



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

CITY COUNCIL AGENDA April 24, 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 specific agenda item you wish to comment on.

Persons in attendance that wish to speak must sign up prior to the start of the Council Meeting.

COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Roll Call

Recognition

New City Employee Recognition

Proclamation 2023-08/Professional Municipal Clerks Week

Ordinance Final Action/Public Hearings/Public Comments ®

Adoption/Ordinance 2023-17 - Preliminary Major Subdivision
Application of Milford Corporate Center on behalf of City of Milford
182 +/- acres of land located at the northwest corner of
Milford-Harrington Highway and Canterbury Road
Comprehensive Plan Designation: Industrial Commercial
Zoning District: I-1 (Limited Industrial) BP (Business Park)
Present Use: Vacant Proposed Use: Industrial Park
Tax Parcel: MD-16-173.00-01-01.00

Adoption/Ordinance 2023-19 ⁴
City of Milford Code – Appendix B
Electric Rules and Regulations
Electric Rate Increase

Communication & Correspondence

Monthly Finance Report

Unfinished Business

New Business

Authorization/Accountant Position/Finance Department
Authorization/DelDOT/US Route 113/Speed Limit Reduction/Unification
Authorization/Funding/Police Dispatch Radio Console Purchase
Authorization/ Westwood Subdivision/ Preliminary Major Subdivision and PUD Extension Request #1
Adoption/Resolution 2023-05/Amending City Council Rules, Order of Business and Procedure [®] ¹

Executive Session

Motion to Recess into Executive Session

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

Pursuant to 29 Del. C. §10004(b)(4) Strategy sessions, including those involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation

Return to Open Session

Potential Vote/Property Matter ²

Potential Vote/Collective Bargaining Item 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 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.*

032923 040623 041423

041523 Agenda Items Reorganized

¹ 041923 Agenda Item Result/Council Workshop Discussion Same Date

042123 Agenda Item Moved to May 8, 2023 Meeting

² 042123 Late Addition by City Manager

³ 042423 Executive Session Item Clarified by City Manager (Negotiations)

⁴ 042523 Ordinance Number Corrected (Typo)





PROCLAMATION 2023-08

54th Annual Professional Municipal Clerks Week

April 30 – May 6, 2023

Whereas, The Office of the Professional Municipal Clerk, a time-honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community; and

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, do hereby proclaim the week of April 30 through May 6, 2023 as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerks, Master Municipal Clerk Teresa K. Hudson and Certified Municipal Deputy Clerk Katrina White, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed hereto this 24th day of April 2023.

Mayor Arthur J. Campbell

Attest:



DATA SHEET FOR MILFORD CORPORATE CENTER

Development Advisory Committee: March 15, 2023

Planning Commission Meeting: April 18, 2023

Application Number / Name	:	23-008 / Milford Corporate Center
Applicant	:	City of Milford 201 S. Walnut Street Milford, DE 19963
Owner	:	Same
Application Type	:	Preliminary Major Subdivision
Comprehensive Plan Designation	:	Industrial Commercial
Zoning District	:	I-1 (Limited Industrial) BP (Business Park)
Present Use	:	Vacant
Proposed Use	:	Industrial Park
Area and Location	:	182 +/- acres of land located at the northwest corner of Milford-Harrington Highway and Canterbury Road.
Property Identification Numbers	:	MD-16-173.00-01-01.00

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



STAFF ANALYSIS REPORT
April 3, 2023

Application Number / Name	:	23-008 / Milford Corporate Center
Application Type	:	Preliminary Major Subdivision
Property Identification Numbers	:	MD-16-173.00-01-01.00
Area and Location	:	182 +/- acres of land located at the northwest corner of Milford-Harrington Highway and Canterbury Road.

I. BACKGROUND INFORMATION:

- The applicant proposes to subdivide the above referenced parcel into a 27-lot industrial and business park as shown on the provided Preliminary Major Subdivision plans. The site will also include the construction of a new water tower and sewage pumping station to serve the property and surrounding area.
- The applicant is also seeking approval of a Comprehensive Signage Plan associated with the large-scale development.

II. STAFF ANALYSIS:

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

- The applicant is seeking a waiver from Chapter 200-8(D)(2) which states “block length shall not exceed 1,200 feet.” The proposed layout would exceed the block length requirement.
- The applicant is seeking a waiver from Chapter 200-8(D)(3) which states “block widths shall be not less than 275 feet nor more than 450 feet.” The proposed layout would exceed the block width requirement.
- Other than the above waiver requests, the application is consistent with Chapter 230 Zoning and Chapter 200 Subdivision of Land.
- The plans are consistent with the results of the concept master planning effort.

- The preliminary major subdivision plans have been reviewed for general compliance with the City’s Construction Standards and Specifications. See enclosed City Engineer review letter.
- Evaluation of the Comprehensive Signage Plan based on Chapter 230-24.25

(1) If approved, comprehensive signage plans may not be held to the size, height, numbers, and area regulations for signs found in other sections of this article provided that the number, type, and size of signs proposed shall not be excessive and must be in proportion to the scale of the buildings and uses planned for the site.

The comprehensive sign plan proposes three separate monument signs. One sign would be constructed at each entrance and the third would be located at the northwest corner of the Milford-Harrington Highway and Canterbury Road intersection adjacent to the proposed stormwater management pond.

(2) All proposed signage shall be designed and coordinated with the overall architectural concept for the buildings on the site. Sign type, color scheme, size, and illumination shall be coordinated and compatible with the architecture of the development so as to formulate a thematic sign plan for the site.

The comprehensive signage plan only includes monument signs at the two entrances and at the southeast corner of the site. There are no proposed buildings at this time.

(3) Wall-mounted signs shall be coordinated with the overall design theme of the site and designed as an integral component of the facades of buildings.

The comprehensive signage plan only includes monument signs at the two entrances and at the southeast corner of the site. There are no proposed buildings at this time.

(4) Site landscaping shall be designed to complement and not conflict with sign placements.

There will be landscaping around the monument signs that will complement the feature.

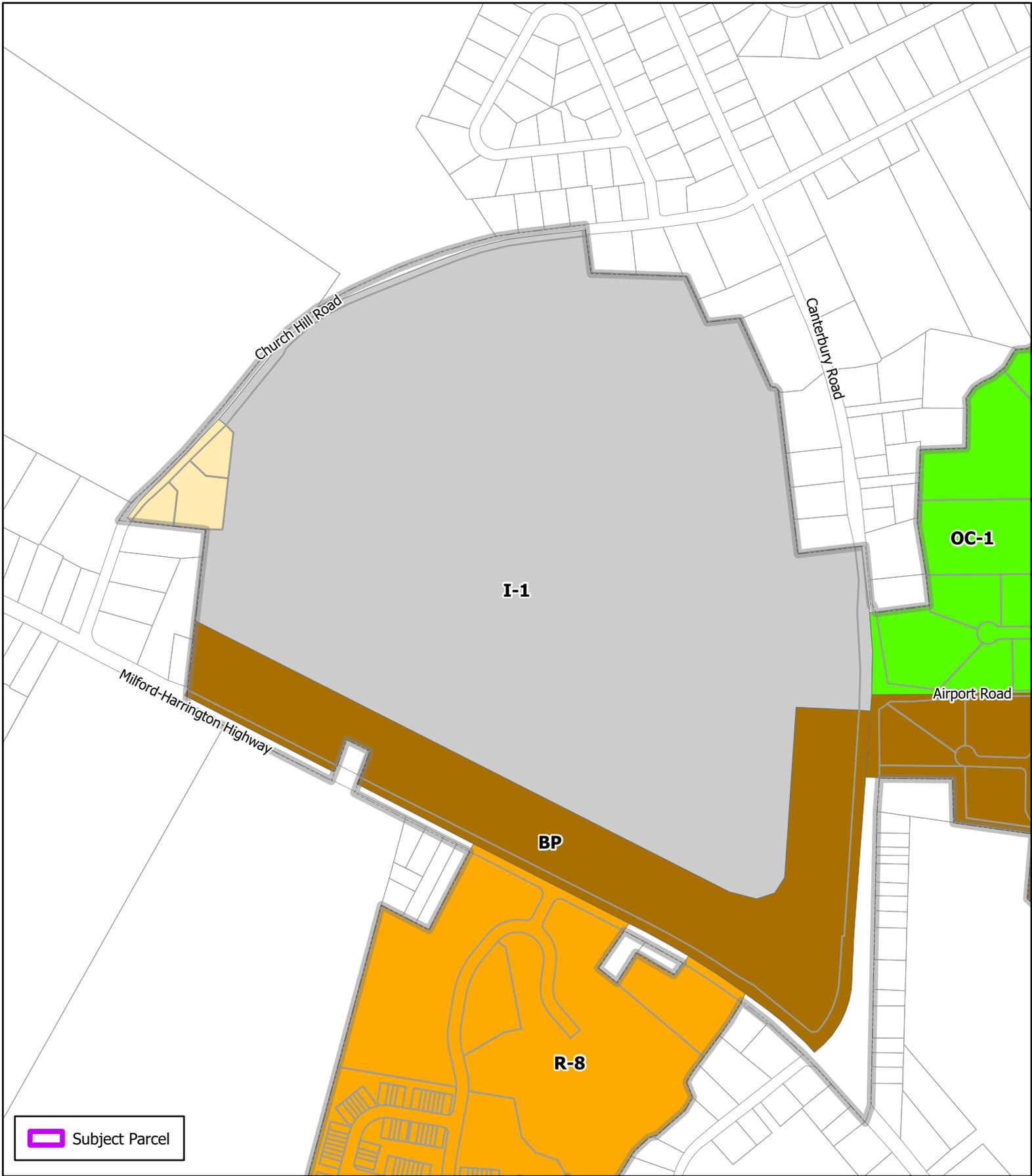
(5) No off-premises signage will be permitted as part of an application for a comprehensive signage plan.

No off-premises signage is proposed as part of the submission.

- The following comments must be addressed prior to final major subdivision approval;
 - Final Major Subdivision Plan approval will require approvals or no objection letters from DelDOT, State Fire Marshal’s Office and Kent Conservation District;
 - Applicant must address remaining Preliminary Major Subdivision review comments (copy of which is included in the packet);
 - Applicant must obtain final approval of engineering plans from the City Engineer; and
 - Address additional department and agency comments outlined in Section III.

III. AGENCY & DEPARTMENT COMMENTS:

- **Office of State Planning Coordination**
See attached PLUS comments dated September 22, 2022.
- **DelDOT**
See attached comments dated March 15, 2023.
- **Delaware Health and Social Services – Division of Public Health**
No comments provided.
- **Department of Natural Resources and Environmental Control (DNREC), Division of Water, Surface Water Discharges Section (SWDS)**
No comments provided.
- **Kent Conservation District**
No comments provided.
- **Delaware State Fire Marshal’s Office**
See attached comments dated February 20, 2023.
- **Carlisle Fire Company**
No comments provided.
- **City Engineer**
See attached comments dated March 10, 2023.
- **City of Milford Public Works Department**
No comments provided.
- **City of Milford Parks and Recreation Department**
No comments provided.
- **City of Milford Police Department**
No comments provided.
- **Milford School District**
No comments provided.



 Subject Parcel

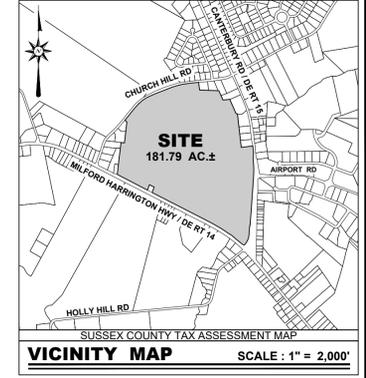


Scale:  Feet
0 300 600

Drawn by: WRP Date: 02/13/23

Title:
**Preliminary Major Subdivision
Milford Corporate Center**
Location & Zoning Map

Filepath: MajorSub_MilfordCorporateCenter.aprx



SITE DATA

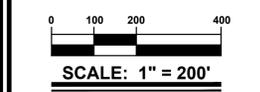
1. OWNER OF RECORD:	CITY OF MILFORD 201 SOUTH WALNUT STREET MILFORD, DELAWARE 19963 PHONE: 302-424-8396	
2. ENGINEER / SURVEYOR:	BECKER MORGAN GROUP INC. 309 SOUTH GOVERNORS AVE. DOVER, DELAWARE 19904 302.734.7950	
3. PROPERTY LOCATION:	MILFORD HARRINGTON HIGHWAY LATITUDE N38° 56' 04.20" GR580 - NAD83 LONGITUDE W 075° 27' 45.20" GR880 - NAD83	
4. TAX PARCEL NUMBER:	MD-16-173-00-01-01-00-000	
5. DEED REFERENCE:	11650-25	
6. PLAT REFERENCE:	P.B.: 132 PG.: 87	
7. SITE AREA SUMMARY:	181.7935 ACRES±	
8. ZONING CLASSIFICATION:	BP - BUSINESS PARK I-1 - LIMITED INDUSTRIAL	
9. PRESENT USE:	VACANT LOT / AGRICULTURE	
10. ROAD CLASSIFICATION:	MILFORD HARRINGTON HWY / DE RT 14 - MINOR ARTERIAL - 50 MPH CANTERBURY ROAD / DE RT 15 - MINOR ARTERIAL - 50 MPH AIRPORT ROAD (MUNICIPAL ROAD) - MINOR COLLECTOR - 45 MPH CHURCH HILL ROAD - LOCAL ROAD - 45 MPH	
11. SURVEY DATUM:	VERTICAL: NAVD 88 HORIZONTAL: NAD 83 (2011)	
12. MONUMENTATION:	31 FOUND	
13. SURVEY UNIT:	LINEAR: US SURVEY FOOT ANGULAR: DEGREES MINUTES SECONDS (DMS) COORDINATE: GROUND	
14. ZONING:	I-1: LIMITED INDUSTRIAL BP: BUSINESS PARK	
15. MIN. LOT AREA:	REQUIRED: 2.0 ACRES PROPOSED: 4.5379 ACRES MIN.	REQUIRED: 1.0 ACRES PROPOSED: 2.7825 ACRES MIN.
16. MAXIMUM IMPERVIOUS LOT COVERAGE:	75%	75%
17. MIN. LOT DIMENSIONS:	REQUIRED: WIDTH: 150' PROPOSED: WIDTH: 350' MIN.	REQUIRED: WIDTH: 150' PROPOSED: WIDTH: 230'
18. SETBACKS:	FRONT: 75' SIDE: 40' REAR: 45'	FRONT: 30' SIDE: 15' REAR: 25'
19. BUILDING HEIGHT:	PERMITTED: 50' MAX. MAX ALLOWABLE: 75%	PERMITTED: 50' MAX. MAX ALLOWABLE: 75%
20. LOT COVERAGE:	SEWER: CITY OF MILFORD WATER: CITY OF MILFORD ELECTRIC: CITY OF MILFORD GAS: CHESAPEAKE UTILITIES	
21. UTILITY PROVIDERS:		
22. PROPOSED USE:	INDUSTRIAL / COMMERCIAL	

AREA SUMMARY	
RIGHT-OF-WAY	ACRES
RIGHT-OF-WAY	14.1820
OPEN SPACE	17.3212
LOTS	150.2903
TOTAL	181.7935



MILFORD CORPORATE CENTER
 MILFORD HARRINGTON HWY. & CANTERBURY ROAD
 CITY OF MILFORD
 KENT COUNTY DELAWARE

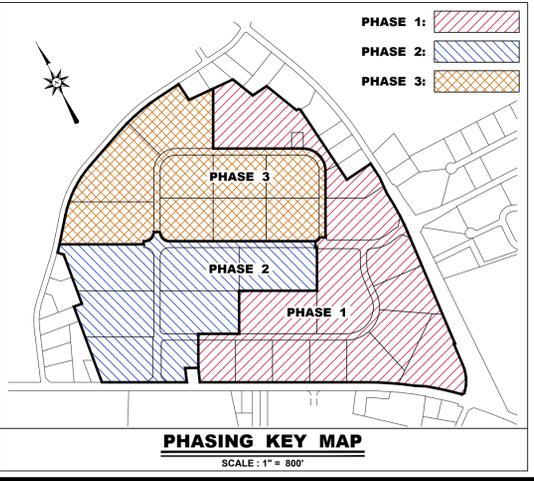
PRELIMINARY SITE PLAN COVER SHEET



MARK	DATE	DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19

PROJECT NO.: 2022083.00
DATE: 2023-04-04
SCALE: AS SHOWN
DRAWN BY: M.A.R. / PROJ. MGR.: J.S.F.

C-001
 SHEET



CITY OF MILFORD APPROVAL

 SIGNATURE DATE

MARK WHITFIELD CITY MANAGER DATE

CITY PLANNING DEPARTMENT APPROVAL

PLANS HAVE BEEN REVIEWED AND ARE FOUND TO BE IN GENERAL CONFORMANCE WITH THE MOST RECENTLY ADOPTED AND/OR CERTIFIED VERSIONS OF THE CITY OF MILFORD'S CODE OF ORDINANCES AND COMPREHENSIVE LAND USE PLAN. THE OWNER AND THEIR ENGINEER AND/OR SURVEYOR ASSUME ALL RESPONSIBILITY FOR THE DESIGN AS ONTEMPLATED HEREIN AND ACCURACY OF ALL INFORMATION SHOWN HEREON.

CITY ENGINEER APPROVAL

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

 CITY ENGINEER DATE

OWNERS CERTIFICATION

WE, THE CITY OF MILFORD, HEREBY CERTIFY THAT WE ARE THE OWNER OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, THAT THE PLAN WAS MADE AT OUR DIRECTION, AND THAT WE ACKNOWLEDGE THE SAME TO BE OUR ACT AND DESIRE THE PLAN TO BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.

 SIGNATURE DATE

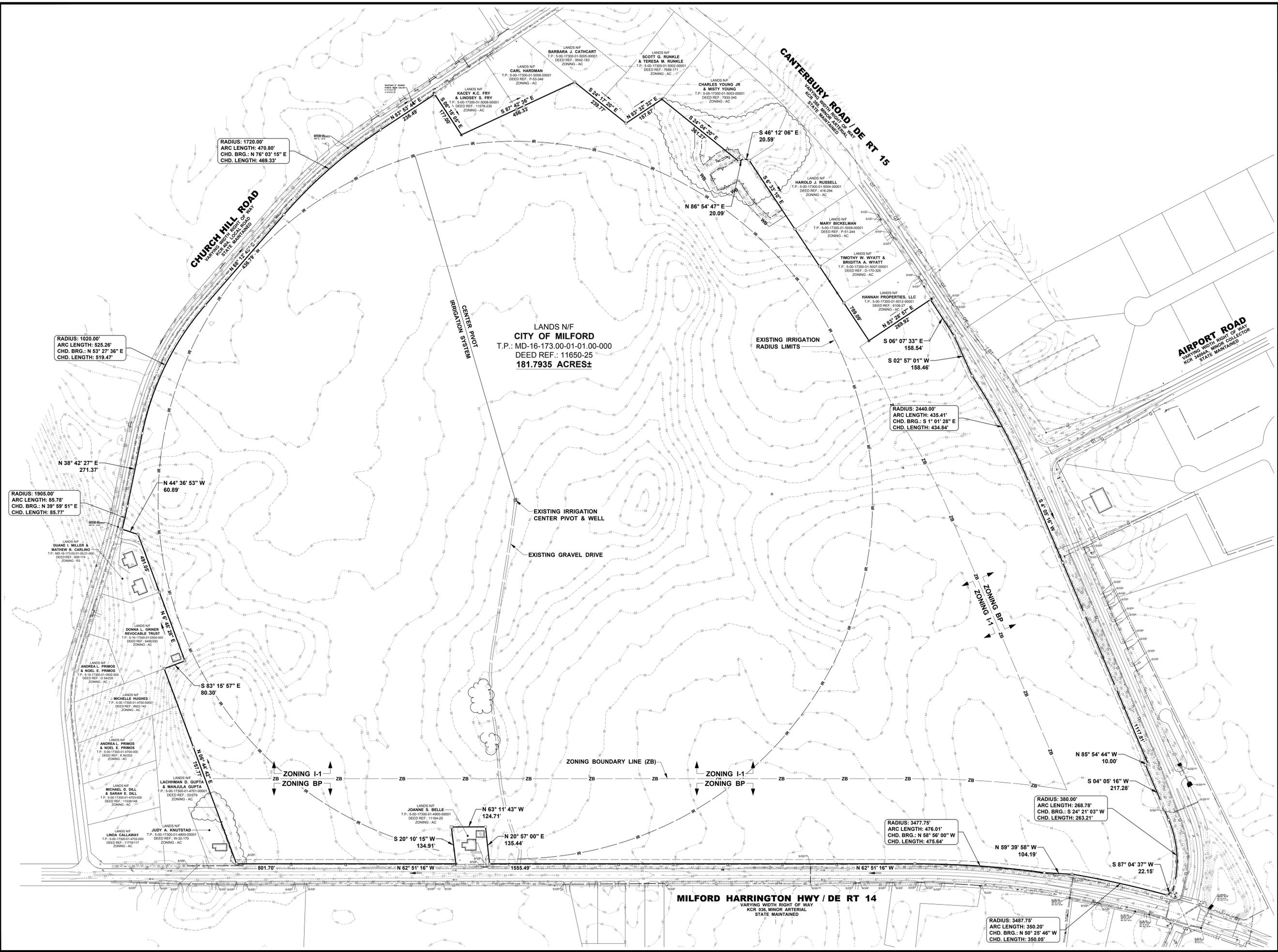
ENGINEERS CERTIFICATION

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

JONATHAN S. FALKOWSKI P.E. NO. 18828 DATE

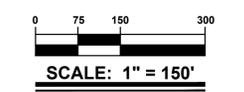
SHEET INDEX

COVER SHEET	PRELIMINARY SITE PLAN COVER SHEET
C-001	PRELIMINARY SITE PLAN COVER SHEET
C-002	GENERAL NOTES & ROAD SECTIONS
EXISTING CONDITIONS AND DEMOLITION PLANS	
C-101	EXISTING CONDITIONS PLAN
SITE PLANS	
C-200	OVERALL PRELIMINARY SITE PLAN
C-201 - 209	PRELIMINARY SITE PLAN
LANDSCAPE PLANS	
L-001	LANDSCAPE NOTES AND DETAILS
L-101 - 109	PRELIMINARY LANDSCAPE PLAN
SIGNAGE PLANS	
S-001	SIGNAGE DETAILS
S-101 - 103	PRELIMINARY SIGNAGE PLAN



PROJECT TITLE
**MILFORD
CORPORATE
CENTER**
MILFORD HARRINGTON HWY.
& CANTERBURY ROAD
CITY OF MILFORD
KENT COUNTY DELAWARE

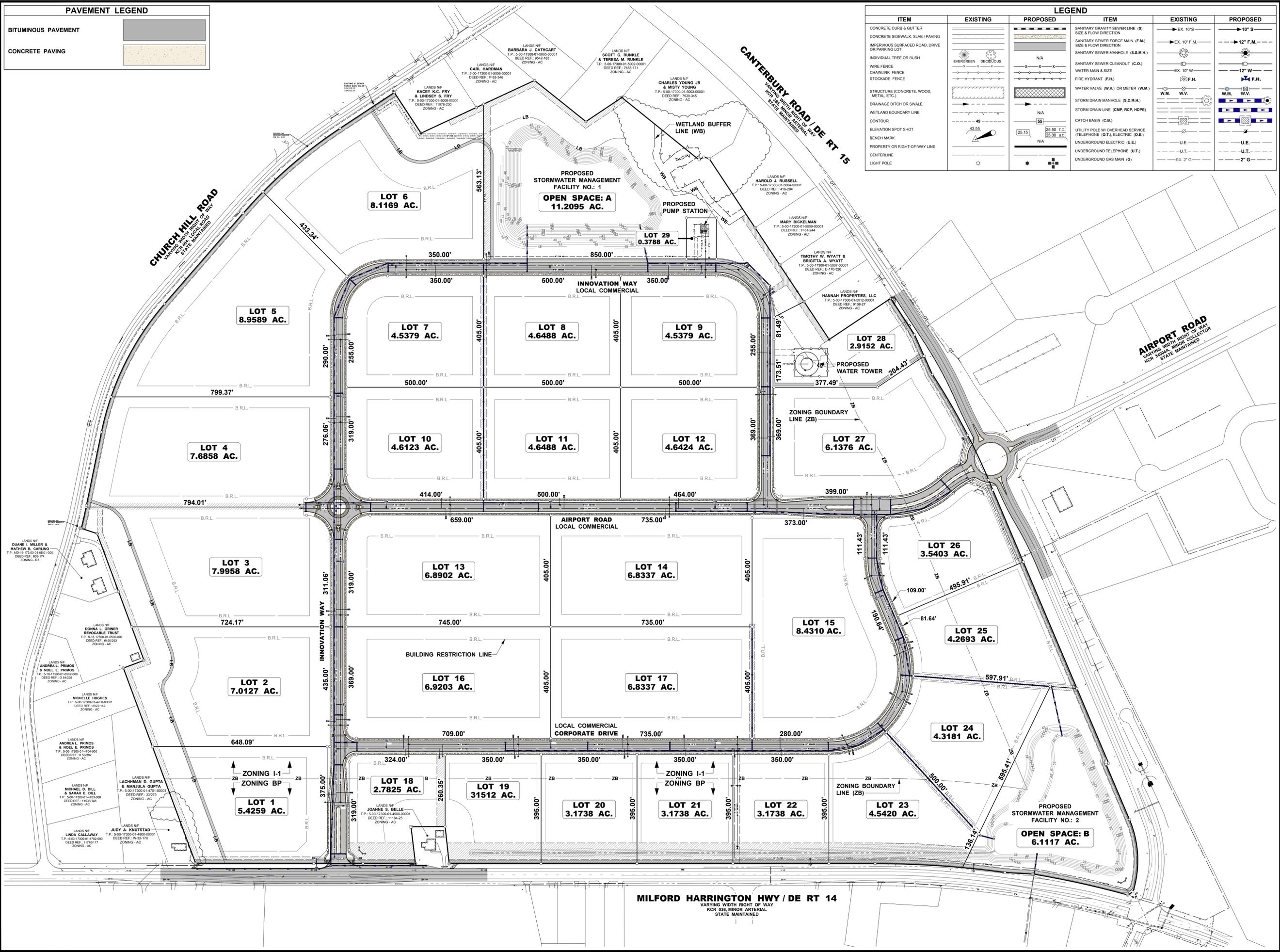
SHEET TITLE
**EXISTING
CONDITIONS PLAN**



ISSUE BLOCK			
NO.	DATE	REVISION	DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19	
LAYER/STATE: C-101			
PROJECT NO.:		2022083.00	
DATE:		2023-04-03	
SCALE:		AS SHOWN	
DRAWN BY:		M.A.R. PROJ. MGR.: J.S.F.	
SHEET			
C-101			
COPYRIGHT: 2023			

PAVEMENT LEGEND	
BITUMINOUS PAVEMENT	
CONCRETE PAVING	

ITEM	LEGEND		ITEM	LEGEND	
	EXISTING	PROPOSED		EXISTING	PROPOSED
CONCRETE CURB & GUTTER			SANITARY GRAVITY SEWER LINE (S) SIZE & FLOW DIRECTION		
CONCRETE SIDEWALK, SLAB / PAVING			SANITARY SEWER FORCE MAIN (F.M.) SIZE & FLOW DIRECTION		
IMPERVIOUS SURFACED ROAD, DRIVE OR PARKING LOT			SANITARY SEWER MANHOLE (S.S.M.H.)		
INDIVIDUAL TREE OR BUSH			SANITARY SEWER CLEANOUT (C.O.)		
WIRE FENCE			WATER MAIN & SIZE		
CHAINLINK FENCE			FIRE HYDRANT (F.H.)		
STOCKADE FENCE			WATER VALVE (W.V.) OR METER (W.M.)		
STRUCTURE (CONCRETE, WOOD, METAL, ETC.)			STORM DRAIN MANHOLE (S.D.M.H.)		
DRAINAGE DITCH OR SWALE			STORM DRAIN LINE (CMP, RCP, HDPE)		
WETLAND BOUNDARY LINE			CATCH BASIN (C.B.)		
CONTOUR			UTILITY POLE W/ OVERHEAD SERVICE (TELEPHONE (O.T.), ELECTRIC (O.E.))		
ELEVATION SPOT SHOT			UNDERGROUND ELECTRIC (U.E.)		
BENCH MARK			UNDERGROUND TELEPHONE (U.T.)		
PROPERTY OR RIGHT-OF-WAY LINE			UNDERGROUND GAS MAIN (G)		
CENTERLINE					
LIGHT POLE					

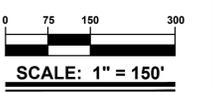


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Wilmington, NC 28403
910.341.7600
www.beckermorgan.com



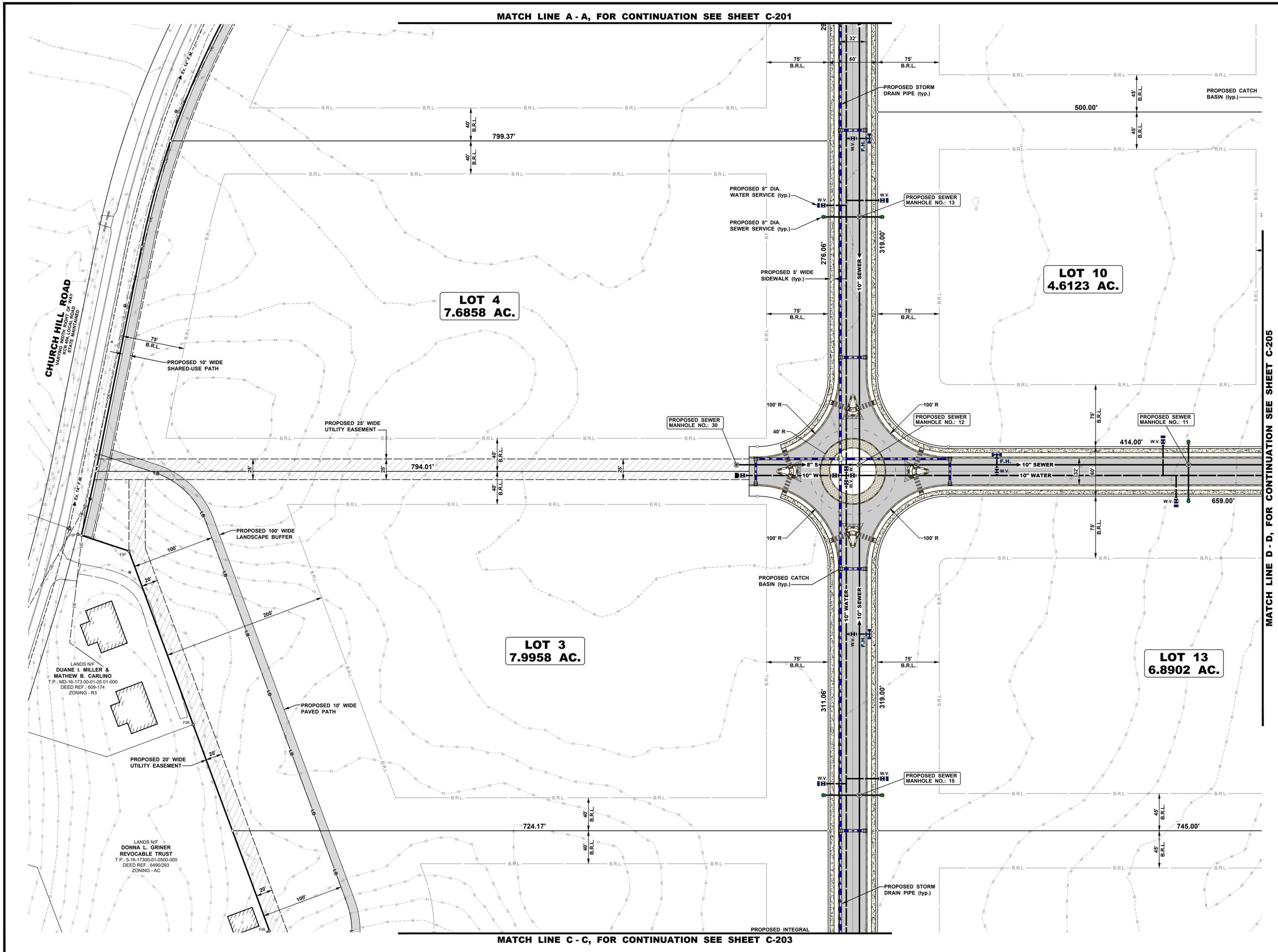
PROJECT TITLE
**MILFORD
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CENTER**
MILFORD HARRINGTON HWY.
& CANTEBURY ROAD
CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE
**PRELIMINARY
OVERALL
SITE PLAN**



ISSUE BLOCK		
NO.	DATE	DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19
LAYER/STATE: 0-000		
PROJECT NO.: 2022083.00		
DATE: 2023-04-03		
SCALE: AS SHOWN		
DRAWN BY: M.A.R. PROJ. MGR.: J.S.F.		
SHEET		
C-200		
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MATCH LINE A - A, FOR CONTINUATION SEE SHEET C-201



MATCH LINE C - C, FOR CONTINUATION SEE SHEET C-203

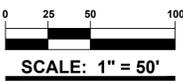


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 410.546.9100
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PROJECT TITLE
MILFORD CORPORATE CENTER
 MILFORD HARRINGTON HWY. & CANTERBURY ROAD
 CITY OF MILFORD
 KENT COUNTY DELAWARE

SHEET TITLE
PRELIMINARY SITE PLAN

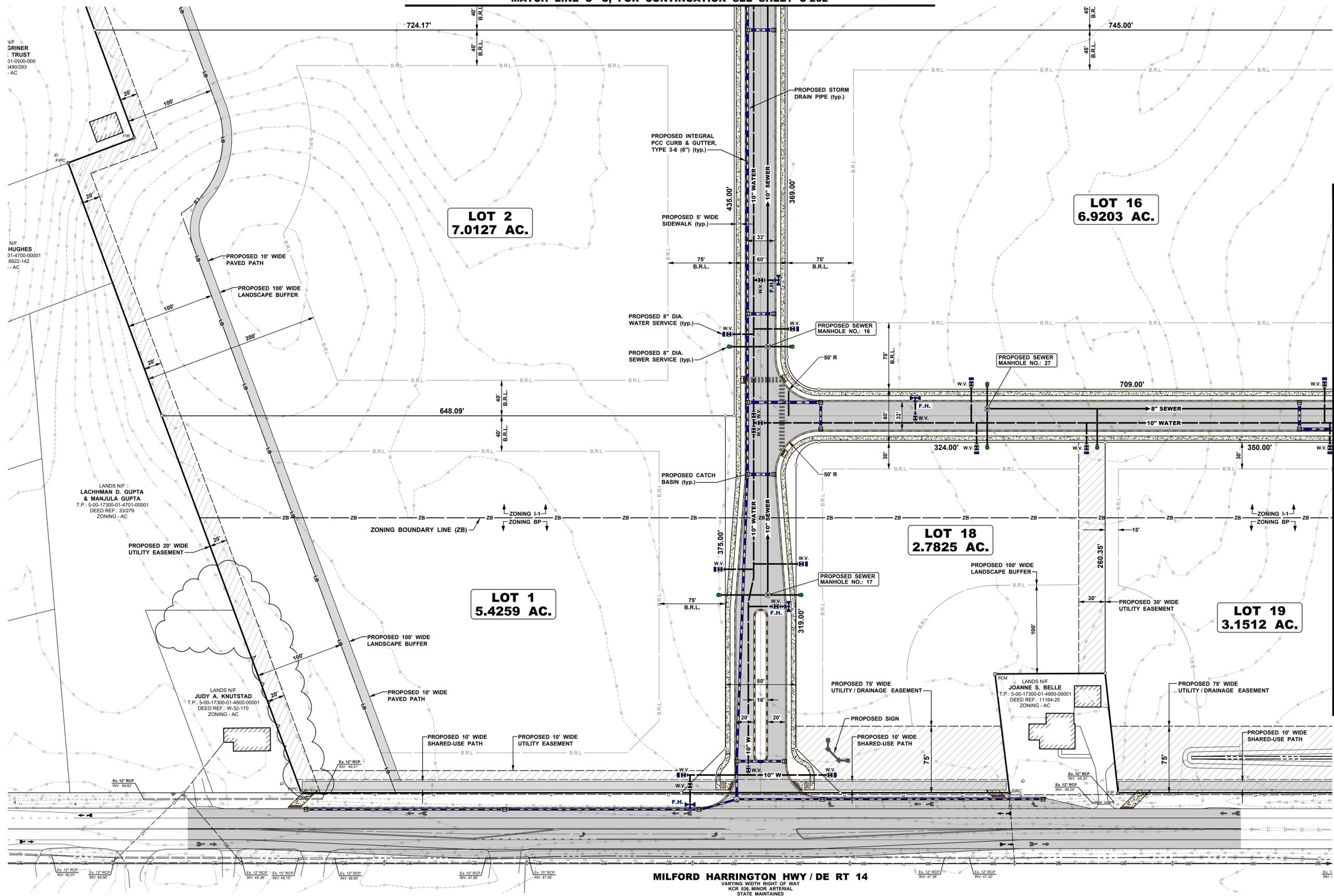


ISSUE BLOCK	
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PROJECT NO.: 2022083.00	
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DRAWN BY: M.A.R. PROJ. MGR.: J.S.F.	

C-202
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MATCH LINE D - D, FOR CONTINUATION SEE SHEET C-205

MATCH LINE C - C, FOR CONTINUATION SEE SHEET C-202



N/F GRINER TRUST
01-0000-000
1490/293
-AC

N/F HUGHES
01-4700-00001
8922-142
-AC

LANDS N/F LACHMAN D. GUPTA & MANJULA GUPTA
T.P.: 5-00-17300-01-4701-00001
DEED REF.: 33/279
ZONING - AC

LANDS N/F JUDY A. KNUTSTAD
T.P.: 5-00-17300-01-4800-00001
DEED REF.: W-32-170
ZONING - AC

LANDS N/F JOANNE S. BELLE
T.P.: 5-00-17300-01-4800-00001
DEED REF.: 11164-25
ZONING - AC

MILFORD HARRINGTON HWY / DE RT 14
VARYING WIDTH RIGHT OF WAY
KCR 036, MINOR ARTERIAL
STATE MAINTAINED

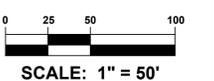


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MILFORD CORPORATE CENTER
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CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE
PRELIMINARY SITE PLAN



ISSUE BLOCK		
NO.	DATE	DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19
LAYER STATE: C-201		
PROJECT NO.:		2022083.00
DATE:		2023-04-03
SCALE:		AS SHOWN
DRAWN BY:		M.A.R. PROJ. MGR.: J.S.F.

C-203
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MATCH LINE E - E, FOR CONTINUATION SEE SHEET C-206

LANDS N/F
 SCOTT G. RUNKLE
 & TERESA M. RUNKLE
 T.P.: 5-00-17300-01-5002-00001
 DEED REF.: 7688-171
 ZONING - AC

LANDS N/F
 CHARLES YOUNG JR
 & MISTY YOUNG
 T.P.: 5-00-17300-01-5003-00001
 DEED REF.: 7930-345
 ZONING - AC

LANDS N/F
 HAROLD J. RUSSELL
 T.P.: 5-00-17300-01-5004-00001
 DEED REF.: 416-284
 ZONING - AC

LANDS N/F
 MARY BICKEL
 T.P.: 5-00-17300-01-5011-00001
 DEED REF.: P-51
 ZONING - AC

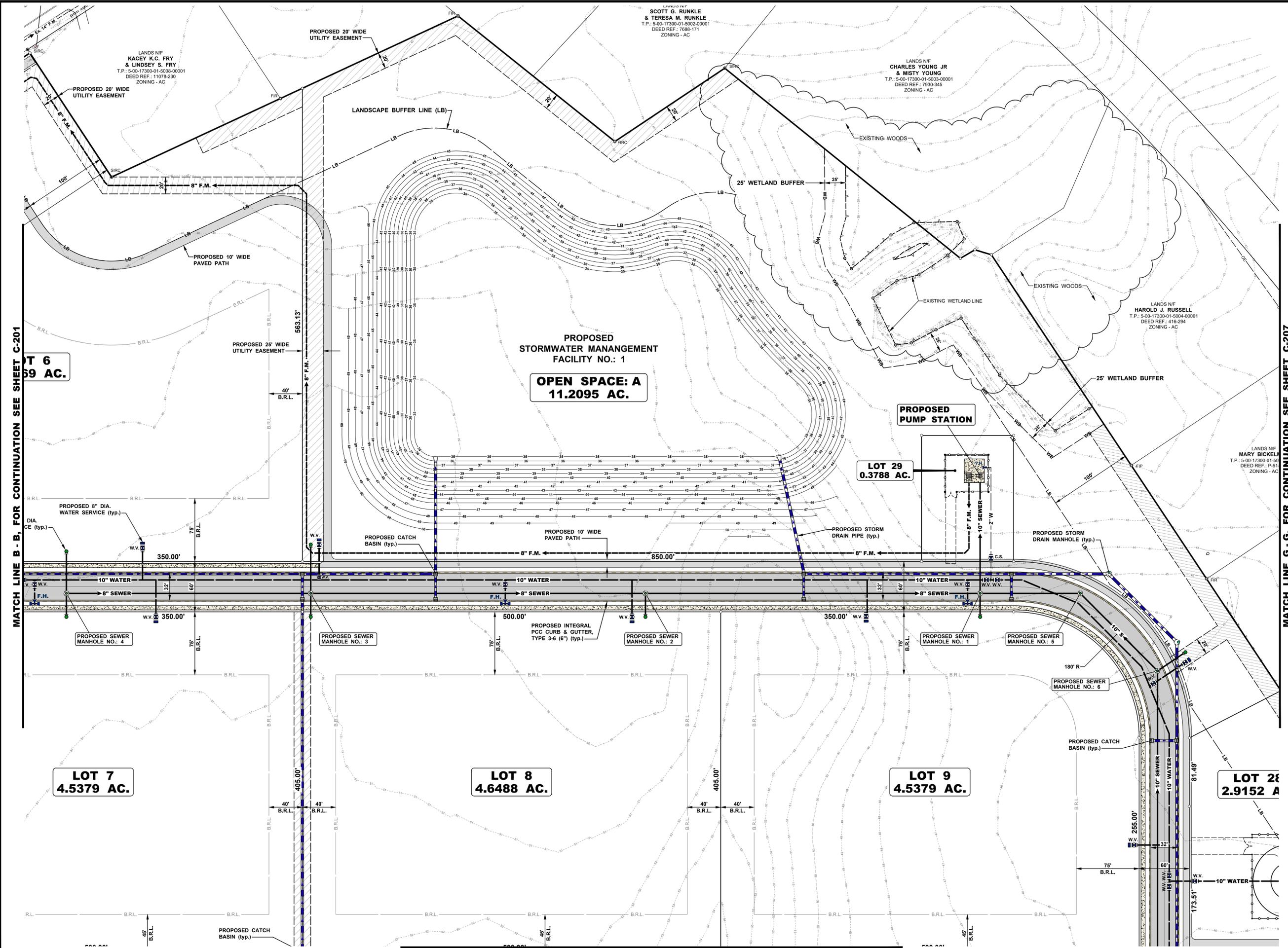


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 302.369.3700
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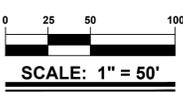
MATCH LINE B - B, FOR CONTINUATION SEE SHEET C-201

MATCH LINE G - G, FOR CONTINUATION SEE SHEET C-207



PROJECT TITLE
MILFORD CORPORATE CENTER
 MILFORD HARRINGTON HWY. & CANTERBURY ROAD
 CITY OF MILFORD
 KENT COUNTY DELAWARE

SHEET TITLE
PRELIMINARY SITE PLAN

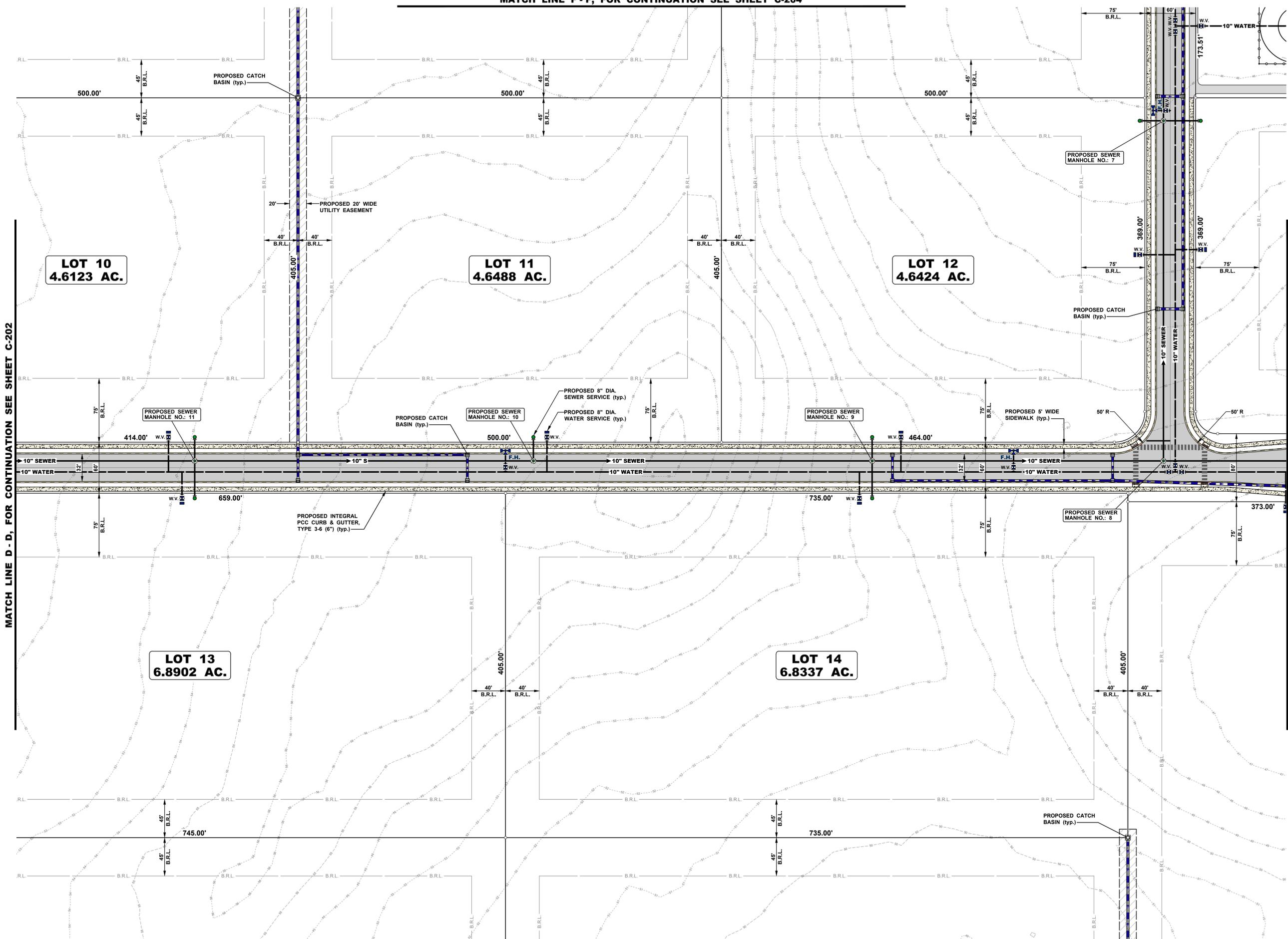


ISSUE BLOCK		
NO.	DATE	DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19
MARK DATE DESCRIPTION		
LAYER (STATE: C-201)		
PROJECT NO.:		2022083.00
DATE:		2023-04-03
SCALE:		AS SHOWN
DRAWN BY:		M.A.R. PROJ. MGR.: J.S.F.
SHEET		

C-204

MATCH LINE F - F, FOR CONTINUATION SEE SHEET C-205

MATCH LINE F - F, FOR CONTINUATION SEE SHEET C-204

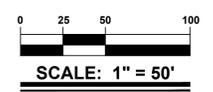


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PROJECT TITLE
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 CITY OF MILFORD
 KENT COUNTY DELAWARE

SHEET TITLE
PRELIMINARY SITE PLAN



ISSUE BLOCK		
NO.	DATE	DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19
LAYER STATE: C-201		
PROJECT NO.:		2022083.00
DATE:		2023-04-03
SCALE:		AS SHOWN
DRAWN BY:		M.A.R. PROJ. MGR.: J.S.F.
SHEET		

C-205

MATCH LINE H - H, FOR CONTINUATION SEE SHEET C-206

MATCH LINE D - D, FOR CONTINUATION SEE SHEET C-202

MATCH LINE I - I, FOR CONTINUATION SEE SHEET C-208

MATCH LINE F-F, FOR CONTINUATION SEE SHEET C-205

LOT 15
8.4310 AC.

LOT 16
6.9203 AC.

LOT 17
6.8337 AC.

LOT 19
3.1512 AC.

LOT 20
3.1738 AC.

LOT 21
3.1738 AC.

LOT 22
3.1738 AC.

MILFORD HARRINGTON HWY / DE RT 14
VARYING WIDTH RIGHT OF WAY
KCR 026, MINOR ARTERIAL
STATE MAINTAINED

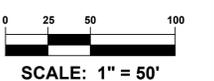


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PROJECT TITLE
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CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE
PRELIMINARY SITE PLAN

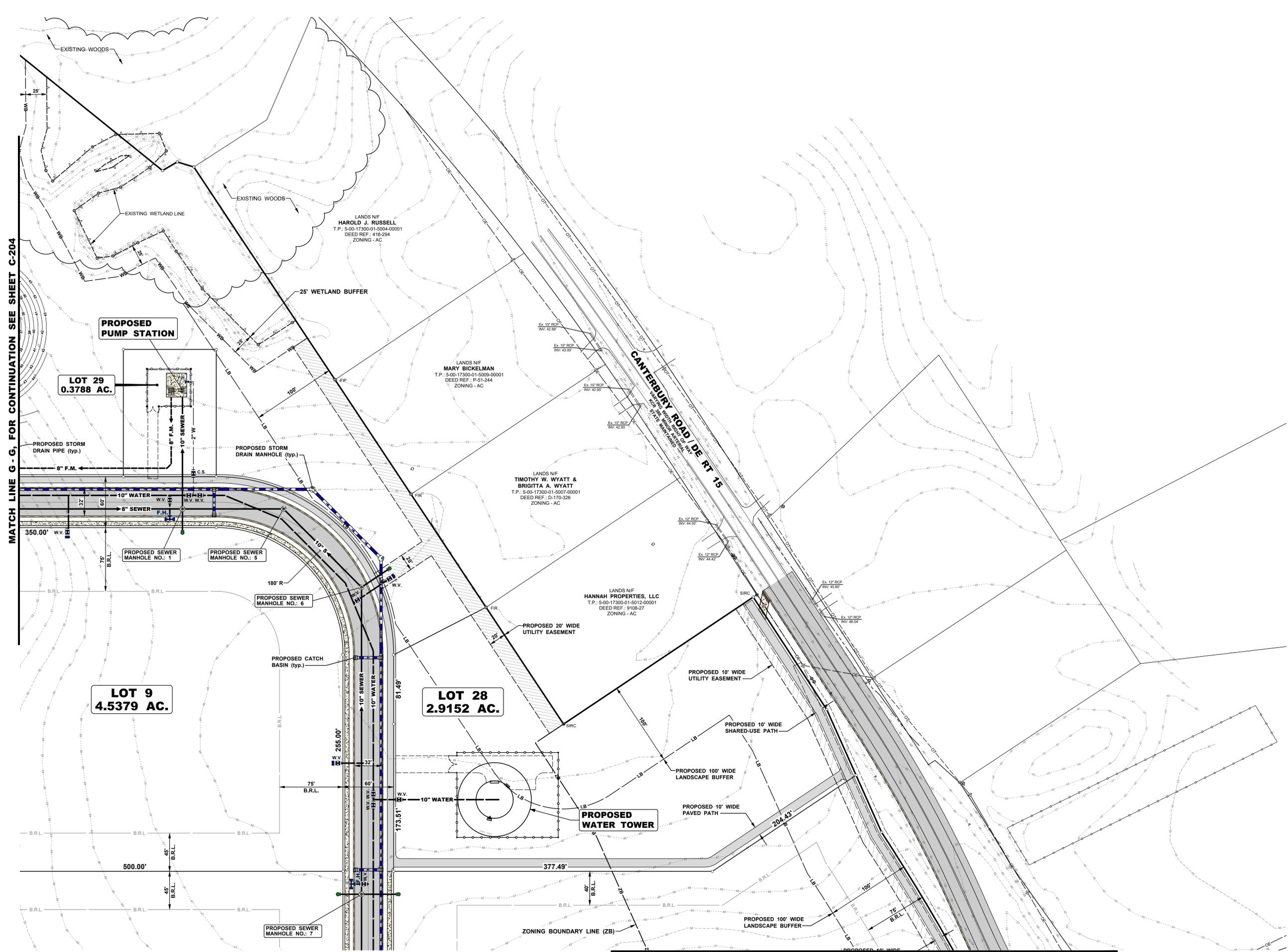


ISSUE BLOCK

NO.	DATE	DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19

PROJECT NO.: 2022083.00
DATE: 2023-04-03
SCALE: AS SHOWN
DRAWN BY: M.A.R. | PROJ. MGR.: J.S.F.

C-206

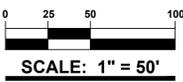


PROJECT TITLE

**MILFORD
CORPORATE
CENTER**
MILFORD HARRINGTON HWY.
& CANTERBURY ROAD
CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE

**PRELIMINARY
SITE PLAN**



ISSUE BLOCK

NO.	DATE	DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19

PROJECT NO.: 2022083.00
DATE: 2023-04-04
SCALE: AS SHOWN

DRAWN BY: M.A.R. PROJ. MGR.: J.S.F.

SHEET

C-207
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MATCH LINE J - J, FOR CONTINUATION SEE SHEET C-207



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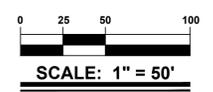
PROJECT TITLE

MILFORD CORPORATE CENTER

MILFORD HARRINGTON HWY. & CANTERBURY ROAD
CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE

PRELIMINARY SITE PLAN

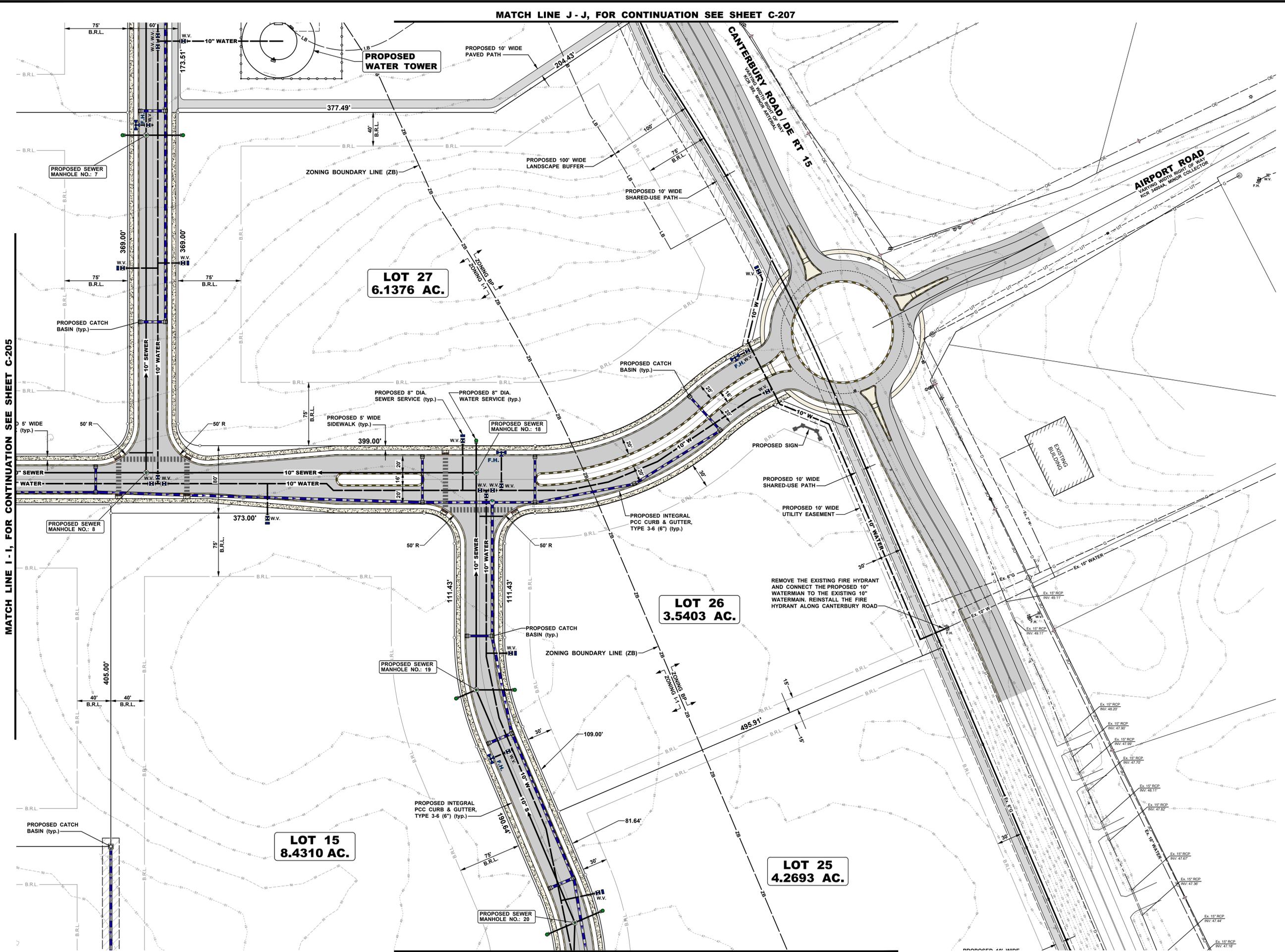


ISSUE BLOCK		
NO.	DATE	DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19
LAYER/STATE: C-207		
PROJECT NO.:		2022083.00
DATE:		2023-04-04
SCALE:		AS SHOWN
DRAWN BY:		M.A.R. PROJ. MGR.: J.S.F.
SHEET		

C-208

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MATCH LINE I - I, FOR CONTINUATION SEE SHEET C-205



MATCH LINE K - K, FOR CONTINUATION SEE SHEET C-209

LOT 15
8.4310 AC.

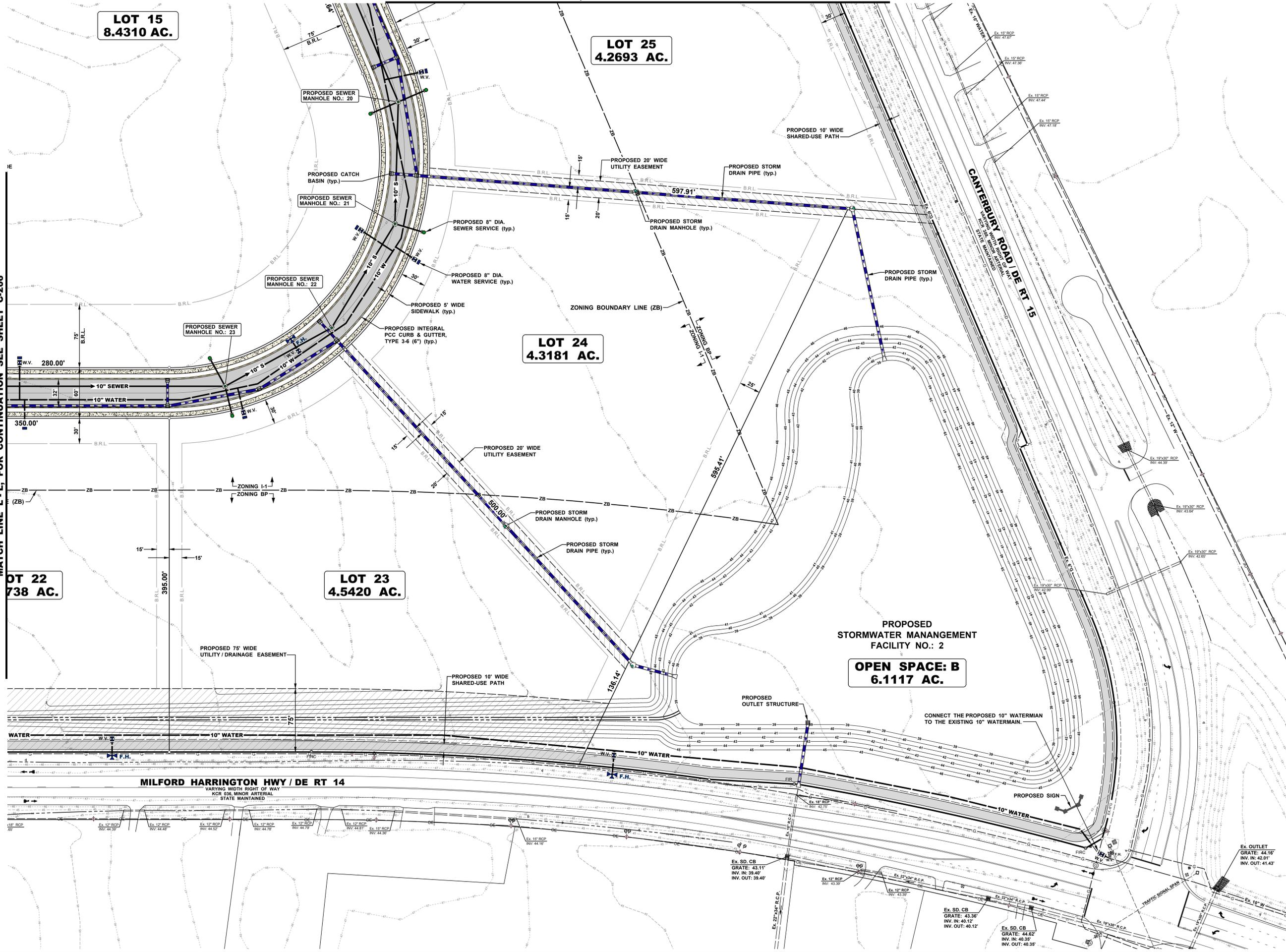
LOT 25
4.2693 AC.

LOT 24
4.3181 AC.

LOT 23
4.5420 AC.

LOT 22
0.738 AC.

MATCH LINE L-L, FOR CONTINUATION SEE SHEET C-206

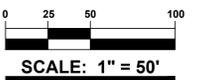


PROJECT TITLE

MILFORD CORPORATE CENTER
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CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE

PRELIMINARY SITE PLAN



ISSUE BLOCK

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LAYER STATE: C-201		
PROJECT NO.:		2022083.00
DATE:		2023-04-03
SCALE:		AS SHOWN
DRAWN BY: M.A.R. PROJ. MGR.: J.S.F.		
SHEET		

C-209

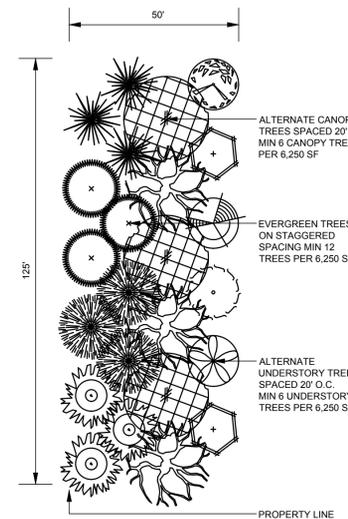
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GENERAL LANDSCAPE NOTES :

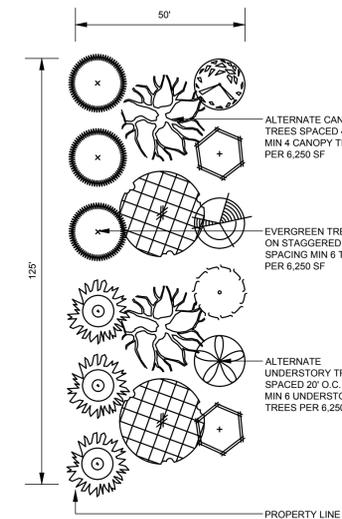
- QUALITY AND SIZE OF PLANTS, SPREAD OF ROOTS, AND SIZE OF BALLS SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS OF THE AMERICAN ASSOCIATION OF NURSERYMEN "AMERICAN STANDARDS FOR NURSERY STOCK."
EVERGREEN TREES SHALL HAVE A FULL, WELL-BRANCHED, CONICAL FORM TYPICAL OF THE SPECIES.
ALL DECIDUOUS SHADE TREES SHALL BRANCH A MINIMUM OF 7'-0" ABOVE GROUND LEVEL. TREES SHALL BE PLANTED AND STAKED IN ACCORDANCE WITH THE DETAIL SHOWN.
PLANT MATERIALS DELIVERED TO THE SITE IN UNCOVERED TRUCKS WILL BE REJECTED.
UNACCEPTABLE PLANT MATERIALS: MATERIALS WHICH HAVE DAMAGED OR CROOKED LEADERS, DEFORMED GROWTH HABIT, ABRASIONS OF THE BARK, SUN SCALD, WINDBURN, DISFIGURING NOT COMPLETELY CALLOSED WILL BE REJECTED. IN ADDITION, TREES HAVING THEIR CENTRAL LEADERS HEADED BACK WILL ALSO BE REJECTED. PLANTS WITH LOOSE OR CRACKED ROOT BALL OR CONTAINERS WILL BE REJECTED.
- ALL PLANTS SHALL BE PLANTED IN TOPSOIL THAT IS THOROUGHLY WATERED AND TAMPED AS BACKFILLING PROGRESSES. NOTHING BUT SUITABLE TOPSOIL, FREE OF DRY SOD, STIFF CLAY, LITTER, STONES IN EXCESS OF ONE (1) INCH DIAMETER, ETC. SHALL BE USED FOR PLANTING.
MULCH FOR PLANTING BEDS SHALL BE SHREDED HARDWOOD BARK MULCH UNLESS OTHERWISE SPECIFIED ON THE PLANS AND SHALL HAVE NO LEAVES, YOUNG GREEN GROWTH, BRANCHES, TWIGGS, GREATER IN DIAMETER OF 1/2", WEEDS, SHAVINGS OR FOREIGN MATERIAL SUCH AS STONES, ETC. SHALL BE MIXED WITH THE MULCH. ALL SHRUB MASSES SHALL BE PLANTED IN CONTINUOUS MULCHED BEDS WITH A LIGHTLY COMPACTED DEPTH OF THREE (3) INCHES. ALL CONTAINER PLANTS ARE TO HAVE ROOTS CUT ON FOUR SIDES AND/OR SPREAD OUT IN NEW SOIL MIXTURE.
- ALL AREAS NOT STABILIZED IN PAVING OR PLANT MATERIALS SHOULD BE SEEDED AND MULCHED. (SEE EROSION & SEDIMENT CONTROL PLAN AND NOTES.)
- LANDSCAPE BEDS NOT DEFINED BY CURBS, SIDEWALKS, WALLS OR OTHER STRUCTURES SHALL BE ENCLOSED BY ALUMINUM EDGING UNLESS OTHERWISE INDICATED.
- AREAS DISTURBED BY LANDSCAPE OPERATIONS SHALL BE GRADED TO MATCH EXISTING TOPSOIL AND SEED OR SOD AS REQUIRED.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO UTILITIES AND MAY MAKE MINOR ADJUSTMENTS IN SPACING AND/OR LOCATION OF PLANT MATERIALS. CONTRACTOR TO VERIFY "AS BUILT" LOCATION OF ALL UTILITIES.
- NO PLANT, EXCEPT GROUNDCOVERS, SHALL BE WITHIN THREE (3) FEET FROM SIDEWALKS.
- NO TREE SHALL BE PLANTED CLOSER THAN TEN (10) FEET FROM ANY STRUCTURE OR BUILDING.
- NO TREE SHALL BE PLANTED WITHIN TEN (10) FEET OF UNDERGROUND UTILITIES OR FIRE HYDRANTS.
- ONLY TREES THAT REACH A HEIGHT AND SIZE AT MATURITY OF SMALL TO MEDIUM SHALL BE PLANTED UNDER POWER LINES.
- THE CONTRACTOR SHALL WATER ALL PLANTS THOROUGHLY TWICE DURING THE FIRST 24-HOUR PERIOD AFTER PLANTING, AND THEN WEEKLY OR MORE OFTEN, IF NECESSARY, DURING THE FIRST GROWING SEASON, UNLESS THE OWNER AGREES TO MAINTAIN AND WATER THEM.
- TREES TO REMAIN ON-SITE SHALL BE PROTECTED WITH SNOW FENCE DURING CONSTRUCTION (SEE DETAIL). SNOW FENCING TO BE MAINTAINED DURING CONSTRUCTION BY CONTRACTOR.
- THE PLANTING PLAN SHALL TAKE PRECEDENCE OVER THE PLANT SCHEDULE SHOULD ANY PLANT QUANTITY DISCREPANCIES OCCUR.
- NO SUBSTITUTIONS SHALL BE MADE WITHOUT APPROVAL OF THE OWNER AND/OR THE LANDSCAPE ARCHITECT.
- ALL NEW TREES SHALL BE GUARANTEED TO SURVIVE FOR ONE FULL YEAR AFTER INSTALLATION (FULL COST). ALL STAKES AND GUYS SHALL BE REMOVED FROM TREES AND SITE AS EARLY AS THREE (3) MONTHS, BUT NO LONGER THAN ONE (1) YEAR AFTER PLANTING.

TREE PRESERVATION & DENSITY REQUIREMENTS

1. TOTAL SITE AREA :	181.73 AC
2. EXISTING WOODLAND AREA :	1.73 AC
3. WOODLANDS TO BE CLEARED :	0 AC
4. TOTAL WOODLANDS REMAINING :	1.73 AC
5. TOTAL NON-WOODLAND AREA :	180.00 AC
6. TOTAL RIGHT OF WAY AREA :	14.11 AC
7. TOTAL OPEN SPACE AREA :	20.62 AC
8. TOTAL LOT AREA :	147.07 AC
9. DENSITY : 1 TREE PER 3,000 SF OF LOT AREA	147.07 AC (6,406,369.2 SF)
	6,406,369.2 SF / 3,000 SF / TREE = 2,135.5 TREES REQUIRED
10. EXISTING TREES TO BE RETAINED :	0
11. PROPOSED TREES :	
CODE REQUIRED BUFFER ALONG RESIDENTIAL PROPERTIES:	113,707 SF
113,707 SF / 6250 SF (BUFFER UNIT) =	18.19 BUFFER UNITS
18.19 BUFFER UNITS x 6 CANOPY TREES =	109 CANOPY TREES
18.19 BUFFER UNITS x 12 EVERGREEN TREES =	219 EVERGREEN TREES
18.19 BUFFER UNITS x 6 UNDERSTORY TREES =	109 UNDERSTORY TREES
CODE REQUIRED BUFFER =	437 BUFFER TREES
ENHANCED BUFFER ALONG RESIDENTIAL PROPERTIES:	187,755 SF
187,755 SF / 6250 SF (BUFFER UNIT) =	30.04 BUFFER UNITS
30.04 BUFFER UNITS x 4 CANOPY TREES =	120 CANOPY TREES
30.04 BUFFER UNITS x 6 EVERGREEN TREES =	180 EVERGREEN TREES
30.04 BUFFER UNITS x 6 UNDERSTORY TREES =	180 UNDERSTORY TREES
ENHANCED BUFFER =	480 BUFFER TREES
STREET TREES - 1 TREE EVERY 150 LF OF RIGHT OF WAY:	136 STREET TREES
CORNER 14/15 LANDSCAPING:	32 TREES
TOTAL PROPOSED TREES:	1,085 TREES
12. TOTAL TREES REMAINING:	1,165 REQUIRED
13. TREES TO BE PLANTED WITHIN FUTURE DEVELOPMENT:	1,051 TREES
	1 TREE PER 6,000 SF OF LOT AREA



- NOTES:
- LANDSCAPE BUFFER SHALL INCLUDE A VARIETY OF NATIVE EVERGREEN TREES. EXISTING NATIVE VEGETATION MAY BE USED TO ACHIEVE THE REQUIRED PLANTED BUFFER. NO PLANTED SPECIES SHALL MAKE UP MORE THAN 40% OF THE TOTAL PLANTINGS.
 - SEE BUFFER PLANT LIST FOR QUANTITIES AND ACCEPTABLE PLANT LIST.
 - BUFFER DIMENSIONS SHALL BE MEASURED FROM ADJACENT RESIDENTIAL PROPERTY LINE.
 - BUFFER SHALL NOT BE PLANTED WITHIN UTILITY EASEMENTS

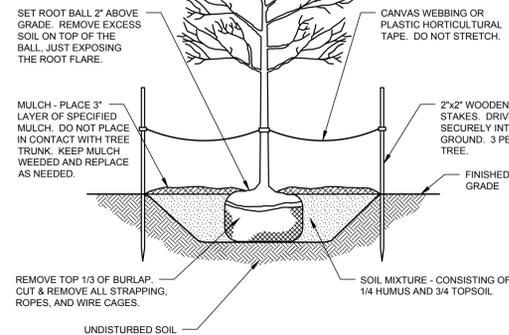


- NOTES:
- PER CITY OF MILFORD COMMITMENT TO NEIGHBORING PROPERTIES, AN ADDITIONAL 50' OF BUFFER SHALL BE PROVIDED ALONG ALL ADJACENT RESIDENTIAL PROPERTIES.
 - BUFFER SHALL BE MEASURED FROM CODE REQUIRED BUFFER. SEE DETAIL THIS SHEET.
 - LANDSCAPE BUFFER SHALL INCLUDE A VARIETY OF NATIVE EVERGREEN TREES. EXISTING NATIVE VEGETATION MAY BE USED TO ACHIEVE THE REQUIRED PLANTED BUFFER. NO PLANTED SPECIES SHALL MAKE UP MORE THAN 40% OF THE TOTAL PLANTINGS.
 - SEE BUFFER PLANT LIST FOR QUANTITIES AND ACCEPTABLE PLANT LIST.
 - BUFFER SHALL NOT BE PLANTED WITHIN UTILITY EASEMENTS

CITY OF MILFORD BP ZONE BUFFER DETAIL

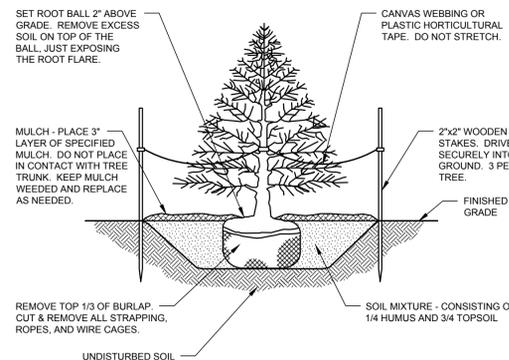
MCC ENHANCED BUFFER DETAIL

NOTE:
DO NOT HEAVILY PRUNE THE TREE AT PLANTING. PRUNE ONLY CROSSOVER LIMBS, CO-DOMINANT LEADERS, AND BROKEN OR DEAD BRANCHES. SOME INTERIOR TWIGS AND LATERAL BRANCHES MAY BE PRUNED, HOWEVER, DO NOT REMOVE THE TERMINAL BUDS OF BRANCHES THAT EXTEND TO THE EDGE OF THE CROWN.



DECIDUOUS TREE PLANTING DETAIL

NO SCALE BMG NO. : L-01



EVERGREEN TREE PLANTING DETAIL

NO SCALE BMG NO. : L-02

BUFFER PLANT LIST				
BOTANICAL NAME	COMMON NAME	SIZE	ROOT	REMARKS
CANOPY TREES - ACCEPTABLE SPECIES				
ACER RUBRUM 'OCTOBER GLORY'	RED MAPLE	2 1/2" CAL	B&B	FHV
BETULA NIGRA 'HERITAGE'	RIVER BIRCH	2 1/2" CAL	B&B	FHV
GINKGO BILOBA 'AUTUMN GOLD'	GINKGO	2 1/2" CAL	B&B	FHV
GLEDITSIA TRIACANTHOS VAR 'SHADEMASTER'	HONEYLOCUST	2 1/2" CAL	B&B	FHV
QUERCUS RUBRA	NORTHERN RED OAK	2 1/2" CAL	B&B	FHV
TILIA TOMENTOSA 'GREEN MOUNTAIN'	'GREEN MOUNTAIN' LINDEN	2 1/2" CAL	B&B	FHV
ULMUS AMERICANA 'LIBERTY'	AMERICAN ELM	2 1/2" CAL	B&B	FHV
UNDERSTORY TREES - ACCEPTABLE SPECIES				
AMELANCHIER ARBOREA	SERVICEBERRY	1 1/2" CAL	B&B	FHV
CERCIS CANADENSIS	EASTERN REDBUD	1 1/2" CAL	B&B	FHV
CORNUS X RUTCAN	EASTERN DOGWOOD	1 1/2" CAL	B&B	FHV
CRATAEGUS VIRIDIS 'WINTER KING'	GREEN HAWTHORN	1 1/2" CAL	B&B	FHV
MAGNOLIA SOULANGIANA	SAUCER MAGNOLIA	1 1/2" CAL	B&B	FHV
EVERGREEN TREES - ACCEPTABLE SPECIES				
CRYPTOMERIA JAPONICA 'YOSHINO'	JAPANESE CEDAR	5'-6" HT	B&B	FHV
CEDRUS ATLANTICA	ATLAS CEDAR	5'-6" HT	B&B	FHV
ILEX OPACA 'JERSEY PRINCESS'	AMERICAN HOLLY	5'-6" HT	B&B	FHV
JUNIPERUS VIRGINIANA	EASTERN RED CEDAR	5'-6" HT	B&B	FHV
PINUS STROBUS	EASTERN WHITE PINE	5'-6" HT	B&B	FHV
THUJA STANDISHII X 'GREEN GIANT'	GREEN GIANT ARBORVITAE	5'-6" HT	B&B	FHV
TOTAL:	249 CANOPY TREES, 289 UNDERSTORY TREES, 3900 EVERGREEN TREES			
NOTE:	NO SINGLE PLANTED SPECIES SHALL MAKE UP MORE THAN 40% OF THE TOTAL PLANTINGS PER CATEGORY.			

PLANT LIST						
KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	REMARKS
STREET TREES						
AR	17	ACER RUBRUM 'SUNSET RED'	RED MAPLE	2 1/2" CAL	B&B	FHV
BN	10	BETULA NIGRA 'HERITAGE'	RIVER BIRCH	2 1/2" CAL	B&B	FHV
GB	42	GINKGO BILOBA 'AUTUMN GOLD'	GINKGO	2 1/2" CAL	B&B	FHV
NS	30	NYSSA SYLVATICA	BLACK GUM	2 1/2" CAL	B&B	FHV
QR	37	QUERCUS RUBRA	NORTHERN RED OAK	2 1/2" CAL	B&B	FHV
TOTAL: 136 STREET TREES						
CANOPY TREES						
GB	2	GINKGO BILOBA 'AUTUMN GOLD'	GINKGO	2 1/2" CAL	B&B	FHV
GT	6	GLEDITSIA TRIACANTHOS VAR 'SHADEMASTER'	HONEYLOCUST	2 1/2" CAL	B&B	FHV
QR	6	QUERCUS RUBRA	NORTHERN RED OAK	2 1/2" CAL	B&B	FHV
TOTAL: 14 CANOPY TREES						
UNDERSTORY TREES						
AB	4	AMELANCHIER ARBOREA	DOWNY SERVICEBERRY	1 1/2" CAL	B&B	FHV
TOTAL: 4 UNDERSTORY TREES						
EVERGREEN TREES						
JV	14	JUNIPERUS VIRGINIANA	RED CEDAR	5'-6" HT	B&B	FHV
TOTAL: 14 EVERGREEN TREES						
TOTAL: 150 CANOPY TREES, 4 UNDERSTORY TREES, 14 EVERGREEN TREES						

DELAWARE LANDSCAPE ARCHITECTS CERTIFICATION

I, CHAD D. CARTER, RLA, ASLA, HEREBY CERTIFY THAT I AM A LANDSCAPE ARCHITECT IN THE STATE OF DELAWARE, THAT THE LANDSCAPING INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO MY BEST KNOWLEDGE AND BELIEF, REPRESENTS MY GOOD LANDSCAPING PRACTICES.

CHAD D. CARTER, RLA, ASLA S1-499 DATE



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PROJECT TITLE

**MILFORD
CORPORATE
CENTER**
MILFORD HARRINGTON HWY.
& CANTERBURY ROAD
CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE

LANDSCAPE PLAN

ISSUE BLOCK

MARK	DATE	DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19

PROJECT NO.: 2022083.00

DATE: 02/27/2023

SCALE: N.T.S.

DRAWN BY: A.J.D. | PROJ. MGR.: J.S.F.

SHEET

L-001

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MATCH LINE A - A, FOR CONTINUATION SEE SHEET L-101



ARCHITECTURE
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MATCH LINE D - D, FOR CONTINUATION SEE SHEET L-105

CHURCH HILL ROAD
VARYING WIDTH OF WAY
FOR 400' LOCAL ROAD

**LOT 4
7.6858 AC.**

**LOT 10
4.6123 AC.**

**LOT 3
7.9958 AC.**

**LOT 13
6.8902 AC.**

LANDS N/F
DONNA L. GRINER
REVOCABLE TRUST
T.P.: 5-16-17300-01-0500-000
DEED REF.: 6490/293
ZONING - AC

MATCH LINE C - C, FOR CONTINUATION SEE SHEET L-103

PROJECT TITLE
**MILFORD
CORPORATE
CENTER**
MILFORD HARRINGTON HWY.
& CANTERBURY ROAD
CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE
LANDSCAPE PLAN



ISSUE BLOCK		
NO.	DATE	DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19
LAYER STATE: L-100		
PROJECT NO.:		2022083.00
DATE:		02/27/2023
SCALE:		1" = 50'
DRAWN BY:		A.J.D. PROJ. MGR.: J.S.F.

L-102

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MATCH LINE C - C, FOR CONTINUATION SEE SHEET L-102

N/F
GRINER
TRUST
01-0500-000
3490/293
- AC

S
J0001
?

LANDS N/F
LACHHMAN D. GUPTA
& MANJULA GUPTA
T.P.: 5-00-17300-01-4701-00001
DEED REF.: 33/279
ZONING - AC

LANDS N/F
JUDY A. KNUTSTAD
T.P.: 5-00-17300-01-4800-00001
DEED REF.: W-32-170
ZONING - AC

**LOT 2
7.0127 AC.**

**ZONING I-1
ZONING BP**

**LOT 1
5.4259 AC.**

**LOT 16
6.9203 AC.**

**LOT 18
2.7825 AC.**

**LOT 19
31512 AC.**

LANDS N/F
JOANNE S. BELLE
T.P.: 5-00-17300-01-4900-00001
DEED REF.: 11164-25
ZONING - AC

9,873 SF REQUIRED
LANDSCAPE BUFFER

MILFORD HARRINGTON HWY / DE RT 14
VARYING WIDTH RIGHT OF WAY
KCR 036, MINOR ARTERIAL

**BECKER
MORGAN
GROUP**

ARCHITECTURE
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Delaware
309 South Governors Avenue
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The Tower at STAR Campus
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Newark, DE 19713
302.369.3700

Maryland
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Salisbury, MD 21801
410.546.9100

North Carolina
3333 Jaeckle Drive, Suite 120
Wilmington, NC 28403
910.341.7600

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PROJECT TITLE

**MILFORD
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KENT COUNTY DELAWARE

SHEET TITLE

LANDSCAPE PLAN

0 25 50 100
SCALE: 1" = 50'

ISSUE BLOCK

NO.	DATE	REVISION / DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19

MARK DATE DESCRIPTION

PROJECT NO.: 2022083.00

DATE: 02/27/2023

SCALE: 1" = 50'

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SHEET

L-103

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DEED REF.: P-33-340
ZONING - AC

LANDS N/F
**KACEY K.C. FRY
& LINDSEY S. FRY**
T.P.: 5-00-17300-01-5008-00001
DEED REF.: 11078-230
ZONING - AC

LANDS N/F
**CHARLES YOUNG JR
& MISTY YOUNG**
T.P.: 5-00-17300-01-5003-00001
DEED REF.: 7930-345
ZONING - AC

LANDS N/F
HAROLD J. RUSSELL
T.P.: 5-00-17300-01-5004-00001
DEED REF.: 416-294
ZONING - AC

LANDS N/
MARY BICK
T.P.: 5-00-17300-01-5005-00001
DEED REF.: P-33-340
ZONING - AC

**OPEN SPACE: A
11.2095 AC.**

**LOT 29
0.3788 AC.**

**LOT 7
4.5379 AC.**

**LOT 8
4.6488 AC.**

**LOT 9
4.5379 AC.**

MATCH LINE B - B, FOR CONTINUATION SEE SHEET L-101

MATCH LINE G - G, FOR CONTINUATION SEE SHEET L-107

MATCH LINE F - F, FOR CONTINUATION SEE SHEET L-105

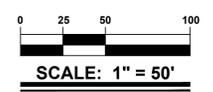


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CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE
LANDSCAPE PLAN



ISSUE BLOCK		
NO.	DATE	REVISION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19
LAYER STATE: L-100		
PROJECT NO.: 2022083.00		
DATE: 02/27/2023		
SCALE: 1" = 50'		
DRAWN BY: A.J.D. PROJ. MGR.: J.S.F.		

L-104
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MATCH LINE F - F, FOR CONTINUATION SEE SHEET L-104

MATCH LINE D - D, FOR CONTINUATION SEE SHEET L-102

MATCH LINE I - I, FOR CONTINUATION SEE SHEET L-108

LOT 10
4.6123 AC.

LOT 11
4.6488 AC.

LOT 12
4.6424 AC.

LOT 13
6.8902 AC.

LOT 14
6.8337 AC.

8.

MATCH LINE H - H, FOR CONTINUATION SEE SHEET L-106



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North Carolina

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910.341.7600

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PROJECT TITLE

**MILFORD
CORPORATE
CENTER**

MILFORD HARRINGTON HWY.
& CANTERBURY ROAD
CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE

LANDSCAPE PLAN



SCALE: 1" = 50'

ISSUE BLOCK

NO.	DATE	DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19

PROJECT NO.: 2022083.00

DATE: 02/27/2023

SCALE: 1" = 50'

DRAWN BY: A.J.D. PROJ. MGR.: J.S.F.

SHEET

L-105

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MATCH LINE F - F, FOR CONTINUATION SEE SHEET L-105

LOT 15
8.4310 AC.

LOT 16
9203 AC.

LOT 17
6.8337 AC.

LOT 19
31512 AC.

LOT 20
3.1738 AC.

LOT 21
3.1738 AC.

LOT 22
3.1738 AC.

ZONING I-1
ZONING BP

MILFORD HARRINGTON HWY / DE RT 14
VARYING WIDTH RIGHT OF WAY
KCR 036, MINOR ARTERIAL

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MATCH LINE E - E, FOR CONTINUATION SEE SHEET L-103

MATCH LINE L - L, FOR CONTINUATION SEE SHEET L-109

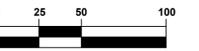
PROJECT TITLE

**MILFORD
CORPORATE
CENTER**

MILFORD HARRINGTON HWY.
& CANTERBURY ROAD
CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE

LANDSCAPE PLAN



SCALE: 1" = 50'

ISSUE BLOCK

NO.	DATE	REVISION / DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19

MARK DATE DESCRIPTION

LAYER STATE: L-100

PROJECT NO.: 2022083.00

DATE: 02/27/2023

SCALE: 1" = 50'

DRAWN BY: A.J.D. PROJ. MGR.: J.S.F.

SHEET

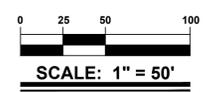
L-106

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PROJECT TITLE
**MILFORD
CORPORATE
CENTER**
MILFORD HARRINGTON HWY.
& CANTERBURY ROAD
CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE
LANDSCAPE PLAN

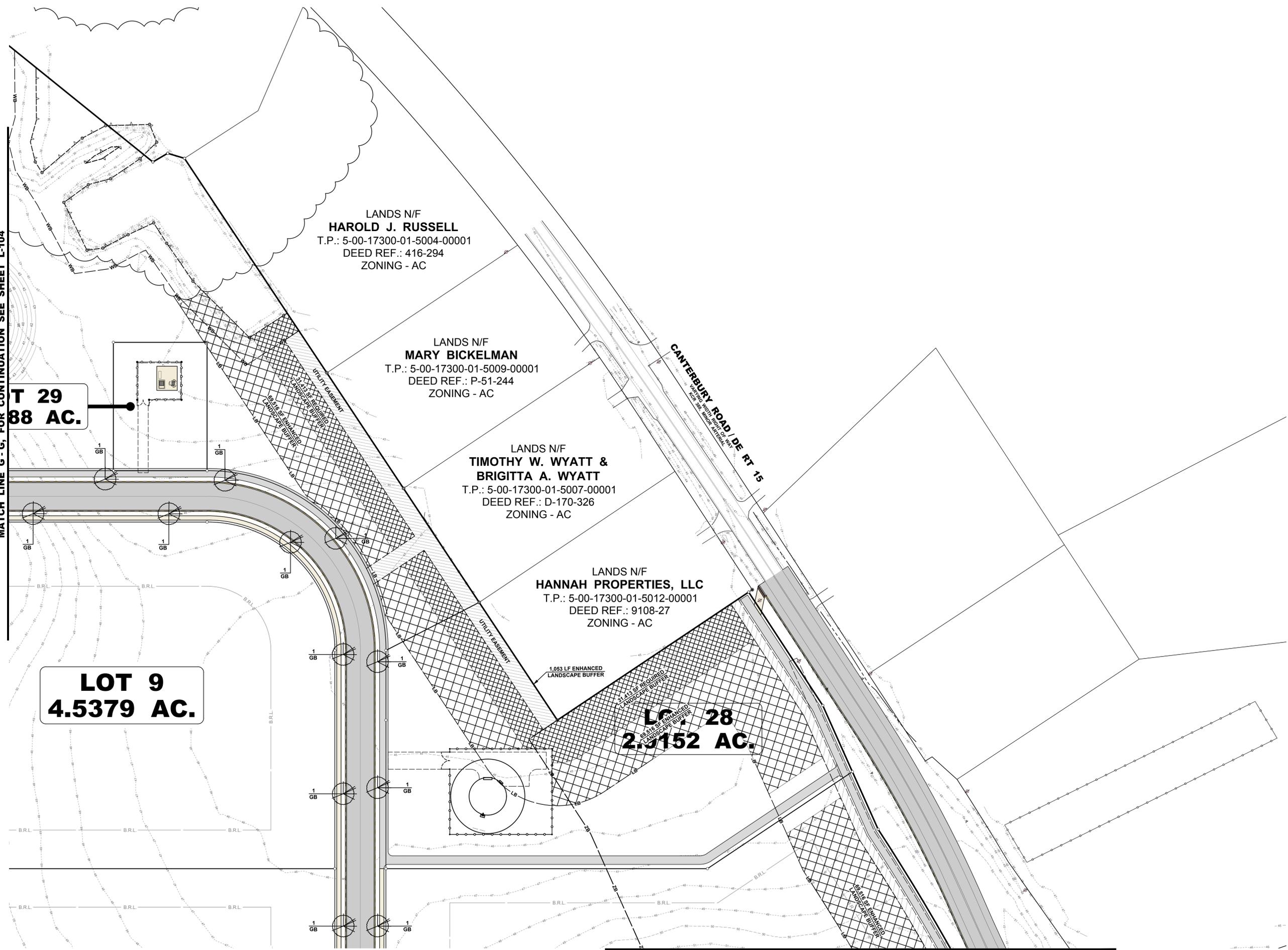


ISSUE BLOCK		
NO.	DATE	DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19
MARK DATE DESCRIPTION		
LAYER STATE L-100		
PROJECT NO.:		2022083.00
DATE:		2023-04-04
SCALE:		1" = 50'
DRAWN BY:		A.J.D.
PROJ. MGR.:		J.S.F.

L-107

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MATCH LINE G - G, FOR CONTINUATION SEE SHEET L-104



MATCH LINE J - J, FOR CONTINUATION SEE SHEET L-108

MATCH LINE J - J, FOR CONTINUATION SEE SHEET L-107



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North Carolina

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PROJECT TITLE

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& CANTERBURY ROAD
CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE

LANDSCAPE PLAN



SCALE: 1" = 50'

ISSUE BLOCK

NO.	DATE	DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19

MARK DATE DESCRIPTION

PROJECT NO.: 2022083.00

DATE: 02/27/2023

SCALE: 1" = 50'

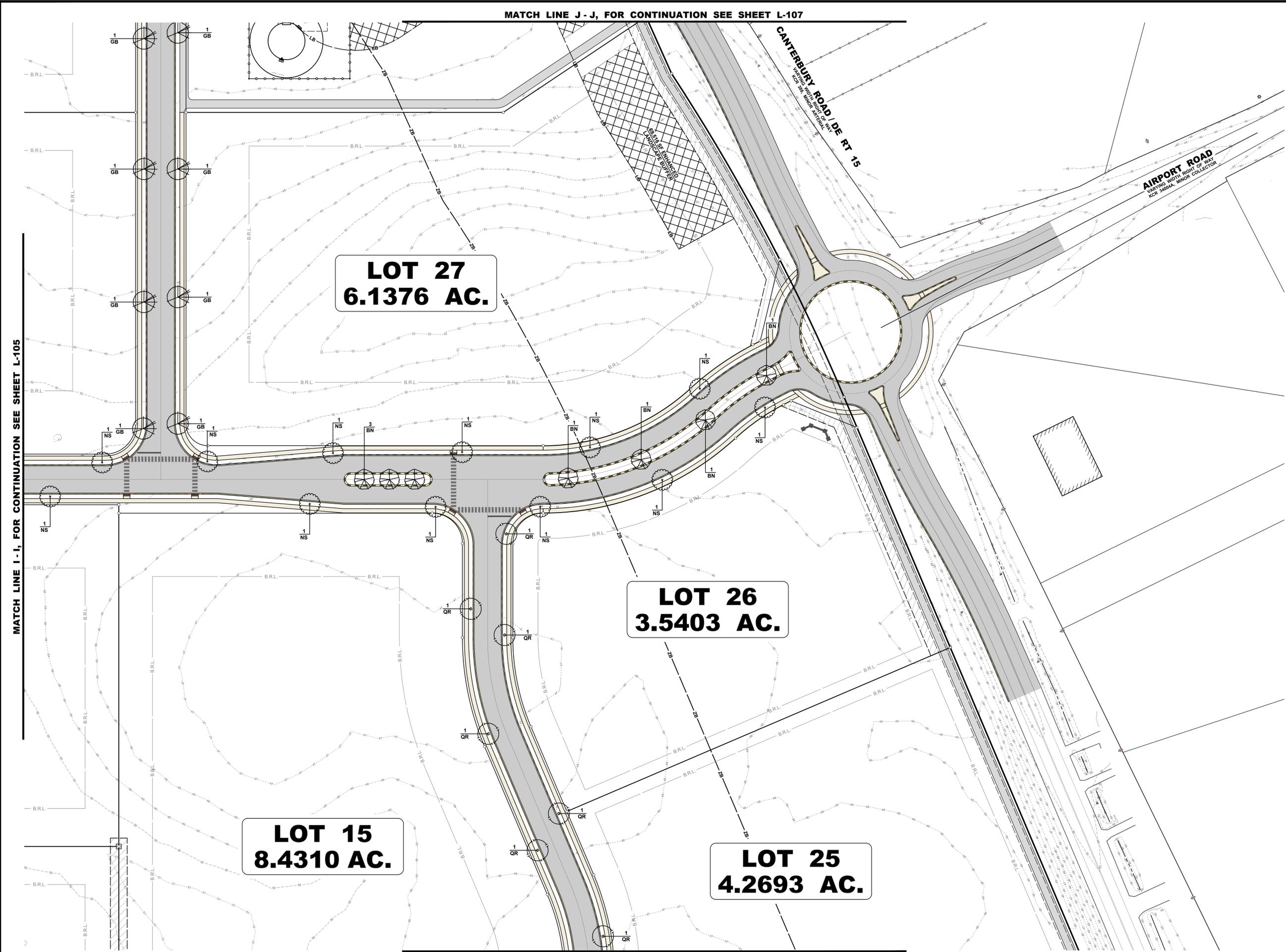
DRAWN BY: A.J.D. PROJ. MGR.: J.S.F.

SHEET

L-108

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MATCH LINE I - I, FOR CONTINUATION SEE SHEET L-105



**LOT 27
6.1376 AC.**

**LOT 26
3.5403 AC.**

**LOT 15
8.4311 AC.**

**LOT 25
4.2693 AC.**

MATCH LINE K - K, FOR CONTINUATION SEE SHEET L-109

LOT 15
8.4310 AC.

LOT 25
4.2693 AC.

LOT 24
4.3181 AC.

T 22
38 AC.

LOT 23
4.5420 AC.

OPEN SPACE: B
6.1117 AC.

MILFORD HARRINGTON HWY / DE RT 14
VARYING WIDTH RIGHT OF WAY
KCR 036, MINOR ARTERIAL

CANTERBURY ROAD / DE RT 15
VARYING WIDTH RIGHT OF WAY
KCR 036, MINOR ARTERIAL

MATCH LINE L - L, FOR CONTINUATION SEE SHEET L-106



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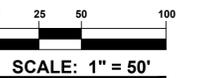
PROJECT TITLE

**MILFORD
CORPORATE
CENTER**

MILFORD HARRINGTON HWY.
& CANTERBURY ROAD
CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE

LANDSCAPE PLAN



ISSUE BLOCK

NO.	DATE	DESCRIPTION
1	03/31/23	REVISED PER CITY OF MILFORD COMMENTS DATED: 2023-03-19

MARK DATE DESCRIPTION

LAYER STATE: L-106

PROJECT NO.: 2022083.00

DATE: 02/27/2023

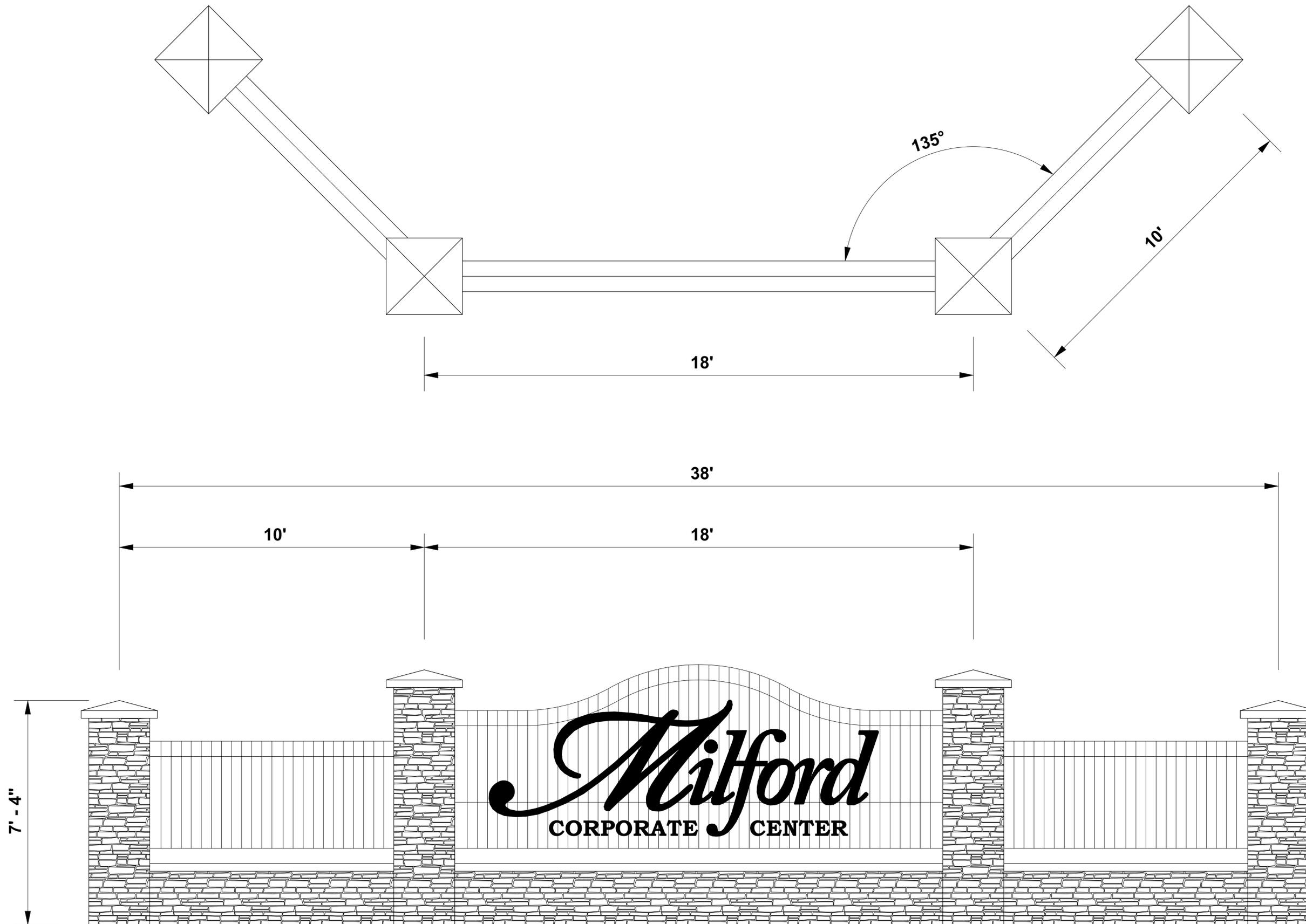
SCALE: 1" = 50'

DRAWN BY: A.J.D. PROJ. MGR.: J.S.F.

SHEET

L-109

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MONUMENT SIGNAGE DETAIL

SCALE: 1/2" = 10'

PROJECT TITLE

**MILFORD
CORPORATE
CENTER**

MILFORD HARRINGTON HWY.
& CANTERBURY ROAD
CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE

**COMPREHENSIVE
SIGNAGE PLAN**

ISSUE BLOCK

MARK	DATE	DESCRIPTION
LAYER STATE	0.001	

PROJECT NO.: 2022083.00

DATE: 02/27/2023

SCALE: N.T.S.

DRAWN BY: A.J.D. | PROJ. MGR.: J.S.F.

SHEET

S-001

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N/F
SRINER
TRUST
01-0000-000
1490293
- AC

N/F
HUGHES
01-4700-00001
8922-142
- AC

LANDS N/F
LACHHMAN D. GUPTA
& MANJULA GUPTA
T.P.: 5-00-17300-01-4701-00001
DEED REF.: 33/279
ZONING - AC

LANDS N/F
JUDY A. KNUTSTAD
T.P.: 5-00-17300-01-4800-00001
DEED REF.: W-32-170
ZONING - AC

FCM
LANDS N/F
JOANNE S. BELLE
T.P.: 5-00-17300-01-4800-00001
DEED REF.: 11164-25
ZONING - AC

LOT 2
7.0127 AC.

LOT 16
6.9203 AC.

LOT 18
2.7825 AC.

LOT 1
5.4259 AC.

LOT 19
3.1512 AC.

MONUMENT SIGN LOCATION #1

MILFORD HARRINGTON HWY / DE RT 14
VARYING WIDTH RIGHT OF WAY
KCR 036, MINOR ARTERIAL



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Salisbury, MD 21801
410.546.9100

North Carolina
3333 Jaeckle Drive, Suite 120
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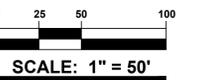
PROJECT TITLE

**MILFORD
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CENTER**

MILFORD HARRINGTON HWY.
& CANTERBURY ROAD
CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE

**SIGN LOCATION
PLAN**



ISSUE BLOCK

MARK	DATE	DESCRIPTION

MARK DATE DESCRIPTION

PROJECT NO.: 2022083.00

DATE: 02/27/2023

SCALE: 1" = 50'

DRAWN BY: A.J.D. PROJ. MGR.: J.S.F.

SHEET

S-101

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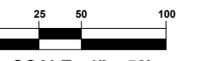
PROJECT TITLE

**MILFORD
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CENTER**

MILFORD HARRINGTON HWY.
& CANTERBURY ROAD
CITY OF MILFORD
KENT COUNTY DELAWARE

SHEET TITLE

**SIGN LOCATION
PLAN**



SCALE: 1" = 50'

ISSUE BLOCK

MARK	DATE	DESCRIPTION

LAYER STATE: S-100

PROJECT NO.: 2022083.00

DATE: 02/27/2023

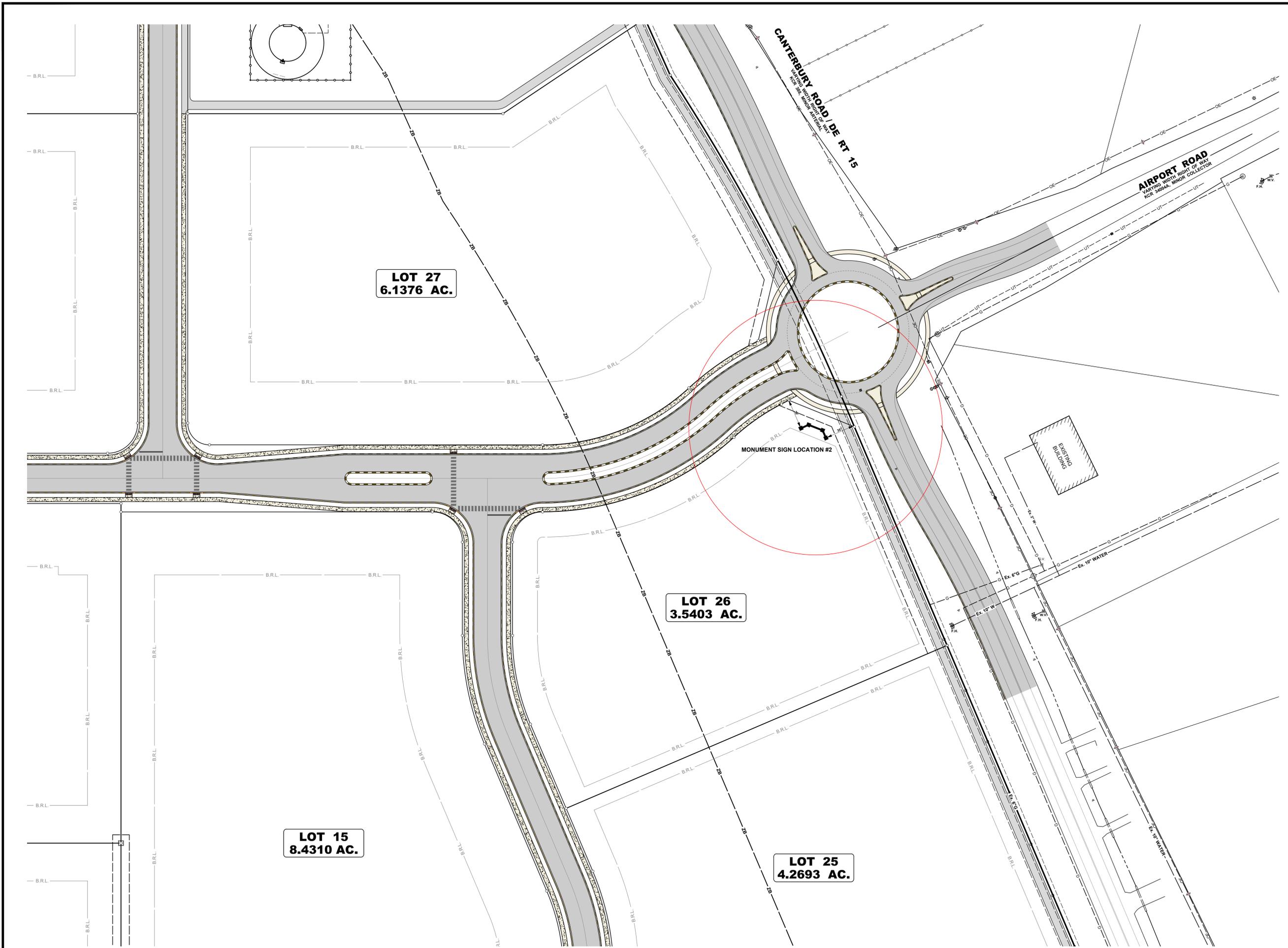
SCALE: 1" = 50'

DRAWN BY: A.J.D. PROJ. MGR.: J.S.F.

SHEET

S-102

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**LOT 27
6.1376 AC.**

**LOT 26
3.5403 AC.**

**LOT 15
8.4310 AC.**

**LOT 25
4.2693 AC.**

MONUMENT SIGN LOCATION #2

EXISTING BUILDING

CANTERBURY ROAD / DE RT 15
VARYING WIDTH RIGHT OF WAY
KCR 34894A MINOR COLLECTOR

AIRPORT ROAD
VARYING WIDTH RIGHT OF WAY
KCR 34894A MINOR COLLECTOR

Ex. 10" W

Ex. 6" G

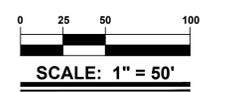
B.R.L.

T.S.P.



PROJECT TITLE
MILFORD CORPORATE CENTER
MILFORD HARRINGTON HWY. & CANTERBURY ROAD
CITY OF MILFORD
KENT COUNTY DELAWARE

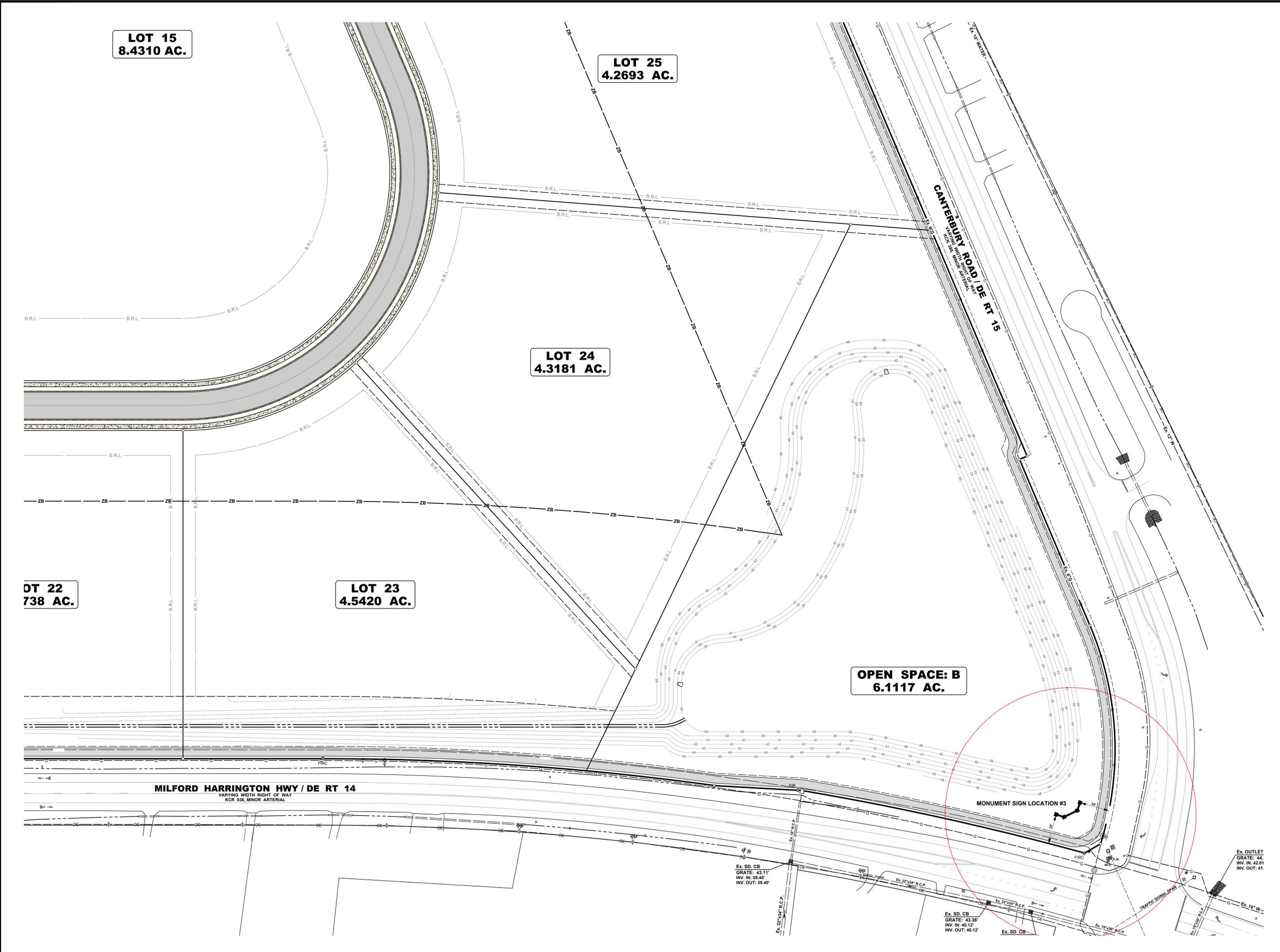
SHEET TITLE
SIGN LOCATION PLAN



MARK	DATE	DESCRIPTION
PROJECT NO.: 2022083.00		
DATE: 02/27/2023		
SCALE: 1" = 50'		
DRAWN BY: A.J.D. PROJ. MGR.: J.S.F.		
SHEET		

S-103

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WAIVER REQUEST
Milford Corporate Center

Maximum Block Width Length

REQUEST:

We request relief from the minimum width of block length as outlined in chapter 200-8(d)(2) which requires “Block length shall not exceed 1,200 feet or be less than 500 feet in length between street lines” and 200-8(d)(3) which requires “block widths shall not be less than 275 ft. and not more than 450 ft. and shall be planned to provide two rows of lots”. This specific request will apply to the project in general, as all block lengths within the project area exceed block length requirements.

EXTENT OF THE REQUEST:

City of Milford code, Part II, Chapter 200-8 Item D(2)&(3). This specific request will apply to the project in general, as all block lengths within the project area exceed block length requirements.

BASIS FOR REQUEST:

In accordance with City of Milford code, Part II, Chapter 200-9, “Applicants may request, at the time of application submission, the varying or waiving of requirements of Chapter 200, and the Planning Commission may, at its discretion, recommend to City Council the varying or waiving of said requirements and request conditions that substantially secure the objectives of the requirements so waived. Upon the findings of the City Council that, due to special conditions peculiar to a subdivision or a site, certain requirements of these regulations are inappropriate or that strict compliance with said requirements may cause extraordinary and unnecessary hardships, the City Council may vary or waive said requirements, provided that such variance or *waiver* shall not be detrimental to the public health, safety or general welfare or have the effect of nullifying the intent and purpose of the Official Map, Chapter 230, Zoning, the Development Plan or this chapter.

In varying or waiving certain requirements, the City Council may specify such conditions at will, in its judgment, secure substantially the objectives of the requirements so varied or waived.

The overall project in nature does not comply with this constraint in order to provide maximum flexibility of users within the corporate center. As the end user is not currently known, the project has been designed in a way to allow lots to be combined for a multitude of uses. To comply with the block lengths would not allow for such flexibility.

We do not believe that this request will be detrimental to the public health, safety or general welfare of the public. This request will not have the effect of nullifying the intent and purpose of the Official Map.



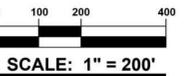
PROJECT TITLE

MILFORD CORPORATE CENTER

MILFORD HARRINGTON WAY
CITY OF MILFORD
KENT COUNTY, DE

SHEET TITLE

CONCEPT MASTER PLAN



ISSUE BLOCK

MARK DATE DESCRIPTION

LAYER: STATE: CONCEPT

PROJECT NO.: 2022083.00

DATE: 04/21/22

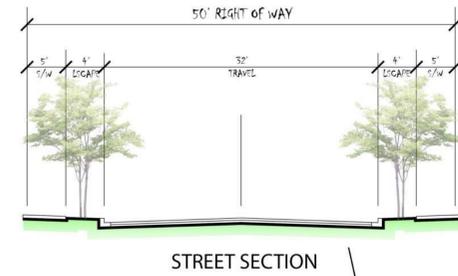
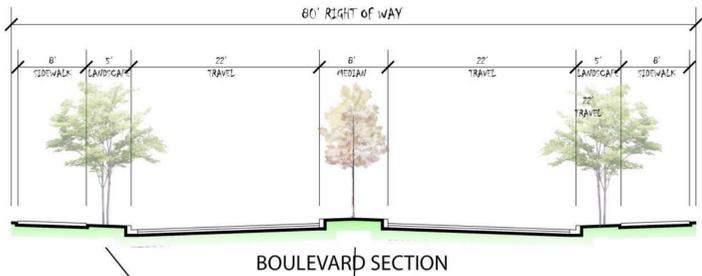
SCALE: 1" = 200'

DRAWN BY: CDC PROJ. MGR.: JMR

SHEET

CONCEPT

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NOTE:
FINAL LOT NUMBERS AND AREAS ARE SUBJECT TO CHANGE ONCE SURVEY DATA AND ZONING LINES ARE REFINED. OVERALL CONCEPT APPROACH SHALL REMAIN.



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CLIENTS' SUCCESS

April 3, 2023

Mr. Rob Pierce – Planning Director
City of Milford Planning & Zoning
Public Works Facility
180 Vickers Drive
Milford, Delaware 19963

RE: **Preliminary Major Subdivision Application - Submission #2**
MILFORD CORPORATE CENTER
Milford, Delaware
BMG Project No.: 2022083.00

Dear Mr. Pierce:

On behalf of our client, City of Milford, Becker Morgan Group, Inc. is hereby submitting revised Preliminary Major Subdivision Plans for the above referenced project. We have addressed the comments provided to us on March 10, 2023 as follows:

1. Currently, some of the City of Milford Major Subdivision General Notes are missing from the plan. Replace general notes with attached.

BMG Response: *The General Notes were replaced with the provided Notes.*

2. Update the record plan notes with the attached.

BMG Response: *The Record Notes will be provided on the Record Plan at the time of submission.*

3. Provide requested variances or waivers on the plans per the City of Milford Checklist. It appears a waiver from Chapter 200-8(D)(2) and 200-8(D)(3) is needed.

BMG Response: *Waiver requests for the block lengths and widths provided.*

4. Provide a phasing plan.

BMG Response: *A phasing plan is provided.*

5. There are two sheet “C-209” included in the set. Verify if there are any differences and remove the duplicate sheet.

BMG Response: *Addressed. Duplicate sheet accidentally provided.*

6. According to the title for sheet “C-101” in the sheet index is different than the title on that sheet. The current listed title on sheet C-101 is “Overall Preliminary Site Plan”.

Revise this title to be correct. Additionally, anything that is to be removed or demolished should be marked and called out as such.

BMG Response: *Addressed.*

7. Provide a separate parcel for the proposed sewage pumping station.

BMG Response: *Addressed. Lot 29 created.*

8. Provide a separate parcel for the proposed water tower and well facilities. Extend a line from the proposed right-of-way perpendicular to the northwest corner of Lands of Hannah Properties LLC to create the separate lot.

BMG Response: *Addressed. Lot 28 created.*

BECKER MORGAN GROUP, INC.

309 SOUTH GOVERNORS AVENUE
DOVER, DELAWARE 19904
302.734.7950

THE TOWER AT STAR CAMPUS
100 DISCOVERY BOULEVARD, SUITE 102
NEWARK, DELAWARE 19713
302.369.3700

PORT EXCHANGE
312 WEST MAIN STREET, SUITE 300
SALISBURY, MARYLAND 21801
410.546.9100

3333 JAECKLE DRIVE, SUITE 120
WILMINGTON, NORTH CAROLINA 28403
910.341.7600

615 SOUTH COLLEGE STREET, SUITE 8-158
CHARLOTTE, NORTH CAROLINA 28202
980.270.9100

www.beckermorgan.com

9. Verify the acreage for lot 19.

BMG Response: *Addressed. A decimal point was missing.*

10. Since the site is currently spilt zoned, provide a zoning line where the zoning boundaries meet and label it accordingly. If the zoning is to change note the zoning accordingly.

BMG Response: *Addressed. Zoning boundary added.*

11. Make the follow revisions to the Site Data column on the cover sheet:

- a. Add the Owner's phone number per the City's checklist.
- b. Verify the total acreage of the site. According to the Kent County GIS website the total site acreage is 182.30 acres.
- c. Verify what the x's are that follow the survey datum under site data number 11.
- d. Provide the total number of set/provided monuments for site data number 12.
- e. Provide the proposed lot coverage. Additionally, the maximum allowable lot coverage for I-1 is 75%.
- f. The minimum proposed lot size within the I-1 district is 4.5379 acres for site data number 14.
- g. The minimum proposed lot size within the BP district is 2.7825 acres for site data number 14.
- h. Verify the minimum lot width for both I-1 and the BP district.
- i. Provide the required and proposed open space. Label on the plans with a unique identifier (e.g. A,B,C,D, etc.).
- j. Provide the proposed use(s).
- k. Provide the proposed zoning(s).
- l. Provide the proposed building height(s)
- m. Revise the required side and rear year setbacks for BP to state from the berm not the property line per the City's Zoning Code.
- n. Add the projected flow to the plan. Per Kent County code, the total EDUs is calculated as 1 EDU is equal to 6 fixture units. Refer to Kent County code Article IV section 128-18 to calculate the total proposed EDUs for the site improvements.

BMG Response: *Addressed. All items above addressed with the exception of "n". BMG is currently analyzing sewer flows and further coordination efforts are necessary.*

12. The FEMA map numbers listed in general note number 3 on sheet "C-002" does not match the information that is given on the FEMA website. Verify the FEMA map numbers and effective dates.

BMG Response: *Addressed. We believe the correct maps were listed.*

13. Show and label all existing agricultural wells and irrigation equipment. The wells are to remain through the construction of Phase I.

BMG Response: *Addressed.*

14. Show and label the 200' setback per Chapter 230-16(D)(2) for I-1 Parcels adjacent to residential uses.

BMG Response: *Addressed.*

15. Provide a 20' wide easement between lots 2 & 3 and along a portion of the back of lots 1-3 to serve parcels 47.00, 47.01, 48.00, 05.00 and 05.01 with sewer. Add new MH in street and extend 8" stub into the easement beyond the limits of the roadway and sidewalk to facilitate future connection of parcels above.

16. Provide a 10' wide easement between lots 3 & 4 for a future water main extension to Church Hill Road.

BMG Response: *Addressed. Easements added where specified.*

17. Provide a 20' wide easement along the east side of lot 6 and along the northern side of the stormwater management pond to provide sewer service to parcels 50.08, 50.06, 50.05 and 50.02. Add new MH in street and extend 8" stub into the easement beyond the limits of the roadway and sidewalk to facilitate future connection of parcels above.

BMG Response: *Addressed. Easements added where specified.*

18. Provide a 20' wide easement from proposed manhole 6 to the rear of lot 50.07, then extend the easement to serve parcels 50.07, 50.04, 50.09 and 50.12 with sanitary sewer service. Extend 8" stub into easement beyond the limits of the roadway and sidewalk to facilitate future connection of parcels above.

BMG Response: *Addressed. Easements added where specified.*

19. Provide a 30' wide sewer and water easement between lots 18 & 19 in order to provide sewer and water service to parcel 49.00.

BMG Response: *Addressed. Easements added where specified.*

20. Provide water and sewer stubs outside of the paved surface, curbing and sidewalk areas on all of the above easements for future extensions. Ensure that the sewer system is designed deep enough to serve the adjacent parcels, including the three parcels at northeast corner of Church Hill Road and Route 14.

BMG Response: *Addressed.*

21. Shift proposed manhole 29 to the north side of the proposed swale and install one stick of 6" PVC with a cleanout for future forcemain connection from the Hickory Glenn pump station, Show Hickory Glenn forcemain and label size, material and to be installed by others.

BMG Response: *Addressed. Additional coordination necessary to determine exact method.*

22. There is an existing tee and valve on the 14" forcemain on Church Hill Road that can be used for connection. Double check the location and add a note regarding how the connection will be made. Pump Station and forcemain design will need to be coordinated with Kent County Public Works Department.

BMG Response: *Addressed.*

23. Provide their classification based on Chapter 200. The roads would be considered Local Commercial. Label the roads per the following:

- a. Airport Road – From the entrance at Canterbury Road to the internal roundabout.
- b. Innovation Way – From the entrance on Route 14 around the North side of the industrial park, wrapping around next to the water tower.
- c. Corporate Drive – The road that runs behind the zoned BP strip lots.

BMG Response: *Addressed. Do these need to be approved by 911.*

24. Currently, there are no provided thickness for the pavement section. Provide thicknesses for each section of the pavement per Section 7 of the City's Standard Specifications.

BMG Response: *Pavement sections will be provided based on geotechnical engineers recommendations.*

25. Per the City of Milford's Subdivision code each lot within a subdivision shall provide a 5-foot general utility easement on each side lot line, a 10 foot wide general utility easement along the rear property line, and a 15 foot general utility easement along the frontage of the lot for installation of City utilities and conveyance of drainage. Show these easements on the plan and add a note.

BMG Response: *Addressed.*

26. A 50-foot visual and sound buffer area is required on all non-residential use properties when abutting a residential use. Screening shall consist of an opaque barrier of at least six feet in height accompanied by landscaping. Revise the plans so that all properties that abut a residential property provide this requirement. Per the City of Milford an agreement to provide 100' is required.

BMG Response: *Addressed. Buffers added to the Subdivision Plans and Landscape Plans.*

27. Provide the buffer against the residential property along Route 14 adjacent to lots 18 & 19.

BMG Response: *Addressed.*

28. Verify the existing contours are extended at least 50' outside of the site to demonstrate the existing drainage conditions of the site and the adjacent properties.

BMG Response: *Addressed. LiDAR contours were added to extend the contours onto private property.*

29. Clarify on the plan who owns/maintains Milford Harrington Hwy and Canterbury Road.

BMG Response: *Addressed.*

30. All existing conditions including but not limited to contours, utilities, etc. should be shown in grey on all the proposed sheets within the plans set. Revise as necessary.

BMG Response: *Addressed.*

31. Include the subject parcel boundary lines, including bearings and distances.

BMG Response: *Addressed. However, the bearings will be provided with the Record Plan upon receipt.*

32. Dimension all the property setbacks.

BMG Response: *Addressed.*

33. Lots 4, 5, and 6 should all have a front yard setback along Church Hill Road. Revise the setback for these lots accordingly.

BMG Response: *Addressed.*

34. Replace the 5' wide gravel walking path behind lots 1, 2 & 3 with a 10' wide paved shared use path, connecting Church Hill Road with Route 14.

BMG Response: *Addressed.*

35. Remove the 5' wide gravel path between lots 5 & 6. Replace with a 10' wide paved shared use path outside of the buffer area on the east side of Lot 6 and connect to the internal roadway network.

BMG Response: *Addressed.*

36. Replace the proposed 5' wide sidewalk from Lot 6 to the Water Tower with a 10' wide sidewalk network.

BMG Response: *Addressed.*

37. Replace the proposed 5' wide gravel path south of the Water Tower with a 10' wide shared use path connecting the internal roadway with Canterbury Road.

BMG Response: *Addressed.*

38. Extend the shared use path on Canterbury Road through the west side of the roundabout.

BMG Response: *Additional clarification necessary. These details will be worked out with DelDOT as further coordination develops.*

39. Extend the shared use path on the south side of the roundabout from the Industrial Park to Airport Road. If possible, extend the shared use path along the south side of Airport Road to Delaware Veterans Boulevard to the east.

BMG Response: *It appears as if existing drainage swales will make the installation of the path in this location difficult. We suggest constructing in the future.*

40. Add a western leg to the internal roundabout between lots 3 & 4.

BMG Response: *Addressed.*

41. There are multiple lots that have two water and sewer services going to the lot. Clarify if this is correct otherwise revise the plans as needed.

BMG Response: *Noted. As discussed, several lots were provided with more than one service due to the size of the lots, to provide ultimate flexibility in the future with the development of each lot.*

42. Add a crosswalk to the east and west side of the internal roundabout.

BMG Response: *Addressed.*

43. All water valves that are not located within the pavement and are to be maintained by the City are required to be concrete encased. Verify who is to maintain the services and revise the plans accordingly.

BMG Response: *Addressed. A note and detail will be added once the project proceeds to the Construction Document level of detail.*

44. Maximum spacing between fire hydrants is 600 feet. Currently, some of the hydrants exceed this spacing. Revise the plans to meet this requirement.

BMG Response: *Addressed. We have moved the hydrants although please confirm where this requirement comes from. Our understanding is that the Fire Marshal limits to 800' spacing. We were unable to find this requirement in the City of Milford standards.*

45. Sewer laterals are required to come directly off the sewer gravity main and cannot come off a manhole. Revise the plans accordingly.

BMG Response: *BMG recommends connecting these services directly to the manholes as these are technically stubbed mains, not simply lateral services.*

46. Currently, there is a proposed catch basin located directly in front of the proposed ADA ramp to the west of the entrance off of Milford Harrington Hwy. Revise the location of the basin to not be directly in front of the ramp.

BMG Response: *Addressed.*

47. The shared use path on the west side of Canterbury Road should have ramp tie-ins similar to what was done for the shared use path along Milford Harrington Hwy.

BMG Response: *Addressed.*

48. The stormwater pond #1 is missing the proposed 51 contour to the south of the pond. Revise the grading as needed.

BMG Response: *Addressed.*

49. Currently, there is an inline fire hydrant where the proposed 10" water main is to tie into the existing 10" water main along Canterbury Road. This may be able to be removed. If so, update the note to reflect the removal of the hydrant and extension of water main. Indicate the connection method in the note. The hydrant should be returned to the City of Milford and possibly used internal to the site.

BMG Response: *Addressed. Note added to the plan to specify its removal and return to the City.*

50. Stub the water main north along Canterbury Road on proposed lot 27 for future extension.

BMG Response: *Addressed.*

51. Extend the water main south to Route 14 along lot 1 on the west side of the internal road to Route 14 and add tee for stub to east and west. We would anticipate serving the adjacent properties by extending a water main west along Route 14 to Church Hill Road, north on the east side of Church Hill Road and coming back into the industrial park between lots 3 & 4 in the future.

BMG Response: *Addressed.*

52. The proposed grading for the conveyance swale along the south of the property between the proposed lots and Milford Harrington Hwy is not graded correctly. Revise the grading and clarify how the tie ins are to work.

BMG Response: *Addressed. More detail will be provided once the grading and stormwater designs progress during the Construction Document phase.*

53. Show the required 25' wetland buffer area. This should be shown on other sheets as well.

BMG Response: *Addressed.*

54. Show the proposed stormwater outfall location.

BMG Response: *Addressed. Additional coordination necessary with DelDOT and KCD.*

55. Add a crosswalk on the east side of the intersection shown on sheet C-205.

BMG Response: *Addressed.*

56. Provide additional landscaping from the north side of the entrance along Canterbury Road, north to the residential lot. This was shown during the Concept phase.

BMG Response: *Addressed.*

57. Provide profiles for sewer and storm drain that include crossings, inverts, slopes, etc. with the final submission.

BMG Response: *Noted. This information will be provided as the project progresses into Construction Documents and that level of detail is developed.*

58. Add the pipe type and sizes of all existing utilities.

BMG Response: *Noted. This information will be provided as the project progresses into Construction Documents and that level of detail is developed.*

59. Provide a proposed preliminary landscaping plan that includes at a minimum:

- a. Shade trees along the street every 150 linear feet as required by City of Milford Chapter 200.
- b. Provide trees along the shared use paths,
- c. Show plantings within the landscape buffer areas separating the industrial park from the adjacent residential properties.

BMG Response: *Addressed. Landscape Plans are provided with this submission.*

60. Provide a signing and striping plan which allows deviations from the sign ordinance found under City of Milford Chapter 230.

BMG Response: *Addressed. Signage Plans provided on sheet S-001-103.*

61. Add signage on the east side of the Route 14 entrance facing west. We should consider a comprehensive signage plan submission as part of the major subdivision application.

BMG Response: *Addressed. Signage Plans provided on sheet S-001-103.*

62. Add signage to the industrial park entrance facing north on Canterbury Road.

BMG Response: *Addressed. Signage Plans provided on sheet S-001-103.*

63. Label the water main connection at Route 14 and Canterbury Road. Provide a note with the connection method.

BMG Response: *Addressed.*

64. Show the proposed "Milford Corporate Center" sign at the intersection of Canterbury Road and Route 14 and provide a detail as part of the comprehensive signage plan.

BMG Response: *Addressed. Signage Plans provided on sheet S-001-103.*

65. Submit following with the final major subdivision submission:

- a. Kent Conservation District Approval for the Stormwater and Erosion & Sediment Control Plans.
- b. Fire Marshal Approval.
- c. DeIDOT Approval.

BMG Response: *Noted. Approvals will be provided upon receipt.*

Feel free to contact me with any questions or concerns.

Sincerely,

BECKER MORGAN GROUP, INC.



Jon S. Falkowski, P.E.
Senior Associate

Cc: Mark Whitfield – City Manager (mwhitfield@milford-de.gov)



ISO 9001:2015 CERTIFIED

ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS

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

March 10, 2023

City of Milford
201 South Walnut Street
Milford, Delaware 19963

Attention: Rob Pierce

Subject: Milford Corporate Center – Preliminary Plan
KCI Job No. 131803632 – Task 54

Dear Mr. Pierce,

As requested, KCI Technologies reviewed the Preliminary Plans for the Milford Corporate Center per the City of Milford’s Standard Specifications, codes, and general engineering best practices. These plans were submitted by Becker Morgan Group and are dated February 10, 2023.

We offer the following comments for your consideration:

1. Currently, some of the City of Milford Major Subdivision General Notes are missing from the plan. Replace general notes with attached.
2. Update the record plan notes with the attached.
3. Provide requested variances or waivers on the plans per the City of Milford Checklist. It appears a waiver from Chapter 200-8(D)(2) and 200-8(D)(3) is needed.
4. Provide a phasing plan.
5. There are two sheet “C-209” included in the set. Verify if there are any differences and remove the duplicate sheet.
6. According to the title for sheet “C-101” in the sheet index is different than the title on that sheet. The current listed title on sheet C-101 is “Overall Preliminary Site Plan”. Revise this title to be correct. Additionally, anything that is to be removed or demolished should be marked and called out as such.
7. Provide a separate parcel for the proposed sewage pumping station.
8. Provide a separate parcel for the proposed water tower and well facilities. Extend a line from the proposed right-of-way perpendicular to the northwest corner of Lands of Hannah Properties LLC to create the separate lot.

9. Verify the acreage for lot 19.
10. Since the site is currently spilt zoned, provide a zoning line where the zoning boundaries meet and label it accordingly. If the zoning is to change note the zoning accordingly.
11. Make the follow revisions to the Site Data column on the cover sheet:
 - a. Add the Owner’s phone number per the City’s checklist.
 - b. Verify the total acreage of the site. According to the Kent County GIS website the total site acreage is 182.30 acres.
 - c. Verify what the x’s are that follow the survey datum under site data number 11.
 - d. Provide the total number of set/provided monuments for site data number 12.
 - e. Provide the proposed lot coverage. Additionally, the maximum allowable lot coverage for I-1 is 75%.
 - f. The minimum proposed lot size within the I-1 district is 4.5379 acres for site data number 14.
 - g. The minimum proposed lot size within the BP district is 2.7825 acres for site data number 14.
 - h. Verify the minimum lot width for both I-1 and the BP district.
 - i. Provide the required and proposed open space. Label on the plans with a unique identifier (e.g. A,B,C,D, etc.).
 - j. Provide the proposed use(s).
 - k. Provide the proposed zoning(s).
 - l. Provide the proposed building height(s)
 - m. Revise the required side and rear year setbacks for BP to state from the berm not the property line per the City’s Zoning Code.
 - n. Add the projected flow to the plan. Per Kent County code, the total EDUs is calculated as 1 EDU is equal to 6 fixture units. Refer to Kent County code Article IV section 128-18 to calculate the total proposed EDUs for the site improvements.
12. The FEMA map numbers listed in general note number 3 on sheet “C-002” does not match the information that is given on the FEMA website. Verify the FEMA map numbers and effective dates.
13. Show and label all existing agricultural wells and irrigation equipment. The wells are to remain through the construction of Phase I.
14. Show and label the 200’ setback per Chapter 230-16(D)(2) for I-1 Parcels adjacent to residential uses.
15. Provide a 20’ wide easement between lots 2 & 3 and along ~~a portion of~~ the back of lots 1-3 to serve parcels 47.00, 47.01, 48.00, 05.00 and 05.01 with sewer. Add new MH in street and extend 8” stub into the easement beyond the limits of the roadway and sidewalk to facilitate future connection of parcels above.

16. Provide a 10' wide easement between lots 3 & 4 for a future water main extension to Church Hill Road.
17. Provide a 20' wide easement along the east side of lot 6 and along the northern side of the stormwater management pond to provide sewer service to parcels 50.08, 50.06, 50.05 and 50.02. Add new MH in street and extend 8" stub into the easement beyond the limits of the roadway and sidewalk to facilitate future connection of parcels above.
18. Provide a 20' wide easement from proposed manhole 6 to the rear of lot 50.07, then extend the easement to serve parcels 50.07, 50.04, 50.09 and 50.12 with sanitary sewer service. Extend 8" stub into easement beyond the limits of the roadway and sidewalk to facilitate future connection of parcels above.
19. Provide a 30' wide sewer and water easement between lots 18 & 19 in order to provide sewer and water service to parcel 49.00.
20. Provide water and sewer stubs outside of the paved surface, curbing and sidewalk areas on all of the above easements for future extensions. Ensure that the sewer system is designed deep enough to serve the adjacent parcels, including the three parcels at northeast corner of Church Hill Road and Route 14.
21. Shift proposed manhole 29 to the north side of the proposed swale and install one stick of 6" PVC with a cleanout for future forcemain connection from the Hickory Glenn pump station, Show Hickory Glenn forcemain and label size, material and to be installed by others.
22. There is an existing tee and valve on the 14" forcemain on Church Hill Road that can be used for connection. Double check the location and add a note regarding how the connection will be made. Pump Station and forcemain design will need to be coordinated with Kent County Public Works Department.
23. Provide their classification based on Chapter 200. The roads would be considered Local Commercial. Label the roads per the following:
 - a. Airport Road – From the entrance at Canterbury Road to the internal roundabout.
 - b. Innovation Way – From the entrance on Route 14 around the North side of the industrial park, wrapping around next to the water tower.
 - c. Corporate Drive – The road that runs behind the zoned BP strip lots.
24. Currently, there are no provided thickness for the pavement section. Provide thicknesses for each section of the pavement per Section 7 of the City's Standard Specifications.
25. Per the City of Milford's Subdivision code each lot within a subdivision shall provide a 5-foot general utility easement on each side lot line, a 10 foot wide general utility easement along the rear property line, and a 15 foot general utility easement along the frontage of the lot for installation of City utilities and conveyance of drainage. Show these easements on the plan and add a note.
26. A 50-foot visual and sound buffer area is required on all non-residential use properties when abutting a residential use. Screening shall consist of an opaque barrier of at least six feet in height accompanied by landscaping. Revise the plans so that all properties that

abut a residential property provide this requirement. Per the City of Milford an agreement to provide 100' is required.

27. Provide the buffer against the residential property along Route 14 adjacent to lots 18 & 19.
28. Verify the existing contours are extended at least 50' outside of the site to demonstrate the existing drainage conditions of the site and the adjacent properties.
29. Clarify on the plan who owns/maintains Milford Harrington Hwy and Canterbury Road.
30. All existing conditions including but not limited to contours, utilities, etc. should be shown in grey on all the proposed sheets within the plans set. Revise as necessary.
31. Include the subject parcel boundary lines, including bearings and distances.
32. Dimension all the property setbacks.
33. Lots 4, 5, and 6 should all have a front yard setback along Church Hill Road. Revise the setback for these lots accordingly.
34. Replace the 5' wide gravel walking path behind lots 1, 2 & 3 with a 10' wide paved shared use path, connecting Church Hill Road with Route 14.
35. Remove the 5' wide gravel path between lots 5 & 6. Replace with a 10' wide paved shared use path outside of the buffer area on the east side of Lot 6 and connect to the internal roadway network.
36. Replace the proposed 5' wide sidewalk from Lot 6 to the Water Tower with a 10' wide sidewalk network.
37. Replace the proposed 5' wide gravel path south of the Water Tower with a 10' wide shared use path connecting the internal roadway with Canterbury Road.
38. Extend the shared use path on Canterbury Road through the west side of the roundabout.
39. Extend the shared use path on the south side of the roundabout from the Industrial Park to Airport Road. If possible, extend the shared use path along the south side of Airport Road to Delaware Veterans Boulevard to the east.
40. Add a western leg to the internal roundabout between lots 3 & 4.
41. There are multiple lots that have two water and sewer services going to the lot. Clarify if this is correct otherwise revise the plans as needed.
42. Add a crosswalk to the east and west side of the internal roundabout.
43. All water valves that are not located within the pavement and are to be maintained by the City are required to be concrete encased. Verify who is to maintain the services and revise the plans accordingly.
44. Maximum spacing between fire hydrants is 600 feet. Currently, some of the hydrants exceed this spacing. Revise the plans to meet this requirement.
45. Sewer laterals are required to come directly off the sewer gravity main and cannot come off a manhole. Revise the plans accordingly.

46. Currently, there is a proposed catch basin located directly in front of the proposed ADA ramp to the west of the entrance off of Milford Harrington Hwy. Revise the location of the basin to not be directly in front of the ramp.
47. The shared use path on the west side of Canterbury Road should have ramp tie-ins similar to what was done for the shared use path along Milford Harrington Hwy.
48. The stormwater pond #1 is missing the proposed 51 contour to the south of the pond. Revise the grading as needed.
49. Currently, there is an inline fire hydrant where the proposed 10” water main is to tie into the existing 10” water main along Canterbury Road. This may be able to be removed. If so, update the note to reflect the removal of the hydrant and extension of water main. Indicate the connection method in the note. The hydrant should be returned to the City of Milford and possibly used internal to the site.
50. Stub the water main north along Canterbury Road on proposed lot 27 for future extension.
51. Extend the water main south to Route 14 along lot 1 on the west side of the internal road to Route 14 and add tee for stub to east and west. We would anticipate serving the adjacent properties by extending a water main west along Route 14 to Church Hill Road, north on the east side of Church Hill Road and coming back into the industrial park between lots 3 & 4 in the future.
52. The proposed grading for the conveyance swale along the south of the property between the proposed lots and Milford Harrington Hwy is not graded correctly. Revise the grading and clarify how the tie ins are to work.
53. Show the required 25’ wetland buffer area. This should be shown on other sheets as well.
54. Show the proposed stormwater outfall location.
55. Add a crosswalk on the east side of the intersection shown on sheet C-205.
56. Provide additional landscaping from the north side of the entrance along Canterbury Road, north to the residential lot. This was shown during the Concept phase.
57. Provide profiles for sewer and storm drain that include crossings, inverts, slopes, etc. with the final submission.
58. Add the pipe type and sizes of all existing utilities.
59. Provide a proposed preliminary landscaping plan that includes at a minimum:
 - a. Shade trees along the street every 150 linear feet as required by City of Milford Chapter 200.
 - b. Provide trees along the shared use paths,
 - c. Show plantings within the landscape buffer areas separating the industrial park from the adjacent residential properties.
60. Provide a signing and striping plan which allows deviations from the sign ordinance found under City of Milford Chapter 230.

61. Add signage on the east side of the Route 14 entrance facing west. We should consider a comprehensive signage plan submission as part of the major subdivision application.
62. Add signage to the industrial park entrance facing north on Canterbury Road.
63. Label the water main connection at Route 14 and Canterbury Road. Provide a note with the connection method.
64. Show the proposed” Milford Corporate Center” sign at the intersection of Canterbury Road and Route 14and provide a detail as part of the comprehensive signage plan,.
65. Submit following with the final major subdivision submission:
 - a. Kent Conservation District Approval for the Stormwater and Erosion & Sediment Control Plans.
 - b. Fire Marshal Approval.
 - c. DelDOT Approval.

If you have any questions or comments regarding this letter, please do not hesitate to contact at (302) 318-1094.

Sincerely,



Thomas Fruehstorfer
Senior Project Manager



Theresa Colombo
Engineering-in-Training



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

September 22, 2022

Chad Carter
Becker Morgan Group, inc.
309 S Governors Avenue
Dover, DE 19904

RE: PLUS review – 2022-08-10; Milford Corporate Center

Dear Mr. Carter:

Thank you for meeting with State agency planners on August 24, 2022 to discuss the proposed plans for the Milford Corporate Center. According to the information received, you are seeking review of a site plan for a commercial business park.

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. **The developers will also need to comply with any Federal, State, and local regulations regarding this property. We also note that as the City of Milford is the governing authority over this land, the developers will need to comply with any and all regulations/restrictions set forth by the City.**

Strategies for State Policies and Spending

This project is located in Level 1 and Level 2 investment areas, which is consistent with the 2020 Strategies for State Policies and Spending. This site is also located in 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. Investment Level 2 reflects areas where growth is anticipated by local, county, and State plans in the near-term future. Development in Levels 1 and 2 is consistent with the 2020 Strategies for State Policies and Spending; therefore, the Office of State Planning Coordination has no objections to this site plan provided it meets the relevant codes and ordinances and is compatible with the Comprehensive Plan of the City of Milford.

Code Requirements/Agency Permitting Requirements

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

- The site is proposing access on Milford Harrington Highway (Delaware Route 14) or Church Hill Road (KCR 404) and Canterbury Road (Delaware Route 15) and must be designed in accordance with DelDOT's Development Coordination Manual, which is available at <http://www.deldot.gov/Business/subdivisions/index.shtml?dc=changes>.
- Pursuant to Section 1.3 of the Manual, a Pre-Submittal Meeting is required before plans are submitted for review. The form needed to request the meeting and guidance on what will be covered there and how to prepare for it is located at https://www.deldot.gov/Business/subdivisions/pdfs/Meeting_Request_Form.pdf?08022017. The project coordination meeting held on 8/24/2022 is not sufficient for this purpose.
- Section 1.6.5 of the Manual addresses access onto arterials. The proposed accesses are located on Delaware Route 14 and Delaware Route 15, both classified as Minor Arterials. The property has frontage on Church Hill Road, classified as a Local Road. Therefore, based on the road's functional class the proposed development should have access on Church Hill Road as opposed to a Delaware Route 14. DelDOT is amiable to allowing access onto Delaware Route 15 in addition to access on Church Hill Road. Exceptions may be considered by the Subdivision Engineer.
- Section 1.7 of the Manual addresses fees that are assessed for the review of development proposals. DelDOT anticipates collecting the Initial Stage Fee when the record plan is submitted for review and the Construction Stage Fee when construction plans are submitted for review.
- Per Section 2.2.2.1 of the Manual, Traffic Impact Studies (TIS) are warranted for developments generating more than 500 vehicle trip ends per day or 50 vehicle trip ends per hour in any hour of the day. Using the 11th edition of the Institute of Transportation Engineers' Trip Generation Manual, DelDOT estimates that the subject development, consisting of 3,000,000 square foot of general office space, would generate 22,317 vehicle trip ends per day and estimates the weekday morning and evening peak hour trip ends at 3,120 and 2,894, respectively. The Fry Property TIS Letter was issued in May 2006 on the property for the for 151 single family houses, 238 single family clusters, 276 townhouses, and 400 condominiums with the weekday morning and evening peak hour trip ends analyzed at 541 and 672, respectively. Therefore, the previous TIS would not be sufficient for this purpose because of the change in use and possible trip distribution pattern, and the increase in trips from the original analysis. A new TIS specific to the site would be required.
 - The purpose of a TIS, per DelDOT regulations, is to determine the offsite improvements for which the developer should be responsible to build or

contribute toward. In addition to whatever other offsite improvements may be identified, DelDOT anticipates requiring the developer to improve Delaware Route 14, Delaware Route 15, and Church Hill Road within the limits of their frontage, to meet DelDOT's standards associated with their Functional Classifications. Delaware Route 14 and Delaware Route 15 are Minor Arterials, for which the standard includes 12-foot lanes and 8-foot shoulders. Church Hill Road is a Local Road, for which the standard includes 11-foot lanes and 5-foot shoulders, DelDOT anticipates requiring extending the improvements along Church Hill Road from DE Route 14 to DE Route 15. Frontage, as defined in Section 1.8 of the Manual, includes the length of roadway perpendicular to lines created by the projection of the outside parcel corners to the roadway.

- Questions regarding the requirement to improve the site frontage should be directed to the Kent County Review Coordinator, Mr. Olayiwola Okesola. Mr. Okesola may be reached at Olayiwola.Okesola@delaware.gov or (302) 760-2409.
- As necessary, in accordance with Section 3.2.5 and Figure 3.2.5-a of the Manual, DelDOT will require dedication of right-of-way along the site's frontage. By this regulation, this dedication is to provide a minimum of 30 feet of right-of-way from the physical centerline of Church Hill Road. This dedication is to provide a minimum of 50 feet of right-of-way from the physical centerline of Delaware Route 14. This dedication is to provide a minimum of 50 feet of right-of-way from the physical centerline of Delaware Route 15. The following right-of-way dedication note is required, "**An X-foot wide strip of right-of-way from the centerline is hereby dedicated in fee simple to the State of Delaware, acting by and through the Delaware Department of Transportation.**"
- In accordance with Section 3.2.5.1.2 of the Manual, DelDOT will require the establishment of a 15-foot wide permanent easement across the property frontage. The location of the easement shall be outside the limits of the ultimate right-of-way. The easement area can be used as part of the open space calculation for the site. The following note is required, "**A 15-foot wide permanent easement is hereby dedicated in fee simple to the State of Delaware, acting by and through the Delaware Department of Transportation.**"
- Referring to Section 3.4.2.1 of the Manual, the following items, among other things, are required on the Record Plan:
 - A Traffic Generation Diagram. See Figure 3.4.2-a for the required format and content.
 - Depiction of all existing entrances within 600 feet of the proposed entrance on Delaware Route 15 and 450 feet of the proposed entrance on Church Hill Road or 600 feet of the proposed entrance on Delaware Route 14.

- Notes identifying the type of off-site improvements, agreements (signal, letter) contributions and when the off-site improvements are warranted.
- Section 3.5.4.2 of the Manual addresses requirements for Shared Use Paths (SUP) and sidewalks. For projects in Level 1 and 2 Investment Areas, installation of paths or sidewalks along the frontage on State-maintained roads is required.
- Section 3.5.4.4 of the Manual addresses accessways, paved pathways connecting a sidewalk or path along a road frontage to an internal sidewalk or path. DelDOT anticipates requiring accessways for Church Hill Road, Delaware Route 14, and Delaware Route 15 with sections between accessways no longer than 660 feet from a near side right-of-way line of an intersecting street to the near side right-of-way line of another intersecting street, an access-way shall be required through and near the middle of the block.
- In accordance with Section 3.8 of the Manual, storm water facilities, excluding filter strips and bioswales, shall be located a minimum of 20 feet from the ultimate State right-of-way along Church Hill Road, Delaware Route 14, and Delaware Route 15.
- In accordance with Section 5.2.9 of the Manual, the Auxiliary Lane Worksheet should be used to determine whether auxiliary lanes are warranted at the site entrances and how long those lanes should be. The worksheet can be found at <http://www.deldot.gov/Business/subdivisions/index.shtml>. DelDOT acknowledges that the site entrance on Delaware Route 15 is proposed to be a roundabout and the worksheet does not directly apply. DelDOT anticipates requiring the proposed entrance to comply with geometric design requirements addressing roundabouts.
- In accordance with Section 5.4 of the Manual, sight distance triangles are required and shall be established in accordance with American Association of State Highway and Transportation Officials (AASHTO) standards. A spreadsheet has been developed to assist with this task. It can be found at <http://www.deldot.gov/Business/subdivisions/index.shtml>.
- In accordance with Section 5.14 of the Manual, all existing utilities must be shown on the plan and a utility relocation plan will be required for any utilities that need to be relocated.

DART First State – Contact Jared Kaufman 302-576-6062

- DTC is still evaluating the need for service in this area. In order for DTC to construct stops that service this site and the surrounding area when DTC deems it necessary, the following infrastructure is needed: first, a shared use pathway along SR 14 and Canterbury Road; second, a crosswalk over SR 14 to allow for the construction of a

companion stop; and finally, pedestrian accessways leading to the site's internal pedestrian network.

Department of Natural Resources and Environmental Control – Contact Clare Quinlan 302-735-3480

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.

Concerns Identified Within the Development Footprint

Wetlands and Subaqueous Lands

Maps from the Statewide Wetlands Mapping Project indicate the potential presence of non-tidal wetlands on the site. The application indicates that wetlands have not been delineated. The application does not propose direct impacts to the wetlands.

Requirements:

- If the site design changes and dredge or fill of wetlands or subaqueous lands becomes necessary, permitting and/or authorization requirements may apply.
- A delineation of waterways and wetlands may be required, to be completed by a qualified professional hired by the landowner. For a list of consultants and engineers who can conduct wetland delineations, please visit the DNREC Wetlands and Subaqueous Lands Section link:
<http://www.dnrec.delaware.gov/wr/Documents/WSLS/Consultant%20List.pdf>

Federal Contact: U.S. Army Corps of Engineers (Dover Office) at (267) 240-5278.
Website: <https://www.nap.usace.army.mil/Missions/Regulatory/Contacts/>

State Contact: DNREC Wetlands and Subaqueous Lands Section at (302) 739-9943.
Website: <https://dnrec.alpha.delaware.gov/water/wetlands-subaqueous/>

Vegetated Buffer Zones

Site plans do not show a vegetated buffer along non-tidal wetlands. Vegetated buffer zones placed adjacent to waterways and wetlands help improve water quality by reducing sediment and pollutants loads. They also provide valuable habitat and can help prevent encroachment of human activities into ecologically sensitive areas. Vegetated buffers are not equivalent to setbacks, as residential lots, walkways, and stormwater management facilities should not be contained within the vegetated buffer zone.

Requirements:

- The applicant must comply with minimum vegetated buffer widths as identified within county and municipal codes.

Contact: DNREC Wildlife Species Conservation & Research Program at (302) 735-3600.

Website: <https://dnrec.alpha.delaware.gov/fish-wildlife/contact-information/>

Stormwater Management

This application proposes greater than 5000 square feet of land disturbing activities, therefore, this project will be subject to Delaware's *Sediment and Stormwater Regulations*.

Requirements:

- A Sediment and Stormwater Plan must be developed, then approved by the appropriate plan review agency prior to any land disturbing activity taking place on the site. For this project, the plan review agency is the Kent Conservation District.
- Work with the plan review agency to check offsite stormwater conveyance for the proposed north and south stormwater management facilities.
- Additionally, to address federal requirements, construction activities that exceed 1.0 acre of land disturbance require Construction General Permit coverage through submittal of an electronic Notice of Intent for Stormwater Discharges Associated with Construction Activity. This form must be submitted electronically (<https://apps.dnrec.delaware.gov/enoi/>, select Construction Stormwater General Permit) to the DNREC Division of Watershed Stewardship, along with the \$195 fee.
- Schedule a project application meeting with the appropriate plan review agency prior to moving forward with the stormwater and site design. As part of this process, you must submit a Stormwater Assessment Study.

Plan review agency contact: [Kent Conservation District](#) at (302) 608-5370.

Website: <http://kentcd.org/>

General stormwater contact: DNREC Sediment and Stormwater Program at (302) 739-9921.

E-mail: DNREC.Stormwater@delaware.gov.

Website: <https://dnrec.alpha.delaware.gov/watershed-stewardship/sediment-stormwater/>

Excellent Groundwater Recharge Area

An Excellent Groundwater Recharge Area is located on the eastern portion of the site. These areas have soils that are conducive to water infiltrating downward from surface water into groundwater. Preservation of these areas is important for replenishing groundwater supplies and ensuring drinking water for future generations.

Requirements:

- The applicant must comply with all county and municipal requirements for construction and uses in Excellent Groundwater Recharge Areas.

Contact: DNREC Source Water Assessment and Protection Program at (302) 739-9945.
Website: <https://dnrec.alpha.delaware.gov/water/supply/ground-water-protection/>

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

Proposed Project Parcel Flood Concern

- This/These parcel(s) are located within an area of **Minimal Flood Concern of 1000 years or greater.**

Parcel Status within County Evacuation Zone Location

- The parcel(s) are located within **Kent** County and **are not** a part of an Evacuation Zone

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

Delaware Department of Agriculture – Contact Milton Melendez 302-698-4500

- The proposed project is adjacent to a property protected through the State’s Agricultural Lands Preservation Program (Holly Hill Exp. K-15-12-070B parcel # 5-00-17300-01-6800, and Lednum Branch Exp K-16-02-070C Parcel # 5-00-17300-01-6900). Therefore, the activities conducted on this preserved property are protected by the agricultural use protections outlined in Title 3, Del. C., Chapter 9. These protections effect adjoining developing properties. The 300 foot notification requirement affects all new deeds in a subdivision located in whole or part within 300 feet of an Agricultural District/Easement. Please take note of these restrictions as follows:

§ 910. Agricultural use protections.

(a) Normal agricultural uses and activities conducted in a lawful manner are preferred and priority uses and activities in Agricultural Preservation Districts. In order to establish and maintain a preference and priority for such normal agricultural uses and activities and avert and negate complaints arising from normal noise, dust, manure and other odors, the use of agricultural chemicals and nighttime farm operations, land use adjacent to Agricultural Preservation Districts shall be subject to the following restrictions:

For any new subdivision development located in whole or in part within 50 feet of the boundary of an Agricultural Preservation District, no improvement requiring an occupancy approval shall be constructed within 50 feet of the boundary of the Agricultural Preservation District.

(b) Normal agricultural uses and activities conducted in accordance with good husbandry and best management practices in Agricultural Preservation Districts shall be deemed protected actions and not subject to any claim or complaint of nuisance, including any such claims under any existing or future county or municipal code or ordinance. In the event a formal complaint alleging nuisance related to normal agricultural uses and activities is filed against an owner of lands located in an Agricultural Preservation District, such owner, upon prevailing in any such action, shall be entitled to recover reasonably incurred costs and expenses related to the defense of any such action, including reasonable attorney's fees (68 Del. Laws, c. 118, § 2.).

- In addition, if any wells are to be installed, Section 4.01(A)(2) of the Delaware Regulations Governing the Construction and Use of Wells will apply. This regulation states:

(2) For any parcel, lot, or subdivision created or recorded within fifty (50) feet of, or within the boundaries of, an Agricultural Lands Preservation District (as defined in Title 3, Del. C., Chapter 9); all wells constructed on such parcels shall be located a minimum of fifty (50) feet from any boundary of the Agricultural Lands Preservation District. This requirement does not apply to parcels recorded prior to the implementation date of these Regulations. However, it is recommended that all wells be placed the maximum distance possible from lands which are or have been used for the production of crops which have been subjected to the application of land applied federally regulated chemicals.

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

- The potential for prehistoric sites is high based on a number of environmental factors conducive to human habitation, including well drained soils, dry upland areas, and proximity to perennial water sources. In addition, the potential for historic resources is also high based on sites within and around the parcel indicated on historic maps. Historically, the area in question has seen significant agricultural use. An agricultural complex is located within the parcel and dates to as far back as the mid-late 19th century (K04930, McGregg Gen. D House). Therefore, there are most likely archaeological resources associated with this agricultural complex.
- It is important that the developers be aware of the Unmarked Human Burials and Human Skeletal Remains Law (Delaware Code: Title 7, Chapter 54), which pertains to the discovery and disposition process of such remains. Abandoned or unmarked family cemeteries are very common in Delaware, especially on historic farm sites, rural areas or open space lands. Disturbing unmarked burials triggers Delaware's Unmarked Human Burials and Human Skeletal Remains Law, and such discoveries can result in substantial delays while the procedures required under this law are carried out.
- This office recommends that an archaeological consultant investigate the project area for the presence of such a cemetery, and that an archaeological survey be completed prior to any ground disturbing activities.

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

This document is for information purposes only and does not constitute any type of approval from the Delaware State Fire Marshal's Office

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

Fire Protection Water Requirements

- Water distribution system capable of delivering at least 1,500 gpm for 2-hour duration, at 20-psi residual pressure is required. Fire hydrants with 800 feet spacing on centers.
- Where a water distribution system is proposed for business occupancy sites, the infrastructure for fire protection water shall be provided, including the size of water mains for fire hydrants and sprinkler systems.

Fire Protection Features

- All structures over 10,000 Sq. Ft. aggregate will require automatic sprinkler protection installed.
- Buildings greater than 10,000 Sq. Ft., 3-stories or more, over 35 feet in height, or classified as High Hazard are required to meet fire lane marking requirements.
- Show Fire Department Connection location (must be within 300 feet of fire hydrant), and detail as shown in the DSFPR.
- Show Fire Lanes and Sign Detail as shown in DSFPR.
- All mini-storage buildings greater than 2,500 square feet in area and where any of the individual storage units are separated by less than a 1-hour fire resistance-rated barrier shall require an automatic sprinkler system be installed throughout.

Mini-Storage Building is defined as a storage occupancy partitioned into individual storage units, with a majority of the individual units not greater than 750 square feet in area, and that are rented or leased for the purposes of storing personal or business items where all of the following apply:

(1) the storage units are separated from each other by less than a 1-hour fire resistance rated barrier,

(2) the owner of the facility does not have unrestricted

access to the storage units, and

(3) the items being stored are concealed from view from outside the storage unit.

Accessibility

- All premises, which the fire department may be called upon to protect in case of fire, and which are not readily accessible from public roads, shall be provided with suitable gates and access roads, and fire lanes so that all buildings on the premises are accessible to fire apparatus. This means that the access road to the site must be constructed so fire department apparatus may negotiate it. If a “center island” is placed at an entrance road, it shall be arranged in such a manner that it will not adversely affect quick and unimpeded travel of fire apparatus into the site.
- Any dead-end road more than 300 feet in length shall be provided with a turn-around or cul-de-sac arranged such that fire apparatus will be able to turn around by making not more than one backing maneuver. The minimum paved radius of the cul-de-sac shall be 38 feet.
 - The dimensions of the cul-de-sac or turn-around shall be shown on the final plans. Also, please be advised that parking is prohibited in the cul-de-sac or turn around.
- The use of speed bumps or other methods of traffic speed reduction must be in accordance with Department of Transportation requirements.
- The local Fire Chief, prior to any submission to our Agency, shall approve in writing the use of gates that limit fire department access into and out of the development or property.

Gas Piping and System Information

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

Required Notes

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

- Letter from Water Provider approving the system layout
- Provide Lock Box Note (as detailed in DSFPR) if Building is to be sprinklered
- Provide Road Names, even for County Roads

Recommendations/Additional Information

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

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

- DelDOT anticipates requiring the water tower access be outside the clear zone and the road to access the water tower not be open for public access.
- The applicant is suggested to anticipate discussions regarding the locations of the storm water management zones. In specific, no stormwater management space is shown on the east side of the property.
- DelDOT anticipates suggesting to the Town to require cross access connections between the individual lots shown within the plan.
- The applicant should expect a requirement that any substation and/or wastewater facilities will be required to have access from an internal driveway with no direct access to Church Hill Road, Delaware Route 14, and Delaware Route 15.
- The applicant should expect a requirement that all PLUS and Technical Advisory Committee (TAC) comments be addressed prior to submitting plans for review.
- Please be advised that the Standard General Notes have been updated and posted to the DelDOT website. Please begin using the new versions and look for the revision dates of March 21, 2019 and March 16, 2022. The notes can be found at <https://www.deldot.gov/Business/subdivisions/>

Department of Natural Resources and Environmental Control – Contact Clare Quinlan 302-735-3480

Wetlands and Subaqueous Lands

- As proposed for this project, do not disturb wetland areas. Wetlands are a critical part of our natural environment. They reduce the impacts of flooding, absorb pollutants, and improve water quality. Wetlands provide habitat for animals and plants, and many contain a wide diversity of life, supporting plants and animals that are found nowhere else.

Federal Contact: U.S. Army Corps of Engineers (Dover Office) at (267) 240-5278.

Website: <https://www.nap.usace.army.mil/Missions/Regulatory/Contacts/>

State Contact: DNREC Wetlands and Subaqueous Lands Section at (302) 739-9943.

Website: <https://dnrec.alpha.delaware.gov/water/wetlands-subaqueous/>

Vegetated Buffer Zones

- Incorporate a 100-foot vegetated buffer zone from the edge of wetlands to protect water quality and to provide an additional margin of safety for flooding.
- Vegetated buffer zones should be left undisturbed during construction and should be identified outside of the Limit of Disturbance on the engineering plans. In some instances, stormwater outfalls, conveyances, and emergency spillways may cross through these zones, and will require temporary disturbance during construction.
- Maintain vegetated buffer zones as either grasslands/meadows or forest. Buffer zones should be planted exclusively with native trees and plants. Native plants are well-suited to our climate and require limited maintenance. They also provide an increasingly important role in the survival of native birds and beneficial insects whose habitat is shrinking due to development and climate change.
- Grass cutting for vegetated buffer zones if maintained as meadow should not occur between April 1st to July 31st to reduce impacts to nesting birds and other wildlife species that utilize meadows and grasslands for breeding habitat.

Contact: DNREC Wildlife Species Conservation & Research Program at (302) 735-3600.

Website: <https://dnrec.alpha.delaware.gov/fish-wildlife/contact-information/>

Stormwater Management

- Where the site and soil conditions allow, integrate runoff reduction techniques including infiltration basins, bioretention (rain gardens), filter strips, and pavers to encourage on-site stormwater infiltration and reduce runoff.
- For improved stormwater management, preserve existing trees, wetlands, and passive open space.

Plan review agency contact: [Kent Conservation District](#) at (302) 608-5370.

Website: <http://kentcd.org/>

General stormwater contact: DNREC Sediment and Stormwater Program at (302) 739-9921.

E-mail: DNREC.Stormwater@delaware.gov.

Website: <https://dnrec.alpha.delaware.gov/watershed-stewardship/sediment-stormwater/>

Drainage

- All existing drainage ditches on the property should be evaluated for function and cleaned, if needed, prior to the construction of the project.
- Environmental permits or exemptions may be required by the County Conservation District (Standard Plan), the DNREC Sediment and Stormwater Program (eNOI/NOT), Army Corp of Engineers, and/or DNREC Wetlands and Subaqueous Lands Section prior to clearing and/or excavating ditch channels.
- All precautions should be taken to ensure the project does not hinder any off-site drainage upstream of the project or create any off-site drainage problems downstream by the release of on-site storm water.

Contact: DNREC Drainage Program at (302) 855-1930.

Website: <https://dnrec.alpha.delaware.gov/drainage-stormwater/>

Water Quality (Pollution Control Strategies)

This site lies within the Mispillion River Watershed. Surface water quality in this watershed does not meet Federal and/or State Water Quality Standards and a Pollution Control Strategy is in place for this watershed.

- Implement vegetated buffers with a width of at least 100 feet around all water features on or adjacent to the site.
- Reduce impervious surfaces on the project site by eliminating areas of impervious pavement and/or using pervious pavement where practicable.
- Reduce stormwater runoff by integrating infiltration basins, bioretention (rain gardens), filter strips, and by preserving existing trees, wetlands, and passive open space.
- Reduce the necessity for nutrient application by maintaining open space as meadow or forest planted exclusively with native plants. Native plants are well-suited to our climate and require limited maintenance.

Contact: DNREC Division of Watershed Stewardship's Watershed Assessment Section at (302) 739-9939.

Website: <https://dnrec.alpha.delaware.gov/watershed-stewardship/>

Excellent Groundwater Recharge Area

- For Excellent Groundwater Recharge Areas, limit impervious surfaces to no more than 20% of the entire area designated as having excellent recharge.

Contact: DNREC Source Water Assessment and Protection Program at (302) 739-9945.

Website: <https://dnrec.alpha.delaware.gov/water/supply/ground-water-protection/>

Additional Sustainable Practices

- Install electric vehicle charging stations for employees. Installation costs can vary significantly depending on the parking and electricity distribution at a given location, so it is often easier and cheaper to plan for the installation at construction, rather than doing costly retrofits later. The DNREC Division of Climate, Coastal and Energy offers rebates of up to 90% of the cost of the charging station for commercial, multi-unit dwelling and other public properties. These programs address climate change goals of reducing greenhouse gas emissions and improving overall air quality (<https://dnrec.alpha.delaware.gov/climate-coastal-energy/clean-transportation/>).
- Consider using renewable energy infrastructure such as solar or geothermal to reduce energy costs and further reduce pollution created from offsite generation. Grant funds and incentives are available for Delmarva Power customers through the DNREC Green Energy Fund, which includes several funding types through the state's major electric utilities (<https://dnrec.alpha.delaware.gov/climate-coastal-energy/renewable/assistance/>).
- On large expanses of impervious surfaces and asphalt, design parking areas to include trees for shading.
- Include space for recycling dumpsters within the preliminary site design stage. These can be placed adjacent to trash dumpsters.
- Incorporate nonmotorized connectivity and install bicycle racks where feasible to help facilitate non-vehicular travel modes.
- Use efficient Energy Star rated products and materials in construction and redevelopment. Energy efficient appliances use less energy over time. This saves consumers and businesses money, while also helping to reduce pollution from power generation.
- Use structural paint coatings that are low in Volatile Organic Compounds to help protect air quality. Air pollution from new construction is generated through the use of maintenance equipment, paints, and consumer products like roof coatings and primers.

- Use recycled materials, such as reclaimed asphalt pavement, to reduce heat island effects on paved surfaces, prevent landfill waste, and lower material costs.

Contact: DNREC Division of Climate, Coastal & Energy at (302) 735-3480.

Website: <https://dnrec.alpha.delaware.gov/climate-coastal-energy/>

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

First Street Foundation Community Risk Level

- The First Street Foundation Community Risk Level considers a Flood Factor, which stems from rain, rivers, tidal, and storm surge, to determine the risk of water reaching the building over a 30 year period.
- The First Street Foundation rates the community risk level of **(3)** for that immediate area of **Milford**, which suggests a **major** risk from flooding, combining risks associated between residential properties, commercial properties, critical infrastructure facilities, social infrastructure facilities, and roads. It is expected to increase between now and the next 30 years.

"Community Risk levels represent a risk as Minimal (0), Minor (1), Moderate (2), Major (3), Severe (4), and Extreme (5). Overall Community Risk accounts for combined flood risk to residential properties, commercial properties, critical infrastructure facilities, social infrastructure facilities, and roads."

Population

- The county has a population density of **184,286** 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(s) the project is located on has a total population of **(13)**, though, with development, this will undoubtedly change.
- The adjacent blocks aggregate brings the area to a total population of **576**.

FEMA National Risk Index

- The FEMA National Risk Index is an online mapping application that identifies communities most at risk of 18 natural hazards: Avalanche, Coastal Flooding, Cold Wave, Drought, Earthquake, Hal, 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(s) **are** 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 is rated as **relatively high**, while its social vulnerability is rated as **relatively high**.

Potential Parcel Solar Panel Capabilities

- Regarding energy use and consumption, the parcel utilizes **electricity** as the predominant fuel for heating purposes.
- However, for electricity generation via solar panels, the parcels have an average photovoltaic power potential of **1496 kWh/kWp**. As such, should solar panels be utilized, we recommend an optimum tilt of the photovoltaic modules at approximately **35°**, which could provide a potential of **1811 kWh/m2**.

Renewable Energy Commitment

- 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.

Delaware Department of Agriculture – Contact Milton Melendez 302-698-4500

- The Department of Agriculture strongly encourages the developer to work with the Department's Forestry Section during the design and implementation of the project to plant an effective forested buffer between the proposed project and existing preserved properties. It is important that suitable tree species be selected and planted to create an effective mitigation barrier between this new project and the existing agricultural operation enrolled in the Agricultural Lands Preservation Program. This farm generates dust, noise and odors that new residents may not be familiar with.

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

- Preliminary meetings with fire protection specialists are encouraged prior to formal submittal. Please call for appointment. Applications and brochures can be downloaded from our website: www.statefiremarshal.delaware.gov, technical services link, plan review, applications or brochures.

Following receipt of this letter and upon filing of an application with the local jurisdiction, the applicant shall provide to the local jurisdiction and the Office of State Planning Coordination a written response to comments received as a result of the pre-application process, noting whether comments were incorporated into the project design or not and the reason, therefore.

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

Sincerely,



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

CC: City of Milford

City of Milford, Delaware
Development Advisory Committee

Comment Sheet



DATE OF REVIEW: February 20, 2023

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

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

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

RE: MILFORD CORPORATE CENTER (23-008)

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

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

a. **Fire Protection Water Requirements:**

- Water distribution system capable of delivering at least 1500 gpm for 2-hour duration, at 20-psi residual pressure is required. Fire hydrants with 800 feet spacing on centers. (Mercantile and Storage)
- Water distribution system capable of delivering at least 1000 gpm for 1-hour duration, at 20-psi residual pressure is required. Fire hydrants with 800 feet spacing on centers. (Assembly and Townhouses)
- Where a water distribution system is proposed for the site, the infrastructure for fire protection water shall be provided, including the size of water mains for fire hydrants and sprinkler systems.

b. **Fire Protection Features:**

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

c. **Accessibility**

- All premises, which the fire department may be called upon to protect in case of fire, and which are not readily accessible from public roads, shall be provided with suitable gates and access

roads, and fire lanes so that all buildings on the premises are accessible to fire apparatus. This means that the access road to the subdivision from Milford Harrington Hwy & Canterbury Road must be constructed so fire department apparatus may negotiate it.

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

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

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

e. **Required Notes:**

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

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

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

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

§ 200-8. General requirements and design standards.

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

- A. Streets.
- (1) The layout, character, extent, width, grade and location of proposed streets shall be established with due regard to:
 - (a) Public convenience and safety.
 - (b) Proposed uses of the land to be served by said streets.
 - (c) Proper relation and connection with and continuation and projection of streets in the adjacent areas, whether these streets are existing or proposed in another subdivision in a neighborhood plan, in the development plan or in the Official Map, as approved or adopted by the Commission.
 - (d) Topography and other land features.
 - (2) The layout of proposed streets shall furthermore be arranged in a manner acceptable to the Commission and City Council.
 - (3) Local streets shall be laid out so as to discourage their use by through traffic.
 - (4) Where a subdivision abuts or contains an existing or proposed arterial street, limited-access highway or railroad, the City Council may require marginal access or service streets, reverse frontage with screen planting contained in a nonaccess reservation along the rear property line and deep lots with rear service alleys or other treatment, such as parks, which may be necessary for the protection of residential properties and for separation of through and local traffic, with due regard for the requirements of future approach grades and grade separations.
 - (5) Where a tract of land is subdivided into lots substantially larger than the minimum size required in the zoning district in which a subdivision is located, the Commission may require that streets and lots be laid out so as to permit future resubdivision in accordance with the requirements of this chapter.
 - (6) Reserve strips controlling access to streets shall be prohibited except where the control and disposal of land comprising such strips has been placed in the governing body under conditions approved by the City Council such as provided in Subsection A(4) above.
 - (7) Certain proposed streets may be required to be extended to the boundary line of the subdivision to provide access to tracts which may be subdivided in the future. Wherever necessary, when a street is carried to the boundary line of the subdivision, the City Council may require a temporary turnaround improved to the satisfaction of the City Engineer and of the size specified in Subsection A(16) below at the stub end.
 - (8) The creation of interconnected streets will be encouraged wherever the City Council finds that such layout will not interfere with traffic convenience and safety. The City Council shall determine the number of connections of streets in the proposed subdivision with existing streets. At least two such connections shall be provided, except where a proposed subdivision only contains one dead-end street.
 - (9) Street jogs shall be prohibited. Street intersections, where center lines do not meet, shall have center-line offsets of 150 feet or more.

- (10) A tangent at least 100 feet long shall be introduced between reverse curves on arterial and collector streets and may be required on all other streets.
- (11) Street right-of-way lines deflecting from each other at any point shall be connected with a curve, the radius of which for the inner right-of-way lines shall not be less than 500 feet on arterial streets, 300 feet on collector streets and 100 feet on local streets. The outer right-of-way line shall be parallel to said inner right-of-way line.
- (12) Streets shall be laid out so as to intersect as nearly as possible at right angles. The inner right-of-way line of a street intersecting another street at an angle of less than 90° shall be tangent to and follow a curve with a minimum radius of 150 feet centered on the nearest right-of-way line of the intersecting street. The outer right-of-way line shall be parallel to said inner right-of-way line.
- (13) Street right-of-way lines at intersections shall be connected with a curve, the radius of which shall be 25 feet.
- (14) Street rights-of-way and roadway widths shall be as shown on the official map or development plan and, if not shown thereon, said widths for the various street types, shall not be less than as follows:

(a)

Street Type (feet)	Right-of-Way Width (feet)	Pavement Width (feet)	Pavement Width with Parking One-Side (feet)	Pavement Width with Parking Both Sides (feet)
Arterial	80 to 110	60 to 80	N/A	N/A
Collector	60	38	38	38
Local for all residential areas	60	24	30	36
Local for commercial areas	60	26	32	38
Cul-de-sac and Dead-ends	60	24	30	36
Marginal access	60	24	30	36
*Alley, one-way	20	12	18	24

Note:

* The City reserves the right to modify the minimum right-of-way and roadway widths where utilities or other items exist which would necessitate a wider access.

- (b) Proposed subdivision streets serving lots with a lot width of less than 60 feet shall be required to provide on-street parking as outlined Chapter 200-8(A)(14)(a). On-street parking for each side of the street shall be determined based on the proposed minimum lot width for each side of the street.
- (15) Half streets shall be prohibited except where essential to the reasonable development of a subdivision in conformity with the requirements of this chapter and where the Commission finds that it shall be practicable to require the dedication of the other half when the abutting property is subdivided. Wherever an approved half street shall be adjacent to a subdivision, the other half of the street shall be platted within said subdivision.

(16) Dead-end streets, designed to be so permanently, shall not be longer than 400 feet and shall be provided at the closed end with a turnaround having an outside roadway diameter of 80 feet and a street right-of-way diameter of 100 feet. Dead-end streets are prohibited in alleys where public services are to be provided.

(17) Street names.

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

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

(18) Street grades shall not exceed 5%.

(19) Street grades shall be not less than 0.5% wherever feasible.

(20) Changes in street grades shall be connected by vertical curves of suitable length.

(21) The width of streets adjacent to areas designed, proposed or zoned for nonresidential use shall be increased by such amount as may be deemed necessary by the Commission to assure the free flow of through traffic without interference by parked or parking cars and to provide adequate and safe parking space.

(22) All required roads shall be constructed in accordance with the City Standard Construction Specifications.

B. Sidewalks, curbs and shared-use paths.

(1) Sidewalks shall be required in all subdivisions on both sides of the street and shall have a minimum width of 5 feet.

(2) Curbs shall be required in all subdivisions to ensure proper drainage of stormwater.

(a) Where rolled curb is proposed, a minimum 3-foot-wide reserve grass strip shall be required between the sidewalk and the curb.

(b) Sidewalk may be placed directly against upright curb.

(3) All required sidewalks shall be constructed in accordance with the City Standard Construction Specifications.

(4) Shared-use paths shall be connected with existing paths and shall be consistent with the City's Bicycle Master Plan and Comprehensive Plan.

C. Easements.

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

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

D. Blocks.

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

E. Lots.

- (1) Lot width, depth, shape and orientation and the building setback lines shall be appropriate for the location of the subdivision, for the type of development and for the use contemplated.
- (2) Lot sizes shall conform to the requirements of Chapter 230, Zoning.
- (3) Depth and width of properties reserved or laid out for commercial and industrial purposes shall be adequate to comply with the off-street parking and loading requirements contained in Chapter 230, Zoning.
- (4) Corner lots shall have sufficient width to provide an adequate building site within all the yard requirements. Corner lots shall have two front yard setbacks fronting each street, one side yard setback, and one rear yard setback.
- (5) All lots in a subdivision shall have frontage on a public street meeting the minimum lot width requirements of the zoning code.
- (6) Double-frontage lots shall be avoided. Reverse-frontage lots shall be provided where necessary for protection of residential properties from through traffic and adverse nonresidential uses, for separation of through and local traffic and to overcome difficulties of topography or other specific conditions. Screen planting and a fence or wall shall be provided along the rear property line within an easement 10 feet or more in width, across which there shall be no right of access.
- (7) Side lot lines shall be at right angles or radial to street lines.
- (8) No lots shall be platted on land subject to flooding by the 100-year flood elevation for residential or any other use where danger to life or property or an aggravation of flood hazard may result. Such land should be set aside for uses which would not be endangered by periodic or occasional inundations.
- (9) No lots shall be platted within 25 feet of land under the jurisdiction of the U.S. Army Corps of Engineers.

F. General grading.

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

G. Improvements.

- (1) In major subdivisions the following improvements are required:
 - (a) Paved streets.
 - (b) Street signs meeting the State of Delaware, Department of Transportation, Manual on Uniform Traffic Control Devices, latest edition.
 - (c) Curbs and gutters. Curbs shall be required on both sides of proposed streets as per the City Standard Construction Specifications.
 - (d) Sidewalks or shared use paths located on both sides of the street.
 - (e) Streetlighting.
 - (f) Shade trees. Shade trees 150 feet on center each side of the road shall be located so as not to interfere with utilities or sidewalks and shall be of the types recommended by a Registered Landscape Architect.
 - (g) Topsoil protection. No topsoil shall be removed from the site or used as spoil. Topsoil moved during the course of construction shall be redistributed so as to provide at least six inches of cover to all areas of the subdivision and shall be stabilized by seeding or planting.
 - (h) Monuments. Permanent monuments shall be placed on each corner of any building lot by the developer and along the project boundary and the right-of-way at all corners and tangent points prior to final settlement for the property.
 - (i) Water mains, culverts, storm sewers and sanitary sewers.
 - [1] All water installations shall be looped; all sewer and storm sewer systems shall be extended at minimum slope, maximum depth, and connected with an approved method and shall be adequate to handle all present and probable future development.
 - [2] Water and sewer services shall be made available to all adjacent properties.
 - [3] Utility easements shall be required to be granted and recorded by the subdivider to allow extension of utilities to neighboring properties.
 - [4] No underground utility installation shall be covered until inspected and approved by the City.
- (2) The developer shall complete all utilities and street improvements not specifically waived by City Council in accordance with the City Standard Construction Specifications and with any additional requirements specified by the City Council. (3) The developer shall pay the review and inspection fees as set forth in Chapter 230, Zoning, § 230-57, Planning, Zoning and Engineering Fees. The cost for each segment or phase of the development shall be paid prior to commencement of utility construction.

[Ord. No. 2013-7, § 1, 9-23-2013; Ord. No. 2019-13, § 1, 7-22-2019; Ord. No. 2022-05, § 3, 1-24-2022]

§ 200-9. Variances and waivers.

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

[Ord. No. 2019-13, § 2, 7-22-2019]

§ 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.

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- (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.

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- (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]

§ 230-19.1. BP Business Park District.

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

- A. The purpose of a Business Park District shall be to provide locations for the development of light to moderate industrial manufacturing, warehousing, wholesale and limited research establishments which, because of their type and nature, would be compatible with or adjacent to residential areas while still providing attractive landscaping, on-site recreation and a better working environment. The emphasis will be on employment rather than warehouse space. Also, the purpose is to provide guidelines and performance standards, which will control and confine any offensive features (i.e., noise, vibration, heat, smoke, glare, dust, objectionable odors, toxic wastes or unsightly storage) to the confines of the premises and within enclosed buildings or within a visually enclosed space.
- B. Permitted uses. Permitted uses of the BP District shall be as follows:
 - (1) Manufacturing, assembling, converting, altering, finishing, cleaning, cooking, baking or any other type of manufacturing or industrial processing of any goods, materials, products, instruments, appliances and devices, provided that the fuel or power supply shall be of an approved type. Also included shall be all incidental clinics, offices and cafeterias for the exclusive use of in-house staff and employees.
 - (2) Research, design, testing and development laboratories.
 - (3) Printing, publishing, binding, packaging, storage, warehousing, distribution and trucking terminal operations and trucking schools.
 - (4) Business, professional or administrative offices.
 - (5) Municipal and public services and facilities, such as utility supply areas (i.e., water, sewer and electric), distribution facilities and substations.

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- (6) Truck or large vehicle repair facilities with associated parking area. All fuel and lubricant storage shall be installed in compliance with state and federal regulations and shall not be any closer than 500 feet from existing residence, residential district, school or building(s) used for assembly.
 - (7) Farm machinery manufacture, sales, storage and repairs.
 - (8) Heating, ventilating, cooling and refrigeration manufacturing.
 - (9) Building contractor yards.
 - (10) Veterinary clinics.
 - (11) Beverage blending, bottling (all types).
 - (12) Boat manufacture and repair (vessels less than five tons), boat sales and service.
 - (13) Dairy operations and dairy products, ice cream and cheese.
 - (14) Fruit and vegetable processing, including canning, preserving, drying and freezing.
 - (15) Greenhouses, commercial, wholesale or retail.
 - (16) Ice manufacture, including dry ice.
 - (17) Sign fabrication and painting shops.
 - (18) Wood product manufacture, including baskets, boxes, crates, barrels and veneer.
- C. Conditional uses. The following uses are permitted in the BP District in accordance with the provisions within Article IX (conditional use portion) of this chapter:
- (1) Public, private or professional schools.
 - (2) Schools for vocational training.
 - (3) Day-care centers.
 - (4) Radio-television facilities.
 - (5) Indoor or outdoor recreation.
 - (6) Craft distillery and microbrewery establishments, provided that:
 - (a) All permits and approvals required by the Delaware Alcoholic Beverage Commission are obtained and remain in full force and effect.
 - (b) All aspects of the distilling or brewing process are completely confined within a building, including storage of all materials and finished products.
 - (c) Such establishment offers the public, on a regular and continuing basis, various activities ancillary to its distilling and/or brewing process, including by way of example: tours of the premises, educational classes, demonstrations, tasting rooms, and retail sales areas limited to the sale of beer, mead, cider, or spirits brewed or distilled on the premises for consumption off-premises and other retail items.
 - (d) On-site consumption or tasting associated with a craft distillery or microbrewery establishment shall be permitted. Any area associated with on-site consumption or tasting shall not operate as a stand-alone bar or tavern, shall be located on the premises of the craft distillery or microbrewery establishment, and shall be ancillary to the primary use. "Ancillary" for purposes of this section means subordinate, auxiliary, smaller and less intensive than the primary use. On-site consumption or tasting of alcohol shall be limited to those products brewed or distilled on the premises, except as otherwise permitted by Delaware Law.

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- (e) All food sales shall be limited to prepackaged snack items or those food items prepared by a food establishment licensed by the State of Delaware. If a craft distillery or microbrewery intends to operate on its premises a food establishment that is otherwise a permitted use in this district (i.e. restaurant, café, or full-service restaurant), the City may require the property owner to provide the City with a letter of no objection from the Delaware Alcoholic Beverage Control Commissioner regarding the operation of a food establishment on the premises of a craft distillery or microbrewery.
 - (f) Outdoor seating and gathering areas shall be permitted subject to the following requirements:
 - i. Permanent and temporary outdoor seating and gathering areas shall be subject to building permit application and approval requirements.
 - ii. Outdoor seating and gathering areas and ancillary improvements shall include physical barriers from public rights-of-way and physical and visual barriers from adjoining properties. Physical barriers along public rights-of-way shall restrict access from the public rights-of-way to the outdoor seating and gathering areas and shall not exceed four feet in height. Barriers along adjoining property lines shall create a physical and visual barrier consisting of fencing six feet in height or vegetation at least six feet in height. The regulations herein shall be in addition to any regulations imposed by the State of Delaware.
 - iii. Maximum occupancy and points of ingress/egress shall be clearly marked. Occupancy of outdoor seating and gathering areas shall not exceed one person per 15 square feet of the outdoor seating and gathering areas identified in the building plans or any other occupancy limit established by the Office of the State Fire Marshall.
 - iv. All structures and uses related to outdoor seating and gathering areas and facilities are subject to the City of Milford Building Code and the City of Milford Zoning Code.
 - v. The occupancy of outdoor seating and gathering areas shall be included when calculating the building requirements and minimum parking standards required by the City of Milford and State of Delaware. Outdoor seating and gathering areas shall meet all requirements of the City of Milford and the State of Delaware.
 - vi. Tables, chairs, umbrellas, equipment, games, and any other items provided in connection with outdoor seating and gathering areas shall be maintained in good repair and shall be secured during non-business hours in a safe and orderly manner.
 - vii. Any licensing required by the Delaware Alcoholic Beverage Control Commissioner for outdoor seating and gathering areas shall be obtained.
 - D. Design standards and requirements. These are minimum requirements for all activities that are permitted or conditional uses. Conditional use activities are subject to much greater restrictions as may be required by City Council.
 - (1) All uses must be conducted within a completely enclosed building. There shall be no open storage of raw, in process or finished products, supplies or waste material, except that these items shall be shielded from public view by a landscaped screen that may include a fence or wall.

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- (2) All front yard areas and all areas open to public view shall be maintained in a neat and attractive condition.
 - (3) All loading and unloading operations shall be conducted at the side or rear of the building. In the loading and unloading process, no vehicles participating in these operations shall be allowed to extend into any public or private driveway or street or impede its traffic circulation.
 - (4) 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).
 - (5) Dust or particle debris from any processing or production operations will be minimized by the use of appropriate mechanical and/or electrical devices to the extent necessary to ensure that such emissions shall not be offensive at or beyond the property line of the industry/warehouse. All such activities will comply with the requirements set forth by the State of Delaware, Department of Natural Resources and Environmental Control (DNREC).
 - (6) 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.
 - (7) The proposed use shall not allow the emission of heat or glare beyond its property line. All lighting shall be directed so as not to cause glare to the surrounding properties. The light source shall be shielded so as not to be visible from adjoining properties or streets.
 - (8) Walls.
 - (a) Exterior front and side walls are subject to site plan approval and must be finished on the exterior with the following:
 - [1] Architectural masonry units, excluding concrete block and cinder block.
 - [2] Natural stone.
 - [3] Precast concrete.
 - [4] Steel.
 - [5] Aluminum.
 - [6] Glass materials or their equivalent.
 - (b) Rear walls may be masonry block if the masonry block wall is appropriately painted. Finished building materials shall be applied to all sides of a building which are visible to the general public as well as from adjacent residential property and streets. Colors shall be harmonious and compatible with colors of the natural surroundings and other adjacent buildings. The Planning Commission shall have the sole right to approve or disapprove materials and colors.
 - (9) No pipe, conduit, cable or line for water, gas, sewerage, steam, electricity or any other energy or service shall be installed or maintained upon a parcel outside of the building above the surface of the ground. All auxiliary machinery, equipment or facilities used on any parcel outside of any building in connection with such energies or services shall be located upon the parcel in such manner and upon such conditions as may be specifically approved by the Planning Commission and/or City Council during site plan or conditional use review.

E. Area regulations.

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- (1) Minimum area for a business park will be 40 acres.
 - (2) Minimum lot area shall be one acre (43,560 square feet).
 - (3) Maximum impervious lot coverage shall be 75%.
 - (4) Minimum lot width shall be 150 feet.
 - (5) Maximum building height shall be 50 feet.
 - (6) Minimum front yard setback shall be 30 feet.
 - (7) Minimum side yard setback shall be 15 feet. The setback shall be computed from the berm line, not the property line.
 - (8) Minimum rear yard shall be 25 feet. The setback shall be computed from the berm line, not the property line.
 - (9) Parking shall comply with the requirements provided in Article IV of this chapter.
 - (10) Landscape screening shall comply with the requirements provided in Article V of this chapter.
 - (11) Signs shall comply with the requirements provided in Article VI of this chapter.
 - (12) Accessory structures in aggregate shall occupy no more than 10 percent of the required rear and side yard of the lot area and may not dominate in area, extent or purpose to the principal use or structure. The area of the principal structure shall be calculated using the definition of floor area in this chapter.
 - (13) Accessory structures shall be located in the side and rear lot areas.
 - (14) Accessory structures shall meet the principal use setbacks and shall not be located less than 5 feet from a principal structure.

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

§ 230-19.8. Tree Planting and Preservation.

A. Purpose. The purpose of this section is to establish standards and requirements for the protection and planting of trees and woodlands because it is recognized that woodlands and trees are not only desirable, but are essential to the health, safety, and welfare of the population in that they provide oxygen, reduce carbon dioxide, stabilize soil, cleanse the air by transpiring clean water into the atmosphere, cleanse water passing into the ground through the root system, provide protection for wildlife and their habitats, provide shade, reduce noise and glare, increase property values, and provide an important physical, aesthetic, and psychological balance to the built environment.

B. Definitions.

CALIPER DIMENSION — The term "caliper dimension" means an outside diameter measurement of the trunk of a tree measured at a vertical distance of three feet above grade.

CLEARING — The removal of trees from an area of 5,000 square feet or greater, whether by cutting or other means. The term "clearing" shall not include the removal of trees for landscaping purposes by individual lot owners.

DESIGN PROFESSIONAL — The term "design professional" shall be any person licensed as a landscape architect or architect, or Delaware certified nursery professional.

DEVELOPMENT AREA — The area containing all new site features (buildings, parking and drive areas, pedestrian walks, stormwater management areas, buffer areas etc. but not underground utilities) proposed

by a plan. The development area shall be delineated using property lines and lines run straight across the property from one property line to another without bending or curving.

DRIPLINE — A line on the ground established by a vertical plane extending from a tree's outermost branch tips to the ground, i.e., the line enclosing the area directly beneath the tree's crown, from which rainfall would drip.

TREE — Any self-supporting, woody perennial plant, usually having a main stem or trunk and many branches and at maturity normally attaining a trunk diameter greater than three inches at any point and height of over ten feet.

TREE PROTECTION AREA — Any portion of a site wherein are located existing trees which are proposed to be retained in order to comply with the requirements of this section. The tree protection area shall include no less than the total area beneath the tree canopy as defined by the dripline of the tree or group of trees collectively.

WOODLAND — An area of contiguous wooded vegetation (7,500 square feet or greater), where trees exist at a density of at least one tree with a caliper dimension of six inches or greater per 375 square feet of land and where the tree branches form a contiguous canopy.

- C. Applicability. The terms and provisions of this section shall apply to any activity on real property which requires conditional use, site plan or subdivision approval of the Planning Commission or City Council as set forth in Chapter 200 and Chapter 230, except the provisions in [sub]section 19.8(D) which shall apply to all real property.
- D. Tree preservation.
- (1) Trees required by the City to be replaced. Trees required by the City as a part of a conditional use, subdivision, or site plan approval shall not be removed unless they are diseased or infested, or present a danger to life and property. In cases where such trees are removed, they must be replaced with a tree planting in accordance with the table of trees standards kept in the Planning Department.
 - (2) Trees of special value. Trees having a historic value, as determined by the state historic preservation officer, or that are of an outstanding nature due to type or species, age, or other professional criteria, may be required by the City to be preserved. Such trees may be prohibited from being removed by the Planning Director until such time that the City has granted approval to remove such trees.
 - (3) Tree preservation in wetlands. No portions of wetland areas shall be developed or cleared of vegetation unless granted permission under state and/or federal permit; and they shall remain as essentially undisturbed areas protected under the provisions set forth in Chapter 230.
 - (4) Clearing prohibited without approval. Clearing, as defined by this section, for any purpose whatsoever, except the establishment of trails and pathways (not greater than eight feet in width) and open yard areas, shall be prohibited unless approved by the City through the site plan, conditional use, or subdivision review process.
- E. Woodland preservation.
- (1) Tree preservation and selective clearing plan required. All site development proposals which involve the development of woodland areas and require City approval shall include a tree preservation and selective clearing plan as part of the preliminary submission plan. The tree preservation and selective clearing plan shall be prepared in accordance with the provisions of subsection 19.8(E), subsection 19.8(G) and subsection 19.8(H) of this section.
 - (2) Limited clearing for site development allowed. Generally, site development plans for the construction of a new building within existing woodland areas shall limit clearing of the land to those areas necessary to provide for the placement of the building or group of buildings, adequate access onto the

property and to the proposed building or group of buildings, utility placement, off-street parking and yard areas to allow for daylight infiltration and building maintenance. When woodland areas are proposed to be cleared to allow for new construction, clearing within the area of the proposed construction shall be limited to an area of 30 feet from proposed building foundation, and 15 feet from off-street parking lots, and utility placement.

- (3) Maximum clearing requirement. Specifically, no more than 50 percent of a lot, parcel or tract of land occupied by woodland vegetation may be cleared for any purpose.

F. Tree preservation and planting in nonwoodlands.

- (1) Tree preservation and planting plan required. All developments requiring approval of the City shall be required to submit, with its application and plans, a tree preservation and planting plan as set forth in subsection 19.8(H), and shall conform with the following provisions.
- (2) Tree density. For each property required to submit a tree preservation and planting plan, a development area as defined in this section shall be delineated within the nonwoodland area of the property. Within this development area, existing trees may be retained and new trees shall be planted such that the development area shall attain or exceed a tree density of one tree per 3,000 square feet or fraction thereof.
- (3) Minimum standards for new trees. For new trees to be counted toward the required tree density, they must be of a species and size as set forth in the table of trees approved by the City and kept on file in the office of the Planning Director, or be of an alternate species found acceptable by the City.
- (4) Minimum standards for existing trees. For existing trees to be counted toward the required tree density, the tree shall have a minimum caliper dimension of two inches. No trees over eight inches in caliper dimension shall be removed unless within an area of 30 feet from the proposed building foundation, off-street parking lot, and utility placement.

G. Tree protection and planting requirements.

- (1) Application. The following guidelines and standards shall apply to activities regulated under Chapter 200 or Chapter 230:
- (2) Protection required. To protect the required trees or woodland and their critical root zone, a tree protection area delineated by the dripline of a tree or group of trees to be retained, shall be established. The protection area shall not be disturbed by site utility and grading work, by construction activities such as parking, material storage, concrete washout, sedimentation intrusion or erosion, or other activity. Damage to trees or woodlands and their critical root zones shall require tree plans to be revised to compensate for the loss as determined by the City Arborist or a qualified professional/consultant.
- (3) Protection measures. Tree protection areas shall be protected by fencing, staking, or continuous ribbon and, where necessary, silt screens which shall be situated to coincide with the dripline of the tree or group of trees to be preserved. Protection measures shall be erected prior to construction, and must remain until final landscaping is installed.
- (4) Planting requirements. New trees proposed to be planted for credit toward the density requirement shall have spacing that is compatible with the spatial site limitations and with responsible consideration toward species size when mature. Species selected for planting must be ecologically compatible with the specifically intended growing site. Trees selected for planting shall be free from injury, pest, disease, and disorders.

H. Tree preservation, planting and selective clearing plans.

- (1) Plan specifications. A tree preservation and planting plan or a preservation and selective clearing plan, prepared by or in conjunction with a design professional, shall be shown on a copy of a preliminary major subdivision plat, or site plan, as appropriate to the proposed development, drawn to the same scale and covering the same area as the other plan documents prepared for the Planning Commission or City Council meeting. The plan may be combined with a required buffer and landscape plan for the project, at the option of the developer. The plan shall provide sufficient information and detail to clearly demonstrate that all applicable requirements and standards of this section will be fully satisfied.

I. Tree mitigation.

- (1) City Council or Planning Commission waiver. The City Council or Planning Commission may waive the provisions of subsections 19.8(E)(2), 19.8(E)(3), and 19.8(F)(2), and require replacement planting for mitigation purposes should the City Council or Planning Commission determine, after demonstration by the applicant, that due to physical limitations of the land which would otherwise prohibit the reasonable use of the land, or for purposes of preserving, protecting and promoting the interest of public health, safety, welfare and/or public convenience. All tree mitigation plantings must occur within the corporate limits of the City of Milford. Tree mitigation may occur off-site in accordance with the provisions listed below in this ordinance:

- (a) If a waiver is sought from the provisions of subsection 19.8(F)(2), new tree plantings are required at a rate of 1:1. All new tree plantings shall meet the minimum size at planting requirements of the City of Milford table of trees.
- (b) If a waiver is sought from the provisions of subsection 19.8(E)(2) and/or subsection 19.8(E)(3), then mitigation must be in the form of newly created woodland areas. New woodlands shall be created at a rate of 1.25 times the amount of woodlands to be removed. A woodland mitigation plan shall be prepared by a licensed forester, landscape architect, or certified nursery professional, for the consideration of the City Council or Planning Commission.
- (c) All tree mitigation must occur on-site unless an off-site location is specifically approved by the City Council or Planning Commission. When considering off-site locations for tree mitigation, the City Council or Planning Commission shall consider:
 - [1] A physical hardship related to the land which would otherwise prohibit compliance on the subject site.
 - [2] Whether the mitigation plan proposed by the applicant is superior in terms of environmental benefits, tree quality, or aesthetic qualities compared to strict compliance with the ordinance on-site.

- (2) Tree mitigation required for unauthorized clearing. In the event that trees or woodland areas to be preserved under this ordinance or as a condition of a site plan, subdivision, or conditional use approval are illegally removed, tree mitigation shall be required. All tree mitigation plantings must be placed on the same lot, parcel, or tract on which the illegal clearing occurred. All replacement trees must be of the same or a similar variety as the trees illegally removed.

- (a) If trees have been removed from non-woodland areas, new tree plantings shall be provided in accordance with the table below:

Caliper Dimension of Trees Removed	Number of Trees Required	Caliper dimension at Planting
25" or larger	5 trees	3"
17" to 24"	3 trees	3"
9" to 16"	3 trees	3"
8" or less	2 trees	3"

* Note—All trees replanted must be guaranteed to survive a minimum of one year.

- (b) If trees have been removed from woodland areas, then mitigation must be in the form of newly created woodland areas. New woodlands shall be created at a rate of 1.75 times the amount of woodlands that were illegally removed. The woodland unlawfully removed must be replanted to satisfy a portion of this requirement. A woodland mitigation plan shall be prepared by a licensed forester, landscape architect, or certified nursery professional, for review and approval by the Planning Director.
- (c) If the applicant wishes to provide replacement plantings on any property other than the one on which illegal clearing occurred, the mitigation plan must be reviewed and approved by the City Council or Planning Commission. When considering off-site locations for tree mitigation, the City Council or Planning Commission shall consider:
 - [1] A physical hardship related to the land which would otherwise prohibit compliance on the subject site.
 - [2] Whether the mitigation plan proposed by the applicant is superior in terms of environmental benefits, tree quality, or aesthetic qualities compared to strict compliance with the ordinance on-site.
 - [3] The City Council or Planning Commission may require tree mitigation areas to be planted in permanent conservation through deed restrictions, conservation easements, or donations to land trusts.

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

§ 230-22. District requirements.

A. Residential districts.

- (1) In any R-1, R-2, R-3 and R-8 District, a landscape screen and/or fence or wall a minimum of six feet in height shall be planted and/or erected to separate any permitted nonresidential use from any existing residential use on a contiguous lot. Such landscape screen and/or fence or wall may extend into the lot setback, side yard and rear yard.
- (2) In any R-3 or R-8 District, for any lot developed for garden apartments or townhouses, a landscape screen and/or fence or wall a minimum of six feet in height shall be planted or erected to separate any contiguous lot developed as a single-family detached or semidetached residential dwelling on any contiguous lot zoned R-1 or R-2. Such landscape screen and/or fence or wall may extend into the lot setback, side yard and rear yard.
- (3) Buffers along arterial streets. Where development proposals front on an arterial street, a landscape buffer shall be required along the arterial road frontage. These buffer areas shall be a minimum of 30 feet in depth, measured from the right-of-way line of the arterial street, and shall, at the time of development of the property, be planted with a variety of trees, shrubs and ground cover so as to create a distinctive and consistent visual character of the arterial street. The landscape design and planting plan for these arterial street buffer areas shall be subject to the approval of the Planning Commission or City Council as an integral part of the site development plan. When it can be demonstrated to the satisfaction of the Commission or City Council through the plan review process that, due to specific constraints related to existing lot size, lot configuration or the orientation of existing buildings on adjoining properties, compliance with this section would severely limit the development potential of the property or would cause the property to be out of character with the

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(Supp. No. 26, Update 1)

surrounding built environment, the Commission or City Council may approve a lesser amount of buffering, provided that the basic objective of establishing landscaped green space along arterial roadways is achieved.

- B. Commercial districts. In any C-1, OB-1, OC-1, C-2 or C-3 District, a fifteen-foot visual and sound buffer area shall be provided on non-residential use properties (other than agricultural uses) when abutting a residential use. Screening shall consist of an opaque barrier at least six feet in height accompanied by landscaping.
- (1) Opaque barrier options. The requirement for the opaque barrier may be met by choosing one of the following:
 - (a) An opaque wooden fence.
 - (b) A wall constructed of masonry materials, either stucco, brick, split-faced block, or decorative concrete.
 - (c) An earthen berm (4:1 maximum side slopes).
 - (d) Dense, durable and continuous evergreen tree planted screen of at least six feet in height at the time of planting and arranged to effectively achieve an opaque visual buffer.
 - (e) Any combination of fencing, landscaping and/or berming that achieves a six-foot-high opaque barrier.
- C. Institutional, Industrial and Business Park Districts: H-1, IM, IS, I-1, I-2, and BP.
- (1) Each use established in these districts shall set aside at least 20 feet in width immediately adjacent to any street upon which the lot has frontage, and extending for the full frontage of the lot, for purposes of providing for proper site distance and buffering from the public road. Within such area, the owner shall establish and maintain a planting of grass and/or horticultural ground cover. Other landscape materials may be incorporated, provided that there is no obstruction to vision, other than a tree trunk, in the area between two feet and seven feet above ground level.
 - (2) Each use established in these districts shall provide a 50-foot visual and sound buffer area on non-residential use properties (other than agricultural uses) when abutting a residential use. Screening shall consist of an opaque barrier at least six feet in height accompanied by landscaping.
 - (a) Opaque barrier options. The requirement for the opaque barrier may be met by choosing one of the following:
 - [1] An opaque wooden fence.
 - [2] A wall constructed of masonry materials, either stucco, brick, split-faced block, or decorative concrete.
 - [3] An earthen berm (4:1 maximum side slopes).
 - [4] Dense, durable and continuous evergreen tree planted screen of at least six feet in height at the time of planting and arranged to effectively achieve an opaque visual buffer.
 - [5] Any combination of fencing, landscaping and/or berming that achieves a six-foot-high opaque barrier.

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

§ 230-24.14. Standards in business park and office zones.

- A. General standards and sign features: Permanent on-premise signs in the Business Park and Office Zones, as identified herein, shall be subject to the standards set forth in this section.

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- (1) BP Business Park District.
 - (2) OC-1 Office Complex District.
- B. Subject to the regulations in this section, Business Park and Office Zone properties are limited to a combination of two signs per street frontage.
- (1) Freestanding Signs
 - (a) Freestanding signs shall be limited to one per street frontage.
 - (b) Freestanding signs shall not exceed 10 feet in height and shall not exceed 48 square feet of sign area per side.
 - (c) Freestanding signs shall have a minimum setback of 10 feet from the front lot line and a minimum setback of 15 feet from adjacent property lines.
 - (2) Projecting Signs: Prohibited.
 - (3) Building Signs.
 - (a) Building signs include wall or fascia signs, and signs otherwise permanently applied to walls or other building surfaces.
 - (b) The total sign area of all parallel wall signs applied to any given façade shall not exceed 10% of the building façade in elevation view, including window and door areas and cornices to which they are affixed or applied.
 - (4) Canopy Signs: Prohibited.
 - (5) Awning Signs: Prohibited.
 - (6) Electronic Message Centers are prohibited except that electronic message centers may be permitted by conditional use approval from City Council on properties used for any of the following uses
 - (a) Public and private schools.
 - (b) Churches and other places of worship.
 - (c) Social clubs or fraternal, social service, union, or civic organizations.

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

§ 230-24.25. Comprehensive signage for major subdivisions and complexes.

- A. Purpose. In recognition that large developments and complexes have signage needs that may not be adequately addressed by the standard sign regulations of Chapter 230, this section is specifically intended to establish an optional procedure for approval of comprehensive signage plans for such projects.
- B. Qualifications. Comprehensive signage plans may only be submitted in conjunction with the following types of development projects:
 - (1) Major subdivisions and residential developments involving more than one entrance or involving 200 or more dwelling units;
 - (2) Planned unit developments;
 - (3) Shopping centers;
 - (4) Groups of three or more nonresidential principal structures under common management and located on one or more contiguous properties; or

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- (5) Any institutional complex, professional office, medical or educational campus, or business park.
- C. Standards. Comprehensive signage plans shall comply with the following standards:
- (1) If approved, comprehensive signage plans may not be held to the size, height, numbers, and area regulations for signs found in other sections of this article provided that the number, type, and size of signs proposed shall not be excessive and must be in proportion to the scale of the buildings and the uses planned for the site.
 - (2) All proposed signage shall be designed and coordinated with the overall architectural concept for the buildings on the site. Sign type, color scheme, size, and illumination shall be coordinated and compatible with the architecture of the development so as to formulate a thematic sign plan for the site.
 - (3) Wall-mounted signs shall be coordinated with the overall design theme of the site and designed as an integral component of the facades of buildings.
 - (4) Site landscaping shall be designed to complement and not conflict with sign placements.
 - (5) No off-premises signage will be permitted as part of an application for a comprehensive signage plan.
- D. Approval process.
- (1) Comprehensive signage plans shall be submitted for review by the Planning Commission for the purpose of providing commentary and recommendation to the City Council, if applicable. The City Council shall have authority to approve or deny the comprehensive signage plans, except for applications that are not required to be reviewed by City Council, in which case the Planning Commission shall have the authority to approve or deny the comprehensive signage plans.
 - (2) Applicants may submit a comprehensive signage plan in conjunction with, and as a component of, any Preliminary Site Plan or Preliminary Major Subdivision application, for review and consideration by the Planning Commission and City Council, if applicable.
 - (3) Owners of existing developments or previously approved but not completed developments, or successors in interest thereto, including but not limited to legally created homeowners associations, that own and control subdivision identification signage in subdivision that meet the qualifications of Chapter 230-24.25(B) may submit a comprehensive signage plan for consideration as a conditional use site plan in accordance with the procedures set forth in Chapter 230 of this Code.
 - (4) Sign permits shall be obtained for each sign approved for installation as part of a comprehensive signage plan prior to the installation or placement of the sign.
- E. Submission requirements. The following minimum submission materials shall accompany any request for consideration of a comprehensive signage plan.
- (1) A site plan which details the signage proposed to include the physical location of all existing and proposed signs on the property and their relationship to all existing and proposed buildings, structures, streets, parking areas, stormwater management ponds, and all other physical features of the site.
 - (2) Fully dimensioned elevation drawings of each proposed sign. Proposed wall-mounted signs shall be illustrated as a component of the architectural elevation drawing of the building façade.
 - (3) Colored renderings of each proposed sign.
 - (4) Miscellaneous specifications to include proposed illumination type, mounting details, and materials proposed.
- F. Planning Commission and City Council considerations. In considering approval of comprehensive signage plans, the Planning Commission and City Council shall take into consideration the public health, safety, and

welfare, the comfort and convenience of the public in general, and the residents, businesses, and property owners in the immediate vicinity in particular, and shall ensure that qualifying developments are afforded adequate, but not excessive, signage.

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

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS
Planning Commission Hearing: Tuesday, April 18, 2023 @ 6:00 p.m.
City Council Hearing: Monday, April 24, 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/or City Council. City Council has the option to approve or deny the ordinance. Not adopting the ordinance is the result of City Council rejecting the application. City Council adopting the ordinance is the result of the application being approved, thus the purpose of the notice being written in the affirmative. This form of writing is not intended to influence any decision of the Planning Commission and/or City Council:

ORDINANCE 2023-17
Application of Milford Corporate Center on behalf of City of Milford
for a Preliminary Major Subdivision
of 182 +/- acres of land located at the northwest corner of
Milford-Harrington Highway and Canterbury Road.
Comprehensive Plan Designation: Industrial Commercial
Zoning District: I-1 (Limited Industrial) BP (Business Park)
Present Use: Vacant Proposed Use: Industrial Park
Tax Parcel: MD-16-173.00-01-01.00

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a Preliminary Major Subdivision of 182 +/- acres of land located at the northwest corner of Milford-Harrington Highway and Canterbury Road; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing to allow for public comment on April 18, 2023; and

WHEREAS, Milford City Council will hold a Public Hearing on April 24, 2023 to allow for public comment and further review of the application.

- Section 1. The Preliminary Major Subdivision is consistent with the objectives, policies, general land uses and programs in the City of Milford Comprehensive Plan, Subdivision and Zoning Codes, in that it establishes obligations and conditions for the implementation of the Milford Corporate Center.
- Section 2. The Preliminary Major Subdivision Plan is in conformity with public convenience, general welfare, and good land use practice.
- Section 3. The Preliminary Major Subdivision Plan will not be detrimental to the public health, safety and general welfare of the community.
- Section 4. These changes and additions will not adversely affect the orderly development of adjacent properties and will continue to maintain the preservation of property values.
- Section 5. Dates.
 - City Council Introduction: April 10, 2023
 - Planning Commission Review & Public Hearing: April 18, 2023
 - City Council Final Review & Public Hearing: April 24, 2023
 - Effective: Ten Days following Adoption

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



Date: April 6, 2023
To: Mayor and City Council
From: Louis C. Vitola, Finance Director *LV*
Re: Introduction of Ordinance to Amend Electric Tariff; Electric Rate Study FY24-26

The enclosed redline changes to the Code of the City of Milford, Part II – General Legislation, Appendix B – Electric Rules and Regulations Including the Electric Tariff are being introduced on Monday, April 10, 2023 in connection with professional recommendations arising out of the City’s FY23 engagement with Utility Financial Solutions, LLC (UFS) to perform an electric rate study covering FY24-FY26. The results of the study are also enclosed. UFS also performed the most recent cost of service study and rate update for the electric fund as well as rate studies for the City’s water, sewer and solid waste funds. The Firm’s Vice President, Dawn Lund, will join City Council virtually on April 24, 2023 to present UFS findings, recommend the enclosed rate action, and respond to questions and inquiries related to the engagement.

Thank you in advance for the time and effort you invest in the review of the enclosed report.

APPENDIX B ELECTRIC RULES AND REGULATIONS

City of Milford

—Electric Division—

Rules and Regulations
Including the
Electric Tariff

For

City of Milford
201 South Walnut Street
Milford, Delaware 19963
Phone 302-424-3712
Fax 302-424-3558

APPENDIX B ELECTRIC RULES AND REGULATIONS¹

(Updated with Marked Changes Reflecting Recommendations in FY24-26 Electric Rate Study)

¹Editor's note(s)—Contained herein are the City of Milford Electric Rules and Regulations adopted June 22, 2015, and effective July 2, 2015. Where further amendatory ordinances have been incorporated, citations are in brackets following the amended provisions. The system of headings, catchlines, capitalization, citation to state statutes, and expression of numbers in text remains unchanged. See Code Comparative Table for detailed history of derivation.

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3. The word "Tariff" also is used to refer to all of the rules and regulations governing the operation of the Electric Department and the supply of electric service. Consequently, "Tariff" is sometimes synonymous with "Rules and Regulations".

2.30 UTILITY

"Utility" shall mean City of Milford Electric Department, or any successor organization, that provides electric service to the Customers in the City's service area.

2.31 YEAR ONE

June 1, ~~2020-2023~~ to June 30, ~~2021-2024~~

2.32 YEAR TWO

July 1, ~~2021-2024~~ to June 30, ~~2022-2025~~

2.33 YEAR THREE

July 1, ~~2022-2025~~ to June 30, ~~2023-2026~~

[Ord. No. 2020-13, § 2, 5-11-2020]

SECTION 3 APPLICATION AND CONTRACT FOR SERVICE

3.1 APPLICATION FOR SERVICE FOR OWNER OCCUPIED PROPERTIES

An application for the supply of service is required from each Applicant (prospective Customer). This application, when executed by the City and the Applicant, shall be subject to the terms of the applicable Service Classification and these Rules and Regulations. The City reserves the right to require reasonable evidence of the Applicant's identity and service address, satisfactory to the City, and to make a reasonable credit investigation of such prior to rendering service. The City reserves the right to require a written application from any Applicant executed in a form satisfactory to the City. Applicants shall be eighteen years of age or older.

3.2 APPLICATION FOR SERVICE FOR NON-OWNER OCCUPIED PROPERTIES

An application for the supply of service is required from each Applicant (prospective Customer). This application, when executed by the City and the Applicant, shall be subject to the terms of the applicable Service Classification and these Rules and Regulations. The City reserves the right to require reasonable evidence of the Applicant's identity by requiring the Applicant to provide a valid identification card or driver's license issued by the State of Delaware or a valid U.S. Military Identification card and service address satisfactory to the City and to make a reasonable credit investigation of such prior to rendering service. The City reserves the right to require a written application from any Applicant executed in a form satisfactory to the City. Applicants shall be eighteen years of age or older.

3.3 RIGHT TO REJECT APPLICATION

The City shall have the right to reject and may reject any application for Service if the Applicant does not meet all the requirements of the Rules and Regulations and Tariff. The Applicant shall be given the reason or reasons for rejection of the application for service in writing, if requested.

3.4 ONE POINT OF DELIVERY

The Service Classifications of the Tariff, unless otherwise stated, are based upon the supply of the Service to one entire premise through a single delivery and metering point. The City will supply only one metering installation for each Class of Service. The use of Service at two or more separate properties will not be combined for billing purposes. The City reserves the right to deliver Service to more than one point where

SECTION 24 FEES, CLASSIFICATIONS AND SCHEDULES

The Fee Schedule is attached as Appendix 1 and supporting Worksheets are attached as Appendix 2 to this Tariff. Some of these Fees are described here.

Returned Check Fee

The City of Milford seeks to recover from each Customer the costs of bank processing fees for a returned check from that Customer with no gain or loss for the City.

Late Payment Charge

To encourage Customers to pay their electric bills on time, the City's policy is to charge the Customer a penalty on the outstanding balance of the Customer's bill after the due date. The City will set penalty rates.

Meter Inaccessibility Fee

To discourage Customers from allowing conditions to exist that prohibit City personnel from conducting their normal duties as meter reading, the City's policy is to charge the offending Customer an increasing penalty prior to service cutoff. The amounts are designed to be attention catching without being oppressive.

Right-of-Way Agreement

Generally, a Customer's provision to the City for a Right-of-Way is for the benefit of the Customer. Technically, however, the City is assuming control of the Right-of-Way (albeit for the purpose of providing electric service to the Customer).

24-1. FEE SCHEDULE

SERVICE CLASSIFICATIONS

24-2. RES—RESIDENTIAL SERVICE SCHEDULE

1. AVAILABILITY

This rate applies to residences throughout the territory served by the City. Single phase electric Service will also be rendered to the dwelling appurtenances of single private family residences for domestic requirements and also for related farm or domestic purposes when such Service is supplied through one meter.

2. TERM OF SERVICE

Residential service is offered on a month-to-month basis until terminated unless a special contract is required as discussed in Section 3.6 of Rules and Regulations.

3. MONTHLY RATES

Rates	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$19.00 <u>21.25</u>	\$20.00 <u>21.50</u>	\$21.00 <u>21.75</u>
Energy Charge:			
Block 1 (0—2,500 kWh)	\$0.10 <u>560-10477</u>	\$0.10 <u>456-10603</u>	\$0.10 <u>353-10730</u>
Block 2 (Excess)	\$0.11 <u>760-11692</u>	\$0.11 <u>656-11832</u>	\$0.11 <u>553-11974</u>

4. BILLING PERIOD

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(Supp. No. 26, Update 1)

(SGS) provided that the Customer has not used more than 3,500 kWh for any two consecutive billing months within the most recent 12 months.

2. TERM OF SERVICE

Subject to conditions specified, Service is offered on a month-to-month basis until terminated unless a special contract is required as discussed in Section 3 of Rules and Regulations.

3. MONTHLY RATES

Rates	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$ 2530 .00	\$ 2731 .00	\$ 2932 .00
Energy Charge:			
All Energy	\$ 0. 11258-10918	\$ 0. 11039-11017	\$ 0. 10821-11127

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

All kilowatt-hours billed under this Service Classification may be subject to Purchased Power Cost Adjustment (PPCA) charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

The monthly charge under this Service Classification may be subject to General Cost Adjustment Charge. (Reference: Section 20)

7. GREEN/RENEWABLE ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification will be subject to Green/Renewable Energy Fund Rate. (Reference: Section 22)

8. MONTHLY FACILITIES CHARGE

A monthly charge to cover the fixed cost of supplying power to a Customer.

9. MINIMUM CHARGE

The minimum charge shall be the MONTHLY FACILITIES CHARGE. Minimum charge shall not be prorated.

10. LOAD MANAGEMENT

The City encourages its Customers to implement renewable energy and load management resources. The City offers two rate options for this purpose. These are LCSS - Load Control Service Schedule and Net Metering Service.

11. AGRICULTURAL IRRIGATION USAGE

If a part of the power supplies, under this rate schedule, is used for commercial agricultural irrigation purpose, such consumption will not be used for changing the rate classification of the Customer and will be billed at all applicable kWh related rates under the SGS Rate Schedule.

12. PUBLIC UTILITIES TAX

In addition to the charges stated in this Service Classification, including Purchased Power Cost Adjustment charges, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate. (Reference: Section 21)

13. RULES AND REGULATIONS

The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

24-4. MGS—MEDIUM GENERAL SERVICE SCHEDULE

1. AVAILABILITY

This rate applies throughout the territory served by the City of Milford. Electric service will be rendered through a single metering installation for the general lighting and/or power requirements of offices, institutions, professional or commercial establishments, and other applications outside the scope of other rate schedules.

This rate is available to any Customer having a maximum measured demand of less than 300 kW or a minimum of 3500 kWh and desiring service at the available secondary voltage as defined in Section 12.8. Any Customer taking service under this service classification whose measured demand in any four consecutive months is equal to or exceeds 300 kW shall be automatically transferred to Service Classification LGS, effective with the next succeeding billing month. Any Customer so transferred will remain on LGS, for at least 12 billing months, even though the Customer's maximum measured demand in succeeding months may be less than 300 kW.

After 12 billing months, at the Customer's request or when the City observes, upon a periodic review of the Customer's records, that the Customer has not exceeded 300 kW, the Customer will be transferred back to this service classification (MGS) provided that the Customer's monthly demand measurement has not exceeded 300 kW during any month within the most recent 12 months.

2. TERM OF SERVICE

Subject to conditions specified, Service is offered on a month-to-month basis until terminated unless a special contract is required as discussed in Section 3.

3. MONTHLY RATES

Rates	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$8299.50	\$90.00 <u>101.50</u>	\$97.50 <u>103.50</u>
Energy Charge:			
All Energy	\$0.05246 <u>04770</u>	\$0.04770 <u>05008</u>	\$0.04770
Demand Charge:			
All Demand	\$14.80 <u>16.20</u>	\$15.30 <u>16.60</u>	\$15.80 <u>17.00</u>

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

All kilowatt-hours billed under this service classification may be subject to Purchased Power Cost Adjustment charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

This rate is available to Customers having a maximum Measured Demand of 300 kW or greater who receive Service at the available secondary voltage as defined in Section 12.8. Any Customer served under this Service Classification shall remain on this Service Classification for at least 12 billing months, even though such Customer's maximum Measured Demand in succeeding months may be less than 300 kW. After 12 billing months, at the Customer's request or when the City observes, upon a periodic review of the Customer's records, that the Customer has not exceeded 300 kW, the Customer will be transferred back to Service Classification MGS provided that the Customer's monthly Measured Demand has not exceeded 300 kW during any month within the most recent 12 months.

2. TERM OF SERVICE

Service is offered on a month-to-month basis until terminated subject to the minimum period specified above and unless a special contract is required as discussed in Section 3 of Rules and Regulations.

3. MONTHLY RATES

Rates	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$ 165 <u>200</u> .00	\$ 180 <u>205</u> .00	\$ 195 <u>210</u> .00
Energy Charge:			
On Peak	\$ 0.06 <u>185-05906</u>	\$ 0.06 <u>045-05906</u>	\$0.05906
Off Peak	\$ 0.05 <u>185-04906</u>	\$ 0.05 <u>045-04906</u>	\$0.04906
Demand Charge:			
All Demand	\$ 15.25 <u>17.00</u>	\$ 15.75 <u>17.75</u>	\$ 16.25 <u>18.50</u>

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

All kilowatt-hours billed under this service classification shall be subject to Purchased Power Cost Adjustment charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

The monthly charge under this Service Classification may be subject to General Cost Adjustment Charge. (Reference: Section 20)

7. GREEN/RENEWABLE ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification will be subject to Green/Renewable Energy Fund Rate. (Reference: Section 22)

8. MEASURED DEMAND

The measured demand shall be the greatest demand established by the Customer during any fifteen (15) minute demand interval of a clock hour of the month during On-Peak hours as measured by the demand meter, taken to the nearest whole kilowatt.

9. ON-PEAK AND OFF-PEAK HOURS

On-peak hours are 6:00 AM to 10:00 PM Monday through Friday, excluding NERC holidays falling on weekdays. All other hours are Off-Peak hours.

10. POWER FACTOR

The average power factor of the Customer's installation, expressed to the nearest whole percent, shall be determined by metering installed by the City ratcheted to prevent reverse registration. If the actual average Power Factor is determined to be below a Base Power Factor as defined in Section 12.6 for any given month, the billing demand will be adjusted as per Section 12.6 of the Rules and Regulations.

11. BILLING DEMAND (TIME-OF-USE)

The Billing Demand shall be the maximum Measured Demand during On-Peak Hours in each month.

12. MONTHLY FACILITIES CHARGE

A monthly charge to cover the fixed cost of supplying power to a Customer.

13. MINIMUM CHARGE

The minimum monthly charge shall be the MONTHLY FACILITIES CHARGE. MINIMUM CHARGE SHALL NOT BE PRORATED.

14. LOAD MANAGEMENT

The City encourages its Customers to implement renewable energy and load management resources. The City offers two rate options for this purpose. These are LCSS - Load Control Service Schedule and Net Metering Service.

15. AGRICULTURAL IRRIGATION USAGE

If a part of the power supplies, under this rate schedule, is used for commercial agricultural irrigation purpose, such consumption will not be used for changing the rate classification of the Customer.

16. PUBLIC UTILITIES TAX

In addition to the charges stated in this Service Classification, including Purchased Power Cost Adjustment charges, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate. (Reference: Section 21).

17. RULES AND REGULATIONS

The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

24-6. GSP—GENERAL SERVICE-PRIMARY VOLTAGE SCHEDULE

1. AVAILABILITY

This rate applies to existing GSP Customers throughout the territory served by the City. Service will be rendered through a single metering installation under this Rate Schedule for lighting and/or power requirements of offices, institutions, and professional, commercial, or industrial establishments at primary voltage when the Customer owns and maintains the required transforming, switching and protection equipment and expected peak loads will be greater than 500 kW.

2. TERM OF SERVICE

Service is offered on a month-to-month basis until terminated unless a special contract is required as discussed in Section 3 of Rules and Regulations.

3. MONTHLY RATES

Rates	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$330.00 420.00	\$370.00 430.00	\$410.00 440.00
Energy Charge:			

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(Supp. No. 26, Update 1)

On Peak	\$0. 06290-05997	\$0. 06143-05997	\$0.05997
Off Peak	\$0. 05290-04997	\$0. 05143-04997	\$0.04997
Demand Charge:			
All Demand	\$ 14.2915.90	\$ 14.7916.55	\$ 15.2917.20

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

All kilowatt-hours billed under this service classification may be subject to Purchased Power Cost Adjustment (PPCA) charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

The monthly charge under this Service Classification may be subject to General Cost Adjustment Charge. (Reference: Section 20)

7. GREEN/RENEWABLE ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification will be subject to Green/Renewable Energy Fund Rate. (See Section 22)

8. MEASURED DEMAND

The measured demand shall be the greatest demand established by the Customer during any fifteen (15) minute demand interval of a clock hour of the month during On-Peak hours as measured by the demand meter, taken to the nearest whole kilowatt.

9. ON-PEAK HOURS

On-peak hours are 6:00 AM to 10:00 PM Monday through Friday, excluding NERC holidays falling on weekdays. All other hours are Off-Peak hours.

10. POWER FACTOR

The average power factor of the Customer's installation, expressed to the nearest whole percent, shall be determined by metering installed by the City ratcheted to prevent reverse registration. If the actual average Power Factor is determined to be below a Base Power Factor as defined in Section 12.6 for any given month, the billing demand will be adjusted as per Section 12.6 of the Rules and Regulations.

11. BILLING DEMAND (TIME-OF-USE)

The Billing Demand shall be the maximum Measured Demand during On-Peak Hours in each month.

12. MONTHLY FACILITIES CHARGE

A monthly charge to cover the fixed cost of supplying power to a Customer.

13. MINIMUM CHARGE

The minimum monthly charge shall be the MONTHLY FACILITIES CHARGE. MINIMUM CHARGE SHALL NOT BE PRORATED.

14. LOAD MANAGEMENT

The City encourages its Customers to implement renewable energy and load management resources. The City offers two rate options for this purpose. These are LCSS - Load Control Service Schedule and Net Metering Service.

15. AGRICULTURAL IRRIGATION USAGE

If a part of the power supplies, under this rate schedule, is used for commercial agricultural irrigation purpose, such consumption will not be used for changing the rate classification of the Customer.

16. PUBLIC UTILITIES TAX

In addition to the charges stated in this Service Classification, including Purchased Power Cost Adjustment charges, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential Services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate. (Reference: Section 21)

17. RULES AND REGULATIONS

The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

24-7. SCS—SPECIAL CONTRACT SERVICE-PRIMARY VOLTAGE SCHEDULE

1. AVAILABILITY

This rate applies to customers throughout the territory served by the City. Service will be rendered through a single metering installation under this rate schedule for lighting and/or power requirements of offices, institutions, and professional, commercial, or industrial establishments at primary voltage when the Customer has executed an Electric Service Agreement with the City for full requirements Service with a term of at least five years, and the Customer owns and maintains the required transforming, switching, and protection equipment, and expected peak loads will be greater than 500 kW.

2. TERM OF SERVICE

Service under this Service Schedule is available for the initial term and subsequent renewal terms as stated in the Electric Service Agreement. Upon expiration or cancellation of the Service Agreement, continued Service will be available under the appropriate Service Schedule then in effect.

3. MONTHLY RATES

Rates	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$395.00 <u>425.00</u>	\$405.00 <u>435.00</u>	\$415.00 <u>445.00</u>
Energy Charge:			
On Peak	\$0.06 <u>595-06170</u>	\$0.06 <u>382-06170</u>	\$0.06170
Off Peak	\$0.05 <u>595-05170</u>	\$0.05 <u>382-05170</u>	\$0.05170
Demand Charge:			
All Demand	\$12.68 <u>15.18</u>	\$13.68 <u>15.68</u>	\$14.68 <u>16.18</u>

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

- h. The City will supply electricity, revamp when necessary, and maintain the equipment and optics which it owns. All other maintenance such as repairs/replacement of Customer owned pole will be at Customer's expense.
- i. It is the Customer's responsibility to notify the City of any outage or problem with the operation of the Customer's private area light. No prorated credit on the Customer's bill will be allowed by the City for lack of Service when the City has not been notified of a problem.
- j. Lamp renewals and/or maintenance will be performed during normal working hours within a reasonable period following notification of a problem by the Customer to the City.
- k. All Private Area Lighting installations must be accessible to the City's maintenance trucks and personnel for revamping and repairs.
- l. The City reserves the right to discontinue Service where cost of Service is excessive because of vandalism or other reasons.

7. Rate Schedules by equipment installation

Enclosed Asymmetric Luminaire with 2-1/2, 4 or 8 ft.

Rates	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
LED (100W)	\$7.89 <u>\$8.05</u>	\$7.89 <u>\$8.05</u>	\$7.89 <u>\$8.05</u>
LED (400W)	\$10.85 <u>\$11.07</u>	\$10.85 <u>\$11.07</u>	\$10.85 <u>\$11.07</u>
HPS (9500 Lumens)	\$7.89 <u>\$8.05</u>	\$7.89 <u>\$8.05</u>	\$7.89 <u>\$8.05</u>
HPS (16000 Lumens)	\$10.85 <u>\$11.07</u>	\$10.85 <u>\$11.07</u>	\$10.85 <u>\$11.07</u>
Mercury (22500 Lumens)	\$22.69 <u>\$23.14</u>	\$22.69 <u>\$23.14</u>	\$22.69 <u>\$23.14</u>
HPS (50000 Lumens)	\$24.27 <u>\$24.76</u>	\$24.27 <u>\$24.76</u>	\$24.27 <u>\$24.76</u>
Mercury (8600 Lumens)	\$11.34 <u>\$11.57</u>	\$11.34 <u>\$11.57</u>	\$11.34 <u>\$11.57</u>
250 Watt	\$12.36 <u>\$12.61</u>	\$12.36 <u>\$12.61</u>	\$12.36 <u>\$12.61</u>
MH (110000 Lumens)	\$53.27 <u>\$54.34</u>	\$53.27 <u>\$54.34</u>	\$53.27 <u>\$54.34</u>
MH (40000 Lumens)	\$24.27 <u>\$24.76</u>	\$24.27 <u>\$24.76</u>	\$24.27 <u>\$24.76</u>

The City does not offer Mercury, HPS, or Metal Halide lighting to any new Customer at this time.

8. GENERAL COST ADJUSTMENT

The monthly charges under this Service Classification may be subject to General Cost Adjustment Charge. (Reference: Section 20).

9. GREEN ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification may be subject to Green/Renewable Energy Fund Rate. (Reference: Section 23).

10. RULES AND REGULATIONS

The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

11. PUBLIC UTILITIES TAX

In addition to the charges stated in this Service Classification, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate (Reference: Section 21).

24-9. AGR—AGRICULTURAL SERVICE SCHEDULE

1. AVAILABILITY

This rate applies throughout the territory served by the City of Milford. Electric service will be rendered through a single metering installation for the general lighting and/or power requirements of active farms where the primary purpose of energy delivered is for the preparation of livestock.

Rates	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$82.50 <u>102.50</u>	\$90.00 <u>107.50</u>	\$97.50 <u>112.50</u>
Energy Charge:			
All Energy	\$0.05 <u>141-04577</u>	\$0.04 <u>847-04577</u>	\$0.04577
Demand Charge:			
All Demand	\$ 14.80 <u>16.05</u>	\$ 15.30 <u>16.30</u>	\$ 15.80 <u>16.55</u>

24-10. EDR—ECONOMIC DEVELOPMENT RATE SCHEDULE

1. PURPOSE

The purpose of this Economic Development Rate (EDR) is to provide a discount from the City's regular tariffs rates for Service to certain new and existing commercial and industrial Customers of the City if they make substantial new capital investments or create new employment opportunities and, in doing so, add or retain load in the City's Service territory.

2. AVAILABILITY

Customers to whom EDR is available are: (1) Customers eligible for or taking Service from the City under Service Classifications "MGS", "LGS", or "GSP"; (2) Whose operations at a facility in the City's Service territory, for which a discount under this Rate Schedule is sought, fall primarily under Standard Industrial Code classifications 20 through 38, and 60 through 67 except 65; (3) Who apply to the City in writing, for a discount under this Rate; and (4) Who satisfy all other EDR criteria described below.

Discounts under this Rate are available for New Load associated with either initial permanent Service (a "New Customer") or an expansion of existing Service (an "Expansion Customer") at a single integrated facility. The New Load of a New Expansion Customer must be at least 50 kW with a minimum of 60% load factor and the new Customer must have added at least 25 Investment Units as of the Operational Date. Discounts under this Rate may be available to the existing Customers, with a minimum load of 2,000 kW and a monthly load factor of 60% for enabling them to retain their loads.

The City shall have sole discretion in determining eligibility for discounts under this Rate, and the availability of such discounts may be limited or discontinued from time to time, as the City determines it is appropriate to do so. Examples of situations where discounts under this Rate are not available include when: (1) the identity of a Customer to whom the City currently provides, or has provided, Service has changed solely due to a name change, purchase, merger, consolidation, or reorganization; (2) A Customer has substituted one Service address in the City's Service territory for another; (3) Strikes, equipment failures, temporary plant shutdowns; or other similar circumstances are what allow the Customer to claim eligibility for discounts under this Rate; or (4) The economic development purpose of this Rate is not being served.

3. DEFINITIONS

3.1 New Load - For a New Customer, New Load is the total Metered Demand and Energy attributable to initial permanent Service. For an Expansion Customer, New Load is the net demand and energy attributable to the expansion, as determined by the City.



City of Milford, DE

Electric Financial Projection

March 22, 2023



Corporate location:

Utility Financial Solutions, LLC

185 Sun Meadow Court

Holland, MI USA 49424



March 22, 2023

Mr. Louis Vitola
Finance Director
10 SE 2nd St.
Milford, DE 19963

Dear Mr. Vitola,

We are pleased to present this executive summary report for a financial projection in the Electric Department completed for the City of Milford. This report was prepared to provide the utility with a comprehensive examination of its existing financials by an outside party.

The specific purposes of this long-term financial projection study are:

- 1) Determine electric utility's revenue requirements for fiscal year 2024,
- 2) Projected rate adjustments needed to work toward targeted revenue requirements.

This report includes results of the financial projections and identifies projected future rate adjustments of the Electric Department. Specific findings included in this report are:

- 1) Projected rate tracks are based on the utilities ability to meet three factors listed below:
 - a. Debt Coverage Ratio,
 - b. Minimum Cash Reserves,
 - c. Optimal Net Income.

This report is intended for information and use by management and the Board of Directors for purposes stated above and is not intended to be used by anyone except the specified parties.

Sincerely,

Dawn Lund

Utility Financial Solutions, LLC
Dawn Lund
Vice-President

	Page
Executive Summary	
Introduction	1
Utility Revenue Requirements	2
Development of Financial Targets	3
Proposed Rate Track	6
Significant Assumptions	7
Electric Department Findings	8
Appendix – Rate Design and Impacts	i

INTRODUCTION

This report was prepared to provide the City of Milford with a long-term financial projection and rate track. The specific purposes of the financial plan are identified below:

- 1) ***Determine electric utility's revenue requirements for fiscal year 2024.*** The Electric Utility's revenue requirements were projected for the period from 2023 – 2027 and included adjustments for the following:
 - a. Anticipated power costs,
 - b. Capital improvements currently underway and scheduled over next five years. The Utility provided capital improvement information.

- 2) ***Projected rate adjustments needed to meet targeted revenue requirements.*** The primary purpose of this study is to identify appropriate revenue requirements and the rate adjustments needed to work toward requirements. The report includes a long-term rate track for the City of Milford to help ensure the financial stability of the utility in future years. The rate track was designed after discussions with management to work towards targets, while keeping rate adjustments to a certain threshold to minimized rate impact to customers.

The City of Milford retained Utility Financial Solutions, LLC to review the above items and report on findings on the appropriate course of action. This report includes results of the long-term financial projection.

Utility Revenue Requirements

Revenue requirements for the City of Milford were projected for 2024 based on 2022 actual, and 2023 Budget expenses. Revenues and expenses were analyzed with adjustments made to actual expenses to reflect projected operating characteristics.

Table One is the projected financial summary for the Electric Department from 2023 – 2027 without rate adjustments. Projections indicate an operating loss of (\$625,062) in 2023 and losses increase to an operating loss of (\$1.2) million in 2027. Cash balances and debt coverage ratios decline throughout the projection period.

Table One – Projected Financial Summary – (Without Rate Adjustments)

Fiscal Year	Projected Rate Adjustments	Capital Improvements Plan	Debt Coverage Ratio	Projected Expenses	Projected Revenues	Adjusted Operating Income	Target Operating Income	Projected Cash Balances	Targeted Minimum Cash
2023	0.0%	\$ 428,000	2.64	\$25,812,173	\$27,808,629	\$ (625,062)	\$ 885,529	\$19,739,289	\$ 9,284,307
2024	0.0%	672,000	2.60	25,711,947	27,680,776	\$ (652,687)	901,105	\$19,604,143	9,261,478
2025	0.0%	1,327,000	2.30	25,649,800	27,468,865	\$ (802,452)	946,168	\$18,708,343	9,272,698
2026	0.0%	1,628,000	1.92	25,772,130	27,419,127	\$ (974,520)	1,005,786	\$17,388,903	9,319,353
2027	0.0%	1,365,000	1.58	25,942,250	27,413,144	\$ (1,150,624)	1,053,993	\$16,214,629	9,373,292

1. The five-year capital improvement plan was provided by the Utility.
2. Financial projections should be updated during the budgeting process each year as expenses and capital expenditures change from projections.

DEVELOPMENT OF FINANCIAL TARGETS

When evaluating rates to charge customers, three key factors must be considered:

1. Debt Coverage Ratio
2. Minimum Cash Reserves
3. Optimal Net Income

Each of these factors is discussed below:

1. **Debt Coverage Ratio** – The minimum targeted debt coverage ratio for prudent financial planning purposes is 1.45 for the outstanding revenue bonds on the Electric Department. Maintaining a debt coverage ratio of 1.45 is good business practice and helps to achieve the following:
 - a. Helps to ensure adequate funds are available to meet debt service payments in years when sales are low due to cold summers or loss of a major customer(s).
 - b. Obtain higher bond rating, if revenue bonds are sold in the future, to lower interest cost.

Table Two below indicates projected debt coverage ratios from 2023-2027.

Table Two – Debt Coverage Ratio – (Without Rate Adjustments)

Description	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Debt Coverage Ratio					
Net Income	\$ (523,278)	\$ (545,583)	\$ (691,216)	\$ (862,956)	\$ (1,040,651)
Add Depreciation/Amortization Expense	1,308,996	1,322,436	1,362,416	1,421,516	1,481,376
Add Interest Expense	100,045	95,338	90,531	85,724	80,717
Cash Generated from Operations	\$ 885,763	\$ 872,191	\$ 761,731	\$ 644,284	\$ 521,443
Debt Principal and Interest	\$ 335,045	\$ 335,338	\$ 330,531	\$ 335,724	\$ 330,717
Projected Debt Coverage Ratio (Covenants)	2.64	2.60	2.30	1.92	1.58
Minimum Debt Coverage Ratio	1.45	1.45	1.45	1.45	1.45

2. **Minimum Cash Reserve Target** - To help ensure timely completion of capital improvements and enable the utility to meet requirements for large unexpected expenditures, a minimum cash reserve policy should be established. Minimum cash reserves attempt to quantify the minimum amount of cash the utility should keep in reserve, actual cash reserves may vary substantially above the minimum and is dependent on the life cycle of assets that are currently in service. The methodology used in this report is based on certain assumptions related to percent of operation and maintenance, rate base, capital improvements, and debt service. The establishment of minimum cash reserves should consider a number of factors including:
- **Working Capital Lag** - Timing differences between when expenses are incurred, and revenues received from customers. Establishing a minimum cash reserve helps to ensure cash exists to pay expenses in a timely manner.
 - **Investment in assets** – Catastrophic events may occur that require substantial amounts of cash reserves to replace damaged assets. Some examples of catastrophic events include ice storms, earthquakes, wind storms, floods, or tornadoes. Many of these catastrophic events may allow the utility to recover the cost of damages from FEMA; however, FEMA reimbursements can take between 6 months to 2 years to recover. The utility should ensure adequate cash reserves exist to replace the assets in a timely fashion. The minimum reserve levels are often combined with emergency funding from banks or bonding agencies.
 - **Annual debt service** – Debt service payments do not occur evenly throughout the year and often occurs at periodic times typically every six months. The utility has to ensure adequate cash reserves exist to fund the debt service payment when the payment is due.
 - **Capital improvement program** – Some capital improvements are funded through bond issuances and some through cash reserves. The establishment of a minimum cash reserve level helps to ensure timely replacement or construction of assets.

The minimum cash reserves calculation for the Electric Department is \$9.3 million. The projected cash reserves meet minimum targets throughout the projected years. Table Three provides the minimum cash reserve calculation.

Table Three – Minimum Cash Reserves – 2023–2027 (Without Rate Adjustments)

	Percent Allocated	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Operation & Maintenance Less Depreciation Expense	12.3%	\$ 774,143	\$ 789,926	\$ 803,461	\$ 817,389	\$ 831,720
Purchase Power Expense	12.3%	2,569,997	2,540,200	2,514,074	2,507,942	2,507,205
PCA Premium	10%	2,084,553	2,060,385	2,039,194	2,034,220	2,033,621
Historical Rate Base	3%	1,045,844	1,066,004	1,105,814	1,154,654	1,195,604
Current Portion of Debt Service Reserve	100%	335,338	330,531	335,724	330,717	330,710
Five Year Capital Improvements - Net of bond proceeds	20%	1,084,000	1,084,000	1,084,000	1,084,000	1,084,000
Loss of Major Customer	5%	1,390,431	1,390,431	1,390,431	1,390,431	1,390,431
Minimum Cash Reserve Levels		\$ 9,284,307	\$ 9,261,478	\$ 9,272,698	\$ 9,319,353	\$ 9,373,292
Projected Cash Reserves		\$ 19,739,289	\$ 19,604,143	\$ 18,708,343	\$ 17,388,903	\$ 16,214,629

Cash reserves meet minimum targets throughout the projection period.

Notes:

1. Operation and maintenance expenses exclude purchased power costs and exclude depreciation expense.
2. Rate base is historical investment in plant and equipment.
3. Average five-year capital is budgeted capital improvements for next five years and excludes capital improvements funded through debt issuances.

- 3. Optimal operating income targets** - The optimal target for setting rates is the establishment of a target operating income to help ensure the following:
1. Funding of Interest Expense on the outstanding principal on debt. Interest expense is below the operating income line and needs to be recouped through the operating income balance.
 2. Funding of the inflationary increase on the assets invested in the system. The inflation on the replacement of assets invested in the utility should be recouped through the Operating Income
 3. Adequate rate of return on investment to help ensure current customers are paying their fair share of the use of the infrastructure and not deferring the charge to future generations.

As improvements are made to the system, the optimal operating income target will increase unless annual depreciation expense is greater than yearly capital improvements. The target established for the projection period is approximately \$960,000. Rate of return falls below the targeted minimum throughout the projection period.

Table Four - Optimal Operating Income Targets Compared to Projected

Target Operating Income	Percent Allocated	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Interest on Debt	2.66%	\$ 100,045	\$ 95,338	\$ 90,531	\$ 85,724	\$ 80,717
System Equity	8.25%	\$ 785,484	\$ 805,767	\$ 855,637	\$ 920,062	\$ 973,276
Target Operating Income		\$ 885,529	\$ 901,105	\$ 946,168	\$ 1,005,786	\$ 1,053,993
Projected Operating Income		\$ (625,062)	\$ (652,687)	\$ (802,452)	\$ (974,520)	\$ (1,150,624)
Rate of Return in %		6.3%	6.7%	7.1%	7.4%	7.9%

The projected operating income is below optimal targeted operating income throughout the projection period.

SUMMARY OF FINANCIAL POSITION

PROPOSED RATE TRACK

Table Five below is the five-year financial projection with proposed rate increases of 1.2% in 2024-2027. The rate track was set to establish and operating income instead of losses. The rate track should be reviewed with the budget process as changes in expenses and capital can impact the rate track.

Table Five – Projected Financial Summary (With Rate Adjustments)

Fiscal Year	Projected Rate Adjustments	Capital Improvements Plan	Debt Coverage Ratio	Projected Expenses	Projected Revenues	Adjusted Operating Income	Target Operating Income	Projected Cash Balances	Targeted Minimum Cash
2023	0.0%	\$ 428,000	2.64	\$25,812,173	\$27,808,629	\$ (625,062)	\$ 885,529	\$19,739,289	\$ 9,284,307
2024	1.2%	672,000	3.58	25,711,947	28,010,673	\$ (322,791)	901,105	\$19,934,039	9,261,478
2025	1.2%	1,327,000	4.32	25,649,800	28,132,616	\$ (138,701)	946,168	\$19,703,639	9,272,698
2026	1.2%	1,628,000	4.92	25,772,130	28,420,739	\$ 27,093	1,005,786	\$19,390,788	9,319,353
2027	1.2%	1,365,000	5.67	25,942,250	28,756,672	\$ 192,904	1,053,993	\$19,570,052	9,373,292

Significant Assumptions

This section outlines the significant assumptions for the City of Milford electric study.

Forecasted Operating Expenses

Forecasted expenses were based on 2022 adjusted for power supply costs and inflation. Inflation for the period is expected to be 4.9% in 2023, 3.5% in 2024, and 2.9% in 2025-2027.

Power Supply

Power supply costs were provided by the Utility.

Sales Forecast

Growth rates were projected to be 0.0%.

Revenue Forecast

The revenue forecast was based on 2022 usages adjusted for growth and rate change assumptions.

Capital Improvement Program

The capital improvement program was provided by the Utility and is listed below.

Fiscal Year	Capital Improvements Plan
2023	\$ 428,000
2024	672,000
2025	1,327,000
2026	1,628,000
2027	1,365,000

Electric Department Findings

1. The projection indicates current revenues are not adequate to maintain the long-term financial health of the Utility. The rate track should be reviewed closely as part of the annual budget process as costs, revenues and capital may vary from projections and affect the rate track and bonding requirements. To ensure the utility meets financial targets and remains financially healthy, the following rate track should be considered.

Fiscal Year	Projected Rate Adjustments	Capital Improvements Plan	Debt Coverage Ratio	Projected Expenses	Projected Revenues	Adjusted Operating Income	Target Operating Income	Projected Cash Balances	Targeted Minimum Cash
2023	0.0%	\$ 428,000	2.64	\$25,812,173	\$27,808,629	\$ (625,062)	\$ 885,529	\$19,739,289	\$ 9,284,307
2024	1.2%	672,000	3.58	25,711,947	28,010,673	\$ (322,791)	901,105	\$19,934,039	9,261,478
2025	1.2%	1,327,000	4.32	25,649,800	28,132,616	\$ (138,701)	946,168	\$19,703,639	9,272,698
2026	1.2%	1,628,000	4.92	25,772,130	28,420,739	\$ 27,093	1,005,786	\$19,390,788	9,319,353
2027	1.2%	1,365,000	5.67	25,942,250	28,756,672	\$ 192,904	1,053,993	\$19,570,052	9,373,292

2. The financial projection revenue, expenses and cash flow should be updated annually with the budget process to determine if the rate track is on target. The rate track was set at a minimum and any changes in capital or expenses can affect the future rate track.

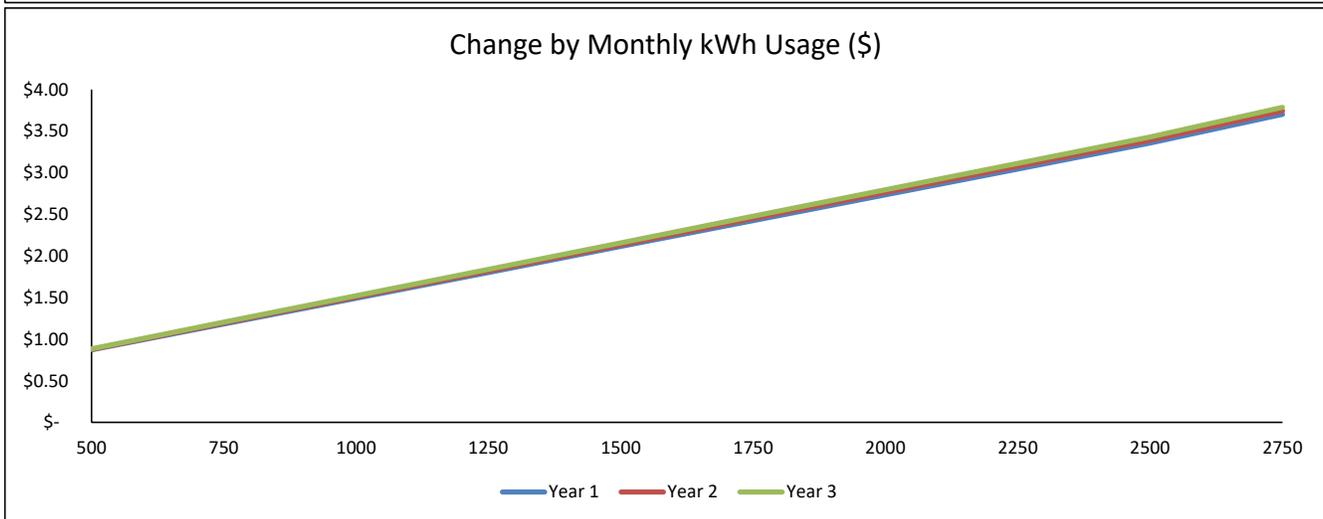
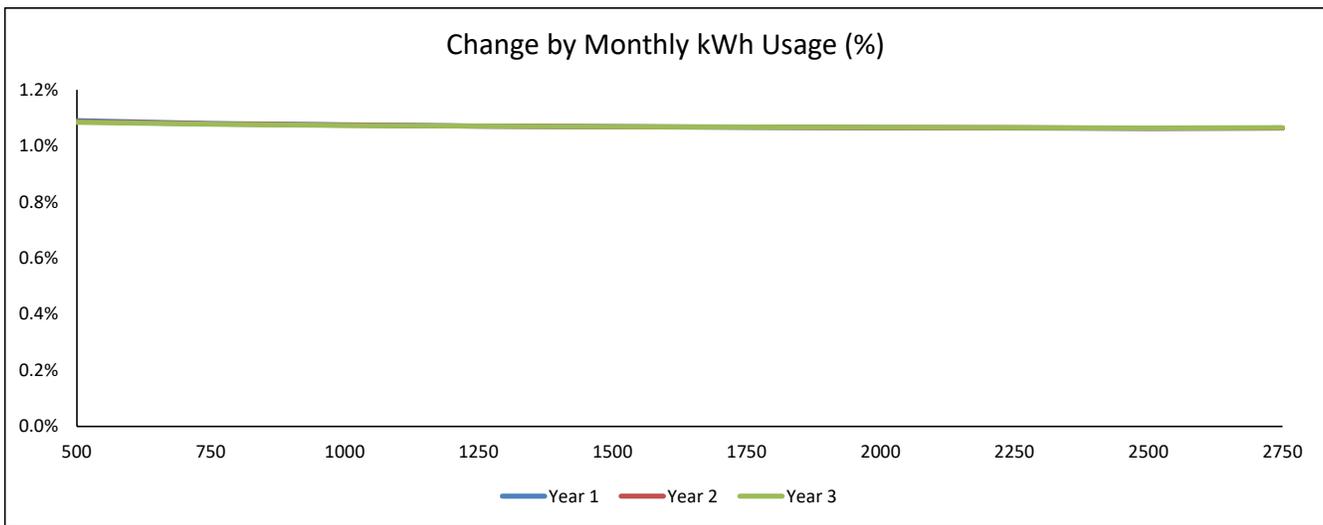
RATE DESIGN AND IMPACTS

City of Milford
Rate Design
Rate Design Summary

Customer Class	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
	Revenues Under Current Rates	Revenues Under Proposed Rates Year 1	Revenues Under Proposed Rates Year 2	Revenues Under Proposed Rates Year 3	Revenue Change Year 1	Revenue Change Year 2	Revenue Change Year 3	Percentage Change Year 1	Percentage Change Year 2	Percentage Change Year 3
Residential	\$ 10,993,338	\$ 11,111,674	\$ 11,231,187	\$ 11,351,891	\$ 118,336	\$ 119,513	\$ 120,704	1.1%	1.1%	1.1%
Small General Service	1,341,144	1,359,491	1,377,914	1,397,358	18,348	18,423	19,443	1.4%	1.4%	1.4%
Private Area Lighting	39,962	39,962	39,962	39,962	-	-	-	0.0%	0.0%	0.0%
Municipal Street Lighting	83,382	83,382	83,382	83,382	-	-	-	0.0%	0.0%	0.0%
Medium General Service	5,569,359	5,636,877	5,704,396	5,771,914	67,519	67,519	67,519	1.2%	1.2%	1.2%
Large General Service	1,170,509	1,191,338	1,212,166	1,232,995	20,829	20,829	20,829	1.8%	1.7%	1.7%
General Service Primary	1,871,180	1,898,761	1,928,057	1,957,352	27,581	29,295	29,295	1.5%	1.5%	1.5%
Special Contract Primary	6,728,217	6,798,240	6,868,262	6,938,285	70,023	70,023	70,023	1.0%	1.0%	1.0%
Agricultural Service	61,378	62,124	62,870	63,616	746	746	746	1.2%	1.2%	1.2%
Totals	\$ 27,858,469	\$ 28,181,850	\$ 28,508,197	\$ 28,836,756	\$ 323,381	\$ 326,347	\$ 328,559	1.2%	1.2%	1.2%

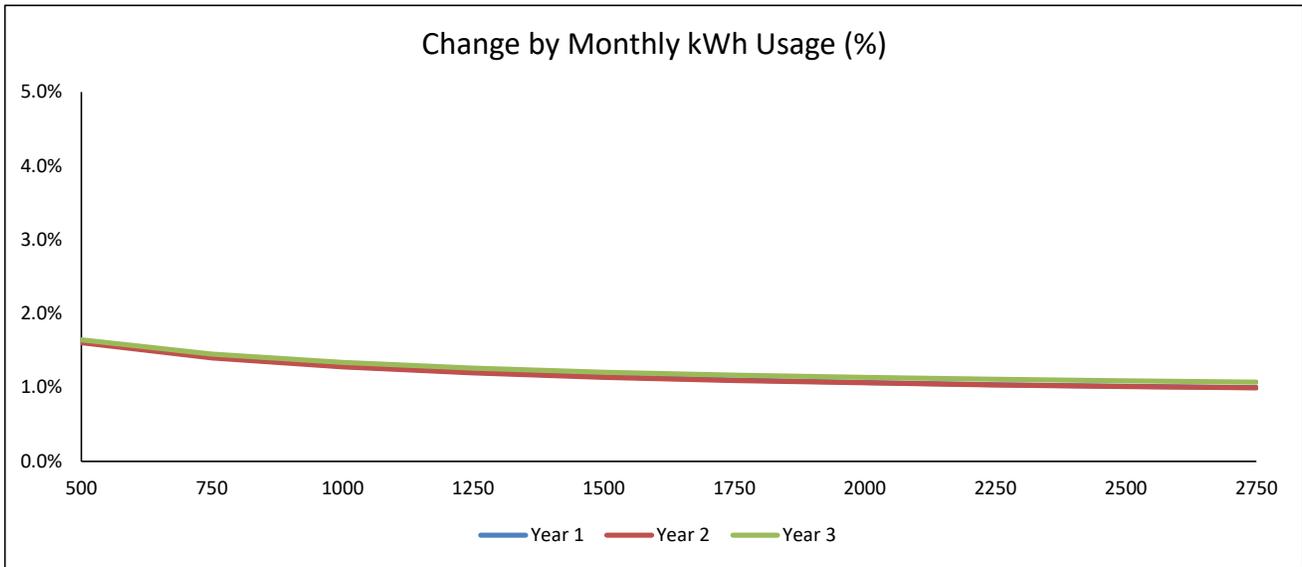
City of Milford - Electric
Rate Design
Projected Residential Rates

Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
All Customers	\$ 21.00	\$ 21.25	\$ 21.50	\$ 21.75
Energy Charge:				
Winter Block 1 (0 - 2,500 kWh)	\$ 0.10353	\$ 0.10477	\$ 0.10603	\$ 0.10730
Winter Block 2 (Excess)	\$ 0.11553	\$ 0.11692	\$ 0.11832	\$ 0.11974
Summer Block 1 (0 - 2,500 kWh)	\$ 0.10353	\$ 0.10477	\$ 0.10603	\$ 0.10730
Summer Block 2 (Excess)	\$ 0.11553	\$ 0.11692	\$ 0.11832	\$ 0.11974
Power Cost Adjustment:				
All Energy	\$ 0.01438	\$ 0.01438	\$ 0.01438	\$ 0.01438
Revenue from Rate	\$ 10,993,338	\$ 11,111,674	\$ 11,231,187	\$ 11,351,891
Change from Previous		1.1%	1.1%	1.1%



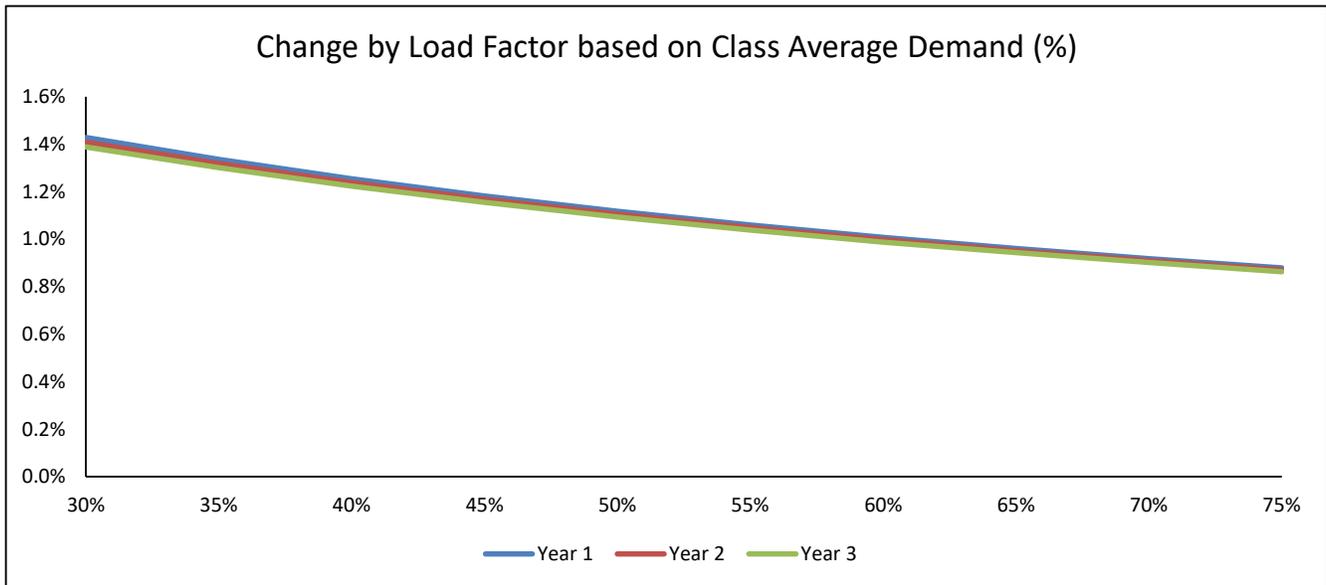
City of Milford - Electric
Rate Design
Projected Small General Service Rates

	2023	2024	2025	2026
Rates	Current	Year 1	Year 2	Year 3
Customer Charge:				
All Customers	\$ 29.00	\$ 30.00	\$ 31.00	\$ 32.00
Energy Charge:				
Winter Energy	\$ 0.10821	\$ 0.10918	\$ 0.11017	\$ 0.11127
Summer Energy	\$ 0.10821	\$ 0.10918	\$ 0.11017	\$ 0.11127
Power Cost Adjustment:				
All Energy	\$ 0.01438	\$ 0.01438	\$ 0.01438	\$ 0.01438
Revenue from Rate	\$ 1,341,144	\$ 1,359,491	\$ 1,377,914	\$ 1,397,358
Change from Previous	-	1.4%	1.4%	1.4%



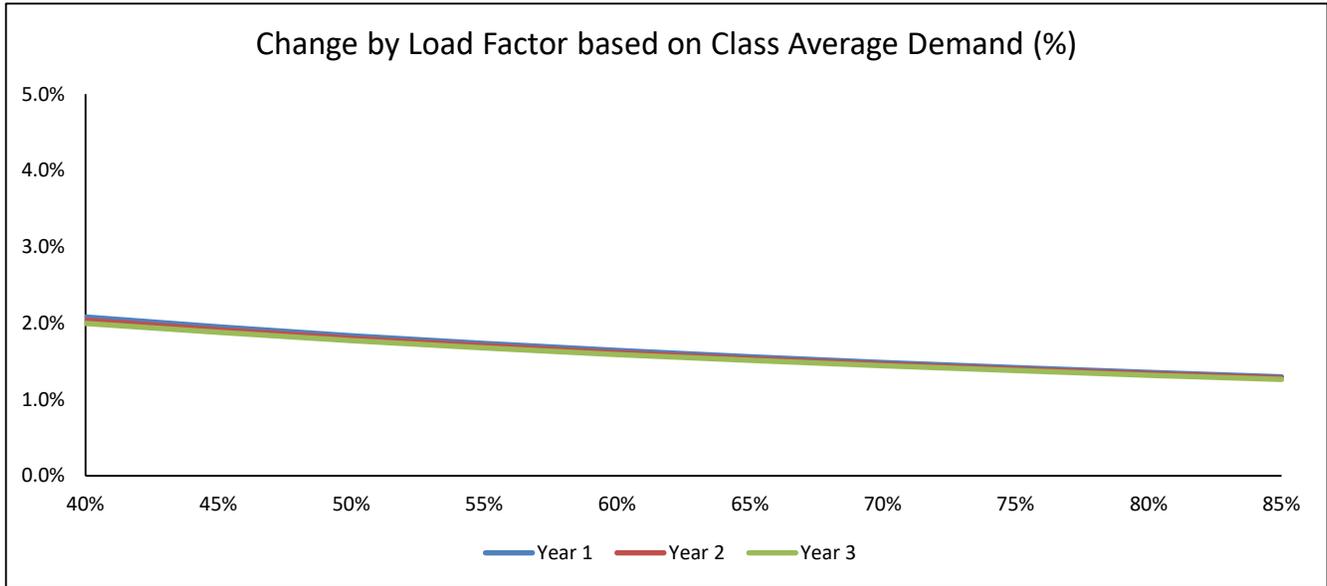
City of Milford - Electric
Rate Design
Projected Medium General Service Rates

	2023		2024		2025		2026	
Rates	Current		Year 1		Year 2		Year 3	
Monthly Facilities Charge:								
All Customers	\$	97.50	\$	99.50	\$	101.50	\$	103.50
Energy Charge:								
Winter Energy	\$	0.04770	\$	0.04770	\$	0.04770	\$	0.04770
Summer Energy	\$	0.04770	\$	0.04770	\$	0.04770	\$	0.04770
Demand Charge:								
Winter Demand	\$	15.80	\$	16.20	\$	16.60	\$	17.00
Summer Demand	\$	15.80	\$	16.20	\$	16.60	\$	17.00
Power Cost Adjustment:								
All Energy	\$	0.01438	\$	0.01438	\$	0.01438	\$	0.01438
Revenue from Rate	\$	5,569,359	\$	5,636,877	\$	5,704,396	\$	5,771,914
Change from Previous				1.2%		1.2%		1.2%



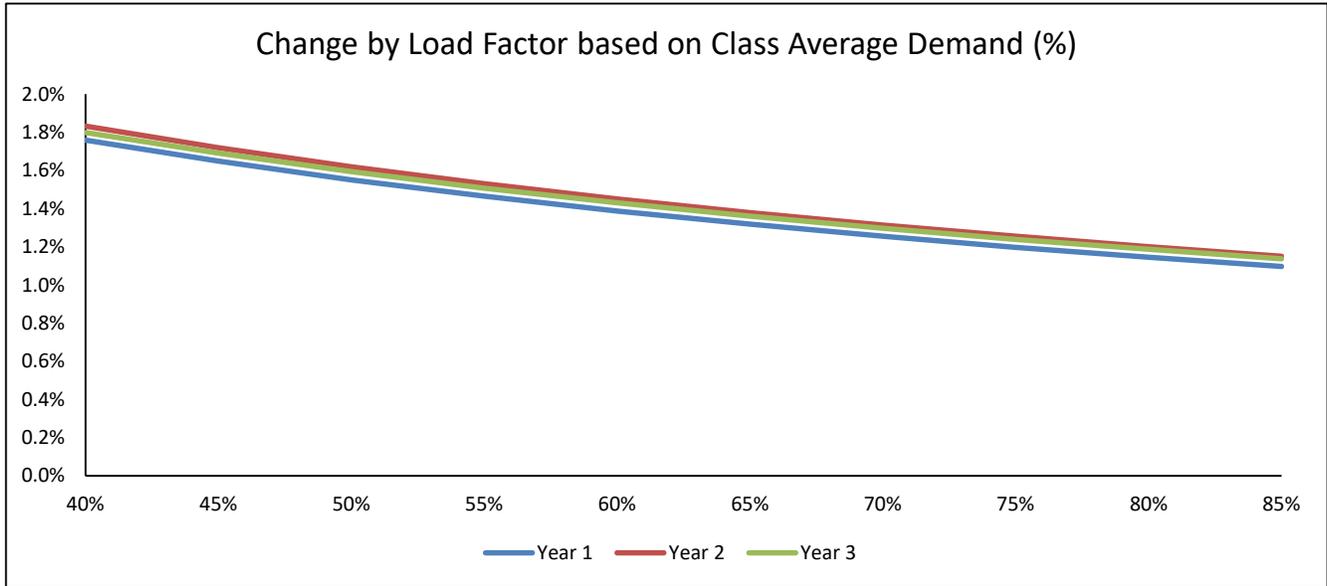
City of Milford - Electric
Rate Design
Projected Large General Service Rates

	2023		2024		2025		2026	
Rates	Current		Year 1		Year 2		Year 3	
Monthly Facilities Charge:								
All Customers	\$	195.00	\$	200.00	\$	205.00	\$	210.00
Energy Charge:								
On-Peak Energy	\$	0.05906	\$	0.05906	\$	0.05906	\$	0.05906
Off-Peak Energy	\$	0.04906	\$	0.04906	\$	0.04906	\$	0.04906
Demand Charge:								
Winter Demand	\$	16.25	\$	17.00	\$	17.75	\$	18.50
Summer Demand	\$	16.25	\$	17.00	\$	17.75	\$	18.50
Power Cost Adjustment:								
All Energy	\$	0.01438	\$	0.01438	\$	0.01438	\$	0.01438
Revenue from Rate	\$	1,170,509	\$	1,191,338	\$	1,212,166	\$	1,232,995
Change from Previous				1.8%		1.7%		1.7%



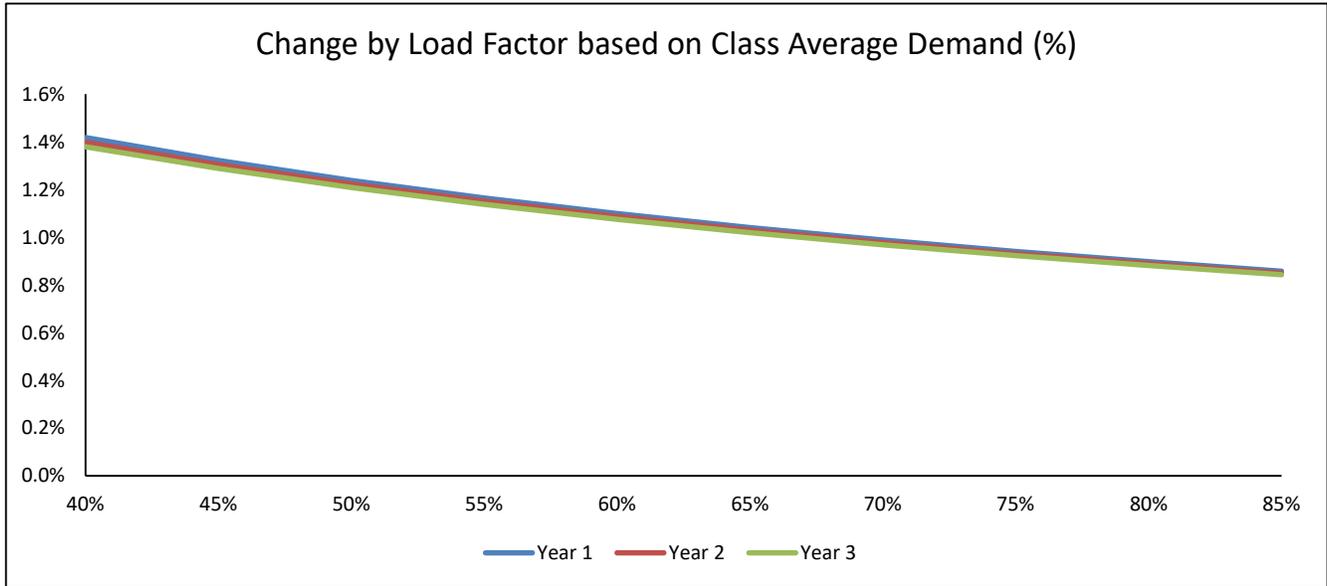
City of Milford - Electric
Rate Design
Projected General Service Primary Rates

	2023		2024		2025		2026	
Rates	Current		Year 1		Year 2		Year 3	
Monthly Facilities Charge:								
All Customers	\$	410.00	\$	420.00	\$	430.00	\$	440.00
Energy Charge:								
On-Peak Energy	\$	0.05997	\$	0.05997	\$	0.05997	\$	0.05997
Off-Peak Energy	\$	0.04997	\$	0.04997	\$	0.04997	\$	0.04997
Demand Charge:								
Winter Demand	\$	15.29	\$	15.90	\$	16.55	\$	17.20
Summer Demand	\$	15.29	\$	15.90	\$	16.55	\$	17.20
Power Cost Adjustment:								
All Energy	\$	0.01438	\$	0.01438	\$	0.01438	\$	0.01438
Revenue from Rate	\$	1,871,180	\$	1,898,761	\$	1,928,057	\$	1,957,352
Change from Previous				1.5%		1.5%		1.5%



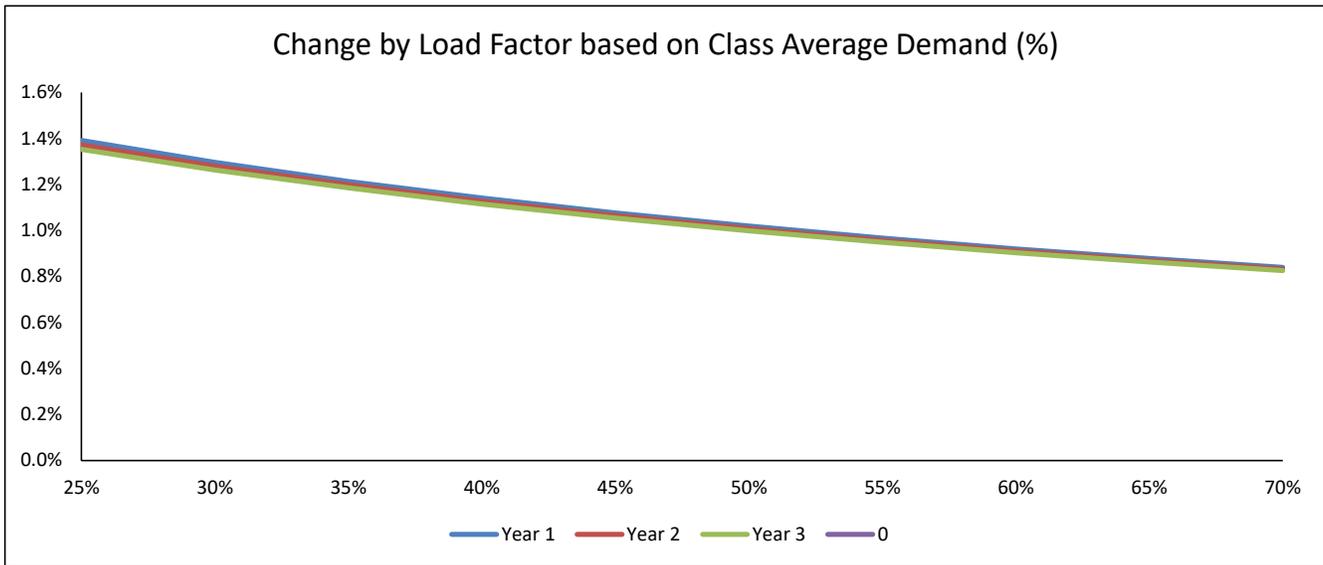
City of Milford - Electric
Rate Design
Projected Special Contract Primary Rates

	2023	2024	2025	2026
Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
All Customers	\$ 415.00	\$ 425.00	\$ 435.00	\$ 445.00
Energy Charge:				
On-Peak Energy	\$ 0.06170	\$ 0.06170	\$ 0.06170	\$ 0.06170
Off-Peak Energy	\$ 0.05170	\$ 0.05170	\$ 0.05170	\$ 0.05170
Demand Charge:				
Winter Demand	\$ 14.68	\$ 15.18	\$ 15.68	\$ 16.18
Summer Demand	\$ 14.68	\$ 15.18	\$ 15.68	\$ 16.18
Power Cost Adjustment:				
All Energy	\$ 0.01438	\$ 0.01438	\$ 0.01438	\$ 0.01438
Revenue from Rate	\$ 6,728,217	\$ 6,798,240	\$ 6,868,262	\$ 6,938,285
Change from Previous		1.0%	1.0%	1.0%



City of Milford - Electric
Rate Design
Projected Agricultural Service Rates

	2023	2024	2025	2026
Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
All Customers	\$ 97.50	\$ 102.50	\$ 107.50	\$ 112.50
Energy Charge:				
Winter Energy	\$ 0.04577	\$ 0.04577	\$ 0.04577	\$ 0.04577
Summer Energy	\$ 0.04577	\$ 0.04577	\$ 0.04577	\$ 0.04577
Demand Charge:				
Winter Demand	\$ 15.80	\$ 16.05	\$ 16.30	\$ 16.55
Summer Demand	\$ 15.80	\$ 16.05	\$ 16.30	\$ 16.55
Power Cost Adjustment:				
All Energy	\$ 0.01438	\$ 0.01438	\$ 0.01438	\$ 0.01438
Revenue from Rate	\$ 61,378	\$ 62,124	\$ 62,870	\$ 63,616
Change from Previous		1.2%	1.2%	1.2%



City of Milford - Electric

Rate Design

Projected Municipal Street Lighting Rates - Draft

	2023	2024	2025	2026
Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
City Security Lights - CISL	\$ 1,101.71	\$ 1,101.71	\$ 1,101.71	\$ 1,101.71
City Street Lights - CIST	\$ 5,795.70	\$ 5,795.70	\$ 5,795.70	\$ 5,795.70
Street Lights - State - STAT	\$ 51.13	\$ 51.13	\$ 51.13	\$ 51.13
Revenue from Rate	\$ 83,382	\$ 83,382	\$ 83,382	\$ 83,382
Change from Previous		0.0%	0.0%	0.0%

Final Rate Design to reflect 2.0% Recommended Increase

City of Milford - Electric

Rate Design

Projected Private Area Lighting Rates - Draft

	2023	2024	2025	2026
Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
LED (100W)	\$ 7.89	\$ 7.89	\$ 7.89	\$ 7.89
LED (400W)	\$ 10.85	\$ 10.85	\$ 10.85	\$ 10.85
HPS (9500 Lumens)	\$ 7.89	\$ 7.89	\$ 7.89	\$ 7.89
HPS (16000 Lumens)	\$ 10.85	\$ 10.85	\$ 10.85	\$ 10.85
Mercury (22500 Lumens)	\$ 22.69	\$ 22.69	\$ 22.69	\$ 22.69
HPS (50000 Lumens)	\$ 24.27	\$ 24.27	\$ 24.27	\$ 24.27
Mercury (8600 Lumens)	\$ 11.34	\$ 11.34	\$ 11.34	\$ 11.34
250 Watt	\$ 12.36	\$ 12.36	\$ 12.36	\$ 12.36
MH (110000 Lumens)	\$ 53.27	\$ 53.27	\$ 53.27	\$ 53.27
MH (40000 Lumens)	\$ 24.27	\$ 24.27	\$ 24.27	\$ 24.27
Revenue from Rate	\$ 39,962	\$ 39,962	\$ 39,962	\$ 39,962
Change from Previous		0.0%	0.0%	0.0%

Final Rate Design to reflect 2.0% Recommended Increase



City of Milford, DE

Electric Financial Projection

March 22, 2023



Corporate location:

Utility Financial Solutions, LLC

185 Sun Meadow Court

Holland, MI USA 49424



March 22, 2023

Mr. Louis Vitola
Finance Director
10 SE 2nd St.
Milford, DE 19963

Dear Mr. Vitola,

We are pleased to present this executive summary report for a financial projection in the Electric Department completed for the City of Milford. This report was prepared to provide the utility with a comprehensive examination of its existing financials by an outside party.

The specific purposes of this long-term financial projection study are:

- 1) Determine electric utility's revenue requirements for fiscal year 2024,
- 2) Projected rate adjustments needed to work toward targeted revenue requirements.

This report includes results of the financial projections and identifies projected future rate adjustments of the Electric Department. Specific findings included in this report are:

- 1) Projected rate tracks are based on the utilities ability to meet three factors listed below:
 - a. Debt Coverage Ratio,
 - b. Minimum Cash Reserves,
 - c. Optimal Net Income.

This report is intended for information and use by management and the Board of Directors for purposes stated above and is not intended to be used by anyone except the specified parties.

Sincerely,

Dawn Lund

Utility Financial Solutions, LLC
Dawn Lund
Vice-President

	Page
Executive Summary	
Introduction	1
Utility Revenue Requirements	2
Development of Financial Targets	3
Proposed Rate Track	6
Significant Assumptions	7
Electric Department Findings	8
Appendix – Rate Design and Impacts	i

INTRODUCTION

This report was prepared to provide the City of Milford with a long-term financial projection and rate track. The specific purposes of the financial plan are identified below:

- 1) ***Determine electric utility's revenue requirements for fiscal year 2024.*** The Electric Utility's revenue requirements were projected for the period from 2023 – 2027 and included adjustments for the following:
 - a. Anticipated power costs,
 - b. Capital improvements currently underway and scheduled over next five years. The Utility provided capital improvement information.

- 2) ***Projected rate adjustments needed to meet targeted revenue requirements.*** The primary purpose of this study is to identify appropriate revenue requirements and the rate adjustments needed to work toward requirements. The report includes a long-term rate track for the City of Milford to help ensure the financial stability of the utility in future years. The rate track was designed after discussions with management to work towards targets, while keeping rate adjustments to a certain threshold to minimized rate impact to customers.

The City of Milford retained Utility Financial Solutions, LLC to review the above items and report on findings on the appropriate course of action. This report includes results of the long-term financial projection.

Utility Revenue Requirements

Revenue requirements for the City of Milford were projected for 2024 based on 2022 actual, and 2023 Budget expenses. Revenues and expenses were analyzed with adjustments made to actual expenses to reflect projected operating characteristics.

Table One is the projected financial summary for the Electric Department from 2023 – 2027 without rate adjustments. Projections indicate an operating loss of (\$625,062) in 2023 and losses increase to an operating loss of (\$1.2) million in 2027. Cash balances and debt coverage ratios decline throughout the projection period.

Table One – Projected Financial Summary – (Without Rate Adjustments)

Fiscal Year	Projected Rate Adjustments	Capital Improvements Plan	Debt Coverage Ratio	Projected Expenses	Projected Revenues	Adjusted Operating Income	Target Operating Income	Projected Cash Balances	Targeted Minimum Cash
2023	0.0%	\$ 428,000	2.64	\$25,812,173	\$27,808,629	\$ (625,062)	\$ 885,529	\$19,739,289	\$ 9,284,307
2024	0.0%	672,000	2.60	25,711,947	27,680,776	\$ (652,687)	901,105	\$19,604,143	9,261,478
2025	0.0%	1,327,000	2.30	25,649,800	27,468,865	\$ (802,452)	946,168	\$18,708,343	9,272,698
2026	0.0%	1,628,000	1.92	25,772,130	27,419,127	\$ (974,520)	1,005,786	\$17,388,903	9,319,353
2027	0.0%	1,365,000	1.58	25,942,250	27,413,144	\$ (1,150,624)	1,053,993	\$16,214,629	9,373,292

1. The five-year capital improvement plan was provided by the Utility.
2. Financial projections should be updated during the budgeting process each year as expenses and capital expenditures change from projections.

DEVELOPMENT OF FINANCIAL TARGETS

When evaluating rates to charge customers, three key factors must be considered:

1. Debt Coverage Ratio
2. Minimum Cash Reserves
3. Optimal Net Income

Each of these factors is discussed below:

1. **Debt Coverage Ratio** – The minimum targeted debt coverage ratio for prudent financial planning purposes is 1.45 for the outstanding revenue bonds on the Electric Department. Maintaining a debt coverage ratio of 1.45 is good business practice and helps to achieve the following:
 - a. Helps to ensure adequate funds are available to meet debt service payments in years when sales are low due to cold summers or loss of a major customer(s).
 - b. Obtain higher bond rating, if revenue bonds are sold in the future, to lower interest cost.

Table Two below indicates projected debt coverage ratios from 2023-2027.

Table Two – Debt Coverage Ratio – (Without Rate Adjustments)

Description	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Debt Coverage Ratio					
Net Income	\$ (523,278)	\$ (545,583)	\$ (691,216)	\$ (862,956)	\$ (1,040,651)
Add Depreciation/Amortization Expense	1,308,996	1,322,436	1,362,416	1,421,516	1,481,376
Add Interest Expense	100,045	95,338	90,531	85,724	80,717
Cash Generated from Operations	\$ 885,763	\$ 872,191	\$ 761,731	\$ 644,284	\$ 521,443
Debt Principal and Interest	\$ 335,045	\$ 335,338	\$ 330,531	\$ 335,724	\$ 330,717
Projected Debt Coverage Ratio (Covenants)	2.64	2.60	2.30	1.92	1.58
Minimum Debt Coverage Ratio	1.45	1.45	1.45	1.45	1.45

2. Minimum Cash Reserve Target - To help ensure timely completion of capital improvements and enable the utility to meet requirements for large unexpected expenditures, a minimum cash reserve policy should be established. Minimum cash reserves attempt to quantify the minimum amount of cash the utility should keep in reserve, actual cash reserves may vary substantially above the minimum and is dependent on the life cycle of assets that are currently in service. The methodology used in this report is based on certain assumptions related to percent of operation and maintenance, rate base, capital improvements, and debt service. The establishment of minimum cash reserves should consider a number of factors including:

- **Working Capital Lag** - Timing differences between when expenses are incurred, and revenues received from customers. Establishing a minimum cash reserve helps to ensure cash exists to pay expenses in a timely manner.
- **Investment in assets** – Catastrophic events may occur that require substantial amounts of cash reserves to replace damaged assets. Some examples of catastrophic events include ice storms, earthquakes, wind storms, floods, or tornadoes. Many of these catastrophic events may allow the utility to recover the cost of damages from FEMA; however, FEMA reimbursements can take between 6 months to 2 years to recover. The utility should ensure adequate cash reserves exist to replace the assets in a timely fashion. The minimum reserve levels are often combined with emergency funding from banks or bonding agencies.
- **Annual debt service** – Debt service payments do not occur evenly throughout the year and often occurs at periodic times typically every six months. The utility has to ensure adequate cash reserves exist to fund the debt service payment when the payment is due.
- **Capital improvement program** – Some capital improvements are funded through bond issuances and some through cash reserves. The establishment of a minimum cash reserve level helps to ensure timely replacement or construction of assets.

The minimum cash reserves calculation for the Electric Department is \$9.3 million. The projected cash reserves meet minimum targets throughout the projected years. Table Three provides the minimum cash reserve calculation.

Table Three – Minimum Cash Reserves – 2023–2027 (Without Rate Adjustments)

	Percent Allocated	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Operation & Maintenance Less Depreciation Expense	12.3%	\$ 774,143	\$ 789,926	\$ 803,461	\$ 817,389	\$ 831,720
Purchase Power Expense	12.3%	2,569,997	2,540,200	2,514,074	2,507,942	2,507,205
PCA Premium	10%	2,084,553	2,060,385	2,039,194	2,034,220	2,033,621
Historical Rate Base	3%	1,045,844	1,066,004	1,105,814	1,154,654	1,195,604
Current Portion of Debt Service Reserve	100%	335,338	330,531	335,724	330,717	330,710
Five Year Capital Improvements - Net of bond proceeds	20%	1,084,000	1,084,000	1,084,000	1,084,000	1,084,000
Loss of Major Customer	5%	1,390,431	1,390,431	1,390,431	1,390,431	1,390,431
Minimum Cash Reserve Levels		\$ 9,284,307	\$ 9,261,478	\$ 9,272,698	\$ 9,319,353	\$ 9,373,292
Projected Cash Reserves		\$ 19,739,289	\$ 19,604,143	\$ 18,708,343	\$ 17,388,903	\$ 16,214,629

Cash reserves meet minimum targets throughout the projection period.

Notes:

1. Operation and maintenance expenses exclude purchased power costs and exclude depreciation expense.
2. Rate base is historical investment in plant and equipment.
3. Average five-year capital is budgeted capital improvements for next five years and excludes capital improvements funded through debt issuances.

- 3. Optimal operating income targets** - The optimal target for setting rates is the establishment of a target operating income to help ensure the following:
1. Funding of Interest Expense on the outstanding principal on debt. Interest expense is below the operating income line and needs to be recouped through the operating income balance.
 2. Funding of the inflationary increase on the assets invested in the system. The inflation on the replacement of assets invested in the utility should be recouped through the Operating Income
 3. Adequate rate of return on investment to help ensure current customers are paying their fair share of the use of the infrastructure and not deferring the charge to future generations.

As improvements are made to the system, the optimal operating income target will increase unless annual depreciation expense is greater than yearly capital improvements. The target established for the projection period is approximately \$960,000. Rate of return falls below the targeted minimum throughout the projection period.

Table Four - Optimal Operating Income Targets Compared to Projected

Target Operating Income	Percent Allocated	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Interest on Debt	2.66%	\$ 100,045	\$ 95,338	\$ 90,531	\$ 85,724	\$ 80,717
System Equity	8.25%	\$ 785,484	\$ 805,767	\$ 855,637	\$ 920,062	\$ 973,276
Target Operating Income		\$ 885,529	\$ 901,105	\$ 946,168	\$ 1,005,786	\$ 1,053,993
Projected Operating Income		\$ (625,062)	\$ (652,687)	\$ (802,452)	\$ (974,520)	\$ (1,150,624)
Rate of Return in %		6.3%	6.7%	7.1%	7.4%	7.9%

The projected operating income is below optimal targeted operating income throughout the projection period.

SUMMARY OF FINANCIAL POSITION

PROPOSED RATE TRACK

Table Five below is the five-year financial projection with proposed rate increases of 1.2% in 2024-2027. The rate track was set to establish and operating income instead of losses. The rate track should be reviewed with the budget process as changes in expenses and capital can impact the rate track.

Table Five – Projected Financial Summary (With Rate Adjustments)

Fiscal Year	Projected Rate Adjustments	Capital Improvements Plan	Debt Coverage Ratio	Projected Expenses	Projected Revenues	Adjusted Operating Income	Target Operating Income	Projected Cash Balances	Targeted Minimum Cash
2023	0.0%	\$ 428,000	2.64	\$25,812,173	\$27,808,629	\$ (625,062)	\$ 885,529	\$19,739,289	\$ 9,284,307
2024	1.2%	672,000	3.58	25,711,947	28,010,673	\$ (322,791)	901,105	\$19,934,039	9,261,478
2025	1.2%	1,327,000	4.32	25,649,800	28,132,616	\$ (138,701)	946,168	\$19,703,639	9,272,698
2026	1.2%	1,628,000	4.92	25,772,130	28,420,739	\$ 27,093	1,005,786	\$19,390,788	9,319,353
2027	1.2%	1,365,000	5.67	25,942,250	28,756,672	\$ 192,904	1,053,993	\$19,570,052	9,373,292

Significant Assumptions

This section outlines the significant assumptions for the City of Milford electric study.

Forecasted Operating Expenses

Forecasted expenses were based on 2022 adjusted for power supply costs and inflation. Inflation for the period is expected to be 4.9% in 2023, 3.5% in 2024, and 2.9% in 2025-2027.

Power Supply

Power supply costs were provided by the Utility.

Sales Forecast

Growth rates were projected to be 0.0%.

Revenue Forecast

The revenue forecast was based on 2022 usages adjusted for growth and rate change assumptions.

Capital Improvement Program

The capital improvement program was provided by the Utility and is listed below.

Fiscal Year	Capital Improvements Plan
2023	\$ 428,000
2024	672,000
2025	1,327,000
2026	1,628,000
2027	1,365,000

Electric Department Findings

1. The projection indicates current revenues are not adequate to maintain the long-term financial health of the Utility. The rate track should be reviewed closely as part of the annual budget process as costs, revenues and capital may vary from projections and affect the rate track and bonding requirements. To ensure the utility meets financial targets and remains financially healthy, the following rate track should be considered.

Fiscal Year	Projected Rate Adjustments	Capital Improvements Plan	Debt Coverage Ratio	Projected Expenses	Projected Revenues	Adjusted Operating Income	Target Operating Income	Projected Cash Balances	Targeted Minimum Cash
2023	0.0%	\$ 428,000	2.64	\$25,812,173	\$27,808,629	\$ (625,062)	\$ 885,529	\$19,739,289	\$ 9,284,307
2024	1.2%	672,000	3.58	25,711,947	28,010,673	\$ (322,791)	901,105	\$19,934,039	9,261,478
2025	1.2%	1,327,000	4.32	25,649,800	28,132,616	\$ (138,701)	946,168	\$19,703,639	9,272,698
2026	1.2%	1,628,000	4.92	25,772,130	28,420,739	\$ 27,093	1,005,786	\$19,390,788	9,319,353
2027	1.2%	1,365,000	5.67	25,942,250	28,756,672	\$ 192,904	1,053,993	\$19,570,052	9,373,292

2. The financial projection revenue, expenses and cash flow should be updated annually with the budget process to determine if the rate track is on target. The rate track was set at a minimum and any changes in capital or expenses can affect the future rate track.

RATE DESIGN AND IMPACTS

CITY OF MILFORD
APPENDIX B
ELECTRIC RULES AND REGULATIONS
Ordinance 2023-19

Whereas, the City of Milford provides utility services including electric, water and sewer to residents, businesses and industries within its service territory; and

Whereas, Appendix B-Electric Rules and Regulations of the City of Milford Code provides that charges and rates for electric utility services be established and modified from time to time by City Council; and

Whereas, City Council authorized an Updated Cost of Services Analysis and Rate Study be performed by Utility Financial Solutions (UFS) for recommended electrical rates for City of Milford Customers in Fiscal Years 24, 25, and 26; and

Whereas, the Study determined the total cost of providing electric services, the allocation of costs to the various customer classes, and the design of rates to safeguard the financial integrity of the utility; and

Whereas, the total cost of providing services predominately includes operations and maintenance expenses, debt service, and cash capital outlays required to operate and maintain the Electric System with high reliability; and

Whereas, the last rate change to electrical classifications in the City of Milford was established by Ordinance 2017-12 effective June 2017 providing for rate increases annually through Fiscal Year 2023; and

Whereas, during its presentation on April 24, 2023, City Council was presented with a final summary of the electric cost of service by UFS and based on the summary presented, agrees to adopt the recommendations of UFS for electric rates.

NOW, THEREFORE, BE IT RESOLVED that the City of Milford hereby adopts the following ordinance.

Section 1. Appendix B, Electric Rules and Regulations, of the Code of the City of Milford is hereby amended.

Section 2. Language shown as strikethrough indicates text to be removed and underlined text shows new language.

Section 3. Appendix B, Section 2, entitled Definitions, is hereby amended as indicated.

SECTION 2 DEFINITIONS

2.31 YEAR ONE

July 1, ~~2020-2023~~ to June 30, 2021-2024

2.32 YEAR TWO

July 1, ~~2021-2024~~ to June 30, 2022-2025

2.33 YEAR THREE

July 1, ~~2022-2025~~ to June 30, 2023-2026

Section 4. Appendix B, Section 2, entitled Fees, Classifications and Schedules, is hereby amended as indicated.

SECTION 24 FEES, CLASSIFICATIONS AND SCHEDULES

24-1. FEE SCHEDULE

SERVICE CLASSIFICATIONS

24-2. RES—RESIDENTIAL SERVICE SCHEDULE

3. MONTHLY RATES

Rates	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$19.00 <u>21.25</u>	\$20.00 <u>21.50</u>	\$21.00 <u>21.75</u>
Energy Charge:			
Block 1 (0—2,500 kWh)	\$0.10 <u>560-10477</u>	\$0.10 <u>456-10603</u>	\$0.10 <u>353-10730</u>
Block 2 (Excess)	\$0.11 <u>760-11692</u>	\$0.11 <u>656-11832</u>	\$0.11 <u>553-11974</u>

24-3. SGS—SMALL GENERAL SERVICE SCHEDULE

3. MONTHLY RATES

Rates	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$25 <u>30.00</u>	\$27 <u>31.00</u>	\$29 <u>32.00</u>
Energy Charge:			
All Energy	\$ 0.11 <u>258-10918</u>	\$ 0.11 <u>039-11017</u>	\$ 0.10 <u>821-11127</u>

24-4. MGS—MEDIUM GENERAL SERVICE SCHEDULE

3. MONTHLY RATES

Rates	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$8 <u>299.50</u>	\$90.00 <u>101.50</u>	\$97.50 <u>103.50</u>
Energy Charge:			
All Energy	\$0.05 <u>246-04770</u>	\$0.04 <u>770 05008</u>	\$0.04770
Demand Charge:			
All Demand	\$14.80 <u>16.20</u>	\$15.30 <u>16.60</u>	\$15.80 <u>17.00</u>

24-5 LGS—LARGE GENERAL SERVICE SCHEDULE

3. MONTHLY RATES

Rates	Year 1	Year 2	Year 3
Monthly Facilities Charge:			

All Customers	\$165 <u>200.00</u>	\$180 <u>205.00</u>	\$195 <u>210.00</u>
Energy Charge:			
On Peak	\$0.06 <u>185-05906</u>	\$0.06 <u>045-05906</u>	\$0.05906
Off Peak	\$0.05 <u>185-04906</u>	\$0.05 <u>045-04906</u>	\$0.04906
Demand Charge:			
All Demand	\$15.25 <u>17.00</u>	\$15.75 <u>17.75</u>	\$16.25 <u>18.50</u>

24-6. GSP—GENERAL SERVICE-PRIMARY VOLTAGE SCHEDULE

3. MONTHLY RATES

Rates	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$330.00 <u>420.00</u>	\$370.00 <u>430.00</u>	\$410.00 <u>440.00</u>
Energy Charge:			
On Peak	\$0.06 <u>290-05997</u>	\$0.06 <u>143-05997</u>	\$0.05997
Off Peak	\$0.05 <u>290-04997</u>	\$0.05 <u>143-04997</u>	\$0.04997
Demand Charge:			
All Demand	\$14.29 <u>15.90</u>	\$14.79 <u>16.55</u>	\$15.29 <u>17.20</u>

24-7. SCS—SPECIAL CONTRACT SERVICE-PRIMARY VOLTAGE SCHEDULE

3. MONTHLY RATES

Rates	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$395.00 <u>425.00</u>	\$405.00 <u>435.00</u>	\$415.00 <u>445.00</u>
Energy Charge:			
On Peak	\$0.06 <u>595-06170</u>	\$0.06 <u>382-06170</u>	\$0.06170
Off Peak	\$0.05 <u>595-05170</u>	\$0.05 <u>382-05170</u>	\$0.05170
Demand Charge:			
All Demand	\$12.68 <u>15.18</u>	\$13.68 <u>15.68</u>	\$14.68 <u>16.18</u>

24-8 PL—PRIVATE AREA LIGHTING SCHEDULE

PL—PRIVATE AREA LIGHTING SCHEDULE

7. Rate Schedules by equipment installation

Enclosed Asymmetric Luminaire with 2-1/2, 4 or 8 ft.

Rates	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
LED (100W)	\$7.89 <u>8.05</u>	\$8.05 \$7.89	\$8.05 \$7.89
LED (400W)	\$10.85 <u>11.07</u>	\$11.07 \$10.85	\$11.07 \$10.85
HPS (9500 Lumens)	\$7.89 <u>8.05</u>	\$8.05 \$7.89	\$8.05 \$7.89
HPS (16000 Lumens)	\$10.85 <u>11.07</u>	\$11.07 \$10.85	\$11.07 \$10.85
Mercury (22500 Lumens)	\$22.69 <u>23.14</u>	\$23.14 \$22.69	\$23.14 \$22.69

HPS (50000 Lumens)	\$24.27 <u>24.76</u>	\$24.76 <u>\$24.27</u>	\$24.76 <u>\$24.27</u>
Mercury (8600 Lumens)	\$11.34 <u>11.57</u>	\$11.57 <u>\$11.34</u>	\$11.57 <u>\$11.34</u>
250 Watt	\$12.36 <u>12.61</u>	\$12.61 <u>\$12.36</u>	\$12.61 <u>\$12.36</u>
MH (110000 Lumens)	\$53.27 <u>54.34</u>	\$54.34 <u>\$53.27</u>	\$54.34 <u>\$53.27</u>
MH (40000 Lumens)	\$24.27 <u>24.76</u>	\$24.76 <u>\$24.27</u>	\$24.76 <u>\$24.27</u>

24-9. AGR—AGRICULTURAL SERVICE SCHEDULE

1. AVAILABILITY

This rate applies throughout the territory served by the City of Milford. Electric service will be rendered through a single metering installation for the general lighting and/or power requirements of active farms where the primary purpose of energy delivered is for the preparation of livestock.

Rates	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$82.50 <u>102.50</u>	\$90.00 <u>107.50</u>	\$97.50 <u>112.50</u>
Energy Charge:			
All Energy	\$0.05141 <u>04577</u>	\$0.04847 <u>04577</u>	\$0.04577
Demand Charge:			
All Demand	\$ 14.80 <u>16.05</u>	\$ 15.30 <u>16.30</u>	\$ 15.80 <u>16.55</u>

Section 5. Dates.

Introduction: April 10, 2023

Public Comments/Projected Final Action: April 24, 2023

Ordinance becomes effective ten days following adoption by City Council.

042823 (R)



FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

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: April 23, 2023
Re: Financial Reporting Package – March 2023

The Financial Reporting Package for the FYTD period ended March 31, 2023 is enclosed. The following paragraphs highlight 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. The Police Facility Project spending versus budget report on page 7 remains the only addition during FY23.

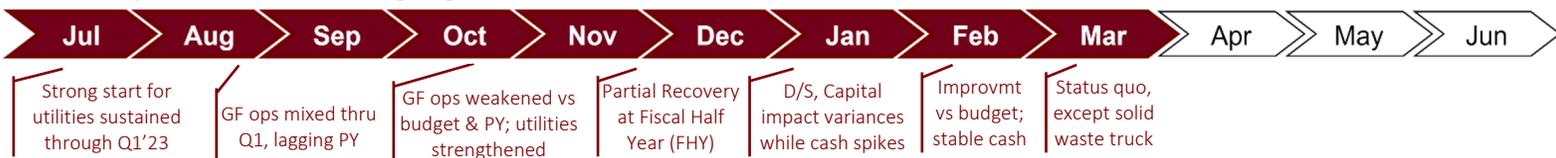
The enterprise funds continue to exceed expectations in total against the seasonalized FY23 budget, although the solid waste results are lagging due to the impact the receipt of the solid waste vehicle has on reported operating results. Adjusted for the collection vehicle, solid waste would trail the budget by \$56k instead of \$481k, and the enterprise funds would exceed budget expectations by \$617k in total. Results through the first three quarters this year are behind the same period in FY22, in part due to the solid waste capital, in part due to this year’s increased staffing levels and higher wholesale power costs that began to emerge several months into the fiscal year.

The general fund performance did not change materially this month versus last month. Performance versus the budget dipped slightly overall since February, but the general fund continues to exceed budget expectations through the first nine months of FY23. As compared to the same period in FY22, results improved moderately since February, although increased capital activity and higher staffing levels continue to present a headwind with respect to our ability to match the strong FY22 results.

Cash and investments decreased by nearly \$1.1 million in total this month, half of which is driven by operating cash outflows (most of which represents the solid waste vehicle). The other half is explained in part by the application of \$238k in ARPA funding and in part by reserve cash outflows used to fund project expenditures, net of special purpose inflows, particularly the strong Realty Transfer Tax receipts.

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



Financial Reporting Package
As of and For the Period Ended March 31, 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 March 31, 2023

Operating Cash Balances

▼ Marks Ref Closing Bal³

Description	Opening Balance (Feb 28, 2023)	Closing Balance (Mar 31, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund	\$ 4,221 ↓	\$ 3,641	\$ -	\$ (496)	\$ (1,491)	\$ 1,654
Electric Fund	3,450 ↑	4,041	-	(11)	(1,652)	2,378
Water Fund	2,887 →	2,890	-	(730)	(294)	1,867
Sewer Fund	1,797 →	1,677	-	(638)	(205)	834
Solid Waste Fund	709 ↓	285	-	72	(190)	166
Operating Cash Totals³	\$ 13,065 ●	\$ 12,533	\$ -	\$ (1,803)	\$ (3,831)	\$ 6,900

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (Feb 28, 2023)	Closing Balance (Mar 31, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	\$ 2,210 →	\$ 2,216	\$ -	\$ (500)	\$ -	\$ 1,716
Municipal Street Aid (MSA)	576 →	578	269	(847)	-	-
Realty Transfer Tax (RTT) ²	5,220 →	5,394	(13)	(2,877)	(1,203)	1,301
Economic Development	515 →	515	89	(419)	-	185
Lodging Tax Fund	562 →	569	99	(668)	-	-
ARPA Grant Fund	1,129 ↓	891	-	(891)	-	-
Special Purpose Cash Totals³	\$ 10,212 ●	\$ 10,162	\$ 444	\$ (6,200)	\$ (1,203)	\$ 3,202

Reserve Fund Cash Balances¹

Description	Opening Balance (Feb 28, 2023)	Closing Balance (Mar 31, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	\$ 1,998 →	\$ 1,998	\$ 2,496	\$ (3,442)	\$ (356)	\$ 696
Water Fund Capital Reserves	2,437 →	2,256	730	(661)	(2,237)	88
Sewer Fund Capital Reserves	4,762 →	4,748	638	(475)	(3,437)	1,473
Solid Waste Fund Capital Reserves	263 →	259	0	(210)	-	49
Electric Fund Capital Reserves	15,019 →	14,801	11	(6,221)	(4,753)	3,838
Operating Cash Totals³	\$ 24,479 ●	\$ 24,062	\$ 3,875	\$ (11,009)	\$ (10,783)	\$ 6,144

Impact Fees and Police/General Facilities Cash Balances

Description	Opening Balance (Feb 28, 2023)	Closing Balance (Mar 31, 2023)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
Police & General Gov't Facilities	\$ 201 ↓	\$ 132	\$ 31	\$ (163)	\$ -	\$ -
Carlisle Fire Co Permit Fund	629 →	578	10	(588)	-	-
Parks & Recreation Facilities	148 →	148	-	(148)	-	-
Water Impact Fee Reserves	4,947 →	4,966	58	(5,024)	-	-
Sewer Impact Fee Reserves	2,828 →	2,836	25	(2,862)	-	-
Electric Impact Fee Reserves	1,157 →	1,164	22	(1,185)	-	-
Impact Fees & Police/GF Totals³	\$ 9,910 ●	\$ 9,824	\$ 146	\$ (9,970)	\$ -	\$ -

Grand Totals³	\$ 57,665 ▲	\$ 56,581	\$ 4,465	\$ (28,982)	\$ (15,818)	\$ 16,246
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¹New report merges Cash Roll (p.2) and Restricted Reserves (p.3) into one single reference for net funds available after commitments & restrictions.

²Realty Transfer Taxes (RTT) collections were strong again in March, which reflects property transfers recorded by Kent and Sussex Counties in February.

³Closing 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 Balance¹ Rollforward
For the Period Ended March 31, 2023

1 **Operating Cash Balances**

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Feb 28, 2023)	Receipts	Interest Earned	Disbursements	Closing Balance (Mar 31, 2023)
General Fund	\$ 4,221,386	\$ 1,416,773	\$ -	\$ (1,997,474) ↓	\$ 3,640,685
Electric Fund	3,450,467	2,982,138	-	(2,391,745) ↑	4,040,860
Water Fund	2,887,306	313,524	-	(310,745) →	2,890,084
Sewer Fund	1,796,842	455,431	-	(575,484) →	1,676,789
Solid Waste Fund	709,042	142,852	-	(567,261) ↓	284,633
Operating Cash Totals⁴	\$ 13,065,043	\$ 5,310,718	\$ -	\$ (5,842,709) ●	\$ 12,533,052

9 **Federal, State and Other Special Purpose Cash Balances**

Description	Opening Balance (Feb 28, 2023)	Receipts	Interest Earned	Disbursements ³	Closing Balance (Mar 31, 2023)
General Improvement	\$ 2,210,007	\$ 7,191	\$ -	\$ (1,218) →	\$ 2,215,980
Municipal Street Aid (MSA)	575,700	1,909	-	- →	577,609
Realty Transfer Tax (RTT) ²	5,220,052	198,623	-	(25,000) →	5,393,675
Economic Development	515,247	-	-	- →	515,247
Lodging Tax Fund	561,768	7,220	-	- →	568,988
ARPA Grant Fund ³	1,128,865	-	-	(238,353) ↓	890,512
Special Purpose Cash Totals⁴	\$ 10,211,639	\$ 214,943	\$ -	\$ (264,571) ●	\$ 10,162,012

18 **Reserve Fund Cash Balances**

Description	Opening Balance (Feb 28, 2023)	Receipts	Interest Earned	Disbursements ³	Closing Balance (Mar 31, 2023)
General Fund Capital Reserves	\$ 1,997,897	\$ (0)	\$ -	\$ (0) →	\$ 1,997,896
Water Fund Capital Reserves	2,436,891	43,985	-	(224,931) →	2,255,945
Sewer Fund Capital Reserves	4,761,926	-	-	(13,758) →	4,748,168
Solid Waste Fund Capital Reserves	263,017	-	-	(3,948) →	259,069
Electric Fund Capital Reserves	15,019,045	-	-	(218,139) →	14,800,905
Reserve Fund Cash Totals⁴	\$ 24,478,775	\$ 43,985	\$ -	\$ (460,777) ●	\$ 24,061,982

26 **Impact Fees and Police/General Facilities Cash Balances**

Description	Opening Balance (Feb 28, 2023)	Receipts	Interest Earned	Disbursements	Closing Balance (Mar 31, 2023)
Police & General Gov't Facilities ³	\$ 201,393	\$ 10,430	\$ -	\$ (80,073) ↓	\$ 131,749
Carlisle Fire Co Permit Fund ³	629,231	3,477	-	(55,000) →	577,707
Parks & Recreation Facilities	147,700	-	-	- →	147,700
Water Impact Fee Reserves	4,947,070	19,273	-	- →	4,966,344
Sewer Impact Fee Reserves	2,828,027	8,429	-	- →	2,836,455
Electric Impact Fee Reserves	1,156,540	7,200	-	- →	1,163,740
Impact Fees & Police/GF Totals⁴	\$ 9,909,961	\$ 48,809	\$ -	\$ (135,073) ●	\$ 9,823,696

Grand Totals⁴	\$ 57,665,418	\$ 5,618,454	\$ -	\$ (6,703,130) ▲	\$ 56,580,742
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¹Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves and Net Cash & Funding Availability Reports for detail.

²Realty Transfer Taxes (RTT) collections were strong again in March, which reflects property transfers recorded by Kent and Sussex Counties in February.

³\$238k in ARPA funding (Line 16) is primarily PD Vehicles and FY22 water infrastructure carryover. \$461k disbursed from reserves (lines 20-24) reflects ongoing progress on capital projects, including vehicle & equipment replacement, the Milford Corp Ctr, ERP Proj, design/engineering, etc. Funds expended from Police/Gen Facilities (line 28) support the new PD HQ project, while Carlisle Fire (line 29) funding represents the request approved by Council in March.

⁴Closing Balance Indicator sets **Red**, **Yellow** and **Green** signify month-to-month cash variance as follows:



-10% ≤ Variance ≤ 10%



-5% ≤ Variance ≤ 5%



-2.5% ≤ Variance ≤ 2.5%

City of Milford, Delaware
Restricted Cash Reserves Report
As of March 31, 2023

General Fund Capital Reserves		Amount
Cash/Investment Balance (3/31/23)	\$	1,997,896
Expected Contributions & Interest		495,798
Restricted Funds:		
Vehicle & Equipment Replacement		(199,695)
Street Repair		(675,491)
Parking Enhancements		(320,000)
Parkland, Trails & Recreation		(788,357)
Other Proj, Incl MCC Design		(625,336)
OpEx Support (PD R/M)		(832,986)
Support Policy with RTT ¹		2,000,000
Reserve (MCR) Policy ²		-
Equipment Replacement Reserve ²		(355,800)
Uncommitted Reserve Balance	\$	696,029

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (3/31/23)	\$	14,800,905
Expected Contributions & Interest		10,902
Restricted Funds:		
Electric Vehicles & Equipment		(57,022)
Lighting & System Improvements		(584,637)
Traffic Signal Upgrades		(334,473)
Citywide Projects		(1,184,695)
Redeem / Defeasement Bond ⁷		(4,060,000)
Reserve (MCR) Policy ^{3,6}		(4,693,372)
Equipment Replacement Reserve ³		(60,000)
Uncommitted Reserve Balance	\$	3,837,608

Water Fund Capital Reserves		Amount
Cash/Investment Balance (3/31/23)	\$	2,255,945
Expected Contributions & Interest		729,623
Restricted Funds:		
Vehicle & Equipment Replacement		(136,859)
Streets 2020 Utility Engineering		(201,000)
		-
Milford Business Campus		(93)
Sum of FY23 Projects		(322,630)
Reserve (MCR) Policy ^{3,6}		(2,099,788)
Equipment Replacement Reserve ³		(136,859)
Uncommitted Reserve Balance	\$	88,338

Solid Waste Reserves		Amount
Cash/Investment Balance (3/31/23)	\$	259,069
Expected Contributions & Interest		261
Restricted Funds:		
Solid Waste Vehicles & Equipment ⁴		(124,330)
Solid Waste Alloc of PW Projects		(86,129)
Reserve (MCR) Policy ^{4,6}		-
Equipment Replacement Reserve ⁴		-
Uncommitted Reserve Balance	\$	48,871

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (3/31/23)	\$	4,748,168
Expected Contributions & Interest		638,141
Restricted Funds:		
Sewer Vehicles & Equipment		(37,112)
Citywide Projects & Engineering		(2,869)
Utility Engineering		-
Sum of FY23 Projects		(435,382)
Reserve (MCR) Policy ^{3,6}		(3,327,474)
Equipment Replacement Reserve ³		(110,000)
Uncommitted Reserve Balance	\$	1,473,472

MSA & RTT Reserves		Amount
RTT Balance (3/31/23)		5,393,675
MSA Balance (3/31/23)		577,609
MSA & RTT Est Receipts thru FY23:		255,978
MSA: Street & Bridge Improvements		(1,190,958)
RTT: Transfer to Police Dept		(75,000)
RTT: Sidewalk Project Funding		(426,170)
MSA & RTT: 2020 Combined St-Util		(31,000)
		-
RTT: Support GF Policies ¹		(2,000,000)
RTT: Reserve Policy ⁵		(1,203,346)
Uncommitted Reserve Balance	\$	1,300,788

¹Approved GF Reserve Policies permit support from an eligible funding source; portion of RTT balance pledged to support GF Reserves for foreseeable future

²Approved GF Reserve Policies recommend MCR of 45 days OpEx & Equip Repl Res minimum of 110% of upcoming CIP budget

³Approved Reserve Policies split Minimum Cash Req'd from COS study into new MCR & Equip Repl Reserve (20% of CIP)

⁴Solid Waste Reserves initiated in FY22 with seed funding from interfund loan forgiveness. Through at least FY23, 100% reserved for purchase of new vehicle per FY23-27 CIP; moved from MCR to Restricted

⁵Approved 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

⁶The 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)

⁷The 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
Enterprise Funds: Statement of Revenues & Expenditures
For the YTD Period Ended March 31, 2023 vs Prior FYTD & Current Budget (in thousands)

Enterprise Funds Profit & Loss (P&L) Statement	Electric		Water		Sewer		Solid Waste		Total	FY23 Total (as % of Rev)	FY22 Total (as % of Rev)	
1 Operating Revenue	\$	21,217	\$	2,615	\$	3,921	\$	1,165	\$	28,918	100.0%	100.0%
2 Cost of Revenue ¹		(15,495)		(246)		(1,911)		(260)		(17,911)	-61.9%	-60.9%
3 Gross Margin		5,722		2,369		2,010		905		11,007	38.1%	39.1%
4 Operating Expenses												
5 Operations & Maintenance		(1,736)		(842)		(688)		(648)		(3,915)	-13.5%	-13.7%
6 Personnel		(1,187)		(259)		(252)		(228)		(1,926)	-6.7%	-5.5%
7 Total Operating Expenses		(2,923)		(1,101)		(940)		(877)		(5,841)	-20.2%	-19.2%
8 Operating Income	\$	2,799	\$	1,268	\$	1,070	\$	29	\$	5,166	17.9%	19.9%
9 Non-Operating Revenue (Expense)		371		308		105		9		793	2.7%	0.2%
10 Surplus (Deficit) for debt service & capital		3,170		1,576		1,176		37		5,959	20.6%	20.1%
11 Debt Service - Principal & Interest		(280)		(319)		(333)		(71)		(1,003)	-3.5%	-3.6%
12 Capital Spending / Contributions from (to) Reserves		(837)		(461)		(186)		(446)		(1,930)	-6.7%	-0.8%
13 Surplus (deficit) available for transfers		2,053		796		657		(480)		3,026	10.5%	15.6%
14 Transfers Out		(1,875)		(225)		-		-		(2,100)	-7.3%	-7.9%
15 Net Surplus (Deficit) - FYTD through Mar 2023	\$	178	\$	571	\$	657	\$	(480)	\$	926	3.2%	7.7%
16 Net Surplus (Deficit) - FYTD through Mar 2022	\$	1,228	\$	613	\$	27	\$	168	\$	2,035	7.7%	
17 Current vs Prior - Favorable (Unfavorable)²	↓	\$ (1,050)	↓	\$ (42)	↑	\$ 630	↓	\$ (648)	↓	\$ (1,109)	↓	-4.5%
18 Net Surplus (Deficit) - Current FYTD Budget	\$	(11)	\$	484	\$	161	\$	1	\$	634	2.2%	
19 Current vs Budget - Favorable (Unfavorable)²	↑	\$ 189	↑	\$ 87	↑	\$ 496	↓	\$ (481)	↑	\$ 292	↑	1.0%

¹Cost of Revenue reported in the electric fund reflects wholesale cost of power and serves as an ideal revenue offset to arrive at gross margin. Cost of revenue in the water, sewer and solid waste funds are estimated based on a limited set of known, direct inputs to the cost of providing the utility services billed. Aside from Kent County sewer treatment charges, costs of revenue in the water, sewer and solid waste funds are likely understated.

²Comparative Indicators **Green**, **Yellow** and **Red** signify favorable variance greater than 5%, marginal variance within ±5%, and unfavorable variance below -5%, respectively, for departmental comparisons. Total variance carries tighter bounds of >2.5%, ±2.5% and <2.5%, while the percentage variance uses >1.0%, ±1.0% and <1.0%, respectively.

City of Milford, Delaware
 General Fund: Statement of Revenues & Expenditures¹
 For the YTD Period Ended March 31, 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)
Sources of Funding:							
Real Estate (Property) Taxes	\$ 5,012	\$ -	\$ -	\$ -	\$ 5,012	53.2%	52.0%
Permits, Licensing & Franchise Fees	298	-	-	480	778	8.3%	7.3%
Fines, Fees & Misc Revenue	103	387	-	-	490	5.2%	4.0%
General Revenue Subtotal	5,413	387	0	480	6,280	66.6%	63.2%
Utility Transfers & Cost Allocation	2,325	-	-	-	2,325	24.7%	32.8%
Grant Revenue	96	318	179	-	593	6.3%	0.6%
Application of Reserve Balances	-	225	-	-	225	2.4%	3.3%
General Fund Operating Support	2,421	543	179	0	3,143	33.4%	36.8%
Total Sources of Funding	\$ 7,834	\$ 931	\$ 179	\$ 480	\$ 9,423	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	771	857	342	556	2,526	26.8%	20.0%
Personnel	597	3,980	461	1,324	6,361	67.5%	66.1%
Total Operating Expenses	1,368	4,837	803	1,880	8,888	94.3%	86.2%
Surplus (Deficit) for Debt Svc & Capital	\$ 6,466	\$ (3,906)	\$ (624)	\$ (1,400)	\$ 536	5.7%	13.8%
Debt Service - Principal & Interest	-	-	-	-	-	0.0%	0.0%
Capital Spending / Transfers from (to) Reserves	65	88	286	94	534	5.7%	1.9%
Net Surplus (Deficit) - FYTD through Mar 2023	\$ 6,401	\$ (3,994)	\$ (910)	\$ (1,494)	\$ 2	0.0%	12.0%
Net Surplus (Deficit) - FYTD through Mar 2022	\$ 6,273	\$ (3,829)	\$ (786)	\$ (581)	\$ 1,077	12.0%	
Current vs Prior - Favorable (Unfavorable)²	→ \$ 128	→ \$ (165)	↓ \$ (124)	↓ \$ (913)	↓ \$ (1,075)	↓ -11.9%	
Net Surplus (Deficit) - Current FYTD Budget	\$ 6,712	\$ (4,865)	\$ (1,883)	\$ (1,446)	\$ (1,482)	-16.0%	
Current vs Budget - Favorable (Unfavorable)³	→ \$ (311)	↑ \$ 871	↑ \$ 973	↓ \$ (49)	↑ \$ 1,484	↑ 16.0%	

¹This Statement presents the same general fund financial performance available in the legacy Revenue and Expenditure Reports in a one-page consolidated executive summary. The common size reporting (two rightmost columns) benefits readers in two ways; first, each line is scaled with total revenue to add context, and second, the common size format is comparable across fiscal years and budgets. This report should be considered a working draft that will be improved over time to improve its usefulness to readers.

²This format presents expenditures in the context of funding sources while comparing subtotals (rightmost column) and the net surplus (deficit) to the prior YTD period (rows 19 & 20)

³Comparative Indicators **Green**, **Yellow** and **Red** signify favorable variance greater than 5%, marginal variance within ±5%, and unfavorable variance below -5%, respectively, for departmental comparisons. Total variance carries tighter bounds of >2.5%, ±2.5% and <2.5%, while the percentage variance uses >1.0%, ±1.0% and <1.0%, respectively.

Appendix: Planned Use of Funding vs Spending by Category
American Rescue Plan Act of 2021 ("ARPA")

<i>Actual Spending by Category vs Plan, as Amended</i>							
ARPA Eligibility Categories	Plan (4/10/23)	Actual (2/28/23)	Actual (3/31/23)	Feb 2023 Activity	Remaining	Notes	
COVID-19 Health Impact	\$ 1,135,462	\$ 751,596	\$ 945,965	\$ 194,368	\$ 189,497		
Operational Facilities	778,000	473,737	668,106	194,368	109,894	PD Vehicles, City Hall/IT Upgrades	
Administering COVID-19 Response	31,152	24,000	24,000	-	7,152	Pro Rata portion of DE Treasury ARPA Attorney	
Behavioral Health Care	180,000	180,000	180,000	-	0.46	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	\$ 851,752	\$ 851,752	\$ -	\$ 2,346		
Assistance to Community (Annual)	322,114	322,114	322,114	-	-	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	20,469	20,469	-	2,346	Signage / Banner Upgrade	
Operational Facilities	14,674	14,674	14,674	-	-	City Hall Access Panel Upgrades	
Parks & Rec Programming	2,625	2,625	2,625	-	-	Signage cost share with DMI	
Infrastructure	\$ 4,329,459	\$ 3,533,405	\$ 3,577,390	\$ 43,985	\$ 752,068		
Water Quality	2,877,074	2,709,075	2,753,060	43,985	124,014	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	318,744	318,744	-	116,256	Pump Station Upgrades, Spare Pumps & IT Initiatives	
Improve Wastewater Treatment	292,858	292,858	292,858	-	-	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	\$ 5,137,025	\$ 5,375,378	\$ 238,353	\$ 958,514		

Appendix: Milford Police Facility Project Spending vs Budget
Project Inception through March 31, 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	\$ 319,860	\$ -	\$ 319,860	\$ (276,214)	\$ -	\$ -		
Fixed/On-Stie Construction Mgmt: RYJ	266,260	191,566	-	191,566	(167,620)	-	-	FY23	
Variable Const Mgmt Fees: RYJ	383,132	128,294	-	128,294	(108,594)	-	-	FY23	
Construction: 16 Core Contracts	\$ 13,293,125	\$ 7,066,005	\$ 353,300	\$ 6,712,705	\$ (5,237,996)	\$ -	\$ -		
Sitework: Zack Excavating	1,976,508	967,287	48,364	918,923	(918,923)	-	-	FY23 / Current	
Concrete: Gullwing	293,000	288,000	14,400	273,600	(273,600)	-	-	FY23 / Current	
Masonry: L. Wilson	790,000	723,000	36,150	686,850	(630,800)	-	-	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	187,520	9,376	178,144	(178,144)	-	-	Sept (FY22) - Current	
Roofing: Quality Exteriors	933,252	721,552	36,078	685,474	(377,674)	-	-	June (FY22) - Current	
Hardware: Precision	232,231	52,694	2,635	50,060	(43,776)	-	-	Jan (FY23) - Current	
Glasswork: Walker & LaBarge	183,600	128,121	6,406	121,715	(89,059)	-	-	Oct (FY22) - Current	
Drywall/Stud: Peninsula	1,317,000	1,025,209	51,260	973,949	(786,135)	-	-	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	(3,024)	-	-	Feb (FY23) - Current	
Casework: Modular Concepts	108,125	-	-	-	-	-	-		
Mechanical: J.F Sobieski	2,081,649	1,051,948	52,597	999,350	(439,449)	-	-	June (FY22) - Current	
Fire Sprinkler: Bear Industries	98,780	36,520	1,826	34,694	(11,132)	-	-	FY23 / Current	
Electrical: Filec Services	2,529,530	1,010,480	50,524	959,956	(659,314)	-	-	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	\$ 440,366	\$ 317,804	\$ 122,562	\$ (101,363)	\$ -	\$ -		
Builder's Contingency	520,062	317,804	317,804	-	-	-	-	Jan/Feb (FY23) - Current	
Owner's Contingency ¹	665,635	122,562	-	122,562	(101,363)	-	-	FY22 - Current	
Grand Total	\$ 16,463,479	\$ 8,683,448	\$ 671,104	\$ 8,012,344	\$ (5,615,573)	\$ (827,546)	\$ (29,671)		

¹Builder'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 March 31, 2023

75.0% of Year Elapsed

Account / Function	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
General Fund:				
Economic Development Fund	\$ 105,860	\$ -	\$ -	0.0%
General Fund Reserves	837,986	-	-	0.0%
ARPA Funding - Operating Support	270,411	-	4,506	1.7%
Realty Transfer Tax - Police	300,000	25,000	225,000	75.0%
Real Estate Tax	4,941,100	1,608	5,011,501	101.4%
Business License	67,000	3,565	62,595	93.4%
Rental License	110,000	9,450	116,775	106.2%
Building Permits	215,000	18,955	175,879	81.8%
Planning & Zoning	85,100	37,384	112,462	132.2%
Leases and Franchise Fees ¹	428,351	17,385	326,667	76.3%
Grasscutting Revenue	16,000	1,333	12,000	75.0%
Police Revenues	491,250	12,329	387,372	78.9%
Misc. Revenues ¹	19,500	8,337	54,223	278.1%
Transfers In	4,046,909	258,333	2,325,000	57.5%
Total General Fund Revenue	\$ 11,934,467	\$ 393,681	\$ 8,813,980	73.9%
Enterprise Funds:				
Water Fund Revenues	\$ 3,138,348	\$ 491,310	\$ 2,727,908	86.9%
Sewer Fund Revenues	3,117,701	442,706	2,388,791	76.6%
Kent County Sewer	2,036,770	315,556	1,614,869	79.3%
Solid Waste Fund Revenues	1,609,208	151,065	1,173,581	72.9%
Electric Fund Revenues	27,538,891	3,740,027	21,465,389	77.9%
Total Enterprise Fund Revenue	\$ 37,440,918	\$ 5,140,664	\$ 29,370,538	78.4%
Other Enterprise Revenue	\$ -	\$ 16,200	\$ 50,982	
Other Enterprise Expense	-	(4,252)	(41,211)	
Total General & Enterprise Fund Revenue	\$ 49,375,385	\$ 5,546,293	\$ 38,194,289	77.4%

¹Recurring, 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 March 31, 2023

75.0% of Year Elapsed

Fund / Account / Divisional Groupings	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
General Fund					
City Administration					
Personnel	\$ 822,844	\$ 110,568	\$ 575,932	70.0%	\$ 246,912
Operation & Maintenance (O&M)	254,591	8,090	162,353	63.8%	92,238
Capital	226,250	-	-	0.0%	226,250
Subtotal: City Administration	1,303,685	118,658	738,285	56.6%	565,400
Planning & Zoning					
Personnel	592,088	64,567	432,798	73.1%	159,290
O&M	136,943	26,033	155,547	113.6%	(18,604)
Capital	50,000	-	-	0.0%	50,000
Subtotal: Planning & Zoning	779,031	90,600	588,345	75.5%	190,686
Council					
Personnel	36,688	4,214	20,922	57.0%	15,766
Legal	29,300	-	19,680	67.2%	9,620
City Hall Building Expense	35,810	2,985	26,858	75.0%	8,952
Insurance	14,200	(0)	12,015	84.6%	2,185
Christmas Decorations	5,000	0	2,728	54.6%	2,272
Council Expense	44,000	4,190	20,801	47.3%	23,199
Employee Recognition	28,000	1,768	28,587	102.1%	(587)
Codification	10,000	(0)	9,502	95.0%	498
Carlisle Fire Company	205,000	-	140,000	68.3%	65,000
Museum	35,500	-	35,500	100.0%	-
Downtown Milford, Inc.	47,500	-	47,500	100.0%	-
Milford Public Library	26,750	-	-	0.0%	26,750
Transcription Service	-	-	-	-	-
Armory Expenses	50,000	(0)	8,055	16.1%	41,945
Community Festivals	70,000	-	20,000	28.6%	50,000
Election - Wages	5,000	720	720	14.4%	4,280
Election - Supplies	2,800	(0)	253	9.0%	2,547
Other O&M	59,516	(0)	15,589	26.2%	43,927
Capital	75,000	-	5,000	6.7%	70,000
Subtotal: Council	780,064	13,875	413,710	53.0%	366,354

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended March 31, 2023

75.0% of Year Elapsed

Fund / Account / Divisional Groupings	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Finance					
Personnel	508,442	58,077	367,482	72.3%	140,960
O&M	54,413	2,919	36,290	66.7%	18,123
Capital	-	-	-		-
Subtotal: Finance	562,855	60,996	403,772	71.7%	159,083
Information Technology					
Personnel	447,230	41,623	249,210	55.7%	198,020
O&M	254,156	3,926	179,430	70.6%	74,726
Capital	65,837	1,790	60,230	91.5%	5,607
Subtotal: Information Technology	767,223	47,339	488,870	63.7%	278,353
Police Department					
Personnel	5,226,663	631,753	3,979,616	76.1%	1,247,047
O&M	958,611	49,178	752,963	78.5%	205,648
Capital	-	-	-		-
Subtotal: Police Department	6,185,274	680,931	4,732,579	76.5%	1,452,695
Streets & Grounds Division					
Personnel	376,673	44,141	274,441	72.9%	102,232
O&M	501,469	24,762	341,147	68.0%	160,322
Capital	720,000	3,960	93,791	13.0%	626,209
Subtotal: Streets & Grounds Division	1,598,142	72,863	709,379	44.4%	888,763
Parks & Recreation					
Personnel	688,620	70,609	460,677	66.9%	227,943
O&M	563,870	40,480	342,158	60.7%	221,712
Capital	1,085,443	5,695	286,112	26.4%	799,331
Subtotal: Parks & Recreation	2,337,933	116,785	1,088,947	46.6%	1,248,986
Total General Fund Expenditures	\$ 14,314,209	\$ 1,202,049	\$ 9,163,887	64.0%	\$ 5,150,322

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended March 31, 2023

75.0% of Year Elapsed

Fund / Account / Divisional Groupings	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	\$ 371,466	\$ 42,835	\$ 259,078	69.7%	\$ 112,388
O&M	1,710,659	97,389	1,087,988	63.6%	622,671
Transfer to General Fund	300,000	25,000	225,000	75.0%	75,000
Capital	1,052,900	4,235	54,351	5.2%	998,549
Debt Service	365,274	136,136	318,773	87.3%	46,501
Subtotal: Water Division	3,800,299	305,595	1,945,190	51.2%	1,855,109
Sewer Division					
Personnel	360,693	\$ 41,778	251,979	69.9%	108,714
O&M	1,858,390	90,804	1,022,236	55.0%	836,154
Capital	1,037,400	133,297	179,093	17.3%	858,307
Debt Service	412,478	7,960	333,158	80.8%	79,320
Subtotal: Sewer Division (excl. Kent County)	3,668,961	273,839	1,786,466	48.7%	1,882,495
Kent County Sewer	2,036,770	181,204	1,577,208	77.4%	459,562
Subtotal: Sewer Division (Comprehensive)	5,705,731	455,043	3,363,674	59.0%	2,342,057
Solid Waste Division					
Personnel	359,479	39,932	228,080	63.4%	131,399
O&M	1,181,700	124,072	975,821	82.6%	205,879
Capital	655,750	398,556	449,896	68.6%	205,854
Subtotal: Solid Waste Division	2,196,929	562,560	1,653,797	75.3%	543,132
Subtotal: Water, Sewer & Solid Waste	11,702,959	1,323,198	6,962,661	59.5%	4,740,298
Electric Division					
Personnel	1,598,456	\$ 169,578	1,186,542	74.2%	411,914
O&M	2,983,845	255,452	2,037,021	68.3%	946,824
Transfer to General Fund	2,500,000	208,333	1,875,000	75.0%	625,000
Capital	953,300	22,371	538,540	56.5%	414,760
Debt Service	324,315	-	279,658	86.2%	44,657
Subtotal: Electric Division (excl. Power)	8,359,916	655,734	5,916,761	70.8%	2,443,155
Power Purchased	19,484,755	1,705,973	15,494,713	79.5%	3,990,042
Subtotal: Electric Division (Comprehensive)	27,844,671	2,361,707	21,411,474	76.9%	6,433,197
Total Enterprise Fund Expenditures	\$ 39,547,629	\$ 3,684,905	\$ 28,374,135	71.7%	\$ 11,173,495
Grand Total Operating Budget	\$ 53,861,838	\$ 4,886,953	\$ 37,538,022	69.7%	\$ 16,323,816

City of Milford, Delaware
 Legacy Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended March 31, 2023

75.0% 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	\$ 10,809	\$ 71,884	53.6%	\$ 62,226
Operation & Maintenance (O&M)	128,475	5,245	76,804	59.8%	51,671
Capital	-	-	-		-
Subtotal: Garage	262,585	16,054	148,688	56.6%	113,897
Public Works					
Personnel	881,630	90,679	575,369	65.3%	306,261
O&M	237,282	13,079	165,562	69.8%	71,720
Capital	-	-	-		-
Subtotal: Public Works	1,118,912	103,758	740,931	66.2%	377,981
Tech Services					
Personnel	294,863	34,544	222,643	75.5%	72,220
O&M	461,599	30,750	305,354	66.2%	156,245
Capital	-	-	-		-
Subtotal: Tech Services	756,462	65,294	527,997	69.8%	228,465
Billing & Collections					
Personnel	760,557	75,421	492,819	64.8%	267,738
O&M	370,235	29,245	248,856	67.2%	121,379
Capital	-	-	-		-
Subtotal: Billing & Collections	1,130,792	104,666	741,675	65.6%	389,117
City Hall Cost Allocation					
O&M	84,875	6,958	66,072	77.8%	18,803
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	84,875	6,958	66,072	77.8%	18,803
Interdepartmental Cost Allocation	\$ (3,353,626)	\$ (296,730)	\$ (2,225,363)	66.4%	\$ (1,128,263)
Net Interdepartmental Costs¹	\$ -	\$ -	\$ -		\$ -

¹All costs reported here are allocated to and entirely funded by the various departments that use the services provided internally by these shared departments.



Date: April 21, 2023
To: Mayor and City Council
From: Louis C. Vitola, Finance Director *LV*
Re: Accounting Position Authorization Request

EXECUTIVE SUMMARY

Staff recommend Council approve an additional accountant position in the Finance Department. The City's recent growth has translated into more demanding requirements as well as a higher volume and greater complexity of deliverables. Growing responsibilities have accumulated beyond the point of saturation over the fixed level of staff, rendering a measure of inefficacy that threatens to stifle progress in other functional areas of the City if left unaddressed. The City's most recent staffing analysis properly benchmarked four (4.0) full-time employees in 2017-18 while advising the need for a fifth full-time employee (5.0) in 2021-22.

ADDITIONAL INFORMATION

Over the last several years, the City has grown significantly in the number of citizens, households and businesses served, in the size and scope of the operating and capital budgets, and in terms of the expectations and deliverables required of the Department. The internal development and production of the City's annual financial statements, which was required for the first time in 2021, is the leading factor in the Department's accounting and reporting domain, while sharp increases in grant funding contribute first to greater regulatory requirements, but secondly to the increased accounting, tracking and reporting required as a result of the corresponding increase in project activity. In addition, certain projects requiring heavy involvement with the Finance Department are happening concurrently, such as the ERP project, the Police Facility project with BAN and USDA financing, all ARPA-funded projects, and the recently completed USDA sewer grant and loan projects, among others.

Specific to finance and accounting initiatives, the Finance team has made progress to align with the City's strategic plan, including the development of the Cash Reserves Policy, the creation of Vehicle and Equipment Replacement Reserves, Investment Policy overhaul and the corresponding investment program launch, efforts to achieve structural balance in the operating budget through utility and tax rate alignment, a timely charter amendment to avoid intergovernmental duplication (and general fund costs), and upgrades to the published City Council reporting, including a shortened reporting cycle, to promote transparency and simplicity in monthly financial reporting. While I'm proud of these achievements, certain other responsibilities and operating department support have suffered, and plans for continuous improvement in the department are on hold pending additional staff. For example, monthly balance sheet reporting, long-range operating forecasts, development of an Annual Comprehensive Financial Report (ACFR), more timely and advanced reporting capabilities, and more entrenched support of the City's operating departments and leadership all depend on additional staff.

The accounting role is an existing position within the City's current human resources structure and is accountable to execute a broad range of accounting and financial responsibilities. The Department currently consists of one Payroll Coordinator, one Accounts Payable Coordinator and one Accountant, all of whom report to the Finance Director. The Coordinator roles are more specific to unique processes, and while I depend on and commend all staff for their demonstrated willingness to face the department's challenges head on as a unit, the introduction of a second accountant is ideal for the redistribution of departmental tasks.

RECOMMENDATION

Staff recommend that Council approve an additional accounting position in the Finance Department effective today to permit recruitment as early as this week. If successful recruitment results in a hire date prior to June 30, 2023, resources are available in the existing FY23 Finance Department budget to absorb the partial year cost increase. The FY24 draft O&M budget includes a provision for this position. On behalf of the finance team, I cannot thank you enough for your consideration.

Mayor Arthur J. Campbell
Phone 302-422-1111
Fax 302-424-3558



201 S. Walnut Street
Milford, DE 19963
cityofmilford.com
MayorCampbell@milford-de.gov

April 24, 2023

Secretary Nicole Majeski
Delaware Department of Transportation
800 Bay Road
PO Box 778
Dover, DE 19903

RE: Speed limit unification on Route 113 within the City of Milford

Dear Secretary Majeski,

The Mayor and Council of the City of Milford respectfully requests the unification of the speed limit along Route 113 within the corporate limits of the City of Milford to 40 mph, anywhere where the current posted speed is 45mph or more. Presently, the speed limit within the City limits varies between 35mpn and 55mph, and at certain locations, the speed limit is different for southbound traffic as opposed to northbound traffic, at the same location. (Please see enclosed map showing the current speed limits within the city).

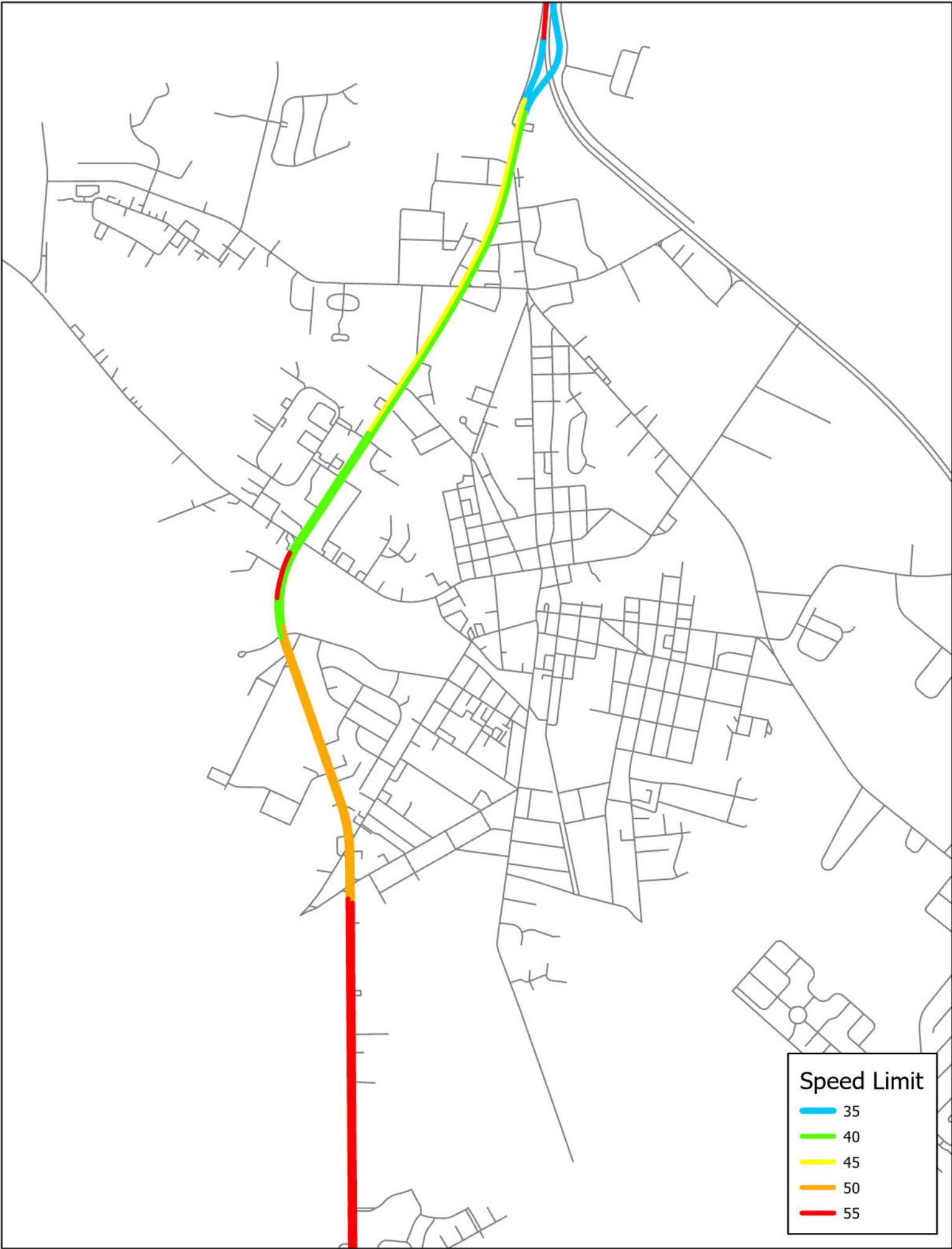
Bringing the speed limit along Route 113 within the corporate limits of the City of Milford to be either 35 mph or 40 mph makes access on to and off of Route 113 safer. With several new residential subdivisions within the city limits that enter/exit onto Route 113, the current higher speed limits create a precarious and sometimes deadly scenario.

Your time and consideration of this request is appreciated.

Sincerely,

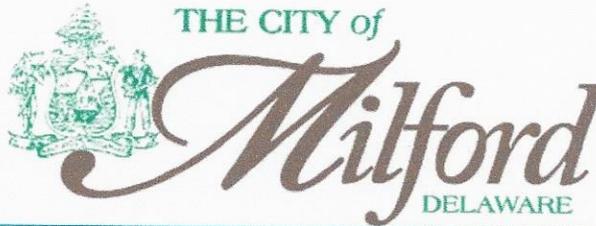
Arthur J. Campbell
Mayor

Enclosure





OFFICE OF THE CHIEF OF POLICE
CECILIA E. ASHE
cecilia.ashe@cj.state.de.us



400 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

DATE: April 19, 2023
TO: Mayor & Council
Mark Whitfield, City Manager
FROM: Chief Cecilia E. Ashe 
RE: Radio Communications Upgrade

Attached is a proposal for a wireline console solution for Milford Police Department. This is the same type of radio system solution that is currently being used across the State of Delaware by other dispatch sites on the State system. (Suscom, KentCom, Smyrna PD, etc). The current system is close to twenty (20) years old and is no longer supported. This means that there are no parts or services to support this type of radio system available. This issue has come to our attention due in part to the construction of the new building and concerns that the current system has no backup to support the radio system if there was a failure. Failures of systems can be something as simple as a lighting strike, which is common, in fact this happened in 2012 at the current police station. The cost to repair the radio system in 2012, when this occurred, was approximately \$132,000 to fix the system. If this was to occur today it would be catastrophic and we would have no way of communicating with our officers on the street or even dispatching calls for service.

As stated earlier the system that we are requesting is the system that is approved and supported through Division of Communications with the State of Delaware. Motorola Solutions is under state contract and provides a combination of hardware, software and services to ensure we are provided with the latest updates available. I have attached the Radio Console Upgrade proposed solution, Motorola Communications System Financing Proposal, as well as the Communications System and Service Agreement, for your review. Therefore I am requesting a total amount of \$499,387.00 to upgrade our current radio system.

Thank you for your time and consideration in this matter.

Date: April 23, 2023
To: Mayor and City Council
From: Louis C. Vitola, Finance Director *lv*
Re: Fiscal Note – Radio Communications Upgrade Memo dated April 19, 2023

EXECUTIVE SUMMARY

Staff recommend the utilization of existing PD Facility contingency budgets to fund the Motorola radio communications upgrade recommended by Chief Ashe. Further, staff recommend Council consider a reduction in the scope of the project award to Motorola by deferring the fourth of four proposed consoles, which would save approximately one-quarter of the equipment-only portion of the quotation. A recap of the builder’s and owner’s contingency budgets follows in Table 1 below, with additional detail in Table 2 further below.

Table 1

	A	B	C	D (B + C)	E (A - D)
PD Facility: Combined Contingencies	Budget	Actual	Estimated	Est Total	Unencumbered
Owner’s Contingency	688,391	224,086	163,949	388,035	300,357
Builder’s Contingency	520,062	317,804	-	317,804	202,258
Total Combined Contingencies	1,208,454	541,890	163,949	705,839	502,615

ADDITIONAL INFORMATION

Utilization of the unencumbered portions of the PD Facility Owner’s and Builder’s budgets is the preferred source of funding for the communications upgrade. With respect to project funding, neither the Furniture, Fixtures & Equipment (FFE) nor the City Phone/Tech project budgets of \$350,000 and \$150,000, respectively, are sufficient to absorb the radio communications budget. Outside of the project budget, tax-exempt leasing options offered by the proposed vendor are helpful in extending the cost across annual operating budgets with reasonable rates and end-of-year payment terms. However, whether paid in lump sum upon installation or spread over several years in a lease arrangement, the draft CIP and operating budgets are hard-pressed to sustain the additional costs in the absence of supplemental funding, which, for police capital and operations, is limited to general fund revenue sources such as property taxes, grants and department-generated fees. Alternatively, sufficient funding is expected to remain available in the project’s combined contingency budgets based on the breakdown of actual and estimated spending in Table 2.

Table 2

	A	B	C	D (B + C)	E (A - D)
<i>Owner's Contingency</i>	Budget	Actual	Estimated	Est Total	Unencumbered
Capitalized Interest	\$ 411,000	\$ 66,415	\$ 94,292	\$ 160,706	\$ 250,294
Costs of Issuance					
Legal - Bond Counsel	65,000	36,149	30,000	66,149	(1,149)
Legal - Bank Counsel	20,000	10,000	-	10,000	10,000
USDA - App & Environmental	20,000	11,954	-	11,954	8,047
Other	10,000	-	10,000	10,000	-
Builders Risk Insurance	25,000	11,270	11,350	22,620	2,380
Permits & Inspections	50,000	80,584	-	80,584	(30,584)
Other	87,391	7,714	18,307	26,021	61,370
Subtotal Owner's Contingency	\$ 688,391	\$ 224,086	\$ 163,949	\$ 388,035	\$ 300,357
<i>Builder's Contingency</i>	Budget	Actual	Estimated	Est Total	Unencumbered
Design, Specification & Construction	\$ 520,062			\$ -	\$ 520,062
Filec Services – Electrical Contract A-16:		257,530		257,530	(257,530)
Zack Excavating – Sitework Contract A-01:		37,384		37,384	(37,384)
J.F. Sobieski – Mechanical Contract A-14:		(3,351)		(3,351)	3,351
RYJ/BMG Proj Mgmt & Design		26,241		26,241	(26,241)
Subtotal Builder's Contingency	\$ 520,062	\$ 317,804	\$ -	\$ 317,804	\$ 202,258

RECOMMENDATION

Staff recommend that Council consider utilizing the remaining available PD Facility contingency budgets to support the Chief’s recommended communications solution as modified through the deferral of the fourth console.



CITY OF MILFORD POLICE DEPARTMENT

RADIO CONSOLE UPGRADE

MARCH 2023

The design, technical, pricing, and other information ("Information") furnished with this submission is proprietary and/or trade secret information of Motorola Solutions, Inc. ("Motorola Solutions") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola Solutions.

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March 31, 2023

Chief Cecilia Ashe
Milford Police Department
400 NE Front Street
Milford, DE 19963

Subject: Radio Console Upgrade Project

Dear Chief Ashe,

Motorola Solutions, Inc. ("Motorola") is pleased to have the opportunity to provide the Milford Police Department with quality communications equipment and services. The Motorola project team has taken great care to propose a solution that will meet your needs and provide unsurpassed value.

To best meet the functional and operational specifications of this solicitation, our solution includes a combination of hardware, software, and services. Specifically, this solution is for the Wireline Radio Consoles Upgrade and includes:

- Four (4) Motorola Solutions MCC 7500E Dispatch Console Positions
- Four (4) APX Consolette 800/700MHz control station radios
- Antenna systems to support the four (4) control stations. One (1) MOTOTURBO XPR 5550e VHF control station radio
- Antenna systems to support one VHF control station. Redundant Conventional site controllers and one Conventional Gateway (CCGW)
- One MC EDGE AUX_IO unit
- One Nokia SAR-8 MPLS router and spare MPLS router
- Redundant dispatch site switches and routers
- Systems Integration including Engineering, Project Management, Optimization and Installation.
- Year Warranty is included

This proposal consists of this cover letter and the Communications System, and Services Agreement ("CSSA"), together with its Exhibits, or a negotiated version thereof. This proposal shall remain valid for a period of 90 days from the date of this cover letter. The Milford Police Department may accept the proposal by delivering to Motorola the signed CSSA by an authorized signatory, or may issue a purchase order referencing the CSSA, and the proposal dated March 31, 2023. Alternatively, Motorola would be pleased to address any concerns Customer may have regarding the proposal. Any questions can be directed to your Motorola Account Executive, Richard Morris, your Senior Account Manager, at 442-285-9965.

We thank you for the opportunity to furnish the Milford Police Department with “best in class” solutions and we hope to strengthen our relationship by implementing this project. Our goal is to provide you with the best products and services available in the communications industry.

Sincerely,
MOTOROLA SOLUTIONS, INC.



Mitch Nowak
Area Sales Manager
Maryland, Delaware, District of Columbia

TABLE OF CONTENTS

Section 1	1-1
System Description	1-1
1.1 Overview	1-1
1.2 Network Backhaul requirements	1-2
1.2.1 End-to-End Service Requirements and Testing for 6.1 Service Performance	1-2
1.3 System Block Diagram	1-3
1.4 Dispatch Console	1-4
1.4.1 MCC 7500E Dispatch Console Overview	1-4
1.4.2 MCC 7500E Console Site Architecture	1-4
1.4.3 MCC 7500E Dispatch Console Hardware	1-5
1.4.4 MCC 7500E Console Operator Position	1-5
1.5 Power Calculations	1-7
1.6 assumptions	1-8
1.7 Equipment list	1-8
Section 2	2-13
Statement of Work	2-13
Section 3	3-21
Training Plan	3-21
3.1 Training Overview	3-21
3.2 Motorola Solutions Training	3-21
3.2.1 Training Delivery	3-22
3.2.2 Training Courses	3-23
3.3 Proposed Training Overview for City of Milford Police Department	3-24
3.3.1 Console Operator and Supervisor Training Plan	3-24
3.3.2 Course Descriptions for City of Milford Police Department	3-25
Section 4	4-26
Pricing Summary	4-26
Section 5	5-27
Contractual Documentation	5-27

SYSTEM DESCRIPTION

1.1 OVERVIEW

Motorola Solutions is pleased to provide a proposal which includes four new wireline dispatch consoles located in the new Milford Police Department dispatch building with:

- Four (4) Motorola Solutions MCC 7500E Dispatch Console Positions
- Four (4) APX Consolette 800/700MHz control station radios
- Antenna systems to support the four (4) control stations. Consisting of one (1), six(6)-port control station combiner, (1) Rx antenna and 200 feet of ½ transmission line and , (1) Tx antenna and 200 feet of ½ transmission line, associated cables, connectors, ground kits, jumpers. To be installed on the dispatch building
- One (1) MOTOTURBO XPR 5550e VHF control station radio
- One Antenna systems to support one VHF control station. Consisting of one (1), antenna and 200 feet of ½ transmission line and, associated cables, connectors, ground kits, jumpers. To be installed on the dispatch building.
- Redundant Conventional site controllers and one Conventional Gateway (CCGW)
- One MC EDGE AUX_IO unit
- One Nokia SAR-8 MPLS router and spare MPLS router
- Redundant dispatch site switches and routers
- See equipment list for details.

The Milford Police Department is responsible to relocate their existing Verint radio voice logger to the new dispatch building location and connect to analog voice audio provided at each MCC7500E dispatch position jack box. The MCC7500E audio junction box located at each dispatch position is the demarcation point for the analog radio audio for Verint recorder. The conventional site controllers and network equipment will require one rack of space. The four (4) 800/700MHz APX console control station radios and control station combiner and one (1) MOTOTURBO XPR 5500e VHF control station radio will require one rack of space.

1.2 NETWORK BACKHAUL REQUIREMENTS

Milford Police Department is responsible for providing State of Delaware network backhaul to the MPLS router in the Milford Police Department Dispatch Building. The proposed Motorola equipment will need the following network bandwidth specifications.

1.2.1 End-to-End Service Requirements and Testing for 6.1 Service Performance

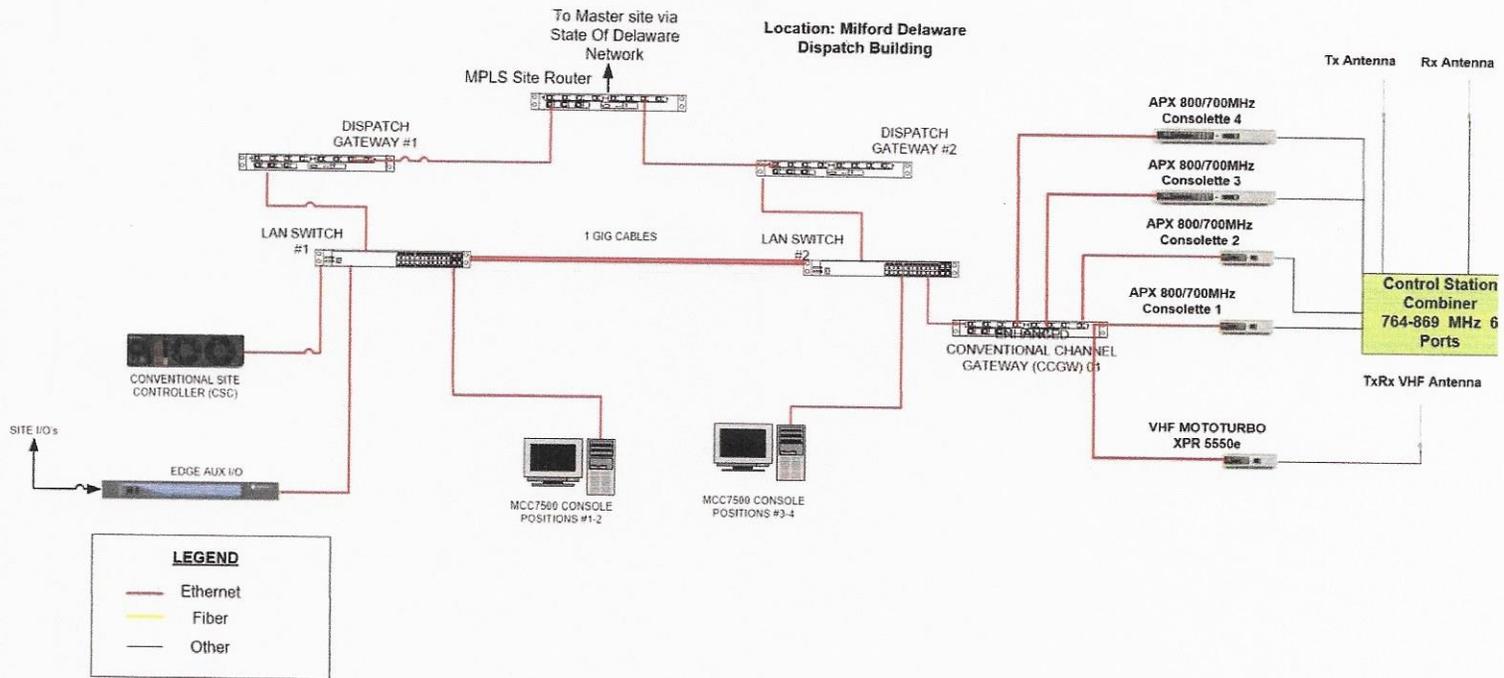
All ASTRO services MUST pass a time appropriate y.1564 test configured with the link metrics for the link being tested. The metrics to be tested MUST include at a minimum; IPTD, IPDV, IPLR, Bandwidth and QoS. These tests MUST be completed before system acceptance.

The following table outlines the Service Level Agreement (SLA) requirements for each of the link types in the system (Note that all values are one-way values).

Minimum Bandwidth (CIR) of 10Mbps

Link Type	Latency	Jitter	Packet Loss	Availability
Site Link	< 10ms	< 10ms	< 0.01%	99.999%

1.3 SYSTEM BLOCK DIAGRAM



1.4 DISPATCH CONSOLE

1.4.1 MCC 7500E Dispatch Console Overview

The Motorola Solutions MCC 7500E Dispatch Console is a mission critical IP high-tier wireline console for use on Motorola Solutions' ASTRO 25 systems. It offers scalable capacity and flexible deployment options and is a software-based dispatch console that requires no external hardware connections (no hardware voice processing module - VPM) to perform dispatch operations. Audio Vocoding is performed within the Windows® operating system.

It features an intuitive, easy-to-use Graphical User Interface (GUI) that runs under a Microsoft Windows® operating system, utilizing the industry standard PC platform. MCC 7500E's highly recognizable icons are designed to reduce user training time, and allow dispatchers to manage information more productively.

With scalable resource capacity choices and a variety of options including End-to-End Encryption, External Phone Interface, and an Enhanced IRR, customers are able to set features and capacity at the optimal price point to meet their needs.

The MCC 7500E Dispatch Console offers the flexibility to be deployed at a console site within the ASTRO 25 radio network or outside of the ASTRO 25 radio network. The MCC 7500E Dispatch Console includes the features expected in a high tier Console including Emergency and Console Priority and offers a choice of Motorola Solutions or COTS accessories.

The proposed configuration includes the following:

1.4.2 MCC 7500E Console Site Architecture

The MCC 7500E Dispatch Console system consists of a family of products that work together through the ASTRO 25 system IP network to enable dispatchers to communicate to users in the field as well as manage dispatching resources and channels.

- The MCC 7500E Dispatch Console is an IP-based radio dispatch console. It can manage trunked audio (in appropriately configured and connected systems), conventional audio and paging tones.



1.4.3 MCC 7500E Dispatch Console Hardware

The MCC 7500E Dispatch Console does not use a Voice Processing Module (VPM) for vocoding, or encryption. Vocoding and encryption for the MCC 7500E Dispatch Console are done in the Windows® based Operating System.

Motorola Solutions standard accessories, with the exception of speakers, may be connected via the Command Central Hub (CC Hub) to the MCC 7500E Dispatch Console

The proposed Motorola Solutions hardware includes the following equipment at each of the Four (4) MCC 7500E dispatch position:

- One (1) Command Central Hub (CC Hub)
- One (1) CERTIFIED KEYBOARD FOR RSD SERVERS AND WORKSTATIONS
- One (1) CERTIFIED OPTICAL WHEEL MOUSE FOR RSD SERVERS AND WORKSTATIONS
- One (1) McAfee Software
- One (1) Windows Supplemental Full Configuration
- MCC7500E licenses
 - Basic Console Operations
 - ASTRO 25 Trunking Operation
 - Secure Operation
 - ADP/AES/DES-OFB Encryption
 - 160 Radio Resources Licenses
 - Enhanced Instant Recall Recorder (IRR)
- Two (2) SPEAKER, DESKTOP, USB
- One (1) OVER-THE-HEAD, MONAURAL, NOISE-CANCELING HEADSET
- Two (2) MCC SERIES HEADSET JACK
- One (1) MICROPHONE, DESKTOP, USB
- One (1) PROVIDES ONE DUAL PEDAL FOOTSWITCH
- One (1) Tech Global Evolution Series 22 Inch Computer Display

1.4.4 MCC 7500E Console Operator Position

The dispatch position supports commercially available accessories, including a USB microphone, USB headset, and USB footswitch, as shown in the figure titled “MCC 7500E Dispatch Position.”

The following list describes the components included in the proposed configuration.

THE MCC 7500E DISPATCH CONSOLE

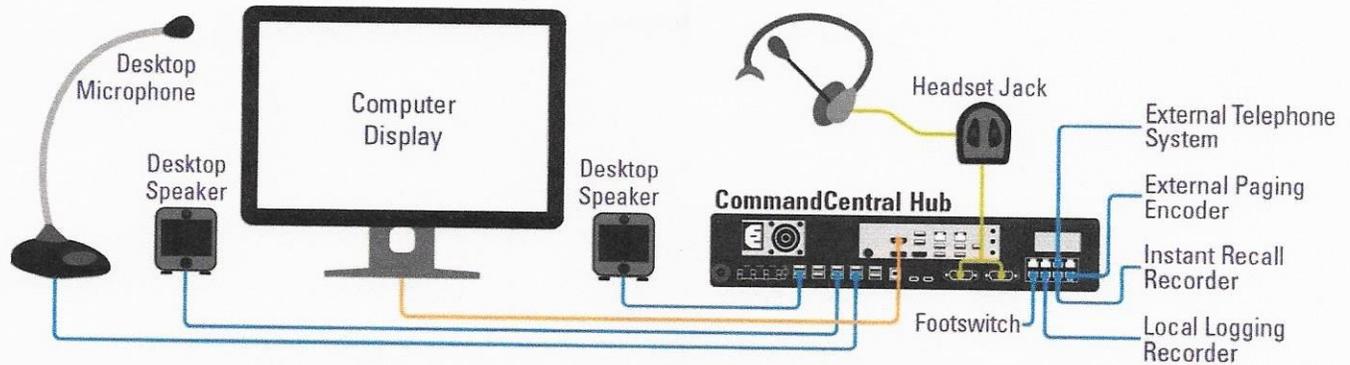


Figure 1-1: MCC 7500E Dispatch Position supports multiple accessories.

Command Central Hub (CC HUB)

The hub contains a workstation class computer motherboard, a 13-port USB hub and a number of analog inputs and outputs for connecting various devices. A dispatch client is capable of supporting a single hub. The hub provides the computing platform for the MCC 7500E dispatch client along with USB and analog interfaces for the various peripheral devices that can be connected to a dispatch client. The hub contains an internal power supply which must be connected to an AC power source.

Computer Display

The dispatch position will use one 22" Computer Display per dispatch position.

Enhanced Integrated Instant Recall Recorder (IRR)

The Enhanced IRR is seamlessly integrated with the dispatch position's software, allowing audio and call data from any radio or telephony resource to be recorded and easily played back. Call data includes PTT IDs, name of resource, start time and date, and stop time and date. Two analog inputs are available for use with recording audio from external devices.

Desktop Speakers

Two (2) audio speakers have been included with each dispatch position and can be configured to transmit audio from a specific talkgroup or set of talkgroups. Each speaker is a self-contained unit, with individual volume controls, and can be placed on a desktop or mounted on a rack or computer display.

Headset Jack

The dispatch position supports up to two headset jacks, both push-to-talk (PTT) and non-PTT-enabled, for simultaneous use by the dispatcher and a supervisor. The headset jack contains two volume controls for the separate adjustment of received radio and telephone audio.

Headset

The proposed headset consists of two elements. The headset base includes an audio amplifier, a Push-to-Talk switch, and a long cord that connects to the dispatch position. The headset top consists of the earpiece and microphone as well as a short cable that connects to the headset base.

USB Microphone

The microphone controls the dispatch position's general transmit and monitor features through two buttons on its base. The microphone can be fastened down or left loose. It can be used alone or in conjunction with a headset.

1.5 POWER CALCULATIONS

Milford Police Department will be responsible for all electrical work at the new dispatch location. Motorola has not included an Uninterrupted Power Supply (UPS) as part of this proposal. Below are the electrical/power requirements for the proposed equipment.

Power Calculations for Dispatch Floor Equipment (Per Console Position)

Operator Positions (Desktop-Dispatch Room)	QTY	Power Factor (Pf)	AC Volts	Unit Amps	Unit VA	Unit Watts	Total Amps	Total Watts	Total VA	Unit BTU	Total BTU
Command Central Hub (CC Hub)	1	0.95	120	3	204	260	3	260	204	661	661
Speaker (add .05 amps per additional speaker above standard 2)	2	0.95	120	0.05	6	6	0.1	12	12	19	38
22" Tech Global,	1	0.95	120	1.3	156	148	1.3	148	156	506	506
[OP #] MCC 7500E TOTAL							4.4	420	372		1205

UPS size (adds 20% for Utility Fluctuations)							5.3	504	446.4		1446
25% Percentage for Future Expansion							7	630	558		1808

1.6 ASSUMPTIONS

- Milford Police Department is responsible for relocating, installation, and configuration of the Verint Radio Logger in the new dispatch location and wire the logger to each proposed MCC7500E console.
- Milford Police Department to provide power and ample space for proposed equipment.
- The control station antennas will be mounted on the new Milford Police Department dispatch building.

1.7 EQUIPMENT LIST

BLOCK	QTY	NOMENCLATURE	DESCRIPTION
OP_POS	1	B1948	MCC 7500E DISPATCH POSITION LICENSES
OP_POS_LIC	4	UA00653AA	ADD: BASIC CONSOLE OPERATION
OP_POSIT	4	UA00654AA	ADD: ASTRO 25 TRUNKING OPERATION
OP_POSIT	4	UA00659AA	ADD: ADP/AES/DES-OFB ENCRYPTION
OP_POSIT	4	UA00658AA	ADD: SECURE OPERATION
OP_POSIT	4	UA00652AA	ADD: 160 RADIO RESOURCES LICENSE
OP_POSIT	4	UA00661AA	ADD: ENHANCED IRR
OP_POSIT	1	B1949	MCC 7500E SOFTWARE DVD
OP_POSIT	4	DSTS221A	TECH GLOBAL 22IN COMMERCIAL TOUCH MONITOR
OP_POSIT	4	B1956	COMMANDCENTRAL HUB, W/CLIENT PC
OP_POSIT	4	CA03850AA	ADD: WINDOWS OS FOR MCC7500E CONSOLE
OP_POSIT	4	CA03553AA	ADD: AC LINE CORD, NORTH AMERICA
OP_POSIT	4	CA03572AA	ADD: CABLE RETENTION BRACKET
OP_POSIT	4	L3225A	CERTIFIED KEYBOARD FOR RSD SERVERS AND WORKSTATIONS
OP_POSIT	4	L3226A	CERTIFIED OPTICAL WHEEL MOUSE FOR RSD SERVERS AND WORKSTATIONS
OP_POSIT	4	DSCDN6171B	TRACKBALL (ONLY PS/2 & USB COMPATIBLE)
OP_POSIT	8	B1952	SPEAKER, DESKTOP, USB
OP_POSIT	8	CA03405AA	ADD: POWER SUPPLY WITH DC CORD
OP_POSIT	8	CA03406AA	ADD: AC LINE CORD, NORTH AMERICA
OP_POSIT	8	CA03413AA	ADD: USB CABLE, TYPE A TO TYPE C, 4.5M
OP_POSIT	4	B1951	MICROPHONE, DESKTOP, USB
OP_POSIT	4	CA03413AA	ADD: USB CABLE, TYPE A TO TYPE C, 4.5M

Milford Police Department
Radio Console Upgrade

June 23, 2020
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BLOCK	QTY	NOMENCLATURE	DESCRIPTION
OP_POSIT	8	B1913	MCC SERIES HEADSET JACK
OP_POSIT	4	RLN6098	HDST MODULE BASE W/PTT, 15 FT CBL
OP_POSIT	4	RMN5151A	OVER-THE-HEAD, BINAURAL, NOISE-CANCELING HEADSET
OP_POSIT	4	DSTWIN6328A	PROVIDES ONE DUAL PEDAL FOOTSWITCH
OP_POSIT	4	T8742	MCAFFEE FOR WINDOWS CLIENT, A2019.2
OP_POSIT	4	DSUSB31000S	STARTECH USB 3.0 TO GIGABIT ETHERNET ADAPTER
OP_POSIT	4	T8807A	WINDOWS SUPP FULL CONFIG, A2020.1/A2021.1
OP_POSIT	1	T8639	JUNIPER FIREWALL APPLIANCE
SWITCH	1	CLN1868	2930F 24-PORT SWITCH
SWITCH	1	CLN1866	FRU: 1M DAC CABLE
ROUTER	1	T8492	SITE ROUTER & FIREWALL- AC
ROUTER	1	CA03445AA	ADD: MISSION CRITICAL HARDENING
ROUTER	1	CA03448AA	ADD: STATEFUL FIREWALL
ROUTER	1	T8492	SITE ROUTER & FIREWALL- AC
ROUTER	1	CA03445AA	ADD: MISSION CRITICAL HARDENING
ROUTER	1	CA03448AA	ADD: STATEFUL FIREWALL
GCP8000	2	T7038	GCP 8000 / GPB 8000 / XHUB / DSC HUB
GCP8000	2	CA03863AA	ADD: ASTRO SYSTEM RELEASE 2022.1
GCP8000	2	CA00303AA	ADD: QTY (1) SITE CONTROLLER
GCP8000	2	CA01136AA	MCC 7500 CONVEN SITE OPER
GCP8000	2	X153AW	ADD: RACK MOUNT HARDWARE
GCP8000	1	T8343	GSERIES SOFTWARE LICENSING
GCP8000	2	UA00415AA	ADD: GSERIES SC-CONV
CCGW	1	SQM01SUM0333	MCG 8000 CONVENTIONAL GATEWAY
CCGW	1	CA03715AA	ADD: DC POWER
CCGW	1	CA03718AA	ADD: ANALOG 4WIRE INTERFACE
CCGW	4	CA03717AA	ADD: ACIM INTERFACE
RACK	1	DS11011188	PDU, 120/240 SPLIT PH OR N+1 REDUNDANT, 60A MAX PER PHASE, SIX DEDICAT
RACK	2	DS1101990	SPD, SHIELDED RJ-45 JACK, SINGLE LINE GBE (1000MBPS) R56 COMPLIANT
RACK	2	DSTSJADP	RACK MOUNT GROUND BAR, 19 IN FOR TSJ AND WPH SERIES DATA SPDS
RACK	1	TRN7343	SEVEN AND A HALF FOOT RACK
AUX_IO	1	F0016A	MC IOT MAIN MODEL
AUX_IO	1	VA01370AA	ADD: MC-EDGE
AUX_IO	1	VA00973AA	ADD: IOT MC-EDGE ENHANCED COMM PLUG-IN BOARD
AUX_IO	1	VA00985AA	ADD: NO PIGGY_ MC-EDGE
AUX_IO	1	VA00148	ADD: WALL MOUNT INSTALLATION KIT
AUX_IO	5	VA00599	ADD:MIXED IO 7DI/6DO/1AO/3AI HW ONLY NO LIC
AUX_IO	1	VA00009	ADD: AC POWER SUPPLY UNIT 12V / 5A DC OUTPUT
AUX_IO	1	VA00155	ADD:DC POWER CABLE



BLOCK	QTY	NOMENCLATURE	DESCRIPTION
AUX_IO	1	DSIABDIN4	PANDUIT IABDIN4 4 RACK UNIT DIN RAIL FOR EIA 19" MOUNT
AUX_IO	1	FHN1668	TERM BLOCK & CONN WIRED M25T68
AUX_IO	1	FKN0044A	MC_EDGE AUX IO MIGRATION CABLE
AUX_IO	1	FHN0057	DIN RAIL STOPPER
SPARES	1	CA03405AA	ADD: POWER SUPPLY WITH DC CORD
SPARES	1	CA03406AA	ADD: AC LINE CORD, NORTH AMERICA
SPARES	1	SQM01SUM0333	MCG 8000 CONVENTIONAL GATEWAY
SPARES	1	CA03715AA	ADD: DC POWER
SPARES	3	CA03718AA	ADD: ANALOG 4WIRE INTERFACE
SPARES	4	CA03717AA	ADD: ACIM INTERFACE
SPARES	2	CA03719AA	ADD: DIGITAL IP INTERFACE
SPARES	1	DLN8038	FRU: MCG 8000 DC POWER MODULE
SPARES	1	DLN8039	FRU: MCG 8000 HD ENH CONV GATEWAY MODULE
SPARES	1	T8492	SITE ROUTER & FIREWALL- AC
SPARES	1	CA03445AA	ADD: MISSION CRITICAL HARDENING
SPARES	1	CA03448AA	ADD: STATEFUL FIREWALL
UPPERJUMPR	15	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
UPPERJUMPR	2	DS4310M50V12N 1	CONNECTOR, 4.3-10 MALE INTERFACE FOR EC4-50
UPPERJUMPR	2	DSWKU	WK-U, UNIVERSAL WEATHERPROOFING KIT
MAINLINE	200	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
MAINLINE	2	DS4310F50V12N1	CONNECTOR, 4.3-10 FEMALE INTERFACE FOR EC4-50
MAINLINE	5	DSGKS12	STANDARD GROUND KIT FOR 1/2" CABLES, 5' LEAD W/ UNATTACHED 3/8" TWO HO
ANTACC	7	DSBH12	BH-12 BUTTERFLY HANGER FOR 1/2 AIRCELL COAX,PKG OF 10
SURGE	1	DSTSX4310FMP	4.3-10 M/F BULKHEAD COAX RF SURGE PROTECTOR, 698MHZ - 2.7GHZ PIM
LOWERJUMPR	15	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
LOWERJUMPR	2	DS4310M50V12N 1	CONNECTOR, 4.3-10 MALE INTERFACE FOR EC4-50
ANTENNA	1	DSCC80703P	OMNI, CORPORATE COLLINER, 3DBD, 746-870MHZ, PIM & 25KW PIP RATED
UPPERJUMPR	15	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
UPPERJUMPR	2	DS4310M50V12N 1	CONNECTOR, 4.3-10 MALE INTERFACE FOR EC4-50
UPPERJUMPR	2	DSWKU	WK-U, UNIVERSAL WEATHERPROOFING KIT
MAINLINE	200	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
MAINLINE	2	DS4310F50V12N1	CONNECTOR, 4.3-10 FEMALE INTERFACE FOR EC4-50
MAINLINE	5	DSGKS12	STANDARD GROUND KIT FOR 1/2" CABLES, 5' LEAD W/ UNATTACHED 3/8" TWO HO
ANTACC	7	DSBH12	BH-12 BUTTERFLY HANGER FOR 1/2 AIRCELL COAX,PKG OF 10
SURGE	1	DSTSX4310FMP	4.3-10 M/F BULKHEAD COAX RF SURGE PROTECTOR, 698MHZ - 2.7GHZ PIM
LOWERJUMPR	15	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
LOWERJUMPR	2	DS4310M50V12N	CONNECTOR, 4.3-10 MALE INTERFACE FOR EC4-50

Milford Police Department
Radio Console Upgrade

June 23, 2020
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BLOCK	QTY	NOMENCLATURE	DESCRIPTION
		1	
ANTENNA	1	DSCC80703P	OMNI, CORPORATE COLLINEAR, 3DBD, 746-870MHZ, PIM & 25KW PIP RATED
	1	DSBCH11006	ANTENNA SYSTEM,6 CHANNEL CONTROL STATION COMBINER (PASSIVE), CSC02,764
APX	4	L37TSS9PW1 N	ALL BAND CONSOLETTTE
APX	4	CA01598	ADD: AC LINE CORD US
APX	4	G361	ENH: P25 TRUNKING SOFTWARE APX
APX	4	G51	ENH: SMARTZONE OPERATION APX
APX	4	G806	ENH: ASTRO DIGITAL CAI OP APX
APX	4	G851	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADP
APX	4	G90	ADD: NO MICROPHONE NEEDED
APX	4	G996	ENH: OVER THE AIR PROVISIONING
APX	4	GA00580	ADD: TDMA OPERATION APX
APX	4	GA05100	ADD: STD WARRANTY - NO ESSENTIAL
APX	4	GA05509	DEL: DELETE UHF BAND
APX	4	L999AE	ADD: FULL FP W/05/KEYPAD/CLOCK/VU
APX	4	W969	ADD: MULTIPLE KEY ENCRYPTION OPERATION
APX	4	GA05508	DEL: DELETE VHF BAND
APX	4	HKN6233C	APX CONSOLETTTE RACK MOUNT KIT
RACK_EQUIP	2	TRN7343	SEVEN AND A HALF FOOT RACK
UPPERJUMPR	15	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
UPPERJUMPR	2	DS4310M50V12N 1	CONNECTOR, 4.3-10 MALE INTERFACE FOR EC4-50
UPPERJUMPR	2	DSWKU	WK-U, UNIVERSAL WEATHERPROOFING KIT
MAINLINE	200	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
MAINLINE	2	DS4310F50V12N1	CONNECTOR, 4.3-10 FEMALE INTERFACE FOR EC4-50
MAINLINE	5	DSGKS12	STANDARD GROUND KIT FOR 1/2" CABLES, 5' LEAD W/ UNATTACHED 3/8" TWO HO
ANTACC	7	DSBH12	BH-12 BUTTERFLY HANGER FOR 1/2 AIRCELL COAX,PKG OF 10
SURGE	1	DSTSX4310FMP	4.3-10 M/F BULKHEAD COAX RF SURGE PROTECTOR, 698MHZ - 2.7GHZ PIM
LOWERJUMPR	15	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
LOWERJUMPR	2	DS4310M50V12N 1	CONNECTOR, 4.3-10 MALE INTERFACE FOR EC4-50
ANTENNA	1	DSDS1X03CS36U N	148-174MHZ 3DB GAIN OMNI CONTROL STATION ANTENNA WITH N-TYPE CONNECTOR
MOTOTRBO DMR	1	AAM28JQN9RA1 N	XPR 5550E 136-174M 45W GOB BT/GNSS/WIFI CD
MOTOTRBO DMR	1	HA00663AA	ENH: 5YR ESSENTIAL W ACCIDENT DAMAGE
MOTOTRBO DMR	1	HKN4191C	CABLE, ASSEMBLY, MM,MOBILE PWR CABLE 10 FT, 12 AWG, 20A
MOTOTRBO DMR	1	RMN5052	CORE COMPACT MIC

BLOCK	QTY	NOMENCLATURE	DESCRIPTION
Router	1	DSMW3HE06791 AA	SAR-8 SHELF V2
Router	2	DSMW3HE02774 AB	CONTROL SWITCH MODULE V2 (CSMV2) 48V
Router	1	DSMW3HE02784 MA	SAR RELEASE 9.0 BASIC OS LICENSE
Router	1	DSMW3HE06792 EA	FAN MODULE (SAR-8 SHELF V2) EXT TEMP -48VDC
Router	2	DSMW3HE11473 BK	PMC CARD W/ 4 GIG-E SFP BUNDLE (1) 3HE02782AA PMC, (4) 3HE00062CB SFP
SFP	2	DSMW3HE00028 CA	SFP - GIGE LX - LC ROHS 6/6 DDM -40/85C
SPARE	1	DSMW3HE06791 AA	SAR-8 SHELF V2
SPARE	2	DSMW3HE02774 AB	CONTROL SWITCH MODULE V2 (CSMV2) 48V
SPARE	1	DSMW3HE02784 MA	SAR RELEASE 9.0 BASIC OS LICENSE
SPARE	1	DSMW3HE06792 EA	FAN MODULE (SAR-8 SHELF V2) EXT TEMP -48VDC
SPARE	2	DSMW3HE11473 BK	PMC CARD W/ 4 GIG-E SFP BUNDLE (1) 3HE02782AA PMC, (4) 3HE00062CB SFP
SPARE	2	DSMW3HE00028 CA	SFP - GIGE LX - LC ROHS 6/6 DDM -40/85C
LICENSE	1	SQM01SUM0273	MASTER SITE CONFIGURATION
LICENSE	1	CA02629AD	ADD: EXPAND 7.18 M CORE
LICENSE	2	UA00156AA	ADD: MCC7500 CONSOLE LICENSES (QTY 5)



STATEMENT OF WORK

Motorola Solutions will provide and configure the proposed equipment. Milford County will assume responsibility for the installation and performance of all other equipment and work necessary for completion of this project not provided by Motorola Solutions. The following section describes the general responsibilities involved with installation and configuration.

Tasks	Motorola Solutions	Customer
PROJECT INITIATION		
Contract Finalization and Team Creation		
Execute contract and distribute contract documents.	X	X
Assign a Project Manager as a single point of contact.	X	X
Assign resources.	X	X
Schedule project kickoff meeting.	X	X
Deliverable: Signed contract, defined project team, and scheduled project kickoff meeting.		
Project Administration		
Ensure that project team members attend all meetings relevant to their role on the project.	X	X
Set up the project in the Motorola Solutions information system.	X	
Record and distribute project status meeting minutes.	X	
Maintain responsibility for third-party services contracted by Motorola Solutions.	X	
Complete assigned project tasks according to the project schedule.	X	X
Submit project milestone completion documents.	X	
Upon completion of tasks, approve project milestone completion documents.		X
Conduct all project work Monday thru Friday, 7:30 a.m. to 5:00 p.m.).	X	
Deliverable: Completed and approved project milestones throughout the project.		



Tasks	Motorola Solutions	Customer
Project Kickoff		
Introduce team, review roles, and decision authority.	X	X
Present project scope and objectives.	X	
Review SOW responsibilities and project schedule.	X	X
Schedule Design Review.	X	X

Deliverable: Completed project kickoff and scheduled Design Review.

Design Review		
Review the Customer's operational requirements.	X	X
Present the system design and operational requirements for the solution.	X	
Present installation plan.	X	
Present preliminary cutover plan and methods to document final cutover process.	X	
Present configuration and details of sites required by system design.	X	
Validate that Customer sites can accommodate proposed equipment.	X	X
Provide approvals required to add equipment to proposed existing sites.		X
Review safety, security, and site access procedures.	X	
Present equipment layout plans and system design drawings.	X	
Provide backhaul performance specifications and demarcation points.	X	
Provide heat load and power requirements for new equipment.	X	
Provide information on existing system interfaces.		X
Provide frequency and radio information for each site.		X
Assume liability and responsibility for providing all information necessary for complete installation.		X
Assume responsibility for issues outside of Motorola Solutions' control.		X
Complete the required forms for frequency coordination and licensing.		X
Ensure that frequency availability and licensing meet project requirements, and pay licensing and frequency coordination fees.		X



Tasks	Motorola Solutions	Customer
Review and update design documents, including System Description, Statement of Work, Project Schedule, and Acceptance Test Plan, based on Design Review agreements.	X	
Provide minimum acceptable performance specifications for customer provided hardware, software, LAN, WAN and internet connectivity.	X	
Execute Change Order in accordance with all material changes to the Contract resulting from the Design Review.	X	
Deliverable: Finalized design documentation based upon “frozen” design, along with any relevant Change Order documentation.		

SITE PREPARATION AND DEVELOPMENT

Site Access		
Provide site owners/managers with written notice to provide entry to sites identified in the project design documentation.		X
Maintain access roads in order to provide clear and stable entry to sites for heavy-duty construction vehicles, cement trucks and cranes. Ensure that sufficient space is available at the site for these vehicles to maneuver under their own power, without assistance from other equipment.		X
Obtain site licensing and permitting, including site lease/ownership, zoning, permits, regulatory approvals, easements, power, and telco connections.		X
Deliverable: Access, permitting, and licensing necessary to install system equipment at each site.		

Site Planning		
Provide necessary buildings, equipment shelters, and towers for installation of system equipment.		X
Provide the R56 requirements for space, power, grounding, HVAC, and connectivity requirements at each site.	X	
Provide adequate electrical power in proper phase and voltage at sites.		X
Confirm that there is adequate utility service to support the new equipment and ancillary equipment.		X
Conduct site walks to collect pertinent information (e.g. location of telco, power, structures, etc.)	X	
Ensure that each site meets the R56 standards for space, grounding, power, HVAC, and connectivity requirements.		X
Prepare and submit Electromagnetic Energy (EME) plans for the site (as licensee) to demonstrate compliance with FCC RF Exposure Guidelines.		X
Obtain the permits needed to complete site development, including electrical, building, and construction permits.	X	

Tasks	Motorola Solutions	Customer
Pay for application fees, taxes, and recurring payments for lease/ownership of property.		X
Ensure that required rack space is available for installation of the new equipment.	X	X

Deliverable: Information and permitting requirements completed at each site.

General Facility Improvements

Provide adequate HVAC, grounding, lighting, cable routing, and surge protection based upon Motorola Solutions' Standards and Guidelines for Communication Sites (R56)		X
Ensure the resolution of environmental and hazardous material issues at each site including, but not limited to, asbestos, structural integrity (tower, rooftop, water tank, etc.), and other building risks.		X
Ensure that electrical service will accommodate installation of system equipment, including isolation transformers, circuit breakers, surge protectors, and cabling.		X
Provide obstruction-free area for the cable run between the demarcation point and system equipment.		X
Provide structure penetrations (wall or roof) for transmission equipment (e.g. antennas, microwave radios, etc.).		X
Supply interior building cable trays, raceways, conduits, and wire supports.		X
Pay for usage costs of power and generator fueling, both during the construction and installation effort, and on an ongoing basis.		X

Deliverable: Sites meet physical requirements for equipment installation.

SYSTEM INSTALLATION

Equipment Order and Manufacturing

Create equipment order and reconcile to contract.	X	
Manufacture Motorola Solutions-provided equipment necessary for system based on equipment order.	X	
Procure non-Motorola Solutions equipment necessary for the system.	X	

Deliverable: Equipment procured and ready for shipment.

Equipment Shipment and Storage

Provide secure location for solution equipment.		X
Pack and ship solution equipment to the identified, or site locations.	X	
Receive solution equipment.		X



Tasks	Motorola Solutions	Customer
Inventory solution equipment.	X	
Deliverable: Solution equipment received and ready for installation		
General Installation		
Deliver solution equipment to installation location.	X	
Coordinate receipt of and inventory solution equipment with designated contact.	X	
Install all proposed fixed equipment as outlined in the System Description based upon the agreed-upon floor plans, connecting audio, control, and radio transmission cables to connect equipment to the power panels or receptacles, and audio/control line connection points. Installation performed in accordance with R56 standards and state/local codes.	X	
Provide system interconnections that are not specifically outlined in the system design, including dedicated phone circuits, microwave links, or other types of connectivity.		X
Install and terminate all network cables between site routers and network demarcation points, including microwave, leased lines, and Ethernet.	X	
Ensure that Type 1 and Type 2 AC suppression is installed to protect installed equipment.		X
Connect installed equipment to the provided ground system.	X	
Label equipment, racks, and cables.	X	
Perform preliminary audit of installed equipment to ensure compliance with requirements and R56 standards.	X	
Note any required changes to the installation for inclusion in the "as-built" system documentation.	X	
Deliverable: Equipment installed.		
Console Installation and Configuration		
Identify circuits for connection to console and a demarcation point located within 25 feet of the console interface.		X
Connect console to circuit demarcation points.	X	
Install PC workstation w/ keyboard and mouse, and monitor.	X	
Install purchased peripheral console equipment in accordance with R56 standards and state/local codes.	X	
Develop templates for console programming.	X	
Perform console programming and configuration.	X	



Tasks	Motorola Solutions	Customer
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Deliverable: Console equipment installation completed.

Control Station Installation and Configuration

Provide the locations of control stations and desk sets at each site.		X
Survey mounting locations and develop control station installation plan.	X	
Provide adequate space, grounding, and power for the control station installation.		X
Properly connectorize and ground the cabling, which will be run to the outdoor antenna location using the least obtrusive method.	X	
Provide an elevated antenna mounting location, and adequate feed-line routing and support.		X
Install line (not greater than 100 feet in length) and antenna system (connectors, coax grounding kit, antenna, and surge protection).	X	
Install RF local control stations identified in the equipment list.	X	
Perform control station programming.	X	

Deliverable: Control station equipment installation completed.

SYSTEM OPTIMIZATION AND TESTING

R56 Site Audit

Perform R56 site-installation quality-audits, verifying proper physical installation and operational configurations.	X	
Create site evaluation report to verify site meets or exceeds requirements, as defined in Motorola Solutions' R56 Standards and Guidelines for Communication Sites.	X	

Deliverable: R56 Standards and Guidelines for Communication Sites audits completed successfully.

Functional Acceptance Testing

Verify the operational functionality and features of the solution supplied by Motorola Solutions, as contracted.	X	
Witness the functional testing.		X
Document all issues that arise during the acceptance tests.	X	
If any major task for the system as contractually described fails during the Customer acceptance testing or beneficial use, repeat that particular task after Motorola Solutions determines that corrective action has been taken.	X	
Resolve any minor task failures before Final System Acceptance.	X	



Tasks	Motorola Solutions	Customer
Document the results of the acceptance tests and present for review.	X	
Review and approve final acceptance test results.		X
Deliverable: Completion of functional testing and approval by Customer.		
Training		
Finalize schedule for training coursework.	X	
Provide training facility.		X
Ensure that the training participants fulfill course prerequisites.		X
Conduct the training classes outlined in the Training Plan.	X	
Attend proposed training classes.		X
Deliverable: Training coursework completed.		
Cutover		
Finalize Cutover Plan.	X	X
Conduct cutover meeting with relevant personnel to address both how to mitigate technical and communication problem impacts to the users during cutover and during the general operation of the system.	X	
Notify the personnel affected by the cutover of the date and time planned for cutover.		X
Provide ongoing communication with users regarding the project and schedule.	X	X
Resolve punchlist items, documented during the Acceptance Testing phase, in order to meet all the criteria for final system acceptance.	X	
Assist Motorola Solutions with resolution of identified punchlist items by providing support, such as access to the sites, equipment and system, and approval of the resolved punchlist items.		X
Deliverable: Migration to new system completed, and punchlist items resolved.		
Transition to Warranty		
Review the items necessary for transitioning the project to warranty support and service.	X	
Motorola Solutions to provide services during year 1 warranty which align with the proposed services.	X	

Tasks	Motorola Solutions	Customer
Provide a Customer Support Plan detailing the warranty support associated with the contract equipment.	X	
Participate in the Transition Service/Project Transition Certificate (PTC) process.		X
Deliverable: Service information delivered and approved by Customer		
Finalize Documentation and System Acceptance		
Provide manufacturer's installation material, part list and other related material to Customer upon project completion.	X	
Provide an electronic as-built system manual on CD or other Customer preferred electronic media. The documentation will include the following: <ul style="list-style-type: none"> - Site Block Diagrams. - Site Floor Plans. - Site Equipment Rack Configurations. - Antenna Network Drawings for RF Sites (where applicable). - ATP Test Checklists. - Functional Acceptance Test Plan Test Sheets and Results. - Equipment Inventory List. - Console Programming Template (where applicable). - Maintenance Manuals (where applicable). - Technical Service Manuals (where applicable). Drawings will be delivered in Adobe PDF format.	X	
Receive and approve documentation.		X
Execute Final Project Acceptance.	X	X
Deliverable: All required documents are provided and approved. Final Project Acceptance.		



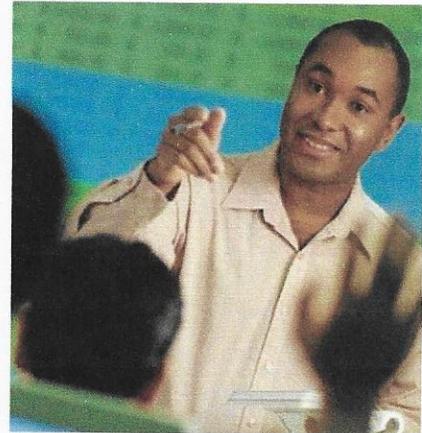
TRAINING PLAN

3.1 TRAINING OVERVIEW

Partnering with Motorola Solutions will enable the City of Milford Police Department to build personnel competency and maximize return on investment.

Effective training ensures successful implementation and use of your communications system by all personnel for the life of the system. The training plan furnished to the City of Milford Police Department is comprised of targeted coursework developed and delivered by our expert instructors. This plan, included below, will effectively provide the City’s personnel with a comprehensive understanding of the proposed system and user equipment.

We will collaborate with the City to tailor a final training plan to enable the City’s organization to operate, configure, and manage the proposed solution effectively and efficiently.



3.2 MOTOROLA SOLUTIONS TRAINING

Motorola Solutions provides an expanding portfolio of training delivery methods, tools, and courses to support the training needs of our customers. The figure below shows the elements of our training methodology that qualify us as the leader in the communications training industry.

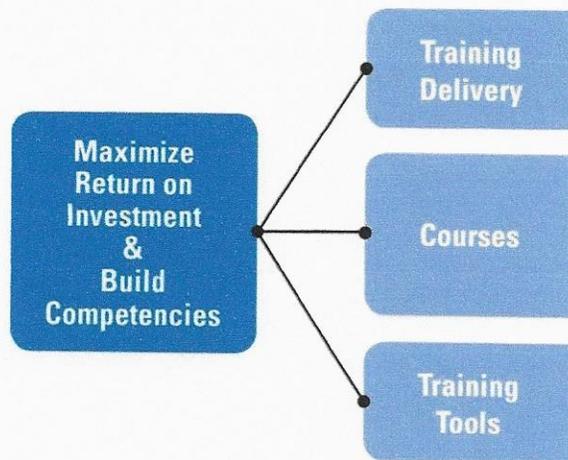


Figure 3-1: Build the competencies of City of Milford Police Department personnel and maximize your return on investment with Motorola Solutions’ expanding portfolio of training delivery methods, tools, and courses.

3.2.1 Training Delivery

Training Methods

Motorola Solutions' training experience and expertise enables our customers to gain the training they need to use during critical times in a variety of methods. As shown in the figure below, we offer three interactive methods of training: Online Self-Paced, Virtual Instructor-Led, and Instructor-Led.

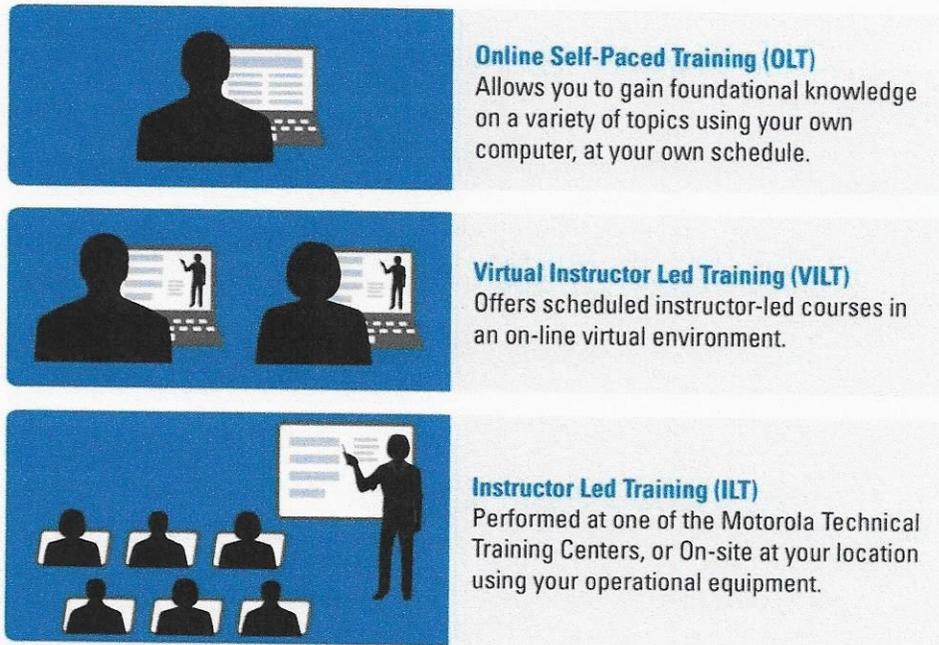


Figure 3-2: Motorola Solutions offers a variety of interactive training methods that cater to different learning techniques, allowing more effective ways to give personnel the skills they need.

These training approaches ensure our customers receive the understanding they need for the practical aspects of their jobs.

Delivery Options

Field

Field class delivery is “tailored” to the customer’s specific system. We are providing classes which are not offered as standard “Open Resident” classes at our training facilities. The students benefit from working on their own systems, at their home location and within their schedules.

Motorola Facility

Resident classes are open to all Motorola customers, seating is based on availability, and participant guides and required pre-work when applicable are included in the tuition. These courses are comprehensive and are not tailored to any one customer’s system. Students benefit from other students’ experiences and are allowed to take systems out of service. These courses provide optimal “hands-on” training.

Motorola Facility Closed Sessions-Customer Specific

Special Resident classes are closed sessions for a particular Motorola Solutions customer. The customer is essentially renting the classroom. These courses are tailored to the customer's system as much as possible. The instructor will require the customer's system diagrams prior to the class taking place. The students will receive their ASTRO 25 IV&D manuals on CD-ROM and hard copy participant guides. Class manuals, participant guides, and required pre-work are included in the pricing of the class per student. The students are allowed to take systems out of service, which provides optimal "hands-on" training.

Motorola Solutions Instructors

We have approximately 40 instructor resources distributed across North America. These instructors are available to train customers in our Technical Training Center located in Schaumburg, Illinois, while specific training courses are available at our facility in Plantation, Florida. Training can also be delivered directly on-site at customer locations. All instructors undergo an Instructional Skills and Technical Knowledge Program, which is a globally-recognized training and instructor assessment program.

Consultative Services

Motorola Solutions provides consultative services for our customers, which includes personalized training plans and other training-related services. Our dedicated training consultant team works with our customers and Motorola Solutions account teams to identify and meet the training needs of technical, administrative end users, and other audiences.

3.2.2 Training Courses

Motorola Solutions offers a wide range of training courses to help our customers improve their proficiency with our expanding portfolio and get the most from their training system.

Our specialized courses/curriculums are designed for our customers' role. Whether they are an administrator, technician or user, Motorola Solutions makes sure our customers are equipped with foundational and advanced skills.

General overviews of product and/or solution training offered are listed below:

Foundational Radio and Networking Training

Foundational Radio and Networking training provides new hires or staff from different skilled backgrounds fundamental knowledge. Some of these courses are online/self-paced while others are instructor led. Some topics include: Radio System Basics, Basic Networking, Communication System Concepts, Networking Essentials and Applied Networking. This allows Motorola Solutions to offer training before installation, during installation and after your solution is operational.

ASTRO 25 Infrastructure Training Courses

ASTRO 25 Infrastructure Training provides participants with a full curriculum that will enable them to maintain/service the new solution, and will give them the skills required to manage and operate the solution to obtain its fullest potential and capabilities.



ASTRO 25 Patch Management Training Course

ASTRO 25 Patch Management Training provides ASTRO 25 Land Mobile Radio (LMR) system administrators the information needed to access and patch their radio network infrastructure, update antivirus definitions, and review log files.

Console Training Courses

Console Training provides participants with a curriculum that will enable them to obtain a high-level understanding of the system configuration, general console operation, how to perform basic tasks, operating procedures for specific features, and the knowledge and skills necessary to manage and maintain the system.

Mobile and Portable Radio Training Courses

Mobile and Portable Radio Training provides participants with an introduction to the radio, the knowledge and skills necessary to perform basic radio operation, common operational tasks, operating procedures for specific features of the radio, and technical programming and maintenance of radios.

For a more detailed view of the training Motorola Solutions provides, please see our Product and System Technical Training Course Catalog:
<https://learning.motorolasolutions.com/catalog/56280enus>

3.3 PROPOSED TRAINING OVERVIEW FOR CITY OF MILFORD POLICE DEPARTMENT

In order to achieve the training goals identified by the City of Milford Police Department, we propose the following courses.

It is necessary that participants bring their laptop computers for all system administrator and technician classes. Materials will be delivered electronically via USB drives.

3.3.1 Console Operator and Supervisor Training Plan

Course Title	Target Audience	Sessions	Duration	Location	Date	Participants
MCC7500e Console Operator Training Utilizing the End User Training Kit 2 training consoles Ratio: 2 per console (Instructor-led)	Dispatch Operators	3 (4-hour Sessions)	1.5 days	Milford, DE	Prior to cutover	12 (4 per Session)

3.3.2 Course Descriptions for City of Milford Police Department

Course descriptions for the City of Milford Police Department are included below.

3.3.2.1 MCC7500 Console Operator

Course Synopsis and Objectives:	<p>This course provides participants with an introduction to the dispatch console, its basic operation and tailored job aids which will be available for assistance in operation. Through facilitation and hands-on activities, the user learns how to perform common tasks associated with the console operation.</p> <p>After completing this training course, you will be able to:</p> <ul style="list-style-type: none"> ▪ Perform basic operational tasks of the dispatch console. ▪ Utilize the provided job aids to perform specific tasks associated with the console. ▪ Understand a high level view of the system configuration. ▪ Understand a high-level overview of the customer system configuration. ▪ Understand general console operation. ▪ Understand proper operating procedures for specific customer features.
Delivery Method:	ILT - Instructor-led training
Duration:	4 hours
Participants:	Dispatch Console Operators, Supervisors, System Administrators, and Support Personnel
Class Size:	Based on number of Training Consoles available (2 students per Console)
Prerequisite:	None
Curriculum:	<ul style="list-style-type: none"> ▪ Overview ▪ Communicating with Radios ▪ Advanced Signaling Features ▪ Resource Groups ▪ Working with Configurations ▪ Working with Aux IOs ▪ Troubleshooting

SECTION 4

PRICING SUMMARY

Motorola Solutions is pleased to provide the following equipment and services to Milford Police Department

Equipment and Installation

Description	Price (\$)
Equipment	\$353,472.00
Integration Services	\$145,915.00
Total System Cost	\$499,387.00

Quotation is valid for 90 days from the date of the cover letter.

Pricing Based on Delaware Contract Number: GSS21676-COMMEQUIP

Public Safety Communications Products, Services and Solutions



SECTION 5

CONTRACTUAL DOCUMENTATION

Motorola Solutions, Inc. has included a Communication System Agreement as a separate attachment for this proposal.





18072 Davidson Drive
Milton, DE 19968
T: 302-684-8030
F: 302-684-8054

www.pennoni.com

February 8, 2023
RIBER20002

Mr. Rob Pierce
City of Milford Planner Director
180 Vickers Drive
Milford, DE 19963

**RE: Preliminary Plan Request for Extension
Westwood Subdivision (App # 21-031)
Tax Map # MD-16-182.00-01-11.00 thru 21.00
Williamsville Road
City of Milford, DE 19963**

Dear Mr. Pierce:

On behalf of Ribera Development, LLC., Pennoni Associates Inc. (Pennoni) is submitting a request for extension of the preliminary approval, which was obtained by City Council on April 25, 2022 along with the approved deviations and waivers listed below.

- Chapter 230-10(G)(1)(a) – Reduction in the minimum lot area for single-family detached interior lots from 8,000 square feet to 6,600 square feet.
- Chapter 230-10(G)(1)(a) – Reduction in the minimum lot area for single-family detached corner lots from 13,000 square feet to 6,800 square feet.
- Chapter 230-10(G)(2)(a) – Reduction in the minimum lot area for single-family semi-detached corner lots from 6,500 square feet to 4,000 square feet.
- Chapter 230-10(G)(1)(c) – Reduction in the minimum lot width for single-family detached dwellings from 80 feet to 66 feet for standard lots and from 80 feet to 52 feet for pie shaped lots.
- Chapter 230-10(G)(1)(e) – Reduction in the front yard setback from 30 feet to 20 feet for single-family detached dwellings.
- Chapter 230-10(G)(1)(f) – Reduction in the rear yard setback from 15 feet to 10 feet for single-family detached dwellings.
- Chapter 230-10(G)(1)(b) – Increase the maximum lot coverage from 30% to 60% for single-family detached dwellings.
- Chapter 230-10(G)(2)(e) – Reduction in the front yard setback from 30 feet to 20 feet for single-family semi-detached dwellings.
- Chapter 230-10(G)(2)(f) – Reduction in the rear yard setback from 15 feet to 10 feet for single-family semi-detached dwellings.
- Chapter 230-10(G)(2)(b) – Increase the maximum lot coverage from 30% to 60% for single-family semi-detached dwellings.
- Chapter 200-8(D)(3) – Reduction of the minimum block width from 275 feet to 225 feet.

Per the Preliminary approval letter dated April 27, 2022, it states that per code of the City of Milford, Chapter 200-4, Subdivision of Land, 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 April 25, 2023, in order to avoid expiration of the preliminary approval.

Pennoni is finalizing all construction documents and has made submissions to all delegated agencies and is working through the review process. The 334- lot subdivision has some unique challenges to the design of the site including two excellent recharge areas, utility extension with railroad crossing, DelDOT projected frontage improvements and a wetland/stream crossing to name a few. We have provided a timeline of the project to show our progress but with these challenges and long review periods from some of the delegated agencies, we are asking for a 1-year extension to provide the time to finalize this approval and submit final plans to the City of Milford for review and approval.

Project Schedule

KCD

5/24/2022 – Soils Investigation Completed for Proposed Stormwater Management Facilities.
6/8/2022 – Submit SAS Pre Application
7/26/2022 – SAS Pre Application Meeting
8/15/2022 – Initial Submission
11/3/2022 – KCD Comments Received
12/22/2022 – 2nd Submission
June 2023 – Anticipated Approval

DelDOT

4/15/2022 – Final Approved TIS
4/28/2022 – Submit for Pre-Application Meeting
5/23/2022 – DelDOT Pre Application Meeting
9/8/2022 through 12/20/2022 – Coordination with DelDOT on Limited ROW in Williamsville Road
9/29/2022 – Initial Record Plan Submission
2/2/2022 – Initial Entrance Plan Submission & Revised Record Plan Submission
June 2023 – Anticipated Approval

City of Milford

1/23/2023 – Construction Plan Submission to City, Addressed Final Comments from Preliminary Subdivision Plan Review
1/26/2023 – Submitted Information for Electric Infrastructure Review
Excellent Recharge Requirements – Coordinating with City, DNREC and DGS for Review Process
June 2023 – Anticipated Approval

Fire Marshal

1/23/2022 – Initial Submission
February 2023 – Anticipated Approval

Wetland Permitting

6/28/2022 – Permit Applications submitted to Army Corp and DNREC
12/15/2022 – Army Corp Nationwide Permit Issued
DNREC Permit - Pending

ODW / DNREC Wastewater Construction Permit

March 2023 – Initial Submission – Waiting for Review from City and FM

Norfolk Southern Railroad – Utility Crossing

2022 – We have been coordinating with them related to the utility extensions.
February 2023 – Finalizing Application and making submission
June 2023 – Anticipated Approval

Respectfully Submitted,
PENNONI



Alan Decktor, PE, ENV SP
Senior Engineer



Mark H. Davidson, Vice President
Principal Land Planner



RESOLUTION 2023-05

UDATES MILFORD CITY COUNCIL RULES OF PROCEDURE

WHEREAS, Resolution 2018-01 was adopted by unanimous vote of City Council on February 12, 2018 adopting the Milford City Council Rules of Procedure; and

WHEREAS, Resolution 2022-02 was adopted by unanimous vote of City Council on February 14, 2022 adopting amended Milford City Council Rules of Procedure; and

WHEREAS, Resolution 2022-07 was adopted by unanimous vote of City Council on May 23, 2022 adopting amended Milford City Council Rules of Procedure; and

WHEREAS, the 15-minute Public Comment Period prior to the start of the official Council Meeting is currently restricted to discussion regarding that meeting's agenda items; and

WHEREAS, City Council values input from the public and it is their desire to suspend the restriction to agenda items and permit the public to speak on subjects pertaining to any and all City of Milford matters of business; and

WHEREAS, speakers will be required to sign in prior to the start of the meeting by providing their name, address and topic they wish to comment and virtual speakers must register by emailing the information at cityofmilford.com or by telephone at 302-422-1111; and

WHEREAS, at the start of the speaker's comments, the speaker shall provide his/her name and address for the record; and

WHEREAS, public comments will be limited to two (2) minutes per person; and

WHEREAS, a maximum time of fifteen (15) minutes will be permitted for those speakers wishing to address City Council; and

WHEREAS, meeting attendees may not donate their speaking time to another person; and

WHEREAS, comments may only be directed to the Mayor and City Council and shall not engage in direct dialogue with any other persons in the Council Chambers.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Milford, during a lawful session duly assembled on the 24th day of April 2023, by a favorable majority vote adopt the Procedural Rules hereto attached as Exhibit A(3), as amended, are hereby adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 24th day of April 2023.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson