



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

CITY COUNCIL AGENDA January 13, 2025

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6:00 PM

15-Minute Public Comment Period*

All interested parties are invited to speak during the public comment portion of the Meeting. Discussion of those items appearing on the agenda as a public hearing is prohibited during the Public Comment Period, as an opportunity will be provided at the time it is being considered. Virtual attendees must register prior to start time of the meeting by calling 302-422-1111 Extension 1142 or 1303, or by sending an email to cityclerk@milford-de.gov and providing their name, address, phone number, and item name and/or description you wish to comment on. Persons in attendance wishing to speak must sign up prior to the start of the Meeting. Citizen comments are limited to three (3) minutes. Council and Committee Members are prohibited from responding or taking action since this is not an official session; however, items may be considered for placement on a future agenda.

COUNCIL MEETING

Call to Order - Mayor F. Todd Culotta

Invocation

Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Previous Minutes

Recognition

Proclamation – MLK Jr. Day

New City Employee Introduction

Public Comments/Final Determination ®

Ordinance 2024-13

Preliminary Conditional Use application of Mavis Discount Tires

on behalf of LC Management, LLC

1.63 +/- acres of land located along the east side of Lexus Drive within the Cypress Hall Commercial Shopping Center, approximately 260 feet south of the Cypress Hall Boulevard intersection

Comprehensive Plan Designation: Commercial

Zoning District: C-3 (Highway Commercial District)

Present Use: Vacant Land

Proposed Use: Car Repair Shop

Tax Parcel: 1-30-3.00-261.04

Ordinance 2024-11 - Marijuana Regulations

Amendment to City of Milford Code Chapter 230/Zoning Code

Ordinance 2024-14 Zoning Code Chapter 230 – Marijuana Regulations #2 Alternate

Amendment to City of Milford Code Chapter 230/Zoning Code

Staff Reports

Police Department

City Clerk

City Manager

Public Works

Electric

Planning & Zoning

Parks & Recreation

Human Resources

Economic Development & Community Engagement

Information Technology

Finance

Monthly Finance Report/November 2024

Communications & Correspondence

Unfinished Business

New Business

Ordinance introductions:

Ordinance 2024-15

Amendment to City of Milford Code

Chapter 230 Zoning/Historic District Commission

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

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 litigation¹

Return to Open Session

Potential Vote- Real Estate

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 ADDITIONAL 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 MUST BE INCLUDED IN THE COUNCIL PACKET AND ACCESSIBLE BY AUDIO AND VISUAL MEANS PURSUANT TO 29 Del. Code, Chapter 100, §10006A(c)(5).

**Time Limit is three minutes per speaker, not to exceed a total of fifteen minutes for all speakers prior to start of meeting/workshop.*

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

010625

010725 Item removed

011325 Approval of Agenda added

¹011325 Late Addition by City Manager



CITY OF MILFORD
CITY COUNCIL WORKSHOP MINUTES
November 20, 2024

The City Council of the City of Milford met in the Joseph Ronnie Rogers Council Chambers in a Workshop on Wednesday, November 20, 2024.

PRESIDING: Mayor Todd Culotta

IN ATTENDANCE: Councilmembers Daniel Marabello, Madula Kalesis, Nadia Zychal, Lori Connor, Michael Stewart, Nirmala Samaroo, and Katrina Wilson

STAFF: Captain David Wells, City Clerk Katrina White, City Manager Mark Whitfield

ABSENT: Councilmember Jason James, Police Chief Cecilia Ashe

COUNSEL: Solicitor David Rutt

PUBLIC COMMENT

The Public Comment period commenced at 6:00 p.m. after which Solicitor Rutt read the public comment rules into record.

Joe Palermo, 5 Misty Vale Court, Milford, DE 19963, was present and spoke in opposition to the recreational use of marijuana. He stated that a number of towns in Sussex County have banned the use of recreational use of marijuana and is hoping that is what happens in Milford also.

Vinay Patel, 3 Misty Vale Court, Milford, DE 19963, was present and spoke in opposition to the recreational use of marijuana. He stated that he is a retailer and approving it will create more problems for his business. It will be very hard to handle the people. He explained that in the past he has had to call the police and they were not able to handle the situation. He said that the last three times he has had to call the police, no one showed up to his business.

Bindesh Patel, 1 W. Bullrush Drive, Milford, DE 19963, was present and spoke in opposition to the recreational use of marijuana. He stated that approving it will create more problems for the town because people from all over will come. It will make life harder for everyone in Milford and also for the kids.

Sandip Patel, 2 W. Thrush Drive, Milford, DE 19963, was present and spoke in opposition to the recreational use of marijuana. He stated that he has been to places where this was approved and it is unbearable. He stated that this has had a bad effect on his two-year-old and hopes that this will be taken into account.

Yogin Patel, 6 W. Thrush Drive, Milford, DE 19963, was present and spoke in opposition to the recreational use of marijuana. He stated that he represented the Comfort Inn Hotel in Milford and recreational marijuana will create a lot of issues for the hotel industry. He explained that many things could go wrong when they come visit the hotel or in the room. The smell is hard to get out of the lobby and the rooms. Outside guests

come and then don't want to stay because of the marijuana smell. He said they don't want to stay in a place where this is legal in the area.

Howard Webb, 5536 Cedar Neck Road, Milford, DE 19963, was present and spoke in opposition to the recreational use of marijuana. He stated that Milford does not need to be a drug town. When one is impaired, they will do stupid things, are a danger to themselves and a danger to everyone around them.

CALL TO ORDER

Mayor Culotta called the workshop to order at 6:10 p.m. Roll Call showed that there were eight members present.

City Manager Recruitment

City Manager Whitfield introduced Rick Ginex, MGT Impact Solutions, LLC, who will be conducting the city manager recruitment.

Mr. Ginex stated that the city manager recruitment is a six step process and the first step is getting stakeholder information. He explained that they are looking to find out what the council is looking for in terms of leadership abilities, challenges, opportunities, things they going to be faced with short term in the next few years, and then long term. Council will be asked to fill out the questionnaire that was included in the packet and return it.

He then stated that the second part will be doing the brochure development and information will be obtained from the City to put into the brochure in the job announcement. Anything that goes out will be vetted by Council or the contact manager before it is sent out.

He said that the third step would be doing the advertising and the job will be advertised in areas that will be agreed upon by the city. He stated that they have about 50,000 LinkedIn contacts and get a big draw from the LinkedIn involvement. They have a target audience and have members who will reach out, including himself. He explained that if he knows someone who he thinks meets the criteria, he will make a phone call to see if they are interested. Once individuals start applying, they all go into the system and they will be reviewed for criteria and qualifications to see if they meet what the city wants. Then for the individuals who will be chosen for an interview, the staff will begin doing reference checks, background checks, google searches and social media searches. Following that, a digital book will be put together, sent to Council and he will present to the ones who he feels Council should interview.

He stated that the final steps would be putting the interview questions together, setting up the interviews, inviting the candidates, and then meet with Council. Council can then decide how they want to conduct the interviews. Once an individual has been selected, MGT can assist with making any negotiations on an offer.

Mr. Ginex explained that the proposed cost for the total recruitment is \$24,000. The recruitment fee is \$20,500, \$1,500 is for recruitment expenses for background checks and any other due diligence that is needed on the applicants and the cost of advertising is \$2,000.

In closing, he stated that MGT would give a one-year guarantee to the city. For instance, if a candidate did not work out, they would do another recruitment free of charge. The only thing that would be charged is the advertising fees.

City Manager Whitfield ask Council if they wanted to get input from the Chamber of Commerce, DMI, Milford School District or any other community organizations.

Mayor Culotta answered that it was his opinion that the process was controlled by Mayor and Council and any input from those organizations can be directed to council members or the mayor who can bring that back as part of the discussions. Councilmember Wilson stated that she agreed.

Proposed Charter Changes

Councilmember Wilson reviewed the Charter Review Changes that were included in the packet.

2.01 Elections -Consideration to possibly change the charter to limit voting to residents only and eliminate non-residents owning property from voting. The committee was split 2 -2.

Every person who resides within the City of Milford boundaries for at least 30 days prior to the registration deadline or natural persons owning property within the City of Milford at least 30 days prior to the registration deadline, and who are over the age of 18 years, shall be entitled to 1 vote at said annual municipal election or special election; provided, however, that the City Council may, by ordinance, establish a reasonable procedure for the registration of voters and, in such event, compliance therewith may be a prerequisite to voting at the annual election. A Corporation, Partnership, Limited Partnership or other legally created entity is prohibited from registering and voting as a non-resident property owner unless property within the City is titled in an individual name.

Councilmember Zychal stated that it is a horrendous complication because if you can register multiple LLC's, it will dilute the vote of actual residents.

Councilmember Kalesis stated that if a business owner's livelihood is with the city, what right does Council have to tell them they have no right or say on who is making decisions about their businesses.

Councilmember Wilson stated that her position was if a person has property in the city, they should be able to vote in the city.

City Manager Whitfield added that with charter changes it will have to be a super majority of council that votes for the charter changes. So there needs to be 6 of the 8 people of council voting in favor of any charter change. The change would then go to the State and they would vote on it.

Solicitor Rutt stated that it would be introduced by a representative and a senator in the respective chambers. Then it would go to a committee, the committee will hold a committee hearing, and someone from the city will be there to present the charter change and explain why. The committee then will vote to either recommend or not, and typically they vote to recommend that one of the reps wants it. Then it goes to the full chamber where they will have it presented to them. They'll debate it, vote on it, and it's highly unusual that they will not pass a charter change. He said that there is a process, then it goes to the governor and he signs the bill.

3.01 Enumerated Power (j) Recommend adding language to limit the use of eminent domain to exclude property outside the City for recreational purposes and (k) Add language for council's authority to make proclamations. Presently there is no language restricting use of eminent domain and the City follows the State statute. Additionally, the charter does not address who has the authority to make proclamations, however it is clear that the Mayor receives authority to sign documents as approved by Council, therefore the recommendation is that Council makes proclamations by majority vote and Mayor signs them.

(i) The City Council may provide for the organization of a fire department and the control and government thereof, establish fire limits and do all things necessary for the prevention or extinguishment of fires; and, in their discretion, contribute, donate or give such amounts of money as they may deem appropriate unto any Volunteer Fire Company or Companies incorporated under the laws of Delaware, or any firefighting equipment and providing service to the City; provided that any such contribution, donation or gift may be made subject to such conditions and stipulations as to the use thereof as the City Council shall deem advisable

(j) The City Council shall have the power to exercise eminent domain for the purpose of property acquisition as outlined in Titel 29, Chapter 95 of the Delaware State Code with the exception of land outside City limits for recreational purposes.

(k) The City Council, by a majority vote, shall have the power to make proclamations to recognize achievements, historical events, special days or months for civic and social purposes, etc.

Mayor Culotta explained that there's really nothing in the Charter that addresses eminent domain and currently council may want to add language that says the city does not have the right to use eminent domain outside of city limits for recreational purposes. He said that this is basically what he would like to be changed in the charter.

Solicitor Rutt stated that it was his recollection that it was supposed to say, "with the exception of land outside, solely for recreation". He explained it is for joint use, one of the uses is recreation and one is, for instance, acquisition to put in sewer easements or something like that.

Mayor Culotta added because what we don't want to do is limit ourselves from eminent domain completely, not that we want to use it. It's a last resort, but it's often used.

Councilmember Zychal stated that since Milford was singled out on this particular issue, it's best to be extremely surgical with the precision of the language, so that future councils are not limited in what they're able to do.

3.07 Power of the Mayor -add language to make it clear that the mayor is the executive of City council and add proclamations to the documents that he/she must sign, as authorized by City Council. Also, add language the Mayor may establish committees and appoint committee members, with Council consent, thereby giving Council the final authority to approve the appointments.

Mayor Culotta stated that as the mayor the only issue that he had with this is language should be added to say "Mayor may establish committees and appoint committee members". He explained that is the mayor's responsibility and has the ability to do that. He does not think it is necessary to add language to say that he needs Council approval. He stated that is a luxury he believes the mayor should have to create committees based on the makeup of council.

Councilmember Zychal stated that this is with a larger view. Previous history of this town and potentially avoiding future history of any kind of favoritism, nepotism, or any kind of corruption, it's always good to have an extra layer of the council's advisory.

Councilmember Wilson stated that in the past, councilmembers would be interested in certain committees and were not considered based on the mayor's like or dislike.

4.01 Composition of Government -add language to change the term of Mayor and Councilperson to 3 year terms.

The government of the city and the exercise of all powers conferred by this charter except as otherwise provided herein, shall be vested in an elective body called the City Council, consisting of a Mayor and 8 Council members. Whenever the word "Mayor" is used, it shall refer solely to the Mayor. Whenever the words "City Council" are used they shall refer to the 8 duly-elected or appointed Councilmembers. The government of the City of Milford and the exercise of all powers conferred by this Charter, except as otherwise provided herein shall be vested in a Mayor and a City Council. The City Council shall consist of not more than 8 members. Two of the members of the City Council shall reside in that portion of the City known and described as the First Ward, 2 in that portion known as the Second Ward, 2 in that portion known as the Third Ward and 2 in that portion known as the Fourth Ward. The Mayor and City Councilmembers shall each serve for a term of 2 years. After January 1, 2026, any newly elected/appointed Mayors for the 2026 election shall serve for a term of 3 years. After January 1, 2027, any newly elected/appointed Councilmember for the 2027 and 2028 elections respectively, shall serve for a term of 3 years.

[Res. No. 2017-02, adpt. 3-27-2017, eff. 7-10-2017]

Councilmember Wilson stated that during the last election this topic came up a lot, changing the terms of Mayor and Councilmembers from two years to three years.

Mayor Culotta stated that he likes to joke that the two year term keeps one honest and active, but does see the value in a three year term.

City Manager Whitfield explained because everyone that is sitting now was elected for a specific term that can't be changed. So, they must finish out their term before any changes can be made in terms of the term length. If this were to go into effect before July 1st of this coming year the stagger is shown below. It would take until 2028 to actually have everybody that would be on 3-year terms.

Elections would be as follows:

2025 - 4 Council persons - 2-year term

2026 - 1 Mayor - 3-year term

4 Councilpersons - 2-year term

2027 - 4 Councilpersons - 3-year term

2028 - 4 Councilpersons - 3-year term

2029 - 1 Mayor - 3-year term

Councilmember Kalesis stated that she likes the three-year terms because the first year for new councilmembers is a learning curve and the first six months they are trying to catch up.

City Manager Whitfield stated that this will also allow a council person to run for mayor without giving up their seat

4.02 Annual Organizational Meeting -change language to make 6pm the time for the meeting.

Councilmember Wilson stated that the change needed to be an administrative change in the language to make the time start time 6:00 pm instead of 7:00 PM.

4.06 Qualification for Mayor and City Council - add language to require City Council persons and Mayor must not owe the City money to run for or stay in office.

(d) If a Council member files and runs for Mayor, and is elected before his or her Council term has expired, the elected Mayor's City Council seat shall be considered vacant when the elected Mayor is sworn in on the second Monday following the date of the election.

(e) Persons in arrears and owing the City funds for taxes, special assessments, utility bills, etc. shall be ineligible for election as Mayor or Councilperson. Additionally, any sitting Mayor or Councilperson who becomes in arrears more than two months and owing the City funds for taxes, special assessments, utility bills, etc shall be disqualified to serve the remainder of the term and the seat shall be declared vacant.

Councilmember Wilson stated that language was added that said that City Council persons and mayor must not owe the city money to run for or stay in office.

Mayor stated that it must be better defined and should be decided by Council. Councilmember Wilson stated that if it is defined in black and white Council will not have to address it.

5.05 Powers and Duties of the City Manager - add language to require City Council consent of the appointment of Department Directors.

The City Manager shall be the chief administrative officer of the City. He or she shall be responsible to the City Council for the administration of all City affairs placed in his or her charge or under this Charter. He or she shall have the following powers and duties:

- (a) With the consent of Council, the Manager shall appoint department directors under his/her purview, such employees shall serve at the pleasure of the Manager. He or she shall appoint, and when he or she deems it necessary for the good of the City, suspend or remove City employees and appointive administrative officers provided for by or under this Charter, except as otherwise provided by law, this Charter or personnel rules adopted pursuant to this Charter. He or she may authorize any administrative officer, who is subject to his or her direction and supervision, to exercise these powers with respect to subordinates in that officer's department, office or agency.*

Councilmember Wilson stated that this adds language to require city council consent of the appointment of department directors.

Mayor Culotta stated that the police chief, the city clerk and the city manager all report to Council. They have under their purview sole hiring and firing authority and that's for obvious reasons, but they get to pick and choose their team that deliver what Council expects them to deliver. There's been some discussion in the past, particularly the city manager, and adding language that says when he picks a department head that it's reviewed or approved by city council. He stated that he sees value in it but also sees value in that Council has hired someone to do the job and Council should let them do it.

Councilmember Kalesis asked what the language is right now on the subject. City Manager Whitfield stated that right now there's no consent of counsel required for his appointment of a department director.

Councilmember Kalesis stated that if the council does not trust the city manager to do his job then he shouldn't be the city manager.

Councilmember Marabello stated that he concurred with Councilmember Kalesis and also said that when Council interviewed for city manager, they asked those type of questions, if they are experienced enough to pick a good staff. He asked why Council should hamstring them.

Councilmember Connor stated that she is reflecting back to the informational session Council had where this topic was already brought up and the presenters urged Council to not go this route. She stated that for many reasons she concurs and that she feels like when Council hires a city manager, they should be trusting them to make those good decisions on their staff. She stated that she also thinks it can create an issue where those employees may not understand who they actually work for if Council is inserting itself in that process which can make it difficult for the city manager down the road when they need to make decisions that Council may not be present for or be a part of. She explained the Council hired the city manager and those people fall under him. There should be very clear lines of levels and she doesn't think that it's smart for Council to insert themselves in that. She also stated that she also doesn't think that Council is qualified to hire any of the people that work for him.

Councilmember Kalesis stated that she is not qualified and is being honest. She stated that if she was qualified, she would have applied for the City Manager position.

Council Rules of Procedure

Add language to allow for the approval of the agenda at the beginning of the meeting, change the date for the monthly finance report (from the fourth Monday to the second Monday), and clarify the authority of the removal of agenda items.

Solicitor Rutt stated that something to consider on the Rules of Procedure is to inserted Approval of the Agenda, because sometimes the agenda might have something removed, or Council may want to rearrange, as was did tonight. For example, at the beginning there are three public hearings. One is going to be very contentious but it's first on the list. Council can say let's amend the agenda to move that one to the last of the public hearings. Let the first two that are going to be short be done first. So, it just gives some flexibility.

He stated that the other changes here are just dates for when the financial reports and the reports of the various directors would be done. There was another change that came from City Manager Whitfield on how agendas are set, who may put something on the agenda and may remove something from the agenda.

Mayor Culotta stated that as it reads now, he has the ability as Mayor to put something on the agenda as well as the City Manager and the City Clerk. He said to Council that if anyone wants something on the agenda they can just bring it to him and they can discuss putting it on there unless he simply disagrees.

City Manager Whitfield stated that he works for City Council and he gets input from them and we'll put items on the agenda. He explained that no one else should have the opportunity to take something off the agenda if

one of the three puts it on. Whoever the organizer is, that is the only person that can take the item off of the agenda. It is not clear and the reason why the language is needed.

City Clerk White asked for clarification if City Manager Whitfield puts something on the agenda, she should not have the authority to take something off that he wanted on there. City Manager Whitfield answered that was correct. He further stated that as Solicitor Rutt stated previously that Council always has the opportunity if they want to take something off the agenda, they can do so by vote.

Councilmember Kalesis stated that it says in the proposed change in the procedures that agenda items may be removed by a majority vote of Council at the beginning of the meeting. City Manager Whitfield stated that is correct.

Councilman Marabello stated that the monthly finance report is being taken out the fourth Monday meeting and added to the second Monday meeting. He asked if that would be enough time when it is on the 8th of the month.

City Manager Whitfield stated that the issue right now is that he cannot get the finance report into the packet by the Wednesday before the meeting right on the fourth. He said that what Council was going to get was October's report on the first meeting in December. Before Council always got it that month but typically it almost takes until Friday until the books are closed and gets everything in. It is almost the 20th of the month. So, it's going to be a two-week delay from what Council is getting now. He said but he could assure them that it'll be in the packet in time for Council to be able to otherwise decipher before the meeting instead of getting it the Sunday night before.

Councilmember Wilson stated that this will be brought back with any edits and changes that need to be made to Council.

Councilmember Zychal stated that she wanted to clarify why the first item on the residential voting was brought forward. She explained that she brought it forth as just a matter of principle and concern because the idea of having somebody who owns multiple properties throughout the State being able to have multiple votes in different municipalities violates the one man, one vote principle. That person already can vote where they live and then to be able to have multiple votes in other municipalities, just by virtue of ownership of property as opposed to residents, does violate one man, one vote principle. Unique to only Delaware and Connecticut, it's a very strange way to give some people more of a voice in government than others which seems fundamentally undemocratic.

Councilmember Kalesis stated that if a property owner pays taxes in the city they should have the right to a vote. Mayor Culotta agreed that they should have the right to vote. Councilmember Connor agreed that they should have the right to vote.

Marijuana Regulations

Rob Coupe, Office of Marijuana Commission, was present and reviewed the presentation that was included in the packet. (Pages 37-79)

He stated that they started accepting online applications on September 1, 2024 and did the first lottery where they had 21 drawings, so that they could assign all of the licenses, except for open retail. Those were still pending and been scheduled for December 19, 2024.

The next target to hit was November 1, 2024 to begin issuing cultivation licenses. They did 60 licenses and then they had already notified the selected 30 Manufacturing applicants, the 15 Social Equity Retail applicants and also the testing facilities, although there is still one vacancy.

The General Assembly created 60 Cultivation licenses, 30, Manufacturing, 30 Retail and 5 Testing Labs and then included in there are the Social Equity licenses. Anyone that participated in the application process, to qualify for the lottery, had to meet minimum qualifications. They also had to pay \$5,000 unless they were Social Equity. Then it was \$1000 or a Micro Business \$3,000. As they go through the supplemental process, they will have to pay their 2-year license fee, which is \$10,000 unless they're in cultivation. It's based on the size of their canopy grow and social equities are discounted. They only pay 40% of the total value. The General Assembly adopted from the alcohol code to pay an additional \$500 for a biennial license to sell on Sundays and they also said that there can be no sales on Thanksgiving, Easter or Christmas.

At the beginning stage, the applicants did not have to tell them what their plan was or where their business would be other than they had to commit to a county so no locations have actually been selected or approved by them.

The compassion centers, dispensaries, are only selling to medical patients at this time. They cannot begin to sell adult use until they have met local zoning requirements and given the go ahead, which will not be until they are able to bring on additional retailers. The target is April of 2025.

Mr. Coupe stated that when he started out, a lot of folks came out and said they did not want this in their town, or city. He told Council that is a decision that they can make, and that is under 1351 Local Control, the section of the Code that they can prohibit all of the regulated industry, meaning retail, cultivation, manufacturing and testing. You can only ban certain parts of it or you can regulate the industry.

He said he wanted to point out that marijuana use is legal under HB1. So, individuals can possess it and they can still utilize it. He stated that the active license is the final step in the process. But for him to issue that active license, it has to be in compliance with all the local laws and zoning.

Councilmember Connor asked if the funds for the Social Equity Grant are only for businesses that are marijuana in nature or if those funds will be expanded to serve other people or other businesses. Mr. Coupe answered no that they can only be used for the Social Equity Program.

Solicitor Rutt stated that what was before the Council was a land use issue so regarding licensing, he asked what the October 24th lottery was for that he mentioned in the presentation. Mr. Coupe referred to page 44 of the presentation with the exception of Open Retail License that was shown.

Cultivation - 60

Open Cultivation License: 20

Social Equity Cultivation (≥2500 ft²): 10 Microbusiness Cultivation: 20

Social Equity Micro Cultivation (≤2500 ft²): 10

Retail - 30

Open Retail License: 15

Social Equity Retail License: 15

Manufacturing - 30

Open Manufacturing: 10

Social Equity Manufacturing: 10 Microbusiness Manufacturing: 10

Testing Lab - 5

Open Testing Lab: 3

Social Equity Testing Lab: 2

Solicitor Rutt asked when they apply for a license what the application fee was. Mr. Coupe answered that it was \$5,000 unless you were Social Equity which was \$1,000, or \$3000 if Micro Business.

Solicitor Rutt asked if the Recreational license would be March 1st. Mr. Coupe replied that it goes in stages. He explained that the first stage is they are referred to as a selected applicant. So once selected in the lottery. They get notice that they are a selected applicant and now have to complete the supplemental application. This is much more in depth than the initial minimum qualification application which includes financial and criminal background checks and the plan will be scrutinized. After that is done, the supplemental applications are due December 19th and the license fee will have to be paid at that time. Then the Division of Alcohol Tobacco Enforcement will begin those backgrounds. So right now that is 109 licensees plus anyone that has a 10% financial interest in the business has to have the background done as well. He said that the target is to get some of the retailers ready by April.

Solicitor Rutt stated that Milford is going through the process and there are some proposed ordinances that likely won't be finalized until January. He stated to let's assume somebody was picked in the lottery for the open retail license in December. But then in January, Milford says, we prohibit any retail licenses. He asked if they grandfathered or will they be prohibited from getting their license.

Mr. Coupe stated that he cannot approve an active license until all of the requirements have been met. For an active license to be provided, they must produce the documents from whatever town, city or county jurisdiction that is required. So, if the city of Milford decides not to allow retail establishments there wouldn't be any approval because that would mean someone was not able to get that from the city. As far as grandfathering he thinks the only one would be about the conversion license that the city has now.

Solicitor Rutt referred to slide 48 in the packet on Conversion Licenses that showed that to go to retail it is \$100,000 and asked when that gets paid. Mr. Coupe stated that the other categories have already begun to pay so he will address those first. In the code it was established that they could pay in four installments because of the amount of money and they've already started to pay those. If the license met the requirements, it was already an active license or it was a site under development and they had approval from the medical marijuana program. They would approve it to continue through the conversion license process which meant they had to get updated zoning approval. But for retail they have not accepted any payments yet and that is by design because they don't know when that's going to go live.

Solicitor Rutt asked when the earliest would be that the conversion license for retail would be issued. Mr. Coupe answered if they believe that they can go live in April, they've committed to giving them 60 days'

notice, so they would be notified in February that they're going to allow them to go operational in April. They would be given a date and must make their payment within 30 days.

Solicitor Rutt asked if the jurisdiction prohibits it if he would agree to allow them to move to a different location or use that license. Mr. Coupe stated that they could make the request if they're not able to give the documentation by saying they're not able to proceed in this location because of this and are requesting to move that license to another location. He stated that he would be able to grant that.

Solicitor Rutt asked if it would be a new location that they designate or one that exists. Mr. Coupe said that if they already have one, that would already have been going through the conversion license process. These are individual license so it's based on a location and operation that they've already established.

Solicitor Rutt asked if they had to pay a fee to apply for the conversion license or if that was automatic. Mr. Coupe answered no they did not have to pay for the conversion license and they have started making their payments in November because approvals were just finished at the end of October.

Solicitor Rutt asked since they started making payments and because of the jurisdictional prohibition that comes after that if they will get their money back. Mr. Coupe said that they haven't seen any issues with the other licenses. They have not been made aware of anyone having any issues. They've all submitted their paperwork so it appears that retail right now seems to be the only one that, in a couple locations, is having some difficulty.

Solicitor Rutt then asked if any of the 15% tax comes back to the municipality. Mr. Coupe answered no, the money goes to the State.

Councilmember Wilson asked what the criteria for Social Equity was. Mr. Coupe referred to page 77 of the presentation. He stated that there are three criteria but you only have to meet one.

- *Criteria 1: have resided for at least 5 of the preceding 15 years in a disproportionately impacted area as defined in §1302 Definitions.*
- *Criteria 2: Was convicted of or adjudicated delinquent of a marijuana-related offense under Delaware law prior to April 23, 2023, except any of the following: • Delivery to a minor. • Any marijuana offense with a Tier 3 quantity of marijuana as defined in § 4751C of Title 16. (5000 grams of Marijuana = 11.02 pounds)*
- *Criteria 3: Had or has a parent, legal guardian, child, spouse, or dependent who was convicted of or adjudicated delinquent for any marijuana-related offense under Delaware law prior to April 23, 2023, that would qualify under Criteria 2 above.*

Councilmember Wilson stated that it is really good that this was set up like this. It makes it fair. Mr. Coupe stated that is what the legislators were trying to do.

Adjournment

Mayor Culotta adjourned the workshop at 8:10 pm.

Respectfully submitted,

Katrina L. White, MMC
City Clerk/Recorder



PROCLAMATION 2025-01

HONORING DR. MARTIN LUTHER KING JR.

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

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

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

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

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

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

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

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

Whereas, the residents of the City of Milford have the opportunity to participate in events throughout our city on the King Day of Service, January 20, 2025, as well as create and implement community service projects where they identify the need.

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed hereto this 13th day of January 2025.

Mayor F. Todd Culotta

Attest:

City Clerk Katrina L. White

DATA SHEET FOR MAVIS DISCOUNT TIRES

Development Advisory Committee: August 21, 2024

Planning Commission Meeting: December 17, 2024

Application Number / Name	:	24-024 / Mavis Discount Tires
Applicant	:	LC Management, LLC 105 Foulk Road Wilmington, DE 19803
Owner	:	Shawneeoutparcel, LLC 105 Foulk Road Wilmington, DE 19803
Application Type	:	Preliminary Conditional Use Site Plan
Comprehensive Plan Designation	:	Commercial
Zoning District	:	C-3 (Highway Commercial District)
Present Use	:	Vacant Land
Proposed Use	:	Car Repair Shop
Area and Location	:	1.63 +/- acres of land located along the east side of Lexus Drive within the Cypress Hall Commercial Shopping Center, approximately 260 feet south of the Cypress Hall Boulevard intersection.
Property Identification Numbers	:	1-30-3.00-261.04

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

STAFF REPORT
November 6, 2024

Application Number / Name	:	19-007 / Mavis Discount Tires
Tax Map & Parcel	:	1-30-3.00-261.04
Size and Location	:	1.63 +/- acres of land located along the east side of Lexus Drive within the Cypress Hall Commercial Shopping Center, approximately 260 feet south of the Cypress Hall Boulevard intersection.

I. BACKGROUND INFORMATION:

- The subject parcel is Parcel 2 of the recorded Cypress Hall Commercial subdivision, which was approved by City Council on June 27, 2011.
- The applicant proposes to construct a 6,979 square foot “automotive repair” business as shown on the provided site plan. The site will gain access via Lexus Drive.
- Chapter 230-14(C)(2) states “automotive repair” is a conditional use subject to special requirements set forth by City Council.

II. STAFF ANALYSIS:

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

- The Preliminary Site Plan application meets all use and area regulations set forth in Chapter 230 Zoning.
- The plans have been reviewed for general compliance with the City’s Standard Construction Specifications by the Public Works Department. See enclosed review letter from the City Engineer.
- The applicant has not provided an interconnection with the adjoining parcels. The entrance at the northwest corner of the parcel will only serve the property to the north for future development. The City will require a cross-access easement in favor of the parcel to the north be recorded on the final site plan.

- Per Chapter 230-14(C)(2), an automotive repair business is subject to the following conditions, which are listed on the cover sheet;
 - All facilities shall be located and all services shall be conducted on the lot.
 - All repair work shall be conducted within an entirely enclosed building.
 - No equipment for the service of gasoline or oil shall be placed closer to any street or property line than 20 feet.
 - No portion of such structure or its equipment shall be located within 500 feet of the premises of any school, hospital, church or public recreation building.
 - No service station shall be located within 800 feet of another service station on the same side of the street within the same block.
 - Any such use shall be permitted only where it is determined that it will not materially interfere with the main pedestrian movement in conjunction with a compact retail area.
- Evaluation based on the criteria found under Chapter 230-48 Conditional Uses.

A. The presence of adjoining similar uses.

The property is surrounded by developing commercial uses. The properties to the north, west and south are zoned C-3 (Highway Commercial). The property is bounded by Route 113 to the east. The properties on the east side of Route 113 are zoned C-1 and R-1 and contain both small commercial offices and residential uses. The property to the west contains the existing Cypress Hall Commercial Shopping center. The parcels to the north and south are vacant commercial outparcels for the Cypress Hall Commercial Shopping Center.

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

The proposed use is only allowed by conditional use approval within the C-3 Highway Commercial zoning district.

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

The Comprehensive Plan designates this area as Highway Commercial. The proposed use is consistent with the land use plan for the Comprehensive Plan and addresses additional goals and objectives related to economic development and business growth.

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

The site is located adjacent to similar commercially zoned property where screening is not necessary. The applicant has provided some screening around the trash enclosure and some trees on the site for aesthetics.

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

The proposed use should not detract from other permitted uses in the district and the proposed use is compatible with the adjacent commercial lands and large shopping center.

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

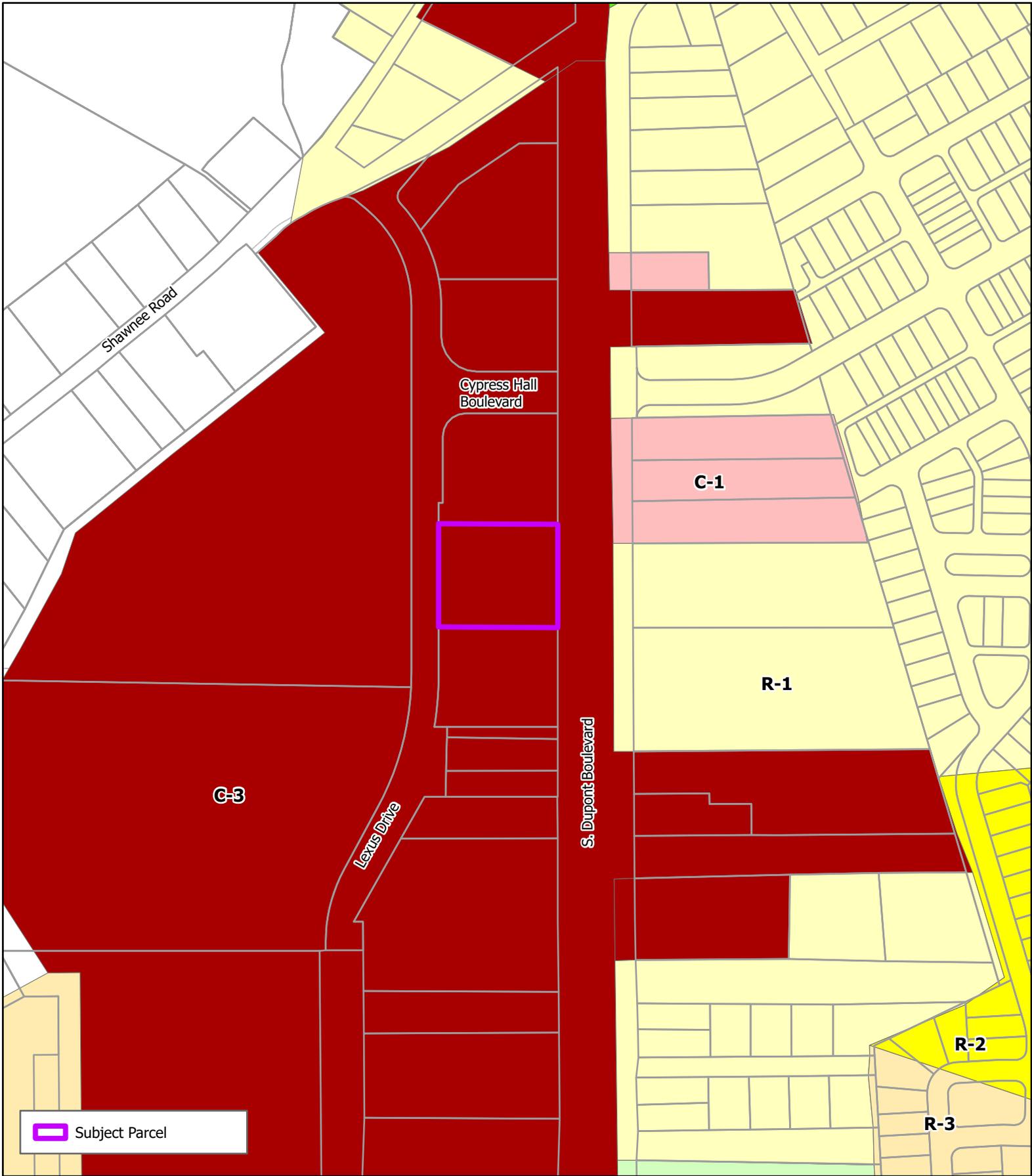
The site is located along an established City road and contains an existing entrance that was designed and installed as part of the overall commercial shopping center. The site exceeds the minimum parking standards. Landscape screening is not necessary based on the adjacent uses, however, the applicant has provided some screening around the trash enclosure.

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

III. AGENCY COMMENTS:

- **DelDOT Planning, Development Coordination**
See attached comments.
- **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.
- **Sussex Conservation District**
The proposed earth disturbance exceeds the standard plan criteria; therefore, a detailed plan is required. The stormwater management design for Cypress Hall Commercial accounted for a CN value of 89 for this parcel. Please verify that the proposed project complies with the original stormwater design.
- **Delaware State Fire Marshal's Office**
See attached comments.
- **Carlisle Fire Company**
No comments provided.
- **City of Milford Public Works Department, City Engineer**
See attached review comments dated August 14, 2024 and the applicant's responses.
- **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
0 150 300

Drawn by: WRP Date: 07/30/2024

Title:

Conditional Use Site Plan
Mavis Discount Tires
Location & Zoning Map

Filepath: SitePlan_MavisDiscountTires.aprx



ARCHITECTURE
ENGINEERING

PLANNING OUR
CLIENTS' SUCCESS

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 9-112
CHARLOTTE, NORTH CAROLINA 28202
980.270.9100

314 EAST MAIN STREET
CLAYTON, NORTH CAROLINA 27520
919.243.1332

www.beckermorgan.com

October 24, 2024

Mr. Rob Pierce
City of Milford Planning & Zoning
180 Vickers Drive
Milford, Delaware 19963

RE: **Summary of Proposal for Conditional Use**
MAVIS TIRE & BRAKES
Milford, Delaware
2019009.01

Dear Mr. Pierce:

The developer, Shawneeoutparcel LLC., requests that the property located on tax parcel numbers 1- 30-3.00-261.04, existing zoning C3- Highway Commercial, be granted a conditional use for the proposed use of a car repair shop in accordance with Chapter 230 Section 14 Subsection C2 of the City of Milford Municipal Code. The site currently is an undeveloped lot and the developer, Shawneeoutparcel LLC. will be seeking to construct a new 6,979 s.f. Mavis Tire Center. New curbing, parking areas, drive aisles, dumpster enclosure and landscaping will also be constructed. The relationship of the arrangement of building is north, south with site entrance from the east off of Lexus drive and fronting South Dupont Highway to the west. Adjoining properties are undeveloped pad sites within the Cypress Hall Commercial development. The new store hours of operation are as follows: 8am-6:30pm M-F / 8am to 8:30pm Thurs / 8am-6pm Sat / 9am-5pm Sun with 16 total staff to be employed.

Feel free to contact me with any questions or concerns,

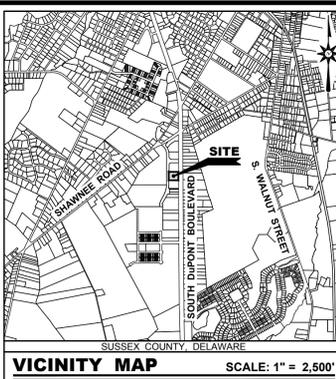
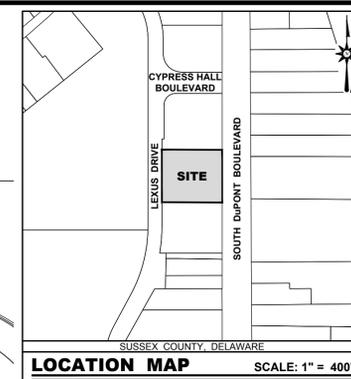
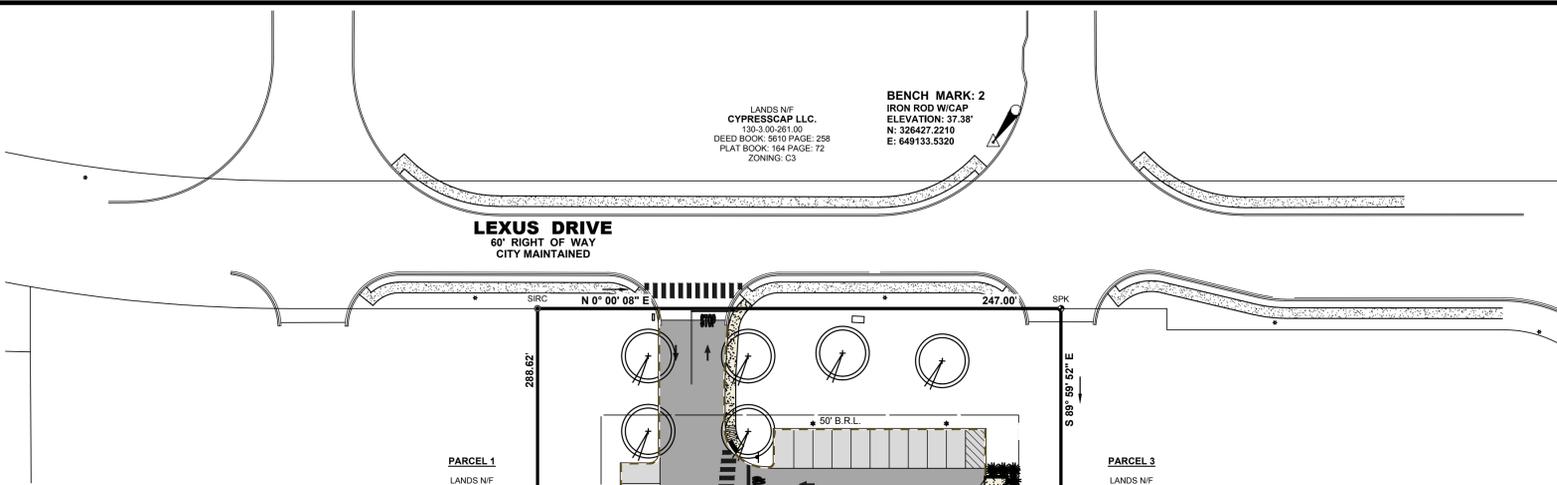
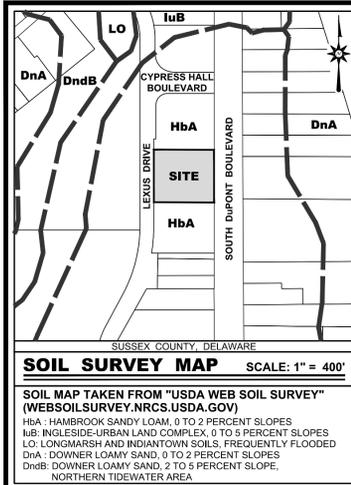
Sincerely,

BECKER MORGAN GROUP

Jonathan D. Richard, P.E.
Senior Associate

JDR/rjh

201900901aj-ltr-conduse.docx



THE PURPOSE OF THIS PLAN IS TO CONSTRUCT A NEW 6,979 S.F. BUILDING FOR A MAVIS TIRE CENTER AND DEVELOP ALL OF PARCEL 2 AS SHOWN ON THE CYPRESS HALL COMMERCIAL RECORD PLAN.

SITE DATA

- OWNER OF RECORD: SHAWNEEOUTPARCEL, LLC
105 FOULK ROAD
WILMINGTON, DE. 19803
(302) 458-1088
- ENGINEER / SURVEYOR: BECKER MORGAN GROUP INC.
309 SOUTH GOVERNORS AVENUE
DOVER, DE. 19904
(302) 374-7662
- PROPERTY MAP NUMBER: 130-3.00-261.04
- ZONING CLASSIFICATION: EXISTING: C3 / CITY OF MILFORD
PROPOSED: C3 / CITY OF MILFORD
- DEED SUMMARY: DEED BOOK: 5610 PAGE: 258
- PLAT REFERENCE: PLAT BOOK: 164 PAGE: 72
- PRESENT USE: UNDEVELOPED LOT
- PROPOSED USE: AUTOMOTIVE REPAIR
- LOT AREA: REQUIRED: 1.00 ACRES; (43,560 S.F.)
PROVIDED: 1.63 ACRES; (71,059 S.F.)
- LOT WIDTH: MINIMUM: 150'
PROVIDED: 247'
- LOT DEPTH: MINIMUM: 170'
PROVIDED: 247'
- PROPOSED BUILDING: BUILDING: 6,979 S.F.
80% MAX COVERAGE
- IMPERVIOUS COVERAGE: EXISTING: 1.163 S.F.
PROPOSED: 29,866 S.F. (69 ACRES) OR 42% IMPERVIOUS
- PARKING CALCULATIONS: 3 SPACES PER SERVICE BAY
REQUIRED: 8 BAYS PROPOSED x 3 = 24 SPACES
PROVIDED: 28 SPACES
ACCESSIBLE PARKING SPACES: 2 SPACES
- LOADING SPACE: LOADING BERTHS: 5,000 S.F. TO 7,999 S.F. OF FLOOR AREA REQUIRES
REQUIRED: 1 LOADING SPACE
PROVIDED: 1 LOADING SPACE
- BIKE PARKING CALCULATIONS: 1 BIKE PARKING RACK PER 10 SPACES / 38 SPACES = 4 BIKE RACKS
- SETBACKS: C3 / HIGHWAY COMMERCIAL DISTRICT
FRONT: 30 FT.
SIDE: 20 FT. MINIMUM, AGGREGATE OF 50 FT.
REAR: 50 FT.
- LANDSCAPE REQUIREMENT: REQUIRED: 15 TREES
PROVIDED: 28 TREES
- BUILDING HEIGHT: PERMITTED: 35' OR THREE STORIES
PROPOSED: 22'-4"
- SOURCE OF WATER: CITY OF MILFORD
- SOURCE OF SEWER: CITY OF MILFORD
- SOURCE OF GAS: CHESAPEAKE UTILITIES
- SOURCE OF ELECTRIC: CITY OF MILFORD
- SURVEY BENCHMARK: NGS MONUMENTATION
VERTICAL: NAVD 88
HORIZONTAL: NAD 83 (2011) - CORS
- MONUMENTATION: EXISTING: 0 FOUND
PROPOSED: 4 TO BE SET
- ESTIMATED EDUS: 1.6 ACRES
- TOTAL DISTURBED AREA: 1.6 ACRES
- BUILDING CONST. TYPE: VB
- WATERSHED: UPPER MISPELLION RIVER
- SUSSEX COUNTY HUNDRED: CEDAR CREEK HUNDRED

SHEET INDEX

C-001	COVER SHEET
C-101	DEMOLITION PLAN
C-201	SITE PLAN
C-301	UTILITY PLAN
L-101	LANDSCAPE PLAN

CAR REPAIR CONDITIONS:

AUTOMOTIVE REPAIR, SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:

- ALL FACILITIES SHALL BE LOCATED AND ALL SERVICES SHALL BE CONDUCTED ON THE LOT
- ALL REPAIR WORK SHALL BE CONDUCTED WITHIN AN ENTIRELY ENCLOSED BUILDING
- NO EQUIPMENT FOR THE SERVICE OF GASOLINE OR OIL SHALL BE PLACED CLOSER TO ANY STREET OR PROPERTY LINE THAN 20 FEET
- NO PORTION OF SUCH STRUCTURE OR ITS EQUIPMENT SHALL BE LOCATED WITHIN 500 FEET OF THE PREMISES OF ANY SCHOOL, HOSPITAL, CHURCH OR PUBLIC RECREATION BUILDING
- NO SERVICE STATION SHALL BE LOCATED WITHIN 800 FEET OF ANOTHER SERVICE STATION ON THE SAME SIDE OF THE STREET WITHIN THE SAME BLOCK
- ANY SUCH USE SHALL BE PERMITTED ONLY WHERE IT IS DETERMINED THAT IT WILL NOT MATERIALLY INTERFERE WITH THE MAIN PEDESTRIAN MOVEMENT ON CONJUNCTION WITH A COMPACT RETAIL AREA

CITY OF MILFORD APPROVAL

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 CONTEMPLATED HEREIN AND ACCURACY OF ALL INFORMATION SHOWN HEREON.

CITY ENGINEER APPROVAL

CONSTRUCTION IMPROVEMENTS PLANS HAVE BEEN REVIEWED AND ARE FOUND TO BE IN GENERAL CONFORMANCE WITH THE CITY OF MILFORD'S STANDARD SPECIFICATIONS FOR INSTALLATION OF UTILITY CONSTRUCTION PROJECTS AND 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, SHAWNEEOUTPARCEL LLC, 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 D. RICHARD, P.E. HEREBY CERTIFY THAT I AM A REGISTERED ENGINEER IN THE STATE OF DELAWARE, THAT THE DESIGN 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 D. RICHARD _____ P.E. NO. 18832 _____ DATE _____

LEGEND

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

CITY OF MILFORD GENERAL NOTES:

- TOPOGRAPHIC SURVEY DATA SHOWN HEREON WAS PREPARED BY BECKER MORGAN GROUP, DOVER, DE, IN JANUARY 2019 VERTICAL DATUM IS BASED ON NAVD 88. HORIZONTAL DATUM IS BASED ON DELAWARE STATE PLANE NAD 83, GPS DERIVED FROM N.G.S. HORIZONTAL CONTROL MONUMENTS.
- THE BOUNDARY DATA SHOWN HEREON WAS COMPILED FROM A FIELD RUN SURVEY PERFORMED BY BECKER MORGAN GROUP, INC., DOVER, DE, IN SEPTEMBER 2024.
- THE BOUNDARY LINES PORTRAYED HEREON HAVE BEEN ESTABLISHED BASED SOLELY ON PHYSICAL EVIDENCE DISCOVERED IN THE FIELD IN CONJUNCTION WITH DETERMINATIONS DERIVED FROM SOURCE OF TITLE AND ADJACENT DEED RECORD INFORMATION.
- EXISTING UTILITIES ARE SHOWN IN ACCORDANCE WITH THE BEST AVAILABLE INFORMATION. COMPLETENESS OR CORRECTNESS THEREOF IS NOT GUARANTEED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE UTILITY COMPANIES INVOLVED IN ORDER TO SECURE THE MOST ACCURATE INFORMATION AVAILABLE AS TO UTILITY LOCATION AND ELEVATION. NO CONSTRUCTION AROUND OR ADJACENT TO UTILITIES SHALL BEGIN WITHOUT NOTIFYING THEIR OWNERS AT LEAST 48 HOURS IN ADVANCE. THE CONTRACTOR SHALL TAKE THE NECESSARY PRECAUTIONS TO PROTECT THE EXISTING UTILITIES AND MAINTAIN UNINTERRUPTED SERVICE AND ANY DAMAGE DONE TO THEM DUE TO HIS/HER NEGLIGENCE SHALL BE IMMEDIATELY AND COMPLETELY REPAIRED AT THE CONTRACTOR'S EXPENSE. TO LOCATE EXISTING UTILITIES IN THE FIELD PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL CONTACT MISS UTILITY DELMARVA (800-282-8555) A MINIMUM OF THREE (3) CONSECUTIVE WORKING DAYS PRIOR TO ANY EXCAVATION.
- ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. MATERIALS AND WORKMANSHIP SHALL MEET THE REQUIREMENTS OF THE CITY OF MILFORD STANDARD SPECIFICATIONS FOR INSTALLATION OF UTILITY CONSTRUCTION AND SUBDIVISION PAVEMENT DESIGN, AND ALL APPLICABLE AGENCIES HAVING JURISDICTION OVER THE PROPOSED IMPROVEMENTS.
- USE ONLY SUITABLE AND APPROVED GRANULAR MATERIAL FOR BACKFILLING TRENCHES.
- THE CONTRACTOR SHALL DETERMINE THE LOCATION OF ALL RIGHT-OF-WAY LINES AND PROPERTY LINES TO HIS OWN SATISFACTION. ANY DISTURBED AREAS BEYOND THE RIGHT-OF-WAY OR EASEMENT LINES SHALL BE RESTORED IMMEDIATELY TO THEIR ORIGINAL CONDITION.
- ALL VALVE CLOSURES AND CUT-INS SHALL BE COORDINATED WITH THE CITY. CITY OFFICIALS WILL CARRY OUT ALL NECESSARY VALVE CLOSURES. CONTRACTOR SHALL COORDINATE ISOLATION OF EXISTING WATER MAINS WITH THE CITY AND NOTIFY AFFECTED RESIDENTS AT LEAST 48 HOURS PRIOR TO CUT-IN.
- PIPELINE DETECTION TAPE SHALL BE COLOR CODED, APPROPRIATELY LABELED, AND INSTALLED 18 INCHES BELOW THE GROUND SURFACE AND DIRECTLY ABOVE ALL PROPOSED NON-METALLIC WATER MAIN, SEWER MAIN, SEWER LATERALS, AND WATER SERVICES.
- CONDUCTIVE TRACER WIRE SHALL BE INSTALLED WITH ALL NON-METALLIC WATER PIPE AND SERVICES. AND ALONG ALL SEWER LATERALS AND FORCEMAIN. WIRE SHALL BE SECURED TO THE PIPE AND SHALL BE SECURELY BONDED THROUGH AT ALL VALVE JOINTS WITH APPROVED WATER-TIGHT CONNECTORS. TRACER WIRE SHALL BE ACCESSIBLE AT ALL VALVE BOXES, METER PITS, CLEANOUTS, AND AIR RELEASE VALVES.
- PRIOR TO ISOLATION AND CUT-IN PROCEDURES, CONTRACTOR SHALL EXCAVATE, LOCATE, AND OBSERVE FUNCTION OF ALL EXISTING VALVES TO ASSIST IN THE SYSTEM ISOLATION.
- SHOP DRAWINGS FOR ANY ITEMS WHICH WILL EVENTUALLY BE TAKEN OVER BY THE CITY SHALL BE SUBMITTED TO THE CITY ENGINEER FOR REVIEW AND APPROVAL PRIOR TO THE ORDERING OF AND/OR INSTALLATION OF THE ITEM(S).
- ALL SANITARY SEWER MAINS AND FORCEMAINS SHALL HAVE A MINIMUM COVER OF 36 INCHES AND ALL WATER MAINS SHALL HAVE A MINIMUM COVER OF 42 INCHES AS MEASURED FROM THE TOP OF PIPE TO PROPOSED GRADE. SEWER LATERALS SHALL HAVE A MINIMUM DIAMETER OF SIX (6) INCHES AND HAVE A MINIMUM COVER OF 36 INCHES.
- THERE SHALL BE A MINIMUM HORIZONTAL SEPARATION BETWEEN WATER MAINS AND SANITARY SEWER MAINS AND FORCEMAINS OF 10 FEET, AS MEASURED FROM EDGE OF PIPE TO EDGE OF PIPE. THERE SHALL BE A MINIMUM VERTICAL SEPARATION OF 18 INCHES BETWEEN WATER MAINS AND SANITARY SEWER MAINS OR FORCEMAINS AT CROSSINGS. ONE FULL LENGTH OF WATER PIPE SHALL BE LOCATED SO THAT BOTH JOINTS WILL BE AS FAR FROM THE SEWER AS POSSIBLE AT CROSSINGS.

CITY OF MILFORD GENERAL NOTES:

- THERE SHALL BE A MINIMUM VERTICAL SEPARATION OF 12 INCHES BETWEEN ANY STORM DRAIN PIPE AND ANY WATER MAIN OR SEWER MAIN. IF 12 INCHES CANNOT BE MAINTAINED, A MINIMUM OF SIX (6) INCHES IS REQUIRED AND PROVISIONS SHALL BE MADE ACCEPTABLE TO THE CITY OF MILFORD FOR PROPERLY ENCASED THE PIPE IN CONCRETE.
- FINAL APPROVAL FROM THE CITY SHALL BE VOID IF THE FINAL RECORD PLAT IS NOT RECORDED WITHIN 90 DAYS OF THE DATE OF PLANNING COMMISSION'S GRANTING OF FINAL APPROVAL. IF CONSTRUCTION OF THE APPROVED IMPROVEMENTS IS NOT SUBSTANTIALLY UNDERTAKEN WITHIN EIGHTEEN (18) MONTHS OF FINAL SITE PLAN APPROVAL, THE SITE PLAN APPROVAL SHALL BE VOID. THE APPLICANT MAY REQUEST A ONE (1) YEAR EXTENSION FROM THE PLANNING COMMISSION FOR GOOD CAUSE.
- THE APPLICANT IS RESPONSIBLE TO ENSURE THAT ALL CITY AND/OR AGENCY CONSTRUCTION PERMIT APPLICATIONS HAVE BEEN COMPLETED, SUBMITTED, AND ALL APPLICABLE FEES HAVE BEEN PAID PRIOR TO COMMENCING CONSTRUCTION. THE CITY SHALL NOT BE HELD RESPONSIBLE FOR AN ANTICIPATED CONSTRUCTION START DATE THAT IS NOT MET DUE TO THE APPLICANT OR HIS/HER CONTRACTOR NOT HAVING MET THE CONSTRUCTION PERMITTING REQUIREMENTS.
- UPON COMPLETION OF THE CONSTRUCTION IMPROVEMENTS AND PRIOR TO THE RELEASE OF ANY DEVELOPER'S COMPLETION GUARANTEE, THE DEVELOPER SHALL PROVIDE THE CITY ENGINEER A DRAFT PAPER SET OF DETAILED RECORD PLANS (PLAN VIEW AND PROFILE SHEETS). RECORD INFORMATION SHALL BE PLACED ON THE APPROPRIATE DRAWINGS. ORIGINAL DESIGN ELEVATION AND/OR DISTANCE INFORMATION SHALL BE STRUCK THROUGH WITH A FINE LINE AND THE RECORD INFORMATION SHALL BE INSERTED NEXT TO IT. WHEN THE DRAFT SET OF DRAWINGS HAS BEEN APPROVED BY THE CITY, THREE (3) FINAL PAPER COPIES SHALL BE SUBMITTED, SIGNED AND SEALED BY THE OWNER'S ENGINEER OR SURVEYOR. ADDITIONALLY, A CD SHALL BE PROVIDED WITH DIGITAL RECORD INFORMATION IN AUTOCAD FORMAT (VERSION 2018 OR LATER). THE DIGITAL INFORMATION SHALL BE ON DELAWARE STATE PLANE, NAD 83 HORIZONTAL CONTROL, AND NAVD88 VERTICAL CONTROL. RECORD PLAN INFORMATION SHALL INCLUDE SURVEYED AS-BUILT ELEVATIONS AND HORIZONTAL LOCATIONS OF THE FOLLOWING:
 - PROPERTY MONUMENTS/MARKERS;
 - SEWER MANHOLE RIM & INVERT ELEVATIONS, WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, PUMP STATION RIM, BOTTOM & INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, FORCEMAIN INVERT ELEVATIONS EVERY 50 FEET, FORCEMAIN AIR RELEASE VALVE RIM & INVERT ELEVATIONS, SEWER CLEANOUT RIM & INVERT ELEVATIONS, AND GREASE TRAP RIM, BOTTOM & INVERT ELEVATIONS;
 - C. WATER VALVES, FIRE HYDRANTS, METER VALVES, METER PITS, AND CURB STOPS;
 - D. STORM SEWER CATCH BASIN AND/OR MANHOLE GRATE, RIM & INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED; AND
 - E. ANY OTHER ITEM WHICH WILL BE TAKEN OVER BY THE CITY.
- THE CONTRACTOR SHALL NOTIFY THE CITY PUBLIC WORKS DEPARTMENT AT (302) 422-1110 A MINIMUM OF TWO WEEKS PRIOR TO THE START OF CONSTRUCTION AND SCHEDULE A PRE-CONSTRUCTION MEETING. THE SITE CONTRACTOR AND THE OWNER, OR HIS/HER REPRESENTATIVE SHALL BE IN ATTENDANCE.
- BECKER MORGAN GROUP CERTIFIES THAT THERE ARE NO WELLED-HAD PROTECTION AREAS LOCATED WITHIN THE IMPROVED AREA.
- BECKER MORGAN GROUP CERTIFIES THAT THERE ARE NO FRESH WATER WETLANDS LOCATED WITHIN THE IMPROVED AREA.

A. ALL ITEMS HAVE PASSED CITY INSPECTION.

B. THE CITY HAS RECEIVED AND APPROVED DIGITAL AND HARD COPIES OF THE RECORD DRAWINGS; AND

C. THE RIGHTS-OF-WAY AND/OR EASEMENTS HAVE BEEN DEEDED TO THE CITY AND RECORDED WITH THE RECORDER OF DEEDS.

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

CITY OF MILFORD GENERAL NOTES:

- PRELIMINARY APPROVAL FROM PLANNING COMMISSION SHALL BE VOID AFTER TWENTY-FOUR (24) MONTHS, UNLESS AN EXTENSION IS REQUESTED BY THE OWNER AND APPROVED, FOR GOOD CAUSE, BY THE PLANNING COMMISSION PRIOR TO THE DATE OF EXPIRATION.
- THE APPROVAL OF A CONDITIONAL USE IN CONJUNCTION WITH A SITE PLAN APPLICATION SHALL EXPIRE UPON EXPIRATION OF THE ASSOCIATED SITE PLAN.
- FINAL APPROVAL FROM THE CITY SHALL BE VOID IF THE FINAL RECORD PLAT IS NOT RECORDED WITHIN 90 DAYS OF THE DATE OF PLANNING COMMISSION'S GRANTING OF FINAL APPROVAL. IF CONSTRUCTION OF THE APPROVED IMPROVEMENTS IS NOT SUBSTANTIALLY UNDERTAKEN WITHIN EIGHTEEN (18) MONTHS OF FINAL SITE PLAN APPROVAL, THE SITE PLAN APPROVAL SHALL BE VOID. THE APPLICANT MAY REQUEST A ONE (1) YEAR EXTENSION FROM THE PLANNING COMMISSION FOR GOOD CAUSE.
- THE APPLICANT IS RESPONSIBLE TO ENSURE THAT ALL CITY AND/OR AGENCY CONSTRUCTION PERMIT APPLICATIONS HAVE BEEN COMPLETED, SUBMITTED, AND ALL APPLICABLE FEES HAVE BEEN PAID PRIOR TO COMMENCING CONSTRUCTION. THE CITY SHALL NOT BE HELD RESPONSIBLE FOR AN ANTICIPATED CONSTRUCTION START DATE THAT IS NOT MET DUE TO THE APPLICANT OR HIS/HER CONTRACTOR NOT HAVING MET THE CONSTRUCTION PERMITTING REQUIREMENTS.
- UPON COMPLETION OF THE CONSTRUCTION IMPROVEMENTS AND PRIOR TO THE RELEASE OF ANY DEVELOPER'S COMPLETION GUARANTEE, THE DEVELOPER SHALL PROVIDE THE CITY ENGINEER A DRAFT PAPER SET OF DETAILED RECORD PLANS (PLAN VIEW AND PROFILE SHEETS). RECORD INFORMATION SHALL BE PLACED ON THE APPROPRIATE DRAWINGS. ORIGINAL DESIGN ELEVATION AND/OR DISTANCE INFORMATION SHALL BE STRUCK THROUGH WITH A FINE LINE AND THE RECORD INFORMATION SHALL BE INSERTED NEXT TO IT. WHEN THE DRAFT SET OF DRAWINGS HAS BEEN APPROVED BY THE CITY, THREE (3) FINAL PAPER COPIES SHALL BE SUBMITTED, SIGNED AND SEALED BY THE OWNER'S ENGINEER OR SURVEYOR. ADDITIONALLY, A CD SHALL BE PROVIDED WITH DIGITAL RECORD INFORMATION IN AUTOCAD FORMAT (VERSION 2018 OR LATER). THE DIGITAL INFORMATION SHALL BE ON DELAWARE STATE PLANE, NAD 83 HORIZONTAL CONTROL, AND NAVD88 VERTICAL CONTROL. RECORD PLAN INFORMATION SHALL INCLUDE SURVEYED AS-BUILT ELEVATIONS AND HORIZONTAL LOCATIONS OF THE FOLLOWING:
 - PROPERTY MONUMENTS/MARKERS;
 - SEWER MANHOLE RIM & INVERT ELEVATIONS, WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, PUMP STATION RIM, BOTTOM & INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED, FORCEMAIN INVERT ELEVATIONS EVERY 50 FEET, FORCEMAIN AIR RELEASE VALVE RIM & INVERT ELEVATIONS, SEWER CLEANOUT RIM & INVERT ELEVATIONS, AND GREASE TRAP RIM, BOTTOM & INVERT ELEVATIONS;
 - C. WATER VALVES, FIRE HYDRANTS, METER VALVES, METER PITS, AND CURB STOPS;
 - D. STORM SEWER CATCH BASIN AND/OR MANHOLE GRATE, RIM & INVERT ELEVATIONS WITH ASSOCIATED PIPE SIZES & MATERIALS NOTED; AND
 - E. ANY OTHER ITEM WHICH WILL BE TAKEN OVER BY THE CITY.
- THE CONTRACTOR SHALL NOTIFY THE CITY PUBLIC WORKS DEPARTMENT AT (302) 422-1110 A MINIMUM OF TWO WEEKS PRIOR TO THE START OF CONSTRUCTION AND SCHEDULE A PRE-CONSTRUCTION MEETING. THE SITE CONTRACTOR AND THE OWNER, OR HIS/HER REPRESENTATIVE SHALL BE IN ATTENDANCE.
- BECKER MORGAN GROUP CERTIFIES THAT THERE ARE NO WELLED-HAD PROTECTION AREAS LOCATED WITHIN THE IMPROVED AREA.
- BECKER MORGAN GROUP CERTIFIES THAT THERE ARE NO FRESH WATER WETLANDS LOCATED WITHIN THE IMPROVED AREA.

BECKER MORGAN GROUP

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Fax 910.341.7506

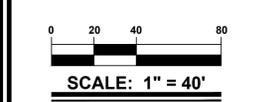
www.beckermorgan.com



MAVIS TIRES & BRAKES

LEXUS DRIVE
TOWN OF MILFORD
SUSSEX COUNTY, DE.

PRELIMINARY SITE PLAN



ISSUE BLOCK

MARK	DATE	DESCRIPTION
1	10/07/24	PLAN REVISED PER CITY OF MILFORD COMMENTS

PROJECT NO.: 201909.00
DATE: 06/14/2024
SCALE: 1" = 20'
DRAWN BY: D.S.G. / PROJ. MGR.: S.T.F.
SHEET
C-001
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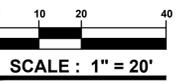
PROJECT TITLE

**MAVIS TIRES
& BRAKES**

LEXUS DRIVE
TOWN OF MILFORD
SUSSEX COUNTY, DE.

SHEET TITLE

**EXISTING
CONDITIONS AND
DEMOLITION PLAN**



ISSUE BLOCK

NO.	DATE	DESCRIPTION
1	10/07/24	PLAN REVISED PER CITY OF MILFORD COMMENTS

MARK DATE DESCRIPTION

PROJECT NO.: 2019009.00

DATE: 02/06/2019

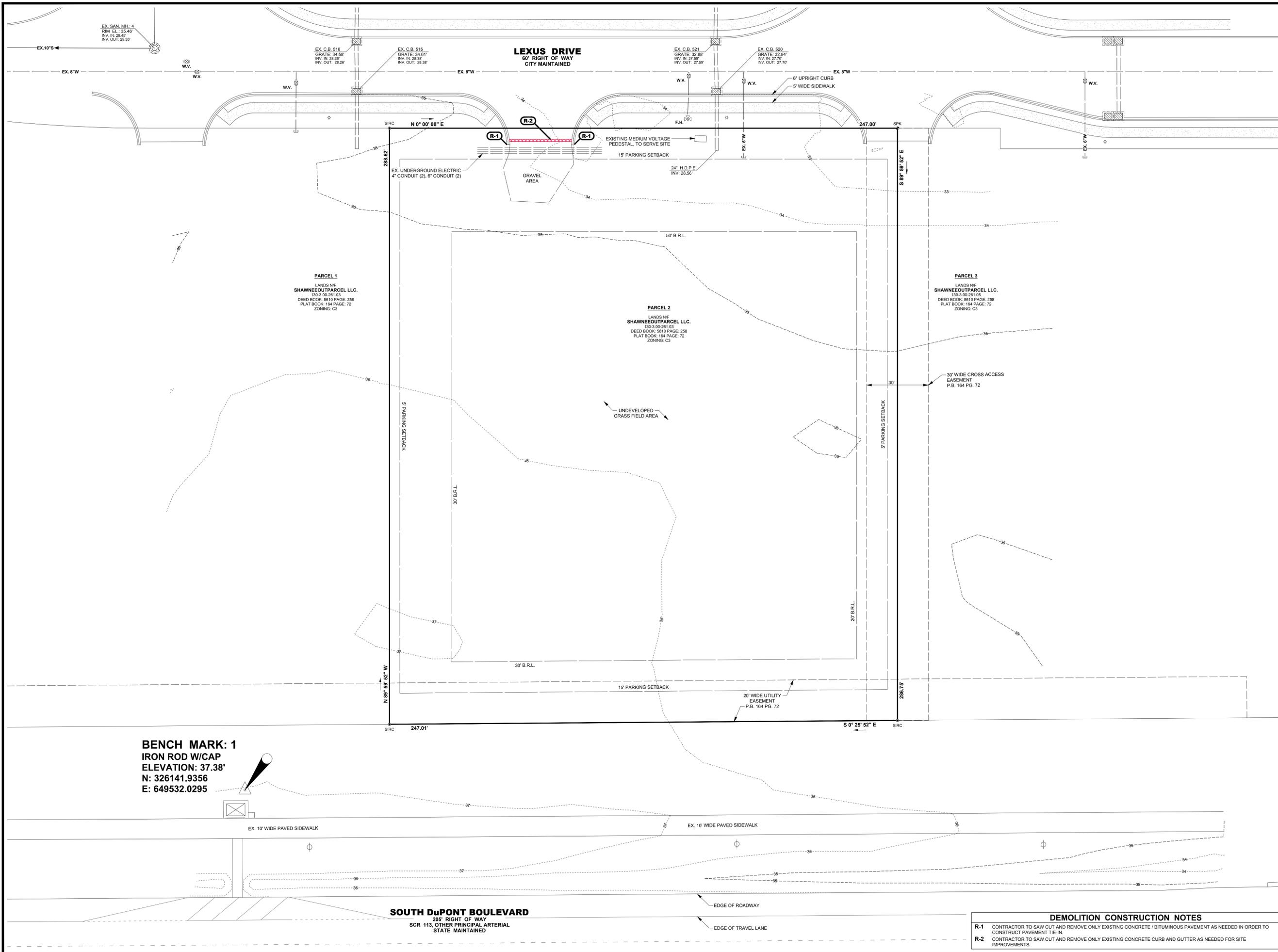
SCALE: 1" = 20'

DRAWN BY: D.S.G. PROJ. MGR.: S.T.F.

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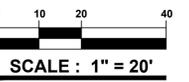
PROJECT TITLE

MAVIS TIRES & BRAKES

LEXUS DRIVE
TOWN OF MILFORD
SUSSEX COUNTY, DE.

SHEET TITLE

SITE PLAN



ISSUE BLOCK

MARK	DATE	DESCRIPTION
1	10/07/24	PLAN REVISED PER CITY OF MILFORD COMMENTS

PROJECT NO.: 2019009.00

DATE: 02/06/2019

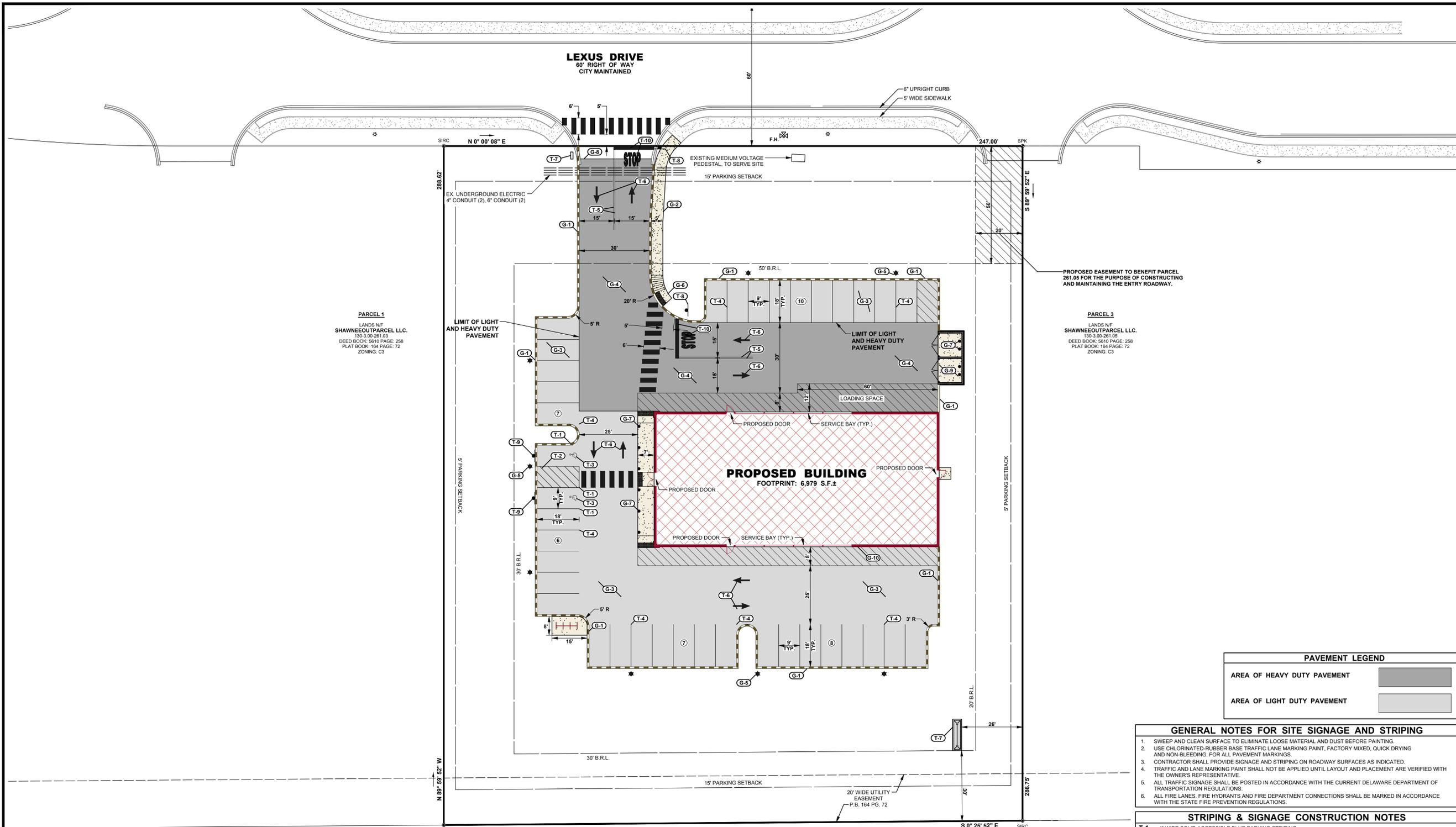
SCALE: 1" = 20'

DRAWN BY: D.S.G. | PROJ. MGR.: S.T.F.

SHEET

C-201

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PARCEL 1
LANDS W/F
SHAWNEEOUTPARCEL LLC.
130-3.00-261.03
DEED BOOK: 5610 PAGE: 258
PLAT BOOK: 164 PAGE: 72
ZONING: C3

PARCEL 3
LANDS W/F
SHAWNEEOUTPARCEL LLC.
130-3.00-261.05
DEED BOOK: 5610 PAGE: 258
PLAT BOOK: 164 PAGE: 72
ZONING: C3

PAVEMENT LEGEND

AREA OF HEAVY DUTY PAVEMENT	
AREA OF LIGHT DUTY PAVEMENT	

GENERAL NOTES FOR SITE SIGNAGE AND STRIPING

- SWEEP AND CLEAN SURFACE TO ELIMINATE LOOSE MATERIAL AND DUST BEFORE PAINTING.
- USE CHLORINATED-RUBBER BASE TRAFFIC LANE MARKING PAINT, FACTORY MIXED, QUICK DRYING AND NON-BLEEDING, FOR ALL PAVEMENT MARKINGS.
- CONTRACTOR SHALL PROVIDE SIGNAGE AND STRIPING ON ROADWAY SURFACES AS INDICATED.
- TRAFFIC AND LANE MARKING PAINT SHALL NOT BE APPLIED UNTIL LAYOUT AND PLACEMENT ARE VERIFIED WITH THE OWNER'S REPRESENTATIVE.
- ALL TRAFFIC SIGNAGE SHALL BE POSTED IN ACCORDANCE WITH THE CURRENT DELAWARE DEPARTMENT OF TRANSPORTATION REGULATIONS.
- ALL FIRE LANES, FIRE HYDRANTS AND FIRE DEPARTMENT CONNECTIONS SHALL BE MARKED IN ACCORDANCE WITH THE STATE FIRE PREVENTION REGULATIONS.

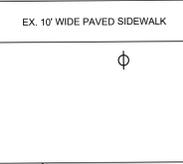
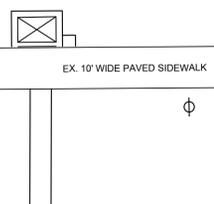
STRIPING & SIGNAGE CONSTRUCTION NOTES

- T-1 4" WIDE SOLID ACCESSIBLE BLUE PARKING STRIPING
- T-2 4" WIDE ACCESSIBLE BLUE CROSS-HATCHED STRIPING @ 45°, 2' O.C. SPACING STRIPING (TYP.). SEE DETAIL, SHEET C-901
- T-3 PAINTED HANDICAP ACCESSIBLE SYMBOL. PAINT HANDICAP ACCESSIBLE BLUE (TYP.). SEE DETAIL, SHEET C-901
- T-4 4" WIDE SOLID WHITE PARKING STRIPING (TYP.)
- T-5 PROPOSED PAINTED STRIPING - 4" WIDE SOLID WHITE LINE.
- T-6 PROPOSED EPOXY PAINTED DIRECTIONAL TRAFFIC ARROWS.
- T-7 PROPOSED PYLON SIGN AND / OR DIRECTIONAL SIGN. SEE MAVIS STANDARDS, FOR DETAILS.
- T-8 PROPOSED 'STOP' SIGN. SEE DETAIL SHEET C-901.
- T-9 PROPOSED 'ACCESSIBLE' PARKING SIGN AND CONCRETE POLE BOLLARD. SEE DETAIL SHEET C-901.
- T-10 PROPOSED 24" WIDE WHITE EPOXY PAINTED STOP LINE AND STOP TEXT. SEE DETAIL SHEET C-902.

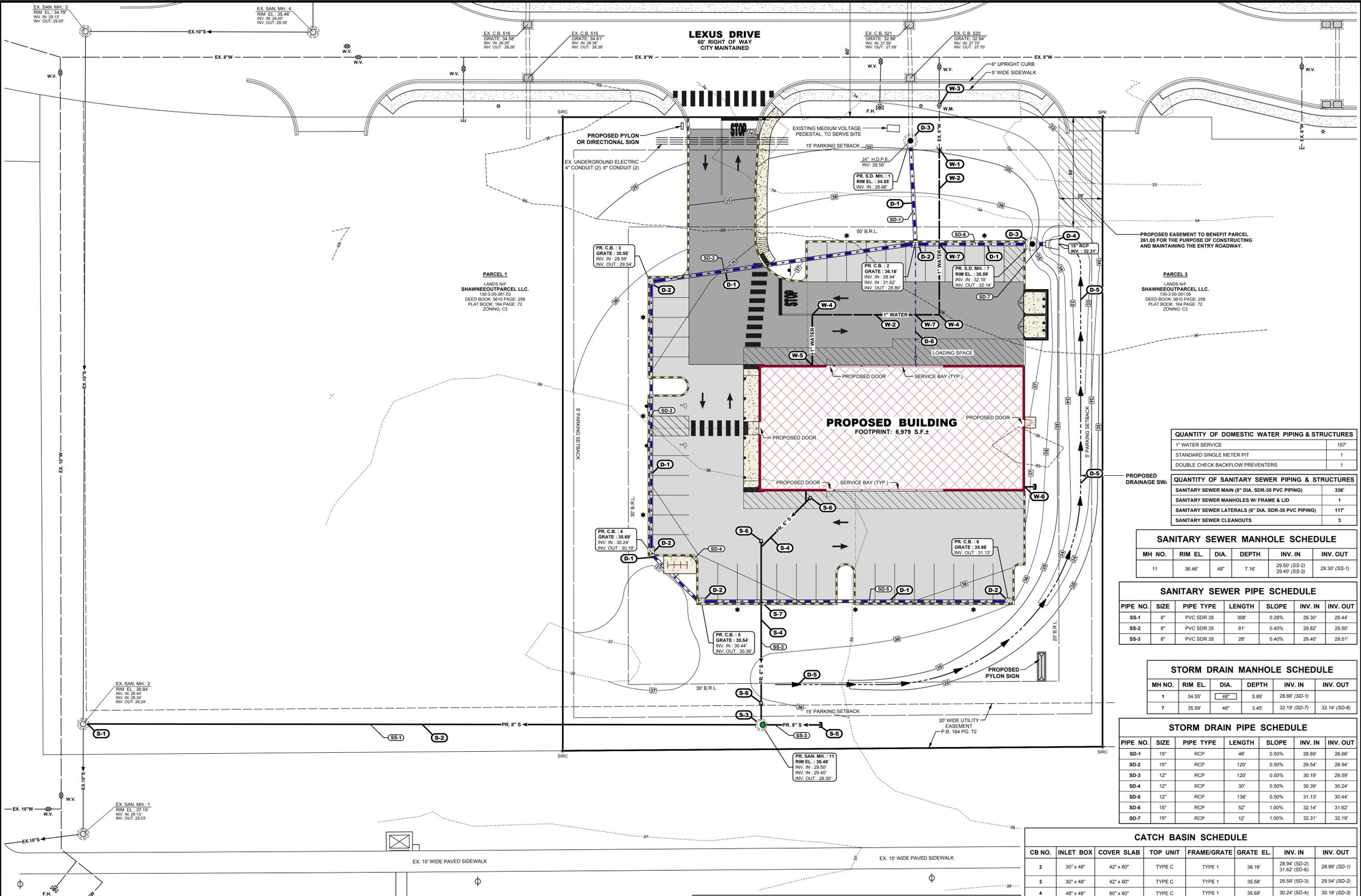
GENERAL CONSTRUCTION NOTES

- G-1 INSTALL INTEGRAL P.C.C. CURB TYPE 1 - 6" MODIFIED SEE DETAIL SHEET C-901.
- G-2 INSTALL 4" THICK, 5' WIDE CONCRETE SIDEWALK. SEE DETAIL SHEET C-901.
- G-3 FINE GRADE WITH GABC UP TO ASPHALT PAVEMENT SUBGRADE AND INSTALL LIGHT DUTY BITUMINOUS PAVEMENT PER DETAIL, SHEET C-902.
- G-4 FINE GRADE WITH GABC UP TO ASPHALT PAVEMENT SUBGRADE AND INSTALL HEAVY DUTY BITUMINOUS PAVEMENT PER DETAIL, SHEET C-902.
- G-5 PROPOSED PARKING LOT LIGHT LOCATIONS SHOWN HEREON ARE FOR PICTORIAL PURPOSE ONLY. CONTRACTOR TO REFER TO THE LIGHTING PLAN "BY OTHERS", FOR ALL INFORMATION REGARDING THE LIGHTING INSTALLATION.
- G-6 PROPOSED CURB RAMP. SEE DETAILS SHEET C-901.
- G-7 INSTALL 6" CONCRETE FILLED STEEL PIPE BOLLARD. SEE DETAIL SHEET C-901 (6 TOTAL) AND DETAIL SHEET C-904 TRASH ENCLOSURE DETAIL (4 TOTAL).
- G-8 CONTRACTOR TO SAW CUT AND REMOVE ONLY THE NECESSARY CONCRETE / BITUMINOUS PAVEMENT FOR CONSTRUCTION AND TO MATCH EXISTING PAVEMENT PER TIE-IN DETAIL. SEE SHEET C-901.
- G-9 INSTALL REINFORCED CONCRETE PAD AND DUMPSTER ENCLOSURE AT LOCATION SHOWN. SEE DETAIL SHEET C-904.

- THE EXISTING MEDIUM VOLTAGE PEDESTAL LOCATED ON THE WEST SIDE OF THE MAVIS SITE WILL PROVIDE SERVICE TO THE PROPOSED BUILDING.
- 4" CONDUIT (2) AND 6" CONDUIT (2) HAVE BEEN INSTALLED UNDER THE ENTRANCE TO SERVE THE SITE.
- CONTRACTOR TO BACKFILL ALL UNDERGROUND PIPE RUNS IN ACCORDANCE WITH THE TRENCH BACKFILL AND PIPE BEDDING DETAIL (D-1) AS SHOWN ON DETAIL SHEET C-903.



SOUTH DuPONT BOULEVARD
205' RIGHT OF WAY
SCR 113, OTHER PRINCIPAL ARTERIAL
STATE MAINTAINED



QUANTITY OF DOMESTIC WATER PIPING & STRUCTURES

1" WATER SERVICE	157'
STANDARD SINGLE METER PIT	1
DOUBLE CHECK BACKFLOW PREVENTERS	1

QUANTITY OF SANITARY SEWER PIPING & STRUCTURES

SANITARY SEWER MAIN (8" DIA. SDR-35 PVC PIPING)	336'
SANITARY SEWER MANHOLES W/ FRAME & LID	1
SANITARY SEWER LATERALS (6" DIA. SDR-35 PVC PIPING)	117'
SANITARY SEWER CLEANOUTS	3

SANITARY SEWER MANHOLE SCHEDULE

MH NO.	RIM EL.	DIA.	DEPTH	INV. IN	INV. OUT
11	36.46'	48"	7.16'	29.50' (SS-2) 29.40' (SS-3)	29.30' (SS-1)

SANITARY SEWER PIPE SCHEDULE

PIPE NO.	SIZE	PIPE TYPE	LENGTH	SLOPE	INV. IN	INV. OUT
SS-1	8"	PVC SDR 35	308'	0.28%	29.30'	28.44'
SS-2	8"	PVC SDR 35	81'	0.40%	29.82'	29.50'
SS-3	8"	PVC SDR 35	28'	0.40%	29.40'	29.51'

STORM DRAIN MANHOLE SCHEDULE

MH NO.	RIM EL.	DIA.	DEPTH	INV. IN	INV. OUT
1	34.55'	48"	5.89'	28.66' (SD-1)	
7	35.59'	48"	3.45'	32.19' (SD-7)	32.14' (SD-6)

STORM DRAIN PIPE SCHEDULE

PIPE NO.	SIZE	PIPE TYPE	LENGTH	SLOPE	INV. IN	INV. OUT
SD-1	15"	RCP	46'	0.50%	28.89'	28.66'
SD-2	15"	RCP	120'	0.50%	29.54'	28.94'
SD-3	12"	RCP	120'	0.50%	30.19'	29.59'
SD-4	12"	RCP	30'	0.50%	30.39'	30.24'
SD-5	12"	RCP	138'	0.50%	31.13'	30.44'
SD-6	15"	RCP	52'	1.00%	32.14'	31.62'
SD-7	15"	RCP	12'	1.00%	32.31'	32.19'

CATCH BASIN SCHEDULE

CB NO.	INLET BOX	COVER SLAB	TOP UTILITY	FRAME/GRATE	GRATE EL.	INV. IN	INV. OUT
2	30" x 48"	42" x 60"	TYPE C	TYPE 1	36.16'	28.94' (SD-2) 31.62' (SD-6)	28.89' (SD-1)
3	30" x 48"	42" x 60"	TYPE C	TYPE 1	35.58'	29.59' (SD-3)	29.54' (SD-2)
4	48" x 48"	60" x 60"	TYPE C	TYPE 1	35.69'	30.24' (SD-4)	30.19' (SD-3)
5	48" x 48"	60" x 60"	TYPE C	TYPE 1	35.54'	30.44' (SD-5)	30.39' (SD-4)
6	24" x 34"			TYPE 1	35.96'		31.13' (SD-5)

- FIRE MARSHAL GENERAL NOTES**
- ALL FIRE LINES, FIRE HYDRANTS, AND FIRE DEPARTMENT CONNECTIONS SHALL BE MARKED IN ACCORDANCE WITH THE DELAWARE STATE FIRE PREVENTION REGULATIONS (DSPFR).
 - ADDRESS NUMBERS OF AT LEAST 12 INCHES IN HEIGHT MUST BE PLACED ON THE STREET SIDE OF THE BUILDING VISIBLE FROM THE STREET.
 - ANY NATURAL OF LP GAS BOTTLES, METERS, REGULATORS, ETC. MUST HAVE IMPACT PROTECTION.
 - ANY GAS FIRED HVAC EQUIPMENT MUST BE EQUIPPED WITH EMERGENCY CUT OFF SWITCH REMOTELY LOCATED.
 - AUTOMATIC FIRE SPRINKLERS ARE NOT PROPOSED FOR THIS STRUCTURE.
 - OCCUPANCY DEFINITION PER NFPA 101, BUSINESS
 - CONSTRUCTION TYPE PER NFPA 220, TYPE VB

- DOMESTIC WATER SYSTEM CONSTRUCTION NOTES**
- W-1 CONTRACTOR TO CONNECT THE PROPOSED 1" COPPER DOMESTIC WATER SERVICE TO THE EXISTING 6" WATER STUB PROVIDED AT THE LOCATION SHOWN.
 - W-2 INSTALL 1" S.D.R. 9 POLYETHYLENE WITH #12 SOLID STRAND COATED TRACER WIRE (48" MIN. COVER) SEE BUILDING PLUMBING PLANS.
 - W-3 INSTALL STANDARD SINGLE METER PIT. PURCHASE TO BE COORDINATED WITH THE CITY OF MILFORD PUBLIC WORKS DEPARTMENT. SEE DETAIL SHEET C-903.
 - W-4 INSTALL 1"x1" ELBOW AT LOCATION SHOWN.
 - W-5 LEAD FREE, DOUBLE CHECK BACKFLOW PREVENTERS SHALL BE INSTALLED ON EACH INDIVIDUAL POTABLE WATER SERVICE, INSIDE THE BUILDINGS. APPROVED MANUFACTURERS ARE APOLLO VALVES AND WATTS WATER TECHNOLOGIES. THESE DEVICES SHALL BE OWNED BY THE PROPERTY OWNER BUT THE CITY SHALL HAVE THE RIGHT TO INSPECT THEM AND THEIR MAINTENANCE RECORDS AS THEY MAY FIND NECESSARY.
 - W-6 INSTALL IRRIGATION LINE WITH IRRIGATION WATER METER AT LOCATION SHOWN, REFER TO IRRIGATION PLAN BY OTHERS FOR ALL INFORMATION REGARDING THE IRRIGATION INSTALLATION.
 - W-7 DEFLECT WATER SERVICE UNDER OTHER UTILITIES WHERE IN CONFLICT (TYP.). MAINTAIN MINIMUM 48" COVER AND 18" VERTICAL SEPARATION FROM OTHER UTILITIES. SEE DETAIL SHEET C-902.

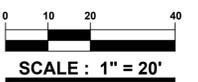
- STORM SEWER CONSTRUCTION NOTES**
- D-1 INSTALL PROPOSED STORM DRAIN PIPE (TYP.). SEE THIS SHEET FOR PIPE SCHEDULES FOR PIPE SIZES, MATERIALS AND INVERTS.
 - D-2 INSTALL PROPOSED STORM DRAIN CATCH BASIN (TYP.). SEE THIS SHEET FOR CATCH BASIN SCHEDULES FOR TYPE, SIZE, GRATE AND INVERTS.
 - D-3 INSTALL PROPOSED STORM DRAIN MANHOLE WITH FRAME AND COVER AT THE INVERTS AND ELEVATIONS SHOWN HEREON (TYP.). SEE PRECAST CONCRETE MANHOLE DETAIL, SHEETS C-902.
 - D-4 PROPOSED FLARED END SECTION, SIZE AND MATERIAL TO MATCH CONNECTING PIPE (TYP.). INSTALL SAFETY GRATE ON UPSTREAM END OF ALL FLARED END SECTIONS. SEE DETAIL SHEET C-902.
 - D-5 CONSTRUCT GRASSED SWALE WITH 4" WIDE BOTTOM AND VARYING SIDE SLOPES.
 - D-6 INSTALL PROPOSED 6" DOWN SPOUT DRAINAGE SYSTEM WITH CLEAN OUT. REFER TO ARCHITECTURAL PLANS FOR TIE-IN LOCATION.
- *ALL STORM DRAIN CONNECTIONS TO BE WATER TIGHT. UTILIZE ADS WATERSTOP DETAIL FOR CONNECTING H.D.P.E. PIPE TO CONCRETE STRUCTURES.

- SANITARY SEWER CONSTRUCTION NOTES**
- S-1 CONTRACTOR TO FIELD VERIFY INVERT ELEVATION OF THE EXISTING 8" SANITARY SEWER STUB TO ASSURE POSITIVE DRAINAGE PRIOR TO THE INSTALLATION OF THE PROPOSED 8" PVC SDR 35 SANITARY SEWER MAIN.
 - S-2 INSTALL PROPOSED 8" PVC SDR 35 SANITARY SEWER MAIN AT THE LOCATION SHOWN.
 - S-3 INSTALL SANITARY SEWER MANHOLE WITH FRAME AND COVER AT THE INVERTS AND ELEVATIONS SHOWN HEREON (TYP.).
 - S-4 INSTALL 6" PVC SDR 35 SANITARY SEWER LATERAL (1.0% MINIMUM SLOPE) WITH CLEANOUTS AT THE LOCATION SHOWN.
 - S-5 INSTALL PROPOSED 8" PVC SDR 35 SANITARY SEWER MAIN (25') AND CAP AT THE LOCATION SHOWN, TO SERVE PARCEL 3.
 - S-6 INSTALL SANITARY SEWER CLEANOUT WITH CAST IRON COVER SURROUNDED BY AN 18" DIAMETER CONCRETE PAD AT THE LOCATION SHOWN. SEE DETAIL SHEET C-901.
 - S-7 SANITARY SEWER LATERAL AND STORM DRAIN CROSSING TO MAINTAIN A MINIMUM OF 12" VERTICAL SEPARATION, OTHERWISE SEWER LATERAL SHALL BE ENCASED IN CONCRETE.

MAVIS TIRES & BRAKES

LEXUS DRIVE
TOWN OF MILFORD
SUSSEX COUNTY, DE.

UTILITY PLAN



ISSUE BLOCK

NO.	DATE	DESCRIPTION
1	10/07/24	PLAN REVISED PER CITY OF MILFORD COMMENTS

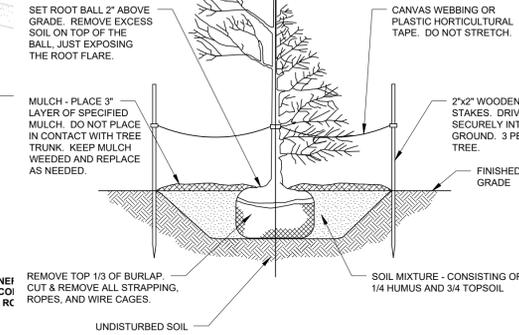
MARK DATE DESCRIPTION
LAYER STATE C-301

PROJECT NO.: 2019009.00
DATE: 02/06/2019
SCALE: 1" = 20'
DRAWN BY: D.S.G. | PROJ. MGR.: S.T.F.
SHEET

C-301
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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.



TREE PLANTING DETAIL

NO SCALE
BMG NO.: L-01

PLANT LIST					
KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT
SHADE TREES					
AR	4	ACER RUBRUM 'OCTOBER GLORY'	RED MAPLE	2-2 1/2" CAL	B&B
QB	6	QUERCUS BICOLOR	SWAMP WHITE OAK	2-2 1/2" CAL	B&B
EVERGREEN TREES					
JV	16	JUNIPERUS VIRGINIANA	EASTERN REDCEDAR	6" - 8"	B&B
TOTAL: 26 TREES					

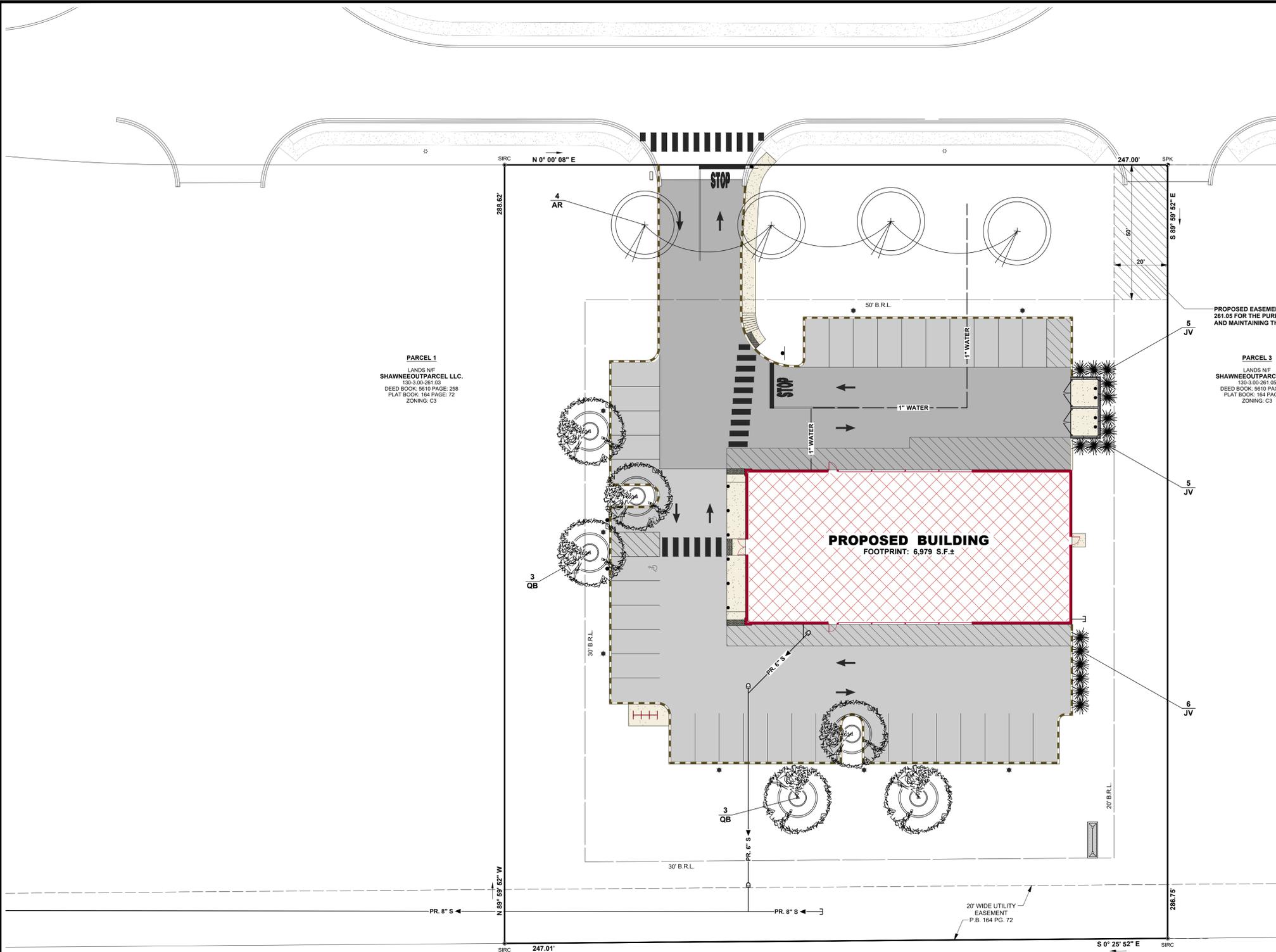
LANDSCAPE ARCHITECTS CERTIFICATION

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 GOOD LANDSCAPING PRACTICES.

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

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 SHREDDED HARDWOOD BARK MULCH UNLESS OTHERWISE SPECIFIED ON THE PLANS AND SHALL HAVE NO LEAVES, YOUNG GREEN GROWTH, BRANCHES, TWIGS, 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.



PARCEL 1
LANDS W/F
SHAWNEEOUTPARCEL LLC.
130-3.00-261.03
DEED BOOK: 5610 PAGE: 258
PLAT BOOK: 164 PAGE: 72
ZONING: C3

PARCEL 3
LANDS W/F
SHAWNEEOUTPARCEL LLC.
130-3.00-261.05
DEED BOOK: 5610 PAGE:
PLAT BOOK: 164 PAGE:
ZONING: C3

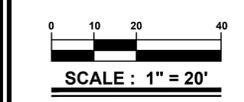
TREE PRESERVATION & DENSITY REQUIREMENTS

1. EXISTING WOODLAND AREA :	0 S.F.
2. WOODLANDS TO BE CLEARED :	0 S.F.
3. TOTAL WOODLANDS REMAINING :	0 S.F.
4. TOTAL NON-WOODLAND AREA :	71,002 S.F.
5. DENSITY : 1 TREE PER 5,000 S.F. OF LOT AREA 71,002 / 5,000 S.F. / TREE = 14.2	15 TREES REQUIRED
6. EXISTING TREES TO BE RETAINED :	0
7. PROPOSED TREES :	26
8. TOTAL TREES :	26
9. TOTAL INTERIOR GREEN SPACE :	274.07 S.F.
10. DENSITY : 1 TREE PER 200 S.F. OF INTERIOR GREEN SPACE : 274.07 / 200 S.F. / TREE = 1.37	2 TREES REQUIRED
11. PROPOSED INTERIOR GREEN SPACE TREES :	2

PROJECT TITLE
MAVIS TIRES & BRAKES

PARCEL 2
TOWN OF MILFORD
SUSSEX COUNTY, DE.

LANDSCAPE PLAN



ISSUE BLOCK

NO.	DATE	DESCRIPTION
1	10/08/24	PLAN REVISED PER CITY OF MILFORD COMMENTS

MARK DATE DESCRIPTION

PROJECT NO.: 2019009.00
DATE: 02/06/2019
SCALE: 1" = 20'
DRAWN BY: C.D.C. / PROJ. MGR.: S.T.F.

SHEET
L-101
COPYRIGHT 2019



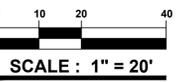
PROJECT TITLE

**MAVIS TIRES
& BRAKES**

LEXUS DRIVE
TOWN OF MILFORD
SUSSEX COUNTY, DE.

SHEET TITLE

**TRUCK TURNING
TEMPLATE**



ISSUE BLOCK

NO.	DATE	DESCRIPTION
1	10/07/24	PLAN REVISED PER CITY OF MILFORD COMMENTS

MARK DATE DESCRIPTION

PROJECT NO.: 2019009.00

DATE: 06/14/2024

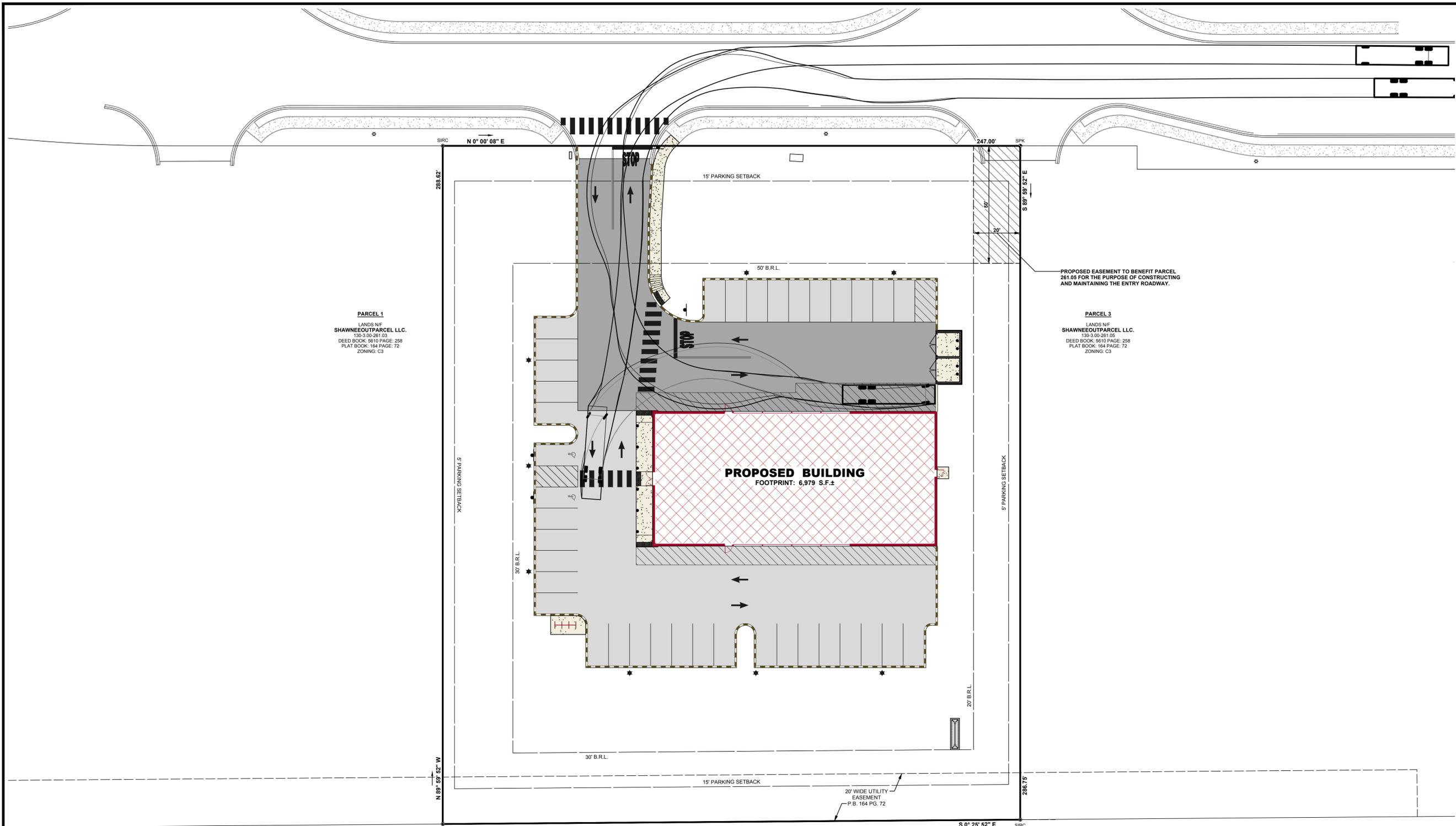
SCALE: 1" = 20'

DRAWN BY: D.S.G. PROJ. MGR.: S.T.F.

SHEET

C-001

COPYRIGHT 2019



PARCEL 1
LANDS W/F
SHAWNEEOUTPARCEL LLC.
130-3.00-261.03
DEED BOOK: 5610 PAGE: 258
PLAT BOOK: 164 PAGE: 72
ZONING: C3

PARCEL 3
LANDS W/F
SHAWNEEOUTPARCEL LLC.
130-3.00-261.05
DEED BOOK: 5610 PAGE: 258
PLAT BOOK: 164 PAGE: 72
ZONING: C3

PROPOSED BUILDING
FOOTPRINT: 6,979 S.F.±

PROPOSED EASEMENT TO BENEFIT PARCEL 261.05 FOR THE PURPOSE OF CONSTRUCTING AND MAINTAINING THE ENTRY ROADWAY.

SOUTH DuPONT BOULEVARD
205' RIGHT OF WAY
SCR 113, OTHER PRINCIPAL ARTERIAL
STATE MAINTAINED



1 LEFT ELEVATION
A-200 SCALE: 1/8" = 1'-0"



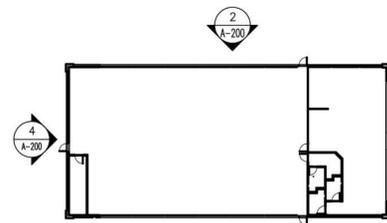
2 RIGHT ELEVATION
A-200 SCALE: 1/8" = 1'-0"



3 FRONT ELEVATION
A-200 SCALE: 1/8" = 1'-0"



4 REAR ELEVATION
A-200 SCALE: 1/8" = 1'-0"



5 KEY PLAN
A-200 SCALE: NTS

EXTERIOR MATERIALS SCHEDULE

MARK	MATERIAL	MANUFACTURER	STYLE/COLOR	NOTES
DOOR FINISHES	D-2	ALUMINUM STOREFRONT DOOR & FRAME	KAWNEER COLOR: CLEAR ANODIZED ALUMINUM	INSTALL PER MFR RECOMMENDATIONS.
	D-3	PAINT FOR GALVANIZED HM DOOR & FRAME	BENJAMIN MOORE COLOR: OC-129 ALABASTER WHITE SHEEN: SEMI-GLOSS	FINISH PER MFR RECOMMENDATIONS. PRIMER: (1) COAT- BM SUPER SPEC HP ACRYLIC PRIMER #HP04 FINISH COAT: (2) COATS- BM SUPER SPEC HP D.T.M. ACRYLIC SEMI-GLOSS #HP29
	D-4	ALUMINUM AND GLASS OH DOORS	RAYNOR GARAGE DOORS RAYNOR AV200 COLOR: CLEAR SATIN ANODIZED ALUMINUM	INSTALL PER MFR RECOMMENDATIONS. RE: SPECS FOR ADDITIONAL INFO. *DOORS AT RACKING SHALL BE FIXED AND SECURE CONTACT DH PACE: ADAM POSLOSKY, ADAM.POSLOSKY@DHPACE.COM, 816-480-2361
MISC. ITEMS	F-1	VERTICAL METAL FASCIA	ATAS MULTIPURPOSE PANELS- MPN SEMI STANDING SEAM 12" WIDE, 0.032" ALUMINUM COLOR: #19 TEAL	INSTALL PER MFR RECOMMENDATIONS.
	F-2	ALUMINUM ACCENT STRIPE	ATAS 0.032" ALUMINUM COLOR: #26 BONE WHITE	INSTALL PER MFR RECOMMENDATIONS.
	F-3	METAL ROOF COPING	ROOF MFR MATCH ROOF SYSTEM COLOR: MATCH WALL BELOW	INSTALL PER MFR RECOMMENDATIONS.
	M-3	EIFS CORNICE & BAND	DRYVT OR APPROVED EQUAL COLOR: #101 SUPER WHITE	INSTALL PER MFR RECOMMENDATIONS.
WALL FINISHES	M-4	PAINT FOR STEEL LINTELS & COLUMNS	BENJAMIN MOORE COLOR: OC-129 ALABASTER WHITE SHEEN: LOW LUSTRE	FINISH PER MFR RECOMMENDATIONS. PRIMER: (1) COAT- BM SUPER SPEC HP ACRYLIC PRIMER #HP04 FINISH COAT: (2) COATS- BM SUPER SPEC HP D.T.M. ACRYLIC LOW LUSTRE #HP25
	P-6	PAINTED SPLIT FACE BLOCK	BENJAMIN MOORE COLOR: HC-164 PURITAN GRAY SHEEN: LOW LUSTRE	FINISH PER MFR RECOMMENDATIONS. PRIMER: (1) COAT- BM ULTRA SPEC MASONRY HI-BUILD BLOCK FILLER 571 FINISH COAT: (2) COATS- BM ULTRA SPEC ELASTOMERIC LOW LUSTRE 360
	P-7	PAINTED SPLIT FACE BLOCK	BENJAMIN MOORE COLOR: OC-129 ALABASTER WHITE SHEEN: LOW LUSTRE	FINISH PER MFR RECOMMENDATIONS. PRIMER: (1) COAT- BM ULTRA SPEC MASONRY HI-BUILD BLOCK FILLER 571 FINISH COAT: (2) COATS- BM ULTRA SPEC ELASTOMERIC LOW LUSTRE 360
	P-8	STONE VENEER	DUTCH QUALITY STONE STYLE: WEATHER LEDGE COLOR: PRESTIGE	INSTALL PER MFR RECOMMENDATIONS.
	SF-1	ALUMINUM STOREFRONT SYSTEM CENTER PLANE GLAZING	KAWNEER COLOR: CLEAR ANODIZED ALUMINUM	INSTALL PER MFR RECOMMENDATIONS. INSTALL WITH 1" LOW-E INSULATED GLAZING. MAX U-FACTOR: U-0.28 MAX SHGC: 0.40
SF-2	ALUMINUM STOREFRONT SYSTEM CENTER PLANE GLAZING	KAWNEER COLOR: CLEAR ANODIZED ALUMINUM GLAZING: SPANDREL GLASS	INSTALL PER MFR RECOMMENDATIONS.	

GENERAL NOTES:
 A. ALL FINISHES ON MATERIAL SCHEDULE MAY NOT BE USED
 B. CENTER WALL LIGHTS OVER COLUMNS, DOORS & WINDOWS, ETC., AS SHOWN U.O.N.
 C. MOUNTING HEIGHT OF EXTERIOR LIGHT FIXTURE ON REAR AND SIDE ELEVATIONS TO MATCH MOUNTING HEIGHT OF LIGHT FIXTURES ON FRONT ELEVATION
 D. SIGNAGE UNDER SEPARATE PERMIT/SUBMISSION BY SIGN VENDOR.



Larson Design Group
 3000 WESTINGHOUSE DRIVE
 SUITE 400
 CRANBERRY TWP, PA 16606
 (724) 591-8562

MAVIS TIRE SUPPLY, LLC
 358 SAW MILL RIVER ROAD
 MILLWOOD, NY 10546
 (914) 984-2500

CLIENT

MARK	DATE	COMMENTS



MAVIS TIRES & BRAKES #XXX - CITY, STATE
 STREET ADDRESS, CITY, STATE XXXX
 EXTERIOR ELEVATIONS

Project No.: 0000-000
 Sheet No.:

A-200c



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

November 05, 2024

City of Milford
201 South Walnut Street
Milford, Delaware 19963

Attention: Rob Pierce

Subject: Mavis Discount Tire – Preliminary Site Plan
KCI Job No. 00006472_00001.013 Task 70 (*previously 131803632.24*)

Dear Mr. Pierce,

As requested, KCI Technologies reviewed the Preliminary Site Plans for the Mavis Discount Tire per the City of Milford's Standard Specifications, codes, and general engineering best practices. These plans were submitted by Becker Morgan and are dated June 14, 2024 with the first revision dated October 07, 2024.

We offer the following comments for your consideration. Please provide a point-by-point response and resubmit as Final Plans.

1. Address the comments below with regards to the site data column.
 - a. Update the owner's name to reflect the current owner. **Addressed.**
 - b. Provide the minimum required and actual lot area. **Addressed.**
 - c. Provide the minimum required and actual lot width. **Addressed.**
 - d. Provide the required number of tree plantings per Chapter 230-19.8(F)(2) and the actual number of tree plantings. **Addressed.**
 - e. Provide a minimum of two benchmarks and show them in the plans. **Addressed.**
 - f. Verify how the 3 EDUs were calculated. **Comment Remains – Estimated EDUs is blank in the Site Data Column.**
 - g. Currently, the number of parking spaces are not based on automotive repair facility. Update the parking calculation rate based on Chapter 230-21(B). **Comment Remains – The parking space labels in the Site Plan south of the site are incorrect. Correct the labels and revise the plans accordingly. In addition, 37 total parking spaces are provided in the site plan; however, the**

number of parking spaces provided is listed as 39 parking spaces in the Data Column, revise accordingly.

- h. Provide the bicycle parking per Chapter 230-20(M) or request a waiver in writing. **Comment Remains.**
 - i. Per the City of Milford’s new requirement, provide the lot size in both acres and square feet in the Data Column. **Addressed.**
2. Label and dimension the proposed loading berth. Ensure it meets the minimum dimensions of Chapter 230-21. **Addressed.**
 3. Show all existing and proposed monuments in the plan.
 4. Provide a list of waivers and variances on the cover sheet. **Addressed with comment – Per engineer’s response, no known waivers or variances used or needed.**
 5. Provide a preliminary record plat with metes and bounds with your next submission. **Comment Remains – Provide a record plan in the final plan submission.**
 6. Provide the preliminary water and sewer utility plan with your next submission. **Addressed.**
 7. Provide preliminary storm sewer system with your next submission. **Addressed.**
 8. List the car repair conditions found under the conditional use section of Chapter 230-14(c)(2). **Addressed.**
 9. Label the cross-access easement shown at the northwest corner of the property and provide the deed reference for this easement. Is there enough room for the future drive aisle for the property to the north with the construction of the proposed drainage swale? **Addressed.**
 10. Per the City of Milford’s zoning code Chapter 230-20(L)(1), one island or peninsula (minimum 9’ x 18’) shall be provided for every 10 contiguous spaces. Adjust the parking lot design accordingly. **Addressed.**
 11. Per the City of Milford’s zoning code Chapter 230-24.16(B)(1)(c), freestanding signs shall have a minimum setback of 10 feet from the front lot line and a minimum setback of 25 feet from adjacent property line. **Addressed.**
 12. Show/label the entrances to the proposed building. **Addressed.**
 13. Per City of Milford’s zoning code Chapter 230-20(c), show the required 15 feet off-street parking setback from any street line and 5 feet from any property line. **Addressed.**
 14. A minimum of one 2-1/2” caliper shade tree with a mature height of 12 feet shall be provided per every 200 square feet of interior green space within the parking lot islands per Article IV Chapter 230-20(L)(1)(d) of the City of Milford Zoning Ordinance. **Addressed.**

15. There are 20 *Juniperus Virginiana* listed on the Plant list, and only 17 are showing in the landscaping plans. Revise accordingly so the number of plants on the list and plans match. **Addressed.**
16. Provide a detail for heavy duty pavement and a detail for light duty pavement. **Comment Remains.**
17. Provide a lighting plan with final site plan submission for review. The lighting for the parking lot must meet the requirements of the most recent version of the Illuminating Engineering Society (IES) Standards. **Comment Remains.**
18. Provide SFMO and SCD approvals with the final site plan submission. **Comment Remains.**
19. Coordinate electric needs to the site with the Electric Department during final site plan review. **Comment Remains.**
20. All existing features should be shown in grey, and all proposed features shown in black. Revise the drawings to meet this requirement. **Addressed.**
21. Incorporate the attached General Site Plan notes. **Comment Remains – There are still some notes missing. Incorporate all notes.**
22. Provide Conditional Use written narrative per application. **Addressed.**
23. Provide a truck turning diagram with your next submission. **Addressed.**
24. Revise the cover sheet title block to refer to the Preliminary Site Plan. **Addressed.**
25. Per the Sheet Index, there are many sheets that are missing from the plan set (sheets C-301, C-401, C-501, C-502, C-503, C-901, C-902, C-903, C-904 are missing). Provide the complete plan set with your next submission. Additional comments will be provided once the additional sheets are included. **Comment Remains.**
26. Provide four-sided architectural renderings of the proposed building for the Planning Commission’s review. **Addressed.**
27. **Sanitary Sewer SS-2 is listed as 8” in the Sanitary Sewer Pipe Schedule and 6” in the plan. Correct the pipe size in the pipe schedule and revise the plan accordingly.**
28. **Provide inverts for the sanitary sewer laterals so the slope can be verified. The slope of the sanitary sewer laterals shall not be less than 2%.**
29. **Provide spot grades with your next submission so positive drainage of the parking lot and all impervious surfaces can be verified.**
30. **Per City of Milford’s checklist, minimum size for storm drain pipe is 15”. Currently, SD-3, SD-4, and SD-5 are listed as 12”, revise accordingly.**
31. **Provide a detail for the 1” Copper water service connection to the existing 6” water stub.**
32. **Provide the detail for the water meter. Sheet C-903 is not provided.**

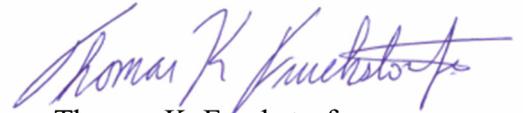
33. **Revise the Sanitary Sewer Construction Note S-4 to list the minimum slope for sanitary sewer lateral as 2% instead of 1%.**
34. **Provide storm drain profile with all utility crossings with the final submission. In addition provide the 10-yr-HGL.**

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

Sincerely,



Ardalan Faghri,
Project Designer



Thomas K. Fruehstorfer
Senior Project Manager

October 24, 2024

Mr. Rob Pierce
City of Milford Planning & Zoning
180 Vickers Drive
Milford, Delaware 19963

RE: **Preliminary Site Plan Submission**
MAVIS TIRE & BRAKES
Milford, Delaware
2019009.01

Dear Mr. Pierce:

We are hereby submitting the Preliminary Site Plan for your review and comments. This plan has been revised to address comments previously made by the Town and its reviewers. The comments are addressed as follows.

- 1.a. Update the owner's name to reflect the current owner.
***BMG Response:** The owner's name has been updated to reflect current owner.*
- b. Provide the minimum required and actual lot area.
***BMG Response:** See Site Data Column #9, 10, 11 for minimum requirements.*
- c. Provide the minimum required and actual lot width.
***BMG Response:** See Site Data Column #9, 10, 11 for minimum requirements.*
- d. Provide the required number of tree plantings per planting per chapter 230-19.8(F) and the actual number of tree plantings.
***BMG Response:** See Site Data Column #18 and Sheet L-101 for Tree Preservation and Density Requirements.*
- e. Provide a minimum of two benchmarks and show them in the plans.
***BMG Response:** One benchmark has been shown on the site plan. A second benchmark is outside of the plan view limits. The second benchmark will be shared with the contractor when construction commences.*
- f. Verify how the 3 EDU's were calculated.
***BMG Response:** EDU's are calculated by counting toilets, sinks, and water fountains. (Shown on EDU calculation sheet – attached)*

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 9-112
CHARLOTTE, NORTH CAROLINA 28202
980.270.9100

314 EAST MAIN STREET
CLAYTON, NORTH CAROLINA 27520
919.243.1332

g. Currently, the number of parking spaces is not based on automotive repair facility. Update the parking calculation rate based on Chapter 230-12(B).

BMG Response: *Parking Calculations have been updated per the automotive repair facility.*

h. Provide the bicycle parking per Chapter 230-20(M) or request a waiver in writing.

BMG Response: *Bicycle parking has been add, see Site Data Column #16.*

i. Per the City of Milford's new requirement, provide the lot size in both acres and square feet in the Data Column.

BMG Response: *Added lot size in acres and square feet to Site Data Column.*

2. Label and dimensions the proposed loading berth. Ensure it meets the minimums of Chapter 230-21.

BMG Response: *Loading space has been added to the plan and has been dimensioned.*

3. Show all existing and proposed monuments in the plan.

BMG Response: *Existing monumentation was not found, therefore all proposed monumentation has been shown.*

4. Provide a list of waivers and variances on the cover sheet.

BMG Response: *No known waivers or variances or used or needed*

5. Provide a preliminary record plat with metes and bounds with your next submission.

BMG Response: *Metes and bounds of the property have been shown on sheet C-001, C-101 and C-201. A record plan will be future plan submission in the final site plan submission.*

6. Provide the preliminary water and sewer utility plan with your next submission.

BMG Response: *Preliminary Utility layout has been included.*

7. Provide a preliminary storm system with your next submission.

BMG Response: *Preliminary Utility layout has been included.*

8. List the car repair conditions found under the conditional use section of Chapter 230-14(c)(2).

BMG Response: *Car repair conditions have been added to the cover sheet.*

9. Label the cross-access easement shown at the northwest corner of the property and provide the deed reference for this easement. Is there enough room for the future drive aisle for the property to the north with the construction of the proposed drainage swale?

BMG Response: *Existing cross access easement has been added and labeled. We believe there will be sufficient room for the property to the north. The property owner of this property and the parcel to the north are the same entity and is aware of the easement and room for the adjacent drive aisle.*

10. Per the City of Milford's zoning code Chapter 230-20(L)(1), one island or peninsula (minimum 9' x 18') shall be provided for every 10 contiguous spaces. Adjust parking lot design accordingly.

BMG Response: *Parking islands have been added as necessary.*

11. Per the City of Milford's zoning code Chapter 230-24.16(B)(1)(c), freestanding signs shall have a minimum setback of 10 feet from the front lot line and a minimum setback of 25 feet from adjacent property line.

BMG Response: *Sign has been relocated as necessary and dimensioned.*

12. Show/label the entrances to the proposed building.

BMG Response: *Entrances have been shown and labeled on the plan.*

13. Per City of Milford's zoning code Chapter 230-20(c), show the required 15 feet off-street parking setback from any street line and 5 feet from any property line.

BMG Response: *Off-street parking setback's have been added to the plan.*

14. A minimum of one 2-1/2" caliper shade tree with a mature height of 12 feet shall be provided per every 200 square feet of interior green space within the parking lot islands per Article IV Chapter 230-20(L)(1)(d) of the City of Milford Zoning Ordinance.

BMG Response: *Tree Density requirements have been added to sheet L-101.*

15. There are 20 Juniperus Virginiana listed on the Plant list, and only 17 are Showing in the landscaping plans. Revise accordingly so the number of plants on the list and plans match.

BMG Response: *Plant list has been updated accordingly.*

16. Provide a detail for heavy duty pavement and a detail for light duty pavement.

BMG Response: *This is a preliminary site plan review, pavement section details will be provided during the final site plan submission.*

17. Provide a lighting plan with the final site plan submission for review. The lighting for the parking lot must meet the requirements of the most recent version of the Illuminating Engineering Society (IES) Standards.

BMG Response: *Lighting plan will be provided during the final site plan submission.*

18. Provide SFMO and SCD approvals with the final site plan submission.

BMG Response: *Upon receipt of approval from SFMO and SCD, a copy will be forwarded to the City for their record.*

19. Coordinate electric needs to the site with the Electric Department during final site plan review.

BMG Response: *Electric needs will be coordinated during the preparation of the construction documents.*

20. All existing features should be shown in grey, and all proposed features shown in black. Revise the drawing to meet this requirement.

BMG Response: *Our plans identify the difference between existing and proposed features. BMG's drafting standard is not to show existing features in grey.*

21. Incorporate the attached General Site Plan notes.

BMG Response: *General notes have been updated.*

22. Provide Conditional Use written narrative per application.

BMG Response: *Conditional Use narrative has been provided.*

23. Provide a truck turning diagram with your next submission.

BMG Response: *See attached truck turning template.*

24. Revise the cover sheet title block to refer to the Preliminary Site Plan.

BMG Response: *Cover sheet title block has been updated to Preliminary Site Plan.*

25. Per the Sheet Index, there are many sheets that are missing from the plans (sheet C-301, C-401, C-501, C-502, C-503, C-901, C-902, C-903, C-904 are missing). Provide the complete plan set with your next submission. Additional comments will be provided once the additional sheets are included.

BMG Response: *Only the C-001, 101, 201, C-301 and L-101 are included for the preliminary site plan submission.*

26. Provide four-sided architectural rendering of the proposed building for the Planning Commission's review.

BMG Response: *Please see attached architectural rendering.*



ARCHITECTURE
ENGINEERING

October 24, 2024
Mavis Tire Center
Page 5 of 5

Feel free to contact me with any questions or concerns,

Sincerely,

BECKER MORGAN GROUP

A handwritten signature in blue ink, appearing to read "Jonathan D. Richard".

Jonathan D. Richard, P.E.
Senior Associate

JDR/rjh

201900901ah-ltr-c.o.m..docx

DEPARTMENT OF TRANSPORTATION
COMMENTS FOR
D.A.C. MEETING
OF August 21, 2024

Mavis Discount Tires
Tax Map # 130-3.00-261.04
SCR 113 (South DuPont Blvd.)
Sussex County

#24-024, Mavis Discount Tires

1. Please refer to the “*Development Coordination Manual*” manual for the design of the subdivision streets and/or entrance. The website for the manual is the following;

<http://www.deldot.gov/Business/subdivisions/index.shtml?dc=changes>
2. For all projects, any sub-station and/or wastewater facilities will be required to have access from the internal subdivision street with no direct access to the State maintained highway.
3. For all projects, a 20-foot wide buffer will be required from the edge of the stormwater management pond to the ultimate right-of-way of the County road. The ultimate right-of-way is based on the functional classification of the road.
4. Referring to the “*Development Coordination Manual*”, Chapter 3 – Record Plan Design, Section 3.2.5.1.2: Frontage Easements, a 15-foot wide permanent easement will need to be established across the property frontage. The location of the easement shall be outside the limits of the ultimate right-of-way for this road. The following note is required, “**A 15-foot wide permanent easement is hereby established for the State of Delaware, as per this plat.**”
5. Referring to the “*Development Coordination Manual*”, Chapter 3 – Record Plan Design, Section 3.2.5: Dedication of Right-Of-Way and Easements, Figure 3.2.5-a Minimum Standards for Total Roadway Right-Of-Way, the project shall be subject to dedicate right-of-way in accordance to the minimum standards.
6. Referring to the “*Development Coordination Manuals*”, Chapter 3 – Record Plan Design, Section 3.2.4.1: Subdivision Street Right-Of-Way Monuments, right-of-way monuments are recommended to be furnished and placed along the private subdivision street.
7. Referring to the “*Development Coordination Manual*”, Chapter 3 – Record Plan Design, Section 3.2.4.2; Frontage Road Right-of-Way Monumentation, concerning the right-of-way markers being placed to provide a permanent reference for re-establishing the right-of-way and property corners along frontage roads. Due to the right-of-way dedication,

show and note the property corners markers that will need to be installed.

8. Referring to the “*Development Coordination Manual*”, Chapter 3 – Record Plan Design, Section 3.5.5: Transit Facilities, transit facilities requirements shall be followed as required by DTC or DelDOT.
9. Referring to the “*Development Coordination Manual*”, under Chapter 3; Record Plan Design, Section 3.2.5.1.1 – Easements, if this development is proposing a neighborhood sign/structure, then a permanent easement shall be established at the entrance. The easement shall be located outside of any existing and/or proposed right-of-way. It will also need to be verified that the sign/structure does not pose a sight distance and/or safety hazard.
10. Metes and bounds and total areas need to be shown for any drainage easements. A minimum 20-foot wide drainage easement must be provided for storm drainage systems, open or closed, that fall outside the existing right-of-way or the drainage/utility easement. These easements shall be shown and noted on record plan.
11. Referring to the “*Development Coordination Manual*”, Chapter 3 – Record Plan Design, Section 3.5: Connectivity, connectivity requirements shall be followed for all development projects having access to state roads or proposing DelDOT maintained public road for subdivisions. Private or municipal streets should follow the local land use agency’s requirements for connectivity.
12. Referring to the “*Development Coordination Manual*”, Chapter 3 – Record Plan Design, Section 3.4.2.1: Record Plan Content, the traffic generation diagram is required. See Figure 3-4-2-a: Traffic Generation Diagram for what is required.
13. Referring to the “*Development Coordination Manual*”, Chapter 3 – Record Plan Design, Section 3.4.2: Record Plan Submittal Requirements, adjacent existing features are required to be shown in accordance with Figure 3.4.2-b.
14. It will need to be noted on the Record Plan the type of off-site improvements and when the off-site improvements are warranted for this project.
15. Referring to the “*Development Coordination Manual*”, Chapter 2 – Traffic Analysis and Improvements, it will need to be determined if a Traffic Impact Study (T.I.S.), Area-Wide Study Fee or a Traffic Operational Analysis (T.O.A.) will be required.
16. As per the Delaware State Strategies for Policy and Spending Map, this project is located within Investment Level I or II. Referring to the Departments Shared-Use Path/Sidewalk Policy a project an all Level I and Level II areas are required to install a path/sidewalk along the property frontage. If a physical impossibility exists, then a fee in lieu of construction shall be paid.

17. Referring to the “*Development Coordination Manual*” under Chapter 5; Design Elements, Section 5.2.5 – Subdivision and Commercial Entrance Design Guidelines – Intersection Corner Radii, a separate turning template plan shall be provided to verify vehicles can safely enter/exit the entrance. The entrance shall be designed for the largest vehicle using the entrance.
18. Please check to determine if any utilities will need to be relocated as part of this project.
19. Standard General Notes have been updated and posted to the DelDOT Website. Please begin using the new versions. The notes can be found at the following website under the *Guidance* tab;
<http://www.deldot.gov/Business/subdivisions/index.shtml>
20. All D.A.C. comments shall be addressed prior to submitting the plans for review.
21. Referring to the “*Development Coordination Manual*”, Chapter 6 – Construction Administration, Section 6.4.3: Commercial Entrances – Inspection and Acceptance, Figure 6.4.3-a: Construction Inspection Responsibilities, determine if the project is a Level 1 or Level 2 project and if an inspection agreement will be required.
22. The Auxiliary Lane Spreadsheet has been posted to the DelDOT website. Use this spreadsheet to determine if auxiliary lanes are warranted. The Auxiliary Lane Spreadsheet can be found at the following website under the *Forms* tab;
<http://www.deldot.gov/Business/subdivisions/index.shtml>
23. Referring to the “*Development Coordination Manual*” under Chapter 5; Design Elements, Section 5.4 – Sight Distance, a sight distance triangle is required. A spreadsheet has been developed to assist with this task and can be found on the following website under the *Forms* tab;
<http://www.deldot.gov/Business/subdivisions/index.shtml>
24. Please refer to the “*Development Coordination Manual*” Chapter 3; Record Plan Design, Section 3.4.1 Commercial or Major Residential Subdivisions – Record Plan Application Process, concerning if a pre-submittal meeting is required.
25. Effective August 1, 2015, all new and resubmittals shall be uploaded via the PDCA with any fees paid online via credit card or electronic check (ACH). The design firm making the submittal must create the project in the PDCA and upload all the required items to allow DelDOT to start the review process. Our website offers more detailed information, including links to guidance about creating PDCA submittals. This information can be found at the following website under the PDCA section;
<http://www.deldot.gov/Business/subdivisions/index.shtml>

26. Referring to the “*Development Coordination Manual*”, Chapter 3 – Record Plan Design, Section 3.4.2: Record Plan Submittal Requirements, an Initial Stage review fee shall be assessed to this project.

27. Referring to the “*Development Coordination Manual*”, Chapter 3 – Record Plan Design, Section 3.4: Commercial or Major Residential Subdivisions, a record plan shall be prepared prior to issuing “Letter of No Objection”. The Record plan submittal shall include the items listed on the Critical Items for Acceptance: Record Plan document that can be found at the following website under the *Guidance* tab;

<https://www.deldot.gov/Business/subdivisions/index.shtml>

28. Referring to the “*Development Coordination Manual*”, Chapter 4 – Construction Plans, Section 4.3: Subdivision Construction Plan Submittal Requirements, the Construction Stage review fee shall be assessed to this project.

29. Referring to the “*Development Coordination Manual*”, Chapter 4 – Construction Plans, a subdivision/entrance plan shall be prepared prior to issuing subdivision/entrance approval. The Entrance/Construction/Subdivision plan submittal shall include the items listed on the Critical Items for Acceptance: Entrance/Construction/Subdivision Set Plans document that can be found at the following website under the *Guidance* tab;

<https://www.deldot.gov/Business/subdivisions/index.shtml>

City of Milford, Delaware
Development Advisory Committee

Comment Sheet



DATE OF REVIEW: July 31, 2024

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

INDIVIDUAL REVIEWERS: **William Kelly, CFI, Asst. Chief Technical Services**
Desiree McCall, CFI, Sr. Fire Protection Specialist
John Colpo, CFI, Sr. Fire Protection Specialist
Daniel Louder, CFI, Sr. Fire Protection Specialist
Walt Johnson, CFI, Sr. Fire Protection Specialist

AGENCY PHONE NUMBERS: **302-856-5298, Fax: 302-856-5800**

RE: Mavis Discount Tires (24-024)

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. (Industrial)
- 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 from Lexus Drive 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

**CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS**

Planning Commission Hearing: Tuesday, December 17, 2024 @ 6:00 p.m.

City Council Hearing: Monday, January 13, 2025 @ 6:00 p.m.

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

This form of writing is not used to influence any decision of City Council:

ORDINANCE 2024-13

Preliminary Conditional Use Application of Mavis Discount Tires
on behalf of LC Management, LLC

1.63 +/- acres of land located along the east side of Lexus Drive within
the Cypress Hall Commercial Shopping Center, approximately 260
feet south of the Cypress Hall Boulevard intersection

Comprehensive Plan Designation: Commercial

Zoning District: C-3 (Highway Commercial District)

Present Use: Vacant Land; Proposed Use: Car Repair Shop

Tax Parcel: 1-30-3.00-261.04

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a Preliminary Conditional Use to construct a 6,979 square foot “automotive repair” business; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on December 17, 2024; and

WHEREAS, Milford City Council will hold a Public Hearing on January 13, 2025 to allow for public comment and further review of the ordinance; and

WHEREAS, it is deemed in the best interest of the City of Milford to approve the Preliminary Conditional Use, as herein described.

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

Section 1. Chapter 230-14(C)(2) states “automotive repair” are permitted with the approval of a conditional use permit by City Council.

Section 2. Following adoption of Ordinance 2024-13, and upon the effective date, LC Management, LLC is hereby granted a Preliminary Conditional Use to construct a 6,979 square foot “automotive repair” business.

Section 3. Construction or operation shall commence within one year of the date of issuance of the permit otherwise the conditional use becomes void.

Section 4. Dates.

City Council Introduction: December 9, 2024

Planning Commission Review & Public Hearing: December 17, 2024

City Council Public Hearing: January 13, 2025

Effective: Ten Days following Adoption

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

Advertised: Delaware State News 11/15/2024

TO: Planning Commissioners

FROM: Rob Pierce, AICP - Planning Director

DATE: December 17, 2024

RE: Ordinance 2024-11 & Ordinance 2024-14
Chapter 230 Zoning Amendment – Marijuana Establishments

City Council held workshops on September 27, 2023 and September 25, 2024 to review the impacts of the State’s adoption of the Delaware Marijuana Control Act and the Delaware Medical Marijuana Act on the City’s zoning code in regards to marijuana establishments. City Council held a third workshop on October 28, 2024 to continue discussions and establish a timeline leading to the consideration of an ordinance to address marijuana establishments. A copy of the most recent workshop presentation is included in the packet for reference.

Delaware Marijuana Control Act

According to **Title 4, §1351**, a municipality may prohibit the operation of marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana testing facilities, or retail marijuana stores through the enactment of an ordinance. This does not include registered compassion center (medical use) operations.

Delaware Medical Marijuana Act

According to **Title 16, §4917A**, a municipality may enact an ordinance regulating the time, place, and manner of registered compassion center (medical use) operations and registered safety compliance facilities, provided that no municipality may prohibit registered compassion center operation altogether.

Draft Ordinances

Staff has prepared two ordinances for consideration by the Planning Commission and City Council. These ordinances provide the Planning Commission and City Council three different options on how to regulate marijuana establishments.

Option 1 - Ordinance 2024-11

Ordinance 2024-11 proposes to permit marijuana cultivating facilities, marijuana product manufacturing facilities, registered safety compliance facilities and marijuana testing facilities within the BP (Business Park), I-1 (Limited Industrial) and I-2 (General Industrial) zoning districts as permitted uses. The ordinance would also permit registered compassion center dispensaries within the C-3 (Highway

Commercial) and IS (Institutional Service) zoning districts as permitted uses. The ordinance would prohibit retail marijuana stores altogether within the City.

Option 2 - Ordinance 2024-14

Ordinance 2024-14 proposes to permit marijuana cultivating facilities, marijuana product manufacturing facilities, registered safety compliance facilities and marijuana testing facilities within the BP (Business Park), I-1 (Limited Industrial) and I-2 (General Industrial) zoning districts as permitted uses. The ordinance would also permit registered compassion center dispensaries within the C-3 (Highway Commercial) and IS (Institutional Service) zoning districts as permitted uses with the condition that the building footprint upon which the registered compassion center is located would be at least 500 feet away from any private or public K-12 school, residentially zoned property and any property zoned C-2 (Central Business District). The ordinance would allow marijuana retail stores in the C-3 zoning district by conditional use approval from City Council with the condition that the building footprint upon which the marijuana retail store is located would be at least 500 feet away from any private or public K-12 school, residentially zoned property and any property zoned C-2 (Central Business District). A copy of the 500-foot buffer map is included in the packet for reference.

Option 3 - Do Nothing Approach

If neither ordinance is adopted, retail marijuana stores would be treated as retail sales and would be permitted in all commercial zones as permitted uses.



Chapter 230 - Zoning Marijuana Regulations

October 28, 2024



Marijuana Land Use Discussion

- ▶ The public input session will be focused on the City's land use regulations as it pertains to marijuana related businesses (retail sales, testing, cultivation, manufacturing, etc.)
- ▶ The purpose of the public input session is not to debate whether marijuana use should be legalized. The decision to legalize medical and recreational marijuana was made by the Legislators of the State of Delaware under Title 4 and Title 16 of the Delaware Code.
- ▶ Marijuana use is controlled by State law under Delaware Code Title 16, Chapter 47, §4764.



Delaware Code - Title 16 Health and Safety Medical Marijuana

- ▶ **Chapter 49A. The Delaware Medical Marijuana Act. § 4917A. Local ordinances.**
- ▶ Nothing shall prohibit local governments from enacting ordinances or regulations not in conflict with this chapter or with Department regulations regulating the time, place, and manner of registered compassion center operations and registered safety compliance facilities, provided that no local government may prohibit registered compassion center operation altogether, either expressly or through the enactment of ordinances or regulations which make registered compassion center and registered safety compliance facility operation unreasonably impracticable in the jurisdiction.



Current Facilities in Milford

- ▶ The City currently has two medical marijuana product manufacturing facilities in the I-1 Limited Industrial zoning district and one medical marijuana dispensary in the C-3 Highway Commercial zoning district.
- ▶ [Zoning Map Link](#)



Registered Compassion Center Discussion

- ▶ Does the City want to place conditions on medical marijuana registered compassion centers?
 - ▶ Limit hours of operation?
 - ▶ Distance between compassion centers?
 - ▶ Distance from schools, churches, daycares, etc.?
 - ▶ Allow only in Highway Commercial?
 - ▶ Require a conditional use permit?
- ▶ Does the City want to allow compassion centers with no conditions in all commercial zones?



Delaware Code - Title 4 Alcoholic Liquors and Marijuana Recreational Marijuana

- ▶ **Chapter 13. The Delaware Marijuana Control Act. Subchapter IV. Determination of Applications. § 1351 Local control.**
- ▶ A municipality may prohibit the operation of marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana testing facilities, or retail marijuana stores through the enactment of an ordinance or through an initiated or referred measure.
- ▶ A municipality or county may enact ordinances or regulations that are not in conflict with this chapter or in conflict with regulations enacted by the Commissioner, governing the time, place, manner, and number of marijuana establishment operations. A municipality or county may establish civil penalties for violation of an ordinance or regulations governing the time, place, and manner that a marijuana establishment may operate in such municipality or county.



Recreational Marijuana Retail Store Discussion

- ▶ Does the City want to prohibit recreational marijuana sales within the City?
- ▶ Does the City want to allow recreational sales with conditions?
 - ▶ Limit hours of operation?
 - ▶ Distance between retail facilities?
 - ▶ Distance from schools, churches, daycares, etc.?
 - ▶ Allow only in Highway Commercial?
 - ▶ Require a conditional use permit?
- ▶ Does the City want to allow recreational sales with no conditions in all commercial zones?



Marijuana Cultivation, Manufacturing, Testing Discussion

- ▶ Does the City want to prohibit the following;
 - ▶ Marijuana product manufacturing facilities?
 - ▶ Marijuana testing facilities?
 - ▶ Marijuana cultivation facilities?
- ▶ Does the City want to allow these uses with conditions?
 - ▶ Allow in Industrial and Business Park zones only?
 - ▶ Require a conditional use permit?
 - ▶ Distance from schools, churches, daycares, etc.?
- ▶ Does the City want to allow the manufacturing with no conditions in Industrial and Business Park zones?



Timeline & Next Steps

▶ Timeframe

- ▶ September 25 – City Council Workshop Discussion
- ▶ October 28 – City Council Public Input Meeting
- ▶ November 20 – City Council Workshop - Rob Coupe, Office of Marijuana Control
- ▶ November 25 – City Council Discussion
- ▶ December 17 – Planning Commission Public Hearing
- ▶ January 13 – City Council Public Hearing Ordinance Adoption

Proposed Ordinance for Introduction

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, December 17, 2024 @ 6:00 PM

City Council Hearing: Monday, January 13, 2025 @ 6:00 PM

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

Ordinance 2024-11

Amendment to City of Milford Code
Chapter 230/Zoning Code

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

WHEREAS the Delaware Medical Marijuana Act allows municipalities to regulate the time, place, and manner of registered compassion center operations and registered safety compliance facilities, provided that no local government may prohibit registered compassion center operation altogether; and

WHEREAS the Delaware Marijuana Control Act allows municipalities to prohibit the operation of marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana testing facilities, or retail marijuana stores or to regulate the time, place, manner, and number of marijuana establishment operations through the enactment of an ordinance; and

WHEREAS the Mayor and City Council desire to amend the zoning code of the City of Milford to regulate the uses outlined in the Delaware Medical Marijuana Act and the Delaware Marijuana Control Act; and

WHEREAS the Planning Commission considered this ordinance at a duly noticed meeting on December 17, 2024 to allow for public comment and review of the amendment; and

WHEREAS the City Council held a public hearing on January 13, 2025, notice for which was published in the Delaware State News on October 30, 2024, at which time all interested members of the public were given an opportunity to comment on this ordinance; and

WHEREAS, the City Council finds that amending the Zoning Code to regulate the location of marijuana establishments is in the best interest of the public health, safety and general welfare of the citizens of the City.

NOW THEREFORE BE IT RESOLVED, by the City of Milford:

In accordance with Chapter 200 of the City of Milford Code, the City Council hereby ordains:

- Section 1. Purpose: The Zoning Code of the City of Milford is hereby amended to add definitions and regulations pertaining to marijuana establishments.
- Section 2. Sections 230-1, 230-14, 230-19.1, 230-19.2 and 230-41 are hereby amended.
- Section 3. Strikethrough text denotes a deletion; underlined and bold text denotes an addition.

Chapter 230 – ZONING CODE

ARTICLE I – General Provisions

§ 230-1. – Purpose.

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

MARIJUANA – All parts of the plant Cannabis sativa L., whether growing or not, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin. Marijuana does not include:

- 1. The mature stalks of the plant, fiber, produced from the stalks, oil or cake made from the deeds of the plant, or any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil or cake, or other sterilized seed of the plant which is incapable of germination.**
- 2. Products approved by the US Food and Drug Administration.**
- 3. Industrial hemp, defined as all parts of the plant Cannabis sativa L., and any part of such plant, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3% on a dry weight basis.**

MARIJUANA CULTIVATION FACILITY – An establishment operated by an entity licensed by the State of Delaware to cultivate, prepare, and package marijuana and sell marijuana to retail marijuana stores, to marijuana product manufacturing facilities, and to other marijuana cultivation facilities, but no to consumers. A marijuana cultivation facility may not produce marijuana concentrates, tinctures, extracts, or other marijuana products.

MARIJUANA ESTABLISHMENT – A marijuana cultivation facility, marijuana product manufacturing facility, marijuana testing facility, marijuana retail store, registered compassion center, or registered safety compliance facility, as those terms are defined herein.

MARIJUANA PRODUCT MANUFACTURING FACILITY – An establishment operated by an entity licensed by the State of Delaware to do the following: purchase marijuana; manufacture, prepare, and package marijuana products; and sell marijuana and marijuana products to other marijuana product manufacturing facilities and retail marijuana stores, but not to consumers.

MARIJUANA RETAIL STORE – An establishment operated by an entity licensed by the State of Delaware to purchase marijuana from marijuana cultivation facilities; to purchase marijuana and marijuana products from marijuana product manufacturing facilities; and to sell marijuana and marijuana products to consumers.

MARIJUANA TESTING FACILITY – An establishment operated by an entity licensed by the State of Delaware to test marijuana for potency and contaminants.

REGISTERED COMPASSION CENTER – An establishment operated by a not-for-profit entity registered with the State of Delaware pursuant to 16 Del. C. § 4914A that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies, or dispenses marijuana, paraphernalia, or related supplies and educational materials to registered qualifying patients who have designated the dispenser to cultivate marijuana for their medical use and the registered designated caregivers of these patients.

REGISTERED SAFETY COMPLIANCE FACILITY – An establishment operated by a nonprofit entity registered under 16 Del. C. § 4915A by the State of Delaware to provide one

or more of the following services: testing marijuana produced for medical use or under Chapter 13 of Title 4 for potency and contaminants; and training cardholders, compassion center agents, and owners and employees of entities operating under Chapter 13 of Title 4 of the Delaware Code. The training may include, but need not be limited to, information related to one or more of the following: the safe and efficient cultivation, harvesting, packaging, labeling, and distribution of marijuana; security and inventory accountability procedures; and up-to-date scientific and medical research findings related to medical marijuana.

RETAIL STORE- A store in which nonfood goods, wares, or merchandise are sold directly to the ultimate customer, including such items as apparel, accessories, shoes, drugs, and hardware, but excluding marijuana retail stores.

ARTICLE III – Use and Area Regulations

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

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

B. Permitted uses. Permitted uses for the C-3 District shall be as follows:

- (1) Those permitted uses in the C-2 District.
- (2) Warehouses.
- (3) Large retail outlets.
- (4) Indoor storage accessory building.
- (5) Fast-food restaurants and drive-in restaurants.
- (6) Supermarkets.
- (7) Truck and trailer rentals.
- (8) Roadside produce market.
- (9) Outdoor commercial recreational facilities, not motorized vehicles.
- (10) Swimming club.
- (11) Indoor facility for amusement or assembly.
- (12) Bus station.
- (13) Motels or hotels.
- (14) Commercial greenhouse.
- (15) Wholesale establishment.
- (16) Contractors', craftsmen's or general service shops, including welding and similar shops.
- (17) Laboratory, testing and research.
- (18) Car wash.

(19) Registered Compassion Center Dispensary

§ 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:

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. Accessory retail storefront/gift shop is permitted for products that are manufactured on site. The area for this use must be incidental and subordinate to the manufacturing use and must meet all commercial building code requirements for the use. (NAICS Reference - 313: Textile Mills; 314: Textile Product Mills; 315: Apparel Manufacturing; 316: Leather and Allied Product Manufacturing (except 3161 {Hazardous}); 323: Printing and Related Support Activities; 326: Plastics and Rubber Products Manufacturing (except tires 32621 {Hazardous}); 3271: Clay Product and Refractory Manufacturing; 327991: Cut Stone and Stone Product Manufacturing; 3322: Cutlery and Handtool Manufacturing; 3323: Architectural and Structural Metals Manufacturing; 3324: Boiler, Tank, and Shipping Container Manufacturing; 3325: Hardware Manufacturing; 3326: Spring and Wire Product Manufacturing; 3327: Machine Shops; Turned Product; and Screw, Nut, and Bolt Manufacturing; 3328: Coating, Engraving, Heat Treating, and Allied Activities; 33291: Metal Valve Manufacturing; 332991: Ball and Roller Bearing Manufacturing; 332996: Fabricated Pipe and Pipe Fitting Manufacturing; 332999: All Other Miscellaneous Fabricated Metal Product Manufacturing; 3331: Agriculture, Construction, and Mining Machinery Manufacturing; 3332: Industrial Machinery Manufacturing; 333314: Optical Instrument and Lens Manufacturing; 333316: Photographic and Photocopying Equipment Manufacturing; 3335: Metalworking Machinery Manufacturing; 3336: Engine, Turbine, and Power Transmission Equipment Manufacturing; 3339: Other General Purpose Machinery Manufacturing (except 333913 {Hazardous}); 334: Computer and Electronic Product Manufacturing; 335: Electrical Equipment, Appliance, and Component Manufacturing; 337: Furniture and Related Product Manufacturing; 339: Miscellaneous Manufacturing)
- (2) Research, design, testing and development laboratories.
- (3) Printing, publishing, binding, packaging, storage, warehousing, distribution and trucking terminal operations and trucking schools.
- (4) Business, professional or administrative offices.
- (5) Municipal and public services and facilities, such as utility supply areas (i.e., water, sewer and electric), distribution facilities and substations.
- (6) Truck or large vehicle repair facilities with associated parking area. All fuel and lubricant storage shall be installed in compliance with state and federal regulations and shall not be any closer than 500 feet from existing residence, residential district, school or building(s) used for assembly.
- (7) Farm machinery manufacture, sales, storage and repairs.
- (8) Heating, ventilating, cooling and refrigeration manufacturing.
- (9) Building contractor yards.
- (10) Veterinary clinics.
- (11) Beverage blending, bottling (all types).
- (12) Boat manufacture and repair (vessels less than five tons), boat sales and service.
- (13) Dairy operations and dairy products, ice cream and cheese.
- (14) Fruit and vegetable processing, including canning, preserving, drying and freezing.
- (15) Greenhouses, commercial, wholesale or retail.
- (16) Ice manufacture, including dry ice.

- (17) Sign fabrication and painting shops.
- (18) Wood product manufacture, including baskets, boxes, crates, barrels and veneer.
- (19) Indoor or outdoor recreation.
- (20) Marijuana Cultivation Facility.**
- (21) Marijuana Product Manufacturing Facility.**
- (22) Registered Safety Compliance Facility.**
- (23) Marijuana Testing Facility.**

§ 230-19-2. – IS Institutional Service District.

B. Permitted uses.

- (1) Hospital and all other health-care facilities, including any and all support services related thereto.
- (2) Outpatient health-care centers and health-care facilities.
- (3) Professional and medical offices involving the diagnosis, treatment and care of humans, including any and all support services related thereto.
- (4) Medical laboratories utilized for the diagnosis, treatment, and care of humans.
- (5) Pharmacies.
- (6) Heliports.
- (7) Private education institutions and training centers.
- (8) Nursing facilities, convalescent homes, and a continued-care retirement communities.
- (9) Child or adult day-care facilities (including both day-care homes and day-care centers) to accommodate patients, patient families, health-care employers and their employees, and the public.
- (10) Publicly and privately owned utilities, including supporting structures and uses, including but not limited to water, sewer, electric, communications, fiber optics, natural gas, data and computer processing, and similar uses and structures which reflect and incorporate technological advancements.
- (11) Cafeteria facilities snack and gift shops, banking facilities, restaurants and retail or personal service shops primarily for the use of health-care employees, patients and visitors.
- (12) Health-care uses and health-care facilities which reflect and incorporate technological advancements in the health-care industry.
- (13) Ambulance and emergency rescue services.
- (14) Maintenance and laundry facilities.
- (15) Libraries
- (16) Places of worship.
- (17) Parking areas, including parking facilities.
- (18) Publicly owned and/or health-related recreation facilities.
- (19) Rehabilitation facilities.
- (20) Government offices, municipal and public services and facilities, including city hall, water storage towers, water reservoirs, pumping stations, water treatment plants, sewerage pumping stations, sewers (storm and sanitary), street rights-of-way, utility transmission and distribution lines, police and fire stations and substations for electric, gas, and telephone facilities.
- (21) Auditoriums.
- (22) Modular office units.

- (23) Overnight accommodations for patient families and individuals that are receiving treatment at the hospital facility.
- (24) Public and private elementary, junior or senior high schools and colleges.

(25) Registered Compassion Center Dispensary

§ 230-41. – Prohibited uses.

The following uses and activities shall be specifically prohibited in any zone in the City of Milford:

- A. Automobile wrecking yards, junkyards or the sorting and baling of scrap metal, paper, rags, glass or other scrap material.
- B. The parking, storing or keeping of a dismantled, inoperative or discarded motor vehicle, to include, but not limited to cars, boats, boat trailers, campers, tractors or any parts thereof unless within an enclosed building. All vehicles requiring tags/registration must be valid at all times and vehicles maintained in its original configuration. All boats requiring a trailer for transportation must be stored on a registered trailer.
- C. Outdoor woodburning furnaces.
 - (1) The construction and operation of outdoor woodburning furnaces is hereby prohibited within the City of Milford.
 - (2) Nonconforming uses. All outdoor woodburning furnaces within the City of Milford must cease operations by August 31, 2011, and be removed by the property owner from the subject premise no later than October 31, 2011. This will allow sufficient time for an alternate source of heat to be established. During the transition, such use shall conform with the following provisions:
 - (3) Only firewood and untreated lumber are permitted to be burned in any outdoor furnace.
 - (4) Wood must be stored in a neat pile no closer than five feet from side and rear property lines.
- D. Manufacturing uses involving production of the following products from raw materials; asphalt, charcoal and fuel briquettes; chemicals: aniline dyes, ammonia, carbide, caustic soda, cellulose, chlorine, carbon black and bone black, creosote, hydrogen and oxygen, industrial alcohol, nitrates (both natural and manufactured) of an explosive nature, potash, petro chemical, pyroxylin, rayon yarn and hydrochloric, nitric, picric, phosphoric and sulfuric acids; coal, coke and tar products, including gas manufacturing, explosives, fertilizers, glue and size (animal): linoleum and oil cloth, matches, paint, varnishes and lurpentine; rubber (natural and synthetic); and soaps, including fat rendering.
- E. Storage of explosives and bulk or wholesale storage of gasoline above ground.
- F. Quarries, screening plants and all associated uses.
- G. The following processes: large scale reduction, refining, smelting and alloying of metal or metal ores; refining petroleum products, such as gasoline, kerosene, naphtha and lubricating oil; and reduction and processing of wood pulp and fiber, including paper mill operations.
- H. Recreational Vehicle Prohibited Activities.
 - (1) Recreational Vehicles shall not be considered dwelling units intended for permanent habitation.
 - (2) For purposes of this section, evidence of habitation shall include activities such as sleeping, setting up housekeeping or cooking, eating, recreating, and/or any other activity where it reasonably appears, in light of all the circumstances, that the vehicle is being used as a living accommodation.
 - (3) Running electrical cords, extension cords, hoses, cables, or other items across, above, or on the parkway or sidewalk from any property to a recreational vehicle parked on a public street at any time is prohibited.
 - (4) Making a sewer connection with a recreational vehicle or dumping wastes from a recreational vehicle onto public or private land other than a designated RV dump is prohibited.

I. Marijuana Retail Stores.

Section 4. Dates.

Introduction to City Council: November 12, 2024

Planning Commission Public Hearing: December 17, 2024

City Council Public Hearing: January 13, 2025

Section 5. Effective.

This Ordinance is effective ten days following its adoption.

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

10.25.24

Published: Delaware State News 10.30.24

Proposed Ordinance for Introduction

CITY OF MILFORD

NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, December 17, 2024 @ 6:00 PM

City Council Hearing: Monday, January 13, 2025 @ 6:00 PM

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

Ordinance 2024-14

Amendment to City of Milford Code

Chapter 230/Zoning Code

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

WHEREAS the Delaware Medical Marijuana Act allows municipalities to regulate the time, place, and manner of registered compassion center operations and registered safety compliance facilities, provided that no local government may prohibit registered compassion center operation altogether; and

WHEREAS the Delaware Marijuana Control Act allows municipalities to prohibit the operation of marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana testing facilities, or retail marijuana stores or to regulate the time, place, manner, and number of marijuana establishment operations through the enactment of an ordinance; and

WHEREAS the Mayor and City Council desire to amend the zoning code of the City of Milford to regulate the uses outlined in the Delaware Medical Marijuana Act and the Delaware Marijuana Control Act; and

WHEREAS the Planning Commission considered this ordinance at a duly noticed meeting on December 17, 2024 to allow for public comment and review of the amendment; and

WHEREAS the City Council held a public hearing on January 13, 2025, notice for which was published in the Delaware State News on November 20, 2024, at which time all interested members of the public were given an opportunity to comment on this ordinance; and

WHEREAS, the City Council finds that amending the Zoning Code to regulate the location of marijuana establishments is in the best interest of the public health, safety and general welfare of the citizens of the City.

NOW, THEREFORE, the City of Milford hereby ordains:

Section 1. Purpose: The Zoning Code of the City of Milford is hereby amended to add definitions and regulations pertaining to marijuana establishments.

Section 2. Sections 230-1, 230-14, 230-19.1, and 230-19.2 are hereby amended.

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

Chapter 230 – ZONING CODE

ARTICLE I – General Provisions

§ 230-1. – Purpose.

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

MARIJUANA – All parts of the plant Cannabis sativa L., whether growing or not, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin. Marijuana does not include:

- 1. The mature stalks of the plant, fiber, produced from the stalks, oil or cake made from the deeds of the plant, or any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil or cake, or other sterilized seed of the plant which is incapable of germination.**
- 2. Products approved by the US Food and Drug Administration.**
- 3. Industrial hemp, defined as all parts of the plant Cannabis sativa L., and any part of such plant, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3% on a dry weight basis.**

MARIJUANA CULTIVATION FACILITY – An establishment operated by an entity licensed by the State of Delaware to cultivate, prepare, and package marijuana and sell marijuana to retail marijuana stores, to marijuana product manufacturing facilities, and to other marijuana cultivation facilities, but no to consumers. A marijuana cultivation facility may not produce marijuana concentrates, tinctures, extracts, or other marijuana products.

MARIJUANA ESTABLISHMENT – A marijuana cultivation facility, marijuana product manufacturing facility, marijuana testing facility, marijuana retail store, registered compassion center, or registered safety compliance facility, as those terms are defined herein.

MARIJUANA PRODUCT MANUFACTURING FACILITY – An establishment operated by an entity licensed by the State of Delaware to do the following: purchase marijuana; manufacture, prepare, and package marijuana products; and sell marijuana and marijuana products to other marijuana product manufacturing facilities and retail marijuana stores, but not to consumers.

MARIJUANA RETAIL STORE – An establishment operated by an entity licensed by the State of Delaware to purchase marijuana from marijuana cultivation facilities; to purchase marijuana and marijuana products from marijuana product manufacturing facilities; and to sell marijuana and marijuana products to consumers.

MARIJUANA TESTING FACILITY – An establishment operated by an entity licensed by the State of Delaware to test marijuana for potency and contaminants.

REGISTERED COMPASSION CENTER – An establishment operated by a not-for-profit entity registered with the State of Delaware pursuant to 16 Del. C. § 4914A that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies, or dispenses marijuana, paraphernalia, or related supplies and educational materials to registered qualifying patients who have designated the dispenser to cultivate marijuana for their medical use and the registered designated caregivers of these patients.

REGISTERED SAFETY COMPLIANCE FACILITY – An establishment operated by a nonprofit entity registered under 16 Del. C. § 4915A by the State of Delaware to provide one or more of the following services: testing marijuana produced for medical use or under Chapter 13 of Title 4 for potency and contaminants; and training cardholders, compassion center agents, and owners and employees of entities operating under Chapter 13 of Title 4 of the Delaware Code. The training may include, but need not be limited to, information related to one or more of the following: the safe and efficient cultivation, harvesting, packaging, labeling, and distribution of marijuana; security and inventory accountability procedures; and up-to-date scientific and medical research findings related to medical marijuana.

RETAIL STORE- A store in which nonfood goods, wares, or merchandise are sold directly to the ultimate customer, including such items as apparel, accessories, shoes, drugs, and hardware, but excluding marijuana retail stores.

ARTICLE III – Use and Area Regulations

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

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

B. Permitted uses. Permitted uses for the C-3 District shall be as follows:

- (1) Those permitted uses in the C-2 District.
- (2) Warehouses.
- (3) Large retail outlets.
- (4) Indoor storage accessory building.
- (5) Fast-food restaurants and drive-in restaurants.
- (6) Supermarkets.
- (7) Truck and trailer rentals.
- (8) Roadside produce market.
- (9) Outdoor commercial recreational facilities, not motorized vehicles.
- (10) Swimming club.
- (11) Indoor facility for amusement or assembly.
- (12) Bus station.
- (13) Motels or hotels.
- (14) Commercial greenhouse.
- (15) Wholesale establishment.
- (16) Contractors', craftsmen's or general service shops, including welding and similar shops.
- (17) Laboratory, testing and research.
- (18) Car wash.

(19) Registered Compassion Center Dispensary

(a) The building footprint upon which a registered compassion center dispensary is located shall be at least 500 feet away from any private or public K-12 school, at least 500 feet away from any residentially zoned property, and at least 500 feet away from any property zoned C-2 Central Business District.

- C. Conditional uses subject to special requirements. All uses specified as conditional uses in the C-2 zoning district and the following uses are permitted subject to receiving a conditional use permit by the City Council as provided in Article IX of this chapter:
- (1) Automotive sales.
 - (2) Automotive repair, subject to the following special requirements:
 - (a) All facilities shall be located and all services shall be conducted on the lot.
 - (b) All repair work shall be conducted within an entirely enclosed building.
 - (c) No equipment for the service of gasoline or oil shall be placed closer to any street or property line than 20 feet.
 - (d) No portion of such structure or its equipment shall be located within 500 feet of the premises of any school, hospital, church or public recreation building.
 - (e) No service station shall be located within 800 feet of another service station on the same side of the street within the same block.
 - (f) Any such use shall be permitted only where it is determined that it will not materially interfere with the main pedestrian movement in conjunction with a compact retail area.
 - (3) Shopping center, subject to the following site requirements:
 - (a) Traffic and parking.
 - [1] The minimum distance between accessways and a residential district shall be 50 feet.
 - [2] Spacing of accessway.
 - [a] From adjoining property: 50 feet.
 - [b] From minor intersections: 50 feet.
 - [c] From major intersections: 100 to 150 feet.
 - (b) Setback.
 - [1] From nonresidential districts: 15 feet.
 - [2] From residential districts: 100 feet.
 - (4) All uses permitted in the R-3 Zoning District subject to its area regulations.
 - (5) Business, commercial or industrial uses that do not adversely affect neighboring properties.
 - (6) Aquarium.
 - (7) Community energy generating facility.
 - (a) The footprint of the solar array, as defined as the by the outer limit of the panels and exclusive of buffers shall be no larger than 50 acres in size.

- (b) No more than one Community Solar Energy Facility (SEF) shall be permitted on a parcel. All separate parcels in existence on June 1, 2023, shall be considered original parcels. Future subdivision of an original parcel shall not enable the development of additional Community Solar Energy Facilities.
- (c) Facility location and siting shall be in accordance with the requirements of Title 26 Public Utilities of the Delaware Administrative Code, 3001 (Rules for Certification and Regulation of Electric Suppliers) as amended.
- (d) Setbacks for the Facility shall be:
 - [1] Front setback shall be 75 feet.
 - [2] Side setback shall be 50 feet.
 - [3] Rear setback shall be 50 feet.
 - [4] Distance from any off-site dwelling unit shall be 100 feet.
 - [5] Distance from any State recognized Scenic Byway shall be 150 feet.
 - [6] Distance from any wetlands shall be 100 feet.
- (e) The site area shall be planted to achieve a minimum six-foot high four-season visual barrier in accordance with the following guidelines:
 - [1] Include a variety of native evergreen trees. Existing native vegetation may be used to achieve the required planted buffer.
 - [2] A minimum of two rows shall be installed and trees shall be planted in staggered rows. Plantings shall be placed at maximum 20 feet apart within the same row and 10 feet apart from the adjacent, staggered row.
 - [3] Include groundcover to minimize growth of invasive species or provide a mowing schedule until the area is fully established in a natural condition.
 - [4] The buffer shall be maintained to prevent disease from spreading and any trees that don't survive shall be replaced.
 - [5] A raised berm with a 1:4 side slope and flat top may be used to achieve minimum height at planting.
- (f) The required buffer may be counted toward planting requirements included in this Chapter.
- (g) If topsoil is removed for improvements, it shall remain on the site.
- (h) Noninvasive, perennial vegetative ground cover must be maintained or established in all areas containing solar arrays and in required setbacks to prevent erosion and manage run-off. A seed mix will be used to promote the growth of a ground cover that is favorable to future use of the land by animals. The height of the vegetation growth shall be maintained as to reduce the possibility of the airborne spreading of weeds and seeds transmitted to other adjacent lands.
- (i) A soils study establishing the presence of any contaminants shall be completed prior to construction and every five years thereafter. Surface Soil samples shall be collected from the first six inches of soil. One composite sample shall be collected every 5 acres of SEF footprint. The composite sample should be a maximum of 10 aliquots collected from evenly spaced locations throughout the 5-acre footprint. A baseline sample shall be collected prior to the start of the SEF construction. The

composite sample should be analyzed for the primary component of the installed solar panel via the prevailing EPA method for Inorganic Compounds. A letter report of findings shall be submitted within 45 days from receipt of the laboratory results to the City and shall include a summary table showing current and past results and the original certified laboratory results. A sketch showing the sample locations should be provided with the letter report. The full report shall be kept on file by the applicant and available for review by the City. If contaminate levels appear to exceed the baseline, the City will forward the report to DNREC to determine appropriate mitigation measures. If the 5 year and 10 year tests do not show material increase in the metal constituents tested, then testing interval may be extended to every 10 years.

- (j) Signage, not to exceed six square feet, identifying the operator, its contact numbers, 911 address and emergency contact information shall be posted at each entrance or exit of the property.
- (k) Abandonment. A Community Energy Generating Facility that does not produce energy for a continuous period of one year or more shall be presumed to have been abandoned. The Applicant may request a Good Cause Exemption that may not be unreasonably withheld so long as all Real Estate and Personal Property Taxes are in Good Standing. Any Facility that has been abandoned without attaining a Good Cause Exemption must be decommissioned and removed within 180 days. Decommissioning must consist of:
 - [1] Physical removal of all solar photovoltaic facilities, structures, equipment, security barriers and transmission lines from the site.
 - [2] Recycling or disposal of all solid and hazardous waste in accordance with local, state, and federal regulations.
 - [3] Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Director is authorized to allow the owner or operator to leave landscaping or designated below-grade foundations in place in order to minimize erosion and disruption to vegetation and/or agriculture.
- (l) Decommissioning plan.
 - [1] A decommissioning plan outlining the anticipated means and costs of removing the solar facility must be submitted, with the application.
 - [2] The decommissioning plan should ensure that the owner or operator properly removes the equipment and facilities upon the end of project life or after their useful life. The plan must include provisions for the removal of all structures and foundations, the removal of all electrical transmission components and the restoration of soil and vegetation.
 - [3] The owner/operator must provide a present-day decommissioning cost estimate and identify the parties responsible for decommissioning.
- (m) Financial Assurance. The operator or property owner shall provide a bond, surety, letter of credit, or other financial assurance in a form and amount acceptable to the Department to secure payment of 100% of the anticipated cost of removal of all associated site improvements and restoration of the site to its pre-development condition. The financial assurance shall remain in full force and effect as long as the

solar Facility remains in place. The financial assurance shall be reviewed and renewed every five years to ensure the amount reflects the current market.

(8) Energy system utility scale solar & wind.

(a) The following are conditions specific to Solar Facilities:

[1] Setbacks for a Solar facility shall be:

[a] Front setback shall be 100 feet.

[b] Side setback shall be 75 feet.

[c] Rear setback shall be 75 feet.

[d] Distance from any off-site dwelling unit shall be 100 feet.

[e] Distance from any State recognized Scenic Byway shall be 150 feet.

[f] Distance from any wetlands shall be 100 feet.

[2] The required setback shall be planted to achieve a minimum six-foot high four-season visual barrier in accordance with the following guidelines:

[a] Include a variety of native evergreen trees. Existing native vegetation may be used to achieve the required planted buffer.

[b] A minimum of two rows shall be installed and trees shall be planted in staggered rows. Plantings shall be placed at maximum 20 feet apart within the same row and 10 feet apart from the adjacent, staggered row.

[c] Include groundcover to minimize growth of invasive species or provide a mowing schedule until the area is fully established in a natural condition.

[d] The buffer shall be maintained to prevent disease from spreading and any trees that don't survive shall be replaced.

[e] A raised berm with a 1:4 side slope and flat top may be used to achieve minimum height at planting.

[3] A soils study establishing the presence of any contaminants shall be completed prior to construction and every five years thereafter. Surface Soil samples shall be collected from the first six inches of soil. One composite sample shall be collected every 5 acres of SEF footprint. The composite sample should be a maximum of 10 aliquots collected from evenly spaced locations throughout the 5-acre footprint. A baseline sample shall be collected prior to the start of the SEF construction. The composite sample should be analyzed for the primary component of the installed solar panel via the prevailing EPA method for Inorganic Compounds. A letter report of findings shall be submitted within 45 days from receipt of the laboratory results to the City and shall include a summary table showing current and past results and the original certified laboratory results. A sketch showing the sample locations should be provided with the letter report. The full report shall be kept on file by the applicant and available for review by the City. If contaminate levels appear to exceed the baseline, the City will forward the report to DNREC

to determine appropriate mitigation measures. If the 5 year and 10 year tests do not show material increase in the metal constituents tested, then testing interval may be extended to every 10 years.

- [4] Signage, not to exceed six square feet, identifying the operator, its contact numbers, 911 address and emergency contact information shall be posted at each entrance or exit of the property.

(b) The following are conditions specific to Wind Facilities:

- [1] Setbacks for a Wind Facility shall be:
 - [a] Front setback shall be 800 feet.
 - [b] Side setback shall be 800 feet.
 - [c] Rear setback shall be 800 feet.
 - [d] Distance from any off-site dwelling unit shall be 1,000 feet.
 - [e] Distance from any State recognized Scenic Byway shall be 800 feet.
 - [f] Distance from any wetlands shall be 100 feet.
- [2] No climbing pegs or tower ladders shall be located closer than 12 feet to the ground level at the base of the structure for freestanding single poles.
- [3] The facility shall be designed to prevent unauthorized external access to electrical and mechanical components and shall have access doors that are kept securely locked.
- [4] All access roads shall be gated and locked.
- [5] All power transmission lines from the tower to any other building or other structure shall be located underground to the maximum extent practical.
- [6] No tower shall be lit except to comply with Federal Aviation Administration requirements. Minimum-security lighting for ground level facilities shall be allowed as approved on the site plan. Security lighting shall be designed to minimize light pollution, including the use of light hoods, low-glare fixtures, and directing lights at the ground.
- [7] All structures in a project shall be finished in a single, non-reflective, matte color or a camouflage scheme.
- [8] Signs.
 - [a] No advertising signs are allowed on any part of the WECS, including fencing and support structures.
 - [b] No lettering, company insignia, advertising, or graphics shall be on any part of the tower, hub, or blades.
 - [c] Appropriate warning signs shall be posted. At least one sign shall be posted at the base of the tower warning of electrical shock or high voltage. A sign shall be posted on the entry area of the fence around each tower or group of towers and any building (or on the tower or building if there is no fence) containing emergency contact information, 911 address, including a local telephone number with

24-hour, 7-days-a-week coverage. The City may require additional signs based on safety needs.

- [9] Noise level shall not exceed 50 dBA, including constructive interference at existing off-site residences, businesses, and public buildings.

(c) The following are conditions required for all Utility Solar and Wind Energy Facilities

- [1] Required buffers may be counted toward planting requirements included in this Chapter.
- [2] If topsoil is removed for improvements, it shall remain on the site.
- [3] Noninvasive, perennial vegetative ground cover must be maintained or established in all areas containing solar arrays and in required setbacks to prevent erosion and manage run-off. A seed mix will be used to promote the growth of a ground cover that is favorable to future use of the land by animals. The height of the vegetation growth shall be maintained as to reduce the possibility of the airborne spreading of weeds and seeds transmitted to other adjacent lands.
- [4] Abandonment. A Utility Solar or Wind Facility that does not produce energy for a continuous period of one year or more shall be presumed to have been abandoned. The Applicant may request a Good Cause Exemption that may not be unreasonably withheld so long as all Real Estate and Personal Property Taxes are in Good Standing. Any Utility Solar Facility that has been abandoned without attaining a Good Cause Exemption must be decommissioned and removed within 180 days. Decommissioning must consist of:
 - [a] Physical removal of all solar photovoltaic facilities, wind turbines, structures, equipment, security barriers and transmission lines from the site.
 - [b] Recycling or disposal of all solid and hazardous waste in accordance with local, state, and federal regulations.
 - [c] Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Director is authorized to allow the owner or operator to leave landscaping or designated below-grade foundations in place in order to minimize erosion and disruption to vegetation.
- [5] Decommissioning plan.
 - [a] A decommissioning plan outlining the anticipated means and costs of removing the facility must be submitted, with the application.
 - [b] The decommissioning plan should ensure that the owner or operator properly removes the equipment and facilities upon the end of project life or after their useful life. The plan must include provisions for the removal of all structures and foundations, the removal of all electrical transmission components and the restoration of soil and vegetation and/or agriculture.

[c] The owner/operator must provide a present-day decommissioning cost estimate and identify the parties responsible for decommissioning.

[6] Financial Assurance. Prior to final plan approval, the operator or property owner shall provide a bond, surety, letter of credit, or other financial assurance in a form and amount acceptable to the Department to secure payment of 100% of the anticipated cost of removal of all associated site improvements and restoration of the site to its pre-development condition. The financial assurance shall remain in full force and effect as long as the facility remains in place. The financial assurance shall be reviewed and renewed every five years to ensure the amount reflects the current market.

(9) Emergency shelter facility.

(a) The lot on which an emergency shelter facility is located shall not be within 500 feet of a lot on which another emergency shelter facility or group home is located.

(b) All state licenses and permits for such a facility have been obtained.

(10) Marijuana Retail Store.

(a) The building footprint upon which a retail marijuana store is located shall be at least 500 feet away from any private or public K-12 school, at least 500 feet away from any residentially zoned property, and at least 500 feet away from any property zoned C-2 Central Business District.

§ 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:

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. Accessory retail storefront/gift shop is permitted for products that are manufactured on site. The area for this use must be incidental and subordinate to the manufacturing use and must meet all commercial building code requirements for the use. (NAICS Reference - 313: Textile Mills; 314: Textile Product Mills; 315: Apparel Manufacturing; 316: Leather and Allied Product Manufacturing (except 3161 {Hazardous}); 323: Printing and Related Support Activities; 326: Plastics and Rubber Products Manufacturing (except tires 32621 {Hazardous}); 3271: Clay Product and Refractory Manufacturing; 327991: Cut Stone and Stone Product Manufacturing; 3322: Cutlery and Handtool Manufacturing; 3323: Architectural and Structural Metals Manufacturing; 3324: Boiler, Tank, and Shipping Container Manufacturing; 3325: Hardware Manufacturing; 3326: Spring and Wire Product Manufacturing; 3327: Machine Shops; Turned Product; and Screw, Nut, and Bolt Manufacturing; 3328: Coating, Engraving, Heat Treating, and Allied Activities; 33291: Metal Valve Manufacturing; 332991: Ball and Roller Bearing Manufacturing; 332996: Fabricated Pipe and Pipe Fitting Manufacturing; 332999: All Other Miscellaneous Fabricated Metal Product Manufacturing; 3331: Agriculture, Construction,

and Mining Machinery Manufacturing; 3332: Industrial Machinery Manufacturing; 333314: Optical Instrument and Lens Manufacturing; 333316: Photographic and Photocopying Equipment Manufacturing; 3335: Metalworking Machinery Manufacturing; 3336: Engine, Turbine, and Power Transmission Equipment Manufacturing; 3339: Other General Purpose Machinery Manufacturing (except 333913 {Hazardous}); 334: Computer and Electronic Product Manufacturing; 335: Electrical Equipment, Appliance, and Component Manufacturing; 337: Furniture and Related Product Manufacturing; 339: Miscellaneous Manufacturing)

- (2) Research, design, testing and development laboratories.
- (3) Printing, publishing, binding, packaging, storage, warehousing, distribution and trucking terminal operations and trucking schools.
- (4) Business, professional or administrative offices.
- (5) Municipal and public services and facilities, such as utility supply areas (i.e., water, sewer and electric), distribution facilities and substations.
- (6) Truck or large vehicle repair facilities with associated parking area. All fuel and lubricant storage shall be installed in compliance with state and federal regulations and shall not be any closer than 500 feet from existing residence, residential district, school or building(s) used for assembly.
- (7) Farm machinery manufacture, sales, storage and repairs.
- (8) Heating, ventilating, cooling and refrigeration manufacturing.
- (9) Building contractor yards.
- (10) Veterinary clinics.
- (11) Beverage blending, bottling (all types).
- (12) Boat manufacture and repair (vessels less than five tons), boat sales and service.
- (13) Dairy operations and dairy products, ice cream and cheese.
- (14) Fruit and vegetable processing, including canning, preserving, drying and freezing.
- (15) Greenhouses, commercial, wholesale or retail.
- (16) Ice manufacture, including dry ice.
- (17) Sign fabrication and painting shops.
- (18) Wood product manufacture, including baskets, boxes, crates, barrels and veneer.
- (19) Indoor or outdoor recreation.

(20) Marijuana Cultivation Facility.

(21) Marijuana Product Manufacturing Facility.

(22) Registered Safety Compliance Facility.

(23) Marijuana Testing Facility.

§ 230-19-2. – IS Institutional Service District.

B. Permitted uses.

- (1) Hospital and all other health-care facilities, including any and all support services related thereto.

- (2) Outpatient health-care centers and health-care facilities.
- (3) Professional and medical offices involving the diagnosis, treatment and care of humans, including any and all support services related thereto.
- (4) Medical laboratories utilized for the diagnosis, treatment, and care of humans.
- (5) Pharmacies.
- (6) Heliports.
- (7) Private education institutions and training centers.
- (8) Nursing facilities, convalescent homes, and a continued-care retirement communities.
- (9) Child or adult day-care facilities (including both day-care homes and day-care centers) to accommodate patients, patient families, health-care employers and their employees, and the public.
- (10) Publicly and privately owned utilities, including supporting structures and uses, including but not limited to water, sewer, electric, communications, fiber optics, natural gas, data and computer processing, and similar uses and structures which reflect and incorporate technological advancements.
- (11) Cafeteria facilities snack and gift shops, banking facilities, restaurants and retail or personal service shops primarily for the use of health-care employees, patients and visitors.
- (12) Health-care uses and health-care facilities which reflect and incorporate technological advancements in the health-care industry.
- (13) Ambulance and emergency rescue services.
- (14) Maintenance and laundry facilities.
- (15) Libraries
- (16) Places of worship.
- (17) Parking areas, including parking facilities.
- (18) Publicly owned and/or health-related recreation facilities.
- (19) Rehabilitation facilities.
- (20) Government offices, municipal and public services and facilities, including city hall, water storage towers, water reservoirs, pumping stations, water treatment plants, sewerage pumping stations, sewers (storm and sanitary), street rights-of-way, utility transmission and distribution lines, police and fire stations and substations for electric, gas, and telephone facilities.
- (21) Auditoriums.
- (22) Modular office units.
- (23) Overnight accommodations for patient families and individuals that are receiving treatment at the hospital facility.
- (24) Public and private elementary, junior or senior high schools and colleges.

(25) Registered Compassion Center Dispensary

(a) The building footprint upon which a registered compassion center dispensary is located shall be at least 500 feet away from any private or public K-12

school, at least 500 feet away from any residentially zoned property, and at least 500 feet away from any property zoned C-2 Central Business District.

Section 4. Dates.

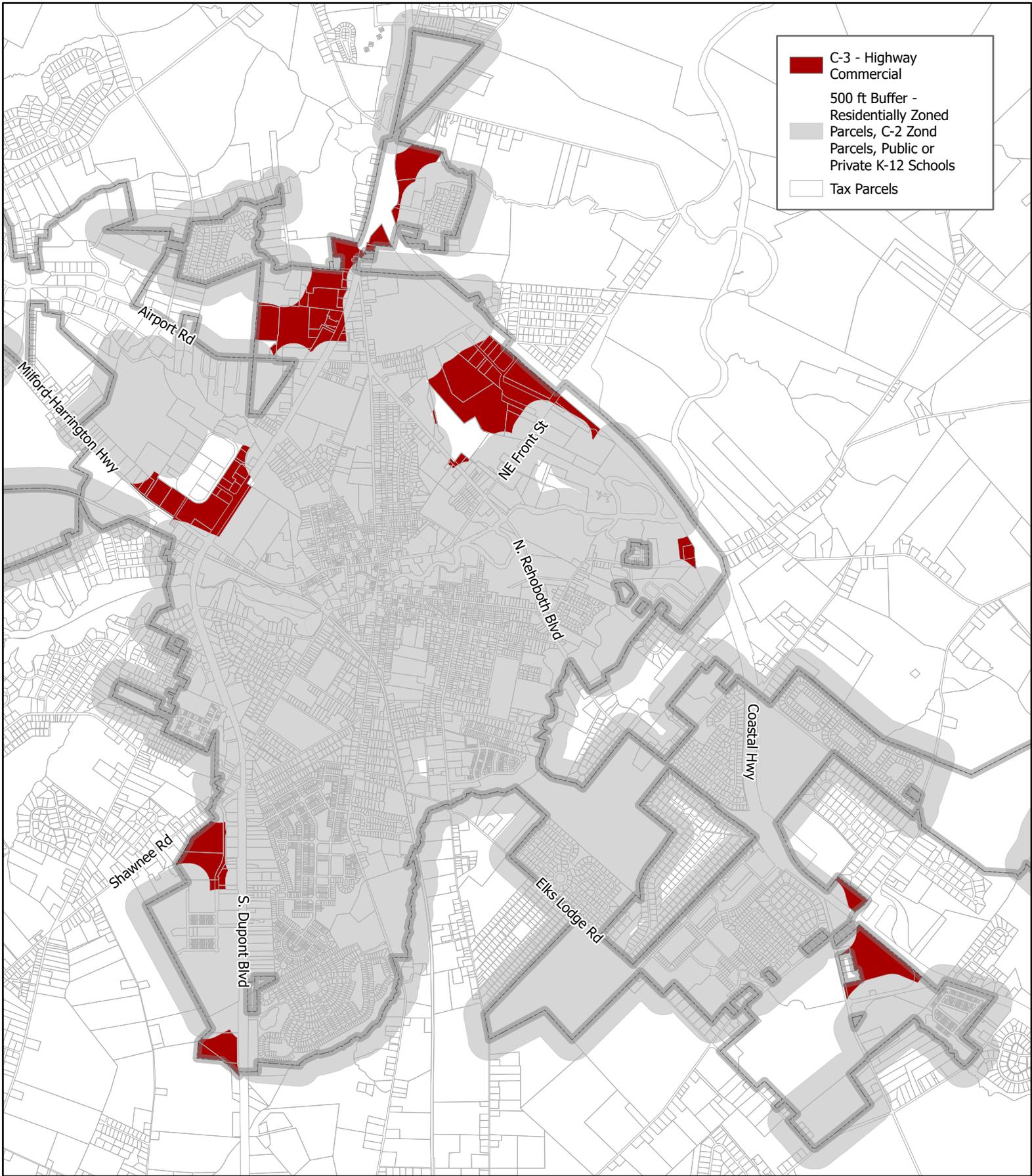
Introduction to City Council: December 9, 2024

Planning Commission Public Hearing: December 17, 2024

City Council Public Hearing: January 13, 2025

Section 5. Effective.

This Ordinance is effective ten days following its adoption.



	C-3 - Highway Commercial
	500 ft Buffer - Residentially Zoned Parcels, C-2 Zoned Parcels, Public or Private K-12 Schools
	Tax Parcels



Scale: Feet
 0 1,500 3,000

Drawn by: WRP	Date: 11/04/2024
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Title:

Marijuana Retail Establishments

C-3 Zoning & Buffer Map

Filepath: MarijuanaBuffers.aprx



TO: Mayor and Members of City Council
 FROM: Chief Cecilia E. Ashe *[Signature]*
 DATE: January 3, 2024
 RE: Activity Report for December 2024

In the month of December, Milford PD responded to over 1,296 calls for service.

Chief and Police Command Staff:

- Throughout the month of December, the Chief and Command Staff participated in numerous conference calls, virtual meetings, and in-person meetings including City Council and Workshop meetings, bi-weekly City Manager’s meetings with Department Heads, and PD Staff meetings. Mayor and City Council are provided weekly updates on major incidents and activities within MPD throughout the month to ensure they stay informed of all activities.

MPD Activities for the Month

Community Engagement:

- We collaborated with Chick-Fil-A: Milford Plaza to host a Morning Coffee event at their restaurant. Officers were able to meet and greet with community members as well as begin to get into the holiday spirit with a picture in front of the Christmas Tree.



- Several officers and Command Staff attended Downtown Milford's Annual Holiday Stroll. Officers enjoyed interacting with community members in attendance.
- S/Cpl. Bloodsworth made a visit to Nurse's and Kids in Milford where she talked with 2- and 3-year-olds about police duties and provided safety tips to them. She then read a story to a younger group of children. She also promised the children a future tour of a police vehicle.
- We continued to foster our great partnership with Paige's Kindness Project. We assisted them again this year by helping them facilitate their annual toy drive by use of our community room. We also had the opportunity to fill a few Santa lists for their various in need during this holiday season.



- This year, we had a very successful annual Toy Drive to support our area children. We would like to thank Take My Hand Ministries/Bevenuto Restaurant, Downtown Milford Inc., Dollar Tree, and The Watson Realty Group hosting various toy drives to support our initiative. S/Cpl. Bloodsworth and S/Cpl. Golding worked with family intervention/outreach staff of the Milford School District and the Division of Family Services to provide toys to our less fortunate children during this holiday season.



- Sgt. Swan, K9 Raven, S/Cpl. Bloodsworth and S/Cpl. Golding assisted a local family with a mischief "complaint" committed by a 4-year-old's Elf on the Shelf. The officers helped the child problem-solve how to handle this rather difficult decision since the Elf could either be taken into custody for his mischief or released to give Santa the report on the child's behavior. The officers thoroughly enjoyed working through this Christmas dilemma. He took pictures with the officers and met K9 Raven. He also received police department goodies.
- S/Cpl. Golding spent time at the Annual Milford High School's Santa's Workshop. S/Cpl. Golding enjoyed his first experience at the event and it was a great opportunity for the younger students of the Milford School District to meet our newest School Resource Officer.

Training and Professional Development:

- One officer attended Crisis Intervention Training (CIT) held at the New Castle County Police Department HQ.
- Three officers attended Delaware's Annual Integrated Preparedness Planning Workshop held at the Clayton Fire Department.
- Two officers attended FLETC Tactical Medical Training for First Responders held at the Steven R. Floyd Sr. Training Academy in Dover.
- Chief Ashe completed her training at the prestigious FBI National Academy in Quantico, Virginia, alongside 256 other dedicated law enforcement executives from around world. Chief Ashe was one of 1,000 law enforcement executives selected worldwide to attend the academy this year. The FBI National Academy is a world-renowned executive leadership school, which encompasses eleven weeks of rigorous academic and physical training. It's worth noting that this diverse cohort of law enforcement professionals represent 48 states, 27 different countries, 8 military organizations, and 5 federal civilian organizations. Her successful participation in this elite program is a testament to her steadfast dedication to continue advancing the City of Milford Police Department to national best practices in policing.



Recognition:

- Sgt. Timothy Maloney and Det. Daniel Burgos who were recognized by the Delaware Crime Stoppers for their contributions to the Milford community during the month of December. Sgt. Maloney was awarded the 1st Annual Robert A. Mooney Beyond the Call of Duty Award. This award honors the best of the best in Delaware Law Enforcement and their contributions to their community and citizens. Det. Burgos was awarded the 2024 Delaware Crime Stoppers Robert J. Seinsoth Memorial Law Enforcement Officer of Year Award. This award honors the best of the best in Delaware Law Enforcement. This honor recognizes Det. Burgos steadfast dedication to solving cases, apprehending suspects and his significant contributions to major investigations within the City of Milford.



- S/Cpl. Bloodsworth was recognized as the “Officer of the Quarter” for the 4th Quarter of 2024. S/Cpl. Bloodsworth has an integral part in many of the department's community outreach programs such as the Annual Night Out and Christmas Toy Drive.



Community Room:

- We had seven (7) organizations use the community room in December.

Behavioral Health Unit:

Milford Police Department – December 2024 BHU Statistics

Jenna Haines, LCSW, MSW, DE-CMHS

Gregory Bisset, LCSW, C-AADC

Danielle Blackwell, LMSW

Alyssa Lucas, MSW, LBSW

Dates	Hours Worked	Meetings Attended/Hosted	Trainings Attended	# of NEW Contacts	New Contact Notes	# of Diversions from Arrest	# of Diversions from ER	# of Follow-Up's
December 2-December 8, 2024	83	1. Rural Subcommittee Meeting	N/A	8	Referrals to Services: Public Intoxication Check the Welfare 10-81 Public Assistance	1	2	6
December 9-December 15, 2024	80.5	1. Opioid System of Care Meeting 2. Delaware CJC COSSUP Clinician Meeting	1. Domestic Violence Resource Training	7	Referrals to Services: Disorderly Public Assistance 10-81 Check the Welfare	1	2	5
December 16-December 22, 2024	83	1. Division of Public Health Meeting 2. CJC COSSUP Technical Assistance Meeting	1. Mind & Body Consortium Narcan Training	6	Referrals to Services: Harassment Trespassing Domestic Public Assistance Check the Welfare	1	1	6
December 23-December 29, 2024 Tu & W: Christmas	82.5	N/A	N/A	5	Referrals to Services: Public Assistance Check the Welfare Domestic	1	0	4
December 30-December 31, 2024 Tu: NY Eve	18.25	N/A	N/A	2	Referrals to Services: Public Assistance Check the Welfare	0	0	1
Totals:	347.25			28		4	5	22
Year to Date Totals:	3782			458		55	71	354
Overall Totals:	10190.9			1672		148	206	1457

Social Media/Public Information Update:

Our Facebook page had 97 new followers for a total following of 16,225. Currently our followers are 34% male and 66% female. Posts during the month were viewed 315,491 times and reached 61,364 people. Our viewed and reached post for December was the recap post for our Morning Coffee event at Chick-Fil-A. It had 46,194 views and reached 26,680 people.

Our Instagram account had 47 new followers for a total following 2,342. Currently our followers are 39% male and 61% female. Posts during the month were viewed 25,523 times and reached 2,656 people.

Our Twitter followers are 1,454.

We did not have any Nextdoor posts during the month of December. Nextdoor reaches 3,469 members according to statistics provided by the website.

MPD News Releases:

December 26, 2024: Check the Welfare leads to Gun Arrest

<https://www.milfordpolicede.org/news/Check-the-Welfare-leads-to-Gun-Arrest.htm>

DATE: January 1, 2025
TO: Mayor and Members of City Council
FROM: City Clerk Katrina White
RE: December 2024

During the month of December, Deputy City Clerk Valezquez and I worked with the Employee Rewards and Recognition Committee to prepare for the Employee Christmas Holiday Party and Employee Adopt a Family. Some of the things that were accomplished this month for the Clerks Department are:

- Deputy City Clerk Mimi Velazquez joined the City Clerks office officially on December 2, 2024.
- Along with Deputy City Clerk Valezquez, I attended the Delaware Municipal Clerks Association (DMCA) quarterly meeting in the Town of Elsmere on December 5, 2024.
- On December 11, 2024, I attended a virtual training class with the New England Municipal Clerks Institute Association (NEMCIA)
- This month, I met with the Employee Rewards & Recognition Committee on December 12th to finalize the plans for the employee holiday party and on December 13th went to Carlisle Fire Department Hall to help decorate for the party.
- On December 19th, along with Employee Reward & Recognition Committee members, delivered gifts for the Employee Adopt-a-Family at the Milford Boys & Girls Club.
- Attended the staff meetings where council meeting agendas and departmental information were shared.
- Deputy City Clerk Valezquez provided translation services for other departments.

Monthly Activities

Requests for information are still coming in and I continue to work with other Delaware municipalities assisting with policy, procedural, and related information.

- ❖ FOIA Requests to Date (100)
- ❖ Coordination of FOIA issues with City Departments to ensure Compliance
- ❖ Attended and Prepared Agendas & Packets for:

Council Meetings – December 9, December 11 (Council Workshop) & December 20

Finance & Audit Committee Meeting – December 9

Board of Adjustment – December 12

Planning Commission – November 17

- ❖ Prepared Public Notices (2)
- ❖ Transcribed and Proofread Minutes (9)
 - Council Meetings
 - Board of Adjustment
 - Planning Commission
 - Charter Review Committee
 - Public Works & Utilities Committee
 - Finance & Audit Committee
- ❖ Executive Sessions Year to Date (20)
- ❖ Notary Public Services Provided (2) (Public)
- ❖ Proclamations Created Year to Date (25)
- ❖ Resolutions Created Year to Date (26)
- ❖ Special Event Submissions to Date (39)

Special event applications continue to be submitted for processing. The Clerk’s office continues to work with applicants, other city departments and outside agencies to ensure proper preparation and direction. A list of upcoming events in 2025 follows:

Permit #	Organization	Event Name	Event Date
2025 01	Burriss Logistics	100 Year Celebration	7/17/2025



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

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: City Council and Mayor
From: Mark A. Whitfield, City Manager
Subject: December 2024 Monthly Report
Date: January 8, 2025

Slaughter Beach-Milford Bike Path Study

Rob, Lauren, and I met with Slaughter Beach Town Manager, Kent MPO official and WRA consultants on the next steps for the feasibility study. The MPO and WRA decided to suspend any additional public “pop up” events due to radical on-line comments. Public input will still be taken through the on-line portal. WRA’s goal is to wrap up the study by early Spring 2025.

SE Regional Sewer Pump Station

James Puddicombe, Willis Shafer, Rob Pierce and I met with Dan String of KCI regarding a request from a developer to accommodate a portion of his property in the Red Cedar Farm Pump Station. The four of us met later with the Mayor, Vice Mayor, and representatives from Key Properties to review KCI’s findings and recommendations.

Capital Projects

Staff met to review and update the capital projects list. I progress report will be given to Council at the January workshop.

Clark Ave Realty

Lou, Suzannah and I met with folks from Nationwide regarding utility and tax payments.

City Manager Recruitment

Jamesha and I worked with Riccardo Ginex on the brochure and job announcement. Ric should have a draft for Council to review within the next week.

Bayhealth Sewer

We have been in discussions with Bayhealth regarding the sewer lines that serve the various buildings within their campus. Bayhealth has requested that the sewer lines within their property remain private, and they will be responsible for any maintenance. However, the sewer lines serve numerous other buildings and would eventually be used to extend sewer service to properties not owned by Bayhealth, but adjacent to their property. The City has contended that a sewer easement is needed for the installation of the lines. We met with Jon Van Gorp twice over the past two weeks to come up with a compromise on how both entities can get what they need.

Museum

I met with Claudia Liester, Charles Hammond, Tom Summer and Stephen Curtis on items needing to be addressed at the old police station prior to the Museum starting work. Several unforeseen expenses were identified due to changes in the building code from when the police station was originally built, which will add expense to the renovation project.

I met with Suzanne Savery of the Division of Historical and Cultural Affairs regarding the old post office. She continues to work with the Department of State to develop an agreement for the City to acquire the old post office.

I also met with the museum board and the board's contractor and architect at the old police station to review the improvements needed to that building. Work is expected to begin in the spring.

Power Cost Adjustment

A press release will go out on Tuesday afternoon, Dec 31 regarding the PCA on electric bills. The PCA will result in about a 1% increase to residents and commercial customers effective with the Feb 1 utility bills. The PCA was adjusted to cover a 2% increase in our wholesale power rate instituted by DEMEC.

Pay Study

Nearly every employee has completed the first phase of the pay study. The next phase will include a review by all supervisors, then a job classification will be completed for each job. After that, the consultant will obtain comparable wages for like cities for each job classification to determine the ultimate scale.

Public Works Department - DEC 2024	DEC 2024	DEC 2023	FY24 YTD (07/01/23-06/30/24)
Streets/Utility Division			
Signs Installed/Replaced	15 signs 4 poles	15poles/14signs	42 poles/47 signs
Curb Miles Swept	600	1,500	7,000
Sewer Lines Flushed (in feet)	23,000	270,000	293,000
Sewer Back-up Response	4	8	11
Sewer Line Repaired	0	0	0
Water Hydrants Flushed	12	8	78
Fire Hydrants Replaced/Installed	0	0	4
Water Line Repair	3	2	14
Water Valves Exercised	26	15	99
De-icing Salt Used (tons)	1/2 ton	0	1/2 ton
Potholes Filled - Cold Patch	26	20	109
Potholes Filled/Spray Patch - Gallons Emulsion Used	0	0	251
Leaves Collected (Tons)	39	57	47
After Hours Calls	7	Data Unavailable	22
Crack Sealing (pounds of sealant used)	0	0	1,200
Work Orders Completed	3	Data Unavailable	36
Storm Sewer Inlets Cleaned	80	70	450
Street Closures/Festivals	2	1	20
Engineering Division			
Utility Locates Completed		224	880
Infrastructure Work Orders Completed	18	Data Unavailable	80
Backfill Inspection Work Orders Completed	82	Data Unavailable	183
Operations Division			
Fleet Work Orders Completed	46	49	147
Fuel Use-Diesel (Gallons)	2,652	Data Unavailable	19,190
Fuel Use-Gas (Gallons)	4,867	Data Unavailable	29,501
Blue Def (Gallons)	95	Data Unavailable	449
Solid Waste & Facilities Division			
Fuel Use-Diesel SW portion (Gallons)	1,482.63	276.42	6,037.63
Refuse Collected (Tons)	314.69	79.61	1,996
Recycle Collected (Tons)	85.71	81	470
Yard Waste Collected (Tons)	41.3	75	306.85
Missed Collections	7	45	112
Bulk/Brush Collection Requests Completed	56	27	413
Containers Delivered	123	39	603
Facilities After Hours Calls	1	Data Unavailable	5
Facilities Work Orders Completed		Data Unavailable	15
Water & Waste Water Facilities Division			
Water Treated (Millions of Gallons) 10 Months	78,168,400	Data Unavailable	933,596,600
Waste water transfer(millions of Gallons.) 9 months	67,336,000	Data Unavailable	866,382,000
Work Orders Completed		Data Unavailable	66
Pump Stations Cleaned		Data Unavailable	8
After Hours Calls	3	Data Unavailable	12

December 2024

Public Works Accomplishments

Building Maintenance / Solid Waste - Brian Jester

- Had quarterly Fire inspection done at City Hall
- Helped demo items at the old PD
- Had quarterly fire inspection done at Finance
- Had carpet cleaned at customer service
- Fixed door at City Hall, lock mechanism was stuck

Engineering – James Puddicombe

- Scheduled a meeting with the Napa Valley Project to discuss any issues they may have. Developer did not show up for meeting.
- Attended Delmarva 811 meeting to discuss utility locate issues impacting contractors and utility companies across Delmarva.
- Held preconstruction meeting for the Bayhealth Daycare facility.
- Performed a walkthrough with the developer's representative at Watergate.
- Oversaw construction start at Red Cedar Farms.
- Performed final walkthrough at Cypress Hall Phase 1 for turnover to City.
- Coordinated training for IT and GIS staff on GIS Server administration and participated in the training.
- Performed a walkthrough of Milford Ponds phase 1.10A for conditional acceptance
- Attended Water Infrastructure Advisory Council (WIAC) meeting.
- Met with the engineer for Church St (Brightway Commons) regarding proposed improvements and discussed the process and moving forward.
- Met with landowner regarding extension and sewer service in the southeast region of the City.
- Held internal Development update meeting to ensure smooth development process.

Fleet (Solid Waste) - Brian Jester

Public Works Director - Willis Shafer

Streets/ Utilities - Charles Nordberg

- Fix sewer line at 205 lovers Chesapeake Ford through going to Lulu Ross.
- Replace the bulkhead in two-meter pits at Hearthstone.
- Leave pickup throughout the town.
- Repair water main at Lexington due to the cable company hitting it.
- Repair meter pit at Lucia Cir. Leaking in front of pit.
- Clean out old pd. With trash and shelving and dispatch desk and floor.
- Putting hydrant flag on fire hydrants.
- Took down blinking lights at Mashall St., and S Walnut and put up blinking stop signs.

Water/ Wastewater - Steve Ellingsworth

*Accomplishments attached

December Monthly Accomplishments 2024

1. Dec. 16th. – Tenth street Tower pressure wash, Painting in March or April.



before 12/16



Done 12/19

Tenth street tower done to be painted around April 2025

2. Dec. 18th. – LD. Caulk Tower pressure washing.



before 12/17/24



done 12/19

3. Dec. 18th. Completed Evergreen Solutions Job Assessment Tool (JAT) Forms.



PUBLIC WORKS FACILITY

180 Vickers Drive
Milford, DE 19963
www.cityofmilford.com

Anthony J. Chipola III, Electric Director

PHONE 302.422.6616, Ext 1137

achipola@milford-de.gov

To: Mayor and City Council
From: Anthony Chipola, Electric Director
Subject: December 2024 Electric Dept Staff Report
Date: January 8, 2025

Director's Office

- Participating in Monthly Dept Head Mtg
- Attended Weekly Streets Mtg
- Participated in DELDOT Kent / Sussex Monthly Mtg
- Attended monthly AMI call with AMP
 - AMP working with Parsons (MDM provider) for custom report to support preliminary voltage study for potential CVR implementation
- Attended DEMEC Board Mtg
- Participated in Strategic Plan Quarterly Update Mtg
- Met with SCADA Vendor Survalent for presentation on offerings, services and products
- Participated Pre-con mtg for Bayhealth Daycare facility
- Responded to additional data requests for Battery Storage Project
- Met with CoordinatedResponse team to discuss electric related items for the Business Continuity / Disaster Recovery Plan
- Responded to various power quality inquiries

Electric Lines

- Switching performed to offload DEL1 Substation for DPL upgrades
- Replaced Transformer Cooling Fans at Del2
- Continued construction activities for New Business
- Developed various estimates for new developments
- Responded to various outages

Technical Services and Engineering

1. Provided Load data to Lightshift for solar battery project design
2. Provided Data to DEMEC for industrial PLC verification and discovered incorrect customer supplied data
3. Reviewed pump station design submittals for Red Cedar farms pump station
4. Worked with customer service to resolve AMI meter communication issues
5. Installed new level display at Washington st pump station
6. Repaired and replaced Transformer Fans for T2 at Del2
7. Corrected SCADA scripts that impacted daily and monthly peak data

System Modernization Strategy Update:

Critical Path(s):

Finalization of Electrical Infrastructure Mapping

Continue auditing power quality issues identified through Meter Data Management tool (ie voltage events)

Working with AMP to determine what tools are available in the MDM platform

May require additional programing and support from IPKeys.

Next Steps:

Engage Engineering Consultant on leveraging current systems and infrastructure for CVR implementation and develop scope of work.

EV Charger Statistics	<u>Previous Month</u>	<u>Current Month</u>
Unique Drivers	59	51
# of Sessions	186	201
Energy Delivered (MWh)	5.00	5.37

Total Avoided Greenhouse Gas Emissions:

31,711kg

Electric Department -December 2024	December 2023	December 2024	FY24 YTD (07/01/23-12/31/23)	FY25 YTD (07/01/24-12/31/2)
Electric Department				
Trouble Service Call	15	38	134	184
Work Orders Completed	43	72	228	387
Outages	12	8	51	43
LED Street Lights Replaced	4	10	22	17
New Service Install	10	16	44	79
Poles Replaced	1	2	10	19
After Hours Calls	17	17	91	92
Vegetation Control (Days)	4	10	11	12
Technical Services Division				
New Electric Service Installed/Meter Set	20	24	74	260
New Water Service Installed/Meter Set	0	15	37	145
Electric Meter Replacement	6	6	32	29
Water Meter Replacement	66	62	398	384
Work Orders Completed	?	326	3,694	2,505
After Hours Calls	2	4	17	37

8 outages: 3 squirrels, 1 MVA, 1 UNK (possibly weather-related heavy fog), and 3 equipment failures.

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: January 3, 2025

RE: December 2024 – Planning Department Staff Report

- During 2024 calendar year, the City issued 235 new residential dwelling construction permits.
- The City of Milford has seen 247 projects with a committed investment of over \$37.9 million within the Downtown Development District (DDD) area since September 2016 (based on permit valuations from submitted applications). The State of Delaware has committed or awarded over \$4.5 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$1.2 million in permit fees and taxes associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines (click the below link to see project locations).
<https://maps.milford-de.gov/portal/apps/webappviewer/index.html?id=4ae5fcb23f0c466b924cecc41fc1db46>
- The Planning Commission will review a preliminary site plan application for the Reserves at Herring Branch along with a zoning code amendment to establish a Historic District Commission.
- The Board of Adjustment will review two variance applications at the January meeting. The first variance application is for the Reserves at Herring Branch apartment site plan who is seeking a reduction in the off-street parking requirement and to allow one centralized garbage collection area. The second variance is for a stone driveway expansion for a residential property on Pierce Street.
- The City received a final site plan resubmission for the Southern States site plan and provided plan review comments to the applicant.
- The City received a final site plan submission for the Cascades – Phase II project and is currently reviewing the plans.
- The City reviewed a preliminary site plan application for the Reserves at Herring Branch apartment project, which replaces the former Milford Ponds Phase IV project. Plan review comments were provided to the applicant. The City received a subsequent resubmission and is currently reviewing the plans.
- The City reviewed a preliminary conditional use site plan application for the Forino Pre-School to be located at the corner of McCoy Street and S. Walnut Street. The City provided plan review comments to the applicant.
- The City reviewed a preliminary major subdivision resubmission for Cypress Hall Phase III and provided plan review comments to the applicant.

- The City reviewed a preliminary major subdivision resubmission for the Carlisle Lane, LLC townhouse project on Truitt Avenue and provided review comments to the applicant.
- The City reviewed a final major subdivision extension request for the Hearthstone Manor II development and provided a written response to the applicant and developer. The project was approved by the City in 2010 but has not begun construction. Expiration of approved subdivision plans are subject to the requirements outlined in Chapter 200-7.
- Staff met with DelDOT, Century Engineering and several property owners along NW Front Street and Maple Avenue regarding the NW Front Street Pathway project that would connect the existing pathway at the Milford Plaza Shopping Center to the western end of the riverwalk trail on Maple Avenue.
- Staff attended the bi-monthly Dover/Kent County Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) meeting and the annual joint PAC/TAC/Council meeting.
- Staff met with Chesapeake Utilities to discuss the timing and process for providing natural gas service to the Milford Corporate Center.
- Staff attended the preconstruction meeting for the Sussex Campus Development Child Care project.
- Staff attended the weekly ERP Project update meetings.
- Permit Technicians began processing business, contractor and rental license renewal applications.
- Code Enforcement is preparing for residential rental inspections for Ward 2.
- Code Enforcement annual reports have been completed and are uploaded on the City's website. The reports contain all of the code violation cases that were closed during the 2024 calendar year along with a list of open code violations. The reports before and after pictures for closed cases. See link. <https://www.cityofmilford.com/16/Code-Enforcement-Licensing>
- Staff prepared a draft zoning code amendment to establish a Historic District Commission that will be reviewed by the Planning Commission and City Council in January.
- Staff prepared a draft code amendment to Chapter 174 Property Maintenance to address habitual offenders which will be reviewed by City Council in January or February.
- Staff continues to work on the Downtown Development District renewal application. Our current designation expires in 2026 and the State has provided an application for current districts to renew their designations for another 5 years. The renewal would extend our designation until 2031.
- Staff continue to work towards implementing the goals and objects of the 2018 Comprehensive Plan, SE Master Plan, Downtown Development District (DDD) application, Rivertown Rebirth Master Plan and Strategic Plan (see below links).
 - [2018 Comprehensive Plan & SE Master Plan \(Click Here to View\)](#)
 - [Downtown Development District Plan \(Click Here to View\)](#)
 - [Rivertown Rebirth Master Plan \(Click Here to View\)](#)
 - [Strategic Plan – Press Play: Vision 2023 \(Click Here to View\)](#)

Case Activity:

	Count
New Cases	14
Cases Closed	373
Open Cases at Start of Period	478
Open Cases at End of Period	132

Violation Activity:

New Violations Cited	Count
Animals	0
Building	2
Exterior Property Areas	1
Exterior Structure	3
Floodplain	0
Interior Structure	0
Legacy	0
Licensing	0
Noise	0
Residential Rental	0
Right-of-Way	0
Rubbish	4
Sidewalk	0
Unregistered/Inoperable Vehicle	3
Vegetation	1
Zoning	0
Total	14

Rental Licenses Issued: 429

Vendor Licenses Issued: 0

Contractors Licenses Issued: 65

Business Licenses Issued: 121

Building Permits Issued:

Permits Issued by Type	Count
New Single-Family Detached	11
New Townhouse	11
Roof	10
Fence	5
Electric	4
Addition	3
Accessory Structure	2
Demolition	2
Residential Exterior Renovation	2
Residential Interior Renovation	2
Right-of-Way Construction	2
Sewer	2
Shed	2
Deck	1
Exterior Renovation	1
New Construction	1
New Tenant Fit-Out	1
New Tenant Fit-Out Food Establishment	1
Pool/Spa	1
Ramp	1
Renew/Extend Existing Permit	1
Siding	1
Stairs	1
Water	1
Total	69

Inspections Performed:

Inspections Performed by Type	Count
Footing	20
Foundation Wall	14
Slab	23
Waterproofing	15
Foundation As-built	14
Framing	41
Dry-in	21
Insulation	23
Energy Final	13
Final	40
Residential Rental	
Total	246

PARKS & RECREATION DEPARTMENT
207 Franklin Street
Milford, DE 19963



PHONE 302.422.1104
FAX 302.422.0409
www.cityofmilford.com

TO: Mayor and City Council

FROM: Brad Dennehy-Parks and Recreation Director

DATE: 01/8/2025

RE: December 2024 – Parks and Recreation Staff Report

Parks

- Weekly refuse collection was performed on all City receptacles in the parks and downtown areas.
- Staff continue to monitor and address any issues which are submitted by the seeclickfix app.
- Several strings of holiday lights were replaced, which were struck by a large truck on Walnut and Front streets.
- New wood chips were installed at the Farmers market area in preparation of the holiday stroll. Large stones were also replaced around the storm drains in the same area.
- Park crews emptied all the trash cans downtown prior to the holiday stroll. Staff also worked the event on trash detail, setting up a portable stage and supplying a light tower.
- Crews continued to remove leaf piles from several locations around town and were assisted by the public works department and the leaf vacuum truck.
- The department took possession of our new water truck (for watering flowers). This replaced the oldest vehicle in the city fleet and will be a valuable piece of equipment next planting/growing season.
- Staff assisted with the Christmas party in setting up the room at the fire company for the event.
- Friday December 13th was the last day for the seasonal workers.
- Restrooms at the Tony Silicato Memorial Park were winterized for the season. This is done for the pipes to stop freezing and breaking. Bathrooms will be opened back up in the spring.
- Soccer fields and Tony Silicato Memorial Park were aerated and fertilized one last time for the season.
- Crews began cutting a large area of the new business park in preparation for ribbon cutting in January.

Other

- Park Superintendent attended the awards and recognition committee meeting.
- Director attended the strategic plan quarterly meeting and capital projects meeting.
- Director and landscape designer attended a meeting with Del.DOT to finalize bathroom plans and requirements for the federal funding for the downtown bathrooms. To get the federal funding, there are many federal requirements which need to be fulfilled.
- Director continues to work with Landscape designer and engineers on several capital projects.

Recreation

Winter Program Information

Our remaining Winter Programs are poised to begin starting January 4th. Winter tends to be our busiest season of the year and for good reason. This season highlights our ability to utilize the Boys & Girls Club and local schools to carry out our many winter program options. Milford Parks and Recreation is the go-to recreational outlet due to our ability to host indoor opportunities.

Winter Programs registrations for 2024 have just opened and early sign-ups are already looking strong for the start of the season.

- **Pickleball League**
 - Our Pickleball league has been the fastest growing program over the past two years that we established it. This season we are attempting to maximize our enrollment by extending our league hours to 9:30pm. This program is set to start on Monday January 13th and end in mid-March.
- **Drop-In Pickleball**
 - MPR has included a Drop-In Pickleball morning session.
 - The morning drop in pickleball has proven to be an outstanding social outlet for those interested in a more relaxed environment.
- **Youth Basketball**
 - Youth Basketball has been our focal point during the winter season. This program year after year has proven to retain participants and gain additional players as well. This program is set to start their first games Saturday January 4th.
- **Indoor Soccer**
 - Indoor Soccer provides a much needed 1-2 punch when paired with our basketball program. This program allows our outdoor players to continue playing when the weather is not suitable for outdoor play. The faster paced play and smaller court dimensions make for an exciting experience. This program is set to play its first games on January 4th.

- **Taekwondo**
 - This program is completely full, with 4 participants on the waiting list
 - This curriculum has expanded to introduce sparring.

- **Wrestling**
 - Wrestling has nearly concluded. Our final session will take place on January 28th.

- **Creative Sparks Art Program**
 - This program has expanded to include 2 different time slots due to its popularity within the community.
 - Another session is in the works in continuing this program in the next 8 weeks.

RIVER TOWN • ART TOWN • HOME TOWN

TO: Mayor and City Council

FROM: Jamesha C. Williams, MBA, MSL, IPMA-CP- Human Resources Director

DATE: January 11, 2025

RE: December 2024 –Human Resources Department Staff Report

- Attended HR/Payroll Tyler Munis Sessions, anticipated Go-Live Date-Pending
- Special thanks to everyone that attended the 2024 Holiday Party on Friday, December 13, 2024.
- Special thanks to City staff who so generously supported our 2024 Christmas Adopt-A-Family program with the Greater Milford Boys & Girls Club. You are shining lights in a world that can feel very scary and lonely sometimes. As bearers of light, you are helping people you don't even know.
- Job Openings: Public Works Equipment Operator II-Streets & Utilities and Public Works Equipment Operator II-Solid Waste, Cash Operations Clerk II, and City Manager.
- The Employee Job Assessment Tool (JAT) was launched to the non-union workforce for completion in December for the 2025 Job Classification and Compensation Study. Evergreen Solutions is now collecting salary data from the peer communities, which will take several weeks to compile and analyze.
- Onsite employee meetings will be held on January 22, 2025, and January 23, 2025, with Delaware Valley Health Trust as we work to transition effective July 1, 2025.

To: Mayor and City Council
From: Lauren Swain, Economic Development & Community Engagement Administrator
Subject: January 2025 Monthly Report
Date: January 6, 2025

Economic Development

- Reviewed Milford Corporate Center draft Declaration of Restrictions and provided feedback to Planning Director, Rob Pierce.
- Connected with a business owner who currently operates in downtown Milford and recently bought commercial property downtown to expand their operations. They are in the planning/discussion stages of their interior/exterior and want to get a mural painted on the side of their building to honor Milford's heritage. I have reached out to Neil Kirschling, Executive Director for Delaware Arts Alliance, DMI, and a local artist who is interested in learning more about the project. They want to meet in early 2025 to get their plans in place.
- Assisted a business owner who has been in operation for 2 years in Milford in the beauty industry connect with the Small Business Development Center (SBDC) to develop a detailed business plan for her upcoming expansion and connected her with the Division of Small Business to apply for an EDGE Grant in the next round.
- Assisted a new business owner is who looking to open her doors in Milford in the next few months connect with the SBDC to develop a business plan to set her business up for success from the beginning. Once she has a concrete business plan, she interested in applying for the EDGE Grant Program with the Division of Small Business.
- Began familiarizing myself with the DDD renewal application and will begin working on it in early 2025 in partnership with Planning Director, Rob Pierce.
- Council member Wilson and I met with Fresh Delaware CEO and manager to learn more about their operations, and they provided us with a tour.
- Met with owner of a pie company to discuss opportunities of her selling her pies in retailers in Milford. I provided her with several connections.
- Worked on planning Milford Corporate Center groundbreaking ceremony.

Community Engagement

- Delivered a "Keep Kids Alive Drive 25mph" sign to a family who resides in downtown Milford.
- Attended the Holiday Stroll and engaged with many business owners and residents.
- Took photos of new business progression in Milford to showcase how far we have come from an economic development standpoint.
- Took photos of active road projects in Milford to show residents and community members the progress that has been made.

Meetings/Trainings

- Attended Thriving Communities Program Convening in DC on December 10, 2024 to December 11, 2024. We were afforded the opportunity to hear about the incredible work communities around the

country are doing, share resources, best practices, and lessons learned. It was great to meet so many connections and be able to utilize their expertise for Milford in the future.

- Signed up for NEW DEMEC Learning Management System (LMS) and completed DEMEC LMS New User Onboarding.
- Attended the Weekly Streets Meeting
- Met with IT team and Civic Plus to discuss mass communication options and saw demos.
- Met with City Planner, Rob Pierce, to review Economic Development items and reviewed tasks that need to be completed.

Social Media/Website

- December 2024 Insights:
 - City of Milford Facebook: 57 new follows (total: 5,130,); 46,169 reached; 2,721 page visits
 - City of Milford Instagram: 19 new follows (total: 1,399); 727 accounts reached; 77 profile visits
 - Parks & Rec Facebook: 9 new follows (total: 4,014); 1,739 reached; 369 page visits

Press Release & Coverage

- City hall plaza project rejected by Council
 - Milford Live 12.3.24
- The City of Milford has hired a new Economic Development and Community Relations Administrator
 - Milford Live article 12.12.24
- The City of Milford recently approved the FY23 audit.
 - Milford Live article 12.12.24
- Council approves procedural change
 - Milford Live article 12.18.24
- Milford City Council was introduced to a second version of the retail marijuana zoning ordinance
 - Milford Live article 12.18.24
- Completed newsletter to go out in all utility bills in January 2025, along with sent out email version.
- PCA – Electric rate increase press release
 - Delaware Public Media interview 1.2.25
 - Delaware Public Media article 1.2.25

Date: January 2025

To: Mayor and City Council

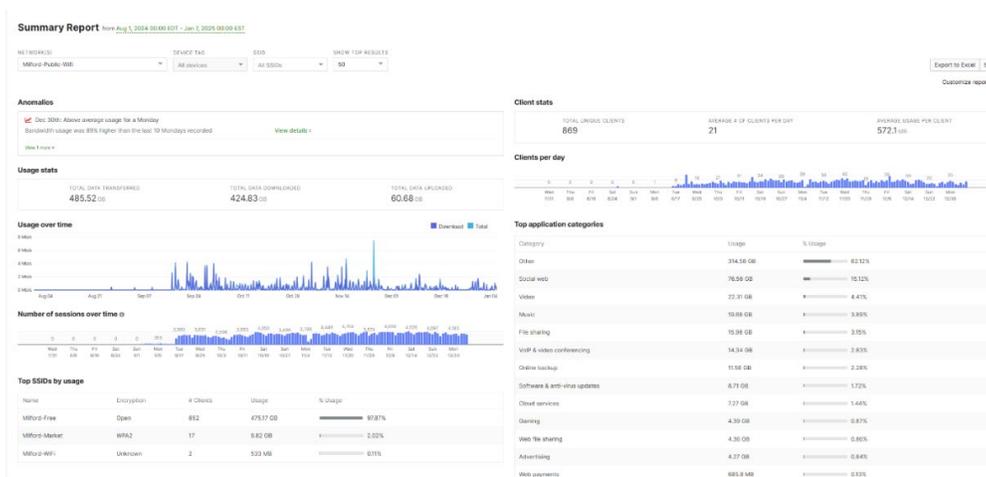
From: Bill Pettigrew – IT Director

Re: January 2025 Information Technology Department Staff Report



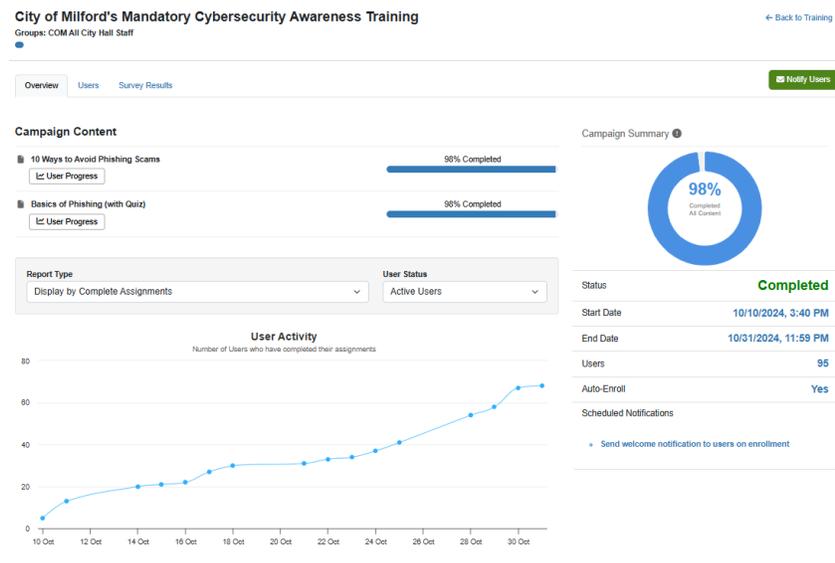
Recent Snowstorm – The city of Milford was successful in the first real test of its mobile workforce and business continuity initiatives. On Monday January 6th the area had almost a foot of snow dumped in some places. Most of the city’s admin staff decided to telework maintaining productivity throughout the day. The IT department fielded only 9 Service desk tickets relating to the emergency ranging from password resets to VPN connections and we resolved everything remotely in a short time allowing users to telework.

Riverwalk Public Wi-Fi (CIP) – We now have close to 900 unique users that have taken advantage of this amenity the city offers. We will be starting phase three of 3 additional access points by spring, with the help of the Electrical department.



Cybersecurity Awareness Training – 98% of users took the cybersecurity training and passed. Most users took it in the time allotted, some users needed a little prodding. The only person that did not take the training was someone on workman’s comp and their network access was suspended. Users who were suspended will have to schedule an appointment with IT to regain access on their return to work.

When we start the next biannual training, we will only give 30 days with only one warning before suspension to expedite completion.



Tyler Munis ERP – Last month I was made the project manager of the ERP implementation. I promise council I will do my best to hold both vendor and Milford staff to agreed upon schedules and costs to complete the full project. Payroll is on track but there have been some recent issues with parallel payrolls, which is the final step in implementation.

Utility billing is in its infancy, and we know will be the most challenging application to date. We have met with the towns of Clinton, SC & Lodi, CA so far to discuss the Tyler project management team and their trials and tribulations. We are making a list of features that we will need, and will address early to see if there are any possible deal breakers moving forward.

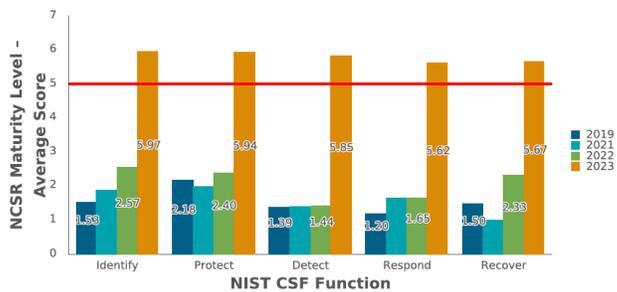
IT Physical Access Control (CIP) – Since it has been way over 6 months I informed Advantech that they were dragging their feet and told them that Milford wants to consider canceling the PO, it has always been our plan to have one plain of glass in operations for Milford’s security. They were very responsive after that email, and we are weighing in all of our options.

State Local Cyber Security Grant (OKTA) – We are moving forward with implementation of OKTA a single sign on, adaptive MFA cybersecurity tool. OKTA is used by the state, and Milford was applauded as one of the best uses of the SLCGP funding which was over \$32,000. We are looking at new projects for the next round of funding.

Business Impact / Business Continuity Plan- Coordinated Response is in deep conversations with all departments to finalize the plan to be presented to council within the next few months.

National Cyber Security Review – Scheduled for February, we have put into place a SIEM to log network activity making our score go higher than last year, and protecting the city.

Year to Year NCSR Results



The red line indicates an average score of 5, which is designated as the recommended minimum maturity level



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
From: Louis C. Vitola, Finance Director
Date: January 7, 2025
Re: December 2024 Finance Department Staff Report

- Monthly Financial Reporting
 - The Finance Report for the YTD period ended November 30, 2024 was deferred to the first meeting in January in lieu of the canceled meeting on December 23, 2024, as usual
- Training and Improvement Efforts

FINANCE DEPARTMENT TRAINING - DECEMBER 2024

FINANCE DEPT TRAINING BY CATEGORY	GRAND TOTAL	FINC SUBTOT	C/S SUBTOT	NOTES
Accounting & Professional Certification	14.0	14.0	-	Accounting CPE
Customer Service	-	-	-	
Management & Staff Development	-	-	-	
ERP, Software and Technology	46.5	38.5	8.0	Primarily Payroll/HR ERP
MONTHLY TOTAL (HOURS)	60.5	52.5	8.0	74.8 TOTAL HOURS LAST MONTH

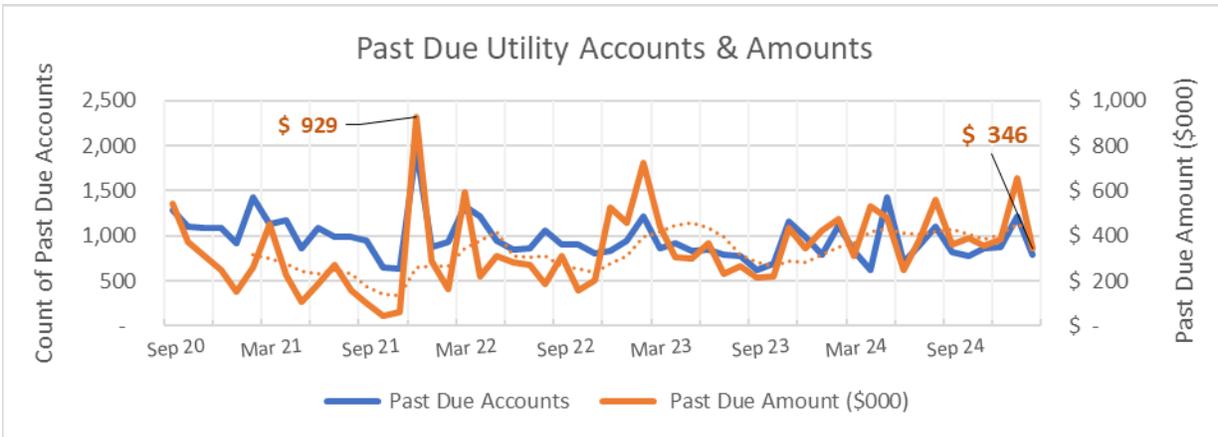
- Police Facility Project Financing
 - Finance staff is working with the Project Mangers at RYJ, Bank Counsel, the City’s Bond Counsel and the USDA on permanent financing
 - Complete reconciliation will be provided to Council when all activity is processed and the loan closes
- Milford Corporate Center & Water Utility Project Financing
 - Staff are working with engineers and the City’s Bond Counsel on any resolutions required to support the use of debt financing on the recently approved Corporate Center Project and the water infrastructure project currently being designed
- FY24 Audit
 - Staff are reconciling FY24 accounts in preparation for the FY24 audit process
- Vendor payment processing utilizing EFT capabilities in the new system continues to grow as we identify and convert vendors from check payment to EFT payment default; third party accounts payable check and ACH processing is being explored with the City’s commercial bankers at WSFS to promote redundancy and save finance department overhead costs
- Billing & Customer Service Department
 - The new tax billing module in Tyler Munis went live as scheduled at the start of the new fiscal year
 - The following web address links to the City’s tax portal for making tax payments, viewing assessments and bills, and finding exemption and appeal information:
 - <https://www.cityofmilford.com/208/Tax-Payments-Assessments-and-Senior-Exem>
 - The extension of the grace period for tax payments impacted collection, but heavy collections continued in November, as expected, which sharply reduced receivables

Property Tax Levy	Past Due (\$000) as of:			As % of Levy
	11/1/24	12/1/24	1/1/25	1/1/25
2024 (FY25)	\$766	\$518	\$279	4.5%
2023 & Prior	\$274	\$209	\$241	3.9%
Total	\$1,041	\$727	\$520	8.3%

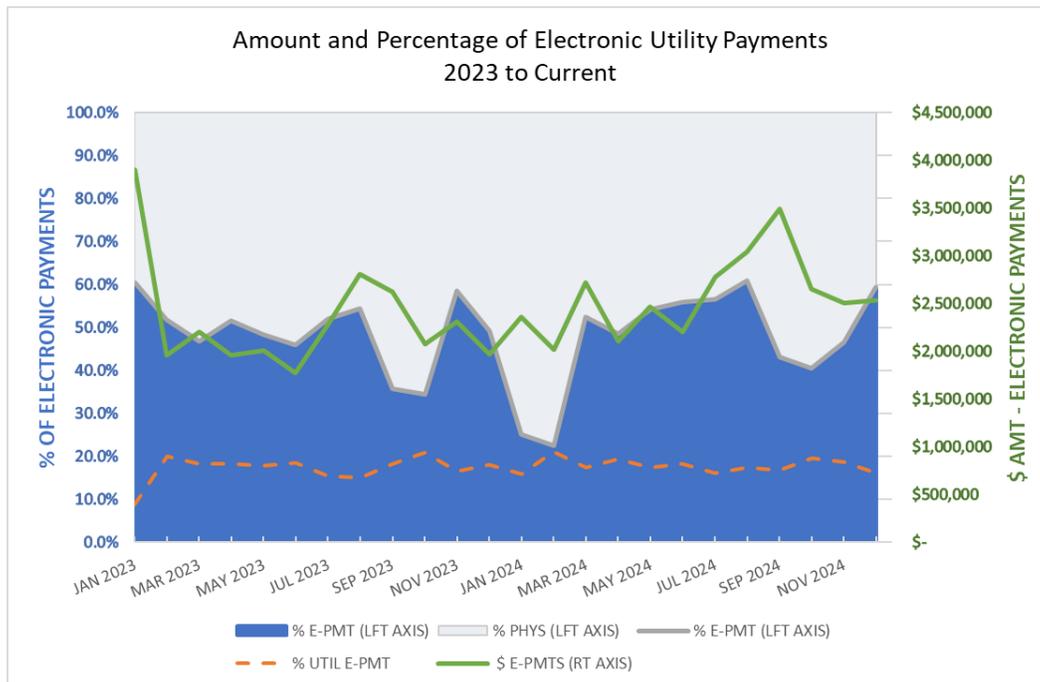
Property Tax Levy	As of:	As % of Levy
	1/1/24	1/1/24
2023 (FY24)	\$261	4.6%
2022 & Prior	\$137	2.4%
Total	\$398	7.0%

- Billing & Customer Service Department, Continued

- December results improved across the board in terms of both past due amounts and accounts versus November, last December and the long-term average despite reduced service interruptions due to cold weather and holidays
 - The count of past due accounts (blue) is 18% below average and 29% lower than last December
 - The dollar amount past due (orange) is 3% below average and 27% lower than last December



- The graph below exhibits the dollar amount and percentage of electronic payments by month from January 1, 2023 through December 31, 2024
 - This graph replaces the previous chart to better show the penetration of electronic payments – incoming wires, ACH payments, and automatic card transactions – as a function of all payments, which include cash, check, and other physical forms of payment
 - The blue area represents e-payments as a function of all payments & corresponds to the blue axis
 - The green line represents the dollar amount of e-payments & corresponds to the green axis at right
 - The orange line was added this month to show the proportion of utility e-payments vs all payments & corresponds to the blue axis at left
 - Both the count and dollar amount of e-payments are higher in December vs averages and last December
 - The percentage of all e-payments is likewise up versus last December, while the proportion specific to utilities (16.2%) is lower than average (17.5%) and last December (17.9%)





Financial Reporting Package
As of and For the Period Ended November 30, 2024

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

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 November 30, 2024

Operating Cash Balances ▼ Marks Ref Closing Bal⁴							
Description	Opening Balance (Oct 31, 2024)	Closing Balance (Nov 30, 2024)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted	
General Fund ³	\$ 3,745	\$ 5,092	\$ 1,238	\$ (598)	\$ (1,765)	\$ 3,967	
Electric Fund	3,432	3,049	35	(831)	(1,187)	1,067	
Water Fund	3,491	3,643	25	(611)	(330)	2,726	
Sewer Fund	2,263	2,308	20	(265)	(236)	1,826	
Solid Waste Fund	474	487	7	(122)	(201)	170	
Operating Cash Totals⁴	\$ 13,406	\$ 14,578	\$ 1,324	\$ (2,428)	\$ (3,719)	\$ 9,756	
Federal, State and Other Special Purpose Cash Balances							
Description	Opening Balance (Oct 31, 2024)	Closing Balance (Nov 30, 2024)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted	
General Improvement	\$ 1,161	\$ 1,006	\$ -	\$ (1,006)	\$ -	\$ -	
Municipal Street Aid (MSA)	647	319	140	(459)	-	-	
Realty Transfer Tax (RTT)	1,880	1,353	5,405	(4,731)	(1,373)	654	
Economic Development	703	703	89	-	-	792	
Lodging Tax Fund	800	810	99	(909)	-	-	
ARPA Grant Fund	260	260	-	(260)	-	-	
Special Purpose Cash Totals⁴	\$ 5,452	\$ 4,451	\$ 5,734	\$ (7,365)	\$ (1,373)	\$ 1,446	
Reserve Fund Cash Balances ¹							
Description	Opening Balance (Oct 31, 2024)	Closing Balance (Nov 30, 2024)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted	
General Fund Capital Reserves	\$ 2,320	\$ 2,248	\$ 2,598	\$ (4,265)	\$ (329)	\$ 252	
Water Fund Capital Reserves	3,705	3,711	611	(2,031)	(2,229)	62	
Sewer Fund Capital Reserves	4,270	4,291	265	(1,060)	(3,472)	25	
Solid Waste Fund Capital Reserves	81	82	122	(68)	(126)	10	
Electric Fund Capital Reserves ²	13,078	13,143	3,331	(6,968)	(7,045)	2,461	
Operating Cash Totals⁴	\$ 23,454	\$ 23,474	\$ 6,928	\$ (14,391)	\$ (13,200)	\$ 2,811	
Impact Fees and Police/General Facilities Cash Balances							
Description	Opening Balance (Oct 31, 2024)	Closing Balance (Nov 30, 2024)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted	
Police & General Gov't Facilities	\$ 707	\$ 713	\$ 42	\$ (755)	\$ -	\$ -	
Carlisle Fire Co Permit Fund	334	336	14	(350)	-	-	
Parks & Recreation Facilities	160	160	-	(160)	-	-	
Water Impact Fee Reserves	6,295	6,315	151	(1,265)	-	5,201	
Sewer Impact Fee Reserves	3,667	3,676	66	(550)	-	3,193	
Electric Impact Fee Reserves	1,471	1,475	25	(1,500)	-	-	
Impact Fees & Police/GF Totals⁴	\$ 12,634	\$ 12,675	\$ 299	\$ (4,580)	\$ -	\$ 8,394	
Grand Totals⁴	\$ 54,946	\$ 55,178	\$ 14,284	\$ (28,764)	\$ (18,291)	\$ 22,406	

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) and Electric Fund Reserves totaling \$7.5mm are being temporarily consumed to offset interest costs associated with the PD Facility construction. The recovery of the funds through project financing is reflected in the Projected Cashflows columns for RTT & Electric.

³The General Fund Unrestricted operating cash balance reported last month was a function of dynamic reserve targets against the expanding budget (organic growth + inflation) timed with the lowest operating cash period of the FY; the sub-zero condition naturally reverse in September as expected.

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
Cash and Investment Balance¹ Rollforward
For the Period Ended November 30, 2024

Operating Cash Balances

▼ Marks Ref Closing Bal⁴

Description	Opening Balance (Oct 31, 2024)	Receipts	Interest Earned	Disbursements	Closing Balance (Nov 30, 2024)
General Fund	\$ 3,745,297	\$ 2,998,316	\$ 7,196	\$ (1,659,247) ↑	\$ 5,091,562
Electric Fund	3,431,692	2,423,753	5,182	(2,811,195) ↓	3,049,432
Water Fund	3,491,332	338,788	5,705	(192,838) →	3,642,987
Sewer Fund	2,263,439	527,625	3,656	(486,839) →	2,307,880
Solid Waste Fund	473,939	140,418	430	(128,270) →	486,517
Operating Cash Totals⁴	\$ 13,405,699	\$ 6,428,900	\$ 22,169	\$ (5,278,389) □	\$ 14,578,379

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (Oct 31, 2024)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Nov 30, 2024)
General Improvement	\$ 1,161,465	\$ 11,427	\$ 6,236	\$ (173,167) ↓	\$ 1,005,960
Municipal Street Aid (MSA)	646,543	70,163	3,676	(401,333) ↓	319,049
Realty Transfer Tax (RTT)	1,880,307	17,152	10,515	(555,333) ↓	1,352,641
Economic Development	702,763	-	-	- →	702,763
Lodging Tax Fund	800,443	9,399	-	- →	809,842
ARPA Grant Fund	260,499	-	-	- →	260,499
Special Purpose Cash Totals^{3,4}	\$ 5,452,021	\$ 108,141	\$ 20,427	\$ (1,129,833) □	\$ 4,450,756

Reserve Fund Cash Balances

Description	Opening Balance (Oct 31, 2024)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Nov 30, 2024)
General Fund Capital Reserves	\$ 2,319,709	\$ -	\$ 11,853	\$ (83,724) →	\$ 2,247,838
Water Fund Capital Reserves	3,705,373	-	18,823	(13,619) →	3,710,577
Sewer Fund Capital Reserves	4,270,006	-	21,740	(828) →	4,290,918
Solid Waste Fund Capital Reserves	81,246	-	420	- →	81,665
Electric Fund Capital Reserves	13,077,553	-	66,418	(1,304) →	13,142,667
Reserve Fund Cash Totals^{3,4}	\$ 23,453,888	\$ -	\$ 119,253	\$ (99,475) □	\$ 23,473,666

Impact Fees and Police/General Facilities Cash Balances

Description	Opening Balance (Oct 31, 2024)	Receipts	Interest Earned	Disbursements ²	Closing Balance (Nov 30, 2024)
Police & General Gov't Facilities	\$ 707,330	\$ 5,988	\$ -	\$ - →	\$ 713,318
Carlisle Fire Co Permit Fund	334,202	1,996	-	- →	336,198
Parks & Recreation Facilities	159,575	-	-	- →	159,575
Water Impact Fee Reserves	6,294,607	21,564	-	(1,463) →	6,314,708
Sewer Impact Fee Reserves	3,666,905	9,495	-	- →	3,676,400
Electric Impact Fee Reserves	1,471,290	3,600	-	- →	1,474,890
Impact Fees & Police/GF Totals^{3,4}	\$ 12,633,910	\$ 42,643	\$ -	\$ (1,463) □	\$ 12,675,090

Grand Totals⁴	\$ 54,945,517	\$ 6,579,684	\$ 161,850	\$ (6,509,160) ▲	\$ 55,177,891
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¹Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves and Net Cash & Funding Availability Reports for detail.

²\$0.1 million disbursed from reserves (lines 20-24) includes vehicle replacements, the ongoing ERP upgrade, parks & rec projects and other budgeted utility projects. \$1.1 million disbursed from special purpose funds reflects ongoing 2024 combined streets project.

³Investments with PFM exceed \$39 million and consist of total reserves (line 25), impact fees (lines 31-33), special purpose funds (lines 13-15), and on a short-term basis, a portion of the operating cash (line 8).

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 November 30, 2024

General Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/24)	\$	2,247,838
Expected Contributions & Interest		598,175
Restricted Funds:		
Vehicle & Equipment Replacement		(202,126)
Street Repair		(2,082,485)
Parking Enhancements		(620,000)
Parkland, Trails & Recreation		(1,200,313)
PD Projects		(160,489)
Support Policy with RTT ¹		2,000,000
Reserve (MCR) Policy ^{6,8}		-
Equipment Replacement Reserve ²		(329,000)
Uncommitted Reserve Balance	\$	251,600

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/24)	\$	13,142,667
Expected Contributions & Interest		3,331,003
Restricted Funds:		
Electric Vehicles & Equipment		(135,000)
Substation Upgrades & Security		(479,944)
Traffic Signal Upgrades		(374,840)
Citywide Projects		(1,917,735)
Investment Policy/Rate Stability ⁷		(4,060,000)
Reserve (MCR) Policy ^{3,6}		(6,836,775)
Equipment Replacement Reserve ³		(208,000)
Uncommitted Reserve Balance	\$	2,461,376

Water Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/24)	\$	3,710,577
Expected Contributions & Interest		611,267
Restricted Funds:		
Vehicle & Equipment Replacement		(218,393)
Reserve-Funded Projects		
Water System Improvements		(1,481,744)
Water Plant Upgrades		(238,376)
4th St Project 9/9/24		(91,996)
Reserve (MCR) Policy ^{3,6}		(2,182,680)
Equipment Replacement Reserve ³		(46,250)
Uncommitted Reserve Balance	\$	62,405

Solid Waste Reserves		Amount
Cash/Investment Balance (11/30/24)	\$	81,665
Expected Contributions & Interest		122,117
Restricted Funds:		
Solid Waste Vehicles & Equipment ⁴		(15,500)
Solid Waste Alloc of Citywide Projects		(52,503)
Reserve (MCR) Policy ⁴		-
Equipment Replacement Reserve ⁴		(125,500)
Uncommitted Reserve Balance	\$	10,279

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (11/30/24)	\$	4,290,918
Expected Contributions & Interest		265,417
Restricted Funds:		
Sewer Vehicles & Equipment		(125,424)
Reserve-Funded Projects		
Sewer System Improvements		(869,208)
8" Bypass Pump		(65,000)
Reserve (MCR) Policy ^{3,6}		(3,373,571)
Equipment Replacement Reserve ³		(98,000)
Uncommitted Reserve Balance	\$	25,131

MSA & RTT Reserves		Amount
RTT Balance (11/30/24)		1,352,641
MSA Balance (11/30/24)		319,049
MSA & RTT Est Receipts thru FY25:		5,545,671
MSA: Street & Bridge Improvements		(1,169,501)
RTT: Transfer to Police Dept		(58,333)
RTT: Sidewalk Project Funding		(150,000)
MSA & RTT: Combined St-Util		(1,812,069)
RTT: 4th St Project 9/9/24		(263,757)
RTT: Support GF Policies ¹		(2,000,000)
RTT: Reserve Policy ⁵		(1,373,000)
Uncommitted Reserve Balance	\$	390,701

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. Funds accumulated through FY23 used for collection equipment; 100% being reserved in FY24+.

⁵Approved Reserve Policies recommend dynamic MCR based on average of trailing-three-year RTT receipts; FY24 increase related to strong FY23 vs FY20, 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

⁷This funding has been deployed pursuant to the City's Investment Policy to achieve rate stability and structured returns. Interest rate increases and land investments prompted a revised strategy to benefit both the electric and sewer funds over a 13-year investment horizon.

⁸The portion of the GF Reserve balance supporting GF OCF requirement due to seasonal cash consumption was returned from the investment program in August

City of Milford, Delaware
Enterprise Funds: Statement of Revenues & Expenditures
For the YTD Period Ended November 30, 2024 vs Prior FYTD & Current Budget (in thousands)

Enterprise Funds Profit & Loss (P&L) Statement	Electric		Water		Sewer		Solid Waste		Total	FY25 Total (as % of Rev)	FY24 Total (as % of Rev)	
1 Operating Revenue	\$	13,727	\$	1,656	\$	2,626	\$	750	\$	18,760	100.0%	100.0%
2 Cost of Revenue ¹		(10,212)		(172)		(1,369)		(149)		(11,902)	-63.4%	-62.6%
3 Gross Margin		3,516		1,484		1,257		601		6,858	36.6%	37.4%
4 Operating Expenses												
5 Operations & Maintenance		(1,569)		(552)		(424)		(403)		(2,948)	-15.7%	-14.7%
6 Personnel		(707)		(171)		(168)		(184)		(1,231)	-6.6%	-6.5%
7 Total Operating Expenses		(2,276)		(723)		(592)		(587)		(4,178)	-22.3%	-21.1%
8 Operating Income	\$	1,240	\$	761	\$	664	\$	14	\$	2,679	14.3%	16.3%
9 Non-Operating Revenue (Expense)		-		-		-		-		-	0.0%	0.1%
10 Surplus (Deficit) for debt service & capital		1,240		761		664		14		2,679	14.3%	16.4%
11 Debt Service - Principal & Interest		-		(90)		(25)		-		(115)	-0.6%	-0.1%
12 Capital Spending / Contributions from (to) Reserves		(12)		(160)		(2)		(352)		(525)	-2.8%	-2.8%
13 Surplus (deficit) available for transfers		1,228		512		637		(337)		2,039	10.9%	13.5%
14 Transfers Out		(1,643)		(131)		(131)		-		(1,905)	-10.2%	-9.6%
15 Net Surplus (Deficit) - FYTD through Nov 2024	\$	(415)	\$	380	\$	506	\$	(337)	\$	134	0.7%	3.9%
16 Net Surplus (Deficit) - FYTD through Nov 2023	\$	193	\$	313	\$	126	\$	19	\$	651	3.9%	
17 Current vs Prior - Favorable (Unfavorable)²	↓	\$ (608)	↑	\$ 68	↑	\$ 379	↓	\$ (356)	↓	\$ (517)	↓	-3.2%
18 Net Surplus (Deficit) - Current FYTD Budget	\$	(315)	\$	290	\$	211	\$	(237)	\$	(52)	-0.3%	
19 Current vs Budget - Favorable (Unfavorable)²	↓	\$ (99)	↑	\$ 91	↑	\$ 295	↓	\$ (100)	↑	\$ 186	↑	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 November 30, 2024 vs Prior FYTD & Current Budget (in thousands)

General Fund Sources and Uses of Funding	Admin & Council	Public Safety	Parks & Rec	Planning & All Other	Total	FY25 Total (as % of Rev)	FY24 Total ² (as % of Rev)
Sources of Funding:							
Real Estate (Property) Taxes	\$ 6,300	\$ -	\$ -	\$ -	\$ 6,300	60.8%	65.7%
Permits, Licensing & Franchise Fees	134	-	-	328	462	4.5%	3.8%
Fines, Fees & Misc Revenue	47	315	-	-	361	3.5%	5.1%
General Revenue Subtotal	6,481	315	-	328	7,123	68.7%	74.6%
Utility Transfers & Cost Allocation	2,745	-	-	-	2,745	26.5%	18.5%
Grant Revenue	21	-	-	-	21	0.2%	0.0%
Application of Reserve Balances	435	42	-	-	477	4.6%	6.8%
General Fund Operating Support	3,201	42	-	-	3,243	31.3%	25.4%
Total Sources of Funding	\$ 9,682	\$ 356	\$ -	\$ 328	\$ 10,366	100.0%	100.0%
Uses of Funding:							
Operations & Maintenance	226	436	234	419	1,316	12.7%	16.0%
Personnel	283	2,597	301	923	4,104	39.6%	44.0%
Total Operating Expenses	509	3,034	535	1,342	5,420	52.3%	60.0%
Surplus (Deficit) for Debt Svc & Capital	\$ 9,173	\$ (2,677)	\$ (535)	\$ (1,015)	\$ 4,946	47.7%	40.0%
Debt Service - Principal & Interest	-	147	-	-	147	1.4%	0.0%
Capital Spending / Transfers from (to) Reserves	41	116	103	72	331	3.2%	12.8%
Net Surplus (Deficit) - FYTD through Nov 2024	\$ 9,132	\$ (2,940)	\$ (637)	\$ (1,086)	\$ 4,467	43.1%	27.2%
Net Surplus (Deficit) - FYTD through Nov 2023	\$ 7,147	\$ (2,449)	\$ (1,188)	\$ (1,156)	\$ 2,353	27.2%	
Current vs Prior - Favorable (Unfavorable)²	↑ \$ 1,984	↓ \$ (491)	↑ \$ 551	↑ \$ 70	↑ \$ 2,114	↑ 15.9%	
Net Surplus (Deficit) - Current FYTD Budget	\$ 9,343	\$ (4,356)	\$ (682)	\$ (1,685)	\$ 2,620	24.5%	
Current vs Budget - Favorable (Unfavorable)³	→ \$ (211)	↑ \$ 1,415	↑ \$ 45	↑ \$ 598	↑ \$ 1,847	↑ 18.6%	

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

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.

City of Milford, Delaware
 Legacy Revenue Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended November 30, 2024

41.7% of Year Elapsed

Account / Function	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
General Fund:				
Economic Development Fund	\$ 287,801	\$ 23,983	\$ 119,917	41.7%
General Fund Reserves	1,809,271	130,062	315,416	17.4%
Interest Income	35,269	7,196	20,654	58.6%
Realty Transfer Tax - Police	100,000	8,333	41,667	41.7%
Real Estate Tax	6,321,516	1,059	6,299,638	99.7%
Business License	67,000	3,200	19,530	29.1%
Rental License	120,000	1,000	17,415	14.5%
Building Permits	250,000	8,630	232,956	93.2%
Planning & Zoning	9,000	18,349	47,621	529.1%
Leases and Franchise Fees	441,814	62,687	134,231	30.4%
Grasscutting Revenue	24,000	2,000	10,000	41.7%
Police Revenues	570,285	16,102	314,580	55.2%
Misc. Revenues	12,000	24,516	46,682	389.0%
Transfers In	6,588,923	549,077	2,745,385	41.7%
Total General Fund Revenue	\$ 16,636,879	\$ 856,195	\$ 10,365,691	62.3%
Enterprise Funds:				
Water Fund Revenues	3,707,513	290,199	1,656,458	44.7%
Sewer Fund Revenues	3,308,391	261,734	1,462,311	44.2%
Kent County Sewer	2,332,578	210,259	1,163,507	49.9%
Solid Waste Fund Revenues	1,859,923	149,464	750,110	40.3%
Electric Fund Revenues	33,710,810	1,807,224	13,727,489	40.7%
Total Enterprise Fund Revenue	\$ 44,919,215	\$ 2,718,880	\$ 18,759,876	41.8%
Application of Enterprise Reserves	3,432,345	99,475	395,371	11.5%
Other Enterprise Revenue	83,000	2,101	20,720	25.0%
Other Enterprise Expense	(83,000)	(1,454)	(26,966)	32.5%
Total General & Enterprise Fund Revenue	\$ 64,988,439	\$ 3,575,722	\$ 29,119,321	44.8%

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended November 30, 2024

41.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
General Fund					
City Administration					
Personnel	\$ 642,713	\$ 46,707	\$ 203,488	31.7%	\$ 439,225
Operation & Maintenance (O&M)	188,916	7,737	66,898	35.4%	122,018
Capital	48,800	-	1,150	2.4%	47,650
Subtotal: City Administration	880,429	54,444	271,536	30.8%	608,893
City Clerks					
Personnel	285,163	13,101	58,197	20.4%	226,966
O&M	86,846	(4,951)	21,830	25.1%	65,016
Capital	-	-	-	-	-
Subtotal: City Clerks	372,009	8,150	80,027	21.5%	291,982
Planning & Zoning					
Personnel	764,390	59,853	284,125	37.2%	480,265
O&M	165,112	-	40,934	24.8%	124,178
Capital	-	-	-	-	-
Subtotal: Planning & Zoning	929,502	59,853	325,059	35.0%	604,443
Council					
Personnel	54,990	4,026	21,702	39.5%	33,288
Legal	35,150	3,283	17,248	49.1%	17,902
City Hall Building Expense	35,462	2,955	14,776	41.7%	20,686
Insurance	18,290	-	12,656	69.2%	5,634
Council Expense	40,000	4,383	18,716	46.8%	21,284
Codification	18,000	329	5,654	31.4%	12,346
Carlisle Fire Company	205,000	-	-	0.0%	205,000
Museum	40,000	-	-	0.0%	40,000
Downtown Milford, Inc.	50,000	-	-	0.0%	50,000
Milford Public Library	28,000	-	-	0.0%	28,000
Armory Expenses	20,000	-	10,156	50.8%	9,844
Community Festivals	65,000	-	35,000	53.8%	30,000
Election Expense	13,930	-	-	0.0%	13,930
Other O&M	79,890	-	-	0.0%	79,890
Resident Survey	25,000	23,000	23,000	92.0%	2,000
Subtotal: Council	728,712	37,976	158,908	21.8%	569,804

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended November 30, 2024

41.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Finance					
Personnel	721,260	55,293	272,732	37.8%	448,529
O&M	57,705	1,764	16,775	29.1%	40,930
Capital	-	-	-		-
Subtotal: Finance	778,965	57,057	289,506	37.2%	489,459
Information Technology					
Personnel	536,570	42,061	207,276	38.6%	329,294
O&M	405,476	1,758	153,159	37.8%	252,317
Capital	-	-	16,929		(16,929)
Subtotal: Information Technology	942,046	43,820	377,364	40.1%	564,682
Police Department					
Personnel	6,733,520	556,627	2,597,311	38.6%	4,136,209
O&M	1,301,310	-	436,195	33.5%	865,115
Capital	97,260	-	31,391	32.3%	65,869
Debt Service	640,048	27,967	115,880	18.1%	524,168
Subtotal: Police Department	8,772,138	584,594	3,180,777	36.3%	5,591,361
Streets & Grounds Division					
Personnel	441,620	32,696	158,574	35.9%	283,047
O&M	585,177	-	208,511	35.6%	376,666
Capital	275,000	1,463	71,786	26.1%	203,214
Subtotal: Streets & Grounds Division	1,301,797	34,159	438,871	33.7%	862,927
Parks & Recreation					
Personnel	775,360	58,729	300,965	38.8%	474,395
O&M	709,070	-	234,107	33.0%	474,963
Capital	446,851	43,418	102,712	23.0%	344,139
Subtotal: Parks & Recreation	1,931,281	102,147	637,784	33.0%	1,293,497
Total General Fund Expenditures	\$ 16,636,879	\$ 982,200	\$ 5,759,832	34.6%	\$ 10,877,047

City of Milford, Delaware
 Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended November 30, 2024

41.7% of Year Elapsed

Fund / Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	\$ 467,340	\$ 67,213	\$ 171,431	36.7%	\$ 295,909
O&M	1,893,512	98,288	551,870	29.1%	1,341,642
Transfer to General Fund	315,000	26,250	131,250	41.7%	183,750
Capital	666,386	13,619	159,939	24.0%	506,447
Debt Service	365,275	-	89,637	24.5%	275,638
Subtotal: Water Division	3,707,513	205,369	1,104,127	29.8%	2,603,386
Sewer Division					
Personnel	457,370	66,816	168,089	36.8%	289,281
O&M	1,511,092	91,187	424,211	28.1%	1,086,881
Transfer to General Fund	315,000	26,250	131,250	41.7%	183,750
Capital	2,504,373	828	171,747	6.9%	2,332,626
Debt Service	416,977	12,735	25,470	6.1%	391,507
Subtotal: Sewer Division (excl. Kent County)	5,204,812	197,816	920,767	17.7%	4,284,046
Kent County Sewer	2,863,851	210,226	1,292,175	45.1%	1,571,676
Subtotal: Sewer Division (Comprehensive)	8,068,663	408,042	2,212,941	27.4%	5,855,722
Solid Waste Division					
Personnel	440,130	35,014	183,717	41.7%	256,413
O&M	1,419,793	59,713	403,202	28.4%	1,016,591
Capital	595,311	-	426,626	71.7%	168,685
Subtotal: Solid Waste Division	2,455,234	94,727	1,013,545	41.3%	1,441,689
Subtotal: Water, Sewer & Solid Waste	14,231,410	708,139	4,330,614	30.4%	9,900,796
Electric Division					
Personnel	1,931,680	250,691	707,363	36.6%	1,224,317
O&M	3,379,183	287,167	1,568,564	46.4%	1,810,619
Transfer to General Fund	3,942,000	328,500	1,642,500	41.7%	2,299,500
Capital	409,340	1,304	86,987	21.3%	322,353
Debt Service	320,315	-	-	0.0%	320,315
Subtotal: Electric Division (excl. Power)	9,982,518	867,662	4,005,414	40.1%	5,977,104
Power Purchased	24,137,632	1,763,623	10,211,942	42.3%	13,925,690
Subtotal: Electric Division (Comprehensive)	34,120,150	2,631,285	14,217,356	41.7%	19,902,794
Total Enterprise Fund Expenditures	\$ 48,351,560	\$ 3,339,424	\$ 18,547,970	38.4%	\$ 29,803,591
Grand Total Operating Budget	\$ 64,988,439	\$ 4,321,624	\$ 24,307,802	37.4%	\$ 40,680,638

City of Milford, Delaware
 Legacy Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended November 30, 2024

41.7% of Year Elapsed

Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Interservice Departments					
Garage					
Personnel	\$ 194,220	\$ 15,610	\$ 75,365	38.8%	\$ 118,855
Operation & Maintenance (O&M)	126,444	14,902	73,346	58.0%	53,098
Capital	-	-	-		-
Subtotal: Garage	320,664	30,512	148,711	46.4%	171,953
Public Works					
Personnel	877,190	66,676	327,249	37.3%	549,941
O&M	296,460	28,103	166,589	56.2%	129,871
Capital	-	-	-		-
Subtotal: Public Works	1,173,650	94,779	493,838	42.1%	679,812
Tech Services					
Personnel	336,620	26,510	130,131	38.7%	206,489
O&M	501,615	32,481	224,342	44.7%	277,273
Capital	-	-	-		-
Subtotal: Tech Services	838,235	58,990	354,472	42.3%	483,763
Billing & Collections					
Personnel	917,260	72,661	350,232	38.2%	567,028
O&M	423,510	47,558	191,589	45.2%	231,921
Capital	-	-	-		-
Subtotal: Billing & Collections	1,340,770	120,219	541,821	40.4%	798,949
City Hall Cost Allocation					
O&M	83,440	2,960	37,996	45.5%	45,444
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	83,440	2,960	37,996	45.5%	45,444
Interdepartmental Cost Allocation	\$ (3,756,759)	\$ (307,461)	\$ (1,576,838)	42.0%	\$ (2,179,921)
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.

TO: Planning Commissioners

FROM: Rob Pierce, AICP - Planning Director

DATE: January 21, 2025

RE: Ordinance 2024-15 - Chapter 230 Zoning Amendment – Historic Preservation

Background

The 2023-2028 Strategic Plan, which was adopted by City Council on August 28, 2023, tasked staff with developing a Historic Preservation ordinance for City Council’s consideration in order to protect buildings from destruction or insensitive rehabilitation. This goal was supported by the results of the 2022 National Citizen Survey that was conducted prior to the development of the Strategic Plan. The results of the survey, which were received from 432 randomly selected City households, indicated that 85% of the respondents either strongly supported or somewhat supported the creation of a historic district review board. The survey also included an open online component which received 30 responses of which 93% either strongly supported or somewhat supported this initiative.

The 2008 and 2018 Comprehensive Plans included objectives related to pursuing a historic preservation ordinance. Objective 6.4 from the 2008 plan states “assist in the development of a historical district ordinance which will enhance the rehabilitation of all buildings located in the three historical districts.” A draft ordinance was presented to City Council on February 25, 2008 but no formal action was ever taken.

There are three registered historic districts within the City of Milford; the North Milford Historic District; the South Milford (Victorian) Historic District; and Milford’s Shipyard Historic District. Enclosed is an overview map of all three districts, individual maps of each district and the boundary description of each district from the 1982 National Register of Historic Places Inventory Nomination Form. There are approximately 213 individual properties within these three existing historic districts.

The Process

Several meetings were held during the 2024 calendar year to review and discuss the development of a Historic Preservation Ordinance. Below is a summary of the meetings held by the Planning Commission and City Council;

- March 25, 2024 – City Council Workshop – Introductory Meeting
- April 16, 2024 – Planning Commission – Introductory Meeting
- May 21, 2024 – Planning Commission – Review Draft Ordinance
 - Article I – General Provisions, Definitions and Word Usage
 - Article III – Use and Area Regulations, Historic District

- New Article XV – Historic Properties
- Article VI – Signs
- July 16, 2024 – Planning Commission – Review Draft Ordinance
 - Update Draft Code Revisions
 - Historic District Maps, Boundary Descriptions, List of Properties
 - Secretary of the Interior’s Standards for the Treatment of Historic Properties
- September 25, 2024 – City Council Workshop - Update

Ordinance 2024-15

The proposed ordinance would amend Chapter 230, Zoning by creating Article XV which would establish a Historic District Commission for the City of Milford. The proposed amendment includes a purpose statement, procedures for appointing members, member terms and frequency of meetings. The proposed amendment would add definitions for “National Register of Historic Places” and “Historic District” to Article I of the zoning code.

The purpose of the Historic District Commission would be to assist the Planning Commission and City Council in developing regulations for architectural review, establishing or expanding historic district boundaries, and establishing guidelines for the preservation and conservation of historic district properties. The Historic District Commission would also advise on matters concerning historic preservation, review all proposed National Register nominations, and act as a liaison on behalf of the City to individuals and organizations related to historic preservation.

There are no regulations proposed as part of the ordinance. Any regulations proposed by the Historic District Commission would require an amendment to Chapter 230 Zoning with review by the Planning Commission and approval by City Council.

Recommendation

Staff recommends City Council adopt of Ordinance 2024-15 to amend Chapter 230 Zoning to establish a Historic District Commission.

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission: Tuesday, January 21, 2025 @ 6:00 PM
City Council: Monday, January 27, 2025 @ 6:00 PM

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

Ordinance 2024-15
Amendment to City of Milford Code
Chapter 230 Zoning/Historic District Commission

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

WHEREAS, the Mayor and City Council desire to amend the zoning code of the City of Milford to establish a Historic District Commission with no regulatory authority, whom would be tasked with developing a historic district ordinance for the Planning Commission and City Council's consideration; and

WHEREAS, the Planning Commission considered this ordinance at a duly noticed meeting on January 21, 2025 to allow for public comment and review of the amendment; and

WHEREAS, the City Council held a public hearing on January 27, 2025, notice for which was published in the Delaware State News on January 3, 2025, at which time all interested members of the public were given an opportunity to comment on this ordinance; and

WHEREAS, the City Council finds that amending the Zoning Code to establish a Historic District Commission is in the best interest of the public health, safety and general welfare of the citizens of the City.

NOW, THEREFORE, the City of Milford hereby ordains:

Section 1. Purpose: The Zoning Code of the City of Milford is hereby amended to add definitions regarding historic districts and amended to add language to create a Historic District Commission.

Section 2. Section 230-4 is hereby amended.

Section 3. Article XV and Section 230-62 are hereby created.

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

Chapter 230-4. – Definitions and word usage.

NATIONAL REGISTER OF HISTORIC PLACES - A federal list of cultural resources worthy of preservation, authorized under the National Historic Preservation Act of 1966 as part of a national program to coordinate and support public efforts to identify, evaluate, and protect the nation's historic and archaeological resources. The national register program is administered by the state historic preservation office and by the National Park Service under the department of the interior.

HISTORIC DISTRICT - The geographic areas of Milford that have been designated by the City of Milford, and graphically illustrated on the official zoning map of the City of Milford, as possessing a significant concentration of properties, buildings, structures or objects associated with and representative of the historical development of Milford and which meet at least one of the following criteria:

- (a) Exemplifies or reflects the broad cultural, political, economic, or social history of Milford, Kent County, Sussex County, the State of Delaware, or the United States of America; or
- (b) Is associated with the lives of persons of historic importance or with events of historic significance to Milford, Kent County, Sussex County, the State of Delaware, or the United States of America; or
- (c) Embodies distinguishing architectural characteristics which are invaluable resources for the study, understanding and appreciation of periods, styles, society, methods of construction, craftsmanship and the use of indigenous materials; or
- (d) Represents the notable work of master builders, designers or architects whose designs, construction and craftsmanship have been recognized as distinctive and whose work has influenced the period of time in which they lived.

ARTICLE XV - Historic Preservation.

230-62. - Historic District Commission established.

- A. Creation and purpose. There shall be a Historic District Commission for the purpose of assisting the Planning Commission and City Council in developing a historic preservation ordinance. The historic preservation ordinance may or may not provide regulations in reviewing applications for architectural review certifications; for making recommendations for designation of historic district zones; for establishing guidelines for the preservation and conservation of historic district zones; for advising other officials and departments in the City of Milford in matters concerning historic preservation; for reviewing all proposed National Register nominations in the City of Milford; for acting as a liaison on behalf of the City of Milford to individuals and organizations concerned with historic preservation; and for carrying out programs of historic preservation education in the City of Milford.
- B. Appointment. The Commission shall consist of five members nominated by the Mayor and approved by the City Council, who are residents of the City of Milford and who have demonstrated special interest, experience, or knowledge in history, architecture, or historic preservation. Two of the members, to the extent available, shall be professional members representing the professions of architecture, history, archaeology, planning, historic preservation or related disciplines. At least two members shall be residents of the district, and at least one shall represent a business within the district.
- C. Term. The members of the Commission shall serve for three-year staggered terms. Vacancies shall be filled within 60 days in accordance with 230-62(B).
- D. Organization. The Commission shall determine the times and frequency of its meetings, which shall be held at least monthly; however, if no agenda items are available or requested 10 working days prior to the time of the regularly scheduled monthly meeting, the City may cancel the regularly scheduled monthly meeting. The Commission shall establish bylaws for its general procedure, which shall include a section addressing conflicts of interest.

Section 5. Dates.

Introduction to City Council: January 13, 2025

Planning Commission Public Hearing: January 21, 2025

City Council Public Hearing: January 27, 2025

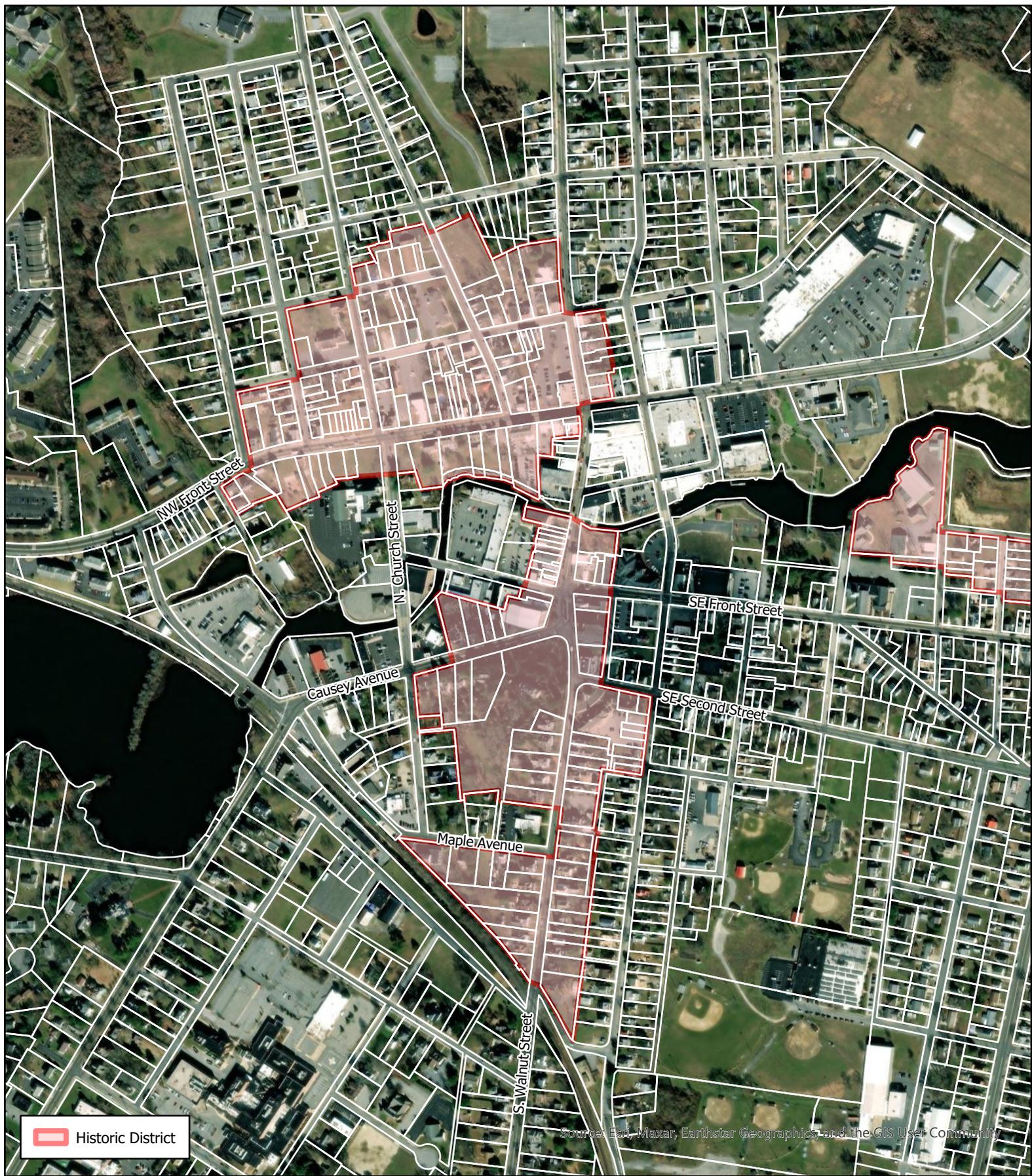
Section 6. Effective.

This Ordinance is effective ten days following its adoption.

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

12302024

Published: Delaware State News 01.05.25



Source: Esri, Maxar, Earthstar Geographics and the GIS User Community



Scale: Feet
0 250 500

Drawn by: WRP Date: 06/10/24

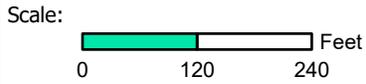
Title:
**Historic Districts
Overview
Aerial Map**

Filepath: HistoricDistrict_Overview.aprx



 Historic District

Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



Drawn by: WRP Date: 06/10/24

Title:
**Historic District
North Milford
Aerial Map**

Filepath: HistoricDistrict_NorthMilford.aprx



 Historic District

Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



Scale:  Feet
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Drawn by: WRP Date: 06/10/24

Title:
Historic District
South Milford / Victorian
Aerial Map

Filepath: HistoricDistrict_Victorian.aprx



 Historic District

Source: Esri, Maxar, Earthstar Geographics and the GIS User Community



Scale:  Feet
0 120 240

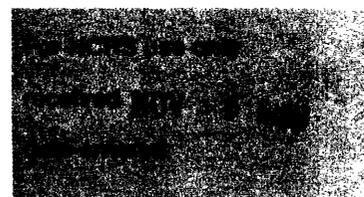
Drawn by: WRP Date: 06/10/24

Title:
Historic District
Milford's Shipyard Area
Aerial Map

Filepath: HistoricDistrict_Vinyard.aprx

**United States Department of the Interior
Heritage Conservation and Recreation Service**

**National Register of Historic Places
Inventory—Nomination Form**



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NORTH MILFORD HISTORIC DISTRICT - Boundary Description (K-1694):

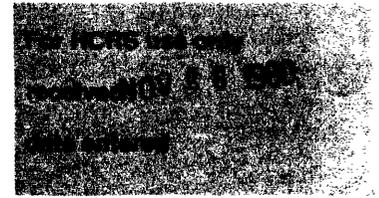
Starting at the intersection of the east curb line of Mill Street and the south property line of 13 Mill Street (.1), north along the curb line to the south curb line of N. W. Front Street, then east along this line to a point opposite the east curb line of Truitt Avenue, then north along this line to the south curb line of N. W. Second Street, then east along this line to the east curb line of West Street, then north along this line to the south curb line of N. W. Third Street, then east along this line to the east curb line of Church Street, then north to the north property line of 115 N. W. Third Street (.112), then east along the various rear property lines on the north side of N. W. Third Street to the west curb line of North Street, then south along this line to a point opposite the north property line of the Methodist Church Cemetery (.109), then along this line to the west property line and then south along this line to the north property line of 15 N. W. Second Street (.105), then east along the rear property lines to the west curb line of N. Walnut Street to the south curb line of N. W. Second Street, then east along this line to the east property line of 119 N. Walnut Street, then south along this line and the various property lines of the east side of N. Walnut Street to the north curb line of N. W. Front Street, then west along this line to the west curb line of N. Walnut Street, then south along this line to the south property line of 48 N. Walnut Street (.23), then west along this line to the west property line of 12 N. W. Front Street (.21), then south along this line to the south property line of 10 N. W. Front Street (.22), then west along this line to the east property line of 24 N. W. Front Street (.19), then south along this line to the north bank of the Mispillion River, then west along the various courses of the river to the south property line of 118 N. W. Front Street (.12), then west along this line to the east property line of 118 N. W. Front Street, then north along this line to the south property line of 118 N. W. Front Street (.12), then west along this line continuing along the rear property lines of the south side of N. W. Front Street, to the place of beginning, encompassing a total of approximately 21.5 acres.

MILFORD'S SHIPYARD AREA HISTORIC DISTRICT - Boundary Description (S-1117):

Starting at the intersection of an extension of the east curb line of Franklin Street and the south river bank of the Mispillion River, proceeding south to the south property line of the Delaware Marine & Manufacturing Company, 8 Columbia Avenue (.1), then east to the rear property line of 12 Columbia Avenue (.2), then south along this line to the south property line, then east to the east curb line of Columbia Street, then south to the south property line of 21 Columbia Street (.6), then east to the west property line of 20 McColley Street (.7), then south to the north curb line of Cedar Alley, then east to the south property line of 25 McColley Street (.18), then east along this line to the east property line, then north along the rear property lines to the south curb line of Mispillion Street, then west along this line to the west curb line of Columbia Street, then north along this line to the south bank of the Mispillion River, then west along the various courses to the place of beginning, encompassing an area of approximately 4 acres.

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Heritage Conservation and Recreation Service**

**National Register of Historic Places
Inventory—Nomination Form**



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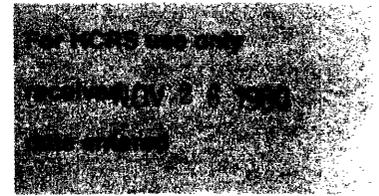
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SOUTH MILFORD HISTORIC DISTRICT - Boundary Description (S-1116):

Starting at the intersection of the south bank of the Mispillion River and the rear property line of 2 S. Walnut Street (.1), south to the south property line, then east along this line to the rear property line of 14 S. Walnut Street (.6), then south along this line to the south curb line of S. W. Front Street, then west to the rear property lines of 100 S. Walnut Street (.17) and 104 S. Walnut Street (.16), then south to the rear property line of 5 Causey Avenue (.15), then west along the several property lines to the Mispillion River, then south along the west property line of 11 Causey Avenue (.12) to the south curb line of Causey Avenue, then west to the east curb line of Church Avenue, then south along the rear property line of 12 Causey Avenue (.32), then east along this line to the property line of 2 Causey Avenue (.26), then in a counterclockwise direction along the several courses to the south property line of 210 S. Walnut Street (.31), then east along this line to the east curb line of S. Walnut Street, then south along this line to a point opposite the south curb line of Maple Avenue, then west along the south curb line of Maple Avenue to the west property line of 14 Maple Avenue (.31), then south along this line to the northeast side of the railroad right-of-way, then southeast along this line to the east curb line of S. Walnut Street, then north along this line to the north curb line of Jefferson Street, then southeast along this line to the rear property line of 321 S. Walnut Street (.46), then north along this line, being the rear property lines of the east side of S. Walnut Street to the south curb line of Barker Street, then west along this line to a point opposite the rear property line of 219 S. Walnut Street (.57), then north along the various rear property lines of the east side of S. Walnut Street and following the various courses of the alleyway to the south property line of 218 S. Washington Street (.72), then east along this line to the west curb line of S. Washington Street to the south curb line of S. E. Second Street to a point opposite the west curb line of Pearl Alley, then north along this line to the south bank of the Mispillion River, then west along the various courses of the river to the place of beginning, encompassing an area of approximately 28 acres.

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Continuation sheet Geographical Data Item number 10 Page 1

NORTH MILFORD HISTORIC DISTRICT (K-1694):

Acreage of nominated property: 21.5 acres

<u>UTM REFERENCES:</u>	<u>EAST</u>	<u>NORTH</u>
A	18-462-860	4307-320
B	18-462-860	4307-040
C	18-462-360	4307-010
D	18-462-420	4307-100
E	18-462-410	4307-180
F	18-462-470	4307-190
G	18-462-460	4307-280
H	18-462-710	4307-400
I	18-462-720	4307-310

SOUTH MILFORD HISTORIC DISTRICT (S-1116): Acreage = 28 acres.

A	18-462-930	4307-000
B	18-462-880	4306-640
C	18-462-850	4306-650
D	18-462-820	4306-450
E	18-462-670	4306-580
F	18-462-620	4306-910
G	18-462-730	4306-920
H	18-462-750	4307-040

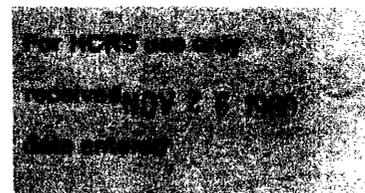
MILFORD SHIPYARD AREA HISTORIC DISTRICT (S-1117): Acreage = 4 acres.

A	18-463-550	4307-110
B	18-463-550	4307-030
C	18-463-290	4307-040
D	18-463-290	4307-110

<u>INDIVIDUAL PROPERTIES</u>	<u>EAST</u>	<u>NORTH</u>	<u>ACREAGE</u>
K-170	18-462-350	4307-010	.105 acres
K-193	18-462-270	4306-990	.195 acres
K-239	18-462-840	4307-490	.387 acres
K-1691	18-462-580	4306-970	.208 acres
K-1692	18-462-630	4306-950	.3 acres
K-1693	18-462-750	4307-780	5.1 acres

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Continuation sheet

Geographical Data

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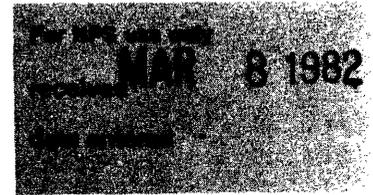
INDIVIDUAL PROPERTIES:

	<u>EAST</u>	<u>NORTH</u>	<u>ACREAGE</u>
S-162	18-463-110	4306-930	.462 acres
S-161	18-463-510	4306-620	1.09 acres
S-446	18-462-510	4306-740	just building
S-1112	18-463-060	4306-900	.672 acres
S-1113	18-462-440	4306-680	1.28 acres
S-1114	18-462-390	4306-600	1.08 acres
S-1115	18-462-220	4306-560	2.8 acres

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Milford M.R.A. Individual Owners List



Continuation sheet

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Page 1

Leonard & Jane L. Elfreth
c/o Chalet Du Soleil
Pocono Manor, PA 18349

Mr. Joseph R. Martin
502 N.W. Front Street
Milford, DE 19963

Sarah N. Snyder
417 N. Walnut Street
Milford, Delaware 19963

Dr. and Mrs. Warner P. Portz
600 N. Walnut Street
Milford, Delaware 19963

Thomas Draper
T/A Milford Plaza Shopping Center
Milford, Delaware 19963

Mrs. I.D. Short
208 Lakeview Avenue
Milford, Delaware 19963

**SUBMITTED FOR
D. OF E. ONLY--
OWNER OBJECTION FILED**

Conrail
C/O A.R. DiArenzo
Property Tax Dept., P.O. Box 8499
Philadelphia, Pennsylvania 19101

Michael R. Chadkowski
700 S.E. Second Street
Milford, Delaware 19963

Milford New Century Club
6 S. Church Avenue
Milford, Delaware 19963

Thomas H. and Rachel G. Draper
200 Lakeview Avenue
Milford, Delaware, 19963

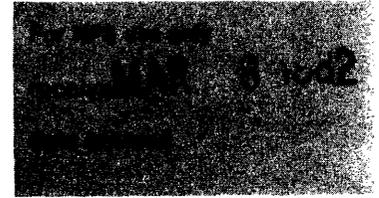
John R. and Jeanne R. Rogers
301 Lakeview Avenue
Milford, DE 19963

Nancy Regelin and Jean Cameron
C/O L. Jean Cameron
200 S.E. Front Street
Milford, DE 19963

Agnes S. Collins
66 Pine Reach Road
Henlopen Acres, Delaware 19971

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MILFORD HISTORIC DISTRICT (SHIPYARD)

Continuation sheet

Item number

Page 1

Richard Taubler
610 Carriage Lane
Milford, Delaware 19963

Ms. Elizabeth M. Powell
15 Columbia Street
Milford, Delaware 19963

Mrs. Dorothy F. Faullman
19 Columbia Street
Milford, Delaware 19963

Mrs. Eleanor Brady, HRS.
C/O Eva Brady
21 Columbia Street
Milford, Delaware 19963

Elsie P. & Mary J. Lewis
23 Roberts Road
Greenbriar
New Castle, Delaware 19720

Augustus H. Lindale
11 Mill Street
Milford, Delaware 19963

William J. Watson
12 McColley Street
Milford, Delaware 19963

Herman R. Jester, HRS.
C/O Mary Jester
410 Mispillion Street
Milford, Delaware 19963

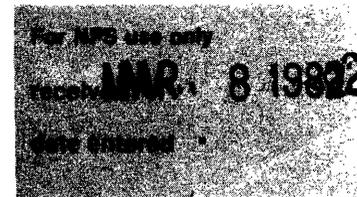
Carlos Joe Bounds
412 N.W. Front Street
Milford, Delaware 19963

Agnes S. Collins
66 Pine Reach Road
Henlopen Acres, Delaware 19971

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MILFORD SHIPYARD H.D. (cont'd)



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Page 2

Herschel N. Poore & G. Brainard Poore
R.D. 3, Box 468
Milford, Delaware 19963

Charles F. & Patricia Shorts
21 McColley Street
Milford, Delaware 19963

Patricia A. Shorts
21 McColley Street
Milford, Delaware 19963

John D. & Victoria E. Harris
25 McColley Street
Milford, Delaware 19963

United States Department of the Interior
National Park Service

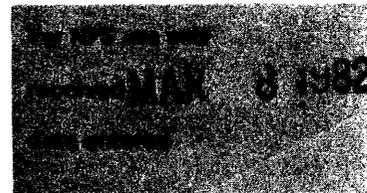
National Register of Historic Places Inventory—Nomination Form

Milford M.R.A. District Owners

Continuation sheet

Item number 4

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Note: the North Milford Historic District and the Victorian South Milford Historic District contain more than 50 properties each. Owners of properties in these districts were individually notified of Review Board consideration in 1980. They were re-notified under the new regulations by a general notice in the Milford Chronicle. A copy is attached.



The governing body has recessed to Executive Session. The regular meeting will resume shortly.