding on roads into Slaughter Beach, and dredging the Mispillion for boat safety and access.

Policy Updates

Policy updates are specific to flood readiness and opportunities to help businesses and Milford thrive while acknowledging that the resource that makes the town special presents challenges. Flood readiness and ordinance review can help proactively plan for flooding. Slaughter Beach has a Coastal Vulnerability Assessment (2019) which detailed the steps the community can take to address flood hazards.

Category

Capitalizing on an opportunity

Capitalizing on an opportunity are projects that build on existing assets such as an amphitheater cover installation in Bicentennial Park to repurposing the police station to serve ecotourism and community development. The opportunities also include strengthening and supporting vital partners like DNS with Abbott's Mill – through additional educational programming and membership building and helping to develop an Abbott's Mill master plan that addresses capital needs and land management of the different properties by the mill.

In Slaughter Beach, there is an opportunity to support visitors and sustainably promote small businesses. For example, a seasonal small market or food truck with limited goods for day travelers could support visitation without creating a heavy footprint on the resources in town. Ensuring that current beach access points are adequate and well-maintained to serve residents and the public is also important to support visitation and ensure that foot traffic does not trample the dunes. Beach replenishment maintains the structure of dunes and the integrity of the beach so that it is not eroded, allowing continued use of the beach by the public and also protecting property from storm damage.

There are new opportunities to promote sustainable economic ventures that connect the communities through aquaculture and local food supply by installing oyster set tanks (remote setting) either on publicly accessible land or private land. [51] Oyster set tanks are used to grow spat on shells that can be used to restore the oyster beds in the Delaware Bay. Locating the tanks on public land offers a potential for educational programming that ties environmental education to heritage and culture, such as what is being done in the Chesapeake Bay.[52] Increasing oysters in the Delaware Bay through aquaculture also helps promote local economies and locally sourced food. Research in Delaware has shown that people are willing to pay more for oysters that are locally sourced.[53]

Delaware has various opportunities for aquaculture that differ by water body. The lease beds in the Delaware Bay are limited to on-bottom culture and harvest. The majority of Delaware Bay lessees mostly rely on natural production and recruitment, although a few of the lessees have augmented

[51] Commercial oyster fishing dates back to the nineteenth century and helped form an important economic and social component to the fabric of Delaware. Today, commercial quotas represent small fractions of historical catches, demonstrating a unique opportunity to use innovative, applied technology (hatchery, remote setting) to enhance economic and learning opportunities, improving sustainability in coastal communities for all.
Oysters can be grown using either cage culture for individual oysters or bottom culture creating large concentrations—or reefs—of harvestable oysters. Remote setting uses oyster larvae to jump start the creation of an oyster reef in a relatively short time frame (about two weeks).

[52] NOAA Oysters in the Chesapeake Bay K-12 Science Module Development (https://oceanservice.noaa.gov/education/oysters-in-the-chesapeake-bay/welcome.html)

[53] Thomas, A. March 7, 2018. Marketing Oysters https://projectwicced.org/2018/03/07/marketing-oysters/

natural recruitment with planted shells and spat on the shell (DNREC Division of Fish and Wildlife, comment 2.14.23). Restaurants in Delaware have reported a lack of supply of locally grown oysters. Improvements in supply can enhance economic growth and provide new training for jobs (via increased aquaculture opportunities) in Delaware's coastal towns.

Although there are still scientific concerns about how to restore oyster reefs, they were once an important part Bay habitat and good water quality. Currently, there are areas where oyster harvesting is restricted due to water quality impairments. One of the opportunities for expanding oyster restoration and commercial aquaculture in Delaware may be in Slaughter Beach, oyster set tanks are necessary to grow supply for placement in the Delaware Bay, for both lease beds and restoration of reefs.

In the future, as Delaware-grown oysters see progress, there is an opportunity to develop an "Oyster Trail" that connects restaurants and the local community to their source of food and its importance to the area. For example, the North Carolina Oyster Trail offers visitors and residents the opportunity to discover and eat local oysters or tour operations at a shellfish farm. There are also associated educational programs and volunteer opportunities to learn about how to protect and support oysters and the industry. [54]

An opportunity to explore designating the Mispillion River as a Blueway or National Water Trail could increase potential funding and recognition for recreational uses. A new designation would take the work of a committee to gather information to support an application. Protecting the Horseshoe Crab Sanctuary in Slaughter Beach could be a major focus of such an initiative.

> A National Blueway includes the entire river from "source to sea" as well as the river's watershed.
>
> A National Blueway designation doesn't establish any new protections for the watersheds in question, but it does open the door to some federal support for existing and/or new local and regional conservation, recreation, and restoration projects. …and also helps with improving coordination between local/regional planning entities and federal agencies such as the U.S. Army Corps of Engineers. The designation should also mean more funding for trail building and forest restoration projects.[55]

Visitors have come to camp in Slaughter Beach during times when there are events such as the shorebird migration season in May. Increasing opportunities to camp or a partnership with existing camping businesses could fill this need and help alleviate any concerns of campers on private land.

Addressing a threat

Areas that are prone to flooding or erosion can be protected by natural infrastructure such as living shorelines, riparian buffers, or open spaces. Living shorelines can be constructed in certain areas along the banks of the Mispillion to stabilize the shoreline and build habitat. Protecting the hydrodynamic and ecological function of the watershed is paramount as well as protecting the Mispillion Harbor. The jetty supports the harbor where shorebirds and other wildlife live, where HSC spawn and visitors view the

[54] Virginia Oyster Trail. (https://virginiaoystertrail.com/)
[55] Scheer, R and Moss, D. 2012. What is a national Blueway? The Environmental Magazine. (https://emagazine.com/what-is-a-national-blueway/)

shorebird migration each year. Other hazards identified as part of the community focus groups included road safety for cyclists and improving drainage in and around Slaughter Beach.

Infrastructure need

The infrastructure opportunities for ecotourism can be policy-oriented like helping businesses with flood protection or providing structures like new or expanded bathroom facilities as needed. The infrastructure needs listed in the strategy describe the physical construction or maintenance needs of existing structures like the Marvel Boardwalk, dredging the Mispillion for boat safety, providing new access to the Mispillion, and installing new wayfinding signs as recommended by the marketing plan developed by Arnett Muldrow.

Programming

Linking adults and children with outdoor activity and nature usually are enhanced by having structured programming. Delaware Nature Society and the Town of Milford Parks and Recreation both provide these types of activities. As DNS develops new plans for outreach, membership building comes from offering community events and programs. Partnerships with the Town have occurred in the past, and new staff at Abbots Mill will help facilitate future opportunities.

Location

Potential location for the project based on preliminary evaluation by PDE for living shorelines. Other locations are based on interviews and focus group discussions about potential locations for projects.

Flood Vulnerability

Flood vulnerability is based on the PDE assessment. The vulnerability is related to flood hazard and inundation potential of areas currently and in the future. The project locations can be assessed based on the potential for flooding.

Tracking Economic Benefit Value or Impact

The economic benefit values and impact of projects are important to identify, describe and report as part of the implementation and applying for funding. The second tab in the Investment Strategy Matrix includes benefit and cost tracking examples from the report prepared by UMD Environmental Finance Center (2021) titled Community-centered Natural Resource Benefits: Mispillion Watershed, Delaware. These categories of Benefit Values, Assets, Benefit Indicators, Benefit Metrics, Cost Estimates, Estimated Benefit Values, and Per unit benefit estimates can be used to describe the different investment opportunities and track their impact on the community over time. These types of narratives help funders understand what the project intends to provide for the community.

Contacts, Next Steps, and Funding Opportunities

The contacts and next steps identify potential next points of contact for exploring the feasibility and gathering additional information for the implementation of the opportunity. These contacts are mostly partners that have been engaged in the project throughout the development of the investment strategy. Other points of contact were identified by interviewing DNREC or DelDOT contacts and inquiring about the next steps (e.g., bikeways).

Many funding opportunities can be found on the searchable database provided by the University of Delaware Database For Funding Resilient Communities. This searchable database helps find potential funding for multiple types of projects from disaster preparedness to wetland protection. Users can also look at funding by match the required, funding amount, or program type (grant, loan, or Technical Assistance). There are funding options listed in the matrix however there may be other funding that is more applicable as the opportunity is further developed.

Complementary Projects

These projects are either in the planning stage or are occurring and are complementary to the vision and intent of this investment strategy.

Chapter 5 Summary

The communities of Milford and Slaughter Beach are linked by the Mispillion River and share vulnerabilities to challenges like flooding and sea level rise. They also recognize the need to attract more economic investment to maintain thriving communities and to strengthen the resilience of the region's natural resources and communities to climate change. This strategy helps to identify opportunities to improve regional ecotourism while investing in the long-term resilience of natural resources. By providing new options to access nature, this strategy will enable more people to enjoy these unique resources and to better appreciate the region. It can also help support investment interest and the way of life for the communities of Milford and Slaughter Beach.

Classic economic development is traditionally a large-scale, "top-down" approach, endeavoring to recruit employers in industries such as manufacturing and technology, to relocate their businesses (and jobs) to a new state or community. Asset-based economic development is a "bottom-up", community-driven approach that focuses on utilizing existing assets in a community to positively impact its economy. This Ecotourism and Resilience Investment Strategy for the Mispillion and Cedar Creek Watersheds recognizes that the future resilience of the natural resources within the watersheds is critical to the overall ability of local communities to thrive, and vice versa. Our goal is to provide community-identified opportunities that build on the interdependency of existing human and natural resources. These human and natural resources, framed as "assets," help position the investments as integral to building the economic drivers around resilience and visitation that celebrates what makes the Mispillion and Cedar Creek Watersheds unique not only in Delaware but also in the region.

This strategy aims to catalyze action. Although some of the investment ideas do not have specifics yet, there are funding opportunities and partnerships outlined that can be explored as a next step for Milford and Slaughter Beach. Some opportunities are more "watershed-wide" and will take county, state, or possibly federal coordination. It is important to highlight the need for sustained capacity to manage existing natural and recreational assets (land management, trail maintenance) in light of increased use and climate change. Climate change stresses associated with temperature, invasives, and disease require more management of resources. Increased flooding and recreation use creates more stress on trail systems, boardwalks, and boat launches requiring greater investment.

This project has already spurred stronger coordination between Milford, Slaughter Beach, and partners. Several partners from this project have begun an application to DelDOT for funding a safe bike path between the communities. Slaughter Beach and the University of Delaware's Coastal Resilience Design

Studio are also partnering on a comprehensive resilience planning project. Altogether, this strategy provides the partners, background, vision, content, and marketing and branding support that is intended to quickly facilitate funding and the next steps for the opportunities identified.

To access the marketing and branding toolkit, click on this link:

Mispillion and Cedar Creek BrandTouch™ Manual LINK

https://www.dropbox.com/s/npxjnk01znwe5d7/BrandTouch-Mispillion%20%26%20Cedar.pdf?dl=0



Mispillion & Cedar Creek BrandTouch™ Manual

Order comes from simplicity. Inside, you will find the simple rules that guide the Mispillion & Cedar Creek Brand, and will help create equity as we tell others about Mispillion & Cedar Creek.

PREPARED BY

316 West Stone Avenue
Greenville, SC 29609
ben@arnettmuldrow.com

arnettmuldrow.com

Brand guidelines should be flexible enough for your community to be creative, but rigid enough to keep your brand easily recognizable. Consistency is key, especially if you need the brand to extend across multiple media

1.0 Brand
2.0 Logo
3.0 Color
4.0 Typography
5.0 Expansion
6.0 Resources

The Brand Manual is essentially a set of rules that explain **how your brand works.**

1.0
The Brand


THE
MISPILLION
Delaware's Hidden River
MILFORD to SLAUGHTER BEACH


DELAWARE'S
CEDAR CREEK
Naturally Pristine

1.1
Brand Statement

The primary message used to express the brand promise. This reflects the desired position of the brand.

Deep in a hardwood forest, three small creeks converge.
The woods that surround us make our waters dark and rich.
Nearly invisible. Naturally unnoticed.
Together, they grow.

Through mills ponds, the waters become one,
flowing through grist mills and past many a spillway
to form the story of our agricultural past.

We then become a lakes, our Griffith, Haven and Silver.
From eagles nesting behind historic homes to
fishermen in the shadow of ice cream island,
many experience the reflective beauty of life on the water.

On we pass into the heart of Delaware's shipbuilding legacy.
It was here that our ancestors built the ships that kept America safe.
It was here that our economy and nature intertwined.

Our trip is not done.
We pass island hiking trails, kayak launches and an old school drawbridge
as we reach the pristine beauty of our tidal marsh.
Here, nature truly surrounds us.

Wildlife refuges and protected wetlands shield this place
where salt water and fresh come together, where tides shape our shores, and
where the quiet and beauty of Delaware is evident from every angle.

As we reach the mouth of the river, the horizon opens up.
We arrive at the bay and a beach community that
truly values the stewardship of nature,
a place that can simply be described as a sanctuary.

We have been called by so many names, yet are still unknown to say many.
Creeks, ponds, river, lakes, marshes, harbors and beaches,
we are all the best of where land meets water.
We are The Mispillion....
Delaware's Hidden River

TAGLINE

Your tagline should give people an idea of what you offer and provide some sort of hook to stimulate interest. For example, "a boutique PR agency that specializes in launching hot emerging tech companies" or "an accounting firm that deals exclusively with small-business audits."

Once you've got your tagline, go back through your marketing copy and make sure these simple messages come through loud and clear. You can also use the tagline itself in your marketing materials, on your web site and social media properties, and in conversations with customers and prospects.

1.2
Brand Message

Your community already has a personality. The job of the brand is to preserve that personality while helping the community to realize its vision of its future.

A. LOGO

The logo is the combination of the logomark and logotype along with the tagline to graphically convey the identity of the community.

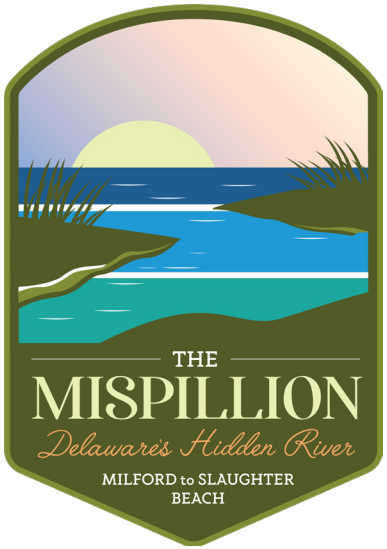
B. LOGOMARK

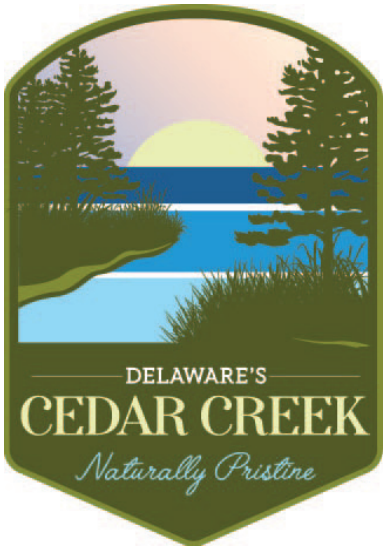
A logomark is an identifying mark or symbol that doesn't contain the business name.

C. WORDMARK

A wordmark refers to words or the name of a business that is designed in a special way. Examples include Pinterest, eBay or Google.

A





B

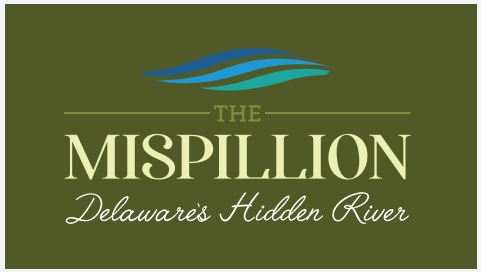


C



1.3
Logo Variants

Choosing the right dominant color for your brand is crucial. This color should appear on all your materials, including your logo and signage.







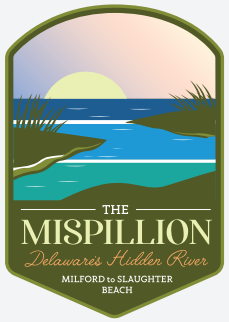


LOGO USAGE

As much as possible, the color you choose should set you apart, work with your industry and image, and tie to your brand promise. It should also take into account color psychology, which is fairly complex. Colors can mean different things depending on the culture, situation and industry.

1.4
Logo Sizing

A logo lockup refers to the formalized position/relationship of the brand's logo (symbol) and its wordmark (logotype).



Full Logo



Logo Tag



Blueway



Logo Tag Reverse



Badge



Wordmark

1.5
Logo Spacing

The area that surrounds the logo known as “clear space” is as important as the logo itself.



WHAT IS CLEARSPACE

The area that surrounds the logo is as important as the logo itself. The minimum area of A, known as “clear space,” provides breathing room to the logo and eliminates visual clutter (text, graphic elements or other logos) that can compete with logo legibility – thereby diminishing the effectiveness of the logo.

2.0
The Colors





2.1
Color Palette

Color choices are used to differentiate items, create depth, add emphasis, and help organize information.

COLOR THEORY

Every time a consumer interacts with a brand, an opportunity exists for the company to influence their audiences' perceptions. It is up to the marketer to decipher which design and colors will influence the consumer to purchase. By educating oneself on the psychology behind color theory, marketers can further tap into branding techniques and better connect with their market, leading to a stronger brand-consumer relationship and increased profit.

Almost 90% of people's assessment on products or services is based on colors alone.
Due to colors' strong influence on moods and feelings, their association with products can influence our attitudes and affect purchasing power towards brands.

RGB	82	90	39	
HEX/HTML				525a27
CMYK	63	45	100	36

RGB	130	141	55	
HEX/HTML				828d37
CMYK	52	31	100	9

RGB	12	167	159	
HEX/HTML				0ca79f
CMYK	78	11	44	0

RGB	228	93	144	
HEX/HTML				1c5d90
CMYK	93	65	20	4

RGB	33	154	214	
HEX/HTML				219ad6
CMYK	75	25	0	0

RGB	243	168	103	
HEX/HTML				f3a867
CMYK	2	39	66	0

RGB	235	238	180	
HEX/HTML				ebeeb4
CMYK	9	1	36	0

3.0
The Type


THE
MISPILLION
Delaware's Hidden River
MILFORD to SLAUGHTER BEACH


DELAWARE'S
CEDAR CREEK
Naturally Pristine

3.1
Typography

Typography plays a crucial role in the design of your brand identity. The typography in your logo can be as impactful as a graphic.

SWATCHES

Typography is the visual component of the written word.

Text is any combination of letters, numbers, or other characters. Text stays the same no matter how it's rendered. Consider the sentence "I like pizza." I can print that text on a piece of paper, or read it aloud, or save it in a file on my laptop. It'll be the same text, just rendered different ways—visually, audibly, digitally.

But when "I like pizza" is printed, typography gets involved. All visually displayed text involves typography—whether it's on paper, a computer screen, or a billboard.

Don't infer from the highway-sign example that typography is another word for font. Fonts are part of typography, but typography goes beyond fonts.

www.practicaltypography.com/what-is-typography.html

Do not think of type as something that should be merely readable.

It should be beautiful.

3.2
Primary Typeface

Afterglow

Hello I'm:

Afterglow

ABCDEFGHIJKLMN

OPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890

3.3
Secondary Typefaces

Hello I’m:

Gambero

Gambero

ABCDEFGHIJKLMN OPQRSTUVWXYZ

abcdefghijklmn

opqrstuvwxyz

1234567890

3.4
Accent Typefaces

ANGELFACE

Hello Im:

Angel Face

ABCDEFGHIJKLMN
OPQRSTUVWXYZ
abcdefghijklmn
opqrstuvwxyz
1234567890

3.5
Type Hierarchy

In order to guide the reader, then, headings are usually large, sub-headings are smaller, and body type is smaller still.

LEADING

For legible body text that's comfortable to read, a general rule is that your leading value should be greater than the font size; from 1.25 to 1.5 times

TRACKING

The space between letters in a block of text. In CSS this is defined with the letter-spacing property

WIDOWS & ORPHANS

A single word at the end of a column is a widow and if it's at the top of a new column it's an orphan. They look bad and can be hard to read.

Mispillion & Cedar

H1

Mispillion&CedarCreek

H2

Mispillion & Cedar Creek

H3

Mispillion & Cedar Creek

H4

Mispillion & Cedar Creek

BODY COPY

Mispillion & Cedar Creek

CAPTION

Mispillion & Cedar Creek

CC

4.0
The Extension





4.1
Activities



4.2
Icons



5.0
The Resources





5.1
Logo Contact Sheet

FILE FORMAT GUIDE

All of the included graphic files might not work on your machine, but that does not mean that the file is corrupted or that their is something wrong with your machine. These files address all of the normal uses that a community implemented design would require. Always make sure to inform vendors that you have these different file formats available.



File Type: Encapsulated PostScript

Category: Vector Image Files

File Description: PostScript (.PS) file that includes an embedded preview image in bitmap format; often used for transferring between different operating systems.

Program(s) that open EPS files:

Mac OS	Apple Preview, Adobe Illustrator, Acrobat, Photoshop, or QuarkXpress
Windows	CorelDRAW, Adobe Illustrator, Acrobat, or Photoshop, QuarkXpress



File Type: Portable Document Format

Category: Vector Image Files

File Description: Cross-platform document created by Adobe Acrobat or a program with the Acrobat plug-in; commonly used for e-mail attachments or for saving publications in a standard format for viewing on multiple computers; usually created from another document instead of from scratch.

Program(s) that open PDF files:

Mac OS	Adobe Reader to view (free), Adobe Acrobat to edit (commercial), Apple Preview
Windows	Adobe Reader to view (free), Adobe Acrobat to edit (commercial), Brava! Reader



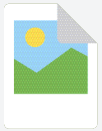
File Type: Adobe Illustrator File

Category: Vector Image Files

File Description: Native file format created by Adobe Illustrator; composed of paths, or lines connected by points, instead of bitmap data; may include objects, color, and text; often referred to as a Illustrator drawing. Illustrator documents can be opened with Photoshop, but the image will be rasterized, meaning it will be converted from a vector image to a bitmap.

Program(s) that open ai files:

Mac OS	Adobe Illustrator, Acrobat, Reader, Adobe Photoshop (rasterized), Apple Preview
Windows	Adobe Illustrator, Acrobat, Reader, Adobe Photoshop (rasterized)



File Type: JPEG Image File

Category: Raster Image Files

File Description: Compressed graphic format standardized by the JPEG (Joint Photographic Experts Group) group; commonly used for storing digital photos since the format supports up to 24-bit color; also a common format for publishing Web graphics; compressed using lossy compression, which may noticeably reduce the image quality if a high amount of compression is used. JPEG files do not support transparency.



File Type: PNG Image File

Category: Raster Image Files

File Description: Portable Network Graphics (PNG) is a raster graphics file format that supports lossless data compression. PNG supports palette-based images, grayscale images (with or without alpha channel), & full-color non-palette-based RGB images (with or without alpha channel). PNG was designed for transferring images on the Internet, not for professional-quality print graphics, & therefore does not support non-RGB color spaces such as CMYK.



Bike.png



Bird.png



Blueway.png



cedar-creek-badge-black-cmyk.png



cedar-creek-badge-blue-cmyk.png



cedar-creek-badge-dkblue-cmyk.p...



cedar-creek-badge-dkgreen-cmyk....



cedar-creek-badge-full-color-cmyk....



cedar-creek-badge-grayscale-cmyk...



cedar-creek-badge-green-cmyk.png

cedar-creek-badge-inverted-cmyk....



cedar-creek-badge-sun-cmyk.png



cedar-creek-badge-teal-cmyk.png

cedar-creek-badge-warm-cmyk.png

cedar-creek-badge-white-cmyk.png


cedar-creek-icon-black-cmyk.png


cedar-creek-icon-blue-cmyk.png


cedar-creek-icon-dkblue-cmyk.png


cedar-creek-icon-dkgreen-cmyk.pn...


cedar-creek-icon-full-color-cmyk.p...



cedar-creek-icon-grayscale-cmyk.p...



cedar-creek-icon-green-cmyk.png



cedar-creek-icon-inverted-cmyk.png



cedar-creek-icon-sun-cmyk.png



cedar-creek-icon-teal-cmyk.png

cedar-creek-icon-warm-cmyk.png

cedar-creek-icon-white-cmyk.png



cedar-creek-logo-tag-black-cmyk.p...



cedar-creek-logo-tag-blue-cmyk.pn...



cedar-creek-logo-tag-dkblue-cmyk....



cedar-creek-logo-tag-dkgreen-cmy...



cedar-creek-logo-tag-full-color-cmy...



cedar-creek-logo-tag-grayscale-cm...



cedar-creek-logo-tag-green-cmyk.p...



cedar-creek-logo-tag-inverted-cmy...



cedar-creek-logo-tag-sun-cmyk.png



cedar-creek-logo-tag-teal-cmyk.png

cedar-creek-logo-tag-warm-cmyk.p...

cedar-creek-logo-tag-white-cmyk.p...



cedar-creek-logotype-black-cmyk.p...



cedar-creek-logotype-blue-cmyk.p...



cedar-creek-logotype-dkblue-cmyk...



cedar-creek-logotype-dkgreen-cmy...



cedar-creek-logotype-full-color-cm...



cedar-creek-logotype-grayscale-cm...



cedar-creek-logotype-green-cmyk....



cedar-creek-logotype-inverted-cmy...



cedar-creek-logotype-sun-cmyk.png



cedar-creek-logotype-teal-cmyk.png

cedar-creek-logotype-warm-cmyk....

cedar-creek-logotype-white-cmyk....



cedar-creek-wordtype-black-cmyk....



cedar-creek-wordtype-blue-cmyk.p...



cedar-creek-wordtype-dkblue-cmy...



cedar-creek-wordtype-dkgreen-cm...



cedar-creek-wordtype-full-color-c...



cedar-creek-wordtype-full-color-c...



cedar-creek-wordtype-grayscale-c...



cedar-creek-wordtype-green-cmyk....



cedar-creek-wordtype-inverted-cm...

DELAWARE'S
CEDAR CREEK
Naturally Pristine

cedar-creek-wordtype-sun-cmyk.p...

DELAWARE'S
CEDAR CREEK
Naturally Pristine

cedar-creek-wordtype-teal-cmyk.p...

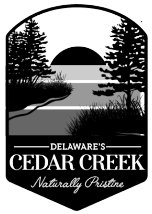
DELAWARE'S
CEDAR CREEK
Naturally Pristine

cedar-creek-wordtype-warm-cmyk....

cedar-creek-wordtype-white-cmyk....



CedarCreek-Full-4C.png



CedarCreek-Full-Black.png



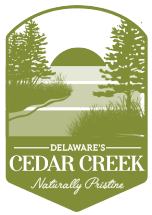
CedarCreek-Full-Blue.png



CedarCreek-Full-DkBlue.png



CedarCreek-Full-DkGreen.png



CedarCreek-Full-Green.png



CedarCreek-Full-Sun.png



CedarCreek-Full-Teal.png

CedarCreek-Full-Warm.png



CedarCreek-Reverse-4C.png



CedatCreek.png

DISCOVER
THE
MISPILLION
Delaware's Hidden River

Discover.png

FISH
THE
MISPILLION
Delaware's Hidden River

Fish.png

FLOAT
THE
MISPILLION
Delaware's Hidden River

Float.png

HIKE
THE
MISPILLION
Delaware's Hidden River

Hike.png


THE
MISPILLION
Delaware's Hidden River

Icon-Bike.png



Icon-Bird.png



Icon-Boat.png



Icon-Crab.png



Icon-Duck.png



Icon-Fish.png



Icon-Horseshoe.png



Icon-Kayak.png



Icon-Shorebird.png



Love.png



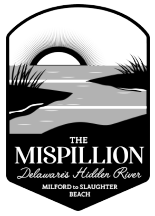
Milford-2C.png



Mispillion-Full-4C 2.png



Mispillion-Full-4C.png



Mispillion-Full-Black.png



Mispillion-Full-Blue.png



Mispillion-Full-DkBlue.png



Mispillion-Full-DkGreen.png



Mispillion-Full-Green.png



Mispillion-Full-Sun.png



Mispillion-Full-Teal.png

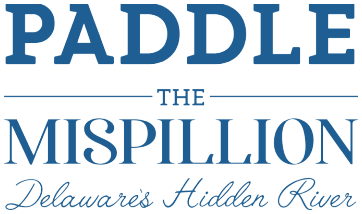
Mispillion-Full-Warm.png



Mispillion-Reverse-4C.png



OysterTrail-4C.png



Paddle.png



Slaughter-2C.png



Walk.png



wiin-badge-black-cmyk.png



wiin-badge-blue-cmyk.png



wiin-badge-full-color-cmyk 2.png



wiin-badge-full-color-cmyk.png



wiin-badge-grayscale-cmyk.png



wiin-badge-green-cmyk.png

wiin-badge-inverted-cmyk.png



wiin-badge-ltblue-cmyk.png



wiin-badge-ltgreen-cmyk.png



wiin-badge-sun-cmyk.png



wiin-badge-teal-cmyk.png

wiin-badge-warm-cmyk.png

wiin-badge-white-cmyk.png



wiin-icon-black-cmyk.png



wiin-icon-blue-cmyk.png



wiin-icon-full-color-cmyk.png



wiin-icon-grayscale-cmyk.png



wiin-icon-green-cmyk.png



wiin-icon-inverted-cmyk.png



wiin-icon-ltblue-cmyk.png



wiin-icon-ltgreen-cmyk.png



wiin-icon-sun-cmyk.png



wiin-icon-teal-cmyk.png

wiin-icon-warm-cmyk.png

wiin-icon-white-cmyk.png



wiin-logo-black-cmyk.png



wiin-logo-blue-cmyk.png



wiin-logo-full-color-cmyk.png



wiin-logo-grayscale-cmyk.png



wiin-logo-green-cmyk.png



wiin-logo-inverted-cmyk.png



wiin-logo-ltblue-cmyk.png



wiin-logo-ltgreen-cmyk.png



wiin-logo-sun-cmyk.png



wiin-logo-tag-black-cmyk.png



wiin-logo-tag-blue-cmyk.png



wiin-logo-tag-full-color-cmyk 2.png



wiin-logo-tag-full-color-cmyk.png



wiin-logo-tag-grayscale-cmyk.png



wiin-logo-tag-green-cmyk.png



wiin-logo-tag-inverted-cmyk.png



wiin-logo-tag-ltblue-cmyk.png



wiin-logo-tag-ltgreen-cmyk.png



wiin-logo-tag-sun-cmyk.png



wiin-logo-tag-teal-cmyk.png

wiin-logo-tag-warm-cmyk.png

wiin-logo-tag-white-cmyk.png



wiin-logo-teal-cmyk.png

wiin-logo-warm-cmyk.png

wiin-logo-white-cmyk.png



wiin-wordmark-black-cmyk.png



wiin-wordmark-blue-cmyk.png



wiin-wordmark-full-color-cmyk.png



wiin-wordmark-grayscale-cmyk.png



wiin-wordmark-green-cmyk.png



wiin-wordmark-inverted-cmyk.png



wiin-wordmark-ltblue-cmyk.png



wiin-wordmark-ltgreen-cmyk.png



wiin-wordmark-sun-cmyk.png



wiin-wordmark-teal-cmyk.png

wiin-wordmark-warm-cmyk.png

wiin-wordmark-white-cmyk.png

5.2
Copyright

Copyright Transfer Statement

Ben Muldrow as the agent for Arnett Muldrow & Associates, located at 316 West Stone Avenue, Greenville, SC, the owner of Copyright for this presented design(s) hereby grants a full copyright license transfer to Mispillion & Cedar Creek, Here to utilize the following designs as the new owner sees fit to do so.

For the purpose of Community Branding.

This license, attested to by the parties effectively immediately shall serve as notice and agreement between the parties and may not be changed without written permission from the Arnett Muldrow & Associates. Arnett Muldrow & Associates retains the right to use the created material to self market and self promote.

This signed agreement also includes the transfer of rights to any variations of the logo previously agreed and supplied as part of the initial proposal.

Example of these variations could include : multiple color versions, size and dimensional variations – landscape and portrait, reversed out versions, social media profile images, favicon etc.



Arnett Muldrow & Associates
864.233.0950
ArnettMuldrow.com
316 West Stone Avenue
Greenville, SC 29609

Is there anything missing on this Copyright Transfer Form that was previously agreed? Let me know before accepting this statement. It is critical the information shared here is understood and accepted in whole.

6.0
The Action





BRANDTOUCH IMPLEMENTATION CHECKLIST

PHASE 1

Adopt Brand
- ☐ Board/Council Adoption
- ☐ Share Brand Link with Design Partners

Technical Integration
- ☐ Install Fonts
- ☐ Copy Brand Folder to Local Drive
- ☐ Adopt Internal Toolbox with staff

PHASE 2

Social Media
- ☐ Update Facebook Profile
- ☐ Update Instagram Profile
- ☐ Update Twitter Profile
- ☐ Update Pinterest Profile
- ☐ Load Photos as gallery in Facebook
- ☐ Create Pinterest Board with Brand Elements

Online
- ☐ Update Colors on Webpage
- ☐ Add New Graphics
- ☐ Update Favicon
- ☐ Add Brand Statement to Website
- ☐ Add Styleguide Request
  Add Brand Resources Page

PHASE 3

Communication
- ☐ Update Email Signature
- ☐ Adopt Powerpoint Template
- ☐ Adopt Digital Letterhead
- ☐ Upload Brand Materials to Email Newsletter
- ☐ Adopt Envelope Template
- ☐ Printer Updated Business Cards

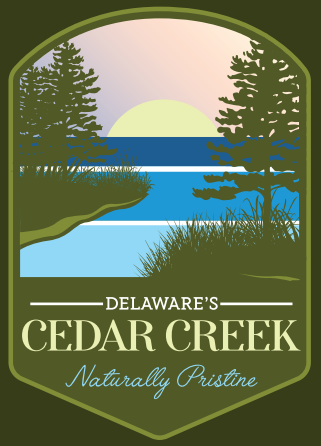
Collateral
- ☐ Share Brand Resources
- ☐ Share Merchadising Examples
- ☐ Share Brand Partner Idea List
- ☐ Create Volunteer Shirts
- ☐ Create Staff Shirts
- ☐ Vehicle Graphics
- ☐ Police Badges
- ☐ Bench,Trash Can, Public Space Integration

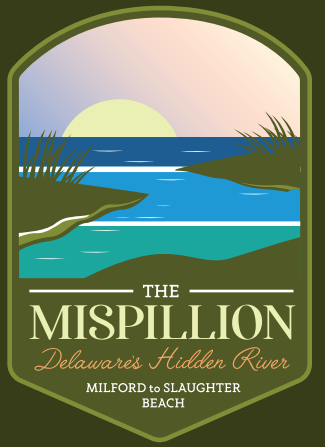
Printing
- ☐ Shopping & Dining Guide
- ☐ Organization Brochure
- ☐ Parking Cards
- ☐ Partner Banners
- ☐ Visit Cards
- ☐ Hours Signs

Event Extension
- ☐ Logo Adoption
- ☐ Social Integration
- ☐ Marketing Integration
- ☐ Merchandise Expansion
- ☐ Signage
- ☐ Volunteer Swag

Wayfinding
- ☐ Plan Strategic Banner Strategy
- ☐ Plan Event Banner Strategy
- ☐ Explore Partnering for Comprehensive Wayfinding System
- ☐ Bike Sign System
- ☐ Bike Lane Branding
- ☐ Guerilla Pedestrian Signs
- ☐ Parking Signs

Other
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐





ARNETT MULDROW

HOW TO BE A **BRAND PARTNER**

BRAND MERCHANDISE

- Hats
- T-Shirts
- Coffee cups
- Decals
- Bumper stickers
- Bags
- Shopping bags
- Cycling jerseys
- Pint glasses
- Guitar picks
- Water bottles
- Outdoor gear
- Polo shirts
- Climbing chalk bags
- Hiking stick medallions
- Rain jackets
- Guitar straps
- Koozies
- Socks
- Invent something

BRAND YOUR DIGITAL PRESENCE

- Add logo to website
- Add logos to Facebook as a gallery
- Link from web to community website
- Use hashtag
- Share photos of branded items
- Tweet the web address
- Link google photo galleries to share
- Profile pics
- Send other businesses and organizations to the web address
- Instagram people having fun

BRAND YOUR PLACE

- Request interest icons
- Look for brand extension opportunities
- Organizational logos
- Street banners
- Wayfinding signage
- Open signs
- Store hours signs
- Shopping & dining guides
- Advertising
- Pocket folders
- Visitor guides
- Business cards
- Brochures
- Annual reports
- Maps
- Trail guides
- Shopping bags
- Loyalty cards

THE MISPILLION
Delaware's Hidden River
MILFORD to SLAUGHTER BEACH

DELAWARE'S CEDAR CREEK
Naturally Pristine

From here, it's completely up to you, your community, your event, or your organization. There's no proper order, only the things that make sense for you!

SHARE WITH US

We would love to hear from you about all the amazing things you come up with to do with the brand. Please share images and stories of the brand at work with us.

CHECK OFF ONE OF THE SUGGESTIONS, AND YOU ARE A BRAND PARTNER!

ARNETT MULDROW

STRATEGIC EVENT CALENDAR

	IMAGE	SPECIAL	RETAIL	DONOR	OWNER	PUBLIC	VOLUNTEER	GOVERNMENT
JANUARY								
FEBRUARY								
MARCH								
APRIL								
MAY								
JUNE								

DELAWARE'S
CEDAR CREEK
Naturally Pristine

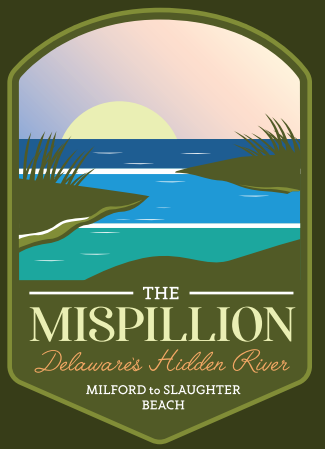
THE
MISPILLION
Delaware's Hidden River
MILFORD to SLAUGHTER BEACH

ARNETT MULDROW

STRATEGIC EVENT CALENDAR

	IMAGE	SPECIAL	RETAIL	DONOR	OWNER	PUBLIC	VOLUNTEER	GOVERNMENT
JULY								
AUGUST								
SEPTEMBER								
OCTOBER								
NOVEMBER								
DECEMBER								





ARNETT MULDROW

MAIN5 COMMUNICATION CHANNELS

	BOARD	DESIGN	PROMOTION	ORGANIZATION	ECONOMIC VITALITY	WEEKLY	MONTHLY	ANNUAL	DONOR	OWNER	PUBLIC	VOLUNTEER	GOVERNMENT
SOCIAL													
Facebook Page													
Facebook Merchant Group Page													
Facebook Volunteer Group Page													
Instagram													
Instagram Stories													
Twitter													
Pinterest Product Catalog													
Pinterest Sweet Shot Catalog													
Tik Tok													
WEB/PRINT													
Paid Print													
Earned Media													
Press Releases													
Web Updates													
Blog Posts													
Newsletters													
IMPACT Tool													
RELATION & PRESENTATION													
Council Update													
Council Presentation													
Organizations Presentation													
Volunteer Campaign													
Donor Campaign													
Sponsorship Single Ask													
Building Owner Visits													
Business Owner Visits													

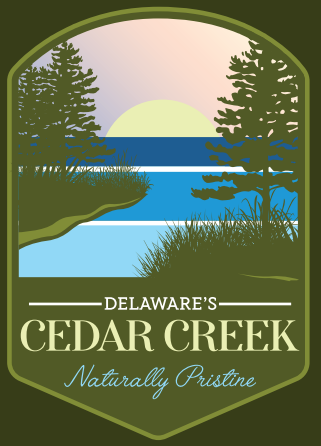
DELAWARE'S CEDAR CREEK
Naturally Pristine

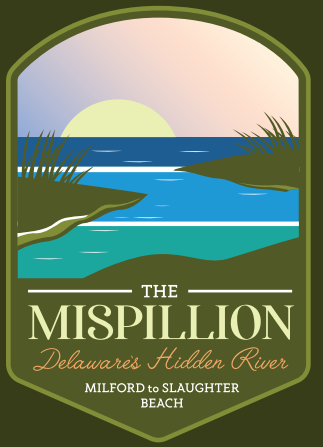
THE MISPILLION
Delaware's Hidden River
MILFORD to SLAUGHTER BEACH

ARNETT MULDROW

BRANDSCORE CITY

	POINT	YOUR SCORE	TO DO
1. Do You Have A Defined Typeface?	5 points		
2. Do You Have A Color Palette?	5 points		
3. Do You Have An Municipal Seal?	5 points		
4. Do You Have An City Logo other than your Seal?	5 points		
5. Do Your Departments Have Logos in the system (not police or fire)?	2 points		
6. Do You Have A Styleguide?	5 points		
7. Do You Have An City Branded Presentation Template?	3 points		
8. Do You Have City Branded Business Card, Letterhead & Envelope?	3 points		
9. Is Your City Logo On Your Website?	5 points		
10. Do You Have An City Promotional Brochure?	5 points		
11. Is Your City Logo Your Facebook Profile?	3 points		
12. Is Your City Logo Your Instagram Profile?	2 points		
13. Do You Know What Twitter Is For?	2 points		
14. Do You Have A Traditional Or Electronic Newsletter?	3 points		
15. Do You Have A Uniform Hashtag?	2 points		
16. Do Our Events Amplify Our Brand?	5 points		
17. Does Your Gateway Include Your Logo?	5 points		
18. Do Your Street Banners Feature Your Destination Brand?	10 points		
19. Do You Make Your Volunteers Feel Part Of The Brand?	5 points		
20. Do You Address Parking With Your Brand?	5 points		
21. Is There Logo Apparel?	5 points		
22. Do you have Branded Wayfinding Signs?	10 points		





ARNETT MULDROW

PHOTO ASSET CHECKLIST

Main Street Context
- [ ] Daytime
- [ ] Nighttime
- [ ] Winter
- [ ] Holidays
- [ ] Festival
- [ ] Drone

Farmers Market
- [ ] Setup
- [ ] Produce Detail
- [ ] Product Detail
- [ ] Vendor Shot
- [ ] Busy Shot
- [ ] Transaction Shot

Event
- [ ] Setup
- [ ] Marketing
- [ ] Busy Shot
- [ ] Business Owner
- [ ] Transaction Shot
- [ ] People

Business
- [ ] Storefront Day with People
- [ ] Storefront Night
- [ ] Context with People
- [ ] Product Detail
- [ ] Owner Shot
- [ ] Transaction Shot

Restaurants
- [ ] Restaurant Front-Day
- [ ] Restaurant Front- Night
- [ ] Dining Room w/ People
- [ ] Outdoor Dining w/ People
- [ ] Food Shot
- [ ] Serving Shot

Office/Co-work
- [ ] Building Front
- [ ] Interior Shot
- [ ] Employees working
- [ ] Saavy Logos on things

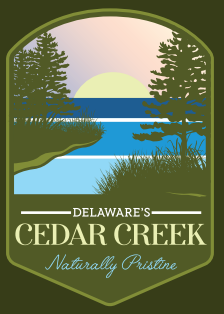
- [ ] Parades
- [ ] Public Safety
- [ ] Patio Dining
- [ ] Pets
- [ ] Bike Racks

Examples



Downtown Context with People







Farmers Market Vendor Shot



Patio Dining



Restaurant with People



Parades

ARNETT MULDROW

SOCIAL MEDIA STRATEGY

MONTHLY THEMES FOR INSPIRATION

JANUARY	FEBRAURY	MARCH	APRIL	MAY	JUNE
NEW STARTS & PLANNING	DIVERSITY & LOVE	CLEAN & GREEN	BEAUTY & COLOR	MAIN STREET FLAVOR	LOCAL REDISCOVERY

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
ROAD TRIP	HISTORY & CIVICS	FESTIVALS, EVENTS & FUN	FALL FOR MAIN STREET	SHOP SMALL OFTEN	HOLIDAY TRADITIONS

WEEK BY WEEK

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
PICTURES SPEAK	TASTE TUESDAY	MAGIC STORY TIME	TRAILHEAD THURSDAY	MAIN EVENT WEEKEND	REST	REST

DAILY POSTS

GALLERY PHOTO	FOOD PIC	INSPIRATIONAL QUOTE	HIGHLIGHT PRODUCT	PROMOTE EVENTS	STORY DURING EVENTS
BEHIND THE SCENES	MENU PIC	VIEWER POLL	VIDEO TOUR	ACTIVITIES	
OWNER IMAGE	SERVER VIDEO	ASK A QUESTION	UNBOXING VIDEO		
HISTORIC IMAGE	DESSERT POST	THANK YOUR FANS	THIS OR THAT?		

ARNETT MULDROW

RESOLUTION 2023-01

Endorsement of Final Ecotourism and Resilience Investment Strategy
& Partnership Support with Slaughter Beach

Whereas, the National Coastal Resilience Fund is a national program that supports targeted investments by helping communities address their specific resilience needs and priorities; and

Whereas, the National Coastal Resilience Fund invests in projects that benefit coastal communities by reducing threats from coastal hazards such as rising sea- and lake-levels, more intense storms, increasing flooding and erosion, and melting permafrost to property and key assets, such as hospitals and evacuation routes; and benefits fish and wildlife by enhancing the ecological integrity and functionality of coastal ecosystems; and

Whereas, the Final Ecotourism & Resilience Investment Strategy for the Mispillion and Cedar Creek Watersheds involves a project funded by the National Fish and Wildlife Foundation's National Coastal Resilience Fund; and

Whereas, the watersheds provide crucial habitat for a range of marine life and storm protection for surrounding communities and feature largely undisturbed expanses that offer extensive recreational and ecotourism opportunities; and

Whereas, the natural resource economic valuation study, completed by the University of Maryland Environmental Finance Center in June 2021, funded by The Pew Charitable Trusts, can be accessed at: https://arch.umd.edu/sites/default/files/docs/UMD_EFC_Pew_Mispillon_Resources_Benefits_Report_0_0.pdf); and

Whereas, the vulnerability assessment, completed in July 2022, was completed by the Partnership for the Delaware Estuary; and

Whereas, this Ecotourism and Resilience Investment Strategy incorporates elements of the first two efforts and contains recommendations to expand conservation and recreation opportunities while building the resiliency of the region's communities and ecosystems to future climate impacts.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Milford, by majority vote during a regular session of Council, hereby endorses the Final Ecotourism and Resilience Investment Strategy for the Mispillion and Cedar Creek Watersheds and continue support of the partnership with Slaughter Beach.

AND BE IT FURTHER RESOLVED that the associated branding within the Riverwalk be utilized on corresponding letterhead and documents.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 23rd day of March 2023.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa Hudson



Waterways Infrastructure & Investment Network

WIIN Pavilion Party
Friday, March 31, 10am
Bicentennial Park Pavilion
214 NE Front Street, Milford

- **You're invited to celebrate the release of:**
- ***Ecotourism and Resilience Investment Strategy for the Mispillion and Cedar Creek Watersheds***
- **RSVP to: rasclinfo@gmail.com by March 28**
- **Outdoor event. Refreshments provided.**

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

THE CITY of Milford DELAWARE

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

DATA SHEET FOR KNIGHT CROSSING

Planning Commission Meeting: March 21, 2023

Application Number / Name	:	19-021 / Knight Crossing
Applicant	:	Limitless Development Company, LLC 26412 Broadkill Road Milton, DE 19968
Owner	:	Milford Marina Enterprise, LLC 26412 Broadkill Road Milton, DE 19968
Application Type	:	Preliminary Major Subdivision & Conditional Use Extension #3
Present Comprehensive Plan Map Designation	:	Moderate Density Residential
Present Zoning District(s)	:	R-3 (Garden Apartment & Townhouse)
Present Use	:	Vacant
Proposed Use	:	Planned Unit Development
Size and Location	:	25.80 +/- acres of land located south of Cedar Beach Road, east of Beaver Dam Road and west of Route 1.
Tax Map & Parcel(s)	:	3-30-7.00-035.00, 036.00 & 037.00 (portion)

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

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

THE CITY of Milford DELAWARE

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

STAFF ANALYSIS REPORT
March 6, 2023

Application Number / Name	**:**	19-021 / Knight Crossing
Application Type	**:**	Preliminary Major Subdivision & Conditional Use Extension #3
Property Identification Numbers	**:**	3-30-7.00-035.00, 036.00 & 037.00 (portions)
Area and Location	**:**	40.64 +/- acres of land located south of Cedar Beach Road, east of Beaver Dam Road and west of Route 1.

I. BACKGROUND INFORMATION:

- The applicant is seeking a third extension of the Preliminary Major Subdivision and Conditional Use approvals for Phase II-B which was originally approved by City Council on February 24, 2020. City Council granted the first extension of these two approvals for Phase I, II-A and II-B on February 22, 2021. City Council granted the second extension of Phase II-A and II-B on March 28, 2022. See attached for a copy of the original approval letter and extension letters.

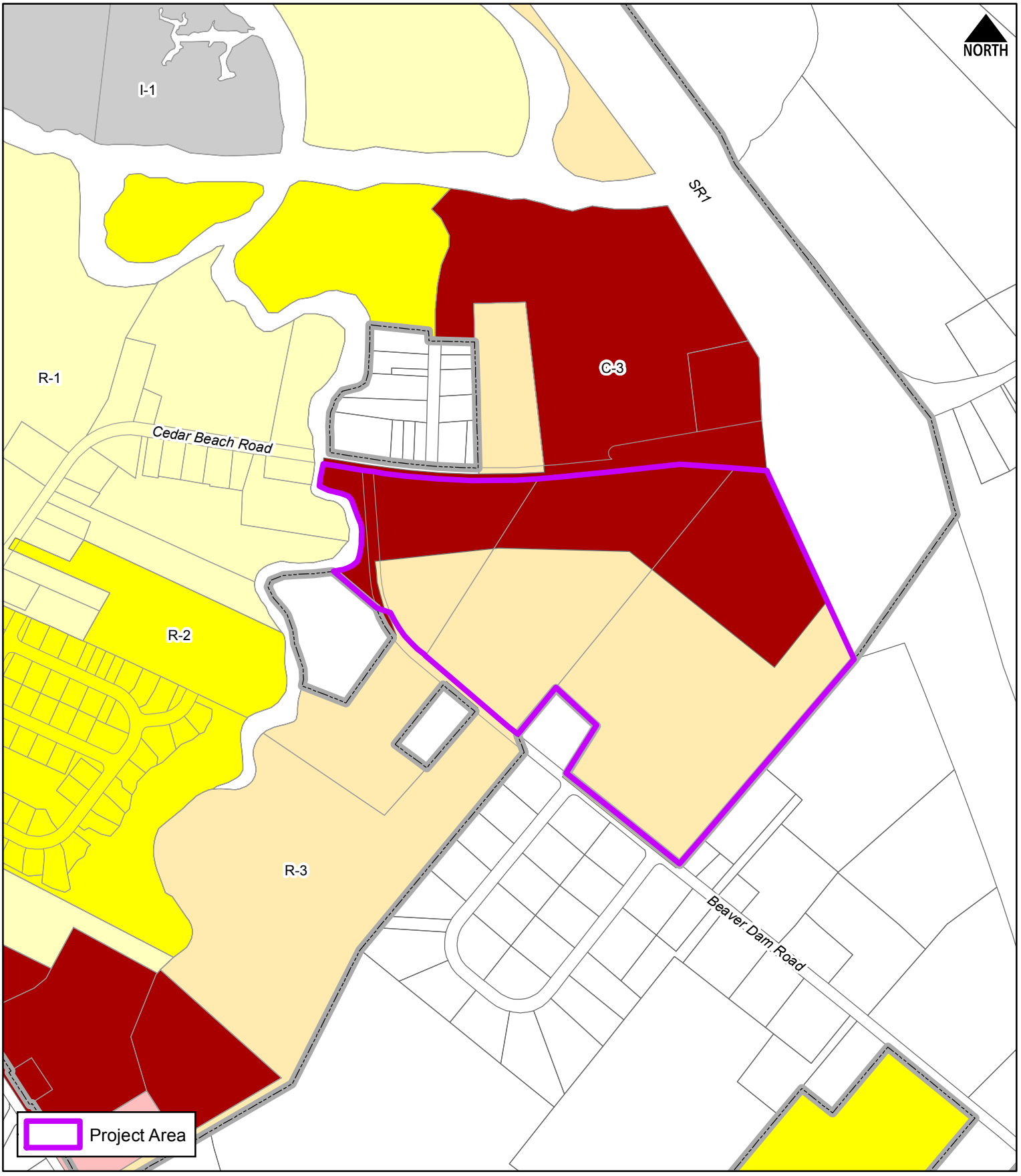
- City Council granted Final Major Subdivision approval for Phase I on June 28, 2021 and Final Major Subdivision approval for Phase II-A on October 24, 2022; however, the developer has yet to submit final copies of required agreements, construction plans and record plats and the record plats have not been recorded to date.

- The applicant proposes to construct 87 single-family detached dwellings and 30 townhouses, for a total of 117 dwelling units. The original request was for 131 total dwelling units; however, the applicant had to re-design the single-family detached layout to meet the required side separation of 16 feet between units which required a reduction in the number of homes within the project area.

II. AGENCY & DEPARTMENT COMMENTS:

- **DelDOT Planning, Development Coordination**
  Approval letter March 18, 2022.
- **Delaware Health and Social Services – Division of Public Health**
  Final approval letter dated December 7, 2022 received.
- **Sussex Conservation District**
  Approval letter April 16, 2021.

- **Delaware State Fire Marshal's Office**
  Approval letter dated February 11, 2020.
- **City Engineer – Construction Plan Review**
  Final Construction plan comments were provided to the applicant on January 12, 2023.



THE CITY of Milford DELAWARE

Scale: 0 250 500 Feet

Drawn by: WRP

Date: 09/30/19

Filepath: PreliminaryMajorSubdivision_KnightCrossing.mxd

Title:

Preliminary Major Subdivision

Knight Crossing

Location & Zoning Map

SITE DATA:

1. APPLICATION NO.: 19-021

2. TAX PARCEL NUMBER: 3-30-7.00-035.00; & 036.00; & 037.00

3. OWNER: MILFORD MARINA, LLC
2120 LOVE POINT
STEVENSVILLE, MD 2166
PH: 302-684-4844

4. DEVELOPER: MILFORD MARINA ENTERPRISES
26412 BROADKILL ROAD
MILTON, DE 19968
PH: 302-684-4844

5. SOURCE OF TITLE: DEED BOOK : PAGE

6. ZONING R-3 - 25.84 ACRES
C-3 - 14. 80 ACRES

R-3 GARDEN APARTMENT AND TOWNHOUSE DISTRICT

SINGLE FAMILY DWELLING	REQUIRED	PUD PROPOSED
MINIMUM LOT AREA (CONDOMINIUM)	7,500 SQ.FT	4,000 SQ.FT.
MAXIMUM BUILDING COVERAGE ENVELOPE)	45%	52% +/- (BUILDING
MINIMUM LOT WIDTH	60 FEET	50 FEET
MINIMUM SIDE YARD	10 FEET	5 FEET - 10 AGG.
MINIMUM FRONT YARD FRONT YARD	30 FEET	20 FEET (10' COR.
MINIMUM REAR YARD	15 FEET	15 FEET
MAXIMUM BUILDING HEIGHT	35 FEET (3 STORIES)	35 FEET

TOWNHOUSE OR ROW DWELLING	REQUIRED	PUD PROPOSED
NUMBER OF DWELLING PER GROUP	MINIMUM OF 3 - MAXIMUM OF 8	5 UNITS
DWELLING UNITS PER ACRE	MAXIMUM 12 DU	SEE PUD CALC.
BUILDING COVERAGE ENVELOPE)	60%	47% +/- (BUILDING
MINIMUM LOT SIZE PER DU (CONDOMINIUM)	2,000 SF PER DU	2,000 SQ.FT.
BUILDING HEIGHT	35 FEET	35 FEET

PUD COMPUTATIONS	REQUIRED / ALLOWABLE	PUD PROPOSED
MINIMUM LOT AREA	4,000 SQ.FT.	5,000 SQ.FT
MINIMUM LOT WIDTH	40 FEET	50 FEET
MAXIMUM DENSITY	25% OF GROSS DEV. AREA 25.75 AC - 6.44 AC = 19.31AC 841,143 / 4,000 = 210 D.U.	122 DWELLING UNITS
REQUIRED OPEN SPACE	400 SQ.FT. PER D.U. 122 D.U. * 400 SQ.FT. (TOTAL OF THREE PHASES) = 48,800 SQ.FT 1.12 ACRES	4.736 ACRES
REQUIRED RECREATIONAL	44,400 *.5 = 22,200 SQ.FT 0.51 ACRE	1.420 ACRES
PARKING REQUIREMENTS	2 PER UNIT 122 UNITS * 2 = 244	263 SPACES PROVIDED (1 GARAGE PER UNIT) PLUS ON STREET PARKING

7. BENCHMARK: NAIL IN PAVEMENT EDGE
ELEV = 25.15
N: 331404.8460
E: 660044.7810

8. DATUM: HORIZONTAL: DE STATE PLAN NAD 83
VERTICAL: NAVD 88

9. SITE ACREAGE:

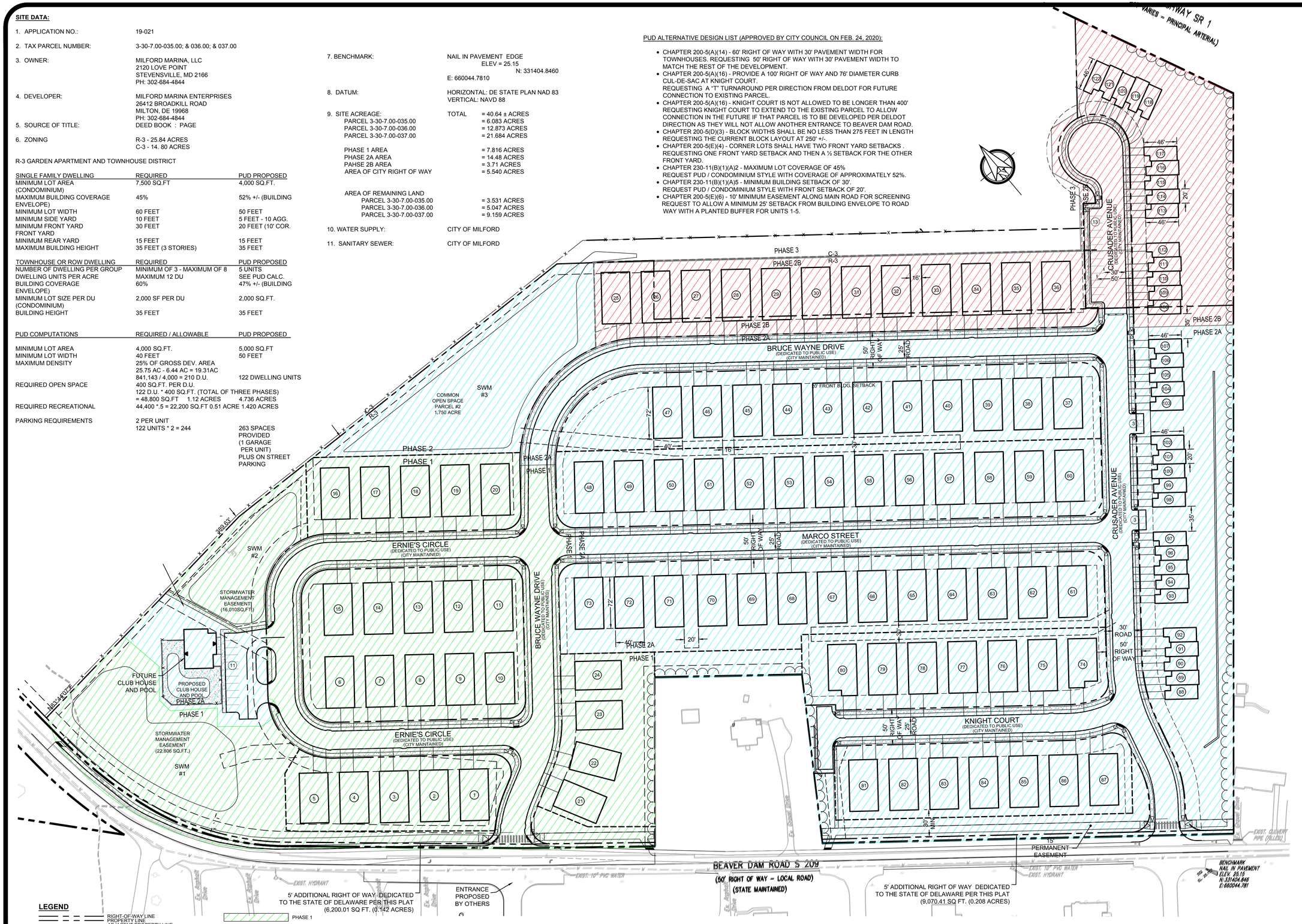
TOTAL	= 40.64 ± ACRES
PARCEL 3-30-7.00-035.00	= 6.083 ACRES
PARCEL 3-30-7.00-036.00	= 12.873 ACRES
PARCEL 3-30-7.00-037.00	= 21.684 ACRES
PHASE 1 AREA	= 7.816 ACRES
PHASE 2A AREA	= 14.48 ACRES
PAHSE 2B AREA	= 3.71 ACRES
AREA OF CITY RIGHT OF WAY	= 5.540 ACRES
AREA OF REMAINING LAND	
PARCEL 3-30-7.00-035.00	= 3.531 ACRES
PARCEL 3-30-7.00-036.00	= 5.047 ACRES
PARCEL 3-30-7.00-037.00	= 9.159 ACRES

10. WATER SUPPLY: CITY OF MILFORD

11. SANITARY SEWER: CITY OF MILFORD

PUD ALTERNATIVE DESIGN LIST (APPROVED BY CITY COUNCIL ON FEB. 24, 2020):

- CHAPTER 200-5(A)(14) - 60' RIGHT OF WAY WITH 30' PAVEMENT WIDTH FOR TOWNHOUSES. REQUESTING 50' RIGHT OF WAY WITH 30' PAVEMENT WIDTH TO MATCH THE REST OF THE DEVELOPMENT.
- CHAPTER 200-5(A)(16) - PROVIDE A 100' RIGHT OF WAY AND 76' DIAMETER CURB CUL-DE-SAC AT KNIGHT COURT.
REQUESTING A "T" TURNAROUND PER DIRECTION FROM DELDOT FOR FUTURE CONNECTION TO EXISTING PARCEL.
- CHAPTER 200-5(A)(16) - KNIGHT COURT IS NOT ALLOWED TO BE LONGER THAN 400' REQUESTING KNIGHT COURT TO EXTEND TO THE EXISTING PARCEL TO ALLOW CONNECTION IN THE FUTURE IF THAT PARCEL IS TO BE DEVELOPED PER DELDOT DIRECTION AS THEY WILL NOT ALLOW ANOTHER ENTRANCE TO BEAVER DAM ROAD.
- CHAPTER 200-5(D)(3) - BLOCK WIDTHS SHALL BE NO LESS THAN 275 FEET IN LENGTH REQUESTING THE CURRENT BLOCK LAYOUT AT 250' +/-.
- CHAPTER 200-5(E)(4) - CORNER LOTS SHALL HAVE TWO FRONT YARD SETBACKS . REQUESTING ONE FRONT YARD SETBACK AND THEN A ½ SETBACK FOR THE OTHER FRONT YARD.
- CHAPTER 230-11(B)(1)(A)2 - MAXIMUM LOT COVERAGE OF 45%
REQUEST PUD / CONDOMINIUM STYLE WITH COVERAGE OF APPROXIMATELY 52%.
- CHAPTER 230-11(B)(1)(A)5 - MINIMUM BUILDING SETBACK OF 30'.
REQUEST PUD / CONDOMINIUM STYLE WITH FRONT SETBACK OF 20'.
- CHAPTER 200-5(E)(6) - 10' MINIMUM EASEMENT ALONG MAIN ROAD FOR SCREENING REQUEST TO ALLOW A MINIMUM 25' SETBACK FROM BUILDING ENVELOPE TO ROAD WAY WITH A PLANTED BUFFER FOR UNITS 1-5.



LEGEND

RIGHT-OF-WAY LINE
PROPERTY LINE
ADJACENT PROPERTY LINE
BENCHMARK
CONCRETE MONUMENT FOUND
CAPPED REBAR FOUND
IRON PIPE FOUND
BUILDING SETBACK LINE
PAVEMENT SETBACK LINE
EASEMENT LINE
PHASE 1
PHASE 2A
PHASE 2B

DUFFIELD ASSOCIATES
Soil, Water & the Environment
5400 LIMESTONE ROAD
WILMINGTON, DE 19808-1232
TEL: 302.239.6634
FAX 302.239.8485
OFFICES IN DELAWARE, MARYLAND, PENNSYLVANIA AND NEW JERSEY
WEB: HTTP://DUFFNET.COM
E-MAIL: DUFFIELD@DUFFNET.COM

CHECKED BY: SJG
DESIGNED BY: BRK
DRAWN BY: BRK
FILE NAME: 11804PD.Master
STEPHEN J. GORSKI, P.E.
STATE: DELAWARE P.E. #12625

No.	REVISION	CHK'D BY

OWNER: MILFORD MARINA ENTERPRISE, LLC
2120 LOVE POINT ROAD
STEVENSVILLE, MD 21666

DEVELOPER: MILFORD MARINA ENTERPRISE, LLC.
2120 LOVE POINT ROAD
STEVENSVILLE, MD 21666

PUD MASTER PLAN
MAJOR SUBDIVISION
KNIGHT CROSSING
PHASE ONE
CITY OF MILFORD ~ SUSSEX COUNTY ~ DELAWARE

DATE: 24 AUGUST 2022
SCALE: 1" = 60'
PROJECT NO. 11686.CC
SHEET: 1 OF 1

DUFFIELD ASSOCIATES
Soil, Water & the Environment

Duffield Associates, LLC
5400 Limestone Road
Wilmington, DE 19808
Phone: 302.239.6634
Fax: 302.239.8485
duffnet.com

February 24, 2023

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

RE: Project No. 11686CC (Duffield)
Knight's Crossing – Preliminary Plan Extension Request and PUD Master Plan Revision

Dear Mr. Pierce:

Please accept this letter as a request to extend the City Council Preliminary Plan Approval for Knight's Crossing that is set to expire on March 28, 2023. We are currently working with the City to gain final plan approval on Phase 2B of the development.

The following is the current status of the various plan approvals through the different agencies:

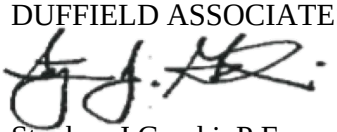
- Delaware Department of Transportation – Entrance Plans were approved on August 17, 2021. This approval includes both Phase 1 and Phase 2 entrances.
- Sussex Conservation District – Sediment and Stormwater Plans were approved April 16, 2021.
- City of Milford – Phase 1 plans have been approved by the City including; Utility, Road and Storm Drain, and Record Plan on May 5, 2021.
- City of Milford – Phase 2A plans have been approved by the City including; Utility, Road and Storm Drain, and Record Plan on October 24, 2022. We submitted Phase 2B and are awaiting final approvals from the City.
- State Fire Marshal – The plans have been originally approved in February 2020 and were resubmitted with revisions and reapproved in November 2020.
- Public Works Agreement draft – pending draft from the Owner.

We received Final Record Plan approval for Phase 1 from the City Council in June 2021 and Phase 2A in October 2022. We anticipate obtaining Phase 2B approvals for City Council approval in May 2023.

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

Very truly yours,

DUFFIELD ASSOCIATES, LLC



Stephen J Gorski, P.E.
Senior Project Manager

SJG/BRK:acj
11686\CC\Working\11686CC.0224-ExtensionLetter_2.COR.docx

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

THE CITY of Milford DELAWARE

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

March 5, 2020

Don Lockwood
Limitless Development Company, LLC
26412 Broadkill Road
Milton, DE 19968

RE: Application Number: 19-021
Application Name: Knight Crossing
Application Type: Planned Unit Development & Preliminary Major Subdivision
Tax Parcel Number(s): 3-30-7.00-035.00, 036.00 & 037.00 (portions)

Mr. Lockwood,

According to our records, the City Council granted approval of the Planned Unit Development and Preliminary Major Subdivision known as Knight Crossing on February 24, 2020. City Council approved the following deviations and waivers from Chapter 200 Subdivision of Land and Chapter 230 Zoning associated with the application;

- Chapter 200-8(A)(14) – Reduction in the right of way requirement for the townhouse area from 60' to 50'.
- Chapter 200-8(A)(16) – Allow the construction of a "T" turnaround at the end of Knight Court instead of the required cul-de-sac.
- Chapter 200-8(A)(16) – Allow the construction of Knight Court as a dead-end street that is longer than the maximum length allowed of 400 feet as shown on the preliminary subdivision plans.
- Chapter 200-8(D)(3) – Allow a reduction in the block width from 275 feet to 250 feet.
- Chapter 200-8(E)(4) – Allow the use of one front yard setback for a corner lot and half setback for the other front yard area.
- Chapter 230-11(B)(1)(a)(2) – Allow an increase in the maximum lot coverage from 45% to 52%.
- Chapter 230-11(B)(1)(a)(5) - Allow a reduction in the front yard setback from 30 feet to 20 feet.
- Chapter 200-8(e)(6) – Allow a 25 foot setback for Lots 1-6 between the building envelope and the proposed planted buffer along Beaver Dam Road.

The City Council did not approve a waiver from Chapter 230-11(B)(1)(a)(6) and will require the developer provide the minimum side yard setback of 8 feet (or a side building separation of 16 feet) for the single-family detached dwellings.

In addition, the developer will be required to enter into a cost sharing agreement with the Windward on the River developer for the construction of the regional sanitary sewer pumping station and associated force main.

Per the Code of the City of Milford, Chapter 200-4, Subdivision of Land, A (5), "*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.*" Final Major Subdivision Approval or an extension must be obtained prior to February 24, 2021 in order to avoid expiration of the preliminary approval.

Please contact me at 302-424-8396 or via email at rpierce@milford-de.gov should you have any questions and to coordinate final construction plan and final major subdivision review for the development.

Sincerely,

William R. Pierce II

Rob Pierce, AICP
Planning & Economic Development Director

cc: *James Puddicombe, P.E. – City Engineer*
Steve Gorski, P.E. - Duffield Associates
Milford Marina Enterprise, LLC - Owner

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

THE CITY of Milford DELAWARE

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

March 3, 2021

Don Lockwood
Limitless Development Company, LLC
26412 Broadkill Road
Milton, DE 19968

RE: Application Number: 19-021
Application Name: Knight Crossing
Application Type: Planned Unit Development & Preliminary Major Subdivision
Tax Parcel Number(s): 3-30-7.00-035.00, 036.00 & 037.00 (portion)

Mr. Lockwood,

According to our records, on February 22, 2021, the City Council granted a one-year extension of the Planned Unit Development approval and the Preliminary Major Subdivision approval for the Knight Crossing subdivision. Final Major Subdivision approval or an extension must be obtained prior to February 22, 2022 in order to avoid expiration of the preliminary approval.

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

Sincerely,

William R. Pierce II

Rob Pierce, AICP
Planning Director

cc: James Puddicombe, P.E. - City Engineer
Stephen Gorski, P.E. – Duffield Associates

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

THE CITY of Milford DELAWARE

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

April 5, 2022

Don Lockwood
Limitless Development Company, LLC
26412 Broadkill Road
Milton, DE 19968

RE: Application Number: 19-021
Application Name: Knight Crossing
Application Type: Planned Unit Development & Preliminary Major Subdivision
Tax Parcel Number(s): 3-30-7.00-035.00, 036.00 & 037.00 (portion)

Mr. Lockwood,

According to our records, on March 28, 2022, the City Council granted a one-year extension of the Planned Unit Development approval and the Preliminary Major Subdivision approvals for the Knight Crossing subdivision Phase 2A and 2B. Final Major Subdivision approval for Phase 2A and 2B or an extension must be obtained prior to March 28, 2023 in order to avoid expiration of the preliminary approval.

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

Sincerely,

William R. Pierce II

Rob Pierce, AICP
Planning Director

cc: James Puddicombe, P.E. - City Engineer
Stephen Gorski, P.E. – Duffield Associates

RESOLUTION 2023-02

Final Acceptance of Windward on the River Subdivision Water and Sewer Infrastructure

WHEREAS, Chapter 200 provides that public roads and public utilities shall be accepted into the City of Milford's street system and public utility system by Resolution of City Council; and

WHEREAS, the Public Works Director and City Engineer have determined the water and sewer included in the Windward on the River Subdivision have been completed in accordance to City standards and requirements; and

WHEREAS, the portion of the Windward on the River Subdivision to be accepted includes the water and sewer utilities within the Windward on the River Subdivision depicted on the construction and pump station plans sealed and dated February 04, 2020 and March 10, 2020, respectively; and

WHEREAS, the water and sewer utilities within Windward Boulevard, a privately maintained street, are to be included; and

WHEREAS, this Resolution does not include acceptance of the sidewalks and streets within this subdivision; and

WHEREAS, approval to operate those utilities has been obtained from the applicable State agencies; and

WHEREAS, the maintenance bond for the completed utilities is to be relinquished to the developer in an amount equivalent to that withheld for maintenance of the accepted utilities; and

WHEREAS, said developer has provided as-built drawings of the utilities to the City of Milford.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Milford, during a lawful session duly assembled on the 27th day of March 2023, by a favorable majority vote, accepts the water and sewer systems in the Windward on the River Subdivision, that are being dedicated for public use into the City of Milford's public utility system.

BE IT FURTHER RESOLVED, that the City of Milford shall assume responsibility for the future maintenance and repair of the water and sewer systems in Windward on the River Subdivision, as noted in this Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 27th day of March 2023.

_____

Mayor Arthur J. Campbell

Attest: _____

City Clerk Teresa K. Hudson

RESOLUTION 2023-03

Final Acceptance of Brookstone Trace Subdivision Phase 2 Rights of Way and Associated Infrastructure

WHEREAS, Chapter 200 provides that public roads and public utilities shall be accepted into the City of Milford's street system and public utility system by Resolution of City Council; and

WHEREAS, the Public Works Director and City Engineer have determined the water, sewer and stormwater systems included in Phase 2 of the Brookstone Trace Subdivision have been completed in accordance to City standards and requirements; and

WHEREAS, the portion of Phase 2 to be accepted includes the utilities within the Right-of-Way ("ROW") and public utilities within associated open spaces adjacent to, but within the phase, as depicted on the phasing plan sealed and dated August 2, 2018 and recorded with the Sussex County Recorder of Deeds on Book 266, Page 59; and

WHEREAS, the phase to be accepted is phase 2 which encompass lots 45 through 89 and 105 through 128; and

WHEREAS, utilities within the following rights-of-way are to be included: Pebblebrook Drive from Fieldstone Avenue to Fieldstone Avenue; and

WHEREAS, this Resolution includes acceptance of the sidewalks and public streets within these phases; and

WHEREAS, approval to operate those utilities has been obtained from the applicable State agencies; and

WHEREAS, the maintenance bond for the completed utilities is to be relinquished to the developer in an amount equivalent to that withheld for maintenance of the accepted utilities; and

WHEREAS, said developer has provided as-built drawings of the utilities to the City of Milford.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Milford, during a lawful session duly assembled on the 27th day of March 2023, by a favorable majority vote, accepts the water, stormwater, sewer systems and rights of way in the Brookstone Trace Subdivision, Phase 2, that are being dedicated for public use into the City of Milford's public utility system.

BE IT FURTHER RESOLVED, that the City of Milford shall assume responsibility for the future maintenance and repair of the water, stormwater and sewer systems in Brookstone Trace Subdivision, Phase 2, as noted in this Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 27th day of March 2023.

_____

Mayor Arthur J. Campbell

Attest: _____

City Clerk Teresa K. Hudson

OFFICE OF THE CHIEF OF POLICE
CECILIA E. ASHE
cecilia.ashe@cj.state.de.us

THE CITY of Milford DELAWARE

400 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

DATE: March 22, 2023

TO: Mayor & Council
Mark Whitfield, City Manager

FROM: Chief Cecilia E. Ashe

RE: Authorization to be added to the City of Milford – Asset Forfeiture Checking Account for Police Special Law Enforcement Assistance Fund (SLEAF)

As you are aware in the month of February 2023 I was named as the new Chief of Police for the City of Milford. In the course of my first few weeks I began to review various portions of the agency, with one being the Special Law Enforcement Assistance Fund (SLEAF). As the Chief of Police I am required to ensure the police department remains in compliance with not only the seizure of US currency as evidence in criminal investigation, but also to comply with court orders when the money is required to be turned over to SLEAF (11 DE 4110-4116). In 2023, prior to my arrival an account was established at the PNC Bank in a non-interest-bearing account by the City Finance Director strictly to account for forfeiture money. It is my understanding that currently the only authorized signers on the account are the Mayor, Vice Mayor and City Manager. Therefore, I am respectfully requesting to be added to this account as an additional authorized account signer.

FISCAL NOTE

The addition of the Chief to the list of authorized signers empowers the Chief to both (a) authorize the issuance of a payment to SLEAF and (b) execute the payment itself, which are two steps in an ordinary procurement process that are ideally segregated across two different positions to reduce the risk of fraud and human error. The SLEAF process differs from the City's ordinary procurement or "purchase to pay" process in that there is no requisition or purchase of a budgeted good or service utilizing taxpayer / ratepayer funding giving rise to the obligation for payment. Rather, it is a Delaware regulation giving rise to the obligation to distribute cash that was acquired through police procedure and segregated from other City assets into an individual account. That segregation of the cash itself is the first of three compensating internal controls that overcome the risk of the integration of the duties in the payment process. The second is that two signatures will be required on SLEAF checks before they are issued, and the third is that the responsibility for the account reconciliation will reside with the Finance Department. While cash receipt and disbursement processes are ideally centralized within the Finance Department, the addition of the Chief to the forfeiture account will improve the Police Department's efficiency in compliance with SLEAF obligations while any trade-off in risk is mitigated by three compensating controls.

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

To: Mayor and City Council
Cc: Mark Whitfield, City Manager; Finance Department
From: Louis C. Vitola, Finance Director
Date: March 27, 2023
Re: Financial Reporting Package – February 2023

The Financial Reporting Package for the FYTD period ended February 28, 2023 is enclosed. The executive summary below highlights this month's notable developments. The "Quick Reference" section of this memo recaps key financial highlights and changes made in FY23 to help shorten the executive summaries. So far, the only change made in FY23 is the August addition of a second appendix to report the progress on the new Police Facility Construction Project in terms of the final budget versus actual spending. In this month's report, the appendix is found on page 7 following the ARPA summary.

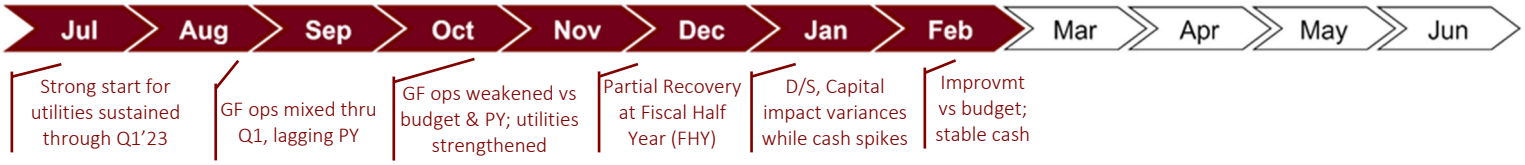
The enterprise funds continue to exceed expectations in total against the seasonalized FY23 budget, and all funds improved since January to the extent that each fund is also individually ahead of the budget. The net surplus on a percentage basis doubled to 5.0% at the end of February, although FYTD results compared to the same period last year remain unfavorable in total. Results are mixed; water and sewer each improved in February as electric and solid waste lost ground compared to the same period through last February. Recurring themes include the continued reduction of sewer inflow and infiltration expenses versus budget, higher wholesale power costs impacting electric margin, and increased staffing levels closer to budgeted levels impacting prior year expense and margin comparisons.

The general fund followed the trend observed in the utilities this month; the performance versus the year-to-date seasonalized budget improved since last month, while mixed results across departments pushed the negative variance to the same FYTD period through February 2022 higher. Despite the downward trending results, the positive overall surplus through February is a good sign for the general fund, and the most significant reasons behind the negative expense variance are *good* things: improved staffing levels and greater capital project activity, signaling more people doing more work to invest more in the City of Milford's infrastructure and strategic plan this year compared to last year.

Cash and investments decreased by $354k in total this month, which is most simply explained entirely by the application of $380k in ARPA funding. Aside from ARPA, about $200k net outflows in operating and reserve cash was offset by an equal amount of special purpose and impact fee inflows.

Quick Reference for FY23 Financial Developments and Report Upgrades

Recap FY23 Financial Highlights



Summary of FY23 Modifications

- New Appendix added (see page 7) to recap expenditures on new Police Facility Construction vs budget

THE CITY of Milford DELAWARE

Financial Reporting Package

As of and For the Period Ended February 28, 2023

Net Cash and Funding Availability Summary *(in thousands)*

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

Appendix: Milford Police Facility Project Spending vs Budget

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

Net Cash and Funding Availability Summary *(in thousands)* [1]

For the Period Ended February 28, 2023

Operating Cash Balances

▼ *Marks Ref Closing Bal* [3]

Description	Opening Balance (Jan 31, 2023)		Closing Balance (Feb 28, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund	$ 4,531	→	$ 4,221	$ -	$ (496)	$ (1,491)	$ 2,234
Electric Fund	3,430	→	3,450	-	(13)	(1,652)	1,786
Water Fund	2,781	→	2,887	-	(731)	(294)	1,863
Sewer Fund	1,738	→	1,797	-	(639)	(205)	953
Solid Waste Fund	700	→	709	-	(314)	(190)	205
Operating Cash Totals [3]	**$ 13,180**	●	**$ 13,065**	**$ -**	**$ (2,193)**	**$ (3,831)**	**$ 7,042**

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (Jan 31, 2023)		Closing Balance (Feb 28, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	$ 2,203	→	$ 2,210	$ -	$ (500)	$ -	$ 1,710
Municipal Street Aid (MSA)	506	↑	576	269	(845)	-	-
Realty Transfer Tax (RTT) [2]	5,177	→	5,220	62	(2,903)	(1,203)	1,175
Economic Development [2]	515	→	515	89	(419)	-	185
Lodging Tax Fund	556	→	562	99	(661)	-	-
ARPA Grant Fund	1,509	↓	1,129	-	(1,129)	-	-
Special Purpose Cash Totals [3]	**$ 10,466**	●	**$ 10,212**	**$ 519**	**$ (6,457)**	**$ (1,203)**	**$ 3,070**

Reserve Fund Cash Balances [1]

Description	Opening Balance (Jan 31, 2023)		Closing Balance (Feb 28, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	$ 2,043	→	$ 1,998	$ 2,496	$ (3,454)	$ (356)	$ 685
Water Fund Capital Reserves	2,475	→	2,437	731	(714)	(2,237)	217
Sewer Fund Capital Reserves	4,746	→	4,762	639	(1,036)	(3,437)	927
Solid Waste Fund Capital Reserves	258	→	263	386	(637)	-	12
Electric Fund Capital Reserves	15,042	→	15,019	13	(6,477)	(4,753)	3,801
Operating Cash Totals [3]	**$ 24,565**	●	**$ 24,479**	**$ 4,265**	**$ (12,319)**	**$ (10,783)**	**$ 5,641**

Impact Fees and Police/General Facilities Cash Balances

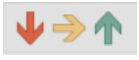
Description	Opening Balance (Jan 31, 2023)		Closing Balance (Feb 28, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
Police & General Gov't Facilities	$ 191	→	$ 201	$ 40	$ (241)	$ -	$ -
Carlisle Fire Co Permit Fund	626	→	629	13	(643)	-	-
Parks & Recreation Facilities	147	→	148	3	(151)	-	-
Water Impact Fee Reserves	4,894	→	4,947	211	(5,158)	-	-
Sewer Impact Fee Reserves	2,800	→	2,828	112	(2,940)	-	-
Electric Impact Fee Reserves	1,149	→	1,157	29	(1,185)	-	-
Impact Fees & Police/GF Totals [3]	**$ 9,808**	●	**$ 9,910**	**$ 408**	**$ (10,318)**	**$ -**	**$ -**

Grand Totals [3]	**$ 58,019**	▲	**$ 57,665**	**$ 5,192**	**$ (31,286)**	**$ (15,818)**	**$ 15,754**

[1] New report merges Cash Roll (p.2) and Restricted Reserves (p.3) into one single reference for net funds available after commitments & restrictions.

[2] Realty Transfer Taxes (RTT) returned to normal after a timing-related spike and strong year-end commercial sales. An additional $313k was encumbered against Economic Development Funding in support of Milford Corporate Center design.

[3] Closing 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

Cash and Investment Balance[1] Rollforward

For the Period Ended February 28, 2023

Operating Cash Balances

▼*Marks Ref Closing Bal*[4]

Description	Opening Balance (Jan 31, 2023)	Receipts	Interest Earned	Disbursements	Closing Balance (Feb 28, 2023)
General Fund	$ 4,531,208	$ 1,136,277	$ 2,539	$ (1,448,637)	$ 4,221,386
Electric Fund	3,429,785	2,547,453	13,907	(2,540,678)	3,450,467
Water Fund	2,781,004	279,117	4,031	(176,847)	2,887,306
Sewer Fund	1,737,823	418,274	9,854	(369,109)	1,796,842
Solid Waste Fund	700,133	121,399	9	(112,499)	709,042
Operating Cash Totals[4]	**$ 13,179,953**	**$ 4,502,520**	**$ 30,340**	**$ (4,647,770)**	**$ 13,065,043**

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (Jan 31, 2023)	Receipts	Interest Earned	Disbursements[3]	Closing Balance (Feb 28, 2023)
General Improvement[2]	$ 2,203,499	$ -	$ 6,508	$ -	$ 2,210,007
Municipal Street Aid (MSA)	505,686	68,288	1,727	-	575,700
Realty Transfer Tax (RTT)[2]	5,177,438	51,719	15,895	(25,000)	5,220,052
Economic Development	515,247	-	-	-	515,247
Lodging Tax Fund	555,979	5,789	-	-	561,768
ARPA Grant Fund[3]	1,508,534	-	-	(379,669)	1,128,865
Special Purpose Cash Totals[4]	**$ 10,466,383**	**$ 125,796**	**$ 24,130**	**$ (404,669)**	**$ 10,211,639**

Reserve Fund Cash Balances

Description	Opening Balance (Jan 31, 2023)	Receipts	Interest Earned	Disbursements[3]	Closing Balance (Feb 28, 2023)
General Fund Capital Reserves	$ 2,042,990	$ -	$ 9,829	$ (54,922)	$ 1,997,897
Water Fund Capital Reserves	2,475,362	14,288	25,766	(78,525)	2,436,891
Sewer Fund Capital Reserves[2]	4,746,413	-	15,874	(361)	4,761,926
Solid Waste Fund Capital Reserves	258,402	-	4,800	(185)	263,017
Electric Fund Capital Reserves	15,042,135	500	1,816	(25,405)	15,019,045
Reserve Fund Cash Totals[4]	**$ 24,565,301**	**$ 14,788**	**$ 58,085**	**$ (159,399)**	**$ 24,478,775**

Impact Fees and Police/General Facilities Cash Balances

Description	Opening Balance (Jan 31, 2023)	Receipts	Interest Earned	Disbursements	Closing Balance (Feb 28, 2023)
Police & General Gov't Facilities	$ 191,371	$ 10,021	$ -	$ -	$ 201,393
Carlisle Fire Co Permit Fund	625,890	3,340	-	-	629,231
Parks & Recreation Facilities	146,900	800	-	-	147,700
Water Impact Fee Reserves	4,894,234	52,836	-	-	4,947,070
Sewer Impact Fee Reserves	2,800,106	27,920	-	-	2,828,027
Electric Impact Fee Reserves	1,149,340	7,200	-	-	1,156,540
Impact Fees & Police/GF Totals[4]	**$ 9,807,843**	**$ 102,118**	**$ -**	**$ -**	**$ 9,909,961**

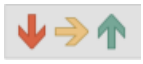
Grand Totals[4]	**$ 58,019,480**	**$ 4,745,221**	**$ 112,554**	**$ (5,211,837)**	**$ 57,665,418**

[1]Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves and Net Cash & Funding Availability Reports for detail.

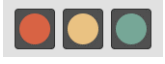
[2]Realty Transfer Taxes (RTT) returned to normal after a timing-related spike and strong receipts related to year-end commercial property sales. MSA increased due to the state's quarterly distribution.

[3]$380k in ARPA funding (Line 16) is primarily PD Vehicles and FY22 water infrastructure carryover. $159k disbursed from reserves (lines 20-24) reflects ongoing progress on capital projects, including the Milford Corp Ctr, ERP Proj, Fisher Ave Bypass, design/engineering, etc.

[4]Closing 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 February 28, 2023

General Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/23)	$	1,997,897
Expected Contributions & Interest		496,435
Restricted Funds:		
Vehicle & Equipment Replacement		(199,695)
Street Repair		(676,709)
Parking Enhancements		(320,000)
Parkland, Trails & Recreation		(798,012)
Other Proj, Incl MCC Design		(626,622)
OpEx Support (PD R/M)		(832,986)
Support Policy with RTT[1]		2,000,000
Draft Reserve (MCR) Policy[2]		-
Equipment Replacement Reserve[2]		(355,800)
Uncommitted Reserve Balance	**$**	**684,508**

Water Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/23)	$	2,436,891
Expected Contributions & Interest		730,903
Restricted Funds:		
Vehicle & Equipment Replacement		(136,859)
Streets 2020 Utility Engineering		(201,000)
		-
Milford Business Campus		(39,025)
Sum of FY23 Projects		(337,477)
Draft Reserve (MCR) Policy[3,6]		(2,099,788)
Equipment Replacement Reserve[3]		(136,859)
Uncommitted Reserve Balance	**$**	**216,786**

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/23)	$	4,761,926
Expected Contributions & Interest		638,966
Restricted Funds:		
Sewer Vehicles & Equipment		(160,112)
Citywide Projects & Engineering		(2,869)
Utility Engineering		-
Sum of FY23 Projects		(873,301)
Draft Reserve (MCR) Policy[3,6]		(3,327,474)
Equipment Replacement Reserve[3]		(110,000)
Uncommitted Reserve Balance	**$**	**927,136**

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (2/28/23)	$	15,019,045
Expected Contributions & Interest		12,569
Restricted Funds:		
Electric Vehicles & Equipment		(57,022)
Lighting & System Improvements		(584,637)
Traffic Signal Upgrades		(344,256)
Citywide Projects		(1,430,851)
Redeem / Defease Bond[7]		(4,060,000)
Draft Reserve (MCR) Policy[3,6]		(4,693,372)
Equipment Replacement Reserve[3]		(60,000)
Uncommitted Reserve Balance	**$**	**3,801,476**

Solid Waste Reserves		Amount
Cash/Investment Balance (2/28/23)	$	263,017
Expected Contributions & Interest		385,768
Restricted Funds:		
Solid Waste Vehicles & Equipment[4]		(549,500)
Solid Waste Alloc of PW Projects		(87,690)
Draft Reserve (MCR) Policy[4,6]		-
Equipment Replacement Reserve[4]		-
Uncommitted Reserve Balance	**$**	**11,594**

MSA & RTT Reserves	Amount
RTT Balance (2/28/23)	5,220,052
MSA Balance (2/28/23)	575,700
MSA & RTT Est Receipts thru FY23:	330,929
MSA: Street & Bridge Improvements	(1,190,958)
RTT: Transfer to Police Dept	(100,000)
RTT: Sidewalk Project Funding	(426,170)
MSA & RTT: 2020 Combined St-Util	(31,000)
	-
RTT: Support GF Policies[1]	(2,000,000)
RTT: Draft Reserve Policy[5]	(1,203,346)
Uncommitted Reserve Balance	**$ 1,175,206**

[1]Approved GF Reserve Policies permit support from an eligible funding source; portion of RTT balance pledged to support GF Reserves for forseeable future

[2]Approved GF Reserve Policies recommend MCR of 45 days OpEx & Equip Repl Res minimum of 110% of upcoming CIP budget

[3]Approved Reserve Policies split Minimum Cash Req'd from COS study into new MCR & Equip Repl Reserve (20% of CIP)

[4]Solid Waste Reserves initiated in FY22 with seed funding from interfund loan forgiveness. Through at least FY23, 100% reserved for purchase of new vehicle per FY23-27 CIP; moved from MCR to Restricted

[5]Approved Reserve Policies recommend dynamic MCR based on average of trailing-three-year RTT receipts; FY23 increase related to strong FY22 vs FY19, which fell out of T3 Avg

[6]The Days Operating Expenditures (Days OpEx) piece of MCRs reclassified from Reserve balances here to Operating Cash; the Total MCR has not changed, except Solid Waste ($170k added to MCR for OpEx)

[7]The interest rate environment was changing as we entered December 2021, which coincided with $7 million property investment cash outflows, prompting a review of the value of the redemption. Economic or "artificial" defeasement of the debt was introduced to the electric rate consultants and the City's new investment managers; revised plan for defeasement being evaluated now.

City of Milford, Delaware

General Fund: Statement of Revenues & Expenditures[1]

For the YTD Period Ended February 28, 2023 vs Prior FYTD & Current Budget (in thousands)

	General Fund Sources and Uses of Funding	Admin & Council	Public Safety	Parks & Rec	Planning & All Other	Total	FY23 Total (as % of Rev)	FY22 Total[2] (as % of Rev)
1	***Sources of Funding:***							
2	Real Estate (Property) Taxes	$ 5,010	$ -	$ -	$ -	$ 5,010	59.3%	54.9%
3	Permits, Licensing & Franchise Fees	281	-	-	409	690	8.2%	6.5%
4	Fines, Fees & Misc Revenue	95	375	-	-	470	5.6%	4.0%
5	General Revenue Subtotal	5,385	375	0	409	6,170	73.1%	65.4%
6	Utility Transfers & Cost Allocation	2,067	-	-	-	2,067	24.5%	30.8%
7	Grant Revenue	6	-	-	-	6	0.1%	0.7%
8	Application of Reserve Balances	-	200	-	-	200	2.4%	3.1%
9	General Fund Operating Support	2,073	200	0	0	2,273	26.9%	34.6%
10	**Total Sources of Funding**	**$ 7,458**	**$ 575**	**$ -**	**$ 409**	**$ 8,442**	**100.0%**	**100.0%**
11	***Uses of Funding:***							
12	Operations & Maintenance	746	801	302	484	2,333	27.6%	19.2%
13	Personnel	482	3,348	390	1,116	5,336	63.2%	61.0%
14	Total Operating Expenses	1,229	4,149	692	1,599	7,668	90.8%	80.2%
15	**Surplus (Deficit) for Debt Svc & Capital**	**$ 6,230**	**$ (3,574)**	**$ (692)**	**$ (1,190)**	**$ 774**	**9.2%**	**19.8%**
16	Debt Service - Principal & Interest	-	-	-	-	-	0.0%	0.0%
17	Capital Spending / Transfers from (to) Reserves	63	88	280	90	522	6.2%	2.0%
18	**Net Surplus (Deficit) - FYTD through Feb 2023**	**$ 6,166**	**$ (3,662)**	**$ (972)**	**$ (1,280)**	**$ 252**	**3.0%**	**17.8%**
19	***Net Surplus (Deficit) - FYTD through Feb 2022***	*$ 6,057*	*$ (3,297)*	*$ (707)*	*$ (534)*	*$ 1,519*	17.8%	
20	*Current vs Prior - Favorable (Unfavorable)[2]*	→ *$ 110*	↓ *$ (365)*	↓ *$ (265)*	↓ *$ (746)*	↓ *$ (1,267)*	↓ *-14.8%*	
21	***Net Surplus (Deficit) - Current FYTD Budget***	*$ 6,248*	*$ (4,694)*	*$ (1,656)*	*$ (1,310)*	*$ (1,412)*	-16.4%	
22	*Current vs Budget - Favorable (Unfavorable)[3]*	→ *$ (82)*	↑ *$ 1,032*	↑ *$ 683*	↑ *$ 30*	↑ *$ 1,664*	↑ *19.4%*	

[1]This 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.

[2]This format presents expeditures in the context of funding sources while comparing subtotals (rightmost column) and the net surplus (deficit) to the prior YTD period (rows 19 & 20)

[3]Comparative 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

Enterprise Funds: Statement of Revenues & Expenditures

For the YTD Period Ended February 28, 2023 vs Prior FYTD & Current Budget (in thousands)

	Enterprise Funds Profit & Loss (P&L) Statement	205 Electric	202 Water	203 Sewer	204 Solid Waste	Total	FY23 Total (as % of Rev)	FY22 Total (as % of Rev)
1	Operating Revenue	$ 18,781	$ 2,332	$ 3,401	$ 1,086	$ 25,600	100.0%	100.0%
2	Cost of Revenue[1]	(13,789)	(223)	(1,717)	(233)	(15,962)	-62.4%	-60.8%
3	Gross Margin	4,993	2,109	1,683	854	9,638	37.6%	39.2%
4	Operating Expenses							
5	Operations & Maintenance	(1,781)	(767)	(610)	(580)	(3,738)	-14.6%	-13.8%
6	Personnel	(1,017)	(216)	(210)	(188)	(1,632)	-6.4%	-5.5%
7	Total Operating Expenses	(2,798)	(984)	(820)	(768)	(5,370)	-21.0%	-19.2%
8	**Operating Income**	**$ 2,194**	**$ 1,125**	**$ 863**	**$ 85**	**$ 4,268**	**16.7%**	**19.9%**
9	Non-Operating Revenue (Expense)	325	286	90	8	708	2.8%	0.2%
10	Surplus (Deficit) for debt service & capital	2,519	1,411	953	94	4,977	19.4%	20.1%
11	Debt Service - Principal & Interest	(280)	(183)	(325)	(71)	(859)	-3.4%	-3.8%
12	Capital Spending / Contributions from (to) Reserves	(516)	(373)	(53)	(19)	(961)	-3.8%	-0.9%
13	Surplus (deficit) available for transfers	1,723	855	575	3	3,157	12.3%	15.4%
14	Transfers Out	(1,667)	(200)	-	-	(1,867)	-7.3%	-7.9%
15	**Net Surplus (Deficit) - FYTD through Feb 2023**	**$ 57**	**$ 655**	**$ 575**	**$ 3**	**$ 1,291**	**5.0%**	**7.4%**
16	***Net Surplus (Deficit) - FYTD through Feb 2022***	*$ 1,053*	*$ 553*	*$ 1*	*$ 145*	*$ 1,752*	*7.4%*	
17	*Current vs Prior - Favorable (Unfavorable)[2]*	*$ (997)*	*$ 102*	*$ 574*	*$ (142)*	*$ (462)*	*-2.4%*	
18	***Net Surplus (Deficit) - Current FYTD Budget***	*$ (125)*	*$ 432*	*$ 117*	*$ (4)*	*$ 420*	1.7%	
19	*Current vs Budget - Favorable (Unfavorable)[2]*	*$ 181*	*$ 224*	*$ 458*	*$ 8*	*$ 871*	*3.4%*	

[1]Cost 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.

[2]Comparative 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")

	Actual Spending by Category vs Plan, as Amended					
ARPA Eligibility Categories	**Plan (11/30/22)**	**Actual (1/31/23)**	**Actual (2/28/23)**	**Feb 2023 Activity**	**Remaining**	**Notes**
COVID-19 Health Impact	**$ 1,135,461**	**$ 532,243**	**$ 751,596**	**$ 219,353**	**$ 383,865**	
Operational Facilities	575,000	254,384	473,737	219,353	101,263	PD Vehicles, City Hall/IT Upgrades
Administering COVID-19 Response	234,152	24,000	24,000	-	210,152	Pro Rata portion of DE Treasury ARPA Attorney
Behavioral Health Care	180,000	180,000	180,000	-	-	Primarily Personnel Costs
Air Quality & Ventilation	145,712	73,262	73,262	-	72,450	HVAC Repair in Finc & P&R Offices; PW Areas Tentative
COVID-19 Mitigation	598	598	598	-	-	Vaccination Incentive; COVID test kits
COVID-19 Economic Impact	**$ 854,098**	**$ 835,340**	**$ 851,752**	**$ 16,412**	**$ 2,346**	
Assistance to Community (Annual)	322,114	324,460	322,114	(2,346)	-	DMI, Armory, Museum, CFC (Misp Art Lg R/C to Signage)
Assistance to Community & Households	255,394	255,394	255,394	-	-	MHDC, CFC, Food Bank, Library
Critical Ops Staffing / Retention	236,476	236,476	236,476	-	-	December 2021 Initiative
Aid Tourism Recovery	22,815	13,589	20,469	6,880	2,346	Signage / Banner Upgrade
Operational Facilities	14,674	2,796	14,674	11,878	-	City Hall Access Panel Upgrades
Parks & Rec Programming	2,625	2,625	2,625	-	-	Signage cost share with DMI
Infrastructure	**$ 4,329,460**	**$ 3,389,501**	**$ 3,533,405**	**$ 143,905**	**$ 796,054**	
Water Quality	2,877,074	2,596,807	2,709,075	112,268	167,999	Misp St Proj; NE Front St Water Line Replacement; 2020 Combined Utilities / Streets Proj
Flood/Pollution Control	724,527	212,729	212,729	-	511,798	4th St Drainage & Mispillion St Project
Improve Resilience to Disasters	435,000	304,511	318,744	14,233	116,257	Pump Station Upgrades, Spare Pumps & IT Initiatives
Improve Wastewater Treatment	292,858	275,454	292,858	17,404	-	Sewer part of Mispillion St Proj; NW Front Sewer
Revenue Recovery	**$ 14,874**	**$ 271**	**$ 271**	**$ -**	**$ 14,602**	
Parks & Rec Programming	7,112	271	271	-	6,841	
Economic Development	7,762	-	-	-	7,762	
Public Safety Operations	-	-	-	-	-	Public Safety Revenue Recovery reassigned to Vehicles
Grand Total	**$ 6,333,893**	**$ 4,757,356**	**$ 5,137,025**	**$ 379,669**	**$ 1,196,867**	

Appendix: Milford Police Facility Project Spending vs Budget

Project Inception through February 28, 2023

	Actual Spending by Category & Subcategory vs Budget							
Bid Category	**Awarded Contracts / Budget**	**Project Activity**	**Less: Retainage**	**Total Payable**	**PNC BAN Payments**	**Facility Fund Payments**	**General Fund Payments**	**Notes**
Pre-Construction	**$ 835,265**	**$ 857,217**	**$ -**	**$ 857,217**	**$ -**	**$ (827,546)**	**$ (29,671)**	
Design / Architecture	805,594	827,546	-	827,546	-	(827,546)	-	FY19-FY23
Referendum / Administrative	29,671	29,671	-	29,671	-	-	(29,671)	FY19-FY22
Construction Management	**$ 649,392**	**$ 278,311**	**$ -**	**$ 278,311**	**$ (230,776)**	**$ -**	**$ -**	
Fixed/On-Stie Construction Mgmt: RYJ	266,260	167,620	-	167,620	(143,675)	-	-	FY23
Variable Const Mgmt Fees: RYJ	383,132	110,691	-	110,691	(87,102)	-	-	FY23
Construction: 16 Core Contracts	**$ 13,293,125**	**$ 5,336,317**	**$ 266,816**	**$ 5,069,501**	**$ (4,391,789)**	**$ -**	**$ -**	
Sitework: Zack Excavating	1,976,508	967,319	48,366	918,953	(918,953)	-	-	FY23 / Current
Concrete: Gullwing	293,000	288,000	14,400	273,600	(273,600)	-	-	FY23 / Current
Masonry: L. Wilson	790,000	606,105	30,305	575,800	(401,950)	-	-	FY23 / Current
Steel Work: R.C. Fabricators	868,000	856,082	42,804	813,278	(813,278)	-	-	June (FY22) - Current
Carpentry & Gen: Conventional	1,076,360	68,020	3,401	64,619	(22,012)	-	-	Sept (FY22) - Current
Roofing: Quality Exteriors	933,252	397,552	19,878	377,674	(333,974)	-	-	June (FY22) - Current
Hardware: Precision	232,231	46,080	2,304	43,776	(32,614)	-	-	Jan (FY23) - Current
Glasswork: Walker & LaBarge	183,600	93,746	4,687	89,059	(64,178)	-	-	Oct (FY22) - Current
Drywall/Stud: Peninsula	1,317,000	827,511	41,376	786,135	(659,127)	-	-	FY23 / Current
Acoustical: Master Interiors	259,080	10,000	500	9,500	(9,500)	-	-	June (FY22) - Current
Floor Covering: Tri-State	479,440	4,408	220	4,188	(4,188)	-	-	June (FY22) - Current
Caulk & Paint: M&S Painting	66,570	3,183	159	3,024	-	-	-	Feb (FY23) - Current
Casework: Modular Concepts	108,125	-	-	-	-	-	-	
Mechanical: J.F Sobieski	2,081,649	462,578	23,129	439,449	(292,484)	-	-	June (FY22) - Current
Fire Sprinkler: Bear Industries	98,780	11,718	586	11,132	(11,132)	-	-	FY23 / Current
Electrical: Filec Services	2,529,530	694,015	34,701	659,314	(554,800)	-	-	FY23 / Current
Construction: Other Activity	**$ 500,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
City Portion - Technology	150,000	-	-	-	-	-	-	
City Portion - Furniture, Fixtures & Equip	350,000	-	-	-	-	-	-	
Post-Construction / Contingencies	**$ 1,185,697**	**$ 419,167**	**$ 317,804**	**$ 101,363**	**$ (101,363)**	**$ -**	**$ -**	
Builder's Contingency	520,062	317,804	317,804	-	-	-	-	Jan/Feb (FY23) - Current
Owner's Contingency[1]	665,635	101,363	-	101,363	(101,363)	-	-	FY22 - Current
Grand Total	**$ 16,463,479**	**$ 6,891,012**	**$ 584,620**	**$ 6,306,393**	**$ (4,723,929)**	**$ (827,546)**	**$ (29,671)**	

[1]Builder's Contingency was established to account for anticipated but unknown project-related expenditures. The majority (about $270k) of the amount reported arose in January and February 2023 and was presented to Council Monday, February 27.

City of Milford, Delaware

Legacy Revenue Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended February 28, 2023

66.7% of Year Elapsed

	Account / Function	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
1	**General Fund:**				
2	Economic Development Fund	$ 105,860	$ -	$ -	0.0%
3	General Fund Reserves	837,986	-	-	0.0%
4	ARPA Funding - Operating Support	270,411	-	4,506	1.7%
5	Realty Transfer Tax - Police	300,000	25,000	200,000	66.7%
6	Real Estate Tax	4,941,100	5,790	5,009,892	101.4%
7	Business License	67,000	11,830	59,030	88.1%
8	Rental License	110,000	4,250	107,325	97.6%
9	Building Permits	215,000	17,380	156,924	73.0%
10	Planning & Zoning	85,100	4,896	75,078	88.2%
11	Leases and Franchise Fees[1]	428,351	100,474	309,282	72.2%
12	Grasscutting Revenue	16,000	1,333	10,667	66.7%
13	Police Revenues	491,250	22,297	375,043	76.3%
14	Misc. Revenues[1]	19,500	12,368	45,887	235.3%
15	Transfers In	4,046,909	258,333	2,066,667	51.1%
16	**Total General Fund Revenue**	**$ 11,934,467**	**$ 463,953**	**$ 8,420,300**	**70.6%**
17	**Enterprise Funds:**				
18	Water Fund Revenues	$ 3,138,348	$ 111,853	$ 2,236,598	71.3%
19	Sewer Fund Revenues	3,117,701	96,840	1,946,084	62.4%
20	Kent County Sewer	2,036,770	41,365	1,299,313	63.8%
21	Solid Waste Fund Revenues	1,609,208	110,934	1,022,516	63.5%
22	Electric Fund Revenues	27,538,891	1,263,621	17,725,361	64.4%
23	**Total Enterprise Fund Revenue**	**$ 37,440,918**	**$ 1,624,613**	**$ 24,229,872**	**64.7%**
24	Other Enterprise Revenue	$ -	$ 13,804	$ 34,783	
25	Other Enterprise Expense	-	(2,310)	(36,961)	
26	**Total General & Enterprise Fund Revenue**	**$ 49,375,385**	**$ 2,100,059**	**$ 32,647,994**	**66.1%**

[1]Recurring, budgeted revenue such as franchise fees, tower leases and pole attachment fees reclassified from miscellaneous revenues (line 14) to leases and franchise fees (line 11)

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended February 28, 2023

66.7% of Year Elapsed

	Fund / Account / Divisional Groupings	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
1	**General Fund**					
2	City Administration					
3	Personnel	$ 822,844	$ 62,597	$ 465,363	56.6%	$ 357,481
4	Operation & Maintenance (O&M)	254,591	25,069	154,263	60.6%	100,328
5	Capital	226,250	-	-	0.0%	226,250
6	Subtotal: City Administration	1,303,685	87,666	619,626	47.5%	684,059
7	Planning & Zoning					
8	Personnel	592,088	46,502	368,232	62.2%	223,856
9	O&M	136,943	33,161	129,514	94.6%	7,429
10	Capital	50,000	-	-	0.0%	50,000
11	Subtotal: Planning & Zoning	779,031	79,663	497,746	63.9%	281,285
12	Council					
13	Personnel	36,688	2,223	16,708	45.5%	19,980
14	Legal	29,300	4,920	19,680	67.2%	9,620
15	City Hall Building Expense	35,810	2,984	23,873	66.7%	11,937
16	Insurance	14,200	(0)	12,015	84.6%	2,185
17	Christmas Decorations	5,000	0	2,728	54.6%	2,272
18	Council Expense	44,000	925	16,611	37.8%	27,389
19	Employee Recognition	28,000	35	26,819	95.8%	1,181
20	Codification	10,000	190	9,502	95.0%	498
21	Carlisle Fire Company	205,000	-	140,000	68.3%	65,000
22	Museum	35,500	-	35,500	100.0%	-
23	Downtown Milford, Inc.	47,500	-	47,500	100.0%	-
24	Milford Public Library	26,750	-	-	0.0%	26,750
25	Transcription Service	-	-	-		-
26	Armory Expenses	50,000	25	8,055	16.1%	41,945
27	Community Festivals	70,000	-	20,000	28.6%	50,000
28	Election - Wages	5,000	-	-	0.0%	5,000
29	Election - Supplies	2,800	253	253	9.0%	2,547
30	Other O&M	59,516	5,531	15,589	26.2%	43,927
31	Capital	75,000	-	5,000	6.7%	70,000
32	Subtotal: Council	780,064	17,085	399,833	51.3%	380,231

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended February 28, 2023

66.7% of Year Elapsed

	Fund / Account / Divisional Groupings	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
33	Finance					
34	Personnel	508,442	38,788	309,405	60.9%	199,037
35	O&M	54,413	6,567	33,372	61.3%	21,041
36	Capital	-	-	-		-
37	Subtotal: Finance	562,855	45,355	342,777	60.9%	220,078
38	Information Technology					
39	Personnel	447,230	28,002	207,585	46.4%	239,645
40	O&M[1]	254,156	(55,385)	175,504	69.1%	78,652
41	Capital	65,837	32,323	58,440	88.8%	7,397
42	Subtotal: Information Technology	767,223	4,940	441,529	57.5%	325,694
43	Police Department					
44	Personnel	5,226,663	411,563	3,347,862	64.1%	1,878,801
45	O&M	958,611	63,604	703,785	73.4%	254,826
46	Capital	-	-	-		-
47	Subtotal: Police Department	6,185,274	475,167	4,051,647	65.5%	2,133,627
48	Streets & Grounds Division					
49	Personnel	376,673	30,322	230,300	61.1%	146,373
50	O&M	501,469	34,165	316,385	63.1%	185,084
51	Capital	720,000	9,460	89,831	12.5%	630,169
52	Subtotal: Streets & Grounds Division	1,598,142	73,947	636,516	39.8%	961,626
53	Parks & Recreation					
54	Personnel	688,620	48,905	390,067	56.6%	298,553
55	O&M	563,870	25,886	301,678	53.5%	262,192
56	Capital	1,085,443	173,435	280,417	25.8%	805,026
57	Subtotal: Parks & Recreation	2,337,933	248,226	972,162	41.6%	1,365,771
58	**Total General Fund Expenditures**	**$ 14,314,209**	**$ 1,032,050**	**$ 7,961,836**	**55.6%**	**$ 6,352,373**

[1]$125k of IT O&M driven by software maintenance, $105k of which is a single invoice & $57k of which was allocated by dept in February per FY23 budget.

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended February 28, 2023

66.7% of Year Elapsed

	Fund / Account / Divisional Groupings	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
59	**Enterprise Funds:**					
60	Water Division					
61	Personnel	$ 371,466	$ 27,827	$ 216,243	58.2%	$ 155,223
62	O&M	1,710,659	107,917	990,599	57.9%	720,060
63	Transfer to General Fund	300,000	25,000	200,000	66.7%	100,000
64	Capital	1,052,900	7,571	50,116	4.8%	1,002,784
65	Debt Service	365,274	-	182,637	50.0%	182,637
66	Subtotal: Water Division	3,800,299	168,315	1,639,595	43.1%	2,160,704
67	Sewer Division					
68	Personnel	360,693	$ 27,321	210,201	58.3%	150,492
69	O&M	1,858,390	130,353	931,432	50.1%	926,958
70	Capital	1,037,400	7,571	45,796	4.4%	991,604
71	Debt Service	412,478	-	325,198	78.8%	87,280
72	Subtotal: Sewer Division (excl. Kent County)	3,668,961	165,245	1,512,627	41.2%	2,156,334
73	Kent County Sewer	2,036,770	150,993	1,396,004	68.5%	640,766
74	Subtotal: Sewer Division (Comprehensive)	5,705,731	316,238	2,908,631	51.0%	2,797,100
75	Solid Waste Division					
76	Personnel	359,479	27,384	188,148	52.3%	171,331
77	O&M	1,181,700	51,335	851,749	72.1%	329,951
78	Capital	655,750	36,322	51,340	7.8%	604,410
79	Subtotal: Solid Waste Division	2,196,929	115,041	1,091,237	49.7%	1,105,692
80	Subtotal: Water, Sewer & Solid Waste	11,702,959	599,594	5,639,463	48.2%	6,063,496
81	Electric Division					
82	Personnel	1,598,456	$ 118,285	1,016,964	63.6%	581,492
83	O&M	2,983,845	192,965	1,781,569	59.7%	1,202,276
84	Transfer to General Fund	2,500,000	208,333	1,666,667	66.7%	833,333
85	Capital	953,300	217,901	516,169	54.1%	437,131
86	Debt Service	324,315	-	279,658	86.2%	44,657
87	Subtotal: Electric Division (excl. Power)	8,359,916	737,484	5,261,027	62.9%	3,098,889
88	Power Purchased	19,484,755	1,616,012	13,788,740	70.8%	5,696,015
89	Subtotal: Electric Division (Comprehensive)	27,844,671	2,353,496	19,049,767	68.4%	8,794,904
90	**Total Enterprise Fund Expenditures**	**$ 39,547,629**	**$ 2,953,091**	**$ 24,689,230**	**62.4%**	**$ 14,858,400**
91	**Grand Total Operating Budget**	**$ 53,861,838**	**$ 3,985,141**	**$ 32,651,066**	**60.6%**	**$ 21,210,773**

City of Milford, Delaware

Legacy Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended February 28, 2023

66.7% of Year Elapsed

Account / Divisional Groupings	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Interservice Departments					
Garage					
Personnel	$ 134,110	$ 7,606	$ 61,074	45.5%	$ 73,036
Operation & Maintenance (O&M)	128,475	6,708	71,558	55.7%	56,917
Capital	-	-	-		-
Subtotal: Garage	262,585	14,314	132,632	50.5%	129,953
Public Works					
Personnel	881,630	56,828	484,689	55.0%	396,941
O&M	237,282	30,061	152,484	64.3%	84,798
Capital	-	-	-		-
Subtotal: Public Works	1,118,912	86,889	637,173	56.9%	481,739
Tech Services					
Personnel	294,863	23,194	188,099	63.8%	106,764
O&M	461,599	47,446	274,604	59.5%	186,995
Capital	-	-	-		-
Subtotal: Tech Services	756,462	70,640	462,703	61.2%	293,759
Billing & Collections					
Personnel	760,557	54,172	417,398	54.9%	343,159
O&M	370,235	32,005	219,611	59.3%	150,624
Capital	-	-	-		-
Subtotal: Billing & Collections	1,130,792	86,177	637,009	56.3%	493,783
City Hall Cost Allocation					
O&M	84,875	5,502	59,114	69.6%	25,761
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	84,875	5,502	59,114	69.6%	25,761
Interdepartmental Cost Allocation	**$ (3,353,626)**	**$ (263,522)**	**$ (1,928,631)**	**57.5%**	**$ (1,424,995)**
Net Interdepartmental Costs[1]	**$ -**	**$ -**	**$ -**		**$ -**

[1]All costs reported here are allocated to and entirely funded by the various departments that use the services provided internally by these shared departments.