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

Council Meeting - Agenda
August 11, 2025

This meeting is available for viewing by the public by accessing the following link:
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Members of the public may also dial in by phone using the following number:
Call 301 715 8592 Webinar ID: 991 5613 1279

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

Page

1. Public Comment

2. Call to Order - Mayor F. Todd Culotta

3. Roll Call

4. Invocation

5. Pledge of Allegiance

6. Approval of the Agenda

7. Recognition

8. Staff Reports

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9. Monthly Finance Report

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10. Communications & Correspondence

11. Unfinished Business

12. New Business

Presentation- DelDOT Rehabilitation of Bridges 2-008A&B**

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Adoption/Resolution 2025-10 City of Milford Investment Policy Ⓟ

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Adoption/Resolution 2025-11 Sidewalk Waiver/600 Dixie Avenue Ⓟ

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Authorization/Annexation Committee/Revocable Trust of Pamela Davis Thompson/2 Brandywine Road

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Authorization/Milford Corporate Center/Chesapeake Utilities Gas Main Relocation/Appropriation of Funds

f. Chesapeake Reloc Memo - 081125 101 - 106

Authorization/ Purchase Order/Public Works/Vehicle Purchases (3)

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Authorization/Police/Parking Lot Lighting

h. Parking Lot Lighting Memo & Proposal 109 - 111

Authorization/Police/John Deere Plow & Salt Spreader

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Ordinance Introduction:

Carlisle Lane, LLC/Preliminary Major Subdivision

j. Carlisle Lane - Packet 116 - 253

13. EXECUTIVE SESSION***

Motion to Recess into Executive Session

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

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

Return to Open Session

Potential Motion/Real Estate

Potential Motion/Personnel

14. 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.

080425
**080625 Late addition, item removed
080825 Item removed
***080825 Exec Session items added from 080625 meeting
081125 Item removed

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

THE CITY of Milford DELAWARE

401 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council

FROM: Chief Cecilia E. Ashe

DATE: August 5, 2025

RE: Activity Report for July 2025

In the month of July, the Milford PD responded to 1414 calls for service.

Chief and Police Command Staff:

- Throughout the month of July, 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. The mayor and City Council are provided updates on major incidents and activities within MPD throughout the month to ensure they stay informed of all activities.

- The police department launched our internal Health & Wellness Committee comprised of the rank and file as well as civilian personnel. They will meet and formulate plans/initiatives that they deem are important for the department to focus on. These plans/initiatives will be presented to the command staff for review/approval.

- Police Officer Applicant testing is underway for the upcoming Police Academy Class.

MPD Activities for the Month

Community Engagement:

- K9 Kai completed several demos in July. The first demo was at the Milford Police Department and was put on for a K-12 Early Intervention Group. The next demo was at the Millsboro Police Department for their Youth Police Academy. The third demo was in Georgetown for the ROOTS Farm and Forest School.

- S/Cpl. Golding, Ptlm Anderson and Ptlm Shaffer stopped by and spoke to children attending the Delmarva Christian Academy Camp at UNITED Church. The children enjoyed the visit by the officers and the officers received appreciation cards from the children.

- The Chief, Command Staff, S/Cpl. Golding and other officers welcomed the Early Life Learning Center daycare to the police department. As part of the children's summer community service project, they collected water and Gatorade for local first responders. We graciously accepted their donation. While at the police department, they received a tour of the facility, had lunch in our community room and a Q & A session with Chief.



- S/Cpl. Bloodsworth made surprise visits to the Boys and Girls Club of Milford. She discussed with children about various aspects of a police officer's job and answered questions from the children about police work.

- S/Cpl. Bloodsworth and Sgt. Maloney met with community members of Milford Ponds, who are interested in starting a neighborhood watch. Safety tips (personal/residential) were provided to the members. The community members were provided with internet resources for starting a neighborhood watch. The community members were encouraged to reach out to existing Milford neighborhood watch organizations to learn more about the program.

- S/Cpl. Bloodsworth, S/Cpl. Badger, K9 Kai and PFC Werner visited children at the Milford Parks and Recreation summer camp. They were able to meet K9 Kai and asked a multitude of excellent questions. They saw a K9 demonstration and participated in a field search. The group seemed to thoroughly enjoy the presentation.



- S/Cpl. Bloodsworth attended the Music in the Park with Mike Hines and the Look who will be performing at our annual Milford Night Out. Engaging with the community was a highlight with many thanking our department for our service.

- At the end of July, we unveiled our new Community Engagement Trailer. The goal of the trailer is to drive around to various neighborhoods and events in the city and surprise them with hotdogs, ice cream (Cone with a Cop), Coffee with a Cop and other fun ideas to engage with residents in a different unique way. This trailer was obtained through grant funds received by the police department.



<u>Community Room</u>:

- We had twelve (11) organizations use the community room in July.

<u>Training and Professional Development</u>:

- Two officers attended the Axon Taser Instructor Certification Course held in Ocean View, Delaware.

- One officer attended NTOA High Risk Warrant Service Training held in Warwick, RI,

- Two Officers attended the FBI LEEDA Executive Institute training held at the Dover Police Department.

- One Officer attended an online IA Investigations of Off-Duty Conduct Webinar.

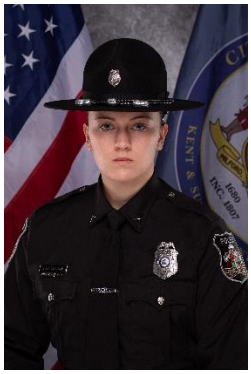
- Chief Ashe attended the DEMA Threat & Hazard Identification & Risk Assessment Workshop. This workshop discussed the overall preparedness of the state in responding to natural disasters such as Hurricanes and other major events. This was a great workshop that had representation from various disciplines to include public works, electric, and IT/Cyber security.

Recognition:

- Promotion to Corporal – Garrett Smith



- Promotion to Corporal – Leah Brasure



Behavioral Health Unit:

Milford Police Department – July 2025 BHU Statistics
Jenna Haines, LCSW, MSW, DE-CMHS
Gregory Bisset, LCSW, C-AADC
Danielle Blackwell, LMSW
Alyssa Lucas, MSW, LBSW
Watara Heath, LMSW, MA
Rachel Gray

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
July 1-July 6, 2025 **F: Independence Day**	**69**	1. Rural Subcommittee Meeting	N/A	**9**	**Referrals to Services:** Domestic Check the Welfare Public Assistance Victim Services	**1**	**1**	**8**
July 7-July 13, 2025	**92.5**	1. Opioid System of Care Meeting 2. MPD Health & Wellness Committee Meeting	1. Warm Weather & Antipsychotic Medication Training	**13**	**Referrals to Services:** Check the Welfare Public Assistance Homicide Victim Services	**2**	**2**	**7**
July 14-July 20, 2025	**72.5**	1. Division of Public Health Meeting	1. Domestic Violence Lethality Training	**8**	**Referrals to Services:** Public Assistance Check the Welfare Homeless Resources	**1**	**1**	**9**
July 21-July 27, 2025	**70.5**	1. NAMI Meeting	1. Updates in Psychotic Disorders Training 2. Updates in Opioids Training	**10**	**Referrals to Services:** Check the Welfare Public Assistance Homeless Resources Victim Services	**1**	**3**	**8**
July 28-July 31, 2025	**56.5**	N/A	1. Suicidality in Adolescence Training	**8**	**Referrals to Services:** Homeless Resources Public Assistance Check the Welfare	**0**	**1**	**6**
Totals:	**361**			**48**		**5**	**8**	**38**
Year to Date Totals:	**2492**			**326**		**29**	**48**	**225**
Overall Totals:	**12682.9**			**1998**		**177**	**254**	**1682**

Social Media/Public Information Update:

Our Facebook page had 726 new followers for a total following of 18,270. Currently our followers are 35% male and 65% female. Posts during the month were viewed 640,259 times and reached 133,415 people. Our top viewed and top reached posts for July were related to information released about the homicide in Windward Grove. It had a reach of 98,850 people and was viewed 214,814 times. Our second place top viewed and reached post was the Public Service Announcement regarding traffic enforcement on S. Walnut St. It had a reach of 75,273 people and was viewed 125,105 times.

Our Instagram account had 11 new followers for a total following 2,489. Currently our followers are 40% male and 60% female. Posts during the month were viewed 60,845 times and reached 1,808 people.

Our Twitter/X followers are 1,446.

We did not have any Nextdoor posts during the month. Nextdoor reaches 3,757 members according to statistics provided by the website.

MPD News Releases:

July 10, 2025: Arrest made in Shooting Incident

https://www.milfordpolicede.org/news/Arrest-Made-in-Shooting-Incident.htm

July 11, 2025: Milford Police Investigating a Homicide

https://www.milfordpolicede.org/news/Milford-Police-Investigating-a-Homicide.htm

July 11, 2025: Homicide Suspect Apprehended

https://www.milfordpolicede.org/news/Homicide-Suspect-Apprehended.htm

July 12, 2025: **UPDATE** Homicide Suspect Apprehended

https://www.milfordpolicede.org/news/UPDATE-Homicide-Suspect-Apprehended.htm

OFFICE of the City Clerk
201 South Walnut Street
Milford, DE 19963

THE CITY of Milford DELAWARE

Katrina L. White, MMC
O 302.422.1111 | F 302.424.3558
www.cityofmilford.com

DATE: August 1, 2025
TO: Mayor and Members of City Council
FROM: City Clerk Katrina White
RE: July 2025

July was a very busy month for our office, with a total of 10 requests for information successfully closed out. We also continued our work with other municipalities, sharing information and providing aid. In addition, the Clerk's Office also completed these items this month:

- Both DCC Velazquez and I attended a virtual training session with the New England Municipal Clerks Association on July 9.
- DCC Velazquez and I attended the Employee Rewards and Recognition Committee meeting where we planned the kickoff of the City of Milford Employee Back to School Supply Drive and discussed an employee volunteer event at the Milford Food Bank.
- Coordinated Council Orientation for Councilman Perez on July 23, 2025.
- I attended the staff meetings where council meeting agendas and departmental information were shared.
- Deputy City Clerk Valezquez continues to provide translation services for other departments as needed.

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 (73)
- Coordination of FOIA issues with City Departments to ensure Compliance
- Prepared Agendas & Packets for:

  Council Meetings – July 14 Council Meeting

  Board of Adjustment – July 10

  Planning Commission – July 15

- Prepared Public Notices (3)
- Transcribed and Proofread Minutes (3)
- Executive Sessions Year to Date (14)
- Notary Public Services Provided (0) (Public)

- Proclamations Created Year to Date (14)
- Resolutions Created Year to Date (11)
- Special Event Submissions to Date (28)
- Special Event Permits Issued (6)

Special event applications continue to be submitted for processing. DCC Velazquez continues to dedicate a great deal of time and effort working with applicants and 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 28	North Pole Creamery	Frozen Rhythm Social	8/30/2025
2025 27	Milford Museum	Hippie Fest	8/17/2025
2025 26	Word of Life Community Church	Take it to the Streets	7/18/2025, 7/19/2025, 7/20/2025
2025 25	Bryan Shupe	Touch a Truck	9/11/2025
2025 24	Delaware Hospice Inc	Car Show	8/9/2025
2025 23	AIM Church	Praises in the Park	6/21/2025
2025 22	Katrina Wilson	Juneteenth Celebration	6/19/2025
2025 21	Bibi's	Bibi's 11 Anniversary Celebration	6/21/2025
2025 20	Village of Hope America Inc	Summer Kickoff	6/21/2025
2025 19	Milford Advocacy for the Homeless	Free Community Event	7/12/2025 & 10/4/2025
2025 18	City of Milford	Touch-a-truck	6/7/2025
2025 17	DMI	First Friday	6/6/25, 7/4/2025, 8/1/2025, 9/5/2025, & 10/3/2025
2025 16	erican Foundation for Suicide Prevent	Milford Delaware Out of the Darkness Walk	10/18/2025
2025 15	Milford Senior Center Inc	Bloodmobile Blood Drive	7/22/2025
2025 14	Boys & Girls Club	Easter Eggstravaganza	4/25/2025
2025 13	Milford Library	Music in the Park	6/25/25, 7/2/25, 7/9/25, 7/16/25, 7/23/25, 7/30/25
2025 12	Mike Savage	Wheels for Meals	5/17/2025
2025 11	Chamber of Commerce for Greater Milford	Riverwalk Freedom Festival	9/20/2025
2025 10	Milford Advocacy for the Homeless	Free Community Event	4/5/2025
2025 09	Milford High School	Senior Cruise	5/27/2025
2025 08	Boys & Girls Club of DE	The Goat Run 5K	6/20/2025
2025 07	Anchor Church	Milford Movie Night	~~4/12/2025~~
2025 06		BH Milford Community Reunion	8/2/2025
2025 05	Dolce	Coffee & Cars	5/17/2025
2025 04	DMI	Bud & Bug Festival	4/26/2025
2025 03	Milford Little League	Parade	4/11/2025
2025 02	DMI	Riverwalk Farmers Market	5/3/2025-12/20/2025
2025 01	Burris Logistics	100 Year Celebration	7/18/2025

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

THE CITY of Milford DELAWARE

DIRECTOR WILLIS L. SHAFER
O 302.422.1110, EXT 1173
Cell: 252-267-0461
wshafer@milford-de.gov

TO: Mayor and City Council

FROM: Willis Shafer, Public Works Director

DATE: August 1, 2025

RE: July 2025 – Public Works Department Staff Report

The following are some highlights of what public works staff have done during the month of July.

- The public works director has been working on the SE 2nd storm and PS projects.
- The public works director has been working with KCI on Wilber storm drainage project.
- The public works director is working on the Backwater Hearthstone paving issue.
- The Engineer team responded to 17 ROW, 16 sewer backfill, 18 water backfill inspections and 8 utility permit reviews.
- The development coordinator reviewed 3 electric permits and scheduled field inspections for 9 residential developments and 11 commercial projects and conducted 4 pre-construction meetings.
- The road rehabilitation contractor installed 220 lf of sewer main, 237 lf of water main, paved 607 tons of asphalt (S Washington St), removed and replaced 260 lf of curb, replaced 760 sf of sidewalk, upgraded 4 ADA ramps to be ADA compliant.
- Fleet, completed 51 workorder, 15 were police vehicles
- Fleet is working on the CIP26 vehicle and equipment purchases
- Facilities, met with two HVAC contractors to get audit price quotes.
- Facilities, new lights installed at the P and R maintenance shop.
- Water and Sewer, Floats at Washington Street pumpstation were installed
- Water and Sewer, Muffin monster was installed at windward pump station
- Streets, performed crack sealing operation, applied 60 pounds of sealant
- Streets, repaired water leak at 1005 South Walnut.

- Streets, cleaned 90 storm drains.
- Streets, repaired manhole at plant #7 behind River Lights
- Streets, painted City parking lot lines and markings
- Refuse, delivered 75 new containers, removed 11 containers and repaired 36 containers.

PUBLIC WORKS FACILITY
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THE CITY of Milford DELAWARE

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: July 2025 Electric Dept Staff Report
Date: August 6, 2025

Director's Office

- Attended Preconstruction Mtgs
  - Mavis Tire
  - Watergate
  - Riverwalk Villas
  - 861 Masten Circle Flex Bldgs
  - Mispillion Apts
- Attended DELDOT Monthly Mtg
- Participated in Milford Corporate Cetner Progress MTg
- Attended DEMEC Regular Board Mtg
- Participated in Monthly AMI support call w/ AMP
- Participated in
  Monthly Dept Head Mtg
- Hosted Councilman Dann Perez
  - Discussed Dept functions and toured the equipment yard
- Participated Exelon / DEMEC Administrative Mtg
  - Discussed potential project impacts
  - Reviewed Coordination and confirmed points of contact
- Met with Altec to discuss Bucket Truck requirements
- Attended DEMEC Special Board Mtg
- Attended DMEC Annual Board Retreat
- Finalized Lightshift Lease Agreement
- Troubleshot potential EV Charging issue @ Arenas's w/ support of Chargepoint Team

Electric Lines

- Installed new Transformer and Primary Cable for Power Quality Issue
- Assisted in Ball drop for Chamber of Commerce Golf Classic
- Assisted with PD Camera Installs
- Continued construction activities for New Business
- Developed various estimates for new developments
- Responded to various outages

Technical Services and Engineering

- Investigated and resolve PQ issue
- Worked with QEI to resolve SCADA issue resulting from PW power outage
- Working with AMP and Itron to identify cause of premature AMI device falure
- Assisted IT in extending Wifi range in park
- Coordinated PD Camera installs
    - 1 camera remains and will be powered via solar panel (Vendor to install)
- Revised lighting SR 14 (south of railroads) and prepared new quote
- Reviewed Lighting design for Rte 113 lighting plan with Line Supervisor
- Troubleshot WSPS fiber/switches to locate network break in the fiber ring
- Repaired power supply for IT that was powering their radio communication system

System Modernization Strategy Update:

Critical Path(s):

Technical Services Supervisor reviewing capabilities of SCADA System and field assets

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	Previous Month	**Current Month**
Unique Drivers	**87**	**111**
# of Sessions	**319**	**353**
Energy Delivered (MWh)	**9.36**	**10.2**

Total Avoided Greenhouse Gas Emissions: 71,714kg

Electric Department -July 2025	July 2024	**July 2025**	FY25 YTD *(07/01/24-07/31/24)*	**FY26 YTD *(07/01/25-07/31/25)***
Electric Department				
Trouble Service Call	34	**21**	34	**21**
Work Orders Completed	55	**49**	55	**49**
Outages	13	**8**	13	**8**
LED Street Lights Replaced	1	**2**	1	**2**
New Service Install	7	**13**	7	**13**
Poles Replaced	2	**0**	2	**0**
After Hours Calls	19	**7**	19	**7**
Vegetation Control (Days)	20	**1**	20	**1**
Technical Services Division				
New Electric Service Installed/Meter Set	26	**22**	26	**22**
New Water Service Installed/Meter Set	21	**10**	21	**10**
Electric Meter Replacement	3	**3**	3	**3**
Water Meter Replacement	72	**84**	72	**84**
Work Orders Completed	352	**386**	352	**386**
After Hours Calls	8	**4**	8	**4**

8 documented outages; 1 goose, 1 squirrel, 2 storm related, 1 unknown, 1 equipment failure, and 2 vegetation

PUBLIC WORKS FACILITY
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THE CITY of Milford DELAWARE

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

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: August 1, 2025

RE: July 2025 – Planning Department Staff Report

- During the first seven months of the 2025 calendar year, the City has issued 91 new residential dwelling construction permits.
- The City of Milford has seen 267 projects with a committed investment of over $38.9 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 $4.6 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). Enclosed is a copy of the completed annual DDD report that the City must submit to the State Delaware.
  https://maps.milford-de.gov/portal/apps/webappviewer/index.html?id=4ae5fcb23f0c466b924cecc41fc1db46
- The Planning Commission will review two applications at the August meeting.
  - Carlisle Lane, LLC – Preliminary Major Subdivision
  - Dollar General – Preliminary Site Plan
- The Board of Adjustment will review three applications at the August meeting.
  - M&P Property Group, LLC – 502 S. Washington Street
  - Dollar General
  - PUGS2, LLC – Phase II
- The City reviewed a final site plan resubmission for the PUGS2, LLC – Phase I project and provided comments to the applicant.
- The City received a revised utility plan for the Napa Valley Investments, LLC project and granted approval of the proposed changes.
- The City reviewed a preliminary site plan resubmission for the PUGS2, LLC – Phase II project and provided comments to the applicant. The City received a subsequent resubmission and is currently reviewing the plans.
- The City reviewed a preliminary major subdivision resubmission for Cypress Hall Phase III and provided comments to the applicant. The City received a subsequent resubmission and is currently reviewing the plans.
- The City reviewed a preliminary major subdivision application for Cypress Hall Phase IV and provided review comments to the applicant.

- The City reviewed a preliminary major subdivision application for Cypress Hall Phase V and provided comments to the applicant.
- The City received an annexation request from the Revocable Trust of Pamela Davis Thompson for 2 N. Brandywine Rd within the Shawnee Acres development.
- Staff attended a preconstruction meeting for the Mavis Discount Tire project.
- Staff attended a preconstruction meeting for the Riverwalk Villas project.
- Staff attended a preconstruction meeting for the Mispillion Apartments project.
- Staff attended a DelDOT Transportation Impact Study scoping meeting regarding a proposed commercial site at the northeast corner of Seabury Avenue and Route 113.
- Staff met with a consulting firm who is preparing a Housing Assessment Study for the Dover Air Force Base.
- Staff attended the kick-off meeting for the City and Dover/Kent County MPO transportation study for Airport Road.
- Staff attended the Milford Corporate Center progress meeting.
- Staff continues residential rental inspections in Ward 2. Violations have been sent for properties that have not scheduled their rental inspections. Court summons will be sent for those who do not comply.
- Staff continues to prepare materials for the City's 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	182
Cases Closed	17
Open Cases at Start of Period	304
Open Cases at End of Period	462

*200 violations are for grass/vegetation which remain open the remainder of the calendar year.

Violation Activity:

New Violations Cited	Count
Animals	0
Building	13
Exterior Property Areas	14
Exterior Structure	4
Floodplain	0
Interior Structure	0
Legacy	1
Licensing	0
Noise	0
Residential Rental	71
Right-of-Way	0
Rubbish	8
Sidewalk	0
Unregistered/Inoperable Vehicle	13
Vegetation	47
Zoning	11
Total	182

Rental Licenses Issued: 4
Contractors Licenses Issued: 22
Business Licenses Issued: 7

Building Permits Issued:

Permits Issued by Type	Count
Fence	13
Roof	8
Deck	4
Residential Interior Renovation	4
Shed	3
Addition	2
Commercial Interior Renovation	2
Permit Renewal	2
Temporary C of O	2
Demolition	1
Detached Garage	1
Gazebo	1
Solar	1
New Single-family Detached	1
New Townhouse	1
Non-Tower Based Telecomm	1
Pool/Spa	1
Right-of-Way Permanent Use	1
Sign	1
Total	50

Inspections Performed:

Inspections Performed by Type	Count
Footing	19
Foundation Wall	7
Slab	17
Waterproofing	5
Foundation As-built	9
Framing	44
Dry-in	26
Insulation	32
Energy Final	11
Final	118
Residential Rental	15
Total	303

PARKS & RECREATION DEPARTMENT
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www.cityofmilford.com

TO: Mayor and City Council

FROM: Brad Dennehy-Parks and Recreation Director

DATE: 08/07/2025

RE: July 2025 – Parks and Recreation Staff Report

Parks

- Completed weekly refuse collection at all citywide trash and recycling receptacles.
- Continued regular grass mowing and landscaping on all city-owned properties.
- Trimmed shrubs in the vicinity of Jesus Love Temple.
- Maintained grounds at the water and sewer facilities and the electric subs-stations.
- Park crews trimmed shrubs and cleaned up around the Customer Service Building, including the drive-thru, side and back yards. Removed a tree from the shrubbery in the rear.
- Continued to activate the irrigation reels at Tony Silicate Memorial Park for soccer usage.
- Seasonal staff continued watering all flowers throughout the city, and de-weeding flower beds as necessary.
- Placed trash barrels out for the "Take it to the Street" basketball tournament.
- Replaced the basketball nets at both Memorial and Banneker parks basketball courts.
- Although the City was closed for July 4th, seasonal staff worked assisting the DMI event with trash collection and post-event cleanup.
- Dedicated a full day to cutting and maintaining the Public Works facility both inside and outside of the yar.
- Addressed and resolved department-assigned issues via the SeeClickFix app.

- Preformed preventative maintenance on all equipment during any rainy periods. Tasks include cleaning off mower decks, greasing and lubrication, and blade sharpening and replacement when required.

- Continued to oversee the submission and approval of multiple Tyler Minus work orders.

- Obtained and recorded mileage for all Parks & Recreation vehicles.

- To address the concerns of the amount of "goose poop" on the Riverwalk, staff fabricated a pressure washing unit and tank on a utility gator. Crews have been cleaning the entire riverwalk biweekly.

Other

- Director participated in the biweekly department head meetings.
- Director continued to work on capital projects.
- Agreement for funding the public restroom was signed by the City Manager; this has since been sent back to Del.DOT to be signed on their end. Once we have the executed agreement for funding we can resume moving forward with this project.
- GPI (the engineering firm) continues to work on the concrete abutment repair project adjacent to the project. I am hopeful to have options to bring back to Mayor and Council to discuss further soon.

Recreation

Summer Program Information

Our summer Programs begun in early June and continued into July.

- **Pickleball League**
  - Began on June 9th.
  - Over 20 teams continued to battle it out for the top three places.

- **Youth Soccer Camp**
  - Our youth Summer Soccer camp finished on July 17th and was well attended with 43 participants.

- **Youth Basketball Camp**
  - The youth basketball camp consisted of four days of instruction, games and scrimmages.
  - This was also a well-attended program with 45 participants and concluded on July 31st.

- **Summer Fun Club**
  - Summer Fun Club concluded after 6 weeks.
  - This is a well-attended and well sought out program that offers the youth a variety of trips, activities and adventures. We had over 125 registrants for this program over the 6-week period.

Remaining Summer Programs

- Flag Football Camp: August 4 – August 7
- Pickleball Camp: August 11 – August 14
- Pickleball League : June 9th – July 28th

Future Fall Programs

- Youth Soccer
- Adult Kickball
- Adult Volleyball
- Adult Pickleball
- Youth Flag Football
- Field Hockey
- Tennis







HUMAN RESOURCES
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5142
FAX 302.424.5932
www.cityofmilford.com

TO: Mayor and City Council

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

DATE: August 7, 2025

RE: July 2025 –Human Resources Department Staff Report

- Attended HR/Payroll Tyler Munis Sessions, anticipated Go-Live Date-Pending
- Onboarded employees for the positions of Engineering Intern (3 employees), Public Works Equipment Operator II-Streets & Utilities (2 employees).
- Worked with Wilmington University on the Fall Academy Cohort Planning.
- Worked with the Reward & Recognition Committee on the school supply drive for the Greater Milford Boys & Girls Club.
- 2025 Service Awards scheduled for Friday, October 10, 2025, at Parks and Recreation (11:00am-3:30pm).

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

THE CITY of Milford DELAWARE

Economic Development, Public Information,
and Community Engagement Office
O: 302-725-2068

To: Mayor and City Council
From: Lauren Swain, Economic Development & Community Engagement Administrator
Subject: August 2025 Meeting - Monthly Report Coverage for July 2025
Date: August 5, 2025

Economic Development

- Met with business owners who are interested in property/space at the Milford Corporate Center and connected them with Emory Hill.
- Met with physician office to discuss strategic business expansion plans, including potential acquisition of commercial property to establish and enhance brick-and-mortar operations.
- Met with Rob Rescingo to discuss Milford business community, workforce manufacturing, and the Milford Corporate Center.
- Met with Betsey Stang, Senator Blunt-Rochester's Kent & Sussex Director, to discuss the existing and upcoming economic development initiatives currently underway in Milford. It was a productive conversation focused on opportunities to support growth and collaboration in our community.
- Attended EDGE Grant Webinar to learn about recent changes and updates, enabling staff to better support Milford entrepreneurs interested in applying.

Community Engagement

- Attended Milford Chamber's Marketing Meeting to discuss marketing plans to target more business members.
- Met with Lori Ramas, owner of Thrive Collective, to explore how she can support current initiatives in Milford and collaborate with the Milford Chamber's Marketing Committee on potential partnership opportunities.
- Attended Milford Chamber's Legislative Luncheon held at Bibi's Restaurant. It was great to hear from Mayor Culotta, Lt. Governor Kyle Evans Gay, and Senator Wilson, discuss workforce development, economic development, and affordable housing. The event also provided a fantastic opportunity to connect and network with local leaders and professionals.
- Met with Polco team to review Polco's engagement tools and how to leverage Milford's recent survey results.
- Worked with DEMEC/Heather Contant to schedule photos of our lineman in action for their Public Power Week billboards.
- Kent County Tourism director and staff visited Milford. We met downtown and discussed economic development and tourism initiatives and ways that we can partner.
- I met with Sade Truitt, Coordinator Downtown Milford, Inc., to discuss upcoming events taking place in Milford, business opportunities, and ways that we can collaborate.

Meetings/Trainings

- Attended bi-weekly department head meetings.
- Attended Capital Projects meeting
- Attended 1st Council Meeting to present staff report
- Attended Kent County Tourism Board monthly meeting.

Social Media/Website

- July 2025 Insights:
  -City of Milford Facebook: 86 new follows (total: 5,872,); 36.1K reached; 3.2K page visits
  -City of Milford Instagram: 35 new follows (total: 1,662); 775 accounts reached; 134 profile visits

Press Release & Coverage

- Completed newsletter to go out in all utility bills in August 2025, along with sent out email version.

THE CITY of Milford DELAWARE

Date: August 2025

To: Mayor and City Council

From: Bill Pettigrew – IT Director

Re: August 2025 Information Technology Department Staff Report

A Serious Cybersecurity Threat: Our VPN vendor recently experienced a significant hardware security incident that severely impacted many businesses. To protect our city's network, the IT team proactively took our VPN unit offline until the issue was resolved. At the time of this report we are awaiting the delivery of a new VPN and will install ASAP. I am pleased to report that we were not affected by this threat, and the temporary service disruption only impacted a small number of employees in the Finance and IT departments for a few days.

Audio Visual Analysis Update: Our AV company has completed a comprehensive assessment of our current equipment and setup. We anticipate receiving their detailed report and recommendations this week, which will guide our strategic decisions on equipment relocation, necessary replacements, and upgrades to enhance our capabilities.

Riverwalk Public Wi-Fi Expansion (Phase 3): The expansion of our public Wi-Fi is now complete! Phase 3 has doubled our existing Wi-Fi coverage, extending the service to the playground and Bicentennial Park.



Tyler Munis ERP Implementation Update: We are making great progress with our ERP implementation. The new time clocks and tablets are on their way, and we are still targeting an October 1st go-live date. In parallel, we are conducting thorough research to ensure the Tyler Utility Billing module will fully meet the city's needs.

Impact Analysis / Business Continuity Plan: The final drafts of our Impact Analysis and Business Continuity Plan will be delivered to the City Manager this week for review.

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

To: Mayor and City Council
From: Louis C. Vitola
Date: August 7, 2025
Re: July 2025 Finance Department Staff Report

- Monthly Financial Reporting
  - The Finance Report for the YTD period ended May 31, 2025 was presented to Council on July 14
- Training and Improvement Efforts

FINANCE DEPARTMENT TRAINING - JULY 2025

FINANCE DEPT TRAINING BY CATEGORY	GRAND TOTAL	FINC SUBTOT	C/S SUBTOT	NOTES
Accounting & Professional Certification	7.0	7.0	-	Professional Certification
Customer Service	32.0	-	32.0	
Management & Staff Development	-	-	-	
ERP, Software and Technology	10.0	10.0	-	HR/Payroll Implementation
MONTHLY TOTAL (HOURS)	**49.0**	**17.0**	**32.0**	**30 TOTAL HOURS LAST MONTH**

- Police Facility Project Financing
  - Quarterly payments will begin in August 2025 and are incorporated into the FY26 approved budget
  - Complete reconciliation will be provided to Council when all activity is processed and USDA "Tranche B" successfully closes
- FY24 Audit
  - Staff continue to work toward development of the FY24 audit timeline
  - The City's independent auditors, Zelenkofske Axlerod (ZA), are engaged through the FY25 audit for financial statement production services in addition to the financial audit
  - Finance Staff are working on balance sheet reconciliation and other prerequisites to the production of FY24 audit workpapers
- S&P Global affirmed the City's AA- Credit Rating (High Investment Grade) on Series 2016 GO Bonds
  - The S&P Global press release is attached, which expresses the firm's rationale
  - The rating outlook was updated to "negative" due to the interfund transactions in the governmental funds giving rise to negative net position, but the article buried the lead: S&P Global Affirms Milford, DE AA- Credit Rating
  - The AA- rating is among the strongest for governmental issuers in Delaware, three notches from the highest possible rating; the negative outlook has no impact on the City's financial operations
- Billing & Customer Service Department
  - Property tax collections through July 2025 are reported in the table below with a comparison to July 2024
  - As the FY25 / CY24 tax year comes near the close, our property tax collections as a percentage of the total levy are lower than the previous year
  - The past due amounts reported below exclude interim billings throughout the year

Property Tax Levy	Past Due ($000) as of: 11/1/24	12/1/24	1/1/25	2/1/25	3/1/25	4/1/25	5/1/25	6/1/25	7/1/25	8/1/25	As % of Levy 8/1/25
2024 ***(FY25)***	$766	$518	$279	$271	$262	$229	$158	$146	$137	$102	1.6%
2023 & Prior	$274	$209	$241	$244	$244	$230	$230	$212	$209	$197	3.2%
Total	**$1,041**	**$727**	**$520**	**$515**	**$506**	**$458**	**$389**	**$358**	**$346**	**$299**	**4.8%**

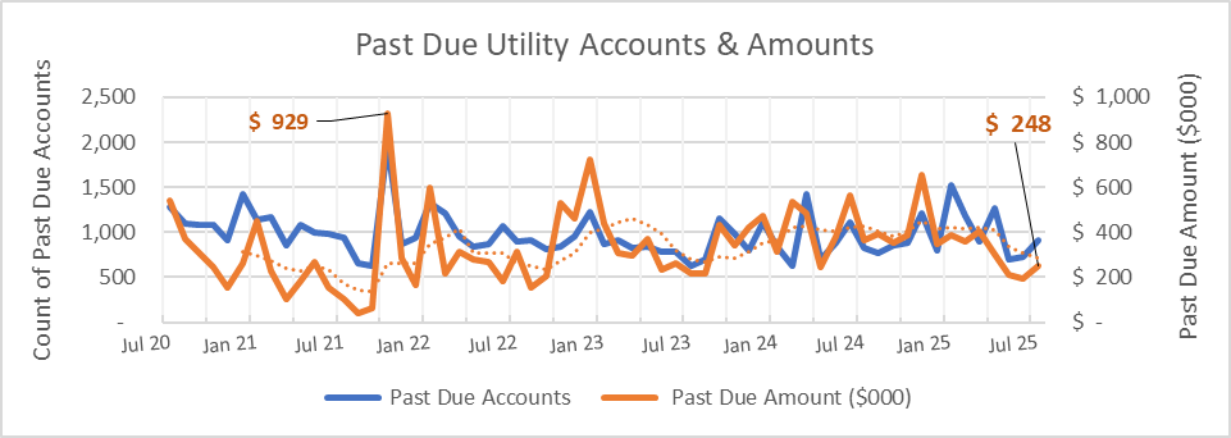
Property Tax Levy	As of: 8/1/24	As % of Levy 8/1/24
2023 ***(FY24)***	$189	3.3%
2022 & Prior	$94	1.7%
Total	**$283**	**5.0%**

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

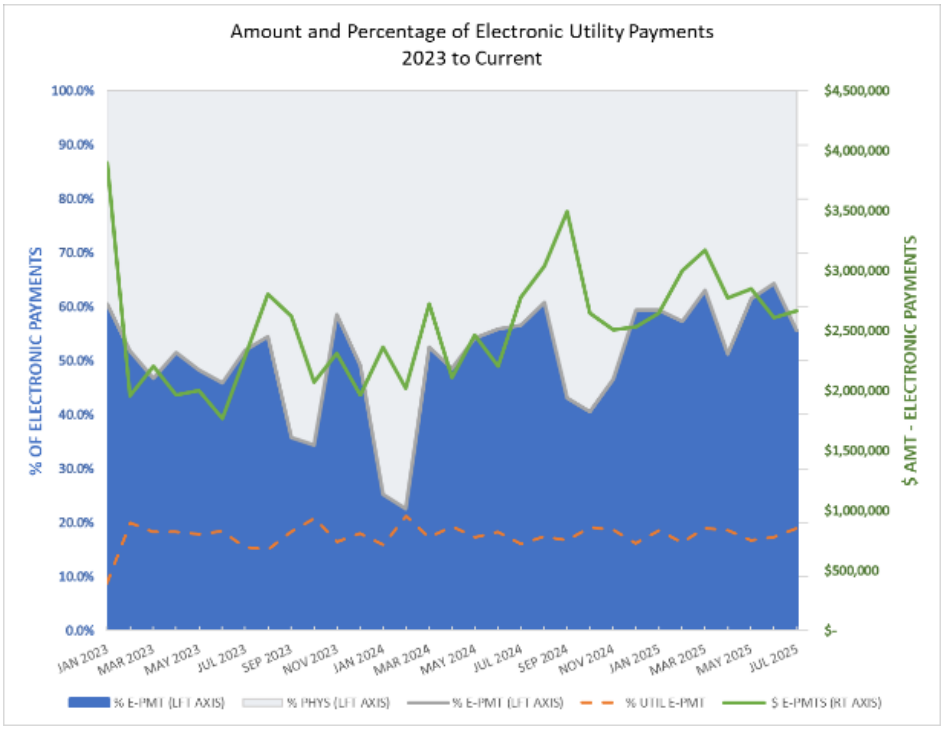
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- Billing & Customer Service Department, Continued
  - July results were not as strong as last month but compare favorably with the long-term average and last July in terms of the dollar amount and count of past due utilities
    - The count of past due accounts (blue) is 6% below average and 17% lower than last July
    - The dollar amount past due (orange) is 25% and 35% lower than average and last July, respectively
    - The count and dollar amount are 25% and 27% higher than last month, respectively



  - The graph below exhibits the dollar amount and percentage of electronic payments by month from January 1, 2023 through July 31, 2025
    - 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 shows the % of utility e-pmts vs all payments & corresponds to the blue axis at left
    - Electronic receipts were higher in July for utilities but lower in total, though each was ahead of the long-term average
    - The percentage of *all* e-payments (56%) is 10% higher than the average but 13% off last month's pace and about 2% lower than last July
    - The proportion of e-payments specific to utilities (19%) is almost 8% above average, 10% higher than last month and 18% higher than last July



S&P Global
Ratings

55 Water Street, 38th Floor
New York, NY 10041-0003
tel 212-438-2000
reference no.: 40246032

August 1, 2025

City of Milford
10 SE Second Street
Milford, DE 19963
Attention: Louis Vitola, Director of Finance

Re: ***Milford General Obligation, Delaware***

Dear Louis Vitola

S&P Global Ratings hereby affirms its rating of "AA-" for the above-referenced obligations and changed the outlook to negative from stable. A copy of the rationale supporting the rating and outlook is enclosed.
This letter constitutes S&P Global Ratings' permission for you to disseminate the above-assigned ratings to interested parties in accordance with applicable laws and regulations. However, permission for such dissemination (other than to professional advisors bound by appropriate confidentiality arrangements or to allow the Issuer to comply with its regulatory obligations) will become effective only after we have released the ratings on standardandpoors.com. Any dissemination on any Website by you or your agents shall include the full analysis for the rating, including any updates, where applicable. Any such dissemination shall not be done in a manner that would serve as a substitute for any products and services containing S&P Global Ratings' intellectual property for which a fee is charged.

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Please send hard copies to:
S&P Global Ratings
Public Finance Department
55 Water Street
New York, NY 10041-0003

The rating is subject to the Terms and Conditions, if any, attached to the Engagement Letter applicable to the rating. In the absence of such Engagement Letter and Terms and Conditions, the rating is subject to the attached Terms and Conditions. The applicable Terms and Conditions are incorporated herein by reference.

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S&P Global Ratings
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Research Update:

Milford, DE GO Debt Rating Outlook Revised To Negative From Stable On Weakened General Fund Reserve Position

August 5, 2025

Overview

- S&P Global Ratings revised the outlook to negative from stable and affirmed its 'AA-' long-term rating on Milford, Del.'s existing general obligation (GO) debt.
- The outlook revision reflects our view of the city's negative available general fund reserve position following the use of cash on hand to pay off an outstanding bond anticipation note (BAN). While management expects full reimbursement from the federal government by early 2026 and has reserves in other funds, which can help support operations, we believe the city's weakened reserve position somewhat limits its ability to absorb near-term operating pressures and could result in a downgrade if there are issues with replenishing reserves.
- The rating reflects the application of our "Methodology For Rating U.S. Governments," Sept. 9, 2024.

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Rationale

Security

The city's full-faith-and-credit pledge secures the debt.

Credit highlights

The rating reflects Milford's historically strong and stable financial position, with historically robust available general fund reserves that, according to the fiscal 2023 audit, declined substantially following paydown of an outstanding BAN that we expect will be reimbursed by 2026, thereby replenishing reserves back to historical levels, but that we believe represents some short-term liquidity risk. The city's historically strong financial position has been supported by a host of formalized financial policies and procedures as well as a growing economy that has more than doubled in market value over the last decade.

Prior to fiscal 2023, the city's available general fund reserves stood at nearly 80% of revenues. The city's reported reserve position notably declined in fiscal 2023 with its use of funds on hand, through an interfund loan to the general fund from its special revenue and electric funds, to repay the first $7.5 million incurred on its $16 million BAN originally issued to help fund a $17.5 million new police station. The final $8.5 million drawn on the BAN to complete the project was repaid through the U.S. Department of Agriculture (USDA) Community Facilities Loan Program, which makes funding available strictly upon project completion. Management decided to pay off the first half of the BAN during construction, given the increasing interest rates and because of its substantial reserves on hand, not just in the general fund but also in its utilities funds. Management indicates that the project is finished and that it expects to be reimbursed for the balance of the project from the USDA by early 2026.

The accounting treatment of the debt paydown results in a large negative general fund balance of $3.4 million at the end of fiscal 2023 due to Governmental Accounting Standards Board (GASB) reporting requiring the interfund loan to be classified as a current liability in the form of "due to other funds," whereas the outstanding note would not have been classified as a current liability. Once the city is reimbursed by the USDA, the city will settle the interfund borrowing and available general fund reserves will return to a more normalized level, which management estimates will be at least $3.7 million, or nearly 49% of revenues, a level we consider robust on a percentage basis and solid on a nominal basis. Although we understand this should occur by 2026, we believe there is some timing risk and that the city has somewhat reduced flexibility to handle unexpected expenditures, mitigated in part by substantial resources outside of the general fund, including $29 million of cash on hand in its enterprise funds.

For fiscal 2024, although audited results are delayed, management indicates its audit should be completed before year-end. We understand city revenues and expenses largely came in as expected, with break-even results, and that there should be no material change to reserves. In addition, for fiscal 2025, there were no major changes to the budget and management indicates it ended the year ahead of budget, likely resulting in a slight surplus. Management anticipates balanced operations in fiscal 2026, from an operating perspective, and restoration of reserves following reimbursement from the USDA. Furthermore, we understand the timing of audits should be back on track by fiscal 2026.

Overall debt costs are low once the prepayment of principal is accounted for in fiscal 2023. In addition, the city has low retirement costs and liabilities, due in part to the lack of an other postemployment benefits (OPEB) liability.

Milford, which encompasses 9.8 square miles with a population of just over 12,000, is located in Sussex and Kent counties, 18 miles south of Dover, the state capital, and 65 miles south of Wilmington, the closest metropolitan area.

The rating reflects our view of the following factors:

- A primarily residential and rural economic base, with some restaurants, commercial, and retail, that has seen strong market value growth with local incomes that are below that of national levels.
- We consider budgeting assumptions conservative and standard, based on trend analysis as well as monthly monitoring. The city maintains a long-term strategic plan that is updated every two to three years and a formalized five-year capital plan that is updated annually with funding sources identified, though we note the city does not formally update its long-term financial projections annually. An adopted investment management policy follows state guidelines with at least annual reports to the board. The city also maintains a formal debt and cash

management policy, which has stated minimum cash thresholds for each fund that the city must maintain.

- Historically stable operating performance, with fiscal 2023 showing a large drawdown due to the city's use of an interfund loan to its general fund from its special revenue and electric funds, which was used to pay off an outstanding BAN, and which management expects to be reimbursed by the federal government by early 2026. Otherwise, operations remain stable and management anticipates balanced operating results for fiscal years 2024, 2025, and 2026. Nonetheless, additional draws on reserves could result in a lower rating.
- Debt and liability costs are low, with no significant additional debt plans. The city's pension plans are fully funded and the city makes annually required contributions. Additionally, we recognize Milford does not pay retiree medical benefits.
- Delaware municipalities have a predictable operating framework. For more information on Delaware municipalities, see "Institutional Framework Assessment: Delaware Local Governments," Sept. 11, 2024, on RatingsDirect.

Environmental, social, and governance

We have analyzed Milford's environmental, social, and governance (ESG) factors and view them as neutral in our credit analysis.

Outlook

The negative outlook reflects our view that the city's overall financial flexibility has been temporarily reduced following the use of general fund reserves to pay off debt. Although we understand the city will be reimbursed by early 2026, thereby restoring general fund reserves to positive levels, we also believe there is some timing risk related to this reimbursement.

Downside scenario

We could lower the rating if the city were to experience additional draws on general fund reserves or if its reserves are not replenished as expected to strong levels, on both nominal and percentage bases over the next two years following reimbursement for a capital project by the USDA. We could also take a negative rating action if the city is unable to provide timely financial statements.

Upside scenario

We could return the outlook to stable if the city's available general fund reserves are restored to healthy levels in line with peers, while it maintains balanced financial operations.

Milford, Delaware--Credit summary

Institutional framework (IF)	2
Individual credit profile (ICP)	2.38
Economy	3.5
Financial performance	2
Reserves and liquidity	2
Management	2.65
Debt and liabilities	1.75

Milford, Delaware--Key credit metrics

	Most recent	2023	2022	2021
Economy				
Real GCP per capita % of U.S.	--	86	88	89
County PCPI % of U.S.	--	98	100	96
Market value ($000s)	--	2,284,312	1,911,073	1,762,456
Market value per capita ($)	--	188,118	161,750	153,752
Top 10 taxpayers % of taxable value	--	--	--	--
County unemployment rate (%)	--	3.8	4.2	5.0
Local median household EBI % of U.S.	--	77	86	83
Local per capita EBI % of U.S.	--	73	79	75
Local population	--	12,143	11,815	11,463
Financial performance				
Operating fund revenues ($000s)	--	7,609	6,782	6,905
Operating fund expenditures ($000s)	--	30,729	12,359	9,512
Net transfers and other adjustments ($000s)	--	14,299	5,622	3,148
Operating result ($000s)	--	(8,821)	45	541
Operating result % of revenues	--	(115.9)	0.7	7.8
Operating result three-year average %	--	(35.8)	1.7	0.9
Reserves and liquidity				
Available reserves % of operating revenues	--	(44.3)	79.2	78.3
Available reserves ($000s)	--	(3,368)	5,370	5,409
Debt and liabilities				
Debt service cost % of revenues	--	53.2	--	--
Net direct debt per capita ($)	1,323	1,387	1,298	1,406
Net direct debt ($000s)	16,064	16,843	15,341	16,122
Direct debt 10-year amortization (%)	64	54	--	--
Pension and OPEB cost % of revenues	--	5.0	6.0	8.0
NPLs per capita ($)	--	44	--	--
Combined NPLs ($000s)	--	535	--	--

Financial data may reflect analytical adjustments and are sourced from issuer audit reports or other annual disclosures. Economic data is generally sourced from S&P Global Market Intelligence, the Bureau of Labor Statistics, Claritas, and issuer audits and other disclosures. Local population is sourced from Claritas. Claritas estimates are point in time and not meant to show year-over-year trends. GCP--Gross county product. PCPI--Per capita personal income. EBI--Effective buying income. OPEB--Other postemployment benefits. NPLs--Net pension liabilities.

Ratings List		
Outlook Action		
	To	**From**
Local Government		
Milford, DE Limited Tax General Operating Pledge	AA-/Negative	AA-/Stable

The ratings appearing below the new issues represent an aggregation of debt issues (ASID) associated with related maturities. The maturities similarly reflect our opinion about the creditworthiness of the U.S. Public Finance obligor's legal pledge for payment of the financial obligation. Nevertheless, these maturities may have

different credit ratings than the rating presented next to the ASID depending on whether or not additional legal pledge(s) support the specific maturity's payment obligation, such as credit enhancement, as a result of defeasance, or other factors.

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should thereforebe readin conjunction with such criteria. Please see Ratings Criteria at https://disclosure.spglobal.com/ratings/en/regulatory/ratings-criteria for further information. A description of each of S&P Global Ratings' rating categoriesis containedin "S&P Global Ratings Definitions" at https://disclosure.spglobal.com/ratings/en/regulatory/article/-/view/sourceId/504352. Complete ratings information is available to RatingsDirect subscribers at www.capitaliq.com. All ratings referenced herein canbe foundon S&P Global Ratings' public website at www.spglobal.com/ratings.

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Financial Reporting Package

As of and For the Period Ended June 30, 2025

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 June 30, 2025

Operating Cash Balances

▼*Marks Ref Closing Bal* [4]

Description	Opening Balance (May 31, 2025)		Closing Balance (Jun 30, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund[3]	$ 1,766	↑	$ 2,057	$ 1,218	$ (423)	$ (1,765)	$ 1,087
Electric Fund	3,916	→	3,696	-	(345)	(1,187)	2,164
Water Fund	4,386	→	4,091	-	(501)	(330)	3,260
Sewer Fund	2,541	→	2,649	-	(140)	(236)	2,273
Solid Waste Fund	611	→	669	-	(119)	(201)	349
Operating Cash Totals[4]	**$ 13,221**	●	**$ 13,162**	**$ 1,218**	**$ (1,528)**	**$ (3,719)**	**$ 9,134**

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (May 31, 2025)		Closing Balance (Jun 30, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Improvement	$ 1,042	→	$ 1,029	$ -	$ (1,029)	$ -	$ -
Municipal Street Aid (MSA)	475	→	476	-	(476)	-	-
Realty Transfer Tax (RTT)	1,543	↑	1,722	5,000	(4,108)	(1,373)	1,241
Economic Development	559	→	559	89	-	-	648
Lodging Tax Fund	857	→	868	99	(967)	-	-
ARPA Grant Fund	260	→	260	-	(260)	-	-
Special Purpose Cash Totals[4]	**$ 4,736**	●	**$ 4,914**	**$ 5,188**	**$ (6,840)**	**$ (1,373)**	**$ 1,888**

Reserve Fund Cash Balances[1]

Description	Opening Balance (May 31, 2025)		Closing Balance (Jun 30, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
General Fund Capital Reserves	$ 1,745	→	$ 1,683	$ 2,423	$ (3,611)	$ (329)	$ 166
Water Fund Capital Reserves	3,061	→	3,026	501	(1,239)	(2,229)	59
Sewer Fund Capital Reserves	4,130	→	4,073	140	(710)	(3,472)	31
Solid Waste Fund Capital Reserves	63	↓	52	119	(45)	(126)	0
Electric Fund Capital Reserves[2]	13,234	→	13,204	2,845	(6,622)	(7,045)	2,382
Operating Cash Totals[4]	**$ 22,232**	●	**$ 22,039**	**$ 6,028**	**$ (12,228)**	**$ (13,200)**	**$ 2,639**

Impact Fees and Police/General Facilities Cash Balances

Description	Opening Balance (May 31, 2025)		Closing Balance (Jun 30, 2025)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
Police & General Gov't Facilities	$ 842	→	$ 857	$ -	$ (857)	$ -	$ -
Carlisle Fire Co Permit Fund	382	→	387	-	(387)	-	-
Parks & Recreation Facilities	160	→	160	-	(160)	-	-
Water Impact Fee Reserves	4,847	→	4,480	-	(1,265)	-	3,215
Sewer Impact Fee Reserves	3,881	→	3,916	-	(550)	-	3,366
Electric Impact Fee Reserves	1,556	→	1,580	-	(1,580)	-	-
Impact Fees & Police/GF Totals[4]	**$ 11,668**	●	**$ 11,379**	**$ -**	**$ (4,798)**	**$ -**	**$ 6,581**

Grand Totals[4]	**$ 51,857**	▲	**$ 51,494**	**$ 12,433**	**$ (25,394)**	**$ (18,291)**	**$ 20,242**

[1]New report merges Cash Roll (p.2) and Restricted Reserves (p.3) into one single reference for net funds available after commitments & restrictions.

[2]Realty Transfer Taxes (RTT) 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.

[3]The 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.

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



-10% ≤ Variance ≤ 10%



-5% ≤ Variance ≤ 5%



-2.5% ≤ Variance ≤ 2.5%

City of Milford, Delaware
Cash and Investment Balance[1] Rollforward
For the Period Ended June 30, 2025

Operating Cash Balances

▼*Marks Ref Closing Bal*[4]

Description	Opening Balance (May 31, 2025)	Receipts	Interest Earned	Disbursements	Closing Balance (Jun 30, 2025)
General Fund	$ 1,766,275	$ 2,333,084	$ 4,574	$ (2,046,784)	$ 2,057,149
Electric Fund	3,916,399	2,978,001	2,760	(3,201,319)	3,695,842
Water Fund	4,385,752	413,248	3,440	(711,105)	4,091,335
Sewer Fund	2,541,207	683,589	2,210	(577,693)	2,649,313
Solid Waste Fund	611,382	302,710	450	(245,720)	668,823
Operating Cash Totals[4]	**$ 13,221,016**	**$ 6,710,633**	**$ 13,434**	**$ (6,782,622)**	**$ 13,162,461**

Federal, State and Other Special Purpose Cash Balances

Description	Opening Balance (May 31, 2025)	Receipts	Interest Earned	Disbursements[2]	Closing Balance (Jun 30, 2025)
General Improvement	$ 1,041,779	$ -	$ 3,110	$ (16,140)	$ 1,028,749
Municipal Street Aid (MSA)	474,715	-	1,500	-	476,215
Realty Transfer Tax (RTT)	1,542,990	182,888	4,450	(8,333)	1,721,995
Economic Development	558,863	-	-	-	558,863
Lodging Tax Fund	857,330	10,245	-	-	867,575
ARPA Grant Fund	260,499	-	-	-	260,499
Special Purpose Cash Totals[3,4]	**$ 4,736,176**	**$ 193,133**	**$ 9,060**	**$ (24,473)**	**$ 4,913,896**

Reserve Fund Cash Balances

Description	Opening Balance (May 31, 2025)	Receipts	Interest Earned	Disbursements[2]	Closing Balance (Jun 30, 2025)
General Fund Capital Reserves	$ 1,744,858	$ -	$ 6,032	$ (67,970)	$ 1,682,920
Water Fund Capital Reserves	3,060,571	-	9,970	(44,330)	3,026,210
Sewer Fund Capital Reserves	4,130,128	-	11,540	(68,705)	4,072,963
Solid Waste Fund Capital Reserves	62,790	-	220	(10,620)	52,390
Electric Fund Capital Reserves	13,233,940	-	35,270	(65,008)	13,204,202
Reserve Fund Cash Totals[3,4]	**$ 22,232,286**	**$ -**	**$ 63,032**	**$ (256,634)**	**$ 22,038,684**

Impact Fees and Police/General Facilities Cash Balances

Description	Opening Balance (May 31, 2025)	Receipts	Interest Earned	Disbursements[2]	Closing Balance (Jun 30, 2025)
Police & General Gov't Facilities	$ 842,253	$ 14,387	$ -	$ -	$ 856,640
Carlisle Fire Co Permit Fund	382,126	4,796	-	-	386,922
Parks & Recreation Facilities	159,575	-	-	-	159,575
Water Impact Fee Reserves	4,846,950	66,130	-	(433,152)	4,479,928
Sewer Impact Fee Reserves	3,881,492	34,942	-	-	3,916,434
Electric Impact Fee Reserves	1,555,590	24,200	-	-	1,579,790
Impact Fees & Police/GF Totals[3,4]	**$ 11,667,987**	**$ 144,454**	**$ -**	**$ (433,152)**	**$ 11,379,289**

Grand Totals[4]	**$ 51,857,465**	**$ 7,048,220**	**$ 85,526**	**$ (7,496,881)**	**$ 51,494,330**

[1]Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves and Net Cash & Funding Availability Reports for detail.

[2]$0.3 million disbursed from reserves (lines 20-24) is attributable to the MCC project, equipment replacement, the ongoing ERP upgrade, and other budgeted utility projects. The $0.4 million disbursement from water impact fees (line 31) is attributable to the 2024 Streets/Utilities Project.

[3]Investments with PFM exceed $40 million and consist of total reserves (line 25), impact fees (lines 31-33), special purpose funds (lines 13-15, line 28), and a portion of the operating cash (line 8).

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



-10% ≤ Variance ≤ 10%



-5% ≤ Variance ≤ 5%



-2.5% ≤ Variance ≤ 2.5%

City of Milford, Delaware

Restricted Cash Reserves Report

As of June 30, 2025

General Fund Capital Reserves		Amount
Cash/Investment Balance (6/30/25)	$	1,682,920
Expected Contributions & Interest		423,000
Restricted Funds:		
Vehicle & Equipment Replacement		(86,582)
Street Repair		(1,779,456)
Parking Enhancements		(601,693)
Parkland, Trails & Recreation		(1,066,203)
PD Projects		(77,329)
Support Policy with RTT[1]		2,000,000
Reserve (MCR) Policy[6,8]		-
Equipment Replacement Reserve[2]		(329,000)
Uncommitted Reserve Balance	**$**	**165,657**

Water Fund Capital Reserves		Amount
Cash/Investment Balance (6/30/25)	$	3,026,210
Expected Contributions & Interest		501,017
Restricted Funds:		
Vehicle & Equipment Replacement		(218,393)
Reserve-Funded Projects		
Water System Improvements		(752,520)
Water Plant Upgrades		(175,982)
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	**$**	**59,406**

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (6/30/25)	$	4,072,963
Expected Contributions & Interest		140,000
Restricted Funds:		
Sewer Vehicles & Equipment		(87,227)
Reserve-Funded Projects		
Sewer System Improvements		(622,689)
8" Bypass Pump		-
		-
		-
Reserve (MCR) Policy[3,6]		(3,373,571)
Equipment Replacement Reserve[3]		(98,000)
Uncommitted Reserve Balance	**$**	**31,475**

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (6/30/25)	$	13,204,202
Expected Contributions & Interest		2,845,000
Restricted Funds:		
Electric Vehicles & Equipment		(74,762)
Substation Upgrades & Security		(439,807)
Traffic Signal Upgrades		(341,371)
Citywide Projects		(1,706,551)
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	**$**	**2,381,936**

Solid Waste Reserves		Amount
Cash/Investment Balance (6/30/25)	$	52,390
Expected Contributions & Interest		118,500
Restricted Funds:		
Solid Waste Vehicles & Equipment[4]		(15,500)
Solid Waste Alloc of Citywide Projects		(29,782)
Reserve (MCR) Policy[4]		-
Equipment Replacement Reserve[4]		(125,500)
Uncommitted Reserve Balance	**$**	**107**

MSA & RTT Reserves	Amount
RTT Balance (6/30/25)	1,721,995
MSA Balance (6/30/25)	476,215
MSA & RTT Est Receipts thru FY25:	5,000,000
MSA: Street & Bridge Improvements	(1,169,501)
RTT: Transfer to Police Dept	-
RTT: Sidewalk Project Funding	(150,000)
MSA & RTT: Combined St-Util	(1,265,119)
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	**$ 976,833**

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

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

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

[4]Solid Waste Reserves initiated in FY22 with seed funding from interfund loan forgiveness. Funds accumulated through FY23 used for collection equipment; 100% being reserved in FY24+.

[5]Approved 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

[6]The Days Operating Expenditures (Days OpEx) piece of MCRs reclassified from Reserve balances here to Operating Cash; the Total MCR has not changed

[7]This 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.

[8]The 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 June 30, 2025 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	$ 33,852	$ 3,747	$ 5,995	$ 1,823	$ 45,417	100.0%	100.0%
2	Cost of Revenue[1]	(22,542)	(426)	(3,224)	(349)	(26,541)	-58.4%	-59.0%
3	Gross Margin	11,309	3,321	2,770	1,475	18,875	41.6%	41.0%
4	Operating Expenses							
5	Operations & Maintenance	(3,239)	(2,288)	(1,465)	(1,026)	(8,019)	-17.7%	-18.7%
6	Personnel	(1,836)	(460)	(451)	(412)	(3,160)	-7.0%	-6.5%
7	Total Operating Expenses	(5,076)	(2,749)	(1,916)	(1,438)	(11,179)	-24.6%	-25.2%
8	**Operating Income**	**$ 6,233**	**$ 572**	**$ 854**	**$ 37**	**$ 7,696**	**16.9%**	**15.8%**
9	Non-Operating Revenue (Expense)	-	-	-	-	-	0.0%	0.0%
10	Surplus (Deficit) for debt service & capital	6,233	572	854	37	7,696	16.9%	15.8%
11	Debt Service - Principal & Interest	(320)	(365)	(417)	-	(1,103)	-2.4%	-3.1%
12	Capital Spending / Contributions from (to) Reserves	(434)	(655)	(214)	(396)	(1,698)	-3.7%	-3.8%
13	Surplus (deficit) available for transfers	5,479	(448)	223	(359)	4,895	10.8%	8.8%
14	Transfers Out	(3,942)	(315)	(315)	-	(4,572)	-10.1%	-9.9%
15	**Net Surplus (Deficit) - FYTD through Jun 2025**	**$ 1,537**	**$ (763)**	**$ (92)**	**$ (359)**	**$ 323**	**0.7%**	**-1.1%**
16	***Net Surplus (Deficit) - FYTD through Jun 2024***	*$ 137*	*$ 99*	*$ (420)*	*$ (277)*	*$ (462)*	*-1.1%*	
17	*Current vs Prior - Favorable (Unfavorable)*[2]	↑ *$ 1,400*	↓ *$ (862)*	↑ *$ 329*	↓ *$ (82)*	↑ *$ 785*	↑ *1.8%*	
18	***Net Surplus (Deficit) - Current FYTD Budget***	*$ 558*	*$ (3,096)*	*$ 3,783*	*$ 535*	*$ 1,780*	4.1%	
19	*Current vs Budget - Favorable (Unfavorable)*[2]	↑ *$ 979*	↑ *$ 2,333*	↓ *$ (3,875)*	↓ *$ (894)*	↓ *$ (1,457)*	↓ *-3.4%*	

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

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

City of Milford, Delaware

General Fund: Statement of Revenues & Expenditures[1]

For the YTD Period Ended June 30, 2025 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)
1	***Sources of Funding:***							
2	Real Estate (Property) Taxes	$ 6,635	$ -	$ -	$ -	$ 6,635	39.6%	40.3%
3	Permits, Licensing & Franchise Fees	367	-	-	789	1,157	6.9%	7.5%
4	Fines, Fees & Misc Revenue	137	813	-	-	950	5.7%	5.4%
5	General Revenue Subtotal	7,139	813	-	789	8,742	52.2%	53.2%
6	Utility Transfers & Cost Allocation	6,589	-	-	-	6,589	39.3%	36.8%
7	Grant Revenue	51	-	-	-	51	0.3%	0.0%
8	Application of Reserve Balances	1,267	100	-	-	1,367	8.2%	10.0%
9	General Fund Operating Support	7,907	100	-	-	8,007	47.8%	46.8%
10	**Total Sources of Funding**	**$ 15,046**	**$ 913**	**$ -**	**$ 789**	**$ 16,749**	**100.0%**	**100.0%**
11	***Uses of Funding:***							
12	Operations & Maintenance	817	1,192	570	962	3,541	21.1%	29.3%
13	Personnel	868	6,859	784	2,428	10,938	65.3%	63.9%
14	Total Operating Expenses	1,685	8,050	1,354	3,390	14,479	86.4%	93.2%
15	**Surplus (Deficit) for Debt Svc & Capital**	**$ 13,361**	**$ (7,137)**	**$ (1,354)**	**$ (2,600)**	**$ 2,270**	**13.6%**	**6.8%**
16	Debt Service - Principal & Interest	-	302	-	-	302	1.8%	1.5%
17	Capital Spending / Transfers from (to) Reserves	61	96	235	152	543	3.2%	19.4%
18	**Net Surplus (Deficit) - FYTD through Jun 2025**	**$ 13,301**	**$ (7,535)**	**$ (1,588)**	**$ (2,752)**	**$ 1,425**	**8.5%**	**-14.1%**
19	***Net Surplus (Deficit) - FYTD through Jun 2024***	*$ 10,628*	*$ (6,783)*	*$ (2,193)*	*$ (3,655)*	*$ (2,003)*	-14.1%	
20	*Current vs Prior - Favorable (Unfavorable)[2]*	↑ *$ 2,672*	↓ *$ (752)*	↑ *$ 605*	↑ *$ 903*	↑ *$ 3,428*	↑ *22.6%*	
21	***Net Surplus (Deficit) - Current FYTD Budget***	*$ 13,540*	*$ (8,102)*	*$ (1,931)*	*$ (3,507)*	*$ 0*	0.0%	
22	*Current vs Budget - Favorable (Unfavorable)[3]*	→ *$ (240)*	↑ *$ 567*	↑ *$ 343*	↑ *$ 755*	↑ *$ 1,425*	↑ *8.5%*	

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

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

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

City of Milford, Delaware

Legacy Revenue Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended June 30, 2025

100.0% of Year Elapsed

	Account / Function	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
1	**General Fund:**				
2	Economic Development Fund	$ 287,801	$ 23,983	$ 287,801	100.0%
3	General Fund Reserves[2]	1,809,271	114,309	979,030	54.1%
4	Interest Income	35,269	5,224	51,477	146.0%
5	Realty Transfer Tax - Police	100,000	8,333	100,000	100.0%
6	Real Estate Tax	6,321,516	99,057	6,634,914	105.0%
7	Business License	67,000	2,050	69,165	103.2%
8	Rental License	120,000	1,875	142,715	118.9%
9	Building Permits	250,000	24,485	411,010	164.4%
10	Planning & Zoning	9,000	3,130	142,605	1584.5%
11	Leases and Franchise Fees	441,814	17,997	367,457	83.2%
12	Grasscutting Revenue	24,000	2,000	24,000	100.0%
13	Police Revenues	570,285	196,142	813,102	142.6%
14	Misc. Revenues[1]	12,000	445	136,875	1140.6%
15	Transfers In	6,588,923	549,077	6,588,924	100.0%
16	**Total General Fund Revenue**	**$ 16,636,879**	**$ 1,048,107**	**$ 16,749,075**	**100.7%**
17	**Enterprise Funds:**				
18	Water Fund Revenues	3,707,513	318,482	3,746,792	101.1%
19	Sewer Fund Revenues	3,308,391	283,620	3,304,030	99.9%
20	Kent County Sewer	2,332,578	235,493	2,690,678	115.4%
21	Solid Waste Fund Revenues	1,859,923	154,299	1,823,484	98.0%
22	Electric Fund Revenues	33,710,810	2,632,322	33,851,711	100.4%
23	**Total Enterprise Fund Revenue**	**$ 44,919,215**	**$ 3,624,215**	**$ 45,416,695**	**101.1%**
24	Application of Enterprise Reserves[2]	3,432,345	256,634	1,348,237	39.3%
25	Other Enterprise Revenue	83,000	6,101	83,205	100.2%
26	Other Enterprise Expense	(83,000)	(33,407)	(77,573)	93.5%
27	**Total General & Enterprise Fund Revenue**	**$ 64,988,439**	**$ 4,645,017**	**$ 62,171,402**	**95.7%**

[1]Vehicle & Equipment Sales and Insurance Recoveries are driving the unusually high Miscellaneous Revenue in the General Fund. Proceeds from Vehicle sales accrue to the replacement funding.

[2]The low utilization of general fund and enterprise reserves (lines 3 & 24) is a function of the City's financial policies, whereby restricted funds such as RTT, MSA, grants, and impact fees are consumed ahead of the City's internal reserve funding. The reserve funds targeted for capital projects will ultimately be spent on projects as intended and approved.

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended June 30, 2025

100.0% of Year Elapsed

	Fund / Account / Divisional Groupings	FY25 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
1	**General Fund**					
2	City Administration					
3	Personnel	$ 642,713	$ 72,659	$ 599,538	93.3%	$ 43,175
4	Operation & Maintenance (O&M)	188,916	43,277	211,426	111.9%	(22,510)
5	Capital	48,800	-	2,930	6.0%	45,870
6	Subtotal: City Administration	880,429	115,936	813,894	92.4%	66,535
7	City Clerks					
8	Personnel	285,163	31,071	213,237	74.8%	71,926
9	O&M	86,846	2,302	64,098	73.8%	22,748
10	Capital	-	-	-		-
11	Subtotal: City Clerks	372,009	33,373	277,335	74.6%	94,674
7	Planning & Zoning					
8	Personnel	764,390	91,226	756,595	99.0%	7,795
9	O&M	165,112	78,724	232,028	140.5%	(66,916)
10	Capital	-	-	-		-
11	Subtotal: Planning & Zoning	929,502	169,949	988,623	106.4%	(59,121)
12	Council					
13	Personnel	54,990	5,119	55,230	100.4%	(240)
14	Legal	35,150	2,478	40,932	116.4%	(5,782)
15	City Hall Building Expense	35,462	-	32,507	91.7%	2,955
16	Insurance	18,290	-	20,680	113.1%	(2,390)
17	Council Expense	40,000	8,779	43,774	109.4%	(3,774)
18	Codification	18,000	-	5,654	31.4%	12,346
19	Carlisle Fire Company	205,000	-	205,000	100.0%	-
20	Museum	40,000	-	40,000	100.0%	-
21	Downtown Milford, Inc.	50,000	-	50,000	100.0%	-
22	Milford Public Library	28,000	-	28,000	100.0%	-
23	Armory Expenses	20,000	-	16,128	80.6%	3,872
24	Community Festivals	65,000	-	35,000	53.8%	30,000
25	Election Expense	13,930	-	-	0.0%	13,930
26	Other O&M	79,890	-	-	0.0%	79,890
27	Resident Survey	25,000	-	24,000	96.0%	1,000
	Subtotal: Council	728,712	16,375	596,906	81.9%	131,806

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended June 30, 2025

100.0% 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	87,183	725,067	100.5%	(3,807)
O&M	57,705	1,846	42,495	73.6%	15,210
Capital	-	-	-		-
Subtotal: Finance	778,965	89,028	767,562	98.5%	11,403
Information Technology					
Personnel	536,570	65,933	548,270	102.2%	(11,700)
O&M	405,476	1,800	198,220	48.9%	207,256
Capital	-	-	33,955		(33,955)
Subtotal: Information Technology	942,046	67,733	780,445	82.8%	161,601
Police Department					
Personnel	6,733,520	827,712	6,858,667	101.9%	(125,147)
O&M	1,301,310	20,685	1,191,637	91.6%	109,673
Capital	97,260	-	95,901	98.6%	1,359
Debt Service	640,048	-	301,543	47.1%	338,505
Subtotal: Police Department	8,772,138	848,397	8,447,747	96.3%	324,391
Streets & Grounds Division					
Personnel	441,620	50,678	397,783	90.1%	43,837
O&M	585,177	17,150	490,361	83.8%	94,816
Capital	275,000	-	151,681	55.2%	123,319
Subtotal: Streets & Grounds Division	1,301,797	67,828	1,039,826	79.9%	261,972
Parks & Recreation					
Personnel	775,360	94,635	783,725	101.1%	(8,365)
O&M	709,070	57,655	570,246	80.4%	138,824
Capital	446,851	-	234,837	52.6%	212,014
Subtotal: Parks & Recreation	1,931,281	152,291	1,588,808	82.3%	342,473
Total General Fund Expenditures	**$ 16,636,879**	**$ 1,560,910**	**$ 15,301,147**	**92.0%**	**$ 1,335,732**

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended June 30, 2025

100.0% 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	$ 82,703	$ 460,344	98.5%	$ 6,996
O&M	1,893,512	913,900	2,288,409	120.9%	(394,897)
Transfer to General Fund	315,000	26,250	315,000	100.0%	-
Capital	666,386	-	654,574	98.2%	11,812
Debt Service	365,275	6,727	365,275	100.0%	-
Subtotal: Water Division	3,707,513	1,029,581	4,083,602	110.1%	(376,089)
Sewer Division					
Personnel	457,370	81,265	450,771	98.6%	6,599
O&M	1,511,092	343,286	1,465,496	97.0%	45,596
Transfer to General Fund	315,000	26,250	315,000	100.0%	-
Capital	2,504,373	-	383,679	15.3%	2,120,694
Debt Service	416,977	-	416,977	100.0%	0
Subtotal: Sewer Division (excl. Kent County)	5,204,812	450,801	3,031,923	58.3%	2,172,889
Kent County Sewer	2,863,851	235,459	2,741,753	95.7%	122,098
Subtotal: Sewer Division (Comprehensive)	8,068,663	686,260	5,773,676	71.6%	2,294,987
Solid Waste Division					
Personnel	440,130	44,621	412,390	93.7%	27,740
O&M	1,419,793	39,019	1,025,566	72.2%	394,227
Capital	595,311	-	471,220	79.2%	124,091
Subtotal: Solid Waste Division	2,455,234	83,639	1,909,176	77.8%	546,058
Subtotal: Water, Sewer & Solid Waste	14,231,410	1,799,480	11,766,454	82.7%	2,464,957
Electric Division					
Personnel	1,931,680	317,000	1,836,499	95.1%	95,181
O&M	3,379,183	293,068	3,239,475	95.9%	139,708
Transfer to General Fund	3,942,000	328,500	3,942,000	100.0%	-
Capital	409,340	-	508,973	124.3%	(99,633)
Debt Service	320,315	39,995	320,315	100.0%	-
Subtotal: Electric Division (excl. Power)	9,982,518	978,563	9,847,261	98.6%	135,257
Power Purchased	24,137,632	-	22,542,269	93.4%	1,595,363
Subtotal: Electric Division (Comprehensive)	34,120,150	978,563	32,389,531	94.9%	1,730,619
Total Enterprise Fund Expenditures	**$ 48,351,560**	**$ 2,778,043**	**$ 44,155,984**	**91.3%**	**$ 4,195,576**
Grand Total Operating Budget	**$ 64,988,439**	**$ 4,338,953**	**$ 59,457,131**	**91.5%**	**$ 5,531,308**

City of Milford, Delaware

Legacy Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended June 30, 2025

100.0% 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	$ 22,210	$ 197,400	101.6%	$ (3,180)
Operation & Maintenance (O&M)	126,444	2,050	124,572	98.5%	1,872
Capital	-	-	-		-
Subtotal: Garage	320,664	24,260	321,971	100.4%	(1,307)
Public Works					
Personnel	877,190	79,646	773,177	88.1%	104,013
O&M	296,460	45,904	224,855	75.8%	71,605
Capital	-	56,746	56,746		(56,746)
Subtotal: Public Works	1,173,650	182,296	1,054,778	89.9%	118,872
Tech Services					
Personnel	336,620	40,858	343,205	102.0%	(6,585)
O&M	501,615	58,087	528,382	105.3%	(26,767)
Capital	-	-	-		-
Subtotal: Tech Services	838,235	98,945	871,587	104.0%	(33,352)
Billing & Collections					
Personnel	917,260	103,114	862,990	94.1%	54,270
O&M	423,510	31,472	444,143	104.9%	(20,633)
Capital	-	-	-		-
Subtotal: Billing & Collections	1,340,770	134,587	1,307,134	97.5%	33,636
City Hall Cost Allocation					
O&M	83,440	25,558	98,378	117.9%	(14,938)
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	83,440	25,558	98,378	117.9%	(14,938)
Interdepartmental Cost Allocation	**$ (3,756,759)**	**$ (465,646)**	**$ (3,653,848)**	**97.3%**	**$ (102,912)**
Net Interdepartmental Costs[1]	**$ -**	**$ -**	**$ -**		**$ -**

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

Rehabilitation of Bridges 2-008A&B

DuPont Blvd. US113 over Haven Lake Spillway

DelDOT Contract T202307801

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DELAWARE DEPARTMENT OF TRANSPORTATION



Excellence in Transportation

Every Trip.

We strive to make every trip taken in Delaware safe, reliable and convenient for people and commerce.

Every Mode.

We provide safe choices for travelers in Delaware to access roads, rails, buses, airways, waterways, bike trails and walking paths.

Every Dollar.

We seek the best value for every dollar spent for the benefit of all.

Everyone.

We engage our customers and employees with respect and courtesy as we deliver our services.

Location Map



Setting the Scene

- BR 2-008A and BR 2-008B are owned and maintained by DelDOT and are located within the City of Milford.
- These bridges carry US113 over the Haven lake Spillway.
- US113 is a principal arterial and carries an average of 11,956 vehicles per day across each of these bridges.
- Both existing structures are simply supported, steel I-beam designs with composite concrete decks. Both Bridges are comprised of 6 steel I-beams.
- BR 2-008A is 54 feet long and BR 2-008B is 74 feet long.
- Both structures were built in 1963 making them 62 years old.

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Why are the Bridges Being Rehabilitated?

- Both bridges underwent a cleaning and painting operation in 2023 to address corrosion issues in the structural steel. With that, it was found that multiple bearings had severe section loss.
  - A bearing serves multiple functions: They allow the structure to move, and it transfers loads from the superstructure to the substructure.
- In the winter of 2023, a portion of the strip seal armoring broke free from the structure.
  - This damaged the armoring, tore the gland, and spalled the concrete around it.
  - Strip seals sit on top of the structure, over the bearings and in conjunction with the bearings, allow for movement while protecting the bearings from road salts, water intrusion, dirt and debris.
- Southeast slope paving has erosion and settlement which is causing settlement in the south approach roadway.
- With both structures being 62 years old, the appropriate remediation is to replace the bearings with section loss, replace the strip seal systems on both bridges, repair the slope paving and erosion, and perform general substructure spall repairs as needed.

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Examples of the Damaged Components



Bearing “floating” after corrosion removal



Broken joint armoring with temporary asphalt patch

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Examples of the Damaged Components



Cracked joint armoring that is loose under traffic loads



Broken concrete header due to loose joint armoring

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Examples of the Damaged Components



Sinkhole in southeast approach shoulder with failed asphalt patch



Large spall in the south abutment of BR 2-008B

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How Do We Replace Joints and Bearings?

- 1st – Phased Construction, Phase 1: Close the outside lane in each direction first.
- 2nd – Lift the bridge using large hydraulic jacks. Remove old bearings and install new.
- 3rd – Lower bridge, demo deck ends, approach slabs and bridge rails.
- 4th - Install the new rebar cages, strip seal armorings, and glands.
- 5th– Repour Concrete for deck ends, approach slabs, and bridge rails.
- 6th – Flip the MOT to Phase 2: Close the inside lane in each direction.
- 7th – Repeat steps 3 through 5.

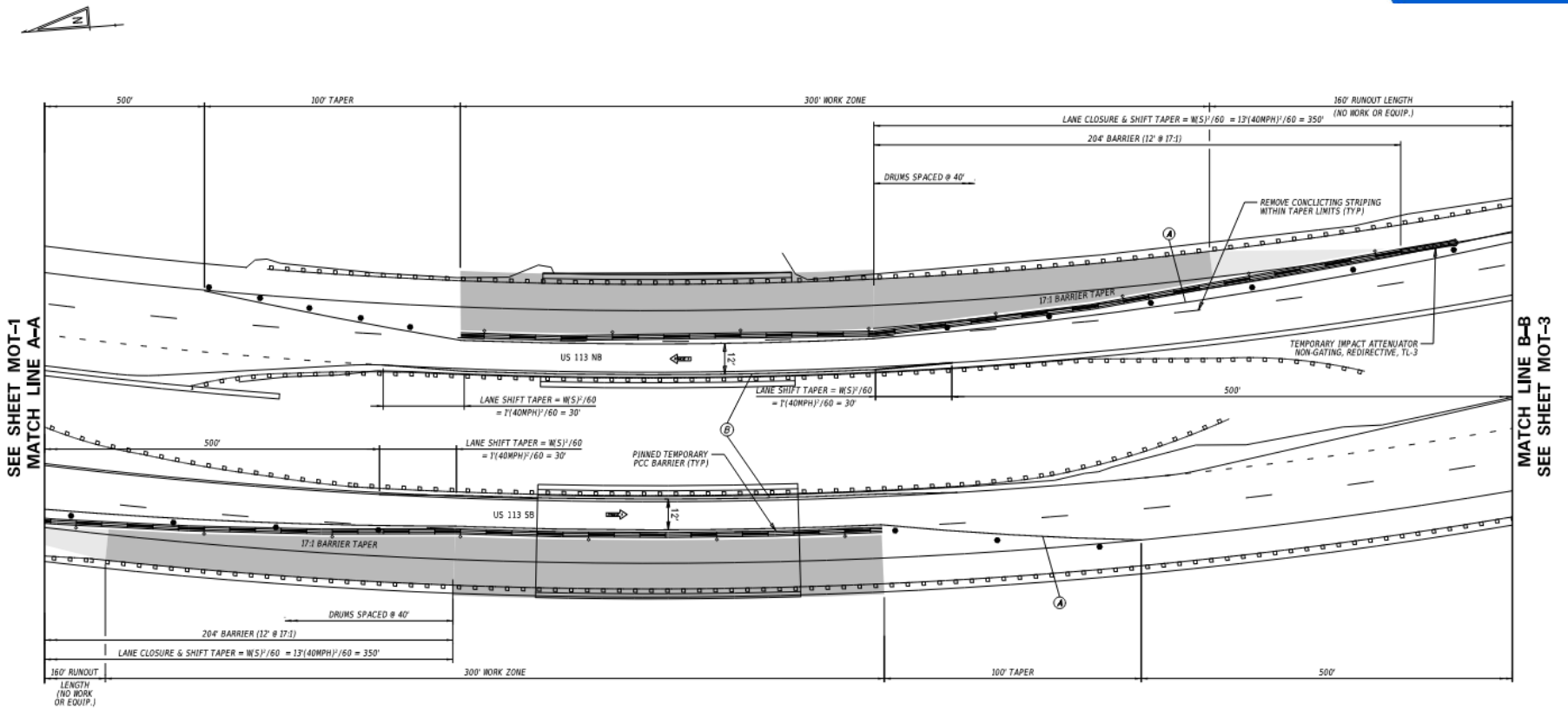
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How Will This Impact My Travel Along US113?

- To perform the work described, this will be done in 2 phases.
- Phase 1: Close the outside (right) lanes in both directions. Inside (left) lane in both directions will be open.
- Phase 2: Open the outside (right) lanes in both directions. Close the inside (left) lane in both directions.
- Once the bulk of the work is complete, some punch list work items may remain. We anticipate doing these under daytime shoulder closures.

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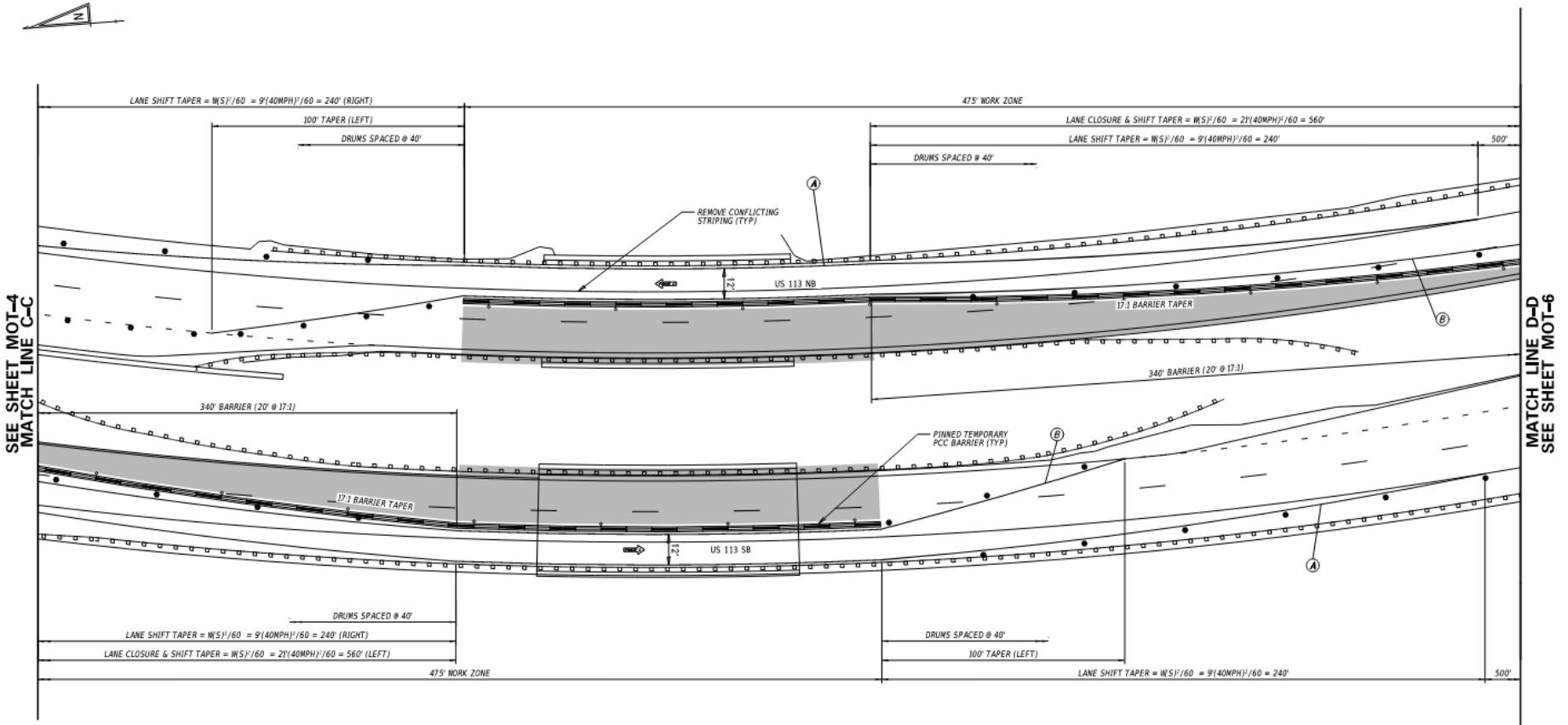
Phase 1



LEGEND AND QUANTITIES		
SYMBOL	ITEM	QUANTITY
(A)	4" SOLID WHITE TEMPORARY PAINT PAVEMENT STRIPING (ITEM 817003)	1180 LF
(B)	4" SOLID YELLOW TEMPORARY PAINT PAVEMENT STRIPING (ITEM 817003)	440 LF
	REMOVAL OF PAVEMENT STRIPPING (ITEM 817031)	735 LF

TEMPORARY BARRIER LENGTH OF NEED NOTES:
1. CALCULATION: ADT > 10,000; DESIGN SPEED = 40 MPH; RUNOUT LENGTH = 160'
(AS PER ROADSIDE DESIGN GUIDE, TABLE 5-10b)
2. BARRIER LENGTH OF NEED = (LA - L2) / ($\frac{L_2}{L_A}$) + ($\frac{L_2}{160'}$) = (23' - 1') / ($\frac{1'}{23'}$) + ($\frac{22'}{160'}$) = 108'

Phase 2



TEMPORARY PAVEMENT MARKINGS LEGEND		
SYM.	ITEM	QUANTITY
(A)	4" SOLID WHITE TEMPORARY PAINT PAVEMENT STRIPING (ITEM 817003)	1,130 LF
(B)	4" SOLID YELLOW TEMPORARY PAINT PAVEMENT STRIPING (ITEM 817003)	930 LF
(R)	6" BLACKOUT TAPE (ITEM 817008)	1,365 LF

TEMPORARY BARRIER LENGTH OF NEED NOTES:
1. CALCULATION: ADT > 10,000; DESIGN SPEED = 40 MPH; RUNOUT LENGTH = 160' (AS PER ROADSIDE DESIGN GUIDE, TABLE 5-10b)
2. BARRIER LENGTH OF NEED = (LA - L2) / ($\frac{B}{A}$) + ($\frac{160}{60}$) = (23' - 7') / ($\frac{7}{60}$) + ($\frac{160}{60}$) = 108'

When is This Taking Place?

- The work is scheduled to begin in late August.
  - We have analyzed traffic data: Spring and Fall have very similar results.
  - We need to start early as concrete requires an ambient temperature of 40 degrees or higher to properly cure.
- The anticipated duration is 125 calendar days, weather permitting.
- Punchlist items may take place past the 125 calendar day point.

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QUESTIONS &
COMMENTS

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THANK YOU!

https://linktr.ee/delawaredot

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

To: Mayor and City Council
Finance and Audit Committee
From: Louis C. Vitola, Finance Director
Date: August 11, 2025
Re: Investment Policy Update

EXECUTIVE SUMMARY

Staff request that the Finance and Audit Committee review the enclosed edits to the City's Investment Policy Statement (IPS) proposed by PFM Asset Management. Staff requests that the Committee make a recommendation to City Council to approve the change to standardize credit rating requirements consistent with Securities and Exchange Commission (SEC) guidelines and to update both the maturity limitation (from two to three years) and allowable portfolio proportion (from 10% to 20%) for asset-backed securities.

DETAIL

The City's Investment Policy Statement was last updated April 22, 2024. The Policy was recently reviewed by Finance staff and the City's investment advisors, PFM Asset Management (PFMAM), pursuant to the requirement that the IPS be reviewed annually. The PFMAM team recommend two changes to the Policy. One is to standardize the definition of credit rating agencies to conform to SEC standards. That is, in sections 8.3.1, 8.4.3, and 8.4.4 of the policy, to refer to agencies as Nationally Ranked Statistical Rating Organizations (NRSROs), rather than by company name(s) of current NRSROs. Credit ratings agencies are required to submit annual registration information to the SEC, which performs limited oversight of the registered credit ratings firms. By standardizing the policy to conform to SEC guidelines, the policy becomes dynamic, and the City's investment managers will consistently act on the City's behalf using consistent, standardized ratings criteria. The other is to update both the maturity limitation (from two to three years) and allowable portfolio proportion (from 10% to 20%) for asset-backed securities in section 8.5. This update will provide flexibility to the City's portfolio when market conditions emerge penalizing overweight positions in treasury and corporate securities versus asset-backed securities, all else equal. The investment managers at PFMAM understand that the City's IPS clearly prioritizes the safety of principal and liquidity over return on investment, and the diversification into asset-backed securities, should it materialize, will be done with the IPS goals in mind. Staff recommend the change be supported by the Committee and approved by City Council at the August 11, 2025 meeting.

cc: Christopher Coleman, City Manager

RESOLUTION 2025-10

Adoption of the City of Milford Investment Policy

WHEREAS, it is the policy of the City of Milford to invest public funds under its control in a manner that will provide the highest investment return consistent with the primary goals of liquidity and safety of principal, while meeting cash flow needs of the City; and

WHEREAS, the City investment program shall conform to all state and local statutes governing the investment of public funds; and

WHEREAS, the City investment policy is being adopted after the review and recommendation of the Finance and Audit Committee;

WHEREAS, the City Finance and Audit Committee will, no less than once a year, review the Investment Policy for any required updates and amendments; and

WHEREAS, the City Council has determined that it is appropriate and necessary to update the "Investment Policy for the City of Milford" to bring the policies in line with current financial practices, procedures, and strategies of the City of Milford.

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

Section 1: The City Council hereby adopts and approves the proposed updates to the Investment Policy.

Section 2: The City Manager is authorized to take action, provide guidance, and create procedures with the input of the City Finance Director, to ensure the investment program authorized by this Resolution is implemented pursuant to the guidelines set forth in the Investment Policy.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 11th day of August 2025.

Mayor F. Todd Culotta

Attest:

City Clerk Katrina L. White

Investment Policy Statement

As Approved April 22, 2024

Final Review; City Council Approval, Current: https://www.cityofmilford.com/ArchiveCenter/ViewFile/Item/5239	April 22, 2024
Finance & Audit Committee – Review and Discussion: https://www.cityofmilford.com/ArchiveCenter/ViewFile/Item/5207	March 11, 2024
Final Review; City Council Approval: https://www.cityofmilford.com/ArchiveCenter/ViewFile/Item/3907	March 13, 2023
City Council Workshop – Review and Discussion: https://www.cityofmilford.com/ArchiveCenter/ViewFile/Item/3833	February 22, 2023
Finance Committee Final Review; Council Approval: https://www.cityofmilford.com/ArchiveCenter/ViewFile/Item/3443; https://www.cityofmilford.com/ArchiveCenter/ViewFile/Item/3440	November 8, 2021
Finance Committee Review and Discussion: https://www.cityofmilford.com/ArchiveCenter/ViewFile/Item/3416	September 13, 2021

1.0 Governing Authority

It is the policy of the City of Milford to invest public funds under its control in a manner that will provide the highest investment return consistent with the maximum safety of principal, while meeting cash flow needs of the City. The investment program shall conform to all state and local statutes governing the investment of public funds. In the event of a conflict, state and local statutes will prevail.

2.0 Scope

This Investment Policy Statement (the "Policy") applies to all financial assets of the City of Milford for which the City retains direct or indirect daily control. Funds for which the City has retained outside investment advisory, fund management and/or brokerage services shall also be governed by this Policy. Bond proceeds shall be governed by the Trust Indenture and related obligation documented in connection with the debt issuance, subject to Internal Revenue Service (IRS) regulations. Police and Firefighter Pension assets, Municipal Employee / Civilian Pension assets, employee-directed post-retirement benefit funds and other pension assets beyond the City's control are not subject to the provisions of this Policy.

The City's investable funds may be segregated into three distinct categories:

2.1 Liquidity

The City's operating cash balances, Equipment Replacement Reserves (ERR) for assets being replaced in the current budget year, reserves restricted for capital projects being undertaken in the current budget year, and any component of the City's Minimum Cash Requirement (MCR) related to operating cash are included in the City's Liquidity investment group. The Liquidity investment group is limited to commercial checking and savings deposit accounts (subject to collateral considerations) and those investments specified in sections 8.1, 8.2, 8.3, 8.6, 8.7 and 8.10 provided that the investments are convertible to cash within one (1) business day.

2.2 Intermediate

The City's ERR and MCR restricted for asset replacement and capital projects scheduled at least one year in advance constitute the City's Intermediate investment group. The Intermediate investment group is eligible for investment in investments specified in all sections of paragraph 8.0, provided that the average duration is no longer than three (3) years and investments are convertible to cash within three (3) business days. Commercial checking and savings deposit accounts (subject to collateral considerations) are also permissible for this investment group.

2.3 Growth

The City's unrestricted cash not required for operations or intermediate capital requirements, the non-operating component of any MCR, and any cash restricted for a purpose at least three (3) years into the future comprise the City's Growth investment group. The Growth investment group is eligible for investment in investments specified in all sections of paragraph 8.0, provided that the average duration is no longer than five (5) years and investments are convertible to cash within five (5) business days. Commercial checking and savings deposit accounts (subject to collateral considerations) are also permissible for this investment group.

3.0 Objectives

The primary objectives of the City of Milford's investment activities, in order of importance shall be:

3.1 Safety

Preservation of principal is the foremost objective of the investment program. To attain this objective, funds shall be diversified among securities of high credit quality and liquidity, so that risk of loss of principal is minimized.

3.2 Liquidity

The City's investments shall be made for such periods as to enable the City to meet all operating requirements that may be scheduled or reasonably anticipated.

3.3 Return on Investments

A goal of the investment program shall be to maximize investment return within the constraints of Sections 3.1 and 3.2.

4.0 Delegation of Authority

Authority to manage the City of Milford's investment program is derived from this Policy, which is approved by City Council. The Finance Director shall be the administrator of all City funds.

The Finance Director shall:

I) Review this Policy annually and recommend changes, if any, to City Council;

2) Be charged with implementing the Policy, and may delegate authority to act pursuant to this Policy to an investment advisor, fund manager, brokerage firm, or other third-party agent authorized to trade securities (the “advisor”). The Finance Director shall be responsible for all investment transactions and shall establish controls to oversee the activities of any investment advisors.

3) Ensure that records of the City's investment activities are retained for a minimum of ten years or the time required by an applicable regulatory authority.

5.0 Prudence, Ethics and Conflicts of Interest

Any official of the City or investment advisor empowered to make investments on behalf of the City of Milford shall comply with the following:

5.1 "Prudent Person" Rule

Investment decisions shall be made with the judgment and care which persons of reasonable intelligence, under circumstances prevailing at the time the investment is made, would exercise in the management of their own investments assuming that their objectives are those shown in Section 3.0 of this policy.

5.2 Ethics and Conflict of Interest

The delegate authorized to make City investments shall act at all times in an ethical manner, and shall not engage in activity that could impair or be perceived to impair their ability to make impartial investment decisions. They shall disclose to the Mayor and City Council any material interests in financial institutions with which the City has financial dealings, and which may be related to the performance of the investment program. Employees and

officers shall refrain from undertaking personal investment transactions with the same individual(s) with whom business is conducted on behalf of the City.

6.0 Authorized Institutions and Dealers

All broker/dealers that desire to become qualified for investment transactions with the City shall meet the following:

1. Primary dealers and regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule)
2. Capital of at least $25,000,000 or capital of $5,000,000 for firms incorporated in the State of Delaware
3. Registered as a dealer under the Securities Exchange Act of 1934
4. Member of the Financial Industry Regulatory Authority (FINRA)
5. Registered to sell securities in the State of Delaware
6. Engaged in the business of effecting transactions in U.S. government, federal agency, and corporate securities for at least five (5) consecutive years

To the extent the City utilizes the services of an outside Investment Advisor, it shall be the responsibility of the Investment Advisor to maintain an approved list of brokers.

7.0 Safekeeping and Custody

To ensure that securities are deposited in an eligible financial institution prior to the release of funds, all trades of marketable securities will be executed using the delivery vs. payment ("DVP") method.

Further, all securities will be held by an independent third-party custodian, in the name of the City of Milford, and evidenced by safekeeping receipts in the City's name. The custodian shall provide daily confirmation of securities held as well as a monthly transactions and holdings report. Fixed income securities must be reported at both the historical cost plus or minus accretion or amortization, respectively, and at market value quoted by an independent securities pricing service.

8.0 Authorized Investments and Trading of Securities

The Finance Director or authorized investment adviser may invest only in the types of securities listed below. The maximum stated maturity of any security shall be limited to 10 years at time of purchase, unless otherwise stated. For Agency mortgage-backed securities, the maximum maturity shall be defined as the weighted average life ("WAL"). WAL is a convention that estimates the expected weighted amount of time, in years, for the principal amount of an issue to be fully paid. For this sector, WAL shall be limited to 10 years, measured at the original purchase date, provided by Bloomberg Financial Markets or another independent pricing/research firm.

8.1 United States Government Securities

Marketable securities issued by the U.S. Government and supported by the full faith and credit of the U.S. Treasury either by statue or an opinion of the attorney general of the United States. Up to 100% of the portfolio may be invested in this sector.

8.2 Government Agency Securities

Debt securities issued by government-sponsored enterprises ("GSE"), federal agencies, and federal financing banks; the maximum stated maturity of any investment in this sector shall

be limited to 10 years at time of purchase. Up to 100% of the portfolio may be invested in this sector.

8.3 Certificates of Deposit and Time Deposits

8.3.1 Domestic Institutions: Issued or endorsed by a domestic bank, or a savings and loan association, organized and supervised under the laws of the United States and denominated in U.S. dollars; provided, however, that deposits are fully insured or guaranteed by the Federal Deposit Insurance Corporation ("FDIC").
If not insured by the FDIC:

- The banking institution must have assets of not less than $5 billion; and Issuers must have a short-term rating of A-1 by Standard & Poor's or have an equivalent rating by at least one Nationally Ranked Statistical Rating Organization ("NRSRO")~~and P1 by Moody's~~ and a long-term rating of AA by Standard & Poor's or have an equivalent rating by at least one NRSRO~~Aa by Moody's~~.

The maximum stated maturity of any investment in this sector shall be limited to 5 years at time of purchase. This sector shall not exceed 25% of the total portfolio. No single issuer shall exceed 5% of the City's portfolio.

8.3.2 Delaware-Domiciled Institutions: Issued by or endorsed by any bank or savings association domiciled in the State of Delaware and organized and supervised under federal or State of Delaware banking laws which does not meet the requirements of Section 8.3.I hereto; provided, however, that:

- For each of the latest two years, the bank or association has had a return on total average assets of 0.50% or greater and an average capital ratio (defined as total equity capital to total assets) of at least 1 to 20, or the instrument is secured as set forth in Section 8, "Collateralization of City Deposits," hereto; and
- Not more than the lesser of $10 million or 25% of an issuer's total equity capital may be invested in any one issuer. (Investments due to mature in one business day may be excluded from the computation of this percentage.)
- City Council affirms that, consistent with this Policy, Delaware banks and savings associations should be considered as an eligible source of investment.
- The maximum stated maturity of any investment in this sector shall be limited to 5 years at time of purchase. This sector shall not exceed 20% of the total portfolio. No single issuer shall exceed 5% of the City's portfolio.

8.4 Corporate Debt Instruments

Such instruments include commercial paper bankers' acceptances, and non-convertible senior debt securities (bonds and debentures).

8.4.1 Any such instrument must be denominated/issued in U.S. dollars. Many foreign corporations issue debt/securities in the U.S. market, in U.S. dollars.

8.4.2 No single issuer shall exceed 5% of the City's portfolio.

8.4.3 Commercial Paper shall be limited to a final stated maturity of 270 days. This sector shall not exceed 25% of the total portfolio. Issuers shall be rated at least A-1 by Standard & Poor's or have an equivalent rating by at least one NRSRO~~and P-1 by Moody's~~.

8.4.4. Bankers' Acceptances shall be limited to a final maturity of 365 days. This sector shall not exceed 20% of the City's Portfolio. Issuers shall be rated at least A-1 by Standard & Poor's or have an equivalent rating by at least one NRSRO~~and P1 by Moody's~~.

8.4.5 Corporate bonds and debentures shall be limited to a final stated maturity of 15 years. This sector shall not exceed 50% of the total portfolio. Issuers shall hold a long-term rating of at least BBB+ by S&P, Baa1 by Moody's or BBB+ by Fitch Ratings, though the dollar-weighted average credit rating of the securities invested pursuant to 8.4.5 must exceed the minimum rating at the time of purchase. Rebalancing shall not be automatically required if the dollar-weighted average credit rating of the securities invested pursuant to 8.4.5 fall below minimum rating.

8.5 Asset-Backed Securities

8.5. 1 Definition: Securities collateralized by pools of auto loan receivables, credit card receivables, and equipment loans; provided that such securities have (i) the highest credit rating from at least two NRSROs and (ii) an average life not to exceed ~~two~~ three years from the date of settlement (unless such securities are subject to periodic reset of coupon or interest rate, in which case the average life may not exceed three years from the date of settlement).

8.5.1.2 Percentage Limit: ~~10~~20% in total

8.6 Repurchase Agreements

The underlying collateral shall consist of U.S. government and/or GSE securities provided, however, that:

8.6.1 All repurchase agreements must be governed by a written master repurchase agreement;

8.6.2 Agreements will be entered into only with respect to underlying securities in which the investment manager may otherwise invest as described above, and only with a recognized U.S. Government/broker or a bank which meets the requirements set out under paragraph Section 8.3.1 or 8.3.2 above;

8.6.3 In the case of repurchase collateral held in book-entry form in the Federal Reserve System, all deliveries of securities must be made, for the transfer thereof, through the Federal Reserve book-entry system to the account designated by the investment manager for such purpose. Securities held in certificated form must be delivered to the investment manager or a custodian as directed by the investment manager.

8.6.4 Any collateral employed under this paragraph shall be counted towards the applicable maximum limits set forth within these guidelines for such type of investment, and such collateral shall be valued at market at not less than 103 percent of the maturity value of the agreement and marked-to-the-market as requested by the investment manager.

8.6.5 Repurchase agreements shall be limited to a maximum maturity of 90 days from date of purchase. No single issuer shall exceed 25% of the City's portfolio.

8.7 Registered Investment Companies (Money Market Funds)

Money market funds shall not be permitted to invest in or hold securities other than those approved in this Policy. No single fund shall exceed 50% of the City's portfolio. Money market funds shall be rated AAAm by S&P, Aaa-mf by Moody's or AAAmmf by Fitch Ratings. A current prospectus must be obtained before investing in any money market fund, and current holdings reports must be maintained at least each month.

8.8 Mortgage-Backed Securities

Mortgage-backed securities issued by the following: Government National Mortgage Association (GNMA), Federal National Mortgage Association (FNMA) or Federal Home Loan Mortgage Association (FHLMC). This sector shall not exceed 50% of the total portfolio.

8.9 Municipal Obligations

Taxable and tax-exempt securities issued by state and local governments and public authorities in the United States. The maximum stated maturity of any investment in this sector shall be limited to 15 years at time of purchase. This sector shall not exceed 40% of the City's portfolio. No single issuer shall exceed 5% of the City's portfolio. Issuers shall be rated at least BBB+ by S&P, Baa1 by Moody's or BBB+ by Fitch Ratings, though the dollar-weighted average credit rating of the securities invested pursuant to 8.4.5 must exceed the minimum rating at the time of purchase. Rebalancing shall not be automatically required if the dollar-weighted average credit rating of the securities invested pursuant to 8.4.5 fall below minimum rating.

8.10 State of Delaware Investment Pool

Delaware Local Government Investment Pool (DELGIP) (or equivalent): The investment in this pool or its equivalent is permitted in relation to the City's cash flow and the guidelines set forth by the State of Delaware. The investment in this pool will not exceed 75% of the total funds available and will be monitored by the City's Finance Department on a monthly basis.

8.11 Trading Securities

The Finance Director is hereby authorized to sell securities prior to their stated maturity date in the following circumstances:

1. A security with declining credit may be sold prior to its maturity to minimize loss of principal;
2. A security swap may be executed if it would improve the quality, yield, or target duration of the portfolio;
3. Securities may be sold to provide needed liquidity.

8.12 Internal Control on such transactions

8.12.1 An investment report will be made available to the Council on a quarterly basis.
8.12.2 All investment reporting documents will be provided to the independent auditors.
8.12.3 Investment records will be kept by the City for ten (10) years.
8.12.4 The trading shall not involve any hedge, derivatives and/or borrowing funds for trading purposes.

9.0 Collateralization of City Deposits

If the City deposits funds in any financial institution, those funds will be subject to the following collateralization requirements. The financial institution shall:

9.1 Collateralize the City's daily ledger balance(s) if, for any quarter during the most recent eight quarters the bank has not met both of the following two criteria:

- Return on total average assets of 0.50 percent or greater.
- Average capital ratio (total equity to total assets) of 5.00 percent or greater.

9.2 If either criterion in paragraph 8.1 is not satisfied collateral must be pledged and shall consist of one or more of the following securities:

- U.S. Government securities
- U.S. Government agency securities
- Federal Home Loan Board letters of credit
- State of Delaware securities
- Securities of a political subdivision of the State of Delaware with a rating of A3 or better by Moody's, A- or better by S&P or A- or better by Fitch Ratings.

9.3 Ensure that the securities pledged as collateral (except for Federal Home Loan Board letters of credit) have a market value equal to or greater than I03 percent of the ledger balance(s) in the account(s) marked to market each day.

9.4 Ensure that securities pledged as collateral are housed at the Federal Reserve Bank or a mutually agreed upon third party depository. (The trust department of the winning vendor will not be acceptable.)

9.5 Provide reports on a monthly basis to the City Finance Department detailing the collateral pledged.

9.6 Provide a Call Report (Consolidated Report of Condition and Income, FFIEC 031) on a quarterly basis to the City Finance Department.

10.0 Policy Considerations

If securities owned by the City are downgraded by either of the three major credit ratings agencies to a level below the quality required by this Policy, it shall be the City's policy that the Finance Director shall promptly notify City Council and recommend a course of action. If the City has retained a professional investment advisor, in the event of a downgrade below the minimum credit standards, the investment advisor shall promptly notify the Finance Director and recommend a course of action.

11.0 Internal Controls

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The Finance Director shall also establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Prohibition of physical delivery securities
- Clear, written delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers

12.0 Performance Standards

The City of Milford's investment decisions shall be made with the objective of obtaining a rate of return commensurate with the investment risk constraints and the cash flow needs. On a quarterly basis, the Finance Director shall compare the City's portfolio against a benchmark(s) that shall be reflective of the actual securities being managed and risks undertaken, and the benchmark(s) shall have a similar weighted average maturity and credit profile.

13.0 Reporting

At the end of each calendar quarter, the Finance Director will make available a report of all quarter-ending investments to the Mayor and City Council. Reports shall include the following:

- Listing of individual securities held as of last day of reporting period, sorted by Sector
- Par, market, and amortized cost values of each security
- Coupon, current yield, and final stated maturity date of each security

14.0 Investment Policy Adoption

The City of Milford's investment policy will be adopted by the City Council after review and recommendation of the Finance Committee. The policy will be reviewed at least once every year by the Finance Committee, which is charged with considering the existing policy and any recommendations to modify the policy. Any modifications to the policy must be approved by the City Council.

ATTACHMENT A
GLOSSARY

AGENCIES: Federal agency securities, otherwise known as "Government Sponsored Enterprises."

ASSET-BACKED SECURITY: A financial instrument collateralized by an underlying pool of assets – usually ones that generate a cash flow from debt, such as loans, leases, credit card balances, and receivables.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large denomination CD's are typically negotiable.

BANKERS ACCEPTANCE: A short-term credit investment which 1s created by a non-financial firm and whose payment is guaranteed by a bank.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMMERCIAL PAPER: An unsecured obligation issued by a corporation or bank to finance its short-term credit needs. Maturities typically range from one (I) to 270 days.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the City of Milford. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

CORPORATE BONDS: A debt security issued by a corporation based in the United States of America. Such bonds usually have a par value of $1,000, have a term maturity, and are traded on a major exchange.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns, in an attempt to limit risk.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to $250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-a-vis member commercial banks.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FMHM mortgages. The term "passthroughs" is often used to describe Ginnie Mae's.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumable be purchased or sold.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MORTGAGE-BACKED SECURITIES (MBS): An investment instrument that represents ownership of, and is backed by, an individual interest in a pool of mortgages such as those issued by Ginnie Mae or Freddie Mac. Principal and interest from the individual mortgages is used to pay principal and interest on the MBS.

MUNICIPAL NOTES AND BONDS: Securities issued by a state, city, or local government to finance operations or special projects.

NATIONALLY RANKED STATISTICAL RATING ORGANIZATION (NRSRO): A credit rating agency that is registered under U.S. Securities and Exchange Commission (SEC) Section 15E and issues credit ratings certified by qualified institutional buyers, in accordance with Section 15E(a)(i)(B)(ix), with respect to financial institutions, brokers or dealers; insurance companies; corporate issuers; issuers of asset-backed securities; and issuers of municipal and government securities[1].

[1] https://www.sec.gov/about/divisions-offices/office-credit-ratings/current-nrsros

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state--the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: A measure of worth, either at security or aggregate portfolio level, over a period of time. There are many return conventions, including but not limited to yield to maturity at cost, yield to maturity at market, yield to worst, time weighted total return, dollar weighted total return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agree-ment, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

REVERSE REPURCHASE AGREEMENT: The purchase of a security by a dealer with the agreement to sell it back to the seller at a fixed price at a later date. Typically used by owners of securities to finance short-term needs without having to liquidate the security.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

TIME DEPOSITS: A savings account or CD held for a fixed term or with the understanding that the customer can withdraw only by giving advanced notice.

TREASURY BILLS: A short-term (less than one year) non-interest-bearing discount security issued by the U.S. Treasury department to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BOND: Long-term U.S. Treasury securities having initial maturities of more than 10 years.

TREASURY NOTES: A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to I: also called net capital rule and net capital ratio.

Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

VARIABLE RATE MASTER DEMAND NOTES: A floating rate security with initial maturities and indexed rates chosen by the investor. The interest rate is adjusted periodically, usually off a standard such as that prevailing on a Treasury Bill or the prime interest rate.

YIELD: The rate of annual income return on an investment, expressed as a percentage.

INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security.

NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

City Council Resolution 2024-05

Adoption of Investment Policy Update

City of Milford

RESOLUTION 2024-05

Adoption of the City of Milford Investment Policy

WHEREAS, it is the policy of the City of Milford to invest public funds under its control in a manner that will provide the highest investment return consistent with the maximum safety of principal, while meeting cash flow needs of the City; and

WHEREAS, the City investment program shall conform to all state and local statutes governing the investment of public funds; and

WHEREAS, the City investment policy is being adopted after the review and recommendation of the Finance and Audit Committee;

WHEREAS, the City Finance and Audit Committee will, no less than once a year, review the Investment Policy for any required updates and amendments; and

WHEREAS, the City Council has determined that it is appropriate and necessary to update the "Investment Policy for the City of Milford" to bring the policies in line with current financial practices, procedures, and strategies of the City of Milford.

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

Section 1: The City Council hereby adopts and approves the proposed updates to the Investment Policy.

Section 2: The City Manager is authorized to take action, provide guidance, and create procedures with the input of the City Finance Director, to ensure the investment program authorized by this Resolution is implemented pursuant to the guidelines set forth in the Investment Policy.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 22nd day of April 2024.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson

RESOLUTION 2025-11

Authorization by Milford City Council of Sidewalk Waiver
600 Dixie Avenue, Milford, DE 19963

Property Owner: Joseph A. Wolfe
Address of Property: 600 Dixie Avenue
Milford, Delaware 19963
Tax Map No: 3-30-10.12-11.01

WHEREAS, the legal owner of 600 Dixie Avenue, Milford, Delaware, is constructing a new single-family detached dwelling on parcel 3-30-10.12-11.01 in the City of Milford; and

WHEREAS, the owner has requested a waiver of the provisions of Chapter 197 of the Code of the City of Milford that requires the installation of curbing and sidewalk; and

WHEREAS, curbing and sidewalk do not exist along the entire length of Dixie Avenue, providing a justifiable reason to waive the installation of said improvements at the present time;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The required improvements for curbing and sidewalk as set forth in Chapter 197 Streets and Sidewalks of the Code of the City of Milford ("Chapter 197") for the above property are hereby temporarily waived.
2. At such point in the future when determined by the City of Milford, in its sole judgment, that it is appropriate to install said improvements, the property owner, its successors or assigns, shall be required to install sidewalks in accordance with Chapter 197.
3. Said improvements must be completed, within the time mandated by the City of Milford, but not later than six months of receipt of notification, if agreed by the City of Milford Planning Office, and shall be at the owner's expense.
4. Should above property, its successors, or assigns, fail to abide by the conditions outlined in Resolution 2025-xx, authorization for occupancy may be withheld.
5. The authorization to waive sidewalk(s) installation, as approved by Milford City Council on August 11, 2025, shall be reflected as a temporary waiver in the property deed.

Adopted and Effective: August 11, 2025

_____
Mayor F. Todd Culotta

Attest: _____
City Clerk Katrina L. White



THE CITY of Milford DELAWARE

Scale: 0 40 80 Feet

Drawn by: WRP

Date: 08/06/25

Filepath: SidewalkWaiver_Wolfe.aprx

Title:

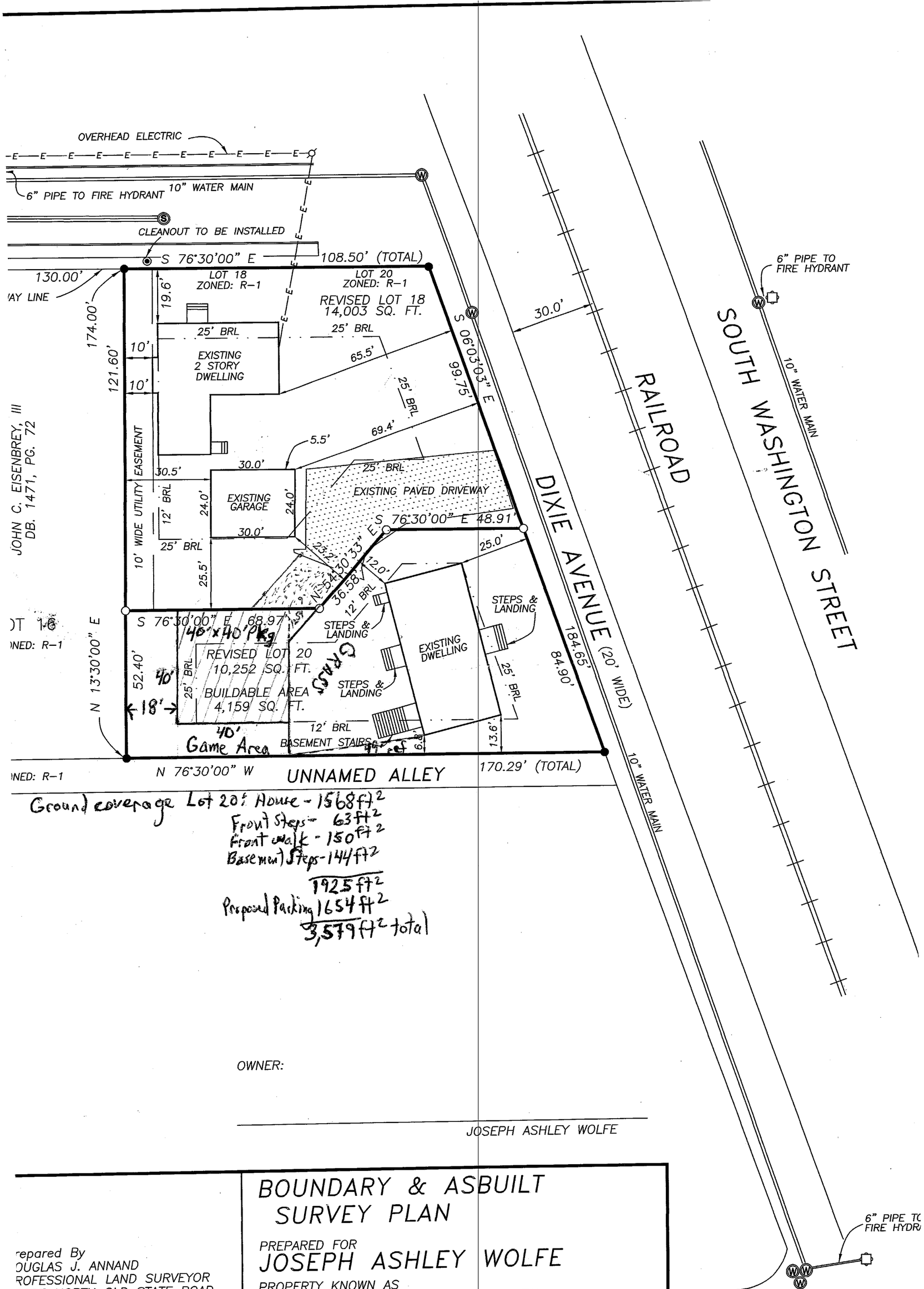
Sidewalk Waiver Request

Lands of Joseph Wolfe

Aerial Map


Milford, Delaware
Google Street View
Jun 2024
See more dates
25
DIXIE


Milford, Delaware
Google Street View
Jun 2024 See more dates
Delaware Ave



Ground coverage Lot 20: House - 1568 ft²
Front Steps - 63 ft²
Front walk - 150 ft²
Basement Steps - 144 ft²
1925 ft²
Proposed Parking 1654 ft²
3,579 ft² total

OWNER:

JOSEPH ASHLEY WOLFE

BOUNDARY & ASBUILT SURVEY PLAN

PREPARED FOR
JOSEPH ASHLEY WOLFE

PROPERTY KNOWN AS
LOTS 18 & 20, SECTION E, MILFORD VIEW
DEED BOOK 180, PAGE 601
SITUATED IN
CITY OF MILFORD, SUSSEX COUNTY, STATE OF DELAWARE
TOTAL AREA: 24,255 SQ. FT.
SCALE: 1" = 30'
DATE: APRIL 14, 2025

repared By
OUGLAS J. ANNAND
ROFESSIONAL LAND SURVEYOR
0027 NORTH OLD STATE ROAD
NCOLN, DELAWARE 19960
HONE: (302) 448-0320
ouglasannand7@gmail.com

Pamela Davis Thompson, Trustee
7195 Main Bayview Road
Southold, NY 11971

July 9, 2025

City of Milford
City Council
201 South Walnut Street
Milford, Delaware 19963

Re: **Petition for Annexation**
Sussex County Tax Map No. 330-11.00-7.00, .50 Acre ±
Property Address: 2 N. Brandywine Rd. Milford, DE 19963, on the North side of the Rehoboth Boulevard entrance to Shawnee Acres, in Shawnee Acres Addition, Lot 1.

Dear Mayor and City Council,

Please accept this letter as my formal request for annexation of the above referenced parcel into the City of Milford. This parcel, currently zoned AR-1, contains a 3 bedroom, 2 bathroom, 2 car garage home with a recently failed septic system. Per an agreement put in place when water and sewer connections were made available in 2003, with the City of Milford and Shawnee Acres and Shawnee Acres Addition, as private septic systems failed to function appropriately, the properties that have public water and public sewer available and the City of Milford allows, must then connect. Those properties that are contiguous with City of Milford parcels must also be annexed to the same. The purpose of this request is to seek annexation for this parcel and utilize all the services and resources that the City has to offer as well as provide support to the nearby hospital and medial offices.

If you should have any questions, please contact me at 516-971-9792.

Sincerely,

7/9/25

Pamela Davis Thompson 7/9/25 Jennifer M. Mudd

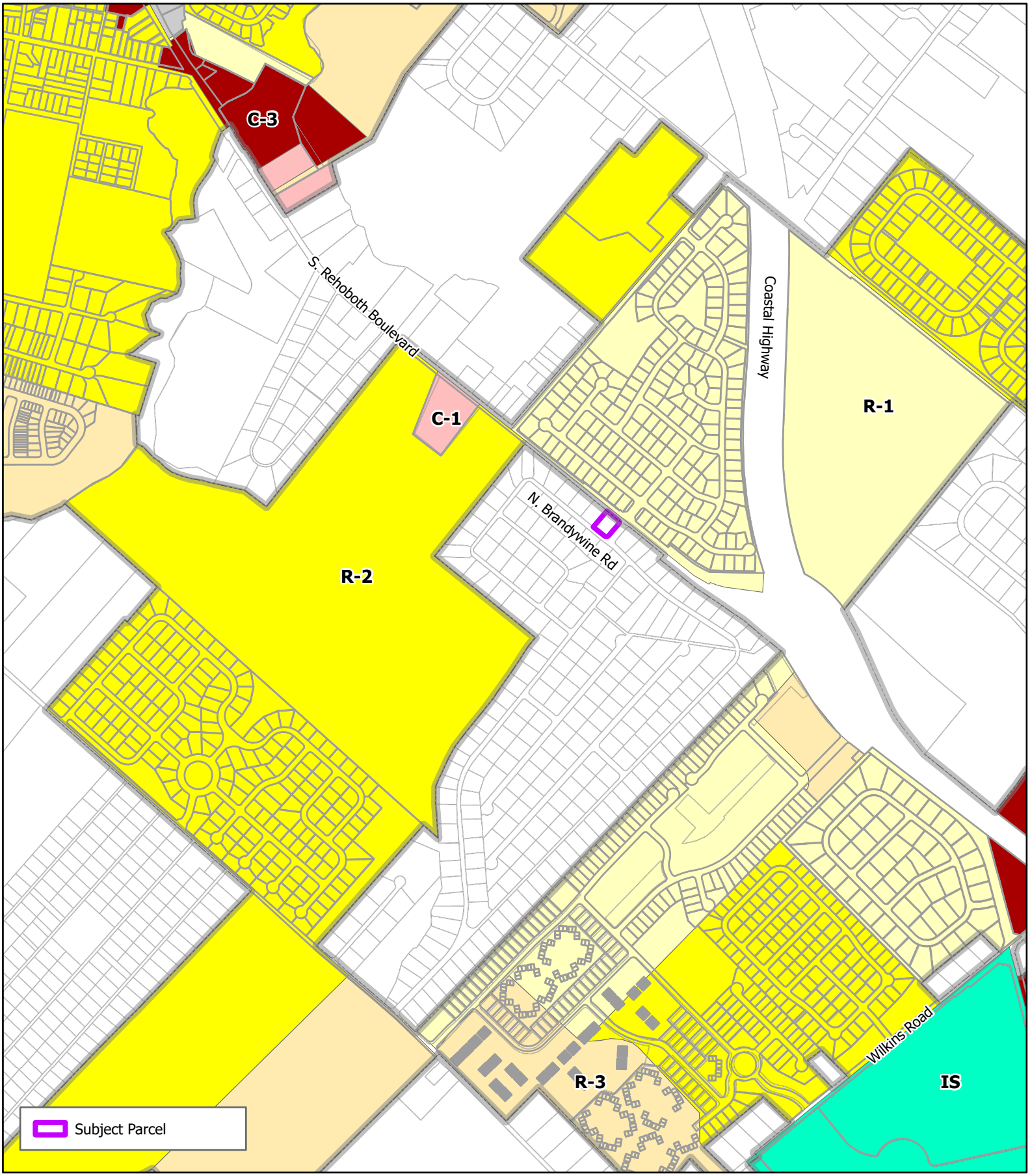
Pamela Davis Thompson, Trustee Date ~~Witness~~ Notary Public

STATE OF NEW YORK }
COUNTY OF SUFFOLK } SS:

On the 9 day of July 2025, before me personally came Pamela Davis Thompson, to me known to be the Acknowledgments and Proofs of Execution individual described in, and who executed, the foregoing instrument, and acknowledged that he/she executed the same.

Jennifer M. Mudd
Notary Public

JENNIFER M MUDD
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01MU6429053
Qualified In Suffolk County
My Commission Expires February 07, 2026



THE CITY of Milford DELAWARE

Scale: 0 500 1,000 Feet

Drawn by: WRP

Date: 07/17/25

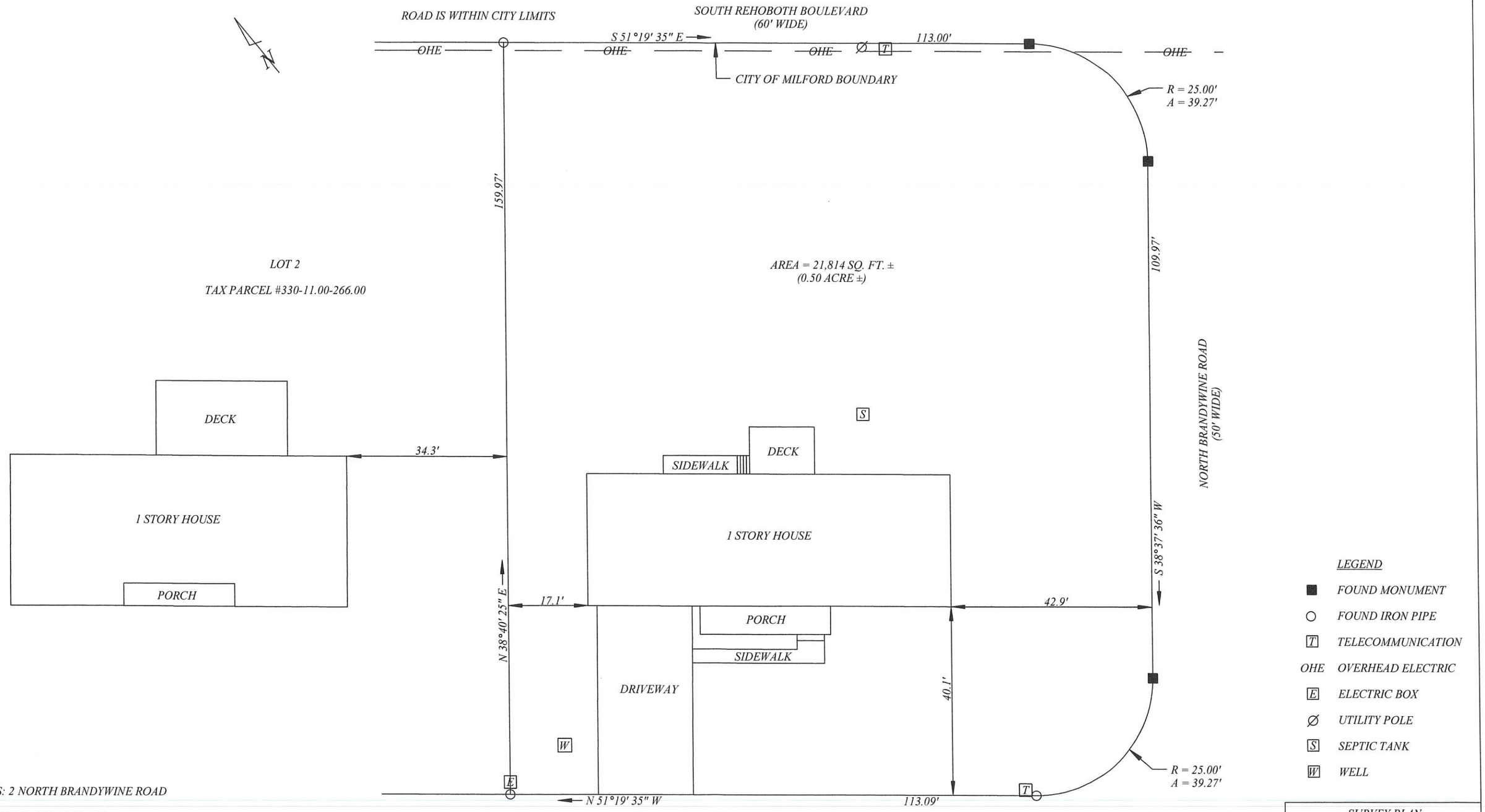
Filepath: Annexation_Thompson.aprx

Title:

Annexation

Revocable Trust of
Pamela Davis Thompson

Location & Zoning Ma



ADDRESS: 2 NORTH BRANDYWINE ROAD

TAX PARCEL #: 330-11.00-7.00

OWNER: PAMELA D. THOMPSON, TRUSTEE

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

Richard K. Vetter

RICHARD K. VETTER, P.E. #10329

SURVEY BASED ON PHYSICAL EVIDENCE DISCOVERED IN THE FIELD AND THE CALL OF DEED BOOK 5958, PAGE 314.

SURVEY PLAN
LOT 1 SHAWNEE ACRES ADDITION
CEDAR CREEK HUNDRED SUSSEX COUNTY, DELAWARE
RICHARD K. VETTER, P.E. 307 BAYBERRY DRIVE LEWES, DE 19958
SCALE: 1" = 20' | JUNE 21, 2025

corder of Deeds, Alexandra Reed Baker On 8/17/2023 at 11:36:12 AM Sussex County, DE
nsideration: $0.00 County/Town: $0.00 State: $0.00 Total: $0.00
c Surcharge Paid Town: SUSSEX COUNTY

TAX PARCEL NUMBER:
3-30-11.00-7.00

PREPARED BY:
R. BRANDON JONES, ESQ.
C/O U.S. DEEDS, P.A.
423 LITHIA PINECREST ROAD
BRANDON, FL 33511

NO TITLE SEARCH REQUESTED OF NOR MADE BY PREPARER

RETURN TO:
EMILY F. FRANCHINA, ESQ.
FRANCHINA LAW GROUP, LLC
1225 FRANKLIN AVENUE, SUITE 325
GARDEN CITY, NY 11530

THIS SPECIAL WARRANTY DEED, made this 3 day of August, 2023 between:

PAMELA D. THOMPSON and THOMAS D. THOMPSON, wife and husband as tenants by the entireties (herein referred to as "Grantor"), whose address is 7195 Main Bayview Road, Southold, NY 11971

AND

PAMELA DAVIS THOMPSON A/K/A PAMELA D. THOMPSON, Trustee, or any successors in trust, under the REVOCABLE TRUST OF PAMELA DAVIS THOMPSON A/K/A PAMELA D. THOMPSON dated August 3, 2023 and any amendments thereto (herein referred to as "Grantee"), whose address is 7195 Main Bayview Road, Southold, NY 11971.

WITNESSETH, That Grantor, for and in consideration of the sum of Ten Dollars and other good and valuable consideration, the receipt of which is hereby acknowledged, hereby grants and conveys unto Grantee, and Grantee's heirs and assigns, in fee simple, all of Grantor's right, title and interest in and to the following described lands and the improvements thereon situated in Sussex County, Delaware:

SEE EXHIBIT A ATTACHED HERETO.

Property street address: 2 North Brandywine Road, Milford, DE 19963

Subject to taxes due and payable in the current tax year and all covenants, reservations, restrictions, and easements of record, if any.

BEING the same lands and premises conveyed to Grantor by deed recorded on November 13, 2012, in Deed Book 4060, Page 160, in the Office of the Recorder of Deeds in and for Sussex County, Delaware.

IN WITNESS WHEREOF, Grantor has set hand and seal the day and year above written.

:corder of Deeds, Alexandra Reed Baker On 8/17/2023 at 11:36:12 AM Sussex County, DE
)c Surcharge Paid

GRANTOR:

Pamela D. Thompson (SEAL)
Pamela D. Thompson

STATE OF New York
COUNTY OF Suffolk

This instrument was acknowledged before me on August 3 2023, by Pamela D. Thompson.

[Affix Notary Seal]

EMILY F. FRANCHINA
Notary Public, State of New York
No. 01 FR 4855197
Qualified in Nassau County
Commission Expires March 24, 2026

SIGNATURE OF NOTARY PUBLIC
My commission expires: 03/24/2023

GRANTOR:

Thomas D. Thompson (SEAL)
Thomas D. Thompson

STATE OF New York
COUNTY OF Suffolk

This instrument was acknowledged before me on August 3, 2023, by Thomas D. Thompson.

[Affix Notary Seal]

EMILY F. FRANCHINA
Notary Public, State of New York
No. 01 FR 4855197
Qualified in Nassau County
Commission Expires March 24, 2026

SIGNATURE OF NOTARY PUBLIC
My commission expires: 03/24/2023

GRANTEE ADDRESS:

7195 Main Bayview Road
Southold, NY 11971

corder of Deeds, Alexandra Reed Baker On 8/17/2023 at 11:36:12 AM Sussex County, DE
c Surcharge Paid

EXHIBIT A

ALL THAT CERTAIN LOT, Piece or parcel of land with the improvements thereon erected, situated in Cedar Creek Hundred, Sussex County, Delaware, being all of Lot #1 as shown on a plot of "SHAWNEE ACRES ADDITION", as recorded in the Office of the Recorder of Deeds, in and for Sussex County, at Georgetown in Plot Book 38, page 294; and being more particularly bounded and described in accordance with a recent survey by Century Engineering Inc. Int'l. Consulting Engineers/Surveyors dated August 7, 1990, as follows, to wit:

BEGINNING at a found pipe at the westerly end of a 25.00 foot radius junction curve joining the northeasterly line of North Brandywine Road with the northwesterly line of the entrance road to Shawnee Acres; thence running from said point of beginning with the northeasterly line of North Brandywine Road North 51 degrees, 19 minutes, 35 seconds West 113.09 feet to a found pipe at a corner for this lot and for Lot #2; thence turning and running with the line of Lot #2, North 38 degrees, 40 minutes, 25 seconds East 159.97 feet to a found pipe at a corner for this lot and in the southwesterly line of Route #14; thence turning and running with the southwesterly line of Route #14, South 51 degrees, 19 minutes, 35 seconds East, 113.00 feet to a found concrete monument at the northerly end of a 25.00 foot radius junction curve joining the southwesterly line of Route #14 with the northwesterly line of the entrance road to Shawnee Acres; thence turning and running with the northwesterly line of the entrance road to Shawnee Acres the following three (3) courses and distances: (1) on the arc of a curve to the right (R=25.00 feet) an arc distance of 39.27 feet to a found concrete monument; thence (2) South 38 degrees, 38 minutes, 35 seconds West; 110.00 feet to a found concrete monument; thence (3) on the arc of a curve to the right (R=25.00 feet) an arc distance of 39.27 feet to the point and place of beginning and containing 21,814 square feet of land, be the same more or less.

The parties herein confirm and agree by their signatures above and/or acceptance of this document that the preparer of this document has not advised the parties on the propriety or suitability of the conveyance; has been engaged solely for the purpose of preparing this instrument; has prepared the instrument only from information given to preparer by the parties and/or their representatives; has not verified the accuracy of the consideration stated to have been paid or upon which any tax may have been calculated; has not verified the legal existence or authority of any party or person executing the document; has not been requested to provide nor has preparer provided a title search, an examination of title or legal description, an opinion on title, legal review or advice of any sort, or advice on property taxes, reassessments, other taxes or the tax, legal or non-legal consequences that may arise from the conveyance; and that they agree to hold harmless, indemnify and defend the preparer from and against any and all losses, liabilities, claims, demands, actions, suits, proceedings, and costs of every nature arising therefrom. The parties herein further agree at any time, and from time to time, to cooperate, adjust, initial, execute, re-execute and re-deliver such further deeds and documents, correct any defect, error or omission and do any and all such further things as may be necessary to implement and carry out the intent of the parties in making this conveyance. Preparer shall not be liable for any consequences arising from modifications to this document not made or approved by preparer.

1.04 Annexation.

The City may from time to time extend its boundaries through the process of annexation in accordance with the Delaware Code and the following procedures shall apply:

(a) All the property owners of the territory contiguous to the then existing corporate limits and territory of the City of Milford, by written Petition with the signature of each such Petitioner duly witnessed, may request the City Council to annex that certain territory in which they own property.

(1) The petition presented to the City Council shall include the tax parcel number(s), a description of the territory requested to be annexed in electronic format, a sealed survey (dated within 1 year of the petition), present and requested zoning, a statement of compliance with the Comprehensive Plan and the reasons for the requested annexation.

(2) If the Planning Director deems the petition complete, the petition shall be provided to the Mayor and City Council to be referred to the Annexation Committee. If the Annexation Committee is not duly constituted, the Mayor of the City of Milford shall appoint a Committee composed of not less than 3 of the elected members of the City Council and one member of the City Planning Commission to investigate the possibility of annexation. Not later than 90 days following referral of the petition to the Annexation Committee by the City Council the Committee shall submit a written report containing its findings and conclusions to the Mayor and City Council of Milford. The report so submitted shall include the advantages and disadvantages of the proposed annexation, both to the City of Milford and to the territory proposed to be annexed, and shall contain the recommendation of the Committee whether or not to proceed with the proposed annexation and the reasons therefore, as well as a recommended zoning district for the property to be annexed.

(3) A Plan of Services for the property must be completed in accordance with Delaware Code. This Plan of Services must be completed for review and acceptance by all necessary agencies prior to final legislative action on the annexation.

(4) The annexation petition and zoning application shall also be referred to the Planning Commission for a Public Hearing and review and recommendation to City Council. Within 60 days of the final recommendation by the Planning Commission, City Council shall hold a public hearing to consider the annexation petition and zoning application.

(5) Following the public hearing on the proposed annexation petition and subject to the acceptance of the Plan of Services, City Council may then adopt an ordinance annexing such territory to the City of Milford. Such ordinance shall be passed by the affirmative vote of 2/3 of all the elected members of the City Council. If the ordinance fails to receive the affirmative vote of 2/3 of the elected members of the City Council, the territory proposed to be annexed shall not again be considered for annexation for a period of 6 months from the date that the resolution failed to receive the required affirmative vote. The concurrent zoning application shall be considered for adoption by City Council in accordance with the provisions set forth hereafter and in this Charter and the Code of the City of Milford.

(6) The public notice of the annexation ordinance shall contain a description of the territory proposed to be annexed, requested zoning and shall fix a time and place for a public hearing on the subject of the proposed annexation and zoning. The public notice of the annexation ordinance shall be published in a newspaper having a general circulation in the City of Milford at least 1 week prior to the date set for the public hearing, or, at the discretion of the City Council, the said notice shall be posted in 2 public places both in the City of Milford and in the territory proposed to be annexed and the City website.

(7) If the ordinance receives a favorable vote for annexation, the City Council shall cause a description and a plot of the territory so annexed to be recorded in the Office of the Recorder of Deeds in and for the county in which the property is located, but in no event, shall said recordation be completed more than 90 days following the date of the favorable vote for annexation by the City Council. The territory considered for annexation shall be considered to be a part of the City of Milford from the time of recordation. The failure to record the description of the plot within a specified time shall not make the annexation invalid, but such annexation shall be deemed to be effective at the expiration of the 90 day period from the date of the favorable vote of the City Council.

(b) If 5 or more property owners, but less than all of the property owners of a territory contiguous to the then limits and territory of the City of Milford, by written Petition with the signature of each such Petitioner duly witnessed, shall request the City Council to annex that certain territory in which they own property.

(1) The procedure for consideration of a petition under Section 1.04(b) of this Charter shall be the same as the procedure under Section 1.04(1)(1 through 7), unless otherwise stated.

(2) The ordinance adopted under the procedures of Section 1.04 (a) (1 through 7) of this Charter applicable to petitions filed under Section 1.04(b) shall be subject to the approval of the property owners in the territory to be annexed. Said approval or disapproval shall be signified at a Special Election as set forth hereafter.

(3) In the event that the ordinance for annexation does not receive an affirmative vote by 2/3 of all the elected members of the City Council, no Special Election shall be held and the territory previously proposed to be annexed shall not again be considered for annexation for a period of 6 months from the date the ordinance failed to receive the required affirmative vote.

(4) Following the affirmative vote but in no event later than 30 days after said ordinance has been adopted, the City Council shall order a Special Election to be held not less than 30 nor more than 60 days after said affirmative ordinance was adopted by City Council.

(5) The notice of the time and place of the said Special Election shall be published within 30 days immediately preceding the date of this Special Election in at least 2 issues of a newspaper having a general circulation in the City of Milford, or, at the discretion of the City Council, the said notice may be posted in 2 public places, in the City of Milford, in the territory proposed to be annexed, and on the City website at least 15 days prior to the date set forth for the said Special Election.

(6) At the Special Election, each person who has an ownership interest in a property in the territory proposed to be annexed shall have 1 vote and every partnership, corporation, company, or other legally created artificial entity in the territory proposed to be annexed which has an ownership interest in a property in the territory proposed to be annexed shall have 1 vote. Property held by a partnership or by a corporation shall vote only by a power of attorney, corporate resolution, or authorization affidavit duly executed. In the event that an individual holds a Power of Attorney or corporate resolution duly executed and acknowledged, specifically authorizing the said individual to vote on behalf of a partnership or by a corporation at the said Special Election, before that person votes, a duly authenticated Power of Attorney or corporate resolution, shall be filed in the Office of the City Manager of the City of Milford. Said Power of Attorney or corporate resolution so filed shall constitute conclusive evidence of the right of said person to vote in the Special Election for such partnership or for such corporation. Property owners, individuals, or entities in the area proposed to be annexed shall have only 1 vote regardless of the number of parcels owned.

(7) The City Council of the City of Milford may cause either voting machines or paper ballots to be used in the Special Election, the form of the ballot to be printed as follows:

[ ] For the proposed annexation.

[ ] Against the proposed annexation.

(8) The Mayor of the City of Milford shall appoint 3 persons to act as a Board of Special Election. One of the said persons so appointed shall be designated as the Presiding Officer. Voting shall be conducted in a public place as designated by the ordinance calling the Special Election. The polling place shall be open from 10:00 a.m. until 6:00 p.m. on the date set for the Special Election or until all those entitled to vote have done so. All persons in the polling place at the time of the closing of the polls shall be permitted to vote, even though such votes are not cast until after the time for the closing of the polls.

(9) Immediately upon the closing of the polling place, the Board of Special Election shall count the ballots for and against the proposed annexation and shall announce the result thereof. The Board of Special Election shall make a Certificate under their hands of the votes cast for and against the proposed annexation and the number of void votes and shall deliver the same to the City Council. Said Certificate shall be filed with the papers of the City Council. In order for the territory proposed to be annexed to be considered annexed, a majority of the votes cast from the territory proposed to be annexed must have been cast in favor of the proposed annexation.

(10) In the event that the Special Election results in an unfavorable vote for annexation, no part of the territory considered at the Special Election for annexation shall again be considered for annexation for a period of at least 6 months from the date of the said Special Election.

(11) If a favorable vote for annexation shall have been cast, the City Council of the City of Milford shall cause a description and a plot of the territory so annexed to be recorded in the Office of the Recorder of Deeds, in and for the county in which the property is located, but in no event shall said recordation be completed more than 90 days following the date of the said Special Election. The territory considered for annexation shall be considered to be part of the City of Milford from the time of recordation. The failure to record the description or the plat within the specified time shall not make the annexation invalid, but such annexation shall be deemed to be effective at the expiration of the 90 day period from the date of the favorable Special Election.

(c) Annexation Agreement. Notwithstanding any provision herein to the contrary, where, pursuant to §1.04(a) or (b) of this Charter, annexation proceedings are initiated by a property owner(s) holding record title to real property in territory contiguous to the then existing corporate limits of the City, such petition may be made contingent upon an annexation agreement with the City which agreement may address any matters which would be relevant to the subject lands, if annexed. By way of example and not in limitation, such agreement may address zoning, subdivision approval, tax relief, public utilities and public improvements. In the event the City Council approves such an agreement and votes to accept a petition under this §1.04 of this Charter, such Annexation Agreement shall be deemed a material part of the annexation and shall be included in all subsequent steps of the annexation procedure. City Council may vote to require the Annexation Agreement at any time before adoption of the ordinance annexing the territory into the city.

The ordinances and notices adopted by the City Council shall recite that the proposed annexation includes and is subject to an annexation agreement. The ordinances and ballots, if an election is required, annexing the territory shall recite that the annexation is subject to an annexation agreement and shall incorporate the terms of such agreement by specific reference. An annexation agreement may be modified or amended by mutual agreement of the petitioner and the City Council at any time prior to the ordinance adopted by City Council annexing the land into the City of Milford. In any event, the Annexation Agreement shall run with the land and be recorded with the annexation ordinance.

(d) Property shall be designated to a contiguous ward(s) when annexed into the City pursuant to Article I.

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

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

THE CITY of Milford DELAWARE

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

TO: Mayor and City Council

FROM: Rob Pierce, Planning Director

DATE: August 11, 2025

RE: Milford Corporate Center – Phase I Onsite & Phase I Offsite
Chesapeake Utilities 6" Gas Main Relocation

Project History & Background

On February 14, 2022, City Council authorized the execution of a Memorandum of Understanding (MOU) with Tsionas Management Company, Inc and NAI Emory Hill Real Estate Services, Inc. for the development of the Milford Corporate Center. Phase I of the MOU included professional assistance with the development of a concept master plan and evaluation of off-site improvements.

On February 28, 2022, City Council authorized the execution of a contract for engineering services to Becker Morgan Group to produce a concept master plan for the Milford Corporate Center.

On August 8, 2022, City Council reviewed the preliminary concept plan. The preliminary site plan was reviewed by the State of Delaware through the Preliminary Land Use Service (PLUS) process in August of 2022.

On August 25, 2022, the City was awarded $100,000 from the Delaware Economic Development Authority a Delaware Site Readiness Fund Program grant to develop a concept master plan, traffic impact study, and engineering design for phase 1 of the Milford Corporate Center.

A public workshop was held on September 27, 2022 to gather feedback from the community.

On October 10, 2022, City Council reviewed the final concept master plan and authorized engineering service contracts with Becker Morgan Group in the amounts of $210,000 and $313,000 for the design and permitting of onsite construction improvements and anticipated DelDOT road and right-of-way improvements.

On November 16, 2022, the City was awarded $2,766,799.89 from the State of Delaware Transportation Infrastructure Investment Fund (TIIF) for the construction of the two site entrances and right-of-way improvements along Milford-Harrington Highway and Canterbury Road.

On November 28, 2022, City Council authorized an amendment to the engineering agreement with Becker Morgan Group in the amount of $28,000 for the preparation of a Traffic Impact Study (TIS).

On January 19, 2023, the City was awarded $1,000,000 from the Delaware Economic Development Authority a Delaware Site Readiness Fund Program grant to design and construct the Milford Corporate Center. The grant is a 50% reimbursement of incurred costs.

On January 23, 2023, City Council authorized the appropriation of $32,000 from General Fund Reserves to cover the costs associated with anticipated third-party expenses related to environmental services, geotechnical services and other anticipated reimbursable expenses associated with the design of the Milford Corporate Center.

On August 14, 2023, City Council authorized the execution of a contract for engineering services to KCI Technologies, Inc for the design of the regional sanitary sewer pumping station associated with the Milford Corporate Center in the amount of $56,000.

On April 2, 2024, the City was awarded $2,283,730.37 from the State of Delaware TIIF to cover the costs associated with the design and construction of additional transportation off-site improvements required by the State of Delaware Department of Transportation (DelDOT) as a result of the completed TIS.

On May 13, 2024, City Council authorized the execution of a contract for bid and construction phase services to KCI Technologies in an amount not to exceed $268,680. City Council also authorized the execution of a contract for supplementary bid and construction phase services to Becker Morgan Group in an amount not to exceed $48,000.

On May 13, 2024, City Council authorized the execution of a contract for engineering services to Becker Morgan Group in the amount of $180,500 for the design of off-site transportation improvements required by DelDOT. City Council also authorized the execution of a contract with Becker Morgan Group in the amount of $5,500 for the preparation of as-built surveys associated with the construction improvements within the DelDOT right-of-way.

On November 25, 2024, City Council awarded the Phase I Onsite & Phase I Offsite construction contract in the amount of $17,990,784.19 to George & Lynch

In September 2024, the City solicited public bids for the construction of phase I onsite and offsite improvements for the Milford Corporate Center project (see enclosed map for scope area). The City held a bid opening on October 16, 2024 at City Hall and received two sealed bids. Enclosed is a bid evaluation and recommendation from KCI Technologies who assisted the City with the bid preparation, advertisement and review. Bids were received from George & Lynch, Inc.

On July 14, 2025, City Council authorized the Mayor to execute an Exclusive Listing Agreement with NAI Emory Hill Real Estate Services, Inc. for the sale of lots within the Corporate Center.

Chesapeake Utilities 6" Gas Main & MCC Stormwater Pipe Conflict/Gas Main Relocation

During construction of the project, it was determined that five (5) stormwater pipe segments conflict with an existing Chesapeake Utilities 6-inch natural gas main. The conflicts are located along the north side of Route 14 (Milford-Harrington Highway) directly adjacent to the MCC site. In preparation for construction of the two (2) easternmost stormwater pipe crossings of the gas main, George & Lynch confirmed the vertical conflict using test pits. These two (2) stormwater pipes drain Pond #1 and a

roadside swale located along the north side of Route 14 and the stormwater pipes cannot be redesigned due to the existing discharge elevations on the south side of Route 14. Chesapeake Utilities has provided an invoice in the amount of $130,598 to relocate 80 feet of its 6-inch gas main, which will allow the two (2) stormwater pipes to be constructed as designed. The cost of the natural gas main relocation was not anticipated in the project budget and requires appropriation of funds from City Council. The additional cost is expected to have a negligible impact on the breakdown cost per acre.

Becker Morgan Group and Chesapeake Utilities are currently reviewing the remaining three (3) pipe conflicts to determine if relocation is necessary. Becker Morgan Group is also investigating whether changes to the stormwater design could be made to avoid additional natural gas main relocations; otherwise, any costs associated with gas main relocation must be borne by the City and will be accounted for in the total project costs for the Corporate Center.

Staff recommend City Council authorize payment in the amount of $130,598.00 to Chesapeake Utilities for the relocation of a 6-inch natural gas pipe utilizing funding from Realty Transfer Tax (RTT) Reserves. All project costs related to the acquisition, development and sale of Milford Corporate Center lots, net of all grant funding received for the specific purpose of offsetting project costs, shall be recovered through lot sales and returned on a pro rata basis to the internal funding sources leveraged to support such project costs.

500 Energy Lane, Suite 200
Dover, DE 19901
Attn: Vicky Guessford

INVOICE

Date of Invoice : 08/01/25
Inv # 2025-008

To :
Mr. Rob Pierce
Planning Director
City of Milford Public Work Facility
180 Vickers Drive
Milford, DE 19963

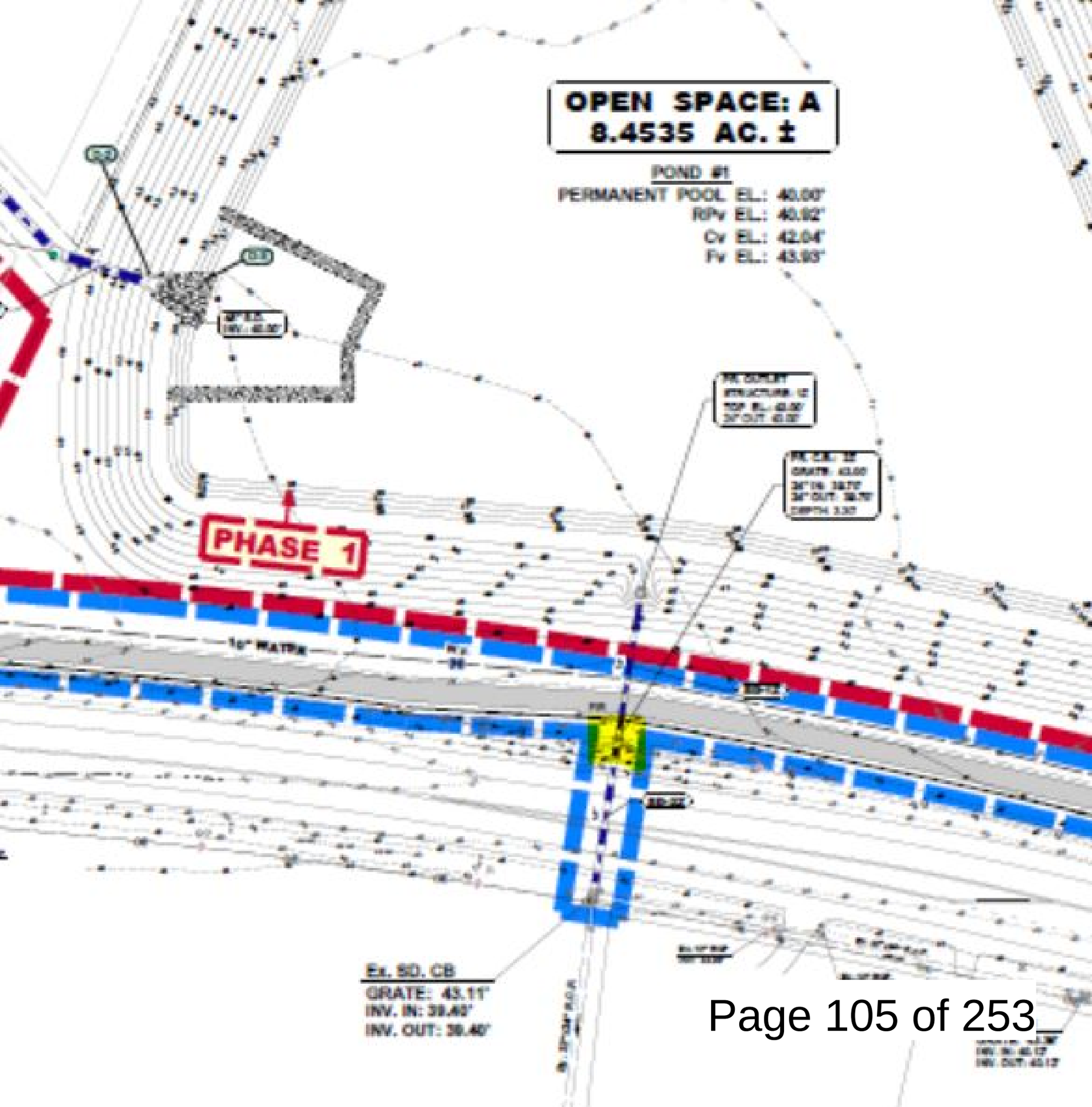
Prepared By : J. Goodman / Vicky Guessford
Contact Number : 302-535-6254
Project Number :
Amount : $130,598.00
Customer P.O. No. :

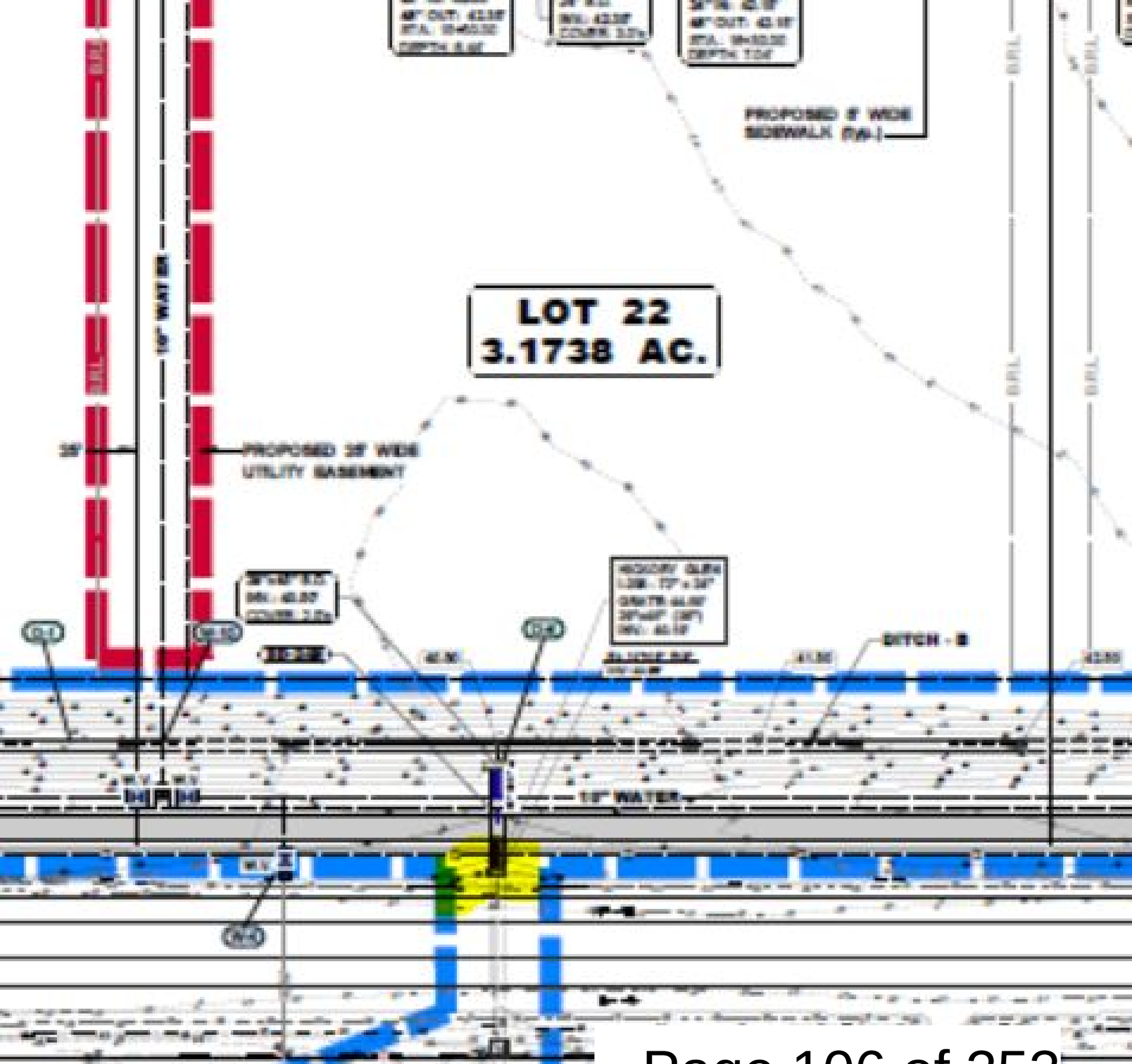
Please remit this portion with your payment.

Job : Milford Corporate Center Relocate
Milford, DE

Date of Work	Description	Amount
As soon as possible	Install two 6-inch HDPE offsets totalling 80 feet in Milford at the future Milford Corporate Center Retire 40 feet of exisiting 6-inch main NOTE: Please send check to: Chesapeake Utilities Attn: Vicky Guessford 500 Energy Lane, Suite 200 Dover, DE 19901	$130,598.00
Total:		**$130,598.00**

Due Upon Receipt.


OPEN SPACE: A
8.4535 AC. ±
POND #1
PERMANENT POOL EL.: 40.00'
R/Pv EL.: 40.92'
Cv EL.: 42.04'
Fv EL.: 43.93'
PHASE 1
Ex. SD. CB
GRATE: 43.11'
INV. IN: 39.40'
INV. OUT: 39.40'


LOT 22
3.1738 AC.
PROPOSED 5' WIDE
SIDEWALK (TYP.)
PROPOSED 25' WIDE
UTILITY EASEMENT
25'
15" WATER
DITCH - B
15" WATER

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

THE CITY of Milford DELAWARE

DIRECTOR WILLIS L. SHAFER
O 302.422.1110, EXT 1173
Cell: 252-267-0461
wshafer@milford-de.gov

To: Mayor and Council
Thru: Christopher Coleman, City Manager
From: Willis Shafer, Director of Public Works
Subject: Purchase of three public works vehicles
Date: August 1, 2025

Staff are requesting that City Council approve the following three public works vehicle purchases. Vehicles 1 and 2 are replacements and vehicle 3 is a new addition to the public works fleet:

1. Ford F150 Lightning pickup truck to replace a 2012 Ford F250 truck, with 92,505 miles, and 7,328 engine hours. The F250 is unsafe to operate due to a failing undercarriage and suspension. This vehicle is used daily by the engineering team, inspecting development sites and performing utility locations. The vehicle is being replaced primarily due to its unsafe operating condition, but also because it is too costly to repair. The F150 Lightning was approved in the FY26 vehicle replacement budget.

   The purchase of this truck will be made through the Delaware State Contract at a contract price of $59,000 and is funded through the Equipment Replacement Reserve (ERR). The finance team have reviewed the purchase and have confirmed that the funding was approved in the FY26 budget through the Equipment Reserve Program.

2. Ford F450 utility vehicle to replace a 2015 Ford F450 dump truck, with 124,250 miles and a failing transmission. This vehicle is used daily by the street division, performing road and infrastructure maintenance. The vehicle is being replaced due to the high miles and needs to have the transmission replaced at a cost of $15,000, which is not cost-effective for a dump truck of this age and mileage. This vehicle was approved in the FY26 vehicle replacement budget.

   The purchase of this vehicle will be made through the Delaware State Contract at a contract price of $104,200 and is funded through the ERR. The finance team have reviewed the purchase and have confirmed that the funding was approved in the FY26 budget through the Equipment Reserve Program.

3. Ford F150 Lightning pickup truck for the facilities and refuse division. This vehicle was approved in the FY26 CIP budget. This vehicle will be used five days per week transporting tools and equipment to City facilities. Further, the vehicle will support solid waste collection services to City residents by allowing the supervisor to verify solid waste collection routes are complete, to address any operational issues quickly and efficiently as they arise, and to transport refuse and recycle containers to customers.

The purchase of this truck will be made through the Delaware State Contract at a contract price of $66,000 and was approved in the FY26 CIP and capital budget. The finance team have reviewed the purchase and have confirmed that the funding was approved in the FY26 budget.

Recommendation: Staff recommend City Council authorize the following three purchase orders in the following amounts and funding sources.

$59,000 to acquire the Ford F150 Lightning pickup truck through Hertrich Fleet Services pursuant to the Delaware State Contract funded through the Equipment Replacement Reserves.

$104,200 to acquire the Ford F450 utility vehicle through Hertrich Fleet Services pursuant to the Delaware State Contract funded through the Equipment Replacement Reserves.

$66,000 to acquire the Ford F150 Lightning pickup truck through Hertrich Fleet Services pursuant to the Delaware State Contract Funded with a mix of utility and general fund reserves.

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

THE CITY of Milford DELAWARE

401 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

MEMORANDUM

DATE: July 31, 2025

TO: Mayor & City Council

FROM: Chief Cecilia E. Ashe

RE: Parking Lot Lighting

The police department is in the process of purchasing and installing lighting in the front parking lot and the main entrance of the police department.

This request is to proceed with the purchase and installation of these lights with funding approved in the FY26 Capital Improvement Projects (CIP).

FILEC
Electrical Services LLC
5577 Dupont Parkway
Smyrna, De 19977
service@filecservices.com
(302) 328-7188 Fax (302) 328-7187

Proposal

Date: July 30, 2025

Customer:

Milford Police Department
C/O Captain David Wills
400 Northeast Front Street
Milford DE

Scope of work:

- Provide and install (4) exterior light packs with backup battery packs
  - Part# LNC2-48L-35-5K7-4W-UNV-DBT-E
- Lights to be tied into existing lighting control panel

Total Estimate: $ 8,500.00

Proposal must be signed prior to start of work.

CLARIFICATIONS:

Filec Electrical Services LLC hereby proposes to provide all the necessary labor for the above scope of work.

Pricing is based on all work being performed during normal business hours: Monday through Friday 7am – 3:30 pm.

Expiration of Offer- The proposal is valid for ten (10) calendar days after the proposal date. After ten days have expired, an updated proposal will be presented for signature.

Payment Terms- Upon signing this agreement Filec Electrical Services LLC payment terms are Net 15 calendar days from Date of invoice. 1.80% Interest charged per month on all balances 30 calendar days past invoice due date. In the event of arbitration or other legal action, the "customer" will be liable for all reasonable **attorney's fees and court costs**, as well as any other costs incurred by Filec in the enforcement of the terms of this agreement. A 50% deposit is required for all work with a total over $1,000.00. There will be a 3% convenience charge for all payments outside of check or cash.

If Filec Electrical Services LLC schedules for service and the work area is not accessible causing the work to be rescheduled, a $250.00 trip charge will be added to the invoice. All schedule changes must be at least 24hours prior to scheduled date and time.

All work will be completed in accordance with all state codes and regulations. Inspections will be indicated in the scope of work, otherwise it is not included in the price. Any work requiring drywall/plaster to be cut will be left as is and not repaired. Filec Electrical Services LLC does not repair or replace any drywall/plaster that is damaged and/or cut. Filec Electrical Services LLC cannot be held responsible for any work done outdoors that results in damaged grass/landscaping, to includes any underground systems not marked by homeowner/client.

Special systems are defined as work involving Tele/Data, Fire Alarm, Security/Access Controls, Structured Cabling, and AV/CCTV.

Plans/Specifications- Electrical work requested by others not indicated on plans and/ or specifications shall not be part of this agreement.

Change Orders- Deviation or alteration to the scope of this agreement, including plans or specifications, shall be executed upon receipt of written orders approved in writing by both parties.

Design Errors- Wiring modifications required because of errors in design by the architect or engineer shall be considered a change order.

Equipment Supplied by Others- Filec Electrical Services LLC will not be responsible for the installation, damage, theft, vandalism, storage, or warrant of equipment supplied by others.

Terminations of Agreement- This Agreement shall remain in effect for length of the project and/or not exceeding sixty (60) days. This agreement may be terminated upon fifteen (15) days written notice to the other party. All time and materials must be paid as outlined above.

Warranty- Warranty of electrical material and equipment supplied by Filec Electrical Services LLC shall be for a period of one year from the date of final invoice. No warranty will be provided for materials and equipment supplied by others, and no warranty work shall be performed while invoices including change orders are past due.

This proposal/ quotation does not become legal and binding unless signed by both parties and serve as an agreement of work thereon after.

_____ **Date:** _____

Owner/Contractor

Brandon Ksiazek

Filec Services, LLC

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

THE CITY of Milford DELAWARE

401 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

MEMORANDUM

DATE: July 31, 2025

TO: Mayor & City Council

FROM: Chief Cecilia E. Ashe

RE: John Deere Plow & Salt Spreader

The police department is ready to proceed with the purchase of the John Deere plow and salt spreader for winter weather management for the police department. This equipment was sourced to fit our existing John Deere Gator.

This request is to proceed with the purchase of this equipment with funding approved in the FY26 Capital Improvement Projects (CIP).

TAYLOR & MESSICK

JOHN DEERE

Prepared For

Prepared By JAMES MESSICK JR
325 Walt Messick Road
Harrington, DE 19952

JIMMY@TAYLORMESSICK.COM

Quote ID 981762
Created On 30-Apr-2025
Expiration Date 28-Aug-2025

Quote Summary

Equipment Summary

	Suggested List	Selling Price	Qty in Group	Extended
WESTERN 6' IMPACT FRONT BLADE Rear Mounted Blades	0.00	4,800.00		4,800.00
AGRI FAB LP69909 Turf Attachments	0.00	2,800.00		2,800.00
Equipment Total				**$7,600.00**

Quote Summary

Total Selling Price	$7,600.00
Sub-total Inc. Tax	**$7,600.00**
Balance Due	**$7,600.00**

*** Tax exempt fee**

Salesperson : X _____

Accepted By : X _____

TAYLOR & MESSICK

JOHN DEERE

Selling Equipment

Quote Id 981762

Customer

WESTERN 6' IMPACT FRONT BLADE Rear Mounted Blades

Equipment Notes	This is the Western 6' Impact UTV front snow blade for your XUV825I Gator	**Suggested List**
Hours	- - -	$0.00
Serial Number	- - -	**Selling Price**
Stock Number	- - -	$4,800.00
PUK Parent Serial #		

Base and Options		**Unit Selling Price**	**$0.00**
1	WESTERN 6' IMPACT FRONT BLADE Rear Mounted Blades	1	0.00

Customer Discounts	**Unit Discount Amount**	**$4,800.00**
Customer Discount		(4,800.00)
Total Selling Price		**$4,800.00**

TAYLOR & MESSICK

JOHN DEERE

Selling Equipment

Quote Id 981762

Customer

AGRI FAB LP69909 Turf Attachments

Equipment Notes This is the LP69909, and LP49057 salt spreader and rear hitch.

Hours - - -

Serial Number - - -

Stock Number - - -

PUK Parent Serial #

Suggested List
$0.00

Selling Price
$2,800.00

Base and Options		Unit Selling Price	$0.00
1	AGRI FAB LP69909 Turf Attachments	1	0.00
Customer Discounts		**Unit Discount Amount**	**$2,800.00**
Customer Discount			(2,800.00)
Total Selling Price			**$2,800.00**

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

THE CITY of Milford DELAWARE

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

DATA SHEET FOR CARLISLE LANE, LLC

Development Advisory Committee: October 2, 2024

Planning Commission Meeting: August 19, 2025

Application Number / Name	:	MJSP 004-2024 / Carlisle Lane, LLC
Applicant	:	Carlisle Lane, LLC 4330 Big Stone Beach Road Milford, DE 19963
Owner	:	Same
Application Type	:	Preliminary Major Subdivision
Comprehensive Plan Designation	:	Moderate Density Residential
Zoning District	:	R-3 (Garden Apartment & Townhouse District)
Present Use	:	Vacant Land & (2) Single Family-Detached Dwellings
Proposed Use	:	Major Subdivision – 39 Townhouses & 1 Single-family Detached
Area and Location	:	4.59 +/- acres of land located along the west side of Truitt Avenue between NW Third Street and NW Sixth Street.
Property Identification Numbers	:	5-16-18306-01-0700 & 0800 5-16-18310-01-0100, 1200 & 1300

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

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

THE CITY of Milford DELAWARE

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

STAFF ANALYSIS REPORT
July 29, 2025

Application Number / Name	:	MJSP 004-2024 / Carlisle Lane, LLC
Property Identification Numbers	:	5-16-18306-01-0700 & 0800 5-16-18310-01-0100, 1200 & 1300
Area and Location	:	4.59 +/- acres of land located along the west side of Truitt Avenue between NW Third Street and NW Sixth Street.

I. BACKGROUND INFORMATION:

- The applicant proposes to consolidate five existing parcels and subdivide the land into thirty-nine (39) townhouse lots and one (1) single-family detached dwelling lot as shown on the provided preliminary major subdivision plans.

II. STAFF ANALYSIS:

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

- The applicant is seeking several waivers from Chapter 200 Subdivision of Land, which are outlined below and listed on the cover sheet of the preliminary major subdivision plans.
    - Chapter 200-8(A)(14)(a) requires a pavement width of 36 feet for local residential streets with parking on both sides. The applicant is seeking permission to reduce the pavement width for Lilac Lane to 30 feet.
    - Chapter 200-8(A)(14)(a) requires a right-of-way width of 60 feet for local residential streets. The applicant is seeking permission to reduce the right-of-way width for Lilac Lane to 43.34 feet.
    - Chapter 200-8(E)(8) states "no lots shall be platted on land subject to flooding by the 100-year flood elevation or any other use where danger to life or property or an aggravation of flood hazard may result. Such land should be set aside for uses which would not be endangered by periodic or occasional inundations." The applicant is seeking permission to allow Lots 24, 37, 38 and 39 to be platted within the 100-year floodplain. It should be noted that the proposed dwellings would be located outside of the 100-year floodplain.
    - Chapter 200-8(E)(9) states "no lots shall be platted within 25 feet of land under the jurisdiction of the U.S. Army Corps of Engineers." The applicant is seeking permission to allow Lots 23, 24, 35, 36, 37, 38 and 39 to be platted within 25 feet of the delineated wetlands.

- Chapter 200-8(G)(1)(f) requires "shade trees 150 feet on center each side of the road." The applicant is seeking a waiver from this requirement.

- The Board of Adjustment reviewed and approved thirty-two (32) variance requests associated with the preliminary major subdivision plan at the March 13, 2025 public hearing. The applicant sought relief from the following;
  - Chapter 230-11(D)(3)(e) states the "minimum front yard setback line shall be 30 feet." The Board granted permission to reduce the front yard setback for Lot 7 from 30 feet to 20.9 feet along Lilac Lane, resulting in a 9.1-foot encroachment into the required front yard setback.
  - Chapter 230-11(D)(3)(e) states the "minimum front yard setback line shall be 30 feet." The Board granted permission to reduce the front yard setback for Lot 8 from 30 feet to 20.9 feet along Lilac Lane, resulting in a 9.1-foot encroachment into the required front yard setback.
  - Chapter 230-11(D)(3)(g) states the "minimum side yard setback shall be 10 feet, aggregate 30 feet." The Board granted permission to reduce the aggregate side yard setback for Lot 15 from 30 feet to 24.5 feet, resulting in a 5.5-foot reduction in the required side yard aggregate.
  - Chapter 230-11(D)(3)(c) states the "maximum lot coverage shall be 60%." The Board granted permission to increase the maximum lot coverage for Lot 16 from 60% to 65%, resulting in a 5% exceedance from the maximum permitted lot coverage.
  - Chapter 230-11(D)(3)(c) states the "maximum lot coverage shall be 60%." The Board granted permission to increase the maximum lot coverage for Lot 17 from 60% to 65%, resulting in a 5% exceedance from the maximum permitted lot coverage.
  - Chapter 230-11(D)(3)(e) states the "minimum front yard setback line shall be 30 feet." The Board granted permission to reduce the front yard setback for Lot 18 from 30 feet to 14.5 feet along the west side of the lot, resulting in a 15.5-foot reduction in the required front yard setback.
  - Chapter 230-11(D)(3)(g) states the "minimum side yard setback shall be 10 feet, aggregate 30 feet." The Board granted permission to reduce the aggregate side yard setback for Lot 19 from 30 feet to 24.5 feet, resulting in a 5.5-foot reduction in the required side yard aggregate.
  - Chapter 230-11(D)(3)(g) states the "minimum side yard setback shall be 10 feet, aggregate 30 feet." The Board granted permission to reduce the aggregate side yard setback for Lot 24 from 30 feet to 24.5 feet, resulting in a 5.5-foot reduction in the required side yard aggregate.
  - Chapter 230-43(D) states "No buildings, structures, impervious surface, fill, obstructions to drainage, or land disturbance shall be situated nearer than 25 feet to a delineated wetlands area. The placement of fill, regrading, or other obstructions to surface sheet flow, or the clearing or removal of natural vegetation within this setback area, shall be prohibited, unless in conjunction with a permit to fill and/or eliminate the wetland areas under State and/or federal permit, including nationwide permits authorized by the United States Army Corps of Engineers. Notwithstanding all of the foregoing, limited cuts into the surface area of this twenty-five-foot setback area in conjunction with the placement of outfall stabilization facilities therein (such as stone rip-rap, turf stabilization, or other geosynthetic materials) may be permitted for the purpose of stabilizing and/or installing stormwater management outfalls, thus providing for a non-erosive flow condition at the outfall, provided that such encroachments into the twenty-five-foot setback area shall be limited to a maximum distance into the wetland buffer of 15 feet measured from the twenty-five-foot wetland buffer line, and shall be limited to a maximum width of 20 feet." The Board granted permission to allow 945 square feet of land disturbance on Lot 24 for grading activities within the 25-foot wetland setback.
  - Chapter 230-11(D)(3)(g) states the "minimum side yard setback shall be 10 feet, aggregate 30 feet." The Board granted permission to reduce the aggregate side yard setback for Lot 25 from 30 feet to 24 feet, resulting in a 6-foot reduction in the required side yard aggregate.

- Chapter 230-11(D)(3)(e) states the "minimum front yard setback line shall be 30 feet." The Board granted permission to reduce the front yard setback for Lot 31 from 30 feet to 14 feet along the south side of the lot, resulting in a 16-foot encroachment into the required front yard setback.
- Chapter 230-11(D)(3)(g) states the "minimum side yard setback shall be 10 feet, aggregate 30 feet." The Board granted permission to reduce the aggregate side yard setback for Lot 32 from 30 feet to 20 feet, resulting in a 10-foot reduction in the required side yard aggregate.
- Chapter 230-11(D)(3)(f) states the "minimum rear yard setback shall be 30 feet." The Board granted permission to reduce the rear yard setback for Lot 32 from 30 feet to 16.3 feet, resulting in a 13.7-foot reduction in the rear yard setback.
- Chapter 230-11(D)(3)(c) states the "maximum lot coverage shall be 60%." The Board granted permission to increase the maximum lot coverage for Lot 33 from 60% to 66%, resulting in a 6% exceedance from the maximum permitted lot coverage.
- Chapter 230-11(D)(3)(f) states the "minimum rear yard setback shall be 30 feet." The Board granted permission to reduce the rear yard setback for Lot 33 from 30 feet to 18.4, resulting in a 11.6-foot reduction in the rear yard setback.
- Chapter 230-11(D)(3)(c) states the "maximum lot coverage shall be 60%." The Board granted permission to increase the maximum lot coverage for Lot 34 from 60% to 65%, resulting in a 5% exceedance from the maximum permitted lot coverage.
- Chapter 230-11(D)(3)(f) states the "minimum rear yard setback shall be 30 feet." The Board granted permission to reduce the rear yard setback for Lot 34 from 30 feet to 20.5, resulting in a 9.5-foot reduction in the rear yard setback.
- Chapter 230-11(D)(3)(c) states the "maximum lot coverage shall be 60%." The Board granted permission to increase the maximum lot coverage for Lot 35 from 60% to 63%, resulting in a 3% exceedance from the maximum permitted lot coverage.
- Chapter 230-11(D)(3)(f) states the "minimum rear yard setback shall be 30 feet." The Board granted permission to reduce the rear yard setback for Lot 35 from 30 feet to 22.7, resulting in a 7.3-foot reduction in the rear yard setback.
- Chapter 230-11(D)(3)(c) states the "maximum lot coverage shall be 60%." The Board granted permission to increase the maximum lot coverage for Lot 36 from 60% to 62%, resulting in a 2% exceedance from the maximum permitted lot coverage.
- Chapter 230-11(D)(3)(f) states the "minimum rear yard setback shall be 30 feet." The Board granted permission to reduce the rear yard setback for Lot 36 from 30 feet to 24.3, resulting in a 5.7-foot reduction in the rear yard setback.
- Chapter 230-11(D)(3)(c) states the "maximum lot coverage shall be 60%." The Board granted permission to increase the maximum lot coverage for Lot 37 from 60% to 62%, resulting in a 2% exceedance from the maximum permitted lot coverage.
- Chapter 230-11(D)(3)(f) states the "minimum rear yard setback shall be 30 feet." The Board granted permission to reduce the rear yard setback for Lot 37 from 30 feet to 25.9, resulting in a 4.1-foot reduction in the rear yard setback.
- Chapter 230-11(D)(3)(c) states the "maximum lot coverage shall be 60%." The Board granted permission to increase the maximum lot coverage for Lot 38 from 60% to 61%, resulting in a 1% exceedance from the maximum permitted lot coverage.
- Chapter 230-11(D)(3)(f) states the "minimum rear yard setback shall be 30 feet." The Board granted permission to reduce the rear yard setback for Lot 38 from 30 feet to 27.6, resulting in a 2.4-foot reduction in the rear yard setback.
- Chapter 230-11(D)(3)(g) states the "minimum side yard setback shall be 10 feet, aggregate 30 feet." The Board granted permission to reduce the aggregate side yard setback for Lot 39 from 30 feet to 20 feet, resulting in a 10-foot reduction in the required side yard aggregate.

- Chapter 230-11(D)(3)(f) states the "minimum rear yard setback shall be 30 feet." The Board granted permission to reduce the rear yard setback for Lot 39 from 30 feet to 29.2, resulting in a 0.8-foot reduction in the rear yard setback.
- Chapter 230-43(D) states "No buildings, structures, impervious surface, fill, obstructions to drainage, or land disturbance shall be situated nearer than 25 feet to a delineated wetlands area. The placement of fill, regrading, or other obstructions to surface sheet flow, or the clearing or removal of natural vegetation within this setback area, shall be prohibited, unless in conjunction with a permit to fill and/or eliminate the wetland areas under State and/or federal permit, including nationwide permits authorized by the United States Army Corps of Engineers. Notwithstanding all of the foregoing, limited cuts into the surface area of this twenty-five-foot setback area in conjunction with the placement of outfall stabilization facilities therein (such as stone rip-rap, turf stabilization, or other geosynthetic materials) may be permitted for the purpose of stabilizing and/or installing stormwater management outfalls, thus providing for a non-erosive flow condition at the outfall, provided that such encroachments into the twenty-five-foot setback area shall be limited to a maximum distance into the wetland buffer of 15 feet measured from the twenty-five-foot wetland buffer line, and shall be limited to a maximum width of 20 feet." The Board granted permission to allow 815 square feet of land disturbance on Lot 39 for grading activities within the 25-foot wetland setback.
- Chapter 230-11(D)(1)(a) states the "minimum lot area shall be 7500 square feet." The Board granted permission to reduce the minimum lot area for Lot 40 from 7,500 square feet to 3,986 square feet, resulting in a reduction in the minimum lot area of 3,514 square feet.
- Chapter 230-11(D)(1)(c) states the "minimum lot width shall be 60 feet." The Board granted permission to reduce the minimum lot width for Lot 40 from 60 feet to 46.5 feet, resulting in a reduction in the minimum lot width of 13.5 feet.
- Chapter 230-11(D)(1)(d) states the "minimum front yard setback line shall be 30 feet." The Board granted permission to reduce the front yard setback for Lot 40 from 30 feet to 8.5 feet along the south side of the lot, resulting in a 21.5-foot encroachment into the required front yard setback.
- Chapter 230-43(D) states "No buildings, structures, impervious surface, fill, obstructions to drainage, or land disturbance shall be situated nearer than 25 feet to a delineated wetlands area. The placement of fill, regrading, or other obstructions to surface sheet flow, or the clearing or removal of natural vegetation within this setback area, shall be prohibited, unless in conjunction with a permit to fill and/or eliminate the wetland areas under State and/or federal permit, including nationwide permits authorized by the United States Army Corps of Engineers. Notwithstanding all of the foregoing, limited cuts into the surface area of this twenty-five-foot setback area in conjunction with the placement of outfall stabilization facilities therein (such as stone rip-rap, turf stabilization, or other geosynthetic materials) may be permitted for the purpose of stabilizing and/or installing stormwater management outfalls, thus providing for a non-erosive flow condition at the outfall, provided that such encroachments into the twenty-five-foot setback area shall be limited to a maximum distance into the wetland buffer of 15 feet measured from the twenty-five-foot wetland buffer line, and shall be limited to a maximum width of 20 feet." The Board granted permission to allow 8600 square feet of land disturbance on Open Space Parcel 1 for grading activities within the 25-foot wetland setback.

- Chapter 230-19.74(A)(5) states "all residential developments shall provide recreational areas in a size equal to 275 square feet per dwelling unit or one-half acre of land, whichever is greater." The minimum required recreational open space for the proposed subdivision is 0.5 acres. The applicant is seeking permission to provide cash-in-lieu of recreational area construction as outlined in Chapter 230-19.7(A)(6), which states the following;

- Determination of suitability for cash donation. If the City determines that the construction of recreation is not practical due to close proximity to existing available recreation facilities or infeasible due to natural characteristics of the land or will not benefit the residents of the development, the City shall require a full or partial cash in lieu of areas of donation to be made by the developer in lieu of a full or partial dedication of land.
- Separate recreation account. The cash donation shall be deposited in a separate account to be used for parks, playgrounds or recreational purposes.
- Amount of cash donation. The total amount of cash-in-lieu of active recreation open space shall be equivalent to the appraised pre-improvement value of the land area required. The appraised pre-improvement value shall be based upon an appraisal of the subject property completed at the applicant's expense within six months prior to the date of request for consideration of cash in lieu of recreation area. If the City and/or the applicant do not agree on the land value estimate established by the appraisal, a new appraisal shall be performed by an independent third-party professional real estate appraiser at the applicant's expense. This appraisal shall be awarded on a competitive bid basis to a qualified, certified appraiser that submits the lowest bid. The City shall manage the bid process.
- Payment of cash donation. One hundred percent cash donation provided under this section shall be collected prior to issuing the first building permit for the development.

An appraisal report dated May 5, 2025 is enclosed within the packet for reference. The total land area that was appraised was 4.75 acres with a total value of $520,000, which equates to $110,169.50 per acre. Based on the required recreational open space of 0.5 acres, the applicant would need to provide a cash donation of $55,084.75.

- A FEMA Letter of Map Change (LOMC) will be required prior to final major subdivision approval to correct the location of the 100-year floodplain based on the surveyed topography of the property. The applicant is not proposing to place any fill within the existing 100-year floodplain.

- Other than the aforementioned waiver requests, the thirty-two variance approvals and the recreational open space cash-in-lieu request, the application is consistent with Chapter 230 Zoning and Chapter 200 Subdivision of Land.

- The preliminary major subdivision plans have been reviewed for general compliance with the City's Construction Standards and Specifications. See plan review comment letter dated June 19, 2025 and applicant's responses.

- The following comments must be addressed prior to Final Major Subdivision approval;
  - Obtain approvals or no objection letters from State Fire Marshal's Office, Kent Conservation District, DNREC WPCC and DHSS;
  - Address remaining Preliminary Major Subdivision review comments (copy of which is included in the packet) from the Planning Department;
  - Obtain final approval of engineering plans from the City Engineer; and
  - Address additional department and agency comments outlined in Section III.

III. AGENCY & DEPARTMENT COMMENTS:

- **DelDOT**
  No comments provided.

- **Delaware Health and Social Services – Division of Public Health**
  No comments provided.

- **Department of Natural Resources and Environmental Control (DNREC), Division of Water, Surface Water Discharges Section (SWDS)**
  No comments provided.

- **Kent Conservation District**
  See attached comments.

- **Delaware State Fire Marshal's Office**
  See attached comments.

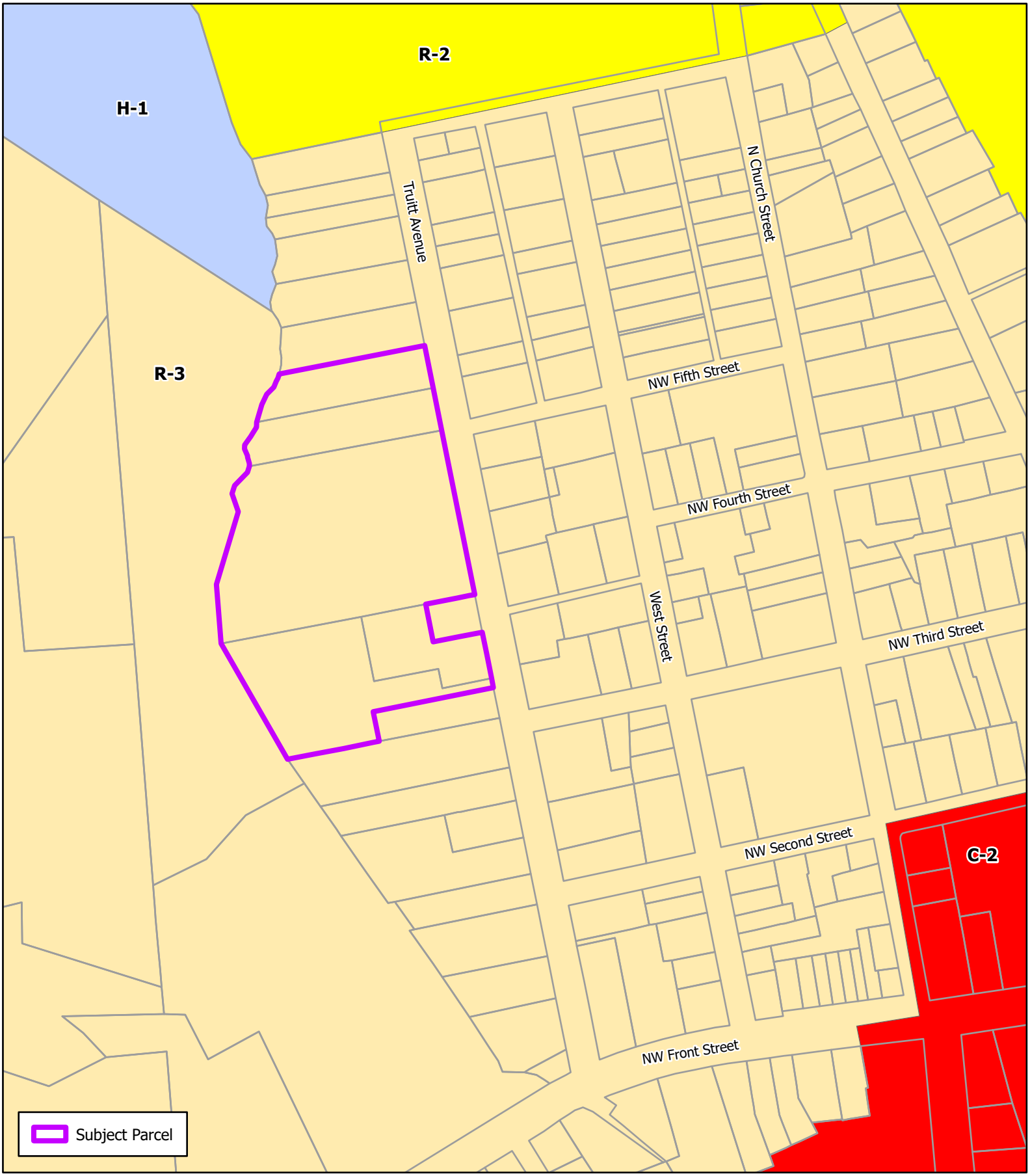
- **Carlisle Fire Company**
  No comments provided.

- **City of Milford Public Works Department, City Engineer**
  See attached Preliminary Major Subdivision and Site Plan review comments dated June 19, 2025.

- **City of Milford Parks and Recreation Department**
  No comments provided.

- **City of Milford Police Department**
  No comments provided.

- **Milford School District**
  No comments provided.



THE CITY of Milford DELAWARE

Scale: 0 120 240 Feet

Drawn by: WRP

Date: 09/16/24

Filepath: MajorSub_CarlisleLane.aprx

Title:

Preliminary Major Subdivision

Carlisle Lane, LLC

Location & Zoning Ma-

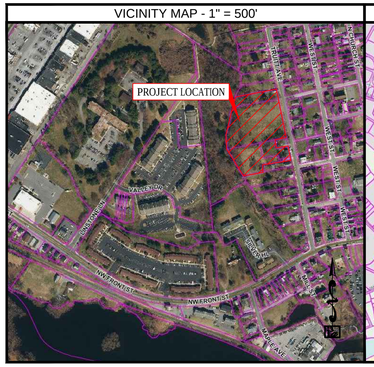
TRUITT TOWNHOMES

PRELIMINARY MAJOR SUBDIVISION PLANS

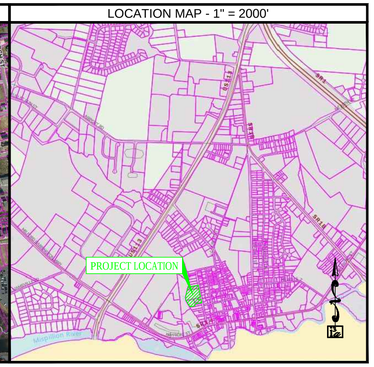
504 TRUITT AVENUE
MILFORD, DELAWARE, 19963
CITY OF MILFORD
KENT COUNTY, DELAWARE
TAX ID 5-16-18306-01-0700-00001

PRELIMINARY SET
MAY 2025

VICINITY MAP - 1" = 500'



LOCATION MAP - 1" = 2000'



SHEET LIST TABLE

SHEET INDEX	SHEET NUMBER	SHEET TITLE
GENERAL		
1A	G1.0	COVER SHEET / INDEX
1B	G1.1	GENERAL NOTES
SITE CONSTRUCTION		
2	C1.0	EXISTING CONDITIONS PLAN
3	C1.1	PHASING PLAN
4	C1.2	SITE PLAN
5	C1.3	GRADING PLAN
6	C2.0	UTILITY PLAN
7	C2.1	PIPE SCHEDULES & STRUCTURE TABLES
8	C3.0	ENTRANCE PLAN
9	F1.0	FIRE MARSHAL PLAN
10	L1.0	LANDSCAPE PLAN
11	R1.0	RECORD PLAN

VARIANCES REQUESTED

ON MARCH 13, 2025, THE CITY OF MILFORD BOARD OF ADJUSTMENT HELD A PUBLIC HEARING FOR THIRTY-TWO VARIANCE REQUESTS ASSOCIATED WITH THIS APPLICATION, FOR WHICH THE BOARD GRANTED APPROVAL FOR THE FOLLOWING:

LOT 7
1. VARIANCE FROM 230-11(D)(3)(E) TO PERMIT A 20.9' FRONT YARD SETBACK AT CORNER LOT (30 FEET REQUIRED)

LOT 8
2. VARIANCE FROM 230-11(D)(3)(E) TO PERMIT A 20.9' FRONT YARD SETBACK AT CORNER LOT (30 FEET REQUIRED)

LOT 15
3. VARIANCE FROM 230-11(D)(3)(G) TO PERMIT A 10' AGGREGATE SIDE YARD SETBACK (30 FEET REQUIRED)

LOT 16
4. VARIANCE FROM 230-11(D)(3)(C) TO PERMIT 65% LOT COVERAGE (60% MAXIMUM ALLOWED)

LOT 17
5. VARIANCE FROM 230-11(D)(3)(C) TO PERMIT 65% LOT COVERAGE (60% MAXIMUM ALLOWED)

LOT 18
6. VARIANCE FROM 230-11(D)(3)(E) TO PERMIT A 14.5' FRONT YARD SETBACK AT CORNER LOT (30 FEET REQUIRED)

LOT 19
7. VARIANCE FROM 230-11(D)(3)(G) TO PERMIT A 14.0' AGGREGATE SIDE YARD SETBACK (30 FEET REQUIRED)

LOT 24
8. VARIANCE FROM 230-11(D)(3)(G) TO PERMIT A 10.5' AGGREGATE SIDE YARD SETBACK (30 FEET REQUIRED)
9. VARIANCE FROM 230-43(D) TO PERMIT 945 SQUARE FEET OF LAND DISTURBANCE FOR GRADING ACTIVITIES IN THE WETLAND BUFFER

LOT 25
10. VARIANCE FROM 230-11(D)(3)(G) TO PERMIT A 10.0' AGGREGATE SIDE YARD SETBACK (30 FEET REQUIRED)

LOT 31
11. VARIANCE FROM 230-11(D)(3)(E) TO PERMIT A 14.0' FRONT YARD SETBACK AT CORNER LOT (30 FEET REQUIRED)

LOT 32
12. VARIANCE FROM 230-11(D)(3)(G) TO PERMIT A 10.0' AGGREGATE SIDE YARD SETBACK (30 FEET REQUIRED)
13. VARIANCE FROM 230-11(D)(3)(F) TO PERMIT A 16.30' REAR YARD SETBACK (30 FEET REQUIRED)

LOT 33
14. VARIANCE FROM 230-11(D)(3)(C) TO PERMIT 66% LOT COVERAGE (60% MAXIMUM ALLOWED)
15. VARIANCE FROM 230-11(D)(3)(F) TO PERMIT A 18.4' REAR YARD SETBACK (30 FEET REQUIRED)

LOT 34
16. VARIANCE FROM 230-11(D)(3)(C) TO PERMIT 65% LOT COVERAGE (60% MAXIMUM ALLOWED)
17. VARIANCE FROM 230-11(D)(3)(F) TO PERMIT A 20.5' REAR YARD SETBACK (30 FEET REQUIRED)

LOT 35
18. VARIANCE FROM 230-11(D)(3)(C) TO PERMIT 63% LOT COVERAGE (60% MAXIMUM ALLOWED)
19. VARIANCE FROM 230-11(D)(3)(F) TO PERMIT A 22.7' REAR YARD SETBACK (30 FEET REQUIRED)

LOT 36
20. VARIANCE FROM 230-11(D)(3)(C) TO PERMIT 62% LOT COVERAGE (60% MAXIMUM ALLOWED)
21. VARIANCE FROM 230-11(D)(3)(F) TO PERMIT A 24.3' REAR YARD SETBACK (30 FEET REQUIRED)

LOT 37
22. VARIANCE FROM 230-11(D)(3)(C) TO PERMIT 62% LOT COVERAGE (60% MAXIMUM ALLOWED)
23. VARIANCE FROM 230-11(D)(3)(F) TO PERMIT A 25.9' REAR YARD SETBACK (30 FEET REQUIRED)

LOT 38
24. VARIANCE FROM 230-11(D)(3)(C) TO PERMIT 61% LOT COVERAGE (60% MAXIMUM ALLOWED)
25. VARIANCE FROM 230-11(D)(3)(F) TO PERMIT A 27.6' REAR YARD SETBACK (30 FEET REQUIRED)

LOT 39
26. VARIANCE FROM 230-11(D)(3)(G) TO PERMIT A 10' AGGREGATE SIDE YARD SETBACK (30 FEET REQUIRED)
27. VARIANCE FROM 230-11(D)(3)(F) TO PERMIT A 29.2' REAR YARD SETBACK (30 FEET REQUIRED)
28. VARIANCE FROM 230-43(D) TO PERMIT 815 SQUARE FEET OF LAND DISTURBANCE FOR GRADING ACTIVITIES IN THE WETLAND BUFFER

LOT 40
29. VARIANCE FROM 230-11(D)(1)(A) TO PERMIT A 3986 SQUARE FEET LOT AREA (7500 SQUARE FEET MINIMUM REQUIRED)
30. VARIANCE FROM 230-11(D)(1)(C) TO PERMIT A 46.5' LOT WIDTH (60 FEET MINIMUM REQUIRED)
31. VARIANCE FROM 230-11(D)(1)(D) TO PERMIT A 8.5' FRONT YARD SETBACK AT CORNER LOT (30 FEET REQUIRED)

PARCEL #1
32. VARIANCE FROM 230-43(D) TO PERMIT 8600 SQUARE FEET OF LAND DISTURBANCE FOR GRADING ACTIVITIES IN THE WETLAND BUFFER

REQUESTED WAIVERS

1. TO PERMIT A 30 FOOT STREET WIDTH AT THE NORTH AND WEST OF THE SUBDIVISION, TO BE KNOWN AS LILAC LANE (36 FEET STREET WIDTH REQUIRED PER 200-8(A)(14)(a)).
2. TO PERMIT A 43.34 FOOT RIGHT-OF-WAY AT THE NORTH AND WEST OF THE SUBDIVISION, TO BE KNOWN AS LILAC LANE (60 FEET RIGHT-OF-WAY WIDTH REQUIRED PER 200-8(A)(14)(a)).
3. TO PERMIT THE EXISTING RIGHT-OF-WAY WIDTH TO REMAIN AT THE EAST OF THE SUBDIVISION, KNOWN AS TRUITT AVENUE (60 FEET RIGHT-OF-WAY WIDTH REQUIRED PER 200-8(A)(14)(a)).
4. TO PERMIT LOT 24 TO BE PLATTED WITHIN THE 100-YEAR FLOODPLAIN (RESIDENTIAL LOTS OR ANY OTHER USES WHERE DANGER TO LIFE OR PROPERTY OR AN AGGRAVATION OF FLOOD HAZARD MAY RESULT MAY NOT BE PLATTED WITHIN THE FLOODPLAIN PER 200-8(E)(8)).
5. TO PERMIT LOT 37 TO BE PLATTED WITHIN THE 100-YEAR FLOODPLAIN (RESIDENTIAL LOTS OR ANY OTHER USES WHERE DANGER TO LIFE OR PROPERTY OR AN AGGRAVATION OF FLOOD HAZARD MAY RESULT MAY NOT BE PLATTED WITHIN THE FLOODPLAIN PER 200-8(E)(8)).
6. TO PERMIT LOT 38 TO BE PLATTED WITHIN THE 100-YEAR FLOODPLAIN (RESIDENTIAL LOTS OR ANY OTHER USES WHERE DANGER TO LIFE OR PROPERTY OR AN AGGRAVATION OF FLOOD HAZARD MAY RESULT MAY NOT BE PLATTED WITHIN THE FLOODPLAIN PER 200-8(E)(8)).
7. TO PERMIT LOT 39 TO BE PLATTED WITHIN THE 100-YEAR FLOODPLAIN (RESIDENTIAL LOTS OR ANY OTHER USES WHERE DANGER TO LIFE OR PROPERTY OR AN AGGRAVATION OF FLOOD HAZARD MAY RESULT MAY NOT BE PLATTED WITHIN THE FLOODPLAIN PER 200-8(E)(8)).
8. TO PERMIT LOT 23 TO BE PLATTED WITHIN 25 FEET OF LAND UNDER THE JURISDICTION OF THE U.S. ARMY CORPS OF ENGINEERS (PRIVATE LOTS MAY NOT BE PLATTED WITHIN 25 FEET OF SAID JURISDICTION PER 200-8(E)(9)).
9. TO PERMIT LOT 24 TO BE PLATTED WITHIN 25 FEET OF LAND UNDER THE JURISDICTION OF THE U.S. ARMY CORPS OF ENGINEERS (PRIVATE LOTS MAY NOT BE PLATTED WITHIN 25 FEET OF SAID JURISDICTION PER 200-8(E)(9)).
10. TO PERMIT LOT 35 TO BE PLATTED WITHIN 25 FEET OF LAND UNDER THE JURISDICTION OF THE U.S. ARMY CORPS OF ENGINEERS (PRIVATE LOTS MAY NOT BE PLATTED WITHIN 25 FEET OF SAID JURISDICTION PER 200-8(E)(9)).
11. TO PERMIT LOT 36 TO BE PLATTED WITHIN 25 FEET OF LAND UNDER THE JURISDICTION OF THE U.S. ARMY CORPS OF ENGINEERS (PRIVATE LOTS MAY NOT BE PLATTED WITHIN 25 FEET OF SAID JURISDICTION PER 200-8(E)(9)).
12. TO PERMIT LOT 37 TO BE PLATTED WITHIN 25 FEET OF LAND UNDER THE JURISDICTION OF THE U.S. ARMY CORPS OF ENGINEERS (PRIVATE LOTS MAY NOT BE PLATTED WITHIN 25 FEET OF SAID JURISDICTION PER 200-8(E)(9)).
13. TO PERMIT LOT 38 TO BE PLATTED WITHIN 25 FEET OF LAND UNDER THE JURISDICTION OF THE U.S. ARMY CORPS OF ENGINEERS (PRIVATE LOTS MAY NOT BE PLATTED WITHIN 25 FEET OF SAID JURISDICTION PER 200-8(E)(9)).
14. TO PERMIT LOT 39 TO BE PLATTED WITHIN 25 FEET OF LAND UNDER THE JURISDICTION OF THE U.S. ARMY CORPS OF ENGINEERS (PRIVATE LOTS MAY NOT BE PLATTED WITHIN 25 FEET OF SAID JURISDICTION PER 200-8(E)(9)).

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 _____

CITY OF MILFORD APPROVAL

MARK WHITFIELD CITY MANAGER _____ DATE _____

CERTIFICATION OF PLAN ACCURACY

I, EDWARD H. IDE, III, P.E., HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER WITH A BACKGROUND IN CIVIL ENGINEERING IN THE STATE OF DELAWARE AND THAT ALL OF THE INFORMATION ON THIS PLAN IS TRUE AND CORRECT TO THE ACCURACY REQUIRED BY ACCEPTED SURVEYING STANDARDS AND PRACTICES AND BY THE CITY OF MILFORD CODE OF ORDINANCES.

EDWARD H. IDE, III, P.E. LICENSE NO. 9691 _____ DATE _____

CERTIFICATION OF OWNERSHIP

I, CARLISLE LANE LLC , HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY WHICH IS THE SUBJECT OF THIS PLAN AND THAT THE LAND USE ACTION PROPOSED BY THIS PLAN IS MADE AT MY DIRECTION AND THAT I AUTHORIZE THIS PLAN TO BE RECORDED IN ACCORDANCE WITH THE CITY OF MILFORD CODE OF ORDINANCES.

CARLISLE LANE LLC _____ 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.

DATA COLUMN - SUBDIVISION

TAX PARCEL ID:	5-16-18306-01-0700-00001 5-16-18306-01-0800-00001 5-16-18310-01-0100-00001 5-16-18310-01-1300-00001 5-16-18310-01-1200-00001
PROPERTY OWNER / DEVELOPER:	CARLISLE LANE LLC 4330 BIG STONE BEACH ROAD MILFORD, DELAWARE 19963 (302) 745-0793
EXISTING ZONING:	R3 - GARDEN APARTMENT AND TOWNHOUSE
PROPOSED ZONING:	R3 - GARDEN APARTMENT AND TOWNHOUSE
EXISTING USE:	1 SINGLE FAMILY RESIDENCE AND 1 CHURCH
PROPOSED USE:	RESIDENTIAL SUBDIVISION W/ 39 TOWNHOUSE LOTS AND 1 SINGLE-FAMILY LOT
SITE AREA WITH BOUNDARIES:	4.59 AC [199,905 S.F.]
MINIMUM PROJECT AREA REQUIRED:	1.0 AC
EXISTING WETLAND AREA:	0.18 AC ON MARCH 5, 2024, HILLIS-CARNES ENGINEERING ASSOCIATES, INC. PERFORMED A WETLAND STUDY AND SITE EVALUATION AND DETERMINED WETLANDS EXIST ON THE SITE
WETLAND AREA DISTURBANCE:	0.00 AC
REQUIRED OPEN SPACE:	275 SQUARE FEET PER DWELLING UNIT OR 0.5 AC. (WHICHEVER IS GREATER) 40 D.U. X 275 S.F./D.U. = 11,000 S.F. THEREFORE, 0.5 ACRES PREVAILS
PROVIDED OPEN SPACE:	27,157 S.F. CITY TO DETERMINE CASH-IN-LIEU FOR RECREATION AREA PARCEL #1 = 12,938 S.F. PARCEL #2 = 14,219 S.F.
REQUIRED PARKING:	2.5 SPACES PER DWELLING UNIT 40 UNITS x 2.5 SPACES/UNIT = 100 SPACES
PROVIDED PARKING:	2 SPACES PER DWELLING UNIT 40 UNITS x 2 SPACES/UNIT = 80 SPACES (1 DRIVEWAY SPACE, 1 GARAGE SPACE PER UNIT)
UTILITY PROVIDERS:	WATER: CITY OF MILFORD SEWER: CITY OF MILFORD ELECTRIC: CITY OF MILFORD
ESTIMATED NUMBER OF EDUs:	39 TOWNHOUSE UNITS + 1 SINGLE-FAMILY UNIT = 40 EDUs
FLOODPLAIN:	100-YEAR FLOODPLAIN (ZONE AE) EXISTS WITHIN THE PROPOSED SUBDIVISION BOUNDARY PER FEMA FIRM MAP NUMBER 10005C0041K PANEL 41 OF 660, LAST REVISED MARCH 16, 2015.
TOWNHOUSE REQUIREMENTS:	3 TO 8 DWELLING UNITS PER BUILDING
ARCHITECTURAL REQUIREMENTS:	CHAPTER 230-11(D)(3) j: THERE SHALL BE WITHIN ANY CONTIGUOUS GROUP OF TOWNHOUSES AT LEAST THREE DIFFERENT ARCHITECTURAL PLANS HAVING SUBSTANTIALLY DIFFERENT DESIGNS AND BUILDING MATERIALS. IN ADDITION, NO MORE THAN THREE CONTINUOUS TOWNHOUSES SHALL HAVE THE SAME FRONT SETBACK, AND THE VARIATIONS IN FRONT SETBACK SHALL BE AT LEAST FOUR FEET.
MAXIMUM DENSITY:	12 UNITS PER ACRE
PROPOSED DENSITY:	40 UNITS / 4.59 AC = 8.7 UNITS PER ACRE

DATA COLUMN - SINGLE-FAMILY DWELLING

TAX PARCEL ID:	5-16-18310-01-1200-00001
EXISTING ZONING:	R3 - GARDEN APARTMENT AND TOWNHOUSE
PROPOSED ZONING:	R3 - GARDEN APARTMENT AND TOWNHOUSE
EXISTING USE:	1 SINGLE-FAMILY DWELLING
PROPOSED USE:	1 NEW SINGLE-FAMILY DWELLING

***NOTE: SEE CITY OF MILFORD ZONING REQUIREMENTS TABLE FOR USE AND AREA REGULATIONS.**

CITY OF MILFORD ZONING REQUIREMENTS

R-3 ZONING REQUIREMENTS - TOWNHOUSES	REQUIRED	PROPOSED
MINIMUM LOT SIZE	2000 S.F.	VARIES, SEE SITE PLAN
MINIMUM LOT WIDTH	20'	22'
FRONT YARD SETBACK	30'	30'
SIDE YARD SETBACK	10', 30' AGGREGATE	VARIES, SEE SITE PLAN
MAXIMUM LOT COVERAGE	60%	VARIES, SEE SITE PLAN
MAXIMUM HEIGHT	35'	35'
OPEN SPACE REQUIRED	0.5 ACRES	CASH-IN-LIEU
MAXIMUM DENSITY	12 UNITS/ACRE	8.7 UNITS/ACRE
R-3 ZONING REQUIREMENTS - SINGLE FAMILY	**REQUIRED**	**PROPOSED**
MINIMUM LOT SIZE	7500 S.F.	3986 S.F.
MINIMUM LOT WIDTH	60'	46.5'
FRONT YARD SETBACK	30'	30' AND 8.5' (CORNER)
SIDE YARD SETBACK	8'	8'
MAXIMUM LOT COVERAGE	40%	37%
MAXIMUM HEIGHT	35'	35'

REVISION	DATE
-	-

i3 IDE ASSOCIATES

CONSULTING ENGINEERS

CONSTRUCTION MANAGERS

P.O. BOX 498
SMYRNA, DE 19977
Tel: 302 659-9090
Fax: 302 659-0909
Email: ed@i3allc.com

PROJECT#: MATT FEINDT
DRAWN: G.P.C
CHECKED: E.H.I.
SCALE: AS NOTED
SUBMISSION: PRELIMINARY
DATE#: MAY 29, 2025

PROJECT DATA:

Truitt Townhomes
504 TRUITT AVENUE
MILFORD, DE 19963
CITY OF MILFORD
KENT COUNTY, DELAWARE
TAX ID# 5-16-18306-01-0700-00001

DRAWING TITLE:

COVER SHEET / INDEX

DRAWING NUMBER: G1.0

GENERAL MAJOR SUBDIVISION NOTES

1. THE BOUNDARY INFORMATION SHOWN ON THESE DRAWINGS IS BASED ON A SURVEY PERFORMED BY CONSTRUCTION LAYOUT SERVICES, ON APRIL 8, 2024.
2. A TOPOGRAPHIC SURVEY WAS PERFORMED BY CONSTRUCTION LAYOUT SERVICES OF NEWARK, DELAWARE ON APRIL 8, 2024. ELEVATIONS ARE BASED ON CONTROL MONUMENT HU0039, WITH AN ELEVATION OF 19.14 FEET NGVD88.
3. HORIZONTAL DATUM IS BASED ON DELAWARE STATE GRID, NAD83/91, CONTROL MONUMENTS HU0039.
4. HYDRIC SOILS ARE INDICATED AS BEING PRESENT ACCORDING TO THE (KENT OR SUSSEX) COUNTY SOIL SURVEY. SOILS HAVE BEEN INSPECTED BY MATTHEW HEDGER OF HILLIS-CARNES ENGINEERING ASSOCIATES, A LICENSED WETLANDS SCIENTIST.
5. EXISTING UTILITIES ARE SHOWN IN ACCORDANCE WITH THE BEST AVAILABLE INFORMATION. COMPLETENESS OR CORRECTNESS THEREOF IS NOT GUARANTEED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE UTILITY COMPANIES INVOLVED IN ORDER TO SECURE THE MOST ACCURATE INFORMATION AVAILABLE AS TO UTILITY LOCATION AND ELEVATION. NO CONSTRUCTION AROUND OR ADJACENT TO UTILITIES SHALL BEGIN WITHOUT NOTIFYING THEIR OWNERS AT LEAST 48 HOURS IN ADVANCE. THE CONTRACTOR SHALL TAKE THE NECESSARY PRECAUTIONS TO PROTECT THE EXISTING UTILITIES AND MAINTAIN UNINTERRUPTED SERVICE AND ANY DAMAGE DONE TO THEM DUE TO HIS/HER NEGLIGENCE SHALL BE IMMEDIATELY AND COMPLETELY REPAIRED AT THE CONTRACTOR'S EXPENSE. TO LOCATE EXISTING UTILITIES IN THE FIELD PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL CONTACT MISS UTILITY DELMARVA (800-282-8555) A MINIMUM OF THREE (3) CONSECUTIVE WORKING DAYS PRIOR TO ANY EXCAVATION.
6. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. MATERIALS AND WORKMANSHIP SHALL MEET THE REQUIREMENTS OF THE CITY OF MILFORD STANDARD SPECIFICATIONS FOR INSTALLATION OF UTILITY CONSTRUCTION AND SUBDIVISION PAVEMENT DESIGN, AND ALL APPLICABLE AGENCIES HAVING JURISDICTION OVER THE PROPOSED IMPROVEMENTS.
7. USE ONLY SUITABLE AND APPROVED GRANULAR MATERIAL FOR BACKFILLING TRENCHES.
8. THE CONTRACTOR SHALL DETERMINE THE LOCATION OF ALL RIGHT-OF-WAY LINES AND PROPERTY LINES TO HIS OWN SATISFACTION. ANY DISTURBED AREAS BEYOND THE RIGHT-OF-WAY OR EASEMENT LINES SHALL BE RESTORED IMMEDIATELY TO THEIR ORIGINAL CONDITION.
9. ALL VALVE CLOSURES AND CUT-INS SHALL BE COORDINATED WITH THE CITY. CITY OFFICIALS WILL CARRY OUT ALL NECESSARY VALVE CLOSURES. CONTRACTOR SHALL COORDINATE ISOLATION OF EXISTING WATER MAINS WITH THE CITY AND NOTIFY AFFECTED RESIDENTS AT LEAST 48 HOURS PRIOR TO CUT-IN.
10. PIPELINE DETECTION TAPE SHALL BE COLOR CODED, APPROPRIATELY LABELED, AND INSTALLED 18 INCHES BELOW THE GROUND SURFACE AND DIRECTLY ABOVE ALL PROPOSED NON-METALLIC WATER MAIN, SEWER MAIN, SEWER LATERALS, AND WATER SERVICES.
11. CONDUCTIVE TRACER WIRE SHALL BE INSTALLED WITH ALL NON-METALLIC WATER PIPE AND SERVICES; AND ALONG ALL SEWER LATERALS AND FORCEMAIN. WIRE SHALL BE SECURED TO THE PIPE AND SHALL BE SECURELY BONDED TOGETHER AT ALL WIRE JOINTS WITH APPROVED WATERTIGHT CONNECTORS. TRACER WIRE SHALL BE ACCESSIBLE AT ALL VALVE BOXES, METER PITS, CLEANOUTS, AND AIR RELEASE VALVES.
12. PRIOR TO ISOLATION AND CUT-IN PROCEDURES, CONTRACTOR SHALL EXCAVATE, LOCATE, AND OBSERVE FUNCTION OF ALL EXISTING VALVES TO ASSIST IN THE SYSTEM ISOLATION.
13. SHOP DRAWINGS FOR ANY ITEM(S) WHICH WILL EVENTUALLY BE TAKEN OVER BY THE CITY SHALL BE SUBMITTED TO THE CITY ENGINEER FOR REVIEW AND APPROVAL PRIOR TO THE ORDERING OF AND/OR INSTALLATION OF THE ITEM(S).
14. ALL SANITARY SEWER MAINS AND FORCEMAINS SHALL HAVE A MINIMUM COVER OF 36 INCHES AND ALL WATER MAINS SHALL HAVE A MINIMUM COVER OF 42 INCHES AS MEASURED FROM THE TOP OF PIPE TO PROPOSED GRADE. SEWER LATERALS SHALL HAVE A MINIMUM DIAMETER OF SIX (6) INCHES AND HAVE A MINIMUM COVER OF 36 INCHES.
15. THERE SHALL BE A MINIMUM HORIZONTAL SEPARATION BETWEEN WATER MAINS AND SANITARY SEWER MAINS AND FORCEMAINS OF 10 FEET, AS MEASURED FROM EDGE OF PIPE TO EDGE OF PIPE. THERE SHALL BE A MINIMUM VERTICAL SEPARATION OF 18 INCHES BETWEEN WATER MAINS AND SANITARY SEWER MAINS OR FORCEMAINS AT CROSSINGS. ONE FULL LENGTH OF WATER PIPE SHALL BE LOCATED SO THAT BOTH JOINTS WILL BE AS FAR FROM THE SEWER AS POSSIBLE AT CROSSINGS.
16. THERE SHALL BE A MINIMUM VERTICAL SEPARATION OF 12 INCHES BETWEEN ANY STORM DRAIN PIPE AND ANY WATER MAIN OR SEWER MAIN. IF 12 INCHES CANNOT BE MAINTAINED, A MINIMUM OF SIX (6) INCHES IS REQUIRED AND PROVISIONS SHALL BE MADE ACCEPTABLE TO THE CITY OF MILFORD FOR PROPERLY ENCASING THE PIPE IN CONCRETE.
17. 100-YEAR FLOODPLAIN (ZONE AE) EXISTS WITHIN THE PROPOSED SUBDIVISION BOUNDARY PER FEMA FIRM MAP NUMBER 10005C0041K PANEL 41 OF 660, LAST REVISED MARCH 16, 2015.
18. ALL ROADWAYS ARE TO BE SWEPT FREE OF SEDIMENT ON A DAILY BASIS.
19. THE CONTRACTOR SHALL REMOVE AND IMMEDIATELY REPLACE, RELOCATE, RESET OR RECONSTRUCT ALL OBSTRUCTIONS IN THE WORK AREA, INCLUDING, BUT NOT LIMITED TO, MAILBOXES, SIGNS, LANDSCAPING, LIGHTING, PLANTERS, CULVERTS, DRIVEWAYS, PARKING AREAS, CURBS, GUTTERS, FENCES, OR OTHER NATURAL OR MAN-MADE OBSTRUCTIONS. TRAFFIC CONTROL REGULATORY, WARNING AND INFORMATIONAL SIGNS SHALL REMAIN FUNCTIONAL AND VISIBLE TO THE APPROPRIATE LANES OF TRAFFIC AT ALL TIMES, WITH THEIR RELOCATION KEPT TO A MINIMUM DISTANCE.
20. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT PAVING IS INSTALLED TO THE ELEVATIONS SHOWN AND THAT NO PONDING OF WATER WILL OCCUR AFTER PAVING IS COMPLETE.
21. THE STORM DRAINAGE SYSTEM HAS BEEN DESIGNED USING THE CRITERIA OF THE STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION DEVELOPMENT COORDINATION MANUAL, LATEST EDITION.
22. ALL FIRE LANES, FIRE HYDRANTS, EXITS, AND STANDPIPES WILL BE MARKED IN ACCORDANCE WITH STATE FIRE PREVENTION REGULATIONS.
23. DELAWARE REGULATIONS PROHIBIT THE BURIAL OF CONSTRUCTION DEMOLITION DEBRIS, INCLUDING TREES AND STUMPS ON CONSTRUCTION SITES. ANY SOLID WASTE FOUND DURING THE EXCAVATION FOR STRUCTURES AND UTILITY LINES ON AND OFF SITE MUST BE REMOVED AND PROPERLY DISCARDED. ANY REMEDIAL ACTION REQUIRED IS THE RESPONSIBILITY OF THE OWNER.
24. DRAWINGS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, AS AMENDED AND ALL RULES AND REGULATIONS THERETO APPURTENANT.
25. CONTRACTOR SHALL GRADE, TOPSOIL, SEED AND MULCH ALL DISTURBED AREAS OF CONSTRUCTION, INCLUDING PIPE INSTALLATION OR DITCH CONSTRUCTION. EROSION CONTROL MATTING SHALL BE PROVIDED ON ALL SLOPES GREATER THAN 3:1.
26. THE OWNER AND/OR THEIR CONTRACTOR IS RESPONSIBLE FOR OBTAINING THE SERVICES OF A PROFESSIONAL SURVEYOR LICENSED IN THE STATE OF DELAWARE FOR THE PERMANENTLY RE-ESTABLISHING OF ANY PROPERTY MARKERS OR MONUMENTS DISTURBED DURING CONSTRUCTION. A SURVEY AND METES AND BOUNDS THAT INCLUDES THE RE-ESTABLISHED MARKER(S) OR MONUMENT(S) SHALL BE PRESENTED TO THE PROPERTY OWNER FOR COMPARISON WITH THE ORIGINAL PLAT, FOR VERIFICATION.
27. THE DEVELOPER IS RESPONSIBLE FOR OBTAINING THE SERVICES OF A PROFESSIONAL SURVEYOR LICENSED IN THE STATE OF DELAWARE FOR THE PLACEMENT OF PERMANENT MONUMENTS ON EACH CORNER OF ANY BUILDING LOT AND ALONG THE PROJECT BOUNDARY AND THE RIGHT-OF-WAY AT ALL CORNERS AND TANGENT POINTS PRIOR TO FINAL SETTLEMENT FOR THE PROPERTY.
28. THE OWNER SHALL BE RESPONSIBLE FOR THE SHORT-TERM MAINTENANCE OF THE ANY AND ALL STORMWATER MANAGEMENT FACILITIES AND STORM SEWER SYSTEMS UNTIL SUCH TIME THAT THE LONG-TERM MAINTENANCE RESPONSIBILITIES CAN BE TRANSFERRED TO A LEGALLY-ESTABLISHED HOMEOWNERS ASSOCIATION OR OTHER RESPONSIBLE ENTITY.
29. THE CITY OF MILFORD WILL ASSUME OWNERSHIP AND MAINTENANCE RESPONSIBILITY OF WATER AND SEWER PIPES AND APPURTENANCES, INSTALLED WITHIN CITY RIGHT-OF-WAY AND EASEMENTS DEDICATED TO THE CITY, STORM SEWER PIPES AND CATCH BASINS, INSTALLED FULLY WITHIN CITY RIGHT-OF-WAY; ONCE THE FOLLOWING CONDITIONS HAVE BEEN MET:
    - A. ALL ITEMS HAVE PASSED CITY INSPECTION;
    - B. THE CITY HAS RECEIVED AND APPROVED DIGITAL AND HARD COPIES OF THE RECORD DRAWINGS; AND
    - C. THE RIGHTS-OF-WAY AND/OR EASEMENTS HAVE BEEN DEEDED TO THE CITY AND RECORDED WITH THE RECORDER OF DEEDS.
30. 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.
31. PRELIMINARY APPROVAL FROM CITY COUNCIL SHALL BE VOID AFTER TWENTY-FOUR (24) MONTHS, UNLESS AN EXTENSION IS REQUESTED BY THE OWNER AND APPROVED BY CITY COUNCIL PRIOR TO THE DATE OF EXPIRATION.
32. THE APPROVAL OF A CONDITIONAL USE IN CONJUNCTION WITH A MAJOR SUBDIVISION APPLICATION SHALL EXPIRE UPON EXPIRATION OF THE ASSOCAITED MAJOR SUBDIVISION.
33. WITHIN 90 DAYS OF FINAL APPROVAL FROM CITY COUNCIL, THE SUBDIVIDER SHALL RECORD THE PLAT AT THE COUNTY RECORDER OF DEEDS OFFICE. FAILURE TO RECORD THE APPROVED PLAT WITHIN 90 DAYS FROM THE DATE OF CITY COUNCIL APPROVAL SHALL VOID THE FINAL APPROVAL. IN ORDER TO OBTAIN FINAL APPROVAL AFTER IT HAS BEEN VOIDED, THE SUBDIVIDER MUST MAKE APPLICATION FOR PRELIMINARY AND FINAL APPROVALS AGAIN.
34. IF CONSTRUCTION OF IMPROVEMENTS SHOWN ON THE RECORDED SUBDVIISION PLANS DO NOT COMMENCE WITHIN FIVE YEARS OF THE ORIGINAL RECORDATION DATE, AND CONTINUE PROGRESSING TOWARDS COMPLETION, THE SUBDIVISION IS SUBJECT TO EXPIRATION PER CHAPTER 200-7 OF THE CITY CODE.
35. 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.
36. AS A CONDITION OF THE APPROVAL OF THE CONSTRUCTION DRAWINGS, AND PRIOR TO THE ISSUANCE OF THE FIRST BUILDING PERMIT, THE APPLICANT SHALL POST A COMPLETION GUARANTY IN THE AMOUNT OF 125% OF THE COST OF INSTALLATION FOR THE CONSTRUCTION OF RECREATIONAL AND OPEN SPACE AMENITIES, INCLUDING BUT NOT LIMITED TO COMMUNITY BUILDINGS, PLAYGROUNDS, WALKING PATHS, LANDSCAPING AND LANDSCAPE SCREENING. THE GUARANTY SHALL BE IN THE FORM OF A BOND OR FUNDS DEPOSITED IN AN ESCROW ACCOUNT.
37. A MAINTENANCE BOND IN THE AMOUNT OF 10% OF THE CONSTRUCTION VALUE FOR ANY CONSTRUCTED IMPROVEMENTS AND A PERFORMANCE BOND IN THE AMOUNT OF 125% OF THE CONSTRUCTION VALUE FOR ANY UNCOMPLETED WORK SHALL BE PROVIDED IN ORDER TO OBTAIN CERTIFICATES OF OCCUPANCY AND ACHIEVE FINAL COMPLETION OF THE IMPROVEMENTS AND RELEASE OF ANY COMPLETION GUARANTY. THE MAINTENANCE PERIOD SHALL BE A MINIMUM OF ONE YEAR AND ALL CONSTRUCTION VALUES MUST BE SUBMITTED TO, REVIEWED AND APPROVED BY THE CITY ENGINEER PRIOR TO THE ISSUANCE OF ANY BONDS.
38. 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 APPROVED DRAWINGS. ORIGINAL DESIGN ELEVATION AND/OR DISTANCE INFORMATION SHALL BE STRUCK THROUGH WITH A FINE LINE AND THE RECORD INFORMATION SHALL BE INSERTED NEXT TO IT. WHEN THE DRAFT SET OF 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:
    - A. ALL PROPERTY MONUMENTS/MARKERS;
    - B. 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 VAULTS, 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.
39. 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.
40. PER KENT COUNTY GEOGRAPHIC INFORMATION SYSTEM MAPPING, THE SITE IS NOT WITHIN A SOURCE WATER PROTECTION AREA.
41. PER WETLANDS INVESTIGATION PERFORMED BY HILLIS-CARNES ENGINEERING ASSOCIATES INC. ON MARCH 5, 2024, THE PRESENCE OF WETLANDS WERE FOUND ON THE SITE. REFER TO DATA COLUMN FOR ACREAGE OF WETLANDS EXISTING AND TO BE DISTURBED.
42. ALL RIGHT OF WAYS SHOWN ON THIS PLAT SHALL BE DEDICATED TO THE PUBLIC USE UPON RECORDATION OF THESE PLATS.
43. ALL SUBDIVISION LOTS SHALL HAVE A 5-FOOT-WIDE GENERAL UTILITY EASEMENT ON EACH SIDE LOT LINE, A 10-FOOT-WIDE GENERAL UTILITY EASEMENT ALONG THE REAR PROPERTY LINE, AND A 15-FOOT-WIDE GENERAL UTILITY EASEMENT ALONG THE FRONTAGE OF THE LOT FOR THE INSTALLATION OF CITY UTILITIES AND CONVEYANCE OF DRAINAGE.
44. NO PLANTINGS OR IMPROVEMENTS MAY BE PLACED IN THE DEDICATED EASEMENT AREAS, EXCEPT FOR FENCES.
45. NO BUILDINGS, STRUCTURES, OR PAVED SURFACES, EXCEPT STAIRS AND RAMPS, FENCES, OPEN DECKS, PATIOS OR DOCKS SHALL BE PERMITTED TO BE CONSTRUCTED UNDER NATURALLY OCCURRING RIPARIAN BUFFER CONDITIONS NEARER THAN FIFTY (50) FEET TO THE SHORELINE AS DEFINED BY THE MEAN HIGH-WATER LINE OF ANY NON-TIDAL FRESHWATER WATER BODY, LAKE, POND, OR BLUE-LINE STREAM AS DEPICTED ON THE MOST RECENT REVISIONS OF THE UNITED STATES GEOLOGICAL SURVEY TOPOGRAPHIC QUADRANGLE MAP.

36

RESIDENTIAL LOT TABLE

1a

LOT NO.	LOT SIZE REQUIRED (SF)	ACTUAL LOT SIZE (SF)	LOT COVERAGE ALLOWED	ACTUAL IMPERVIOUS (SF)	ACTUAL LOT COVERAGE	FRONT YARD REQUIRED (FT)	FRONT YARD ACTUAL (FT)	CORNER LOT?	CORNER YARD REQUIRED (FT)	END UNIT?	SIDE YARD REQUIRED (FT)	L SIDE YARD ACTUAL (FT)	R SIDE YARD ACTUAL (FT)	30' AGG. SIDE YARD APPLIES?	ACTUAL AGGREGATE SIDE YARD (FT)	REAR YARD REQUIRED (FT)	REAR YARD ACTUAL (FT)	PARKING REQUIRED	ACTUAL PARKING	UNITS IN BUILDING
1	2000	3685	60%	1459	0.40	30	30	NO	N/A	YES	10	10	0 - ADJOINS	NO	N/A	30	30	2.5	2	
2	2000	2552	60%	1473	0.58	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	
3	2000	2552	60%	1473	0.58	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	
4	2000	2552	60%	1473	0.58	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	7
5	2000	2552	60%	1473	0.58	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	
6	2000	2552	60%	1473	0.58	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	
7	2000	4903	60%	1455	0.30	30	30	YES	30	YES	30 PREVAILS	0 - ADJOINS	20.95	NO	N/A	30	34	2.5	2	
8	2000	4478	60%	1455	0.32	30	30	YES	30	YES	30 PREVAILS	20.95	0 - ADJOINS	NO	N/A	30	30	2.5	2	
9	2000	2464	60%	1473	0.60	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	
10	2000	2464	60%	1473	0.60	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	
11	2000	2464	60%	1473	0.60	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	7
12	2000	2485	60%	1473	0.59	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	
13	2000	2489	60%	1473	0.59	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	
14	2000	3615	60%	1467	0.41	30	30	NO	N/A	YES	10	0 - ADJOINS	10	NO	N/A	30	30	2.5	2	
15	2000	3551	60%	1459	0.41	30	30	NO	N/A	YES	30 AGG.	0 - ADJOINS	10	YES	10	30	30	2.5	2	
16	2000	2281	60%	1473	0.65	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	4
17	2000	2281	60%	1473	0.65	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	
18	2000	2863	60%	1455	0.51	30	30	YES	30	YES	30 PREVAILS	0 - ADJOINS	14.58	NO	N/A	30	30	2.5	2	
19	2000	4000	60%	1459	0.36	30	30	NO	N/A	YES	30 AGG.	0 - ADJOINS	14	YES	14	30	30	2.5	2	
20	2000	2464	60%	1473	0.60	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	YES	N/A	30	30	2.5	2	
21	2000	2464	60%	1473	0.60	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	6
22	2000	2464	60%	1473	0.60	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	
23	2000	2492	60%	1476	0.59	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	
24	2000	4128	60%	1520	0.37	30	30	NO	N/A	YES	30 AGG.	10.58	0 - ADJOINS	YES	10.58	30	30	2.5	2	
25	2000	3551	60%	1459	0.41	30	30	NO	N/A	YES	10	10	0 - ADJOINS	NO	N/A	30	30	2.5	2	
26	2000	2464	60%	1473	0.60	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	
27	2000	2464	60%	1473	0.60	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	
28	2000	2464	60%	1473	0.60	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	7
29	2000	2464	60%	1473	0.60	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	
30	2000	2464	60%	1473	0.60	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	30	2.5	2	
31	2000	4060	60%	1455	0.36	30	30	YES	30	YES	30 PREVAILS	0 - ADJOINS	14.3	NO	N/A	30	30	2.5	2	
32	2000	3137	60%	1455	0.46	30	30	NO	N/A	YES	30 AGG.	10	0 - ADJOINS	YES	10	30	16.33	2.5	2	
33	2000	2234	60%	1473	0.66	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	18.47	2.5	2	
34	2000	2281	60%	1473	0.65	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	20.61	2.5	2	
35	2000	2322	60%	1473	0.63	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	22.73	2.5	2	8
36	2000	2358	60%	1473	0.62	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	24.36	2.5	2	
37	2000	2394	60%	1473	0.62	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	25.99	2.5	2	
38	2000	2430	60%	1473	0.61	30	30	NO	N/A	NO	0	0 - ADJOINS	0 - ADJOINS	NO	N/A	30	27.62	2.5	2	
39	2000	3493	60%	1459	0.42	30	30	NO	N/A	YES	30 AGG.	0 - ADJOINS	10	YES	10	30	29.26	2.5	2	
40	7500	3986	40%	1491	0.37	30	30	YES	30	N/A	30	8.58	8.07	NO	N/A	15	15	2.5	2	1

GRAPHIC LEGEND

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PROPERTY LINE
BUILDING SETBACK LINE
PAVING SETBACK LINE
RIGHT OF WAY LINE (R/W)
LIMIT OF DISTURBANCE (LOD)
EASEMENT LINE
SOIL DIVISION AND TYPES (MtA, Up)
CURB DEPRESSION

	EXISTING	PROPOSED
TREELINE		
SANITARY SEWER	SS	SS
STORM SEWER	SD	SD
WATER	W	W
ELECTRIC	E	E
CONTOUR	##	##
SPOT GRADES	(50.97)	54.55
FENCE LINE	x x x	
HYDRANT	FH	
GAS LINE	GAS GAS	GAS GAS
CURB		
CURB AND GUTTER		

PIN FOUND
MONUMENT TO BE SET
FIRE DEPARTMENT CONNECTION
STORM SEWER MANHOLE (SD)
STORM SEWER INLET
SANITARY CLEANOUT
SANITARY MANHOLE (S)
WATER METER (WM)
WATER VALVE
UTILITY POLE
SITE LIGHT
OF PARKING SPACES IN A ROW (6)
ADA PARKING SIGN
STABILIZED CONSTRUCTION ENTRANCE (SCE)
CONCRETE WASHOUT (CW)
INLET PROTECTION (IP-2)
DEMOLITION AREAS
PROPOSED CONCRETE SIDEWALK
PROPOSED PERVIOUS AREA
PROPOSED FULL-DEPTH PAVEMENT
PROPOSED CONCRETE FLATWORK

REVISION	DATE
-	-

i3 IDE ASSOCIATES

CONSULTING ENGINEERS
CONSTRUCTION MANAGERS

P.O. BOX 498
SMYRNA, DE 19977
Tel: 302 659-9090
Fax: 302 659-0909
Email: ed@i3allc.com

PROJECT#: MATT FEINDT
DRAWN: G.P.C
CHECKED: E.H.I.
SCALE: AS NOTED
SUBMISSION: PRELIMINARY
DATE#: MAY 29, 2025

PROJECT DATA:

Truitt Townhomes

504 TRUITT AVENUE
MILFORD, DE 19963
CITY OF MILFORD
KENT COUNTY, DELAWARE
TAX ID# 5-16-18306-01-0700-00001

DRAWING TITLE:

GENERAL NOTES

DRAWING NUMBER: G1.1

BOUNDARY SCHEDULE			
LINE	BEARING	DISTANCE (FT)	
1	S 19°20'41" W	42.46	
2	S 58°37'57" W	17.46	
3	S 04°13'02" W	33.02	
4	S 12°52'36" W	33.28	
5	S 15°35'15" W	32.40	
6	S 08°00'44" W	23.92	
7	S 15°38'42" W	25.77	
8	S 50°29'33" W	22.77	
9	S 37°57'07" W	4.08	
10	S 87°07'49" W	22.87	
11	S 87°10'00" W	1.50	
12	N 87°14'02" E	84.41	PROPOSED
13	S 02°47'35" E	46.52	PROPOSED

MULLET RUN
NON-TIDAL STREAM

TAX ID# 5-16-18309-01-1000-00001
LANDS N/E
MISPILLION REALTY LLC
ZONE: R3

EXISTING 100-YEAR FLOODPLAIN
(PROPOSED MAP AMENDMENT)

EXISTING 100-YEAR FLOODPLAIN
(AS CURRENTLY MAPPED)

RIPARIAN BUFFER

SOIL TYPE DIVISION LINE

WETLANDS SETBACK LINE

EXISTING WETLANDS LINE

11 FEET

12 FEET

12.5 FEET (INFERRED)

N 06°42'36" W 131.87'

S 05°15'18" E 197.80'

S 88°30'45" W 200.40'

S 87°38'02" W 195.70'

S 87°58'08" W 84.96'

S 87°58'08" E 84.90'

S 85°21'58" W 343.00'

S 87°07'49" W 277.50'

S 87°10'00" W 280.00'

N 03°43'33" W 70.19'

S 02°08'02" E 258.50'

S 02°54'26" E 70.00'

N 89°06'11" W 200.280'

N 88°50'57" E

N 88°28'14" E

S 02°03'35" E

TAX ID# 5-16-18310-01-2100-00001
LANDS N/F
JENNIFER C MCSORLEY
ZONE: R3

TAX ID# 5-16-18306-01-0600-00001
LANDS N/F
HOWARD H. PIPER JR.
ZONE: R3

TAX ID# 5-16-18310-01-1200-00001
LANDS N/F
BETHEL AFRICAN METHODIST, EPISCOPAL
CHURCH
ZONE: R3

TAX ID# 5-16-18310-01-1400-00001
LANDS N/F
JOSEPH MATTHEWS
ZONE: R3

EXISTING PARCEL LINES TO BE EXTINGUISHED

EXISTING CONCRETE STRUCTURE TO BE REMOVED

EXISTING TREES TO BE REMOVED

EXISTING BUILDING TO BE REMOVED

EXISTING WOOD DECK AND RAMP TO BE REMOVED

EXISTING CONCRETE DRIVEWAY TO BE REMOVED

EXISTING CONCRETE SIDEWALK TO BE REMOVED

EXISTING CONCRETE TO BE REMOVED

EXISTING BUILDING TO BE REMOVED

EXISTING PAVEMENT TO BE REMOVED

EXISTING CONC. CURB AND SIDEWALK TO BE REMOVED

EXISTING CONCRETE TO BE REMOVED

SAWCUT EXISTING PAVEMENT AND EXCAVATE FOR PROPOSED WATER MAIN TIE-IN

SAWCUT EXISTING PAVEMENT AND EXCAVATE FOR PROPOSED SANITARY SEWER TIE-IN

CUT AND REMOVE SECTION OF EXISTING SEWER LINE TO ACCOMMODATE FOR NEW MANHOLE INSTALLATION

SEE SITE PLAN FOR LOCATIONS OF NEW INDIVIDUAL WATER TAPS TYP. 16

83.160'

50.0'

60.00

70.00'

TRUITT AVENUE
27' PAVED WIDTH, 60' R/W
MAINTAINED BY THE CITY OF MILFORD

EX. 10" SS

EXISTING SANITARY MANHOLE
TOP: 21.69
INV: 13.33

EXISTING SANITARY MANHOLE
TOP: 22.14
INV: 15.72

EXISTING SANITARY MANHOLE
TOP: 24.38

EXISTING SANITARY MANHOLE
TOP: 25.40
INV: 19.60

EXISTING SANITARY MANHOLE
TOP: 28.08
INV: 20.68

EXISTING SANITARY MANHOLE
TOP: 27.98
INV: 14.96

NW 3RD STREET

NW 4TH STREET

NW 5TH STREET

1 STORY FRAME FF=31.5

2 STORY FRAME FF=24.3

FRAME SHED

BLOCK GARAGE

WOOD DECK

RAMP

PORCH

GRASS

0' 30' 60' 90'

SCALE: 1"=30'

REVISION	DATE
-	-

CONSULTING ENGINEERS
CONSTRUCTION MANAGERS
P.O. BOX 498
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504 TRUITT AVENUE
MILFORD, DE 19963
CITY OF MILFORD
KENT COUNTY, DELAWARE
TAX ID# 5-16-18306-01-0700-00001

DRAWING TITLE:

EXISTING CONDITIONS PLAN

DRAWING NUMBER: C1.0

SANITARY SEWER PIPE SCHEDULE

TAG	INVERT IN	INVERT OUT	LENGTH (LF)	SIZE (IN.)	SLOPE (FT./FT.)	TYPE	REMARKS
S-A-1	14.90	14.80	32	8"	0.003	PVC SDR-35	
S-A-2	15.35	15.00	115	8"	0.003	PVC SDR-35	
S-A-3	15.74	15.45	95	8"	0.003	PVC SDR-35	
S-A-4	15.91	15.84	24	8"	0.003	PVC SDR-35	
S-A-5	16.84	16.01	276	8"	0.003	PVC SDR-35	

SANITARY STRUCTURE SCHEDULE

TAG	STRUCTURE	TOP	INVERT IN	INVERT OUT	BOX SIZE (I.D.)
SS-1	MANHOLE	27.00	14.80	14.70	48"Ø
SS-2	MANHOLE	26.15	15.00	14.90	48"Ø
SS-3	MANHOLE	24.00	15.45	15.35	48"Ø
SS-4	MANHOLE	22.70	15.84	15.74	48"Ø
SS-5	MANHOLE	21.95	16.01	16.84	48"Ø
SS-6	MANHOLE	21.00	16.94	16.84	48"Ø

STORM STRUCTURE SCHEDULE

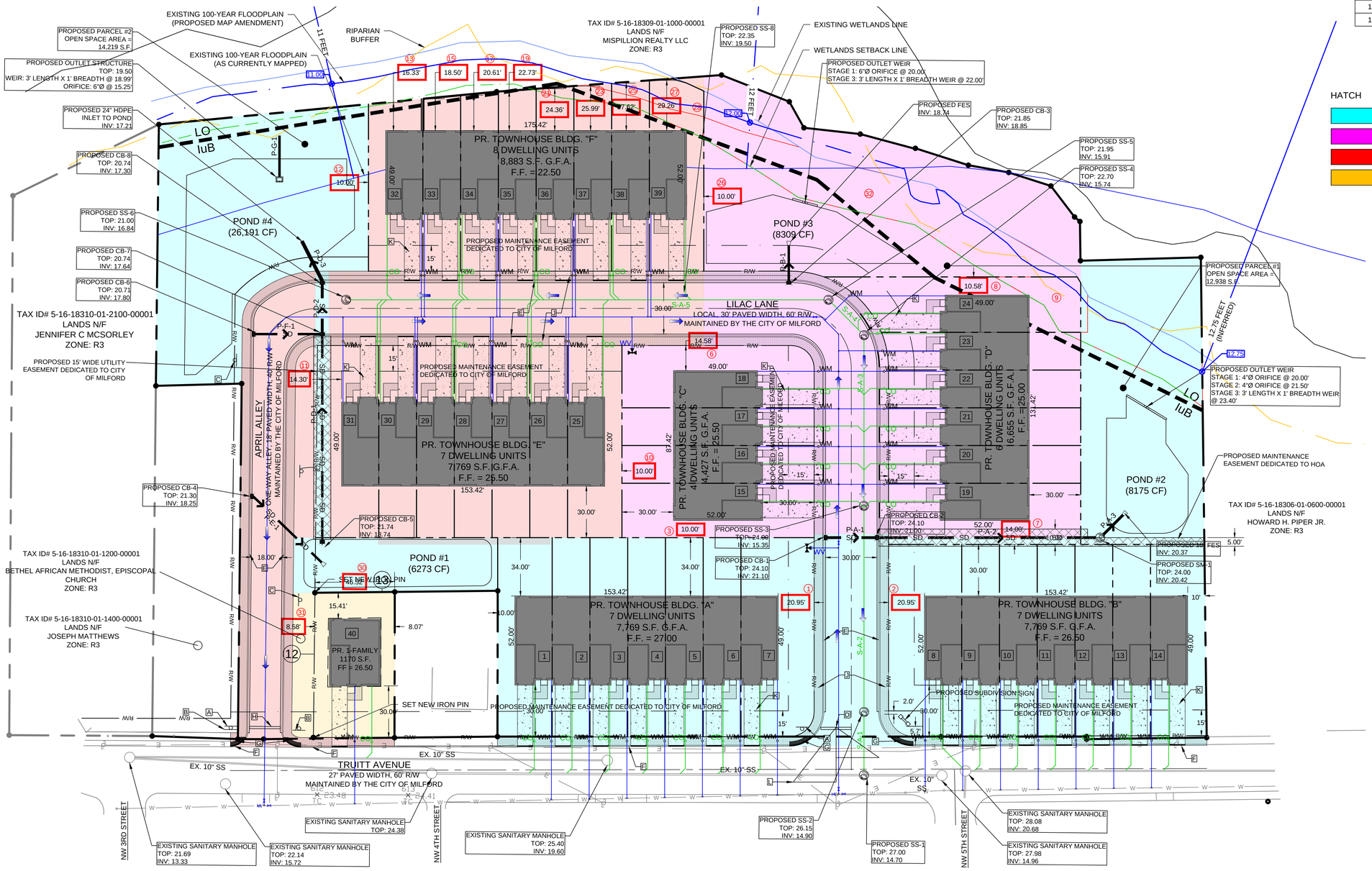
TAG	STRUCTURE	TOP	INVERT IN	INVERT OUT	BOX SIZE (I.D.)	GRATE	TOP UNIT
CB-1	CATCH BASIN	24.10	21.10	21.10	34"X24"	TYPE 1	TYPE C
CB-2	CATCH BASIN	24.10	21.10	21.10	34"X24"	TYPE 1	TYPE C
CB-3	CATCH BASIN	21.85	18.95	18.85	34"X24"	TYPE 1	TYPE C
CB-4	CATCH BASIN	21.30	18.25	18.25	34"X24"	TYPE 1	TYPE C
CB-5	CATCH BASIN	21.74	18.74	18.74	34"X24"	TYPE 1	TYPE C
CB-6	CATCH BASIN	20.71	17.80	17.80	34"X24"	TYPE 1	TYPE C
CB-7	CATCH BASIN	20.74	17.74	17.64	34"X24"	TYPE 1	TYPE C
CB-8	CATCH BASIN	20.74	17.40	17.30	34"X24"	TYPE 1	TYPE C
SM-1	STORM MANHOLE	24.00	20.52	20.42	48"Ø		

STORM PIPE SCHEDULE

TAG	INVERT IN	INVERT OUT	LENGTH (LF)	SIZE (IN.)	SLOPE (FT./FT.)	TYPE	REMARKS
P-A-1	21.10	21.00	28	18	0.0036	HDPE	
P-A-2	20.90	20.52	127	18	0.003	HDPE	
P-A-3	20.42	20.37	16	18	0.0031	HDPE	
P-B-1	18.85	18.74	28	15	0.0039	HDPE	
P-D-1	18.74	17.74	123	15	0.0081	HDPE	
P-D-2	17.64	17.55	28	18	0.0032	RCP	
P-D-3	17.30	17.21	27	24	0.0033	HDPE	
P-E-1	21.30	18.25	55	15	0.0045	RCP	
P-F-1	17.80	17.74	42	15	0.0014	RCP	
P-G-1	15.25	15.00	24	6	0.0104	PVC	

BOUNDARY SCHEDULE

LINE	BEARING	DISTANCE (FT)	
1	S 19°20'41" W	42.46	
2	S 58°37'57" W	17.46	
3	S 04°13'02" W	33.02	
4	S 12°52'36" W	33.28	
5	S 15°35'15" W	32.40	
6	S 08°00'44" W	23.92	
7	S 15°38'42" W	25.77	
8	S 50°29'33" W	22.77	
9	S 37°57'07" W	4.08	
10	S 87°07'49" W	22.87	
11	S 87°10'00" W	1.50	
12	N 87°14'02" E	84.41	PROPOSED
13	S 02°47'35" E	46.52	PROPOSED



LEGEND (APPLIES TO PLAN)

- A "STOP" SIGN, POST MOUNTED
- B "DO NOT ENTER" SIGN, POST MOUNTED
- C "ONE WAY" SIGN, POST MOUNTED
- D 16" X 15' PAINTED STOP BAR
- E TYPE 3-6 P.C.C. CURB AND GUTTER
- F TYPE 1-6 P.C.C. CURB
- G TACTILE PAVERS IN ACCESSIBLE SIDEWALK RAMP
- H 16" X 18' PAINTED STOP BAR
- J 5' WIDE CONCRETE SIDEWALK
- K 9' WIDE CONCRETE DRIVEWAY (TYP. ALL PR. DWELLING UNITS)
- L 25' SIGHT TRIANGLE PER CITY OF MILFORD 230-24.23(C)(1)

PROJECT PHASING

HATCH	PHASE NO.	LOD AREA
	1	1.88 AC.
	2	1.30 AC.
	3	1.37 AC.
	4	0.11 AC.
	TOTAL LOD =	4.66 AC.

REVISION	DATE
-	-

CONSULTING ENGINEERS
CONSTRUCTION MANAGERS
P.O. BOX 498
SMYRNA, DE 19977
Tel: 302 659-9090
Fax: 302 659-0909
Email: ed@i3allc.com

PROJECT#: MATT FEINDT
DRAWN: G.P.C
CHECKED: E.H.I.
SCALE: AS NOTED
SUBMISSION: PRELIMINARY
DATE#: MAY 29, 2025

PROJECT DATA:

Truitt Townhomes

504 TRUITT AVENUE
MILFORD, DE 19963
CITY OF MILFORD
KENT COUNTY, DELAWARE
TAX ID# 5-16-18306-01-0700-00001

DRAWING TITLE:

PHASING PLAN

DRAWING NUMBER: C1.1

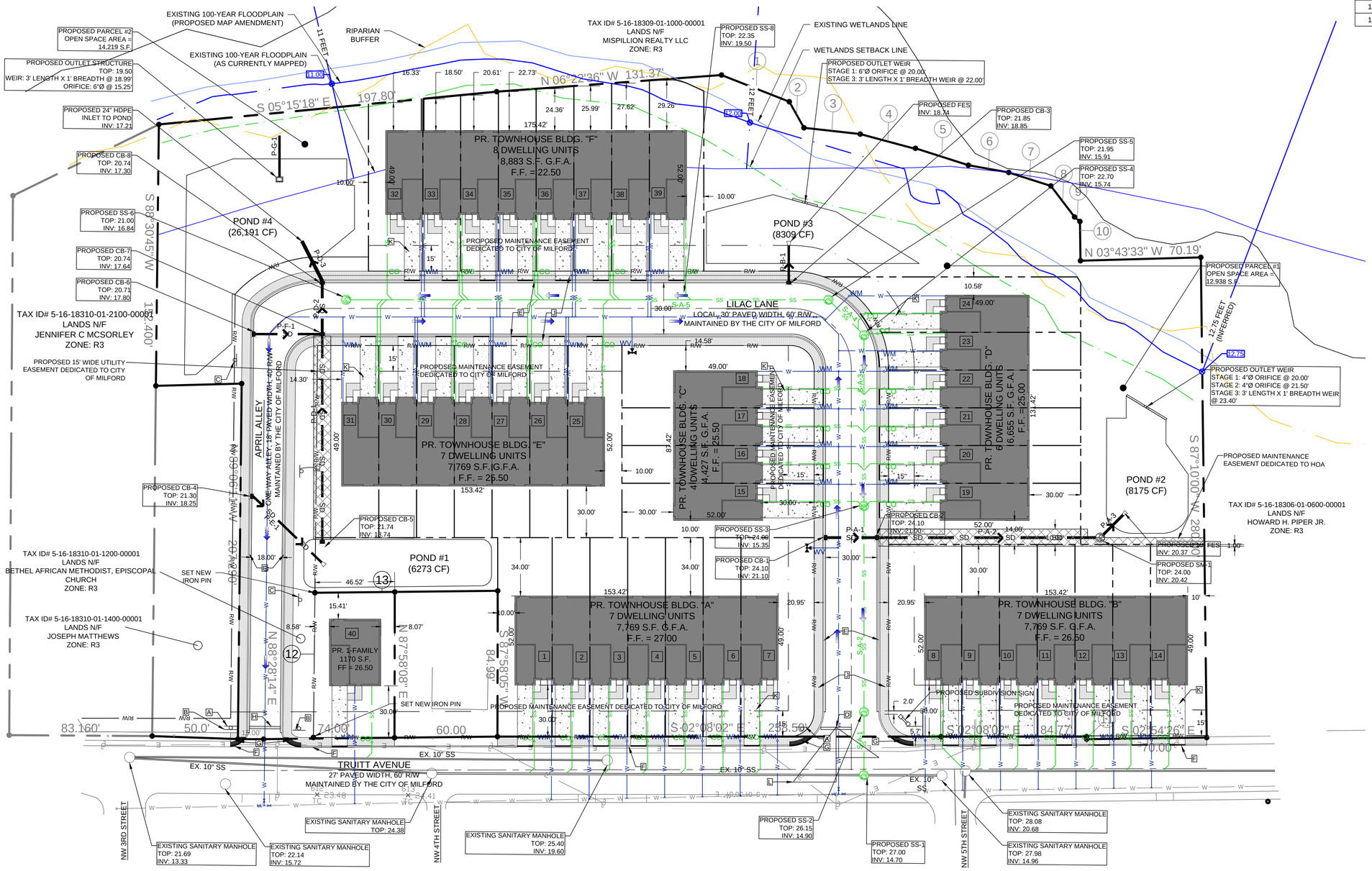
SANITARY SEWER PIPE SCHEDULE							
TAG	INVERT IN	INVERT OUT	LENGTH (LF)	SIZE (IN.)	SLOPE (FT./FT.)	TYPE	REMARKS
S-A-1	14.90	14.80	32	8"	0.003	PVC SDR-35	
S-A-2	15.35	15.00	115	8"	0.003	PVC SDR-35	
S-A-3	15.74	15.45	95	8"	0.003	PVC SDR-35	
S-A-4	15.91	15.84	24	8"	0.003	PVC SDR-35	
S-A-5	16.84	16.01	276	8"	0.003	PVC SDR-35	

SANITARY STRUCTURE SCHEDULE					
TAG	STRUCTURE	TOP	INVERT IN	INVERT OUT	BOX SIZE (I.D.)
SS-1	MANHOLE	27.00	14.80	14.70	48"Ø
SS-2	MANHOLE	26.15	15.00	14.90	48"Ø
SS-3	MANHOLE	24.00	15.45	15.35	48"Ø
SS-4	MANHOLE	22.70	15.84	15.74	48"Ø
SS-5	MANHOLE	21.95	16.01	16.84	48"Ø
SS-6	MANHOLE	21.00	16.94	16.84	48"Ø

STORM STRUCTURE SCHEDULE								
TAG	STRUCTURE	TOP	INVERT IN	INVERT OUT	BOX SIZE (I.D.)	GRATE	TOP UNIT
CB-1	CATCH BASIN	24.10	21.10	21.10	34"X24"	TYPE 1	TYPE C
CB-2	CATCH BASIN	24.10	21.10	21.10	34"X24"	TYPE 1	TYPE C
CB-3	CATCH BASIN	21.85	18.95	18.85	34"X24"	TYPE 1	TYPE C
CB-4	CATCH BASIN	21.30	18.25	18.25	34"X24"	TYPE 1	TYPE C
CB-5	CATCH BASIN	21.74	18.74	18.74	34"X24"	TYPE 1	TYPE C
CB-6	CATCH BASIN	20.71	17.80	17.80	34"X24"	TYPE 1	TYPE C
CB-7	CATCH BASIN	20.74	17.74	17.64	34"X24"	TYPE 1	TYPE C
CB-8	CATCH BASIN	20.74	17.40	17.30	34"X24"	TYPE 1	TYPE C
SM-1	STORM MANHOLE	24.00	20.52	20.42	48"Ø		

STORM PIPE SCHEDULE							
TAG	INVERT IN	INVERT OUT	LENGTH (LF)	SIZE (IN.)	SLOPE (FT./FT.)	TYPE	REMARKS
P-A-1	21.10	21.00	28	18	0.0036	HDPE	
P-A-2	20.90	20.52	127	18	0.003	HDPE	
P-A-3	20.42	20.37	16	18	0.0031	HDPE	
P-B-1	18.85	18.74	28	15	0.0039	HDPE	
P-D-1	18.74	17.74	123	15	0.0081	HDPE	
P-D-2	17.64	17.55	28	18	0.0032	RCP	
P-D-3	17.30	17.21	27	24	0.0033	HDPE	
P-E-1	21.30	18.25	55	15	0.0045	RCP	
P-F-1	17.80	17.74	42	15	0.0014	RCP	
P-G-1	15.25	15.00	24	6	0.0104	PVC	

BOUNDARY SCHEDULE			
LINE	BEARING	DISTANCE (FT)	
1	S 19°20'41" W	42.46	
2	S 58°37'57" W	17.46	
3	S 04°13'02" W	33.02	
4	S 12°52'36" W	33.28	
5	S 15°35'15" W	32.40	
6	S 08°00'44" W	23.92	
7	S 15°38'42" W	25.77	
8	S 50°29'33" W	22.77	
9	S 37°57'07" W	4.08	
10	S 87°07'49" W	22.87	
11	S 87°10'00" W	1.50	
12	N 87°14'02" E	84.41	PROPOSED
13	S 02°47'35" E	46.52	PROPOSED



LEGEND (APPLIES TO PLAN)

- A "STOP" SIGN, POST MOUNTED
- B "DO NOT ENTER" SIGN, POST MOUNTED
- C "ONE WAY" SIGN, POST MOUNTED
- D 16" X 15' PAINTED STOP BAR
- E TYPE 3-6 P.C.C. CURB AND GUTTER
- F TYPE 1-6 P.C.C. CURB
- G TACTILE PAVERS IN ACCESSIBLE SIDEWALK RAMP
- H 16" X 18' PAINTED STOP BAR
- J 5' WIDE CONCRETE SIDEWALK
- K 9' WIDE CONCRETE DRIVEWAY (TYP. ALL PR. DWELLING UNITS)
- L 25' SIGHT TRIANGLE PER CITY OF MILFORD 230-24.23(C)(1)

REVISION	DATE
-	-

CONSULTING ENGINEERS
CONSTRUCTION MANAGERS
P.O. BOX 498
SMYRNA, DE 19977
Tel: 302 659-9090
Fax: 302 659-9909
Email: ed@i3allc.com

PROJECT#: MATT FEINDT
DRAWN: G.P.C
CHECKED: E.H.I.
SCALE: AS NOTED
SUBMISSION: PRELIMINARY
DATE#: MAY 29, 2025

PROJECT DATA:

Truitt Townhomes

504 TRUITT AVENUE
MILFORD, DE 19963
CITY OF MILFORD
KENT COUNTY, DELAWARE
TAX ID# 5-16-18306-01-0700-00001

DRAWING TITLE:

SITE PLAN

DRAWING NUMBER: C1.2

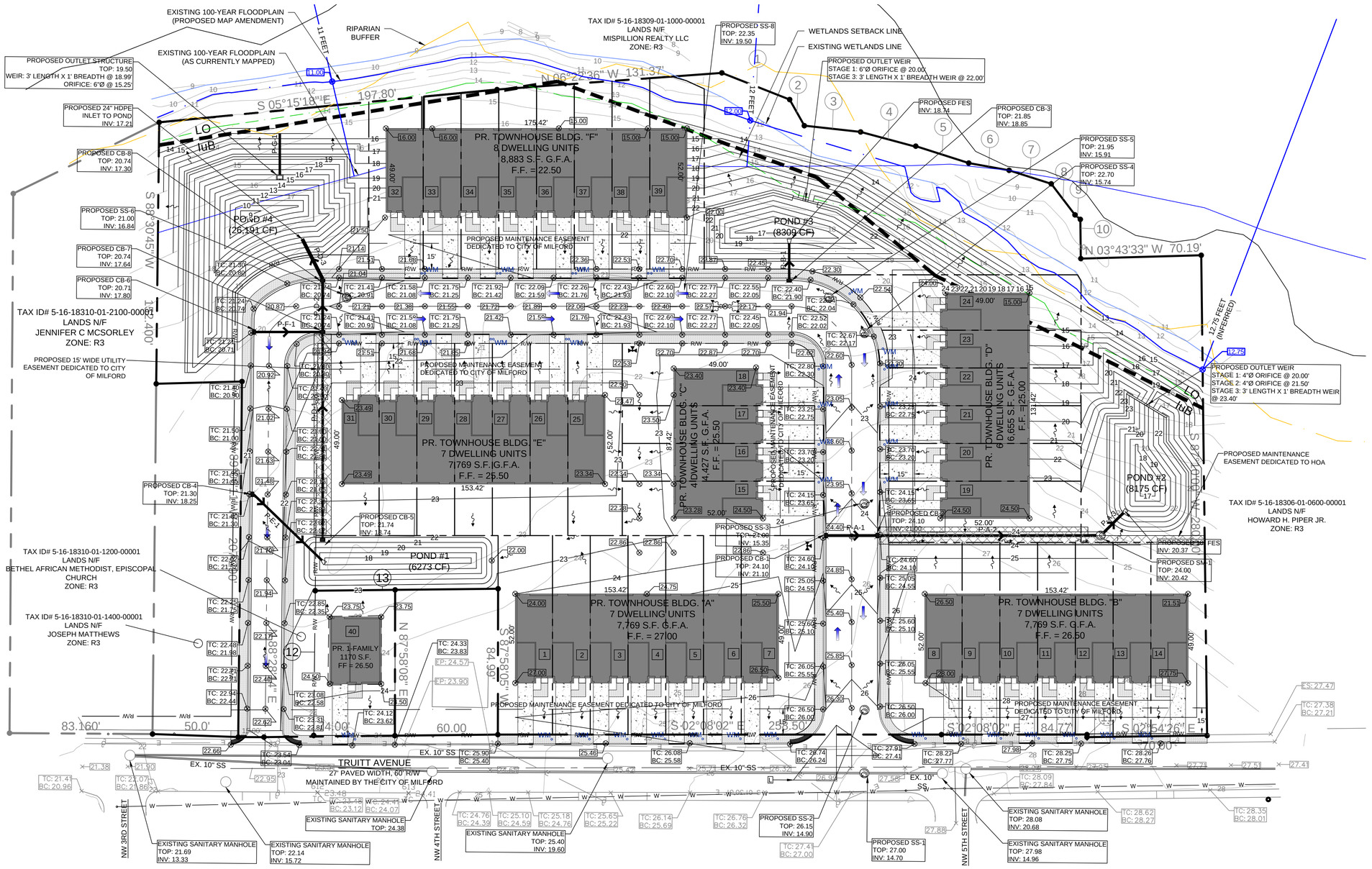
SANITARY SEWER PIPE SCHEDULE							
TAG	INVERT IN	INVERT OUT	LENGTH (LF)	SIZE (IN.)	SLOPE (FT./FT.)	TYPE	REMARKS
S-A-1	14.90	14.80	32	8"	0.003	PVC SDR-35	
S-A-2	15.35	15.00	115	8"	0.003	PVC SDR-35	
S-A-3	15.74	15.45	95	8"	0.003	PVC SDR-35	
S-A-4	15.91	15.84	24	8"	0.003	PVC SDR-35	
S-A-5	16.84	16.01	276	8"	0.003	PVC SDR-35	

SANITARY STRUCTURE SCHEDULE					
TAG	STRUCTURE	TOP	INVERT IN	INVERT OUT	BOX SIZE (I.D.)
SS-1	MANHOLE	27.00	14.80	14.70	48"Ø
SS-2	MANHOLE	26.15	15.00	14.90	48"Ø
SS-3	MANHOLE	24.00	15.45	15.35	48"Ø
SS-4	MANHOLE	22.70	15.84	15.74	48"Ø
SS-5	MANHOLE	21.95	16.01	16.84	48"Ø
SS-6	MANHOLE	21.00	16.94	16.84	48"Ø

STORM STRUCTURE SCHEDULE							
TAG	STRUCTURE	TOP	INVERT IN	INVERT OUT	BOX SIZE (I.D.)	GRATE	TOP UNIT
CB-1	CATCH BASIN	24.10	21.10	21.10	34"X24"	TYPE 1	TYPE C
CB-2	CATCH BASIN	24.10	21.10	21.10	34"X24"	TYPE 1	TYPE C
CB-3	CATCH BASIN	21.85	18.95	18.85	34"X24"	TYPE 1	TYPE C
CB-4	CATCH BASIN	21.30	18.25	18.25	34"X24"	TYPE 1	TYPE C
CB-5	CATCH BASIN	21.74	18.74	18.74	34"X24"	TYPE 1	TYPE C
CB-6	CATCH BASIN	20.71	17.80	17.80	34"X24"	TYPE 1	TYPE C
CB-7	CATCH BASIN	20.74	17.74	17.64	34"X24"	TYPE 1	TYPE C
CB-8	CATCH BASIN	20.74	17.40	17.30	34"X24"	TYPE 1	TYPE C
SM-1	STORM MANHOLE	24.00	20.52	20.42	48"Ø		

STORM PIPE SCHEDULE							
TAG	INVERT IN	INVERT OUT	LENGTH (LF)	SIZE (IN.)	SLOPE (FT./FT.)	TYPE	REMARKS
P-A-1	21.10	21.00	28	18	0.0036	HDPE	
P-A-2	20.90	20.52	127	18	0.003	HDPE	
P-A-3	20.42	20.37	16	18	0.0031	HDPE	
P-B-1	18.85	18.74	28	15	0.0039	HDPE	
P-D-1	18.74	17.74	123	15	0.0081	HDPE	
P-D-2	17.64	17.55	28	18	0.0032	RCP	
P-D-3	17.30	17.21	27	24	0.0033	HDPE	
P-E-1	21.30	18.25	55	15	0.0045	RCP	
P-F-1	17.80	17.74	42	15	0.0014	RCP	
P-G-1	15.25	15.00	24	6	0.0104	PVC	

BOUNDARY SCHEDULE			
LINE	BEARING	DISTANCE (FT)	
1	S 19°20'41" W	42.46	
2	S 58°37'57" W	17.46	
3	S 04°13'02" W	33.02	
4	S 12°52'36" W	33.28	
5	S 15°35'15" W	32.40	
6	S 08°00'44" W	23.92	
7	S 15°38'42" W	25.77	
8	S 50°29'33" W	22.77	
9	S 37°57'07" W	4.08	
10	S 87°07'49" W	22.87	
11	S 87°10'00" W	1.50	
12	N 87°14'02" E	84.41	PROPOSED
13	S 02°47'35" E	46.52	PROPOSED



REVISION	DATE
-	-

CONSULTING ENGINEERS
CONSTRUCTION MANAGERS
P.O. BOX 498
SMYRNA, DE 19977
Tel: 302 659-9090
Fax: 302 659-9909
Email: ed@i3allc.com

PROJECT#: MATT FEINDT
DRAWN: G.P.C
CHECKED: E.H.I.
SCALE: AS NOTED
SUBMISSION: PRELIMINARY
DATE#: MAY 29, 2025

PROJECT DATA:

Truitt Townhomes

504 TRUITT AVENUE
MILFORD, DE 19963
CITY OF MILFORD
KENT COUNTY, DELAWARE
TAX ID# 5-16-18306-01-0700-00001

DRAWING TITLE:

GRADING PLAN

DRAWING NUMBER: C1.3

BOUNDARY SCHEDULE			
LINE	BEARING	DISTANCE (FT)	
1	S 19°20'41" W	42.46	
2	S 58°37'57" W	17.46	
3	S 04°13'02" W	33.02	
4	S 12°52'36" W	33.28	
5	S 15°35'15" W	32.40	
6	S 08°00'44" W	23.92	
7	S 15°38'42" W	25.77	
8	S 50°29'33" W	22.77	
9	S 37°57'07" W	4.08	
10	S 87°07'49" W	22.87	
11	S 87°10'00" W	1.50	
12	N 87°14'02" E	84.41	PROPOSED
13	S 02°47'35" E	46.52	PROPOSED

UTILITY PLAN NOTE:
ALL PROPOSED SERVICE LINES SHALL CONFORM TO AWWA C901 AND ASTM D-2737

MULLET RUN
NON-TIDAL STREAM

EXISTING 100-YEAR FLOODPLAIN (PROPOSED MAP AMENDMENT)

EXISTING 100-YEAR FLOODPLAIN (AS CURRENTLY MAPPED)

RIPARIAN BUFFER

11 FEET

PROPOSED OUTLET STRUCTURE
TOP: 19.50
WEIR: 3' LENGTH X 1' BREADTH @ 18.99'
ORIFICE: 6"Ø @ 15.25

PROPOSED 24" HDPE INLET TO POND
INV: 17.21

PROPOSED CB-8
TOP: 20.74
INV: 17.30

PROPOSED SS-6
TOP: 21.00
INV: 16.84

PROPOSED CB-7
TOP: 20.74
INV: 17.64

PROPOSED CB-6
TOP: 20.71
INV: 17.80

TAX ID# 5-16-18310-01-2100-00001
LANDS N/F
JENNIFER C MCSORLEY
ZONE: R3

PROPOSED 15' WIDE UTILITY EASEMENT DEDICATED TO CITY OF MILFORD

APRIL ALLEY
ONE-WAY ALLEY, 18' PAVED WIDTH, 40' R/W
MAINTAINED BY THE CITY OF MILFORD

PROPOSED CB-4
TOP: 21.30
INV: 18.25

PROPOSED 8" PVC C-900 WATER MAIN

TAX ID# 5-16-18310-01-1200-00001
LANDS N/F
BETHEL AFRICAN METHODIST, EPISCOPAL CHURCH
ZONE: R3

TAX ID# 5-16-18310-01-1400-00001
LANDS N/F
JOSEPH MATTHEWS
ZONE: R3

PR. 4" PVC SDR35 SANITARY SEWER LATERAL TYP. 7

PHASE 3: PR. WATER TAP TO CLOSE SUBDIVISION WATER LOOP. PHASE 1 & 2 FIRE HYDRANTS TO REMAIN

S 05°15'18" E 197.80'

S 88°30'45" W 152.40'

N 88°28'14" E 207.90'

N 06°22'36" W 131.37'

S 87°58'08" E 49.50'

S 87°10'00" W 202.00'

N 03°43'33" W 70.19'

PR. TOWNHOUSE BLDG. "F"
8 DWELLING UNITS
8,883 S.F. G.F.A.
F.F. = 22.50

PR. TOWNHOUSE BLDG. "E"
7 DWELLING UNITS
7,769 S.F. G.F.A.
F.F. = 25.50

PR. TOWNHOUSE BLDG. "C"
4 DWELLING UNITS
4,427 S.F. G.F.A.
F.F. = 25.50

PR. TOWNHOUSE BLDG. "D"
6 DWELLING UNITS
6,655 S.F. G.F.A.
F.F. = 25.00

PR. TOWNHOUSE BLDG. "A"
7 DWELLING UNITS
7,769 S.F. G.F.A.
F.F. = 27.00

PR. TOWNHOUSE BLDG. "B"
7 DWELLING UNITS
7,769 S.F. G.F.A.
F.F. = 26.50

PR. 1-FAMILY
1170 S.F.
FF = 26.50

POND #4
(26,191 CF)

POND #3
(8309 CF)

POND #2
(8175 CF)

POND #1
(6273 CF)

PR. 1" SDR-9 COPPER WATER SERVICE TYP. 15

PROPOSED MAINTENANCE EASEMENT DEDICATED TO CITY OF MILFORD

PR. 1" SDR-9 COPPER WATER SERVICE TYP. 2

PROPOSED 6" PVC C-900 WATER MAIN

PR. 1" SDR-9 COPPER WATER SERVICE TYP. 10

LILAC LANE
LOCAL, 30' PAVED WIDTH, 60' R/W
MAINTAINED BY THE CITY OF MILFORD

PR. 4" PVC SCH40 SANITARY SEWER LATERAL TYP. 10

PR. FIRE HYDR. FOR TEMP. BLOW OFF FOR PHASE 2

PROPOSED SS-8
TOP: 22.35
INV: 19.50

PROPOSED OUTLET WEIR
STAGE 1: 6"Ø ORIFICE @ 20.00'
STAGE 3: 3' LENGTH X 1' BREADTH WEIR @ 22.00'

PROPOSED FES
INV: 18.74

PROPOSED CB-3
TOP: 21.85
INV: 18.85

PROPOSED SS-5
TOP: 21.95
INV: 15.91

PROPOSED SS-4
TOP: 22.70
INV: 15.74

WETLANDS SETBACK LINE

EXISTING WETLANDS LINE

PROPOSED OUTLET WEIR
STAGE 1: 4"Ø ORIFICE @ 20.00'
STAGE 2: 4"Ø ORIFICE @ 21.50'
STAGE 3: 3' LENGTH X 1' BREADTH WEIR @ 23.40'

PROPOSED MAINTENANCE EASEMENT DEDICATED TO HOA

TAX ID# 5-16-18306-01-0600-00001
LANDS N/F
HOWARD H. PIPER JR.
ZONE: R3

PROPOSED CB-2
TOP: 24.10
INV: 21.00

PROPOSED SS-3
TOP: 24.08
INV: 15.35

PROPOSED CB-1
TOP: 24.10
INV: 21.10

PROPOSED CB-5
TOP: 21.74
INV: 18.74

FIRE HYDRANT TO SERVE AS TEMPORARY BLOWOFF FOR PHASE 1

PR. 8" PVC C-900 WATER MAIN

PROPOSED FES
INV: 20.37

PROPOSED SS-1
TOP: 24.00
INV: 20.42

PROPOSED SS-2
TOP: 26.15
INV: 14.90

PROPOSED SS-1
TOP: 27.00
INV: 14.70

PROPOSED ISOLATION VALVES AT EACH LEG OF THE PROPOSED WATER TAP. (TYP. 2 TAP LOCATIONS)

PROPOSED 12" x 8" TAPPING SLEEVE (TYP. 2 TAP LOCATIONS)

TRUITT AVENUE
27' PAVED WIDTH, 60' R/W
MAINTAINED BY THE CITY OF MILFORD

EXISTING SANITARY MANHOLE
TOP: 24.38

EXISTING SANITARY MANHOLE
TOP: 21.69
INV: 13.33

EXISTING SANITARY MANHOLE
TOP: 22.14
INV: 15.72

EXISTING SANITARY MANHOLE
TOP: 25.40
INV: 19.60

EXISTING SANITARY MANHOLE
TOP: 28.08
INV: 20.68

EXISTING SANITARY MANHOLE
TOP: 27.98
INV: 14.96

NW 3RD STREET

NW 4TH STREET

NW 5TH STREET

EX. 10" SS

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

REVISION	DATE
-	-

i3 IDE³ ASSOCIATES
CONSULTING ENGINEERS
CONSTRUCTION MANAGERS
P.O. BOX 498
SMYRNA, DE 19977
Tel: 302 659-9090
Fax: 302 659-0909
Email: ed@i3allc.com

PROJECT#: MATT FEINDT
DRAWN: G.P.C
CHECKED: E.H.I.
SCALE: AS NOTED
SUBMISSION: PRELIMINARY
DATE#: MAY 29, 2025

PROJECT DATA:

Truitt Townhomes

504 TRUITT AVENUE
MILFORD, DE 19963
CITY OF MILFORD
KENT COUNTY, DELAWARE
TAX ID# 5-16-18306-01-0700-00001

DRAWING TITLE:

UTILITY PLAN

DRAWING NUMBER: C2.0

SANITARY SEWER PIPE SCHEDULE							
TAG	INVERT IN	INVERT OUT	LENGTH (LF)	SIZE (IN.)	SLOPE (FT./FT.)	TYPE	REMARKS
S-A-1	14.90	14.80	32	8"	0.003	PVC SDR-35	
S-A-2	15.35	15.00	115	8"	0.003	PVC SDR-35	
S-A-3	15.74	15.45	95	8"	0.003	PVC SDR-35	
S-A-4	15.91	15.84	24	8"	0.003	PVC SDR-35	
S-A-5	16.84	16.01	276	8"	0.003	PVC SDR-35	

SANITARY STRUCTURE SCHEDULE					
TAG	STRUCTURE	TOP	INVERT IN	INVERT OUT	BOX SIZE (I.D.)
SS-1	MANHOLE	27.00	14.80	14.70	48"Ø
SS-2	MANHOLE	26.15	15.00	14.90	48"Ø
SS-3	MANHOLE	24.00	15.45	15.35	48"Ø
SS-4	MANHOLE	22.70	15.84	15.74	48"Ø
SS-5	MANHOLE	21.95	16.01	16.84	48"Ø
SS-6	MANHOLE	21.00	16.94	16.84	48"Ø

SANITARY SEWER LATERAL SCHEDULE							
LATERAL TO UNIT #	INVERT IN	INVERT OUT	LENGTH (LF)	SIZE (IN.)	SLOPE (FT./FT.)	TYPE	REMARKS
1	15.15	14.10	52.25	4"	0.02	PVC SDR-35	VERIFY ELEVATION OF EX. SEWER IN THE FIELD. PR. LATERAL 2% SLOPE MIN.
2	15.29	14.16	56.25	4"	0.02	PVC SDR-35	VERIFY ELEVATION OF EX. SEWER IN THE FIELD. PR. LATERAL 2% SLOPE MIN.
3	15.27	14.22	52.25	4"	0.02	PVC SDR-35	VERIFY ELEVATION OF EX. SEWER IN THE FIELD. PR. LATERAL 2% SLOPE MIN.
4	15.41	14.28	56.25	4"	0.02	PVC SDR-35	VERIFY ELEVATION OF EX. SEWER IN THE FIELD. PR. LATERAL 2% SLOPE MIN.
5	15.39	14.34	52.25	4"	0.02	PVC SDR-35	VERIFY ELEVATION OF EX. SEWER IN THE FIELD. PR. LATERAL 2% SLOPE MIN.
6	15.53	14.40	56.25	4"	0.02	PVC SDR-35	VERIFY ELEVATION OF EX. SEWER IN THE FIELD. PR. LATERAL 2% SLOPE MIN.
7	15.51	14.46	52.25	4"	0.02	PVC SDR-35	VERIFY ELEVATION OF EX. SEWER IN THE FIELD. PR. LATERAL 2% SLOPE MIN.
8	21.68	20.68	50	4"	0.02	PVC SDR-35	VERIFY ELEVATION OF EX. SEWER IN THE FIELD. PR. LATERAL 2% SLOPE MIN.
9	21.73	20.65	54	4"	0.02	PVC SDR-35	VERIFY ELEVATION OF EX. SEWER IN THE FIELD. PR. LATERAL 2% SLOPE MIN.
10	21.58	20.58	50	4"	0.02	PVC SDR-35	VERIFY ELEVATION OF EX. SEWER IN THE FIELD. PR. LATERAL 2% SLOPE MIN.
11	21.59	20.51	54	4"	0.02	PVC SDR-35	VERIFY ELEVATION OF EX. SEWER IN THE FIELD. PR. LATERAL 2% SLOPE MIN.
12	21.44	20.44	50	4"	0.02	PVC SDR-35	VERIFY ELEVATION OF EX. SEWER IN THE FIELD. PR. LATERAL 2% SLOPE MIN.
13	21.45	20.37	54	4"	0.02	PVC SDR-35	VERIFY ELEVATION OF EX. SEWER IN THE FIELD. PR. LATERAL 2% SLOPE MIN.
14	21.30	20.30	50	4"	0.02	PVC SDR-35	VERIFY ELEVATION OF EX. SEWER IN THE FIELD. PR. LATERAL 2% SLOPE MIN.
15	16.60	15.42	59.07	4"	0.02	PVC SDR-35	
16	16.75	15.49	63.07	4"	0.02	PVC SDR-35	
17	16.74	15.56	59.07	4"	0.02	PVC SDR-35	
18	16.89	15.63	63.07	4"	0.02	PVC SDR-35	
19	16.39	15.42	48.27	4"	0.02	PVC SDR-35	
20	16.38	15.49	44.27	4"	0.02	PVC SDR-35	
21	16.53	15.56	48.27	4"	0.02	PVC SDR-35	
22	16.52	15.63	44.27	4"	0.02	PVC SDR-35	
23	16.67	15.70	48.27	4"	0.02	PVC SDR-35	
24	16.57	15.77	40.27	4"	0.02	PVC SDR-35	
25	17.53	16.40	56.67	4"	0.02	PVC SDR-35	
26	17.73	16.53	59.67	4"	0.02	PVC SDR-35	
27	17.67	16.53	56.67	4"	0.02	PVC SDR-35	
28	17.85	16.66	59.67	4"	0.02	PVC SDR-35	
29	17.79	16.66	56.67	4"	0.02	PVC SDR-35	
30	17.98	16.79	59.67	4"	0.02	PVC SDR-35	
31	17.92	16.79	56.67	4"	0.02	PVC SDR-35	
32	17.77	16.78	49.67	4"	0.02	PVC SDR-35	
33	17.64	16.65	46.67	4"	0.02	PVC SDR-35	
34	17.70	16.65	49.67	4"	0.02	PVC SDR-35	
35	17.51	16.52	46.67	4"	0.02	PVC SDR-35	
36	17.57	16.52	49.67	4"	0.02	PVC SDR-35	
37	17.38	16.39	46.67	4"	0.02	PVC SDR-35	
38	17.44	16.39	49.67	4"	0.02	PVC SDR-35	
39	17.24	16.25	46.67	4"	0.02	PVC SDR-35	
40	14.69	13.75	46.85	4"	0.02	PVC SDR-35	VERIFY ELEVATION OF EX. SEWER IN THE FIELD. PR. LATERAL 2% SLOPE MIN.
41	14.87	13.81	53.10	4"	0.02	PVC SDR-35	VERIFY ELEVATION OF EX. SEWER IN THE FIELD. PR. LATERAL 2% SLOPE MIN.

STORM STRUCTURE SCHEDULE							
TAG	STRUCTURE	TOP	INVERT IN	INVERT OUT	BOX SIZE (I.D.)	GRATE	TOP UNIT
CB-1	CATCH BASIN	24.10	21.10	21.10	34"X24"	TYPE 1	TYPE C
CB-2	CATCH BASIN	24.10	21.10	21.10	34"X24"	TYPE 1	TYPE C
CB-3	CATCH BASIN	21.85	18.95	18.85	34"X24"	TYPE 1	TYPE C
CB-4	CATCH BASIN	21.30	18.25	18.25	34"X24"	TYPE 1	TYPE C
CB-5	CATCH BASIN	21.74	18.74	18.74	34"X24"	TYPE 1	TYPE C
CB-6	CATCH BASIN	20.71	17.80	17.80	34"X24"	TYPE 1	TYPE C
CB-7	CATCH BASIN	20.74	17.74	17.64	34"X24"	TYPE 1	TYPE C
CB-8	CATCH BASIN	20.74	17.40	17.30	34"X24"	TYPE 1	TYPE C
SM-1	STORM MANHOLE	24.00	20.52	20.42	48"Ø		

STORM PIPE SCHEDULE							
TAG	INVERT IN	INVERT OUT	LENGTH (LF)	SIZE (IN.)	SLOPE (FT./FT.)	TYPE	REMARKS
P-A-1	21.10	21.00	28	18	0.0036	HDPE	
P-A-2	20.90	20.52	127	18	0.003	HDPE	
P-A-3	20.42	20.37	16	18	0.0031	HDPE	
P-B-1	18.85	18.74	28	15	0.0039	HDPE	
P-D-1	18.74	17.74	123	15	0.0081	HDPE	
P-D-2	17.64	17.55	28	18	0.0032	RCP	
P-D-3	17.30	17.21	27	24	0.0033	HDPE	
P-E-1	21.30	18.25	55	15	0.0045	RCP	
P-F-1	17.80	17.74	42	15	0.0014	RCP	
P-G-1	15.25	15.00	24	6	0.0104	PVC	

REVISION	DATE
-	-

CONSULTING ENGINEERS

CONSTRUCTION MANAGERS

P.O. BOX 498
SMYRNA, DE 19977
Tel: 302 659-9090
Fax: 302 659-0909
Email: ed@i3allc.com

PROJECT#: MATT FEINDT

DRAWN: G.P.C

CHECKED: E.H.I.

SCALE: AS NOTED

SUBMISSION: PRELIMINARY

DATE#: MAY 29, 2025

PROJECT DATA:

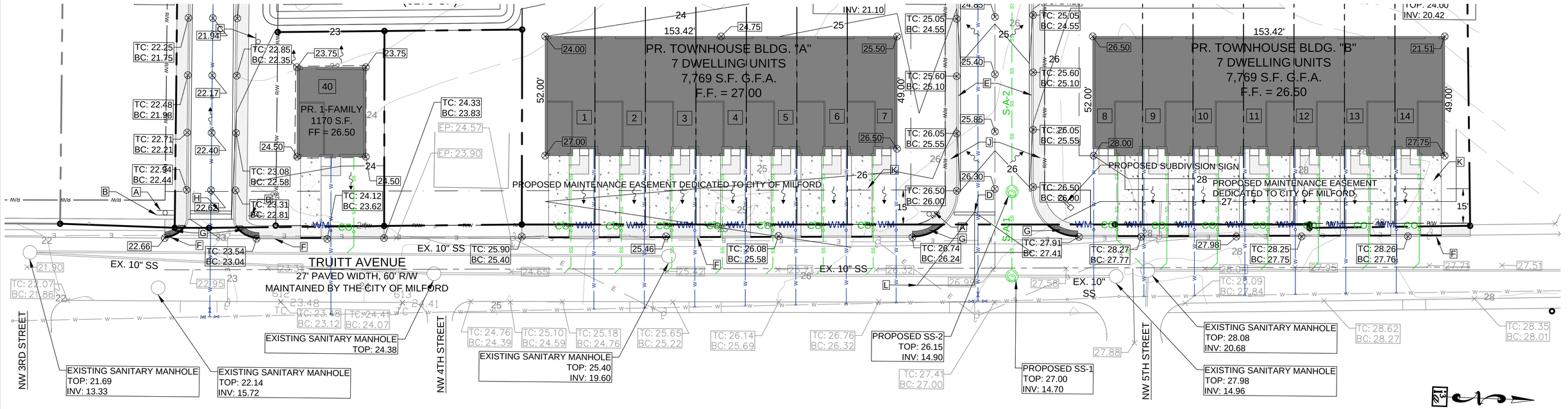
Truitt Townhomes

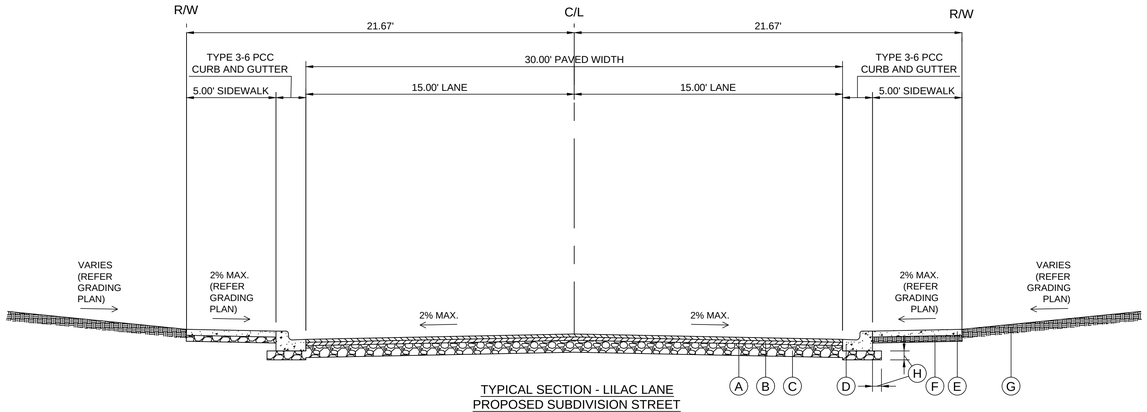
504 TRUITT AVENUE
MILFORD, DE 19963
CITY OF MILFORD
KENT COUNTY, DELAWARE
TAX ID# 5-16-18306-01-0700-00001

DRAWING TITLE:

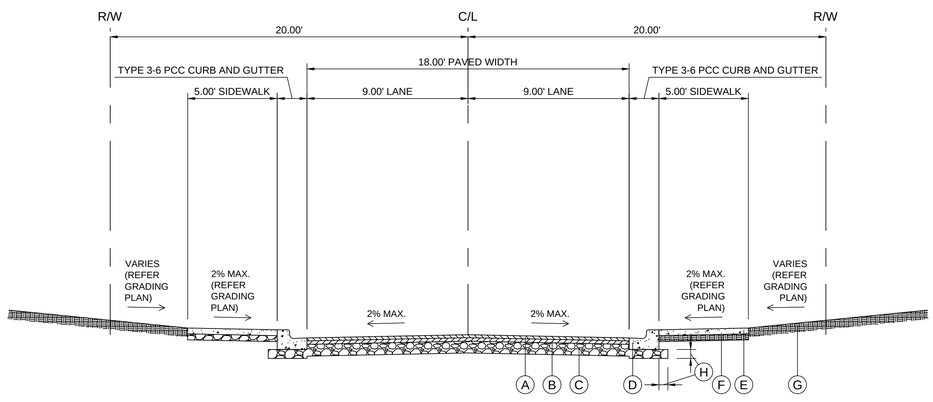
PIPE SCHEDULES & STRUCTURE TABLES

DRAWING NUMBER: C2.1





TYPICAL SECTION - LILAC LANE
PROPOSED SUBDIVISION STREET
NTS



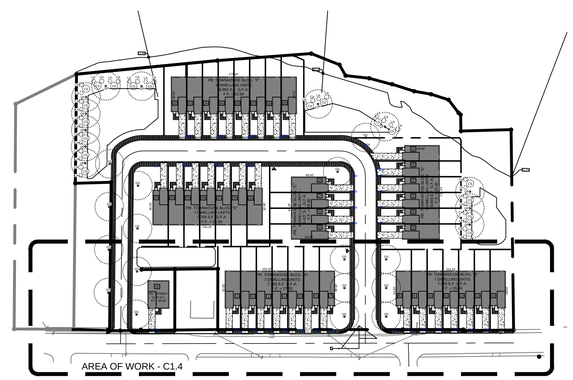
TYPICAL SECTION - APRIL ALLEY
PROPOSED SUBDIVISION STREET
NTS

LEGEND (APPLIES TO CROSS SECTIONS)

- Ⓐ 2" SUPERPAVE TYPE C, PG 64-22 (SN CONTRIBUTION PER INCH = 0.40)
- Ⓑ 2.25" SUPERPAVE TYPE B, PG 64-22 (SN CONTRIBUTION PER INCH = 0.40)
- Ⓒ 8" COMPACTED CRUSHER RUN (SN CONTRIBUTION PER INCH = 0.14)
- Ⓓ TYPE 3-6 PORTLAND CEMENT CONCRETE CURB AND GUTTER
- Ⓔ 4000 PSI CONCRETE SIDEWALK. STANDARD THICKNESS SHALL BE 4". FOR DEPRESSED AND TRANSITION AREAS, SIDEWALK SHALL BE 6" THICK
- Ⓕ 4" COMPACTED SELECT FILL. FOR DEPRESSED AND TRANSITION AREAS, 6" THICKNESS SHALL BE USED. COMPACT TO 95% OF ASTM D 1557
- Ⓖ MIN. 6" TOPSOIL AND GRASS SEEDING
- Ⓗ 6" GABC FROM BOTTOM OF CURB AND 6" FROM BACK FACE OF CURB PER DELDOT STANDARD CONSTRUCTION DETAILS

LEGEND (APPLIES TO PLAN)

- A "STOP" SIGN, POST MOUNTED
- B "DO NOT ENTER" SIGN, POST MOUNTED
- C "ONE WAY" SIGN, POST MOUNTED
- D 16" X 15' PAINTED STOP BAR
- E TYPE 3-6 P.C.C. CURB AND GUTTER
- F TYPE 1-6 P.C.C. CURB
- G TACTILE PAVERS IN ACCESSIBLE SIDEWALK RAMP
- H 16" X 18' PAINTED STOP BAR
- J 5' WIDE CONCRETE SIDEWALK
- K 9' WIDE CONCRETE DRIVEWAY (TYP. ALL PR. DWELLING UNITS)
- L 25' SIGHT TRIANGLE PER CITY OF MILFORD 230-24.23(C)(1)



KEY PLAN
SCALE: 1" = 100'

0' 20' 40' 60'
SCALE: 1"=20'

REVISION	DATE
-	-

CONSULTING ENGINEERS
CONSTRUCTION MANAGERS
P.O. BOX 498
SMYRNA, DE 19977
Tel: 302 659-9090
Fax: 302 659-0909
Email: ed@3allc.com

PROJECT#: MATT FEINDT
DRAWN: G.P.C
CHECKED: E.H.I.
SCALE: AS NOTED
SUBMISSION: PRELIMINARY
DATE#: MAY 29, 2025

PROJECT DATA:

Truitt Townhomes

504 TRUITT AVENUE
MILFORD, DE 19963
CITY OF MILFORD
KENT COUNTY, DELAWARE
TAX ID# 5-16-18306-01-0700-00001

DRAWING TITLE:

ENTRANCE PLAN

DRAWING NUMBER: C3.0

SANITARY SEWER PIPE SCHEDULE

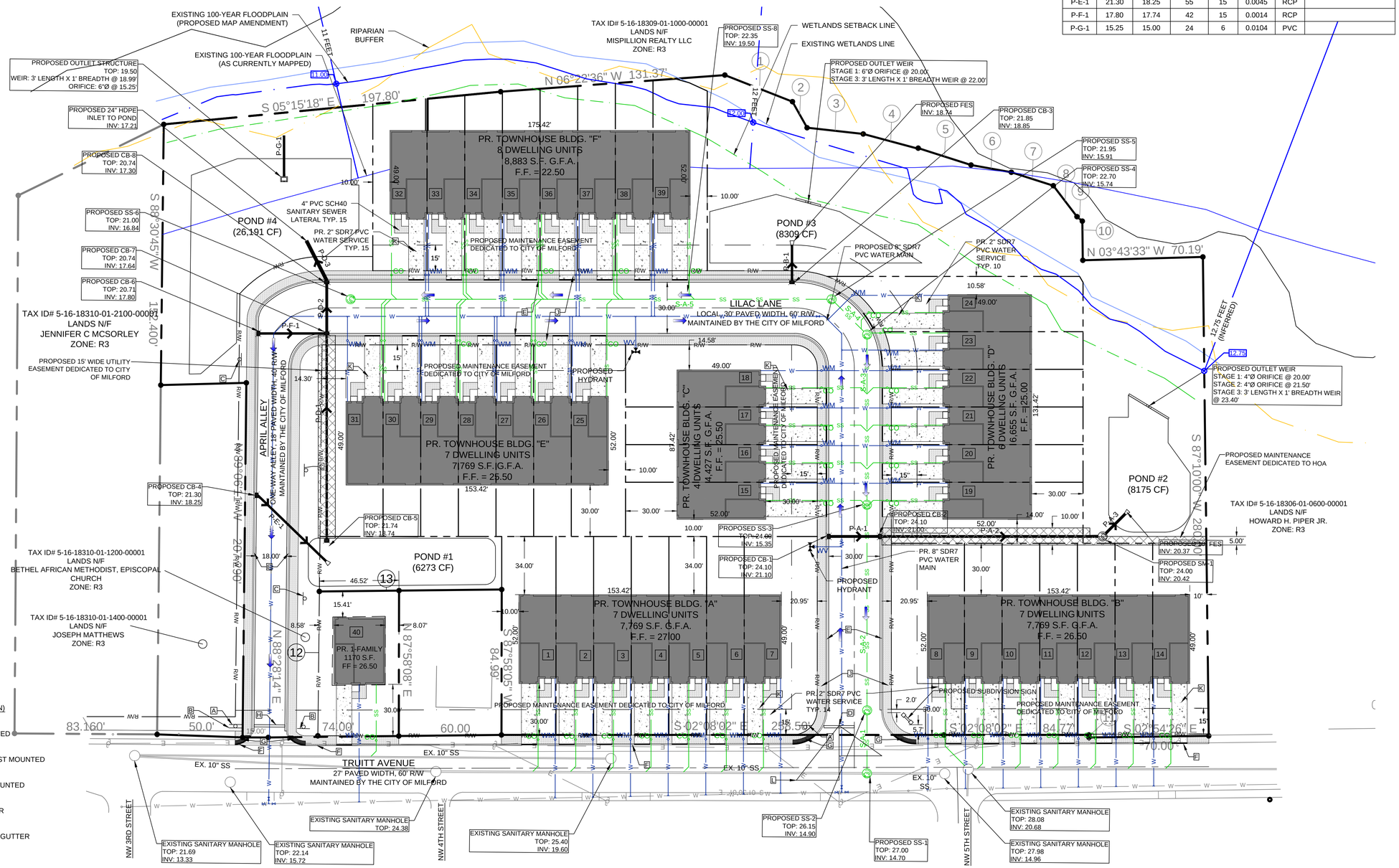
TAG	INVERT IN	INVERT OUT	LENGTH (LF)	SIZE (IN.)	SLOPE (FT./FT.)	TYPE	REMARKS
S-A-1	14.90	14.80	32	8"	0.003	PVC SDR-35	
S-A-2	15.35	15.00	115	8"	0.003	PVC SDR-35	
S-A-3	15.74	15.45	95	8"	0.003	PVC SDR-35	
S-A-4	15.91	15.84	24	8"	0.003	PVC SDR-35	
S-A-5	16.84	16.01	276	8"	0.003	PVC SDR-35	

STORM PIPE SCHEDULE

TAG	INVERT IN	INVERT OUT	LENGTH (LF)	SIZE (IN.)	SLOPE (FT./FT.)	TYPE	REMARKS
P-A-1	21.10	21.00	28	18	0.0036	HDPE	
P-A-2	20.90	20.52	127	18	0.003	HDPE	
P-A-3	20.42	20.37	16	18	0.0031	HDPE	
P-B-1	18.85	18.74	28	15	0.0039	HDPE	
P-D-1	18.74	17.74	123	15	0.0081	HDPE	
P-D-2	17.64	17.55	28	18	0.0032	RCP	
P-D-3	17.30	17.21	27	24	0.0033	HDPE	
P-E-1	21.30	18.25	55	15	0.0045	RCP	
P-F-1	17.80	17.74	42	15	0.0014	RCP	
P-G-1	15.25	15.00	24	6	0.0104	PVC	

BOUNDARY SCHEDULE

LINE	BEARING	DISTANCE (FT)	
1	S 19°20'41" W	42.46	
2	S 58°37'57" W	17.46	
3	S 04°13'02" W	33.02	
4	S 12°52'36" W	33.28	
5	S 15°35'15" W	32.40	
6	S 08°00'44" W	23.92	
7	S 15°38'42" W	25.77	
8	S 50°29'33" W	22.77	
9	S 37°57'07" W	4.08	
10	S 87°07'49" W	22.87	
11	S 87°10'00" W	1.50	
12	N 87°14'02" E	84.41	PROPOSED
13	S 02°47'35" E	46.52	PROPOSED



LEGEND (APPLIES TO PLAN)

- A "STOP" SIGN, POST MOUNTED
- B "DO NOT ENTER" SIGN, POST MOUNTED
- C "ONE WAY" SIGN, POST MOUNTED
- D 16" X 15' PAINTED STOP BAR
- E TYPE 3-6 P.C.C. CURB AND GUTTER
- F TYPE 1-6 P.C.C. CURB
- G TACTILE PAVERS IN ACCESSIBLE SIDEWALK RAMP
- H 16" X 18' PAINTED STOP BAR
- J 5' WIDE CONCRETE SIDEWALK
- K 9' WIDE CONCRETE DRIVEWAY (TYP. ALL PR. DWELLING UNITS)
- L 25' SIGHT TRIANGLE PER CITY OF MILFORD 230-24.23(C)(1)

0' 30' 60' 90'

SCALE: 1"=30'

REVISION	DATE
-	-

i3 IDE ASSOCIATES

CONSULTING ENGINEERS

CONSTRUCTION MANAGERS

P.O. BOX 498
SMYRNA, DE 19977
Tel: 302 659-9090
Fax: 302 659-0909
Email: ed@i3allc.com

PROJECT#: MATT FEINDT
DRAWN: G.P.C
CHECKED: E.H.I.
SCALE: AS NOTED
SUBMISSION: PRELIMINARY
DATE#: MAY 29, 2025

PROJECT DATA:

Truitt Townhomes

504 TRUITT AVENUE
MILFORD, DE 19963
CITY OF MILFORD
KENT COUNTY, DELAWARE
TAX ID# 5-16-18306-01-0700-00001

DRAWING TITLE:

FIRE MARSHAL PLAN

DRAWING NUMBER: F1.0

PLANTING SCHEDULE					
KEY	QTY.	BOTANICAL NAME	COMMON NAME	ROOT	SIZE
GS	16	GLEDITSIA TRIACANTHOS	HONEY LOCUST	B&B	2 - 2-1/2"
QP	12	QUERCUS PHELLOS	WILLOW OAK	B&B	2 - 2-1/2"
CS	18	CORNUS SERICEA	RED TWIG DOGWOOD	B&B	7 - 10 FEET
CA	18	CLETHRA ALNIFOLIA	SWEET PEPPERBUSH	B&B	4 - 6 FEET
LA	18	LEUCOTHOE AXILLARIS	COASTAL DOGHOBBLE	B&B	3 - 5 FEET

CITY OF MILFORD LANDSCAPING REQUIREMENTS:
1. CHAPTER 200-8(G)(1)(f): SHADE TREES AT 150' O.C. ON EACH SIDE OF STREET
   ACTUAL: PROVIDED AS POSSIBLE GIVEN SITE CONSTRAINTS; SEE PLAN
2. CHAPTER 230-19.8(F)(2): ONE (1) TREE PER 10,000 S.F. OF LOT AREA FOR RESIDENTIAL DEVELOPMENT REQUIRED.
   REQUIRED: 199,905 S.F. / 10,000 S.F./TREE = 20 TREES REQUIRED
   ACTUAL: 28 TREES PROVIDED; SEE PLAN

BOUNDARY SCHEDULE			
LINE	BEARING	DISTANCE (FT)	
1	S 19°20'41" W	42.46	
2	S 58°37'57" W	17.46	
3	S 04°13'02" W	33.02	
4	S 12°52'36" W	33.28	
5	S 15°35'15" W	32.40	
6	S 08°00'44" W	23.92	
7	S 15°38'42" W	25.77	
8	S 50°29'33" W	22.77	
9	S 37°57'07" W	4.08	
10	S 87°07'49" W	22.87	
11	S 87°10'00" W	1.50	
12	N 87°14'02" E	84.41	PROPOSED
13	S 02°47'35" E	46.52	PROPOSED

MULLET RUN
NON-TIDAL STREAM

EXISTING 100-YEAR FLOODPLAIN
(PROPOSED MAP AMENDMENT)

EXISTING 100-YEAR FLOODPLAIN
(AS CURRENTLY MAPPED)

RIPARIAN
BUFFER

PROPOSED PARCEL #2
OPEN SPACE AREA =
14,219 S.F.

TAX ID# 5-16-18309-01-1000-00001
LANDS N/F
MISPILLION REALTY LLC
ZONE: R3

N 06°22'36" W 131.37'

S 05°15'18" E 197.80'

PR. TOWNHOUSE BLDG. "F"
8 DWELLING UNITS
8,883 S.F. G.F.A.
F.F. = 22.50

POND #4
(26,191 CF)

POND #3
(8309 CF)

PROPOSED MAINTENANCE EASEMENT
DEDICATED TO CITY OF MILFORD

N 03°43'33" W 70.19'

PROPOSED PARCEL #1
OPEN SPACE AREA =
12,938 S.F.

LILAC LANE
LOCAL, 30' PAVED WIDTH, 60' R/W
MAINTAINED BY THE CITY OF MILFORD

TAX ID# 5-16-18310-01-2100-00001
LANDS N/F
JENNIFER C MCSORLEY
ZONE: R3

PROPOSED 15' WIDE UTILITY
EASEMENT DEDICATED TO CITY
OF MILFORD

APRIL ALLEY
ONE-WAY, 20' PAVED WIDTH, 40' R/W
MAINTAINED BY THE CITY OF MILFORD

PR. TOWNHOUSE BLDG. "E"
7 DWELLING UNITS
7,769 S.F. G.F.A.
F.F. = 26.50

PR. TOWNHOUSE BLDG. "C"
4 DWELLING UNITS
4,427 S.F. G.F.A.
F.F. = 25.50

PR. TOWNHOUSE BLDG. "D"
6 DWELLING UNITS
6,655 S.F. G.F.A.
F.F. = 25.00

POND #2
(8475 CF)

PROPOSED MAINTENANCE
EASEMENT DEDICATED TO HOA

TAX ID# 5-16-18306-01-0600-00001
LANDS N/F
HOWARD H. PIPER JR.
ZONE: R3

TAX ID# 5-16-18310-01-1200-00001
LANDS N/F
BETHEL AFRICAN METHODIST, EPISCOPAL
CHURCH
ZONE: R3

TAX ID# 5-16-18310-01-1400-00001
LANDS N/F
JOSEPH MATTHEWS
ZONE: R3

POND #1
(6273 CF)

PR. 1-FAMILY
1170 S.F.
FF = 26.50

PR. TOWNHOUSE BLDG. "A"
7 DWELLING UNITS
7,769 S.F. G.F.A.
F.F. = 27.00

PR. TOWNHOUSE BLDG. "B"
7 DWELLING UNITS
7,769 S.F. G.F.A.
F.F. = 26.50

PROPOSED SUBDIVISION SIGN

PROPOSED MAINTENANCE EASEMENT DEDICATED TO CITY OF MILFORD

TRUITT AVENUE
27' PAVED WIDTH, 60' R/W
MAINTAINED BY THE CITY OF MILFORD

NW 3RD STREET
NW 4TH STREET
NW 5TH STREET

LEGEND (APPLIES TO PLAN)

A "STOP" SIGN, POST MOUNTED

B "DO NOT ENTER" SIGN, POST MOUNTED

C "ONE WAY" SIGN, POST MOUNTED

D 16" X 15' PAINTED STOP BAR

LANDSCAPE CERTIFICATION

Debora Mulholland CNP
D. Mulholland
May 30, 2025
Jos Wick Nursery
Dover, DE

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

REVISION	DATE
-	-

i3 IDE3 ASSOCIATES
CONSULTING ENGINEERS
CONSTRUCTION MANAGERS
P.O. BOX 498
SMYRNA, DE 19977
Tel: 302 659-9090
Fax: 302 659-0909
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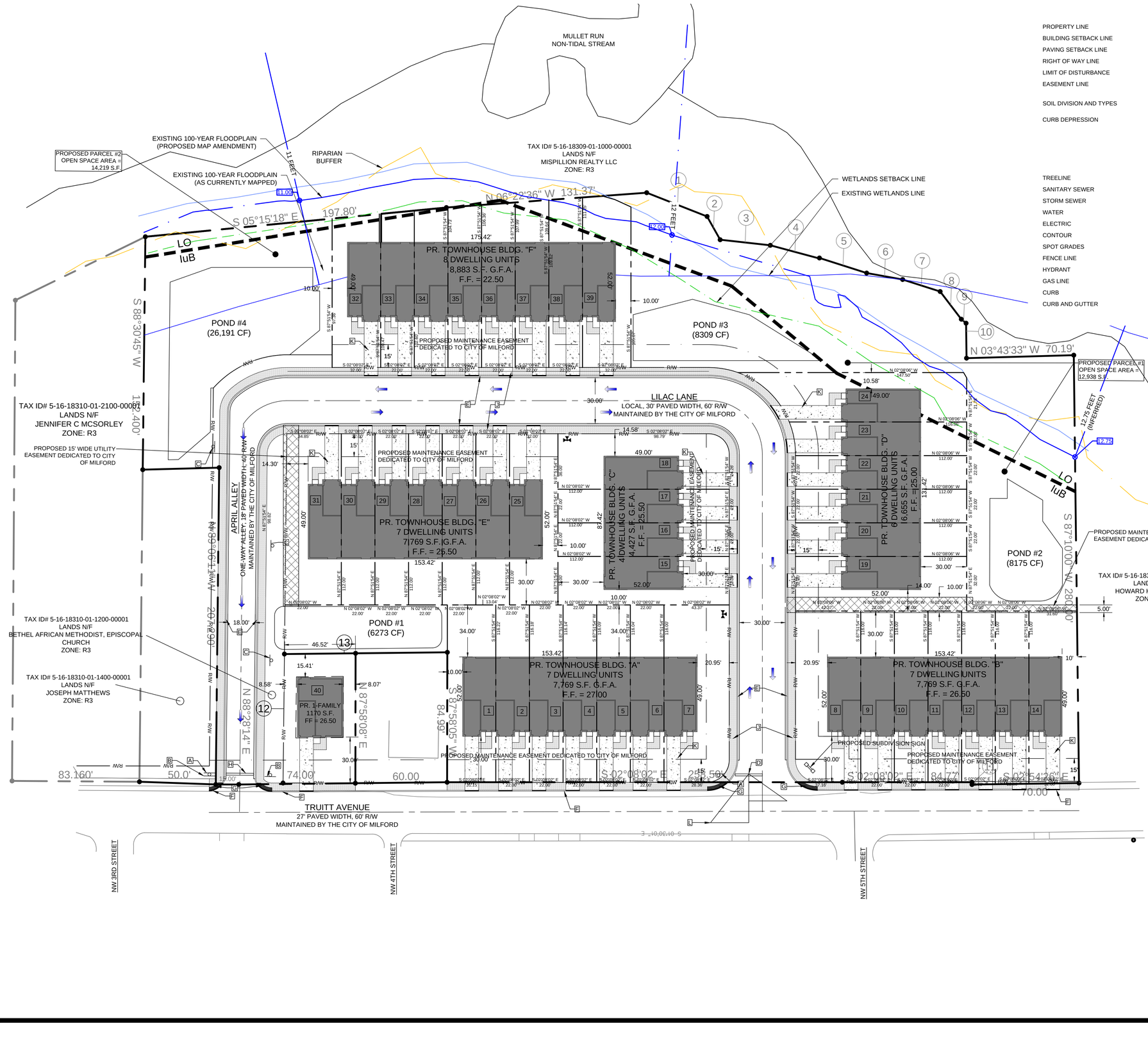
Truitt Townhomes

504 TRUITT AVENUE
MILFORD, DE 19963
CITY OF MILFORD
KENT COUNTY, DELAWARE
TAX ID# 5-16-18306-01-0700-00001

DRAWING TITLE:

LANDSCAPE PLAN

DRAWING NUMBER: L1.0



GRAPHIC LEGEND

PROPERTY LINE
BUILDING SETBACK LINE
PAVING SETBACK LINE
RIGHT OF WAY LINE (R/W)
LIMIT OF DISTURBANCE (LOD)
EASEMENT LINE
SOIL DIVISION AND TYPES (MtA / Up)
CURB DEPRESSION

	EXISTING	PROPOSED
TREELINE		
SANITARY SEWER	SS	SS
STORM SEWER	SD	SD
WATER	W	W
ELECTRIC	E	E
CONTOUR	##	##
SPOT GRADES	(50.97)	54.55
FENCE LINE		
HYDRANT	FH	
GAS LINE	GAS	GAS
CURB		
CURB AND GUTTER		

PIN FOUND
MONUMENT TO BE SET
FIRE DEPARTMENT CONNECTION
STORM SEWER MANHOLE
STORM SEWER INLET
SANITARY CLEANOUT
SANITARY MANHOLE
WATER METER (WM)
WATER VALVE
UTILITY POLE
SITE LIGHT
OF PARKING SPACES IN A ROW
ADA PARKING SIGN
STABILIZED CONSTRUCTION ENTRANCE (SCE)
CONCRETE WASHOUT (CW)
INLET PROTECTION (IP-2)
DEMOLITION AREAS
PROPOSED CONCRETE SIDEWALK
PROPOSED PERVIOUS AREA
PROPOSED FULL-DEPTH PAVEMENT
PROPOSED CONCRETE FLATWORK

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

LEGEND (APPLIES TO PLAN)

- A "STOP" SIGN, POST MOUNTED
- B "DO NOT ENTER" SIGN, POST MOUNTED
- C "ONE WAY" SIGN, POST MOUNTED
- D 16" X 15' PAINTED STOP BAR
- E TYPE 3-6 P.C.C. CURB AND GUTTER
- F TYPE 1-6 P.C.C. CURB
- G TACTILE PAVERS IN ACCESSIBLE SIDEWALK RAMP
- H 16" X 18' PAINTED STOP BAR
- J 5' WIDE CONCRETE SIDEWALK
- K 9' WIDE CONCRETE DRIVEWAY (TYP. ALL PR. DWELLING UNITS)

BOUNDARY SCHEDULE

LINE	BEARING	DISTANCE (FT)	
1	S 19°20'41" W	42.46	
2	S 58°37'57" W	17.46	
3	S 04°13'02" W	33.02	
4	S 12°52'36" W	33.28	
5	S 15°35'15" W	32.40	
6	S 08°00'44" W	23.92	
7	S 15°38'42" W	25.77	
8	S 50°29'33" W	22.77	
9	S 37°57'07" W	4.08	
10	S 87°07'49" W	22.87	
11	S 87°10'00" W	1.50	
12	N 87°14'02" E	84.41	PROPOSED
13	S 02°47'35" E	46.52	PROPOSED

REVISION	DATE
-	-

i3 IDE & ASSOCIATES
CONSULTING ENGINEERS
CONSTRUCTION MANAGERS
P.O. BOX 498
SMYRNA, DE 19977
Tel: 302 659-9090
Fax: 302 659-0909
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PROJECT#: MATT FEINDT
DRAWN: G.P.C
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SCALE: AS NOTED
SUBMISSION: PRELIMINARY
DATE#: MAY 29, 2025

PROJECT DATA:

Truitt Townhomes

504 TRUITT AVENUE
MILFORD, DE 19963
CITY OF MILFORD
KENT COUNTY, DELAWARE
TAX ID# 5-16-18306-01-0700-00001

DRAWING TITLE:

RECORD PLAN

DRAWING NUMBER: R1.0

IDE³ ASSOCIATES

Consulting Engineers | Construction Management

P.O. Box 498 Smyrna, DE 19977 Ph: 302-659-9090 Fax: 302-659-0909

July 25, 2025

Rob Pierce
Planning Director
City of Milford
180 Vickers Drive
Milford, Delaware 19963

REF: Truitt Townhomes – Waiver Requests

Dear Rob,

We are representing the developer in this application for the Planning Commission and City Council meetings for the above-mentioned project. We respectfully request the following waivers from the City of Milford Code to be granted. The waivers and our justification for their approval are:

1. TO PERMIT A 30 FOOT STREET WIDTH AT THE NORTH AND WEST OF THE SUBDIVISION, TO BE KNOWN AS LILAC LANE (36 FEET STREET WIDTH REQUIRED PER 200-8(A)(14)(a)).

   The proposed subdivision meets the City of Milford off-street parking requirements through each unit having enough driveway space for 1.5 cars and a garage space for 1 car, totaling 2.5 parking spaces per unit. Therefore, the proposed subdivision street width of 30' accounts for two-way traffic with street parking on one side. At the same time, a 36' wide street would physically prohibit a balanced development of the townhouses due to the size and irregular shape of the subdivision boundary.

   An important factor is each lot's conformity with the City's bulk regulations for the R-3 zone uniformity with one another, and impact to the surrounding area. We have addressed the balance through our testimony and approval from the Board of Adjustment on lot-related variances.

2. TO PERMIT A 43.34 FOOT RIGHT-OF-WAY AT THE NORTH AND WEST OF THE SUBDIVISION, TO BE KNOWN AS LILAC LANE (60 FEET RIGHT-OF-WAY WIDTH REQUIRED PER 200-8(A)(14)(a)).

On a 30’ paved width street, a 43.34’ ROW places the ROW line on the back edge of the proposed sidewalk, as shown on the plan. Beyond said line, a 15’ wide maintenance easement dedicated to the City of Milford is proposed.

In this subdivision layout, this configuration is appropriate since it allows for front yard conformity to the City of Milford code while allowing ample space for the City’s access to the ROW.

3. TO PERMIT THE EXISTING RIGHT-OF-WAY WIDTH TO REMAIN AT THE EAST OF THE SUBDIVISION, KNOWN AS TRUITT AVENUE (60 FEET RIGHT-OF-WAY WIDTH REQUIRED PER 200-8(A)(14)(a)).

   The alignment of the centerline with respect to the existing front property lines and existing edge of pavement / curb line varies throughout Truitt Avenue, so establishing a new ROW without significant alterations to the physical alignment of Truitt Avenue would be unfeasible, especially for the existing single-family parcel between lot 1 and lot 40, which is not owned by Carlisle Lane LLC and has frontage along Truitt Avenue. Therefore, we propose letting the existing frontage property lines on Truitt Avenue define the ROW, which inherently varies in width. Beyond said line, there is a proposed maintenance easement dedicated to the City of Milford.

4. TO PERMIT LOT 24 TO BE PLATTED WITHIN THE 100-YEAR FLOODPLAIN (RESIDENTIAL LOTS OR ANY OTHER USES WHERE DANGER TO LIFE OR PROPERTY OR AN AGGRAVATION OF FLOOD HAZARD MAY RESULT MAY NOT BE PLATTED WITHIN THE FLOODPLAIN PER 200-8(E)(8)).

   The encroachment of the floodplain is minimal and outside of the proposed building footprint.

5. TO PERMIT LOT 37 TO BE PLATTED WITHIN THE 100-YEAR FLOODPLAIN (RESIDENTIAL LOTS OR ANY OTHER USES WHERE DANGER TO LIFE OR PROPERTY OR AN AGGRAVATION OF FLOOD HAZARD MAY RESULT MAY NOT BE PLATTED WITHIN THE FLOODPLAIN PER 200-8(E)(8)).

   The encroachment of the floodplain is marginal and outside of the proposed building footprint.

6. TO PERMIT LOT 38 TO BE PLATTED WITHIN THE 100-YEAR FLOODPLAIN (RESIDENTIAL LOTS OR ANY OTHER USES WHERE DANGER TO LIFE OR PROPERTY OR AN AGGRAVATION OF FLOOD HAZARD MAY RESULT MAY NOT BE PLATTED WITHIN THE FLOODPLAIN PER 200-8(E)(8)).

   The encroachment of the floodplain is marginal and outside of the proposed building footprint.

7. TO PERMIT LOT 39 TO BE PLATTED WITHIN THE 100-YEAR FLOODPLAIN (RESIDENTIAL LOTS OR ANY OTHER USES WHERE DANGER TO LIFE OR PROPERTY OR AN AGGRAVATION OF FLOOD HAZARD MAY RESULT MAY NOT BE PLATTED WITHIN THE FLOODPLAIN PER 200-8(E)(8)).

The encroachment of the floodplain is marginal and outside of the proposed building footprint.

8. TO PERMIT LOT 23 TO BE PLATTED WITHIN 25 FEET OF LAND UNDER THE JURISDICTION OF THE U.S. ARMY CORPS OF ENGINEERS (PRIVATE LOTS MAY NOT BE PLATTED WITHIN 25 FEET OF SAID JURISDICTION PER 200-8(E)(9)).

   Grading activities in this section of the wetland buffer were previously approved by the Board of Adjustment. These activities and the proposed building will not encroach the delineated wetlands.

9. TO PERMIT LOT 24 TO BE PLATTED WITHIN 25 FEET OF LAND UNDER THE JURISDICTION OF THE U.S. ARMY CORPS OF ENGINEERS (PRIVATE LOTS MAY NOT BE PLATTED WITHIN 25 FEET OF SAID JURISDICTION PER 200-8(E)(9)).

   Grading activities in this section of the wetland buffer were previously approved by the Board of Adjustment. These activities and the proposed building will not encroach the delineated wetlands.

10. TO PERMIT LOT 35 TO BE PLATTED WITHIN 25 FEET OF LAND UNDER THE JURISDICTION OF THE U.S. ARMY CORPS OF ENGINEERS (PRIVATE LOTS MAY NOT BE PLATTED WITHIN 25 FEET OF SAID JURISDICTION PER 200-8(E)(9)).

    Grading activities in this section of the wetland buffer were previously approved by the Board of Adjustment. These activities and the proposed building will not encroach the delineated wetlands.

11. TO PERMIT LOT 36 TO BE PLATTED WITHIN 25 FEET OF LAND UNDER THE JURISDICTION OF THE U.S. ARMY CORPS OF ENGINEERS (PRIVATE LOTS MAY NOT BE PLATTED WITHIN 25 FEET OF SAID JURISDICTION PER 200-8(E)(9)).

    Grading activities in this section of the wetland buffer were previously approved by the Board of Adjustment. These activities and the proposed building will not encroach the delineated wetlands.

12. TO PERMIT LOT 37 TO BE PLATTED WITHIN 25 FEET OF LAND UNDER THE JURISDICTION OF THE U.S. ARMY CORPS OF ENGINEERS (PRIVATE LOTS MAY NOT BE PLATTED WITHIN 25 FEET OF SAID JURISDICTION PER 200-8(E)(9)).

    Grading activities in this section of the wetland buffer were previously approved by the Board of Adjustment. These activities and the proposed building will not encroach the delineated wetlands.

13. TO PERMIT LOT 38 TO BE PLATTED WITHIN 25 FEET OF LAND UNDER THE JURISDICTION OF THE U.S. ARMY CORPS OF ENGINEERS (PRIVATE LOTS MAY NOT BE PLATTED WITHIN 25 FEET OF SAID JURISDICTION PER 200-8(E)(9)).

    Grading activities in this section of the wetland buffer were previously approved by the Board of Adjustment. These activities and the proposed building will not encroach the delineated wetlands.

14. TO PERMIT LOT 39 TO BE PLATTED WITHIN 25 FEET OF LAND UNDER THE JURISDICTION OF THE U.S. ARMY CORPS OF ENGINEERS (PRIVATE LOTS MAY NOT BE PLATTED WITHIN 25 FEET OF SAID JURISDICTION PER 200-8(E)(9)).

    Grading activities in this section of the wetland buffer were previously approved by the Board of Adjustment. These activities and the proposed building will not encroach the delineated wetlands.

15. TO PERMIT RELIEF FROM THE MINIMUM STREET TREE SPACING ALONG THE STREET TO BE KNOWN AS LILAC LANE (150 FOOT MINIMUM SPACING BETWEEN STREET TREES ON EACH SIDE OF THE ROAD REQUIRED PER 200-8(G)(1)(f)).

    The landscape plan meets the minimum tree spacing requirements along the subdivision street at most points, but due to the spacing of the driveways and the sewer and water laterals parallel and proximity to them, placing trees there would be prohibitive to the maintenance capabilities. Therefore, the plan calls for a tighter spacing along the street where it can be achieved with clusters of trees around the proposed stormwater management ponds so that the total tree requirement can be met.

If you have any questions or comments, please do not hesitate to contact Gary Cimaglia at (302) 659-9090.

Respectfully Submitted,



Edward H. Ide, III, P.E.
President
i3a Consulting Engineers . Construction Managers

APPRAISAL OF REAL PROPERTY

Land Only
w/Extraordinary Assumption



LOCATED AT

504 Truitt Ave
Milford, DE 19963

W. SD. TRUITT AVE., MILFORD, LOT + #1-W. LINE TRUITT AVE., LOT #2:#2-LOT ADJ. #1 + W. TRUITT AVE., #1- LOT #31:#2-LOT #12 TO 17, 22-26,32 TO 34 + 304 TRUITT AVE + W. SIDE TRUITT AVE., MILFORD, 41,733 SQ. F

FOR

Carlisle Lane LLC
4330 Big Stone Beach Rd
Milford, DE 19963

OPINION OF VALUE

520,000

$520,000 / 4.72 acres
$110,169.50 / acre
0.5 acres = $55,084.75

AS OF

May 5, 2025

BY

Mark D McDaniel
Masten Realty LLC
6103 South Rehoboth Blvd
Milford, DE 19963
Office: (302)422-1850
Cell: (302)270-1003
MacksREA@outlook.com

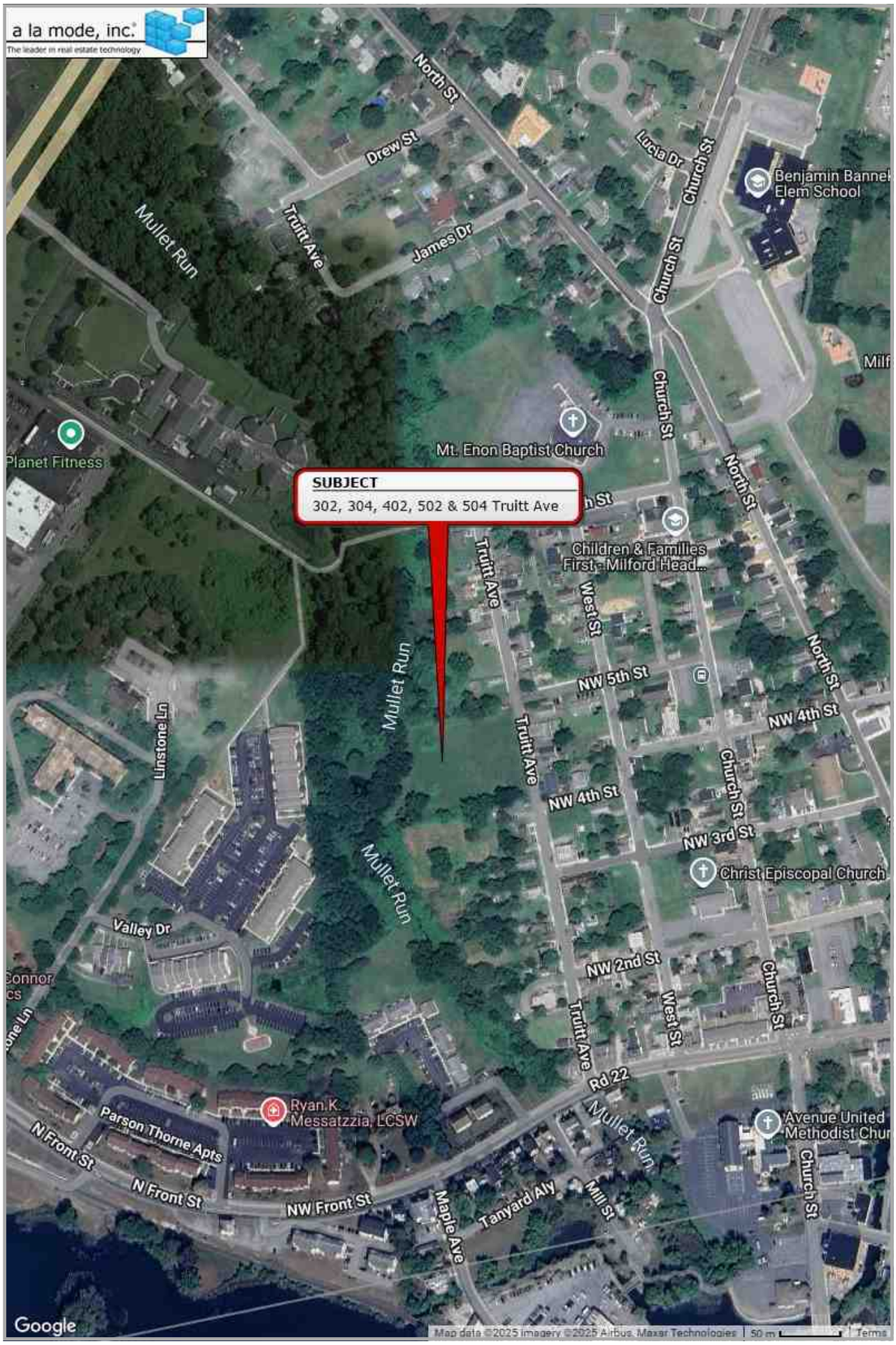
Client	Carlisle Lane LLC			File No.			
Property Address	504 Truitt Ave						
City	Milford	County	Kent	State	DE	Zip Code	19963
Owner	Carlisle Lane LLC						

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Location Map

Client	Carlisle Lane LLC						
Property Address	504 Truitt Ave						
City	Milford	County	Kent	State	DE	Zip Code	19963
Owner	Carlisle Lane LLC						



Subject Land Photo Page

Client	Carlisle Lane LLC						
Property Address	504 Truitt Ave						
City	Milford	County	Kent	State	DE	Zip Code	19963
Owner	Carlisle Lane LLC						



504 Truitt Ave

302,304,402,502,504 Truitt Ave

Sales Price	
Date of Sale	
Site Area	4.72
Location	Residential
Zoning	R-3



502 Truitt Ave



402 Truitt Ave

Subject Land Photo Page

Client	Carlisle Lane LLC						
Property Address	504 Truitt Ave						
City	Milford	County	Kent	State	DE	Zip Code	19963
Owner	Carlisle Lane LLC						



304 Truitt Ave

302,304,402,502,504 Truitt Ave

Sales Price	
Date of Sale	
Site Area	4.72
Location	Residential
Zoning	R-3



302 Truitt Ave



Subject Street

FIRREA / USPAP ADDENDUM

Client	Carlisle Lane LLC				File No.		
Property Address	504 Truitt Ave						
City	Milford	County	Kent	State	DE	Zip Code	19963
Owner	Carlisle Lane LLC						

Purpose

The purpose of this appraisal is to develop an independent, objective, opinion of market value for the fee simple interest of the subject real property as unimproved land.

Scope of Work

The scope of this appraisal involves a detailed review of the property, local marketplace, and surrounding areas. This includes but is not limited to interviews with local appraisers, property owners, buyers, sellers, realtors, contractors, tax assessors, city and county planning/zoning, public records, and other related city/county officials. The highest and best use of the property is concluded and the appropriate approaches to value are employed. The value of the property is then reconciled by judging the most appropriate valuation approach or approaches.

Intended Use / Intended User

Intended Use: **The intended use of this appraisal is to provide an independent, objective, opinion of market value for the "land only" fee simple interest of the subject real property in connection with determining the "cash-in-lieu of recreational area" for the City of Milford.** There is no other intended use. This report is prepared specifically to meet the needs of the client. The report should not be relied upon for any other purpose. No other use of the appraisal is intended, contemplated, or authorized by the appraiser.

Intended User(s): **Carlisle Lane LLC**. No party other than the intended user should rely upon this appraisal for any purpose whatsoever. The fact that some party other than the client paid for the appraisal, either directly or indirectly, does not make them an intended user.

History of Property

Current listing information: Not for sale in MLS as of effective date of appraisal.

Prior sale: 302 Truitt: 2/5/24 @ $75,000; 304 Truitt (Improved) 8/8/24 @ $120,000; 402/502 Truitt (Improved) 10/8/24 @ $320,000; 504 Truitt 3/17/23 @ $55,000.

Exposure Time / Marketing Time

The reasonable exposure time for the subject property as proposed is 60-150 days when listed within 10% of the reported market value.

Personal (non-realty) Transfers

None during the three years prior to the effective date.

Additional Comments

The information gathered from the sources is believed to be reliable and has been verified by the parties in the various transactions. When conflicting information is presented the source deemed most reliable is used. The data believed to be unreliable is not included in the report and not used in the valuation process.

The appraiser, Mark D. McDaniel, is a Certified Residential Real Property Appraiser. Your appraiser has no financial or other interest in the subject property/transaction.

The appraiser has performed no services as an appraiser regarding the property that is the subject of this report within the three year period immediately preceding the acceptance of this assignment.

This is a restricted appraisal report as set forth in Standard 2 of USPAP. The use of this report is limited to the client only. The rational for how the appraiser arrived at the opinions and conclusions set forth in the report may not be fully understood properly without consulting with the appraiser.

The comparable sales pictures used in this report may be from the realtor's MLS system or a satellite mapping system to best reflect the condition of the property at the time of the sale. Your appraiser inspected each comparable sale property by performing a drive-by visual inspection.

The appraiser has been engaged to form an opinion of value. If subsequent developments or disagreements should arise, users of this appraisal agree that the appraiser may not be held liable for damages in excess of the amount paid for doing the appraisal. Acceptance of and/or use of this appraisal report constitutes acceptance of the aforementioned conditions.

Certification Supplement

1. This appraisal assignment was not based on a requested minimum valuation, a specific valuation, or an approval of a loan.
2. My compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result or the occurrence of a subsequent event.



Appraiser:	Mark D McDaniel	Supervisory Appraiser:	
Signed Date:	05/10/2025	Signed Date:	
Certification or License #:	X2-0010749	Certification or License #:	
Certification or License State:	DE Expires: 10/31/2025	Certification or License State:	Expires:
Effective Date of Appraisal:	May 5, 2025	Inspection of Subject:	☐ Did Not ☐ Exterior Only ☐ Interior and Exterior

LAND APPRAISAL REPORT

File No.:

SUBJECT

Property Address: 504 Truitt Ave | City: Milford | State: DE | Zip Code: 19963

County: Kent | Legal Description: W. SD. TRUITT AVE., MILFORD, LOT + #1-W. LINE TRUITT AVE., LOT #2:#2-LOT ADJ. #1 + W. TRUITT AVE., #1- LOT #31:#2-LOT #12 TO 17, 22-26,32 TO 34 + 304 TRUITT AVE + W. SIDE TRUITT AVE., MILFORD, 41,733 SQ. FT.

Assessor's Parcel #: MD-16-183.10-01-1.00-000 + 7.00-000 + 8.00-000 +12.00-000 + 13.00-0(| Tax Year: 2024 | R.E. Taxes: $ 2,756 | Special Assessments: $

Market Area Name: City of Milford | Map Reference: 20100 | Census Tract: 0425.00

Current Owner of Record: Carlisle Lane LLC | Borrower (if applicable):

Project Type (if applicable): ☐ PUD ☐ De Minimis PUD ☐ Other (describe) | HOA: $ ☐ per year ☐ per month

Are there any existing improvements to the property? ☐ No ☒ Yes | If Yes, indicate current occupancy: ☐ Owner ☐ Tenant ☒ Vacant ☒ Not habitable

If Yes, give a brief description: 304 Truitt Ave is improved by a house that is not habitable. However, this appraisal is developed with the Extraordinary Assumption that improvements do not exist.

ASSIGNMENT

The purpose of this appraisal is to develop an opinion of: ☒ Market Value (as defined), or ☐ other type of value (describe)

This report reflects the following value (if not Current, see comments): ☒ Current (the Inspection Date is the Effective Date) ☐ Retrospective ☐ Prospective

Property Rights Appraised: ☒ Fee Simple ☐ Leasehold ☐ Leased Fee ☐ Other (describe)

Intended Use: **The intended use of this appraisal is to provide an independent, objective, opinion of market value for the "land only" fee simple interest of the subject real property in connection with determining the "cash-in-lieu of recreational area" for the City of Milford.**

Intended User(s) (by name or type): **Carlisle Lane LLC**. No party other than the intended user should rely upon this appraisal for any purpose whatsoever. The fact that some party other than the client paid for the appraisal, either directly or indirectly, does not make them an intended user.

Client: Carlisle Lane LLC | Address: 4330 Big Stone Beach Road, Milford, DE 19963

Appraiser: Mark D McDaniel | Address: Masten Realty LLC, 6103 Rehoboth Blvd., Milford, DE 19963

MARKET AREA DESCRIPTION

Characteristics				Predominant Occupancy	One-Unit Housing			Present Land Use		Change in Land Use
					PRICE $(000)		AGE (yrs)			
Location:	☒ Urban	☐ Suburban	☐ Rural	☒ Owner ~64				One-Unit	~89 %	☒ Not Likely
Built up:	☒ Over 75%	☐ 25-75%	☐ Under 25%	☒ Tenant ~27				2-4 Unit	<2 %	☐ Likely * ☐ In Process *
Growth rate:	☐ Rapid	☒ Stable	☐ Slow	☐ Vacant (0-5%)	100	Low	0	Multi-Unit	<1 %	* To:
Property values:	☐ Increasing	☒ Stable	☐ Declining	☒ Vacant (>5%)	760	High	244	Comm'l	~8 %	
Demand/supply:	☐ Shortage	☒ In Balance	☐ Over Supply		330	Pred	37		%	
Marketing time:	☐ Under 3 Mos.	☒ 3-6 Mos.	☐ Over 6 Mos.						%	

Factors Affecting Marketability

Item	Good	Average	Fair	Poor	N/A	Item	Good	Average	Fair	Poor	N/A
Employment Stability	☐	☒	☐	☐	☐	Adequacy of Utilities	☒	☐	☐	☐	☐
Convenience to Employment	☐	☒	☐	☐	☐	Property Compatibility	☒	☐	☐	☐	☐
Convenience to Shopping	☐	☒	☐	☐	☐	Protection from Detrimental Conditions	☒	☐	☐	☐	☐
Convenience to Schools	☐	☒	☐	☐	☐	Police and Fire Protection	☒	☐	☐	☐	☐
Adequacy of Public Transportation	☐	☐	☒	☐	☐	General Appearance of Properties	☐	☐	☒	☐	☐
Recreational Facilities	☐	☒	☐	☐	☐	Appeal to Market	☐	☒	☐	☐	☐

Market Area Comments: As of the effective date of appraisal, supply and demand are approaching equilibrium in the market environment. Interest rates have nearly doubled during the two years prior to the effective date which has driven some buyers from the market. The market area is considered to be the City of Milford. Similar properties in the market area sell in 60-150 days when listed within 10% of the estimated market value. According to an analysis of single family home sales published in the PenFed Realty Market Watch the median price of single family homes in the Milford market increased 4% during the year prior to the effective date of appraisal.

SITE DESCRIPTION

Dimensions: 407' x 71' x 61' x71' x 75' x 196' x 48' x 150' x 655' | Site Area: +/-4.72a

Zoning Classification: R3 | Description: Townhouse & Garden Apartments

Do present improvements comply with existing zoning requirements? ☐ Yes ☐ No ☒ No Improvements

Uses allowed under current zoning: Two-family dwelling, Townhouses, Garden Apartments

Are CC&Rs applicable? ☐ Yes ☒ No ☐ Unknown | Have the documents been reviewed? ☐ Yes ☐ No | Ground Rent (if applicable) $ ____ / ____

Comments:

Highest & Best Use as improved: ☒ Present use, or ☒ Other use (explain) The highest and best use of these properties is bundled as appraised. The larger site provides more robust opportunities/flexibility for development.

Actual Use as of Effective Date: Vacant Residential Land | Use as appraised in this report: Vacant Residential Land

Summary of Highest & Best Use: As Appraised - Bundle of 302, 304, 402, 502 & 504 Truitt Ave as one property. As aggregated, the subject properties provide more opportunities and flexibility for development as permitted in R3 zoning.

Utilities	Public	Other	Provider/Description
Electricity	☒	☐	City of Milford
Gas	☐	☒	Private
Water	☒	☐	City of Milford
Sanitary Sewer	☒	☐	City of Milford
Storm Sewer	☒	☐	City of Milford
Telephone	☐	☒	Private
Multimedia	☐	☒	Private

Off-site Improvements	Type	Public	Private
Street	Two Lane/Asphalt	☒	☐
Width	Typical 2-Lane		
Surface	Asphalt		
Curb/Gutter	Typical	☒	☐
Sidewalk	Typical	☒	☐
Street Lights	Typical	☒	☐
Alley	NA	☐	☐

Frontage	~407'
Topography	Gently Sloping/Mostly Clear
Size	+/-4.72a
Shape	Irregular (five parcels)
Drainage	Adequate
View	Residential

Other site elements: ☒ Inside Lot ☐ Corner Lot ☐ Cul de Sac ☐ Underground Utilities ☐ Other (describe)

FEMA Spec'l Flood Hazard Area ☐ Yes ☒ No | FEMA Flood Zone X | FEMA Map # 10005C0041K | FEMA Map Date 3/16/2015

Site Comments: The appraised subject is a combination of five parcels: 302,304, 402, 502 & 504 Truitt Ave. They are located on the west side of the street and are bounded on the west by a stream, Mullet Run and open space that adjacent to Silver Hill Apartments. Vacant R3 parcels of this size are scarce within the Milford City boundaries.

GP LAND

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Form GPLND - "TOTAL" appraisal software by a la mode, inc. - 1-800-ALAMODE 3/2007

LAND APPRAISAL REPORT

File No.:

TRANSFER HISTORY

My research ☒ did ☐ did not reveal any prior sales or transfers of the subject property for the three years prior to the effective date of this appraisal.

Data Source(s): BrightMLS/City of Milford

1st Prior Subject Sale/Transfer	Analysis of sale/transfer history and/or any current agreement of sale/listing: The individual parcels comprising the subject property as appraised were purchased on a variety of dates as follows: 302 Truitt: 2/5/24 @ $75,000; 304 Truitt (Improved) 8/8/24 @ $120,000; 402/502 Truitt (Improved) 10/8/24 @ $320,000; 504 Truitt 3/17/23 @ $55,000.
Date: Multiple Dates	
Price: Multiple Prices	
Source(s): BrightMLS/Sussex County	
2nd Prior Subject Sale/Transfer	
Date:	
Price:	
Source(s):	

SALES COMPARISON APPROACH

FEATURE	SUBJECT PROPERTY	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
Address	302,304,402,502,504 Truitt Ave Milford, DE 19963	11 S Dupont Hwy Milford, DE 19963		800 Airport Rd Milford, DE 19963		15 17& 20 Pennsylvania Ave Milford, DE 19963	
Proximity to Subject		0.50 miles W		1.00 miles NW		1.30 miles S	
Sale Price	$		$ 975,000		$ 435,000		$ 120,000
Price/	$	$ 104,055.50		$ 103,818.62		$ 78,947.37	
Data Source(s) Verification Source(s)	BrightMLS/Inspection Kent County/City of Milford	BrightMLS Kent County		BrightMLS Kent County		BrightMLS SussexCounty	
VALUE ADJUSTMENT	DESCRIPTION	DESCRIPTION	+(-) $ Adjust	DESCRIPTION	+(-) $ Adjust	DESCRIPTION	+(-) $ Adjust
Sales or Financing Concessions		Unknown		Cash		Cash	
Date of Sale/Time		12/23	+50,000	12/23	+25,000	01/24	+6,000
Rights Appraised	Fee Simple	Fee Simple		Fee Simple		Fee Simple	
Location	Residential	Hwy Comm	0	Office/Comm	0	Residential/Comm	0
Site Area	4.72	9.37	-510,000	4.19	+60,000	1.52	+370,000
Zoning	R-3	C-3	0	OC1	0	R-1	0
Net Adjustment (Total, in $)		☐ + ☒ -	$ -460,000	☒ + ☐ -	$ 85,000	☒ + ☐ -	$ 376,000
Adjusted Sale Price (in $)			$ 515,000		$ 520,000		$ 496,000

Summary of Sales Comparison Approach: The search for comparables with characteristics similar to the subject includes sale during the two years prior to the effective date and located less than 15 miles from the subject. The sales best representing the subject property are selected for inclusion in the Sales Comparison Approach. All selected comps are within the boundaries of the City of Milford. When examining land sales in the search area, the per acre value of properties with "in-town" settings were similar regardless of the zoning. Therefore, multiple zoning types are used in the analysis without adjustments. All Comps have a parcel size that significantly differs from the subject an require Site Area adjustments based on land sales data within the search parameters. All Comps also receive a Time adjustment that reflects the change in the market since their date of sale. Comp 3 is a similar assemblage of multiple lots. Comp 2 has the most similar Site Area and has the lowest gross adjustment percentage. Comp 1 brackets Site Area and is located approx. 1/2 mile from the subject. Because it is the most similar size, Comp 2 is given greatest consideration when developing the value conclusion. The range of comparables is $496,000 - $520,000.

PUD

PROJECT INFORMATION FOR PUDs (if applicable) ☐ The Subject is part of a Planned Unit Development.

Legal Name of Project:

Describe common elements and recreational facilities:

RECONCILIATION

Indicated Value by: Sales Comparison Approach $ 520,000

Final Reconciliation: The Sales Comparison approach is typically the best measure of value for vacant residential properties. The cost and income approach are usually not applicable measures of value for vacant parcels. The subject property is given the value of $520,000 as of the effective date of appraisal.

This appraisal is made ☐ "as is", or ☒ subject to the following conditions: This appraisal is for the "land only" value of the combined five individual parcels.

☒ This report is also subject to other Hypothetical Conditions and/or Extraordinary Assumptions as specified in the attached addenda.

Based upon an inspection of the subject property, defined Scope of Work, Statement of Assumptions and Limiting Conditions, and Appraiser's Certifications, my (our) Opinion of the Market Value (or other specified value type), as defined herein, of the real property that is the subject of this report is: $ 520,000 , as of: May 5, 2025 , which is the effective date of this appraisal. If indicated above, this Opinion of Value is subject to Hypothetical Conditions and/or Extraordinary Assumptions included in this report. See attached addenda.

ATTACH.

A true and complete copy of this report contains 15 pages, including exhibits which are considered an integral part of the report. This appraisal report may not be properly understood without reference to the information contained in the complete report, which contains the following attached exhibits:

☒ Scope of Work ☒ Limiting cond./Certifications ☐ Narrative Addendum ☒ Location Map(s) ☒ Flood Addendum ☐ Additional Sales ☒ Photo Addenda ☒ Parcel Map ☐ Hypothetical Conditions ☒ Extraordinary Assumptions ☐

SIGNATURES

Client Contact: Matt Feindt Client Name: Carlisle Lane LLC

E-Mail: Address: 4330 Big Stone Beach Road, Milford, DE 19963

APPRAISER	SUPERVISORY APPRAISER (if required) or CO-APPRAISER (if applicable)
Appraiser Name: Mark D McDaniel	Supervisory or Co-Appraiser Name:
Company: Masten Realty LLC	Company:
Phone: Office: (302)422-1850 Fax:	Phone: Fax:
E-Mail: Cell: (302)270-1003	E-Mail:
Date of Report (Signature): 05/10/2025	Date of Report (Signature):
License or Certification #: X2-0010749 State: DE	License or Certification #: State:
Designation: Certified Residential Real Property Appraiser	Designation:
Expiration Date of License or Certification: 10/31/2025	Expiration Date of License or Certification:
Inspection of Subject: ☒ Did Inspect ☐ Did Not Inspect (Desktop)	Inspection of Subject: ☐ Did Inspect ☐ Did Not Inspect
Date of Inspection: May 5, 2025	Date of Inspection:

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ADDITIONAL COMPARABLE SALES

File No.:

SALES COMPARISON APPROACH

FEATURE	SUBJECT PROPERTY	COMPARABLE NO. 4		COMPARABLE NO. 5		COMPARABLE NO. 6	
Address	302,304,402,502,504 Truitt Ave Milford, DE 19963	402 & 502 Truitt Ave Milford, DE 19963					
Proximity to Subject		0.04 miles N					
Sale Price	$		$ 320,000		$		$
Price/	$	$ 110,344.83		$		$	
Data Source(s)	BrightMLS/Inspection	BrightMLS					
Verification Source(s)	Kent County/City of Milford	Kent County					
VALUE ADJUSTMENT	DESCRIPTION	DESCRIPTION	+(-) $ Adjust	DESCRIPTION	+(-) $ Adjust	DESCRIPTION	+(-) $ Adjust
Sales or Financing Concessions		Cash					
Date of Sale/Time		07/24	+10,000				
Rights Appraised	Fee Simple	Fee Simple					
Location	Residential	Residential	0				
Site Area	4.72	2.9	+210,000				
Zoning	R-3	R-3	0				
Net Adjustment (Total, in $)		☒ + ☐ −	$ 220,000	☐ + ☐ −	$	☐ + ☐ −	$
Adjusted Sale Price (in $)			$ 540,000		$		$

Summary of Sales Comparison Approach: Comp 4 is the most recent sale and is a portion (two parcels) of the aggregated subject properties. Comp 4 lends additional support to the value conclusion.

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Comparable Land Photo Page

Client	Carlisle Lane LLC						
Property Address	504 Truitt Ave						
City	Milford	County	Kent	State	DE	Zip Code	19963
Owner	Carlisle Lane LLC						



Comparable 1

11 S Dupont Hwy

Prox. to Subj.	0.50 miles W
Sales Price	975,000
Date of Sale	12/23
Site Area	9.37
Location	Hwy Comm
Zoning	C-3



Comparable 2

800 Airport Rd

Prox. to Subject	1.00 miles NW
Sales Price	435,000
Date of Sale	12/23
Site Area	4.19
Location	Office/Comm
Zoning	OC1



Comparable 3

15 17& 20 Pennsylvania Ave

Prox. to Subject	1.30 miles S
Sales Price	120,000
Date of Sale	01/24
Site Area	1.52
Location	Residential/Comm
Zoning	R-1

Comparable Photo Page

Client	Carlisle Lane LLC						
Property Address	504 Truitt Ave						
City	Milford	County	Kent	State	DE	Zip Code	19963
Owner	Carlisle Lane LLC						



Comparable 4

402 & 502 Truitt Ave

Prox. to Subject	0.04 miles N
Sale Price	320,000
Gross Living Area	
Total Rooms	
Total Bedrooms	
Total Bathrooms	
Location	Residential
View	
Site	2.9
Quality	
Age	

Location Map

Client	Carlisle Lane LLC						
Property Address	504 Truitt Ave						
City	Milford	County	Kent	State	DE	Zip Code	19963
Owner	Carlisle Lane LLC						



Assumptions, Limiting Conditions & Scope of Work

File No.:

Property Address:	504 Truitt Ave	City:	Milford	State:	DE	Zip Code:	19963
Client:	Carlisle Lane LLC	Address:	4330 Big Stone Beach Road, Milford, DE 19963				
Appraiser:	Mark D McDaniel	Address:	Masten Realty LLC, 6103 Rehoboth Blvd., Milford, DE 19963				

STATEMENT OF ASSUMPTIONS & LIMITING CONDITIONS

– The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis of it being under responsible ownership.

– The appraiser may have provided a plat and/or parcel map in the appraisal report to assist the reader in visualizing the lot size, shape, and/or orientation. The appraiser has not made a survey of the subject property.

– If so indicated, the appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.

– The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.

– The appraiser has noted in the appraisal report any adverse conditions (including, but not limited to, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property, or that he or she became aware of during the normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property, or adverse environmental conditions (including, but not limited to, the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of the property.

– The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.

– The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and any applicable federal, state or local laws.

– An appraiser's client is the party (or parties) who engage an appraiser in a specific assignment. Any other party acquiring this report from the client does not become a party to the appraiser–client relationship. Any persons receiving this appraisal report because of disclosure requirements

applicable to the appraiser's client do not become intended users of this report unless specifically identified by the client at the time of the assignment.

– The appraiser's written consent and approval must be obtained before this appraisal report can be conveyed by anyone to the public, through advertising, public relations, news, sales, or by means of any other media, or by its inclusion in a private or public database. Possession of this report or any copy thereof does not carry with it the right of publication.

– Forecasts of effective demand for the highest and best use or the best fitting and most appropriate use were based on the best available data concerning the market and are subject to conditions of economic uncertainty about the future.

The Scope of Work is the type and extent of research and analyses performed in an appraisal assignment that is required to produce credible assignment results, given the nature of the appraisal problem, the specific requirements of the intended user(s) and the intended use of the appraisal report. Reliance upon this report, regardless of how acquired, by any party or for any use, other than those specified in this report by the Appraiser, is prohibited. The Opinion of Value that is the conclusion of this report is credible only within the context of the Scope of Work, Effective Date, the Date of Report, the Intended User(s), the Intended Use, the stated Assumptions and Limiting Conditions, any Hypothetical Conditions and/or Extraordinary Assumptions, and the Type of Value, as defined herein. The appraiser, appraisal firm, and related parties assume no obligation, liability, or accountability, and will not be responsible for any unauthorized use of this report or its conclusions.

Additional Comments (Scope of Work, Extraordinary Assumptions, Hypothetical Conditions, etc.):

EXTRAORDINARY ASSUMPTION:
For the purpose of this appraisal the Extraordinary Assumption is made that the subject has no improvements. The value appraised is for "Land Only."

GP LAND
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Certifications & Definitions

File No.:

Property Address: 504 Truitt Ave City: Milford State: DE Zip Code: 19963
Client: Carlisle Lane LLC Address: 4330 Big Stone Beach Road, Milford, DE 19963
Appraiser: Mark D McDaniel Address: Masten Realty LLC, 6103 Rehoboth Blvd., Milford, DE 19963

APPRAISER'S CERTIFICATION

I certify that, to the best of my knowledge and belief:

– The statements of fact contained in this report are true and correct.

– The credibility of this report, for the stated use by the stated user(s), of the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.

– I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.

– Unless otherwise indicated, I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.

– I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.

– My engagement in this assignment was not contingent upon developing or reporting predetermined results.

– My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.

– My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.

– I did not base, either partially or completely, my analysis and/or the opinion of value in the appraisal report on the race, color, religion, sex, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property, or of the present owners or occupants of the properties in the vicinity of the subject property.

– Unless otherwise indicated, I have made a personal inspection of the property that is the subject of this report.

– Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification.

Additional Certifications:

DEFINITION OF MARKET VALUE *:

Market value means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. Buyer and seller are typically motivated;

2. Both parties are well informed or well advised and acting in what they consider their own best interests;

3. A reasonable time is allowed for exposure in the open market;

4. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and

5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

*** This definition is from regulations published by federal regulatory agencies pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989 between July 5, 1990, and August 24, 1990, by the Federal Reserve System (FRS), National Credit Union Administration (NCUA), Federal Deposit Insurance Corporation (FDIC), the Office of Thrift Supervision (OTS), and the Office of Comptroller of the Currency (OCC). This definition is also referenced in regulations jointly published by the OCC, OTS, FRS, and FDIC on June 7, 1994, and in the Interagency Appraisal and Evaluation Guidelines, dated October 27, 1994.**

SIGNATURES

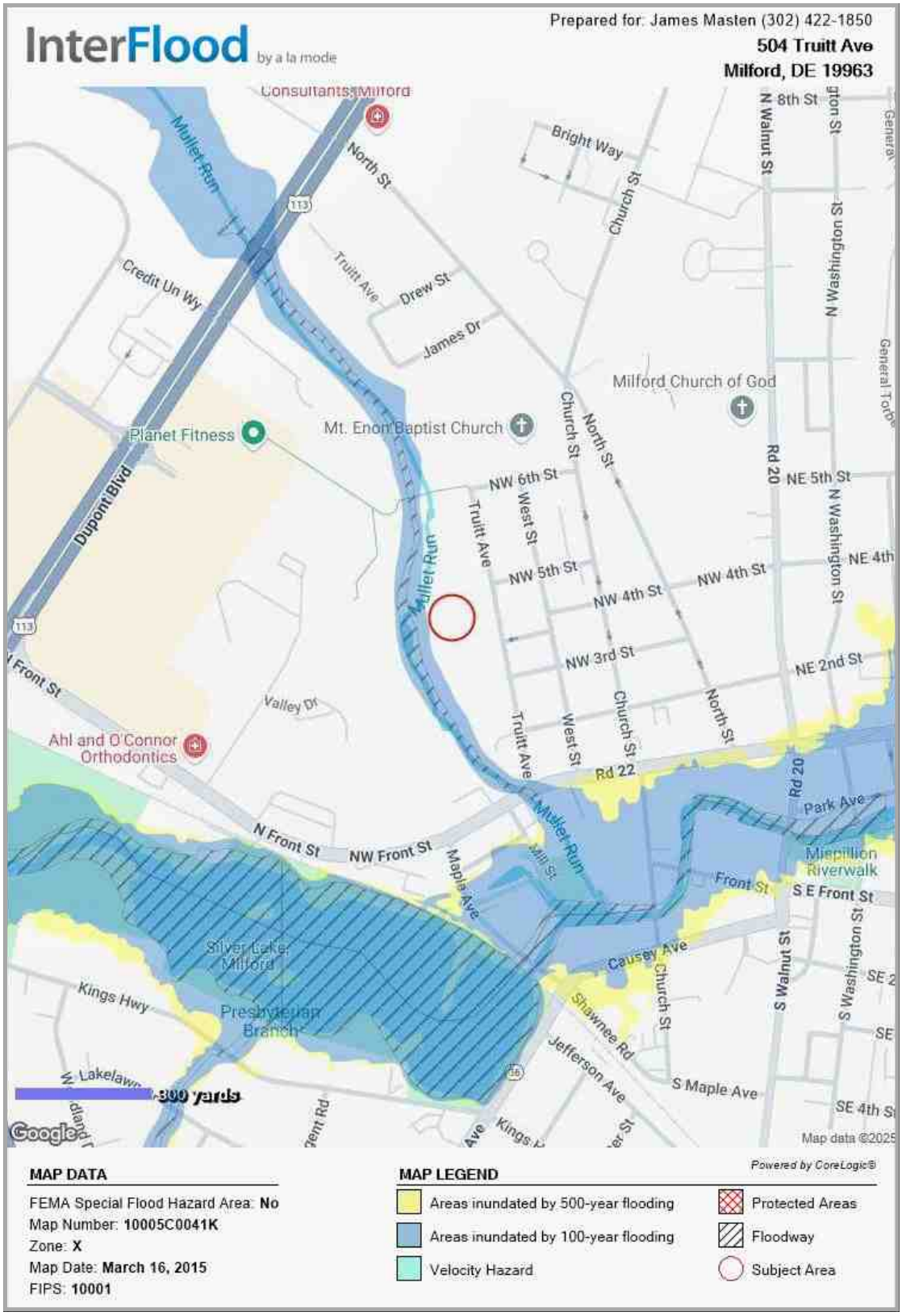
Client Contact: Matt Feindt Client Name: Carlisle Lane LLC
E-Mail: Address: 4330 Big Stone Beach Road, Milford, DE 19963

APPRAISER	SUPERVISORY APPRAISER (if required) or CO-APPRAISER (if applicable)
Appraiser Name: Mark D McDaniel	Supervisory or Co-Appraiser Name:
Company: Masten Realty LLC	Company:
Phone: Office: (302)422-1850 Fax:	Phone: Fax:
E-Mail: Cell: (302)270-1003	E-Mail:
Date Report Signed: 05/10/2025	Date Report Signed:
License or Certification #: X2-0010749 State: DE	License or Certification #: State:
Designation: Certified Residential Real Property Appraiser	Designation:
Expiration Date of License or Certification: 10/31/2025	Expiration Date of License or Certification:
Inspection of Subject: ☒ Did Inspect ☐ Did Not Inspect (Desktop)	Inspection of Subject: ☐ Did Inspect ☐ Did Not Inspect
Date of Inspection: May 5, 2025	Date of Inspection:

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Flood Map

Client	Carlisle Lane LLC						
Property Address	504 Truitt Ave						
City	Milford	County	Kent	State	DE	Zip Code	19963
Owner	Carlisle Lane LLC						




40'
40'


WEST ST
NW 5TH ST
TRUITT AVE
30'
40'
01
02
02.01
03
04
05
06
07
08
09
10
11
12
13
14
16
17
18
20
20.01
24
25
26
80
2.1A
1.0A
4.9A

Property Information - 302 TRUITT AVE, MILFORD - (5 16 18310 01 1300 000)

Parcel Information

Map Number: 5 16 18310 01 1300 000
Location ID/User Account#: 25484
Property Type: R - Residential - Vacant Land
Account Type:
Lot#:
Subdivision:
Legal Description:
W. SIDE TRUITT AVE., MILFORD, 41,733 SQ. FT.

Tax Account ID: 25484
GIS Coord: E-494850 N-333414
Deed BVP: D12856/252
Plat Book: 00000
Acres: 1.00
Total Living Area: 0 SQFT
Total Bedrooms: **Full BA:** **Half BA:**

District Information

Levy Court District: 4TH
(https://www.kentcountyde.gov/Elected-Officials/Fourth-District-Commissioner)
Fire: 42_F Carlisle (Milford)
School District: SC40 MILFORD
Ambulance: 42_A Carlisle (Milford)
Storm Water Management:
Tax Ditch:

Sewer:
Trash:
Light:

Owner

Name:
CARLISLE LANE LLC
Owners Mailing Address:
4330 BIG STONE BEACH RD
MILFORD, DE 19963

Location Information

Location Addresses:
302 TRUITT AVE, MILFORD, DE 19963

Zoning Information

Zone:
R3 - Garden Apt. and Townhouse

Assessed Values

Land : $116,500
Buildings: $0
Total: $116,500

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Property Information - 302 TRUITT AVE, MILFORD - (5 16 18310 01 1300 000)

Tax Account Contact Number: 302-744-2341
Sewer Account Contact Number: 302-744-2391

Current Tax Account Information

Map Number: 5 16 18310 01 1300 000
Tax ID: 25484
User Account: 25484
Pending: $0.00
Base Tax: $0.00
Penalty/Interest: $0.00
Other: $0.00

Account Type: R
Improvement Status: VACANT

Billing Address

Billing To: CARLISLE LANE LLC
Address:
4330 BIG STONE BEACH RD
MILFORD, DE 19963

Sewer Billing

Sewer Account #:
Sewer Customer #:
Sewer Units: 0.0
Current Bal: $0.00

Tax Credit Legend

S/C = School Credit Adjustment
V/SC = Veteran School Credit
V/CC = Veteran County Credit

Tax Billing Details

Entity Code	Tax description	Tax Amount
CNTY	COUNTY TAX	66.64
LI40	LIBRARY DISTRICT	14.10
S 40	MILFORD SCHOOL	327.02
VOCA	VOCATIONAL SCHOOL	31.22
	TOTAL TAX FOR YEAR 2024	**438.98**

Tax Billing History

Date	Type	Code	Tax Year	Roll	Period	Amount	Tax Receipt
9/27/24	PAYMENT	TX				438.98-	0051518
6/01/24	BILL		2024	P	1	438.98	2616980
2/06/24	PAYMENT	TX				417.62-	0000203
6/01/23	BILL		2023	P	1	188.74	2527688
6/01/22	BILL		2022	P	1	184.46	2438902
3/30/22	PAYMENT	TX				185.73-	0001096
9/30/21	PAYMENT	TX				200.00-	0000350
6/01/21	BILL		2021	P	1	187.67	2350747
3/08/21	PAYMENT	TX				200.00-	0000414
6/01/20	BILL		2020	P	1	353.51	2262241
4/29/20	PAYMENT	TX				894.44-	0000674
3/17/20	ADDED M	AMC	2017	P	1	80.00	GINA
6/01/19	BILL		2019	P	1	355.31	2173684
10/03/18	PAYMENT	TX				500.00-	0002486
6/01/18	BILL		2018	P	1	356.48	2085230
3/28/18	PAYMENT	TX				300.00-	0001128

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Milford, DE : Residential Property Record Card

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Search For Properties

Parcel ID

Street Name

TRUITT AVE

Search | Reset Search

Parcel ID	Card	Map-Block-Lot	Location	Zoning	State Class	Acres
MD-16-183.10-01-13.00-000	1	1121	302 TRUITT AVE	R3	R00	1.000

Owner Information

Matthews, Joseph
300 Truitt Ave
Milford DE 19963

Property Picture



Deed Information

Book/Page:	0
Sale Date:	n/a

Dwelling Information

Living Units:	0
Style:	
Story Height:	0
Exterior Wall:	
Attic Living:	
Basement:	
Year Built:	0
Ground Floor Area:	0
Fin BSMT Living:	0
Tot Living Area:	0
Rec Room:	0 x 0
Tot Rooms:	0
Bedrooms:	0
Full Baths:	0
Half Baths:	0
Mas Fire Place	0
Frame Fire Place	0
Heating Type:	

Valuation

Land:	$28,100
Building:	$0
Total:	$28,100

Sales History

Document No	Date	Price	Type	Validity

Permit History

Date	Purpose	Price
2017/03/15	DEMO HOUSE	$1,500
2017/01/24	DEMO BARN	$0

Out Building Information

Type	Qty	Year	Size1	Size2

Building Sketch

Bill: 6442 | Year: 2024 | Type: REGULAR/ORIGINAL

Installments

Installment	Due date	Amount billed	Payments	Interest	Amount due
1	09/30/2024	$165.79	$165.79	$0.00	**Paid**

Payments

Posted date	Reference / paid by	Amount
09/27/2024	CARLISLE LANE LLC	$165.79

Charges and adjustments

Description	Taxable value	Tax rate	Charge amount
ANNUAL PROPERTY TAX	$28,100.00	0.59	$165.79

Print Page

Okay

Property Information - 304 TRUITT AVE, MILFORD - (5 16 18310 01 1200 000)

Summary | Buildings | Transfers | Billing | Permits | Map | Taxable Assessment | PRINT | BACK | NEW SEARCH

Parcel Information

Map Number: 5 16 18310 01 1200 000
Location ID/User Account#: 59068
Property Type: R - Single Family Dwelling
Account Type:
Lot#:
Subdivision:
Legal Description:
304 TRUITT AVE

Tax Account ID: 113227
GIS Coord: E-494981 N-333483
Deed BVP: D13130/302
Plat Book: 00000
Acres: 0.40
Total Living Area: 1552 SQFT
Total Bedrooms: 3 **Full BA:** 1 **Half BA:** 1

District Information

Levy Court District: 4TH
(https://www.kentcountyde.gov/Elected-Officials/Fourth-District-Commissioner)
Fire: 42_F Carlisle (Milford)
School District: SC40 MILFORD
Ambulance: 42_A Carlisle (Milford)
Storm Water Management:
Tax Ditch:

Sewer:
Trash:
Light:

Owner

Name:
CARLISLE LANE LLC
Owners Mailing Address:
4330 BIG STONE BEACH RD
MILFORD, DE 19963

Location Information

Location Addresses:
304 TRUITT AVE, MILFORD, DE 19963

Zoning Information

Zone:
R3 - Garden Apt. and Townhouse

Assessed Values

Land : $74,200
Buildings: $145,200
Total: $219,400

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© 2025 Property Records System - Kent County Levy Court - 555 Bay Rd Dover, DE 19901

Property Information - 304 TRUITT AVE, MILFORD - (5 16 18310 01 1200 000)

Tax Account Contact Number: 302-744-2341
Sewer Account Contact Number: 302-744-2391

Current Tax Account Information

Map Number: 5 16 18310 01 1200 000
Tax ID: 113227
User Account: 59068
Pending: $0.00
Base Tax: $0.00
Penalty/Interest: $0.00
Other: $0.00

Account Type: R
Improvement Status: IMPROVED

Billing Address

Billing To: CARLISLE LANE LLC
Address:
4330 BIG STONE BEACH RD
MILFORD, DE 19963

Sewer Billing

Sewer Account #:
Sewer Customer #:
Sewer Units: 0.0
Current Bal: $0.00

Tax Credit Legend

S/C = School Credit Adjustment
V/SC = Veteran School Credit
V/CC = Veteran County Credit

Tax Billing Details

Entity Code	Tax description	Tax Amount
CNTY	COUNTY TAX	125.50
LI40	LIBRARY DISTRICT	26.55
S 40	MILFORD SCHOOL	615.86
VOCA	VOCATIONAL SCHOOL	58.80
	TOTAL TAX FOR YEAR 2024	**826.71**

Tax Billing History

Date	Type	Code	Tax Year	Roll	Period	Amount	Tax Receipt
9/27/24	PAYMENT	TX				826.71-	0051518
6/01/24	BILL		2024	P	1	826.71	2616979
9/11/23	PAYMENT	TX				683.06-	0004553
6/01/23	BILL		2023	P	1	683.06	2527687
8/29/22	PAYMENT	TX				667.56-	0008496
6/01/22	BILL		2022	P	1	667.56	2438901
9/14/21	PAYMENT	TX				679.17-	0007008
6/01/21	BILL		2021	P	1	679.17	2350746
9/11/20	PAYMENT	TX				684.52-	0005852
6/01/20	BILL		2020	P	1	684.52	2262240
9/03/19	PAYMENT	TX				687.98-	0000500
6/01/19	BILL		2019	P	1	687.98	2173683
6/01/18	BILL		2018	P	1	.00	2085229
6/01/17	BILL		2017	P	1	.00	1996492
6/01/16	BILL		2016	P	1	.00	1907592
6/01/15	BILL		2015	P	1	.00	1818102

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Milford, DE : Residential Property Record Card

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Search For Properties

Parcel ID

Street Name

TRUITT AVE

Search | Reset Search

Parcel ID	Card	Map-Block-Lot	Location	Zoning	State Class	Acres
MD-16-183.10-01-12.00-000	1	1120	304 TRUITT AVE	R3	R12	0.383

Owner Information

Bethel African Methodist Church
205 Nw Fourth St
Milford DE 19963

Property Picture



Deed Information

Book/Page:	0
Sale Date:	n/a

Dwelling Information

Living Units:	1
Style:	Old Style
Story Height:	2
Exterior Wall:	Asbestos
Attic Living:	None
Basement:	Full
Year Built:	1920
Ground Floor Area:	976
Fin BSMT Living:	0
Tot Living Area:	1592
Rec Room:	0 x 0
Tot Rooms:	6
Bedrooms:	3
Full Baths:	1
Half Baths:	0
Mas Fire Place	0
Frame Fire Place	0
Heating Type:	Basic

Valuation

Land:	$27,000
Building:	$43,200
Total:	$70,200

Sales History

Document No	Date	Price	Type	Validity

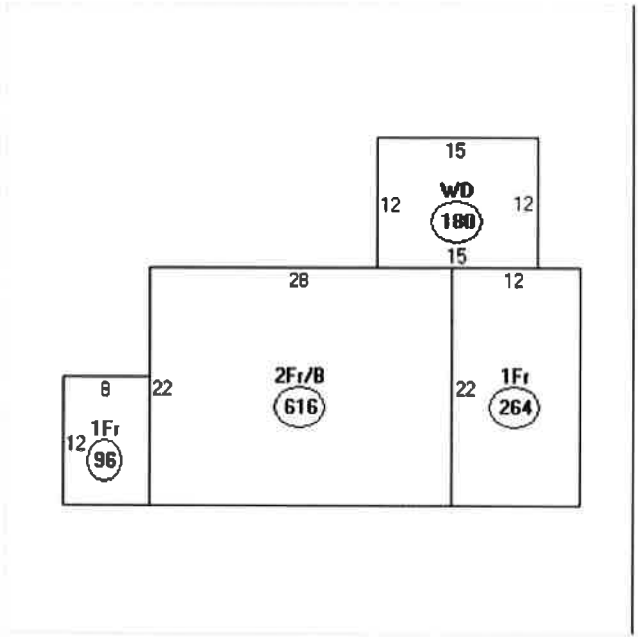
Permit History

Date	Purpose	Price
2020/06/08	RAMP	$725

Out Building Information

Type	Qty	Year	Size1	Size2
Garage-1/2s	1	1930	13	24

Building Sketch



Descriptor/Area

A: 2Fr/B
616 sqft

B: 1Fr
96 sqft

C: 1Fr
264 sqft

D: WD
180 sqft

Comparable Sales Information

Parcel ID	Location	Sale Date	Price	Area Style	Grade	Year	Bedrooms	FB	HB	Acres
3-30-7.17-223.00	804 SE FRONT ST	2011/02/28	$98,300	1624 OLD STYLE	C	1940	3	2	0	0.154
MD-16-183.06-04-31.00-000	411 EAST ST	2010/08/31	$159,900	1708 OLD STYLE	C	1920	3	1	1	0.165
3-30-7.17-189.00	108 FISHER AVE	2011/08/15	$135,500	1452 OLD STYLE	C	1940	3	1	0	0.137
3-30-11.05-192.00	519 MCCOLLEY ST	2011/05/26	$142,000	1638 CONVENTIONAL	C	1925	5	2	0	0.260
3-30-10.08-080.00	531 S WASHINGTON ST	2011/03/04	$170,000	1572 RANCH	C	1955	3	2	0	0.262

Notice

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The providers of this database: Tyler/CLT, Big Room Studios, and Milford, DE assume no liability for any error or omission in the information provided herein.

Comments regarding this service should be directed to: sfrederick@milford-de.gov

BUILT BY bigRoom STUDIOS

Bill: 6441 | Year: 2024 | Type: REGULAR/ORIGINAL

Installments

Installment	Due date	Amount billed	Payments	Interest	Amount due
1	09/30/2024	$414.18	$414.18	$0.00	**Paid**

Payments

Posted date	Reference / paid by	Amount
09/27/2024	CARLISLE LANE LLC	$414.18

Charges and adjustments

Description	Taxable value	Tax rate	Charge amount
ANNUAL PROPERTY TAX	$70,200.00	0.59	$414.18

Print Page

Okay

Property Information - 402 TRUITT AVE, MILFORD - (5 16 18310 01 0100 000)

Summary | Buildings | Transfers | Billing | Permits | Map | Taxable Assessment | PRINT | BACK | NEW SEARCH

Parcel Information

Map Number: 5 16 18310 01 0100 000
Location ID/User Account#: 23418
Property Type: R - Residential - Vacant Land
Account Type:
Lot#:
Subdivision:
Legal Description:
W. TRUITT AVE., #1- LOT #31:#2-LOT #12 TO 17, 22-26,32 TO 34

Tax Account ID: 23418
GIS Coord: E-494872 N-333661
Deed BVP: D13093/242
Plat Book: 00000
Acres: 2.14
Total Living Area: 0 SQFT
Total Bedrooms: **Full BA:** **Half BA:**

District Information

Levy Court District: 4TH
(https://www.kentcountyde.gov/Elected-Officials/Fourth-District-Commissioner)
Fire: 42_F Carlisle (Milford)
School District: SC40 MILFORD
Ambulance: 42_A Carlisle (Milford)
Storm Water Management:
Tax Ditch:

Sewer:
Trash:
Light:

Owner

Name:
CARLISLE LANE LLC
Owners Mailing Address:
4330 BIG STONE BEACH RD
MILFORD, DE 19963

Location Information

Location Addresses:
402 TRUITT AVE, MILFORD, DE 19963

Zoning Information

Zone:
R3 - Garden Apt. and Townhouse

Assessed Values

Land : $159,600
Buildings: $0
Total: $159,600

« Back | New Search »

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Property Information - 402 TRUITT AVE, MILFORD - (5 16 18310 01 0100 000)

Tax Account Contact Number: 302-744-2341
Sewer Account Contact Number: 302-744-2391

Current Tax Account Information

Map Number: 5 16 18310 01 0100 000
Tax ID: 23418
User Account: 23418
Pending: $0.00
Base Tax: $0.00
Penalty/Interest: $0.00
Other: $0.00

Account Type: R
Improvement Status: VACANT

Billing Address

Billing To: CARLISLE LANE LLC
Address:
4330 BIG STONE BEACH RD
MILFORD, DE 19963

Sewer Billing

Sewer Account #:
Sewer Customer #:
Sewer Units: 0.0
Current Bal: $0.00

Tax Credit Legend

S/C = School Credit Adjustment
V/SC = Veteran School Credit
V/CC = Veteran County Credit

Tax Billing Details

Entity Code	Tax description	Tax Amount
CNTY	COUNTY TAX	91.29
LI40	LIBRARY DISTRICT	19.31
S 40	MILFORD SCHOOL	448.00
VOCA	VOCATIONAL SCHOOL	42.77
	TOTAL TAX FOR YEAR 2024	**601.37**

Tax Billing History

Date	Type	Code	Tax Year	Roll	Period	Amount	Tax Receipt
9/27/24	PAYMENT	TX				599.56-	0051518
8/02/24	CREDIT	CRED	2023	P	1	1.81	TX421U
6/01/24	BILL		2024	P	1	601.37	2616969
8/29/23	PAYMENT	TX				159.38-	0005894
8/16/23	PAYMENT	TX				200.00-	0000455
6/01/23	BILL		2023	P	1	170.76	2527677
6/01/22	BILL		2022	P	1	166.88	2438891
8/27/21	PAYMENT	TX				169.79-	0008446
6/01/21	BILL		2021	P	1	169.79	2350736
8/27/20	PAYMENT	TX				171.13-	0008035
6/01/20	BILL		2020	P	1	171.13	2262230
9/11/19	PAYMENT	TX				171.99-	0004226
6/01/19	BILL		2019	P	1	171.99	2173673
8/31/18	PAYMENT	TX				172.56-	0000362
6/01/18	BILL		2018	P	1	172.56	2085220
10/02/17	PAYMENT	TX				176.18-	0000768

« Back New Search »

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Milford, DE : Residential Property Record Card

[Back to Search Results] [Start a New Search][Help with Printing]

Search For Properties

Parcel ID **Street Name**

TRUITT AVE Search Reset Search

Parcel ID	Card	Map-Block-Lot	Location	Zoning	State Class	Acres
MD-16-183.10-01-01.00-000	1	1111	402 TRUITT AVE	R3	R00	2.400

Owner Information

Larrimore, Joseph Knowles - Rev Trust Larrimore, Linda D
15159 Hudson Rd
Milton DE 19968

Property Picture



Deed Information

Book/Page: 11707/170
Sale Date: 2022/01/24

Dwelling Information

Living Units:	0
Style:	
Story Height:	0
Exterior Wall:	
Attic Living:	
Basement:	
Year Built:	0
Ground Floor Area:	0
Fin BSMT Living:	0
Tot Living Area:	0
Rec Room:	0 x 0
Tot Rooms:	0
Bedrooms:	0
Full Baths:	0
Half Baths:	0
Mas Fire Place	0
Frame Fire Place	0
Heating Type:	

Valuation

Land:	$44,900
Building:	$0
Total:	$44,900

Sales History

Document No	Date	Price	Type	Validity

Permit History

Date	Purpose	Price
2009/01/23	DEMO	$10

Out Building Information

Type	Qty	Year	Size1	Size2

Building Sketch

Bill: 6431 | Year: 2024 | Type: REGULAR/ORIGINAL

Installments

Installment	Due date	Amount billed	Payments	Interest	Amount due
1	09/30/2024	$264.91	$264.91	$0.00	**Paid**

Payments

Posted date	Reference / paid by	Amount
09/27/2024	CARLISLE LANE LLC	$262.70
08/26/2024	Transferred from 20 2023 32930	$2.21

Charges and adjustments

Description	Taxable value	Tax rate	Charge amount
ANNUAL PROPERTY TAX	$44,900.00	0.59	$264.91

Print Page

Okay

Property Information - 502 TRUITT AVE, MILFORD - (5 16 18306 01 0800 000)

Summary | Buildings | Transfers | Billing | Permits | Map | Taxable Assessment | PRINT | BACK | NEW SEARCH

Parcel Information

Map Number: 5 16 18306 01 0800 000
Location ID/User Account#: 24876
Property Type: R - Single Family Dwelling
Account Type:
Lot#:
Subdivision:
Legal Description:
#1-W. LINE TRUITT AVE., LOT #2:#2-LOT ADJ. #1 502 TRUITT AVENUE

Tax Account ID: 24876
GIS Coord: E-494851 N-333845
Deed BVP: D13093/242
Plat Book: 00000
Acres: 0.50
Total Living Area: 870 SQFT
Total Bedrooms: 1 **Full BA:** 1 **Half BA:** 0

District Information

Levy Court District: 4TH
(https://www.kentcountyde.gov/Elected-Officials/Fourth-District-Commissioner)
Fire: 42_F Carlisle (Milford)
School District: SC40 MILFORD
Ambulance: 42_A Carlisle (Milford)
Storm Water Management:
Tax Ditch:

Sewer:
Trash:
Light:

Owner

Name:
CARLISLE LANE LLC
Owners Mailing Address:
4330 BIG STONE BEACH RD
MILFORD, DE 19963

Location Information

Location Addresses:
502 TRUITT AVE, MILFORD, DE 19963

Zoning Information

Zone:
R3 - Garden Apt. and Townhouse

Assessed Values

Land : $81,300
Buildings: $77,800
Total: $159,100

« Back | New Search »

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Property Information - 502 TRUITT AVE, MILFORD - (5 16 18306 01 0800 000)

Tax Account Contact Number: 302-744-2341
Sewer Account Contact Number: 302-744-2391

Current Tax Account Information

Map Number: 5 16 18306 01 0800 000
Tax ID: 24876
User Account: 24876
Pending: $0.00
Base Tax: $0.00
Penalty/Interest: $0.00
Other: $0.00

Account Type: R
Improvement Status: IMPROVED

Billing Address

Billing To: CARLISLE LANE LLC
Address:
4330 BIG STONE BEACH RD
MILFORD, DE 19963

Sewer Billing

Sewer Account #:
Sewer Customer #:
Sewer Units: 0.0
Current Bal: $0.00

Tax Credit Legend

S/C = School Credit Adjustment
V/SC = Veteran School Credit
V/CC = Veteran County Credit

Tax Billing Details

Entity Code	Tax description	Tax Amount
CNTY	COUNTY TAX	91.01
LI40	LIBRARY DISTRICT	19.25
S 40	MILFORD SCHOOL	446.59
VOCA	VOCATIONAL SCHOOL	42.64
	TOTAL TAX FOR YEAR 2024	**599.49**

Tax Billing History

Date	Type	Code	Tax Year	Roll	Period	Amount	Tax Receipt
9/27/24	PAYMENT	TX				599.49-	0051518
6/01/24	BILL		2024	P	1	599.49	2616521
12/12/23	PAYMENT	TX				484.77-	0000657
8/14/23	PAYMENT	TX				500.00-	0000346
6/01/23	BILL		2023	P	1	462.86	2527228
6/01/22	BILL		2022	P	1	452.36	2438445
1/07/22	PAYMENT	TX				111.01-	0000261
12/21/21	PAYMENT	TX				130.00-	0001095
10/27/21	PAYMENT	TX				230.00-	0003742
6/01/21	BILL		2021	P	1	460.23	2350289
3/05/21	PAYMENT	TX				80.94-	0000342
2/18/21	PAYMENT	TX				100.00-	0000607
12/31/20	PAYMENT	TX				100.00-	0000138
11/30/20	PAYMENT	TX				200.00-	0000097
6/01/20	BILL		2020	P	1	463.86	2261780
1/04/20	PAYMENT	TX				279.39-	0000135

« Back New Search »

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Milford, DE : Residential Property Record Card

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Search For Properties

Parcel ID

Street Name

TRUITT AVE

Search | Reset Search

Parcel ID	Card	Map-Block-Lot	Location	Zoning	State Class	Acres
MD-16-183.06-01-08.00-000	1	730	502 TRUITT AVE	R3	R10	0.504

Owner Information

Larrimore, Joseph Knowles - Rev Trust Larrimore, Linda D
15159 Hudson Road
Milton DE 19968

Property Picture



Deed Information

Book/Page:	11707/170
Sale Date:	2022/01/24

Dwelling Information

Living Units:	1
Style:	Bungalow
Story Height:	1
Exterior Wall:	Alum/Vinyl
Attic Living:	Unfin
Basement:	Part
Year Built:	1940
Ground Floor Area:	696
Fin BSMT Living:	0
Tot Living Area:	696
Rec Room:	0 x 0
Tot Rooms:	5
Bedrooms:	1
Full Baths:	1
Half Baths:	0
Mas Fire Place	0
Frame Fire Place	0
Heating Type:	Basic

Valuation

Land:	$28,600
Building:	$15,300
Total:	$43,900

Sales History

Document No	Date	Price	Type	Validity
n/a	2011/12/15	$35,000	Land + Bldg	0

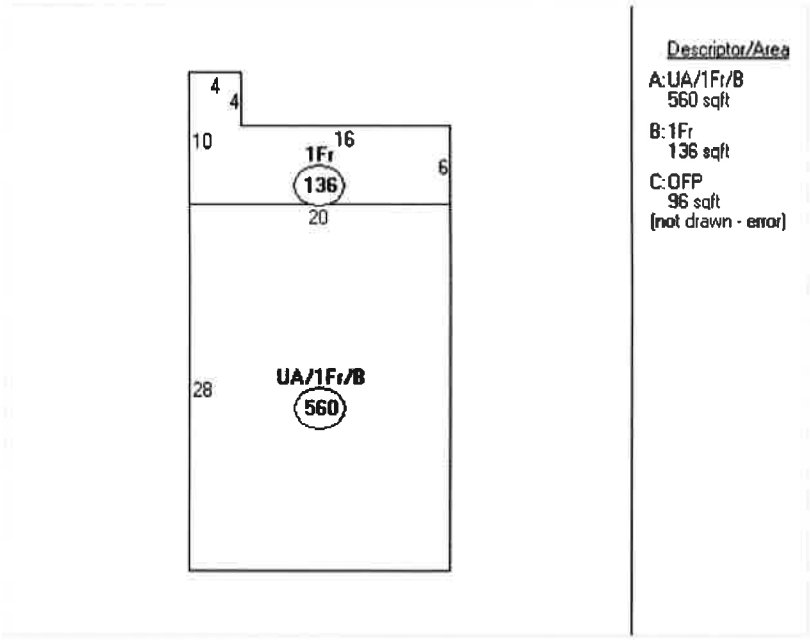
Permit History

Date	Purpose	Price

Out Building Information

Type	Qty	Year	Size1	Size2

Building Sketch



Comparable Sales Information

Parcel ID	Location	Sale Date	Price	Area	Style	Grade	Year	Bedrooms	FB	HB	Acres
3-30-11.05-036.00	204 LOVERS LANE	2011/08/29	$139,000	750	COTTAGE	C	1945	2	1	0	0.195
MD-16-183.06-04-15.00-000	10 NE FIFTH ST	2010/01/15	$90,000	864	RANCH	C-	1996	2	1	1	0.116
MD-16-174.14-01-43.00-000	203 NE TENTH ST	2011/08/26	$90,000	720	CAPE	C	1950	2	1	0	0.165
3-30-11.05-024.00	905 SE THIRD ST	2010/10/08	$86,000	973	RANCH	C-	1960	3	1	0	0.196
MD-16-174.18-01-08.00-000	16 NW TENTH ST	2010/02/15	$110,000	1008	CAPE	C	1950	3	1	0	0.196

Notice

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Comments regarding this service should be directed to: sfrederick@milford-de.gov

BUILT BY
big Room
STUDIOS

Bill: 5985 | Year: 2024 | Type: REGULAR/ORIGINAL

Installments

Installment	Due date	Amount billed	Payments	Interest	Amount due
1	09/30/2024	$259.01	$259.01	$0.00	**Paid**

Payments

Posted date	Reference / paid by	Amount
09/27/2024	CARLISLE LANE LLC	$260.11
03/14/2025	Transferred to 20 2023 28270	-$1.10

Charges and adjustments

Description	Taxable value	Tax rate	Charge amount
ANNUAL PROPERTY TAX	$43,900.00	0.59	$259.01

Print Page

Okay

Property Information - 504 TRUITT AVE, MILFORD - (5 16 18306 01 0700 000)

Summary | Buildings | Transfers | Billing | Permits | Map | Taxable Assessment

PRINT BACK NEW SEARCH

Parcel Information

Map Number: 5 16 18306 01 0700 000
Location ID/User Account#: 26495
Property Type: R - Residential - Vacant Land
Account Type:
Lot#:
Subdivision:
Legal Description:
W. SD. TRUITT AVE., MILFORD, LOT 504 TRUITT AVENUE

Tax Account ID: 26495
GIS Coord: E-494869 N-333918
Deed BVP: D12411/292
Plat Book: 00000
Acres: 0.44
Total Living Area: 0 SQFT
Total Bedrooms: **Full BA:** **Half BA:**

District Information

Levy Court District: 4TH
(https://www.kentcountyde.gov/Elected-Officials/Fourth-District-Commissioner)
Fire: 42_F Carlisle (Milford)
School District: SC40 MILFORD
Ambulance: 42_A Carlisle (Milford)
Storm Water Management:
Tax Ditch:

Sewer:
Trash:
Light:

Owner

Name:
CARLISLE LANE LLC
Owners Mailing Address:
4330 BIG STONE BEACH RD
MILFORD, DE 19963

Location Information

Location Addresses:
504 TRUITT AVE, MILFORD, DE 19963

Zoning Information

Zone:
R3 - Garden Apt. and Townhouse

Assessed Values

Land : $77,100
Buildings: $0
Total: $77,100

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Property Information - 504 TRUITT AVE, MILFORD - (5 16 18306 01 0700 000)

Tax Account Contact Number: 302-744-2341
Sewer Account Contact Number: 302-744-2391

Current Tax Account Information

Map Number: 5 16 18306 01 0700 000
Tax ID: 26495
User Account: 26495
Pending: $0.00
Base Tax: $0.00
Penalty/Interest: $0.00
Other: $0.00

Account Type: R
Improvement Status: VACANT

Billing Address

Billing To: CARLISLE LANE LLC
Address:
4330 BIG STONE BEACH RD
MILFORD, DE 19963

Sewer Billing

Sewer Account #:
Sewer Customer #:
Sewer Units: 0.0
Current Bal: $0.00

Tax Credit Legend

S/C = School Credit Adjustment
V/SC = Veteran School Credit
V/CC = Veteran County Credit

Tax Billing Details

Entity Code	Tax description	Tax Amount
CNTY	COUNTY TAX	44.10
LI40	LIBRARY DISTRICT	9.33
S 40	MILFORD SCHOOL	216.42
VOCA	VOCATIONAL SCHOOL	20.66
	TOTAL TAX FOR YEAR 2024	**290.51**

Tax Billing History

Date	Type	Code	Tax Year	Roll	Period	Amount	Tax Receipt
9/27/24	PAYMENT	TX				290.51-	0051518
6/01/24	BILL		2024	P	1	290.51	2616520
12/29/23	PAYMENT	TX				185.67-	0001510
6/01/23	BILL		2023	P	1	179.75	2527227
9/30/22	PAYMENT	TX				175.67-	0050411
6/01/22	BILL		2022	P	1	175.67	2438444
9/27/21	PAYMENT	TX				178.73-	0039951
6/01/21	BILL		2021	P	1	178.73	2350288
9/30/20	PAYMENT	TX				180.13-	0046861
8/27/20	PAYMENT	TX				509.52-	0007562
7/17/20	ADDED M	AMC	2018	P	1	80.00	GINA
6/01/20	BILL		2020	P	1	180.13	2261779
6/01/19	BILL		2019	P	1	181.04	2173222
6/01/18	BILL		2018	P	1	181.65	2084787
1/17/18	PAYMENT	TX				2,213.59-	0000646
1/12/18	ADDED M	AMC	2012	P	1	75.00	LISA

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Milford, DE : Residential Property Record Card

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Search For Properties

Parcel ID

Street Name

TRUITT AVE

Search | Reset Search

Parcel ID	Card	Map-Block-Lot	Location	Zoning	State Class	Acres
MD-16-183.06-01-07.00-000	1	729	504 TRUITT AVE	R3	R00	0.434

Owner Information

Carlisle Lane Llc
4330 Big Stone Road
Milford DE 19963

Property Picture



Deed Information

Book/Page: 12411/292
Sale Date: 2023/03/22

Dwelling Information

Living Units: 0
Style:
Story Height: 0
Exterior Wall:
Attic Living:
Basement:
Year Built: 0
Ground Floor Area: 0
Fin BSMT Living: 0
Tot Living Area: 0
Rec Room: 0 x 0
Tot Rooms: 0
Bedrooms: 0
Full Baths: 0
Half Baths: 0
Mas Fire Place 0
Frame Fire Place 0
Heating Type:

Valuation

Land:	$27,700
Building:	$0
Total:	$27,700

Sales History

Document No	Date	Price	Type	Validity
12411/292	2023/03/22	$55,000	Land Only	

Permit History

Date	Purpose	Price
2009/01/28	DEMO	$10

Out Building Information

Type	Qty	Year	Size1	Size2

Building Sketch

Bill: 5984 | Year: 2024 | Type: REGULAR/ORIGINAL

Installments

Installment	Due date	Amount billed	Payments	Interest	Amount due
1	09/30/2024	$163.43	$163.43	$0.00	**Paid**

Payments

Posted date	Reference / paid by	Amount
09/27/2024	CARLISLE LANE LLC	$166.72
03/14/2025	Transferred to 20 2023 28260	-$3.29

Charges and adjustments

Description	Taxable value	Tax rate	Charge amount
ANNUAL PROPERTY TAX	$27,700.00	0.59	$163.43

Print Page

Okay



Kent County
Eugenia Thornton
Recorder of Deeds
DOVER, DE 19901

Instrument Number: 2024-488317

Recorded On: February 07, 2024 **As-Deed**

Parties: MATTHEWS JOSEPH E

To CARLISLE LANE LLC

of Pages: 3

Comment:

DO NOT REMOVE-THIS PAGE IS PART OF THE RECORDED DOCUMENT

Deed		61.00
# of Pages	2	
# of Parcel IDs	1	
Total:		61.00

Realty Tax Information

Affidavit Attached-No

Milford - NEW 2017 RATE

Value	75,000.00
State of Delaware	1,875.00
Munic-Milford	1,125.00
	3,000.00

I hereby certify that the within and foregoing was recorded in the Recorder's Office in Kent County,

DO NOT REMOVE-THIS PAGE IS PART OF THE RECORDED DOCUMENT

File Information:

Document Number: 2024-488317
Receipt Number: 492074
Recorded Date/Time: February 07, 2024 07:58:11A
Book-Vol/Pg: BK-RE VL-12856 PG-252
User / Station: B Beck - Cashier4

Record and Return To:

WALTER G FEINDT
PO BOX 1184
MILFORD DE 19963

Eugenia Thornton

$61

Accepted for Filing in:
Kent County
Doc# 488317
On: Feb 07,2024 at 07:58A

TAX MAP NO: 5-16-183.10-01-13.00/000

PREPARED BY AND
RETURN TO: WALTER G. FEINDT, P.A.
P.O. Box 1184
Milford, De. 19963

THIS DEED, made this 5th day of February 2024, BETWEEN **JOSEPH E. MATTHEWS,** 300 Truitt Avenue, Milford, Delaware 19963, Party of the first part, **-AND-CARLISLE LANE, LLC**, a Delaware Limited Liability Company, 4330 Big Stone Beach Road, Milford, Delaware 19963, Party of the second part.

WITNESSETH, that the said party of the first part, for and in consideration of the sum of TEN DOLLARS ($10.00) AND OTHER VALUABLE CONSIDERATION, current lawful money of the United States of America, the receipt whereof is hereby acknowledged, hereby grants and conveys unto the said party of the second part, its successors and assigns,

ALL that certain lot, piece or parcel of land in the Town of Milford, Kent County, State of Delaware, lying on the west side of Truitt Avenue, being more particularly described in a survey of McCann Surveyors, Inc., dated May 30, 1984 as follows, to-wit:

BEGINNING at an iron pipe situate on the westerly right-of-way of Truitt Avenue, said iron pipe being 100 feet, more or less, southerly from the centerline of Fourth Street, said iron pipe being a corner of these lands and lands now or formerly of Bethel African Methodist Episcopal Church; thence by and with the westerly right-of-way line of Truitt Avenue(1) South 00 degrees 22 minutes 00 seconds West 15.0 feet to an iron pipe, said iron pipe being a corner of these lands, lands now or formerly of Stella A. Mills and being located on the westerly right-of-way line of Truitt Avenue; thence by and with lands now or formerly of Stella A. Mills (2) North 89 degrees 06 minutes 11 seconds West, 207.29 feet to a point, said point being a corner of these lands and lands now or formerly of Stella A. Mills; thence by and with lands now or formerly of Stella A. Mills (3) South 01 degrees 13 minutes 40 seconds East 1.87 feet to an iron pipe; thence continuing the same course 48.13 feet (in all measuring a total distance of 50.0 feet) to an iron pipe, said iron pipe being a corner of these lands, lands now or formerly of Stella A. Mills and lands now or formerly of James C. Sipple, Jr.; thence by and with lands now or formerly of James C. Sipple, Jr., (4) North 89 degrees 03 minutes 40 seconds West, 152.40 feet to a fence post, said fence post being a corner of these lands, lands now or formerly of James. C. Sipple, Jr., and being a point on line of lands now or formerly of Violet C. Marvel; thence by and with lands now or formerly of Violet C. Marvel (5) North 05 degrees 15 minutes 18 seconds West, 197.80 feet to a pump pipe, said pump pipe being a corner of these lands and being a point on line of lands now or formerly of Violet C. Marvel and being a corner of lands now or formerly of John D. Betts; thence by and with lands now or formerly of John D. Betts (6) South 89 degrees 56 minutes 23 seconds East, 196.06 feet to an iron pipe, said iron pipe being a corner of these lands

and being a point on line of lands now or formerly of John D. Betts and being a corner of lands now or formerly of Bethel African Methodist Episcopal Church; thence by and with lands now or formerly of Bethel African Methodist Episcopal Church the following four courses and distances; (7) South 00 degrees 22 minutes 00 seconds West, 102.00 feet to an iron stob found, (8) South 88 degrees 43 minutes 28 seconds East, 102.46 feet to an iron pipe; thence (9) South 00 degrees 22 minutes 00 seconds West 32.0 feet to an iron pipe; thence (10) South 89 degrees 06 minutes 11 seconds East, 79.15 feet to an iron pipe being the place of beginning. The above described parcel of lands contains 41,733 square feet of land, be the same more or less.

BEING the same lands conveyed unto **JOSEPH E. MATTHEWS** by deed of **ALBERT J. LEBO, JR.** and **DEBORAH A. LEBO**, his wife, dated May 31, 1984, recorded May 31, 1984 in the Kent County, Delaware Recorder of Deeds Office **in Deed Record I, Volume 39, at Page 336.**

THE GRANTOR reserving a 15 foot wide easement for purposes of ingress, egress and regress along the southerly border of said property (adjacent to 300 Truitt Avenue) for himself, but not his successors, heirs and/or assigns.

IN WITNESS WHEREOF, the said party of the first part has hereunto set his Hand and Seal on the day and year first aforesaid.

Sealed and Delivered
In the Presence Of:

WITNESS

Joseph E. Matthews (SEAL)
JOSEPH E. MATTHEWS

STATE OF DELAWARE :
: SS.
COUNTY OF Kent :

BE IT REMEMBERED, that on this 5th day of February in the year of our Lord two thousand twenty four personally came before me, the Subscriber, a Notary Public for the State and County aforesaid, **JOSEPH E. MATTHEWS**, party to this Indenture, known to me personally to be such, and acknowledged this Indenture to be his Act and Deed.

GIVEN under my Hand and Seal of Office on the day and year aforesaid.

WALTER G. FEINDT ESQUIRE
NOTARIAL OFFICER PURSUANT TO
29 DEL. CODE SECT. 4323
ATTORNEY AT LAW
DELAWARE

NOTARIAL OFFICER

70 2024 00498470

Kent County
Eugenia Thornton
Recorder of Deeds
DOVER, DE 19901

Instrument Number: 2024-498470

Recorded On: August 14, 2024 As-Deed

Parties: CH-BETHEL AFRICAN METHODIST EPISCOPAL CHURCH

To CARLISLE LANE LLC

of Pages: 4

Comment:

****DO NOT REMOVE-THIS PAGE IS PART OF THE RECORDED DOCUMENT****

Deed		71.00
# of Pages	3	
# of Parcel IDs	1	
Total:		71.00

Realty Tax Information

Affidavit Attached-No

Milford - NEW 2017 RATE

	Value	120,000.00
State of Delaware		3,000.00
Munic-Milford		1,800.00
		4,800.00

I hereby certify that the within and foregoing was recorded in the Recorder's Office in Kent County,

****DO NOT REMOVE-THIS PAGE IS PART OF THE RECORDED DOCUMENT****

File Information:

Document Number: 2024-498470
Receipt Number: 500171
Recorded Date/Time: August 14, 2024 11:53:05A
Book-Vol/Pg: BK-RE VL-13130 PG-302
User / Station: C Moore - DEE-DT-9ZVGDZ3

Record and Return To:

WALTER G FEINDT
PO BOX 1184
MILFORD DE 19963

Eugenia Thornton

S
$71

Accepted for Filing in:
Kent County
Doc# 498470
On: Aug 14,2024 at 11:53A

PARCEL #: MD-16-183.10-01-12.00-000
PREPARED BY & RETURN TO:
Bonnie M. Benson, P.A.
2116 S. DuPont Highway
Unit 2
Camden, DE 19934
File No. 24-1962/CK

NO NEW TITLE SEARCH OR SURVEY REQUESTED OR PERFORMED

THIS DEED, made this 8th day of August, 2024,

- BETWEEN -

BETHEL AFRICAN METHODIST EPISCOPAL CHURCH, MILFORD, DELAWARE, INC. A/K/A BETHEL AFRICAN METHODIST EPISCOPAL CHURCH, MILFORD, DELAWARE, a Delaware Corporation, of 205 NW 4th Street, Milford, DE 19963, party of the first part,

- AND -

CARLISLE LANE, LLC, of 4330 Big Stone Beach Road, Milford, DE 19963, party of the second part.

WITNESSETH: That the said party of the first part, for and in consideration of the sum of **One Hundred Twenty Thousand and 00/100 Dollars ($120,000.00)**, lawful money of the United States of America, the receipt whereof is hereby acknowledged, hereby grants and conveys unto the party of the second part, and its heirs and assigns, in fee simple, the following described lands, situate, lying and being in Kent County, State of Delaware:

PARCEL 1

ALL that certain lot, piece and parcel of land on the west side of Truitt Avenue in the City of Milford, Kent County and State of Delaware, together with improvements thereon erected, and more fully described as follows, to-wit:

BEGINNING at a point on the west line of Truitt Avenue, a corner for lands formerly of Philip R. Jacobs and Helen T. Lynn, now of Delbert McColley; thence westerly with line of said McColley lot eighty-five (85) feet to a stake for a corner; thence southerly and parallel with

Truitt Avenue, seventy-four (74) feet to a stake for a corner; thence easterly and parallel with the line of said McColley lot eight-five (85) feet to the west line of Truitt Avenue; thence northerly with west line of Truitt Avenue seventy-four (74) feet, home to the place of beginning, containing 6,290 superficial square feet of land, be the same more or less.

PARCEL 2

ALL that certain lot, piece and parcel of land lying at the rear and adjoining Tract No. 1 above described, and more fully described as follows, to-wit:

BEGINNING at a stake for a corner with the northwest corner of lot formerly of Philip R. Jacobs and Helen T. Lynn, now of Delbert McColley, and John D. Hill lot; thence westerly with line of John D. Hill lot one hundred two (102) feet to a stake for a corner; thence southerly one hundred two (102) feet and parallel with Truitt Avenue to a stake for a corner; thence easterly and parallel with John D. Hill line one hundred two (102) feet to a stake for a corner; thence northerly and parallel with Truitt Avenue one hundred two (102) feet home to the place of beginning, containing 10,404 superficial square feet of land, be the same more or less;

The Grantors, their heirs and assigns, give unto the Grantee, its successors and assigns, the perpetual right of ingress and egress through a 15 foot alley adjoining the southside of tract No. 1 herein conveyed.

BEING the same lands conveyed to Bethel African Methodist Episcopal Church Milford, Delaware, a Religious Corporation of the State of Delaware from William Earl Messick and Beulah H. Messick, his wife, by deed dated October 29, 1965 and recorded in the Office of the Recorder of Deeds in and for Kent County, Delaware on October 29, 1965 in Deed Book Y 23, Page 461.

SUBJECT to any and all restrictions, reservations, conditions, easements and agreements of record in the Office of the Recorder of Deeds in and for Kent County, Delaware.

IN WITNESS WHEREOF, the said Bethel African Methodist Episcopal Church, Milford, Delaware, Inc. A/K/A Bethel African Methodist Episcopal Church, Milford, Delaware, has caused this deed to be executed by Larry Potts, Authorized Signer, the day and year first above written.

BETHEL AFRICAN METHODIST EPISCOPAL CHURCH, MILFORD, DELAWARE, INC. A/K/A BETHEL AFRICAN METHODIST EPISCOPAL CHURCH, MILFORD, DELAWARE

Witness

By: Larry Potts (SEAL)
Larry Potts, Authorized Signer

STATE OF DELAWARE, COUNTY OF Sussex : to-wit

BE IT REMEMBERED, that on this 8th day of August, 2024, personally appeared before me, the Subscriber, a Notary Public in and for the State and County aforesaid, Larry Potts, Authorized Signer for Bethel African Methodist Episcopal Church, Milford, Delaware, Inc., A/K/A Bethel African Methodist Episcopal Church, Milford, Delaware, party to this Indenture, known to me personally to be such, and acknowledged this Indenture to be their act and deed and the act and deed of said corporation.

GIVEN under my Hand and Seal of Office the day and year aforesaid.

WALTER G. FEINDT ESQUIRE
NOTARIAL OFFICER PURSUANT TO
29 DEL. CODE SECT. 4323
ATTORNEY AT LAW
DELAWARE

Notary Public

My Commission Expires: _____



Kent County
Eugenia Thornton
Recorder of Deeds
DOVER, DE 19901

Instrument Number: 2024-497042

Recorded On: July 22, 2024 **As-Deed**

Parties: LARRIMORE JOSEPH KNOWLES

To CARLISLE LANE LLC **# of Pages: 4**

Comment:

DO NOT REMOVE-THIS PAGE IS PART OF THE RECORDED DOCUMENT

Deed		76.00
# of Pages	3	
# of Parcel IDs	2	
Total:		**76.00**

Realty Tax Information

Affidavit Attached-No

Milford - NEW 2017 RATE

	Value	320,000.00
State of Delaware		8,000.00
Munic-Milford		4,800.00
		12,800.00

I hereby certify that the within and foregoing was recorded in the Recorder's Office in Kent County,

DO NOT REMOVE-THIS PAGE IS PART OF THE RECORDED DOCUMENT

File Information:

Document Number. 2024-497042
Receipt Number: 499063
Recorded Date/Time: July 22, 2024 09:16:31A
Book-Vol/Pg: BK-RE VL-13093 PG-242
User / Station: C Moore - DEE-DT-9ZVGDZ3

Record and Return To:

WALTER G FEINDT
PO BOX 1184
MILFORD DE 19963

Eugenia Thornton

3
2 pages
$7.6

Accepted for Filing in:
Kent County
Doc# 497042
On: Jul 22,2024 at 09:16A

TAX MAP NO: MD-16-183.10-01-01.00/000 &
MD-16-183.06-01-08.00/000

PREPARED BY AND
RETURN TO: WALTER G. FEINDT, P.A.
P.O. Box 1184
Milford, De. 19963

THIS DEED, made this 16th day of July, 2024, BETWEEN **JOSEPH KNOWLES LARRIMORE AND LINDA D. LARRIMORE, TRUSTEES UNDER REVOCABLE TRUST AGREEMENT OF JOSEPH KNOWLES LARRIMORE AND LINDA D. LARRIMORE DATED 1/19/22**, 15159 Hudson Road, Milton, Delaware 19968, Parties of the first part, **-AND- CARLISLE LANE, LLC,** a Delaware Limited Liability Company, 4330 Big Stone Beach Road, Milford, Delaware 19963, Party of the second part,

WITNESSETH, that the said parties of the first part, for and in consideration of the sum of TEN DOLLARS ($10.00) AND OTHER VALUABLE CONSIDERATION, current lawful money of the United States of America, the receipt whereof is hereby acknowledged, hereby grant and convey unto the said party of the second part, its successors and assigns:

PARCEL ONE:

ALL that certain lot, piece or parcel of land with any improvements thereon erected, situated in the City of Milford, Kent County and State of Delaware as shown on a recent survey performed by Douglas J. Annand, PLS, dated July 24, 2008 as follows, to wit: BEGINNING at a st pipe on the westerly right-of-way line of Truitt Avenue (40' wide), said point being a corner of these lands and lands of Harvey W. Riley (Deed Book C-55-221), said point being distant South 02 deg. 08 min. 02 sec. East 8' +/- from the point of intersection of said right-of-way line and the extended centerline of N.W. Fifth Street; thence with said right-of-way line (1) South 02 deg. 08 min. 02 sec. East a distance of 258.50 feet to a set iron pipe at the corner of lands of Ernest Curry (Deed Book R-47-210); thence with said Curry and the lands of Bethel African Methodist Episcopal Church of Milford/Delaware (Deed Book Y-23-461), (2) South 87 deg. 58 min. 05 sec. West, a distance of 180.31 feet to a found iron pipe at a corner of lands of Joseph E. Matthews, passing over a found iron pipe at 78.15 feet from the beginning of this line; thence with said Matthews (3) South 87 deg. 38 min. 02 sec. West, a distance of 195.70 feet to a found well point in line of lands of Harvey G. Marvel, Jr. (Deed Book A-46-283); thence with said Marvel (4) North 06 deg. 22 min. 36 sec. West a distance of 131.37 feet to a point in the centerline of Mullet Run, passing over a set iron pipe at 106.7 feet from the beginning of this line; thence continuing with said Marvel and the centerline of Mullet Run the following four courses and distances: (5) North 19 deg. 20 min. 41 sec. East a distance of 42.46 feet; (6) North 58 deg. 37 min. 57 sec. East a distance of 17.46 feet; (7) North 04 deg. 13 min. 02 sec. East a distance of 33.02 feet; (8) North 12 deg. 52 min. 36 sec. East a distance of 33.28 feet to a point at a corner for lands of

aforesaid Riley; thence with said Riley (9) North 85 deg. 21 min. 58 sec. East a distance of 343.00 feet to the point and place of beginning, passing over a set iron pipe at 22.63 feet from the beginning of this line. Containing within these metes and bounds are 2.136 acres of land, more or less.

BEING PARCEL ONE of lands conveyed unto **JOSEPH KNOWLES LARRIMORE AND LINDA D. LARRIMORE, TRUSTEES UNDER REVOCABLE TRUST AGREEMENT OF JOSEPH KNOWLES LARRIMORE AND LINDA D. LARRIMORE DATED 1/19/22** by deed of **JOSEPH KNOWLES LARRIMORE, a/k/a JOSEPH K. LARRIMORE, a/k/a JOSEPH K. LARIMORE** and **LINDA D. LARRIMORE, a/k/a LINDA LARRIMORE**, husband and wife, dated January 19, 2022 as filed for record in the Recorder of Deeds Office, in and for Kent County, at Dover, Delaware, in **Deed Record Book 11707, at Page 170**.

PARCEL TWO:

ALL that certain lot, piece or parcel of land situated in the City of Milford, Kent County, State of Delaware located on the westerly side of Truitt Avenue, more particularly described as follows, to wit: BEGINNING at a found iron pipe on the westerly right-of-way line of Truitt Avenue (40 feet wide), said point being a corner of these lands and other lands of Joseph K. Larrimore (Deed Book 5016, Page 172), said point located South 02 deg. 08 min. 02 sec. East, a distance of 64 feet from the point of intersection of the westerly right-of-way line of Truitt Avenue and the centerline extended of North West Fifth Street; thence with said other lands of Joseph K. Larrimore (1) South 85 deg. 21 min. 58 sec. West, a distance of 343.00 feet to a point in line of lands now or formerly of Harvey G. Marvel, Jr. (Deed Book A-46-283) and the centerline of Mullet Run, passing over a found iron pipe at 320.47 feet from the beginning of this line; thence with said Marvel and following the centerline of Mullet Run (2) North 15 deg. 35 min. 15 sec. East a distance of 32.40 feet, (3) North 08 deg. 00 min. 44 sec. East 23.92 feet, (4) North 15 deg. 38 min. 42 sec. East 25.77 feet, (5) North 50 deg. 29 min. 33 sec. East 22.77 feet, (6) North 37 deg. 57 min. 07 sec. East 4.08 feet to a pint at a corner for lands now or formerly of Harry E. Thayer; thence with line of lands of Thayer North 87 deg. 07 min. 49 sec. East 298.82 feet to set iron pipe on the aforesaid westerly right-of-way line of Truitt Avenue, passing over a set iron pipe at 98.82 feet from the beginning of this line; thence with said westerly right-of-way line of Truitt Avenue South 02 deg. 08 min. 02 sec. East such distance as will reach the place of beginning, be the contents thereof what they may.

BEING PARCEL TWO of lands conveyed unto **JOSEPH KNOWLES LARRIMORE AND LINDA D. LARRIMORE, TRUSTEES UNDER REVOCABLE TRUST AGREEMENT OF JOSEPH KNOWLES LARRIMORE AND LINDA D. LARRIMORE DATED 1/19/22** by deed of **JOSEPH KNOWLES LARRIMORE, a/k/a JOSEPH K. LARRIMORE, a/k/a JOSEPH K. LARIMORE** and **LINDA D. LARRIMORE, a/k/a LINDA LARRIMORE**, husband and wife, dated January 19, 2022 as filed for record in the Recorder of Deeds Office, in and for Kent County, at Dover, Delaware, in **Deed Record Book 11707, at Page 170**.

IN WITNESS WHEREOF, the said parties of the first part have hereunto set their Hands and Seals on the day and year first aforesaid.

Sealed and Delivered
In the Presence Of:

WITNESS

Joseph K. Larrimore TRUSTEE (SEAL)

JOSEPH KNOWLES LARRIMORE, TRUSTEE UNDER REVOCABLE TRUST AGREEMENT OF JOSEPH KNOWLES LARRIMORE AND LINDA D. LARRIMORE DATED 1/19/22

WITNESS

Linda D. Larrimore Trustee (SEAL)

LINDA D. LARRIMORE, TRUSTEE UNDER REVOCABLE TRUST AGREEMENT OF JOSEPH KNOWLES LARRIMORE AND LINDA D. LARRIMORE DATED 1/19/22

STATE OF DELAWARE :
: SS.
COUNTY OF SUSSEX :

BE IT REMEMBERED, that on this 16th day of July in the year of our Lord two thousand twenty four personally came before me, the Subscriber, a Notary Public for the State and County aforesaid, **JOSEPH KNOWLES LARRIMORE AND LINDA D. LARRIMORE, TRUSTEES UNDER REVOCABLE TRUST AGREEMENT OF JOSEPH KNOWLES LARRIMORE AND LINDA D. LARRIMORE DATED 1/19/22**, parties to this Indenture, known to me personally to be such, and acknowledged this Indenture to be their Act and Deed.

GIVEN under my Hand and Seal of Office on the day and year aforesaid.

WALTER G. FEINDT ESQUIRE
NOTARIAL OFFICER PURSUANT TO
29 DEL. CODE SECT. 4323
ATTORNEY AT LAW
DELAWARE

NOTARIAL OFFICER



Kent County
Eugenia Thornton
Recorder of Deeds
DOVER, DE 19901

Instrument Number: 2023-470888

Recorded On: March 22, 2023 As-Deed

Parties: STEWART SIMEONETTE

To CARLISLE LANE LLC

of Pages: 6

Comment:

DO NOT REMOVE-THIS PAGE IS PART OF THE RECORDED DOCUMENT

Deed		91.00
# of Pages	5	
# of Parcel IDs	1	
Total:		91.00

Realty Tax Information

Affidavit Attached-No

Milford - NEW 2017 RATE

	Value	55,000.00
State of Delaware		1,375.00
Munic-Milford		*825.00*
		2,200.00

I hereby certify that the within and foregoing was recorded in the Recorder's Office in Kent County,

DO NOT REMOVE-THIS PAGE IS PART OF THE RECORDED DOCUMENT

File Information:

Document Number: 2023-470888
Receipt Number: 479205
Recorded Date/Time: March 22, 2023 09:25:34A
Book-Vol/Pg: BK-RE VL-12411 PG-292
User / Station: B Beck - BBECK-967

Record and Return To:

WALTER G FEINDT
PO BOX 1184
MILFORD DE 19963

Eugenia Thornton

Accepted for Filing in:
Kent County
Doc# 470888
On: Mar 22,2023 at 09:25A

Parcel #5-16-18306-01-0700-000
Prepared by:
Fuqua, Willard & Schab, P.A.
P.O. Box 755, 9 Chestnut Street
Georgetown, DE 19947
File No. 230069

Return to:
Carlisle Lane, LLC
4330 Big Stone Road
Milford, DE 19963

THIS DEED is made this 17th day of March, 2023, between:

Simeonette Stewart, of 226 Persimmon Circle, Reistertown, MD 21236, Julian F. Thayer, of 17 Kahlo Court, Irvine, CA 92617, Leon W. Thayer, of 14 S. Bradford Street, Apartment 7, Dover, DE 19904, and Harry E. Thayer, Jr., of 1260 S. Farmview Drive, Dover, DE 19904, parties of the first part,

and

Carlisle Lane, LLC, a Delaware limited liability company, of 4330 Big Stone Road, Milford, DE 19963, party of the second part.

WITNESSETH: That the parties of the first part, for and in consideration of the sum of Fifty-Five Thousand and 00/100 Dollars ($55,000.00), lawful money of the United States of America, the receipt whereof is hereby acknowledged, hereby grant and convey unto the party of the second part, the following described lands, situate, lying and being in Kent County, State of Delaware;

All that certain lot, piece or parcel of land situate, lying and being in the City of Milford, Kent County, State of Delaware, together with any improvements located thereon, lying on the west side of Truitt Avenue and being more particularly described as follows, to wit:

BEGINNING at a stake in the westerly edge of Truitt Avenue at the back edge of the sidewalk, a corner for this lot and lands now or late of Howard Piper; then with the same, South 3 degrees 9 minutes East a distance of 70 feet to a stake at the back edge of the sidewalk, a corner for this lot and lands now or late of Causey Ross; then with the lands now or late of Causey Ross and an old fence line, South 87 degrees 10 minutes West a distance of 279 feet to the run of Cullen's Branch and lands now or late of James R. Draper; then northerly with the run of Cullen's Branch a distance of 78 feet, more or less, to a stake being

a corner for this lot and lands now or formerly of Howard Piper; then, with Piper lands, North 87 degrees 10 minutes East a distance of 280 feet and passing over an old marker 2 feet from the sidewalk to the point and place of beginning, containing 19,400 square feet of land, be the same more or less.

BEING the same land conveyed unto Harry E. Thayer and Armetea M. Thayer, by Deed of Harvey Tunnell, Jr. and Frances H. Tunnell, dated April 13, 1966, and recorded in the Office of the Recorder of Deeds, in and for Kent County, Delaware in Deed Book H-24, Page 267. Harry E. Thayer died on September 16, 1973, at which time title vested solely in Armetea M. Thayer as surviving tenant by the entirety. Armetea M. Thayer died intestate on December 20, 1991. Under the Delaware laws of intestate succession, her estate passed to her four children, being Simeonette Stewart, Julian F. Thayer, Leon W. Thayer, and Harry E. Thayer, Jr., grantors herein.

SUBJECT to any and all restrictions, reservations, conditions, easements and agreements of record in the Office of the Recorder of Deeds in and for Kent County, Delaware.

IN WITNESS WHEREOF, the parties of the first part have hereunto set their hands and seals the day and year written below.

Witness

Simeonette Stewart (SEAL)

State of Delaware :
: S.S.
County of Kent :

BE IT REMEMBERED, that on this 17th day of March, 2023, personally came before me, the Subscriber, a Notary Public for the State and County aforesaid, Simeonette Stewart, party to this Indenture, known to me personally to be such, and acknowledged this Indenture to be her act and deed.

GIVEN under my Hand and Seal of Office the day and year aforesaid.

WALTER G. FEINDT ESQUIRE
NOTARIAL OFFICER PURSUANT TO
29 DEL. CODE SECT. 4323
ATTORNEY AT LAW
DELAWARE

Notary Public
Printed Name: _____
My Commission Expires: _____

IN WITNESS WHEREOF, the parties of the first part have hereunto set their hands and seals the day and year written below.

Witness _____ Julian F. Thayer _____(SEAL)

State of : CALIFORNIA
: S.S.
County of : ORANGE

BE IT REMEMBERED, that on this 13 day of March, 2023, personally came before me, the Subscriber, a Notary Public for the State and County aforesaid, Julian F. Thayer, party to this Indenture, known to me personally to be such, and acknowledged this Indenture to be his act and deed.

GIVEN under my Hand and Seal of Office the day and year aforesaid.

CAITLYN HANNAH TIMOTIUS
Commission # 2433700
Notary Public - California
ORANGE County
My Comm. Expires JAN 9, 2027

_____
Notary Public
Printed Name: CAITLYN HANNAH TIMOTIUS
My Commission Expires: JAN 9, 2027

IN WITNESS WHEREOF, the parties of the first part have hereunto set their hands and seals the day and year written below.

Witness

Leon W. Thayer (SEAL)

State of Delaware :
: S.S.
County of Kent :

BE IT REMEMBERED, that on this 17th day of March, 2023, personally came before me, the Subscriber, a Notary Public for the State and County aforesaid, Leon W. Thayer, party to this Indenture, known to me personally to be such, and acknowledged this Indenture to be his act and deed.

GIVEN under my Hand and Seal of Office the day and year aforesaid.

Notary Public
Printed Name: Leanna Rochelle Beachy
My Commission Expires: 2/4/25

LEANNA ROCHELLE BEACHY
Notary Public
State of Delaware
My Commission Expires On
February 06, 2025

IN WITNESS WHEREOF, the parties of the first part have hereunto set their hands and seals the day and year written below.

Witness _____ Harry E. Thayer, Jr. _____ (SEAL)

State of Delaware :
: S.S.
County of Kent :

BE IT REMEMBERED, that on this 14 day of March, 2023, personally came before me, the Subscriber, a Notary Public for the State and County aforesaid, Harry E. Thayer, Jr., party to this Indenture, known to me personally to be such, and acknowledged this Indenture to be his act and deed.

GIVEN under my Hand and Seal of Office the day and year aforesaid.

_____
Notary Public
Printed Name: Leanna Rochelle Beachy
My Commission Expires: 2/6/25

LEANNA ROCHELLE BEACHY
Notary Public
State of Delaware
My Commission Expires On
February 06, 2025

APPRAISER RESUME

Mark D. McDaniel

Delaware Licensed Real Property Appraiser
License #: X3-0000305

Masten Realty, LLC
6103 S. Rehoboth Blvd.
Milford, DE 19963
Office: (302)422-1850
Cell: (302)270-1003
MacksREA@outlook.com

EDUCATION

2004	Ed.D. Education Innovation & Leadership Wilmington College
1994	Master of Business Administration Wilmington College
1987	B.A. Music Merchandising Mansfield University

APPRAISAL COURSEWORK

Basic Appraisal Principals
Residential Sales Comparison and Income Approaches
Residential Report Writing and Case Studies
Delaware Laws and Regulations
Complex Properties
Residential Market Analysis and Highest & Best Use
Advanced Residential Applications and Case Studies
Basic Appraisal Procedures
Residential Site Valuation and Cost Approach
Real Estate Finance, Statistics, and Valuation Modeling
Uniform Standards of Professional Appraisal Practice
Appraisal of 24 Unit Properties
Supervisor-Trainee Course

EXPERIENCE

2015 – Present	**Masten Realty, Milford, DE - Residential Real Property Appraiser** Over 2200 hours of experience including Complex Properties, Rural Residential Properties, 2-4 Unit Homes, Single Family Homes, Land, New Construction, and Mobile/Manufactured Homes.
1997 – 2020	**Milford School District, Milford, DE - Education Administration** Multiple positions including: Marketing Teacher, Assistant Principal (HS/MS), Principal (MS), and Career & Tech Education Supervisor.
1992 – 1997	**Jobs for DE Graduates, Dover, DE – School to Work Transition Teacher**
1989 – 2000	**Mack's Ice Cream of Delaware Inc, Rehoboth Beach, DE – President/Owner**

VOLUNTEER / COMMUNITY INVOLVEMENT

Member Rehoboth Concert Band 2015 - Present
Member Milford Community Bands 1998 – Present
Member Milford School District Citizens Oversight Budget Committee 2010 - 2017
Chair/Member of CSS-MSA School Validation Teams 2000-2008
Board of Directors for Greater Milford Boys & Girls Club 2008-2015
2009 Delaware DECA Honorary Life Membership Award
2001 Delaware DECA Business Person of the Year

NOT TRANSFERABLE

STATE OF DELAWARE
DIVISION OF PROFESSIONAL REGULATION

CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

PROFESSIONAL LICENSE

PROFESSION:	Real Estate Appraisers
LICENSE TYPE:	Cert. Residential Real Property Appr
LICENSE NUMBER:	X2-0010749
LICENSE STATUS:	Active
ISSUE DATE:	03/29/2022
EXPIRATION DATE:	10/31/2025
ISSUED TO:	MARK D MCDANIEL
SIGNATURE:	

THIS CERTIFIES THAT THE PERSON NAMED IS HEREBY LICENSED TO
CONDUCT OR ENGAGE IN THE PROFESSION INDICATED ABOVE.
THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF DELAWARE

Department of State
Division of Professional Regulation
Our mission is to credential qualified professionals to ensure the protection of the public's health, safety, and welfare

Online Services

The Division of Professional Regulation is proud of our professional and responsive customer service. To receive renewal notices and other critical information, be sure to keep your professional license contact information up-to-date.

To manage your license, log into DELPROS. Visit our web site at dpr.delaware.gov for essential reference information and 24/7 access to online services.

Can't find what you need online? Send an email to customerservice.dpr@delaware.gov and let us know what you need.

IDE³ ASSOCIATES
Consulting Engineers | Construction Management
P.O. Box 498 Smyrna, DE 19977 Ph: 302-659-9090 Fax: 302-659-0909

May 29, 2025

Ardalan Faghri & Thomas Fruehstorfer
KCI Technologies
1352 Marrows Road, Suite 100
Newark, Delaware 19711

REF: Truitt Townhomes – Preliminary Site and Record Plan
Response to February 26, 2025 Review Comments

Dear Project Review Team:

Below you will find the list of comments provided by your office referencing the preliminary plans for this project. Bolded responses are our additions/revisions to satisfy the comment. Items with strikethroughs were previously addressed. Underlined are new comments or remaining conditions of previous comments

1. Add the following to the Data Column on the cover sheet:

a. Provide the actual lot coverage. Comment Remains. Lot coverage for townhouses is 60%. In addition, add a note that specific variances to exceed can be found in the variance request notes. Comment Remains – Confirm that the lot coverage for the proposed single-family detached dwelling does not exceed 40%.

Please refer to the Residential Lot Table on sheet G1.1; actual lot coverage for Lot 40 is 37%, which complies.

~~b. Currently, the proposed use lists 41 townhouses; however, 39 units are listed for the provided parking calculation. Revise the number of required parking so it reflects the correct number of dwelling units. Comment Remains. Provide the variance approvals with the final plan submission. Each parking reduction for each lot would be a separate variance application.~~

~~**Addressed.**~~

~~c. Currently, the proposed use lists 41 townhouses; however, the estimated number of EDUs takes 39 units into account. Revise the estimated number of EDUs so it reflects the correct number of dwelling units. Comment Remains. Indicate the number of units in the Data Column that 41 EDUs is accounted for.~~

~~**Addressed.**~~

~~d. Provide a note for the 100-year flood plain based on FEMA Flood Map for the site.~~

~~**Addressed.**~~

~~e. Existing use for the entire project area is not vacant. update the existing use.~~

~~Addressed.~~

~~f. The proposed use appears to be 39 townhouses and one duplex. Update the proposed use.~~

~~Addressed.~~

g. Update the required amount of recreational open space to reflect the requirements of Chapter 230-19.7(4)(a) (5), which is 275 square feet per dwelling unit. Comment Remains. Per Chapter 230-19.7(A)(5) "all residential developments shall provide recreational areas in a size equal to 275 square feet per dwelling unit or one-half acre of land whichever is greater." The minimum required recreational open space in this instance is 0.5 acres. Revise the data column accordingly. Comment Remains – The applicant must provide 0.5 acres of recreational open space or submit a request for the cash-in-lieu option. See Chapter 230-19.7(E)(2) for cash in lieu option. The city will need an appraisal provided by the applicant indicating the pre-improvement value of the property within six months prior to the date of the request for consideration of cash-in-lieu of recreational area.

Appraisal submitted to the City of Milford on 5/14/2025.

~~h. Add the minimum project area requirement of one acre.~~

~~Addressed.~~

~~i. Add the proposed maximum lot coverage for the townhouse properties.~~

~~Addressed.~~

~~j. Add the requirement of 3 to 8 units per townhouse building per Chapter 230-11(D)(3)~~

~~Addressed.~~

~~h. Add the minimum project area requirement of one acre.~~

~~Addressed.~~

~~k. Add the architectural requirements per Chapter 230-11(D)(3) j.~~

~~Addressed.~~

~~l. Add the maximum allowed density of 12 units per acre and the actual density being sought. Comment Remains. Currently, the proposed duplex is not included in the density calculations.~~

~~Addressed.~~

m. Incorporate the R-3 requirements for duplexes into the data column similar to what was done for the townhouses. Determine if a lot coverage variance is required for the two duplex lots. Comment Remains – Since there are multiple unit types proposed, the data column needs to be organized in a way that shows what the required and provided area standards are for both townhouses and single-family detached dwellings. This could be accomplished by something similar to the below. Note that example information is from an older version of the zoning code. In addition, lot coverage is not listed in the variances requested under lot 40.

"City of Milford Zoning Requirements" block added to G1.0, listing standards in the R-3 zone for single-family and townhouses.

2. In the requested waivers note, update waiver requests 1 and 3 to be more specific. Note 3 appears to request 18-foot wide throughout the subdivision. Ensure all waiver and variance requests are listed on the cover sheet. Only items from Chapter 200 can be waived by the Planning Commission and City Council. Any variances from Chapter 230 zoning require variance applications and approval from the

board of adjustment. Comment Remains. Move the variance notes from multiple sheets to the cover sheet and remove from other sheets. Make an application for each variance sought from Chapter 230 Zoning Code for each lot. Comment remains – see below:

a. Waiver 4 is not required since the city permits a paved one-way alley width of 18 feet.

Waiver 4 removed.

b. Waiver 3 should be to keep the Truitt Avenue right-of-way width at its current width.

Waiver 3 revised to request the existing right-of-way width to remain.

c. Waivers 5 through 12 are incorrectly labeled. Section 200-8(E)(8) states "No lots shall be platted on land subject to flooding by the 100-year flood elevation for residential or any other use where danger to life or property or an aggravation of flood hazard may result. Such land should be set aside for uses which would not be endangered by periodic or occasional inundations." This section does not pertain to the 25-foot wetland buffer.

Lots 24, 37, 38, and 39 each request an individual waiver regarding the floodplain.

Be aware that if the Planning Commission and City Council do not grant the right-of-way width reduction waivers, variances from the Board of Adjustment would be required for encroachment into the front yard setback.

Comment noted.

~~3. Change the Title of the plan set on the cover sheet to Preliminary Major Subdivision Plans.~~

~~**Addressed.**~~

~~4. In the sheet index and on the corresponding sheet, change the site plan sheet to phasing plan.~~

~~**Addressed.**~~

5. Sheets ES1.0 through ES4.2 are not included in the packet for review. Comment Remains.

These sheets have been removed from the Major Subdivision Plans and will be provided under a Sediment and Stormwater Management Plan when it is produced.

~~6. Provide a statement regarding presence or absence of state or federal wetland. In addition, provide a wetland certification statement on the cover sheet.~~

~~**Addressed.**~~

7. Update the General Site Plan Notes with the attached. Make sure all General Notes are completed. Comment Remains. Updated the General Major Subdivision Notes with the attached and make sure all notes are completed. Move the notes to a separate sheet so that all of the waiver and variance requests can be listed on the cover sheet.

General notes updated and completed. Waiver and variance requests moved to cover sheet.

~~8. Change the title of sheet C1.1 to Phasing Plan.~~

~~**Addressed.**~~

~~9. Include the proposed duplex as part of the phasing plan, utility plan, and record plan and revise the plans accordingly.~~

~~**Addressed.**~~

10. Label all curbing, sidewalk, sidewalk width, crosswalk, and handicap ramps locations on the site plan. Comment Remains. Clarify if upright to depressed curb transitions will be provided between each townhouse driveway. The City Code requires a grass buffer between the curb and sidewalk when upright curbing is not provided.

Curb depressions will be provided at each driveway. Curb depressions are shown on the graphic legend and imposed on the site plans.

11. Show the location of the proposed new subdivision sign with dimensions to the front property line. In addition, ensure the sign is setback from the property lines per Chapter 230-24.11. The sign must be placed in an easement dedicated to the HOA for long term maintenance. Comment Remains. Per City of Milford's zoning code Section 230-24.12 B(1)(C), freestanding signs shall have a minimum setback of 10 feet from the front lot line and a minimum setback of 15 feet from adjacent property line. Revise the location of the sign accordingly so it meets this requirement or seek a variance from the zoning code.

After discussion with Rob Pierce, the sign has been situated per the requirements of 230-24.23(C)(1) regarding sightline clearance.

~~12. There are labels pointing to signs and pavement markings on the site plan; however, there is no legend to describe the labels. Provide a legend and revise the plans accordingly.~~

~~**Addressed.**~~

~~13. Label the buildings with letter A, B, C, or lot numbers.~~

~~**Addressed.**~~

14. Show the existing flood plain. Per Chapter 200-8(E)(8), no lots shall be created within the floodplain. Remove any flood plain areas from private lots and add this space to the proposed open space. Comment Remains. Show the mapped floodplain limits along with the proposed floodplain map amendment limits on the plan sheets. The applicant has the option to request a waiver from Chapter 200 related to 200- 8(E)(8). Waiver should be listed on the cover sheet.

Existing mapped floodplain limits and the proposed floodplain map amendment limits shown and called out on the site plans.

15. Per Chapter 200-8(E)(9), no lots shall be platted within 25 feet of land under the jurisdiction of the U.S. Army Corps of Engineers. Remove the wetland buffers from private lots and place this area in the open space. Comment Remains. The requested waivers should include lots 23 and 24 since these 2 lots are within the City of Milford's 25' wetland buffer.

All private lots to be platted on the wetland buffer now have individual waiver requests.

~~16. Driveways only fit one car. If a second car is added, the vehicle would block the sidewalk. Each parcel must be able to accommodate at least two vehicles. Will the units have garages?~~

~~**Addressed.**~~

~~17. Label the street types per Chapter 200-8(A)(14)(a).~~

~~**Addressed.**~~

~~18. Per Chapter 200-8(B)(2), reserve grass strips are required between rolled curbing and the sidewalk. Adjust plan accordingly. Comment Remains - Clarify if upright to depressed transitions will be provided between each townhouse driveway. The City code requires a grass buffer between the curb and sidewalk when upright curbing is not provided.~~

~~**Addressed.**~~

~~19. Eliminate the 90-degree curb intersection adjacent to Lot 24 and provide a curved curb radius.~~

~~**Addressed.**~~

~~20. Label the 18' wide road as one-way and indicate the direction. In addition, add appropriate signs.~~

~~**Addressed.**~~

~~21. Provide spot grades and arrows so the drainage can be verified. Comment Remains. Provide spot grades behind building F and show how the proposed contours are tied into the existing contours. In addition, provide spot grades between buildings A, C, and E to verify positive drainage.~~

~~Addressed.~~

~~22. Provide grading (contours) for the road in the south of the subdivision.~~

~~Addressed.~~

~~23. Show easement areas and add note related to maintenance responsibilities. Comment Remains. Easement shall be provided for pipe P-D-1 next to lot 31.~~

~~Addressed.~~

~~24. How will the HOA access pond #2 for maintenance? There doesn't appear to be enough room for maintenance.~~

~~Addressed.~~

~~25. Storm drain pipe P-D-1 is very close to dwelling unit 31, revise accordingly to provide at least 10 ft of clearance for maintenance.~~

~~Addressed.~~

~~26. How will drainage in the rear yard areas be handled to minimize flooding issues on the residential lots?~~

~~Addressed.~~

~~27. Contour 22 (see image below) stops abruptly. Revise the grading so the contours continue or tie-in to existing.~~

~~Addressed.~~

~~28. The location below is showing the flow toward the building. Revise the grading so the flow is always away from the building.~~

~~Addressed.~~

~~29. See the image below, grading is such that the flow is going toward the building. Revise the grading so the flow is away from the building.~~

~~Addressed.~~

~~30. Currently, the 21 contour does not continue (see image below).~~

~~Addressed.~~

~~31. Add additional labels to all existing contours so the proposed contour tie-ins can be confirmed.~~

~~Addressed.~~

~~32. Provide spot elevation at each corner of the buildings on the grading plan.~~

~~Addressed.~~

~~33. Show the proposed water connection on the utility plan and specify the connection type. Comment Remains. The water connection shall be a 12" X 8" tapping sleeve. Revise label accordingly.~~

~~Addressed.~~

~~34. Verify if the water line that is shown along the east of Truitt Avenue is existing or proposed. If this is an existing water main, show in gray scale.~~

~~Addressed.~~

~~35. Loop the water line down the 18" wide roadway and connect into Truitt Avenue. In addition, install temporary blow-off or a fire hydrant at any location the water line ends at the end of each phase.~~

~~**Addressed.**~~

~~36. Show the 50' riparian buffer per Chapter 230-44(B)(2). Comment Remains – Add a note to the cover sheet that no buildings, structure, or paved surfaces, except stairs and ramps, fences, open decks, patios or docks shall be permitted to be constructed under naturally occurring riparian buffer conditions nearer than fifty feet to the shoreline as defined by the mean high-water line of any non-tidal freshwater water body, lake, pond, or blue-line stream as depicted on the most recent revisions of the United States Geological Survey Topographic Quadrangle Map. This primarily applies to lot 24.~~

~~**Addressed.**~~

~~37. Per City of Milford's Standard Specifications, sanitary sewer laterals and water services must maintain a minimum of ten feet (10') of separation. Revise the plans accordingly.~~

~~**Addressed.**~~

~~38. Currently, the size of the water main and services are not labeled. Provide the water size and material on the utility plan and revise the plan accordingly. Comment Remains. Per City of Milford's Standard Specifications, the water main shall be PVC C-900. In addition, water service lines shall be polyethylene, 1-inch diameter SDR-9 copper tube size. Service line shall conform to AWWA C901 and ASTM D-2737. Revise accordingly.~~

~~**Addressed.**~~

~~39. Per City of Milford's Standard Specifications, there shall be a sanitary cleanout 5' from each residential lot. Revise the plans accordingly.~~

~~**Addressed.**~~

~~40. Place all proposed water meters and sanitary sewer cleanouts centered in the sidewalk. Water meter pits cannot be located within the driveways. Comment Remains. Sanitary sewer cleanouts shall be in the sidewalk and not in the driveways.~~

~~**Addressed.**~~

~~41. Provide P-G-1 in the storm pipe schedule and revise the plan accordingly.~~

~~**Addressed.**~~

42. Currently, the storm drain pipes P-C-1 and P-C-2 are marked to be fill 6" in the Storm Drain Schedule. Clarify why these pipes need to fill 6". Comment Remains. Comment Remains – The outlet pipe for pond #3 shall be attached to a structure with multi-stage flow discharge to regulate the in-flow to pond #4. Half-filling P-C-1 and P-C-2 pipes is not practical and will create more problems like blockage down the road. We will be looking to KCD to comment on the situation as the pipe is part of a SWM facility. In addition, the direction of the arrow for pipe P-C-1 should be reversed to show the correct flow direction.

Comment noted. P-C-1 and P-C-2 were removed and a multi-stage weir was added to Pond #3 to discharge to the rear of the site instead of Pond #4. The preliminary weir design regulates the discharge to pre-development flow rates and volume.

~~43. Specify the size and material of the sewer lateral in the plan.~~

~~**Addressed.**~~

~~44. Provide the slope for all sanitary sewer laterals. In addition, provide the inverts for the laterals so the slopes can be verified. Sanitary sewer laterals shall not be less than 2%.~~

~~**Addressed.**~~

~~45. For lots 1-14, water and sewer services shall come straight out into the street and connect to the existing main. A new parallel main or joint service line will not be permitted on private property as shown, revise accordingly.~~

~~**Addressed.**~~

~~46. Loop the water line down the 18' wide roadway and connect into Truitt Avenue.~~

~~**Addressed.**~~

~~47. Provide a cross-section for the 18' wide roadway.~~

~~**Addressed.**~~

~~48. Label the duplex residual lot on Truitt Avenue and show the water and sewer services to the property.~~

~~**Addressed.**~~

~~49. Currently, the water main is shown to be very close to sanitary sewer manhole SS-2. Revise the plans so the water main is at least 10' from the sanitary sewer line.~~

~~**Addressed.**~~

~~50. Provide isolation valves at the Tee at the junction of Truitt Ave. and Lilac Lane. Comment Remains. See the image below for water main layout.~~

~~**Addressed.**~~

~~51. Identify all features with labels or show in the legend in the Fire Marshall Plan. For example, the water main and the storm drain piping are not clearly identified.~~

~~**Addressed.**~~

52. Townhomes must be separated by internal two-hour rated assemblies (Class "C" Fire Barrier). Provide sectional detail of fire assembly between dwellings in Fire Marshall Plan. Comment Remains.

Comment previously noted. We will coordinate with the architect of record to determine the appropriate fire assembly for this construction.

53. Provide a tree planting and preservation plan meeting the requirements of Chapter 230-19.8(F). The code requires a rate of 1 tree per 10,000 square feet. Street trees count towards this ratio. Additionally, show all landscape buffers, recreational amenities, etc. Cash in lieu option is also available. Comment Remains. Comment Remains – A Landscape plan is required as part of the preliminary major subdivision review. Chapter 200-8(G)(1)(f) requires shade trees 150 feet on center on each side of the road. Add trees to the Landscaping plan or request a waiver from this requirement. In addition, Chapter 230-19.8(F)(2) requires one tree per 10,000 square feet of lot area for residential development. Provide the required tree planting or request a variance from this requirement. The city code does not provide for a cash-in-lieu option for tree planting.

Landscape plan signed by a DE certified nurserymen provided in resubmission set.

54. Per Chapter 200-8(G)(f), show the required street trees or request a waiver. Comment Remains.

Landscape plan signed by a DE certified nurserymen provided in resubmission set.

~~55. Label any proposed curbing on the Record Plan and revise the plan accordingly.~~

~~**Addressed.**~~

~~56. Turn-off the utilities layer in the record plan. Only show the proposed utility easements.~~

~~**Addressed.**~~

~~57. Label the width of the proposed sidewalk on the record plan.~~

~~**Addressed.**~~

~~58. Currently, the Record Plan does not show the location of ADA ramps. Revise the plans to show the location of all the ADA ramps. In addition, show detectable warning surfaces for the ADA ramps and revise the plans accordingly.~~

~~**Addressed.**~~

~~59. Provide the metes and bounds for the proposed properties in the record plan.~~

~~**Addressed.**~~

~~60. Provide a unique identifier for each open space parcel and add a list of open space parcels with their areas to the Data Column on the cover sheet.~~

~~**Addressed.**~~

61. Adjust the plans or submit individual variance applications for the following lots. All variance and waiver requests need to be added to the cover sheet. The waiver and variance approval dates will need to be added with the final plans if they are approved. Comment Remains. Provide approval from the Board of Adjustment. In addition, the variance note should include the code requirement and the requested reduction or exceedance from the zoning code requirement. Corner lots have two front setbacks, not a front and a side setback. Any corner lot that does not meet the setback requirement will need variance approval from the Board of Adjustment. Some of the variance notes listed are incorrect and refer to a side setback reduction. Comment Remains – There are variances that are not listed in the front page, see comment 1.m and 11.

a. Lot 7 – front along Lilac Lane.
b. Lot 8 – front along Lilac Lane.
c. Lot 18 – front along Lilac Lane.
d. Lot 31 – front – along 18-foot-wide Lilac Lane.
e. Lot 15 – Side – aggregate not 30 feet.
f. Lot 19 – Side – aggregate not 30 feet.
g. Lot 24 – Side – aggregate not 30 feet.
h. Lot 32 – Side – aggregate not 30 feet.
i. Lot 39 – Side – aggregate not 30 feet.
j. Lot 32 through 39 – rear (individual applications for each).

On March 13, 2025, the City of Milford Board of adjustment reviewed and approved all variances listed on the attached plan submission.

~~62. Show the building restriction line for the proposed two-family dwelling. Comment Remains – The building restriction line is shown incorrectly. The setbacks are 30 feet from the front property line. Corner lots have two front yards. Provide setback dimensions for the duplex lots.~~

~~**Addressed.**~~

~~63. Label the proposed road types per Chapter 200-8(A)(14)(a) in the record plan.~~

~~**Addressed.**~~

~~64. Will the developer be providing fire lines to each building? If so, show these on the preliminary utility plan.~~

~~**Addressed.**~~

65. Coordinate electric design with the Electric Department.

Comment noted.

~~66. Currently the City is reviewing the water and sewer system impacts and may require capacity improvements.~~

~~**Addressed. UFC was completed and we have received a copy.**~~

67. Submit the following for final approval:

a. Kent Conservation District Approval for the Stormwater and Erosion & Sediment Control Plans. Comment Remains

b. Fire Marshal Approval. Comment Remains

c. DHSS Office of Engineering. Comment Remains

Comment noted. Approvals will be provided prior to City final approval.

~~68. Lot breakdown table to show the actual lot areas is not shown on the plan. Provide lot breakdown table.~~

~~**Addressed.**~~

69. Depressed curb shall be proposed in front of ADA ramps and driveways. Add depressed curb to the legend and labels in the plan that shows the location of depressed curb. Comment Remains – Label a typical depressed curb in the plan view.

Typical depressed curb labeled in graphic legend.

70. Provide storm drain and sanitary sewer profiles with the final submission.

Comment noted. Profiles will be provided with the final submission.

~~71. Provide flow arrows for the storm drain pipes.~~

~~**Addressed.**~~

~~72. There needs to be a consistent curb line and right-of-way cross section for Truitt Avenue along the entire extents of the project. The curb line appears to follow the current edge of pavement which is inconsistent through this area.~~

~~**Addressed.**~~

~~73. The front setbacks for all lots appear to be dimensioned from the back of sidewalk instead of the edge of the public right-of-way. Update the plan to meet the setback requirements or request variances for each front setback individually.~~

~~**Addressed.**~~

~~74. Chapter 230-43(D) states:~~

~~"No buildings, structures, impervious surface, fill, obstructions to drainage, or land disturbance shall be situated closer than 25 feet to a delineated wetlands area. The placement of fill, regrading, or other obstructions to surface sheet flow, or the clearing or removal of natural vegetation within this setback area, shall be prohibited, unless in conjunction with a permit to fill and/or eliminate the wetland areas under State and/or federal permit, including nationwide permits authorized by the United States Army Corps of Engineers." There is significant grading proposed within the wetland buffer area. Revise the grading plan or submit a variance application to the Board of Adjustment indicating the proposed amount of disturbance. Also, the wetland buffer appears to be extremely close to the proposed townhouses on Lots 24 & 39. During the construction of these two units, grading activities would likely occur within the required wetland buffer area and a variance should be sought.~~

~~**Addressed.**~~

~~75. How will the interior lots access their rear yards?~~

~~**Addressed**~~

76. A FEMA LOMC (Letter of Map Change) will be required prior to final major subdivision approval.

Comment noted. The line of floodplain has been corrected and will be submitted to FEMA to obtain approval a LOMC.

77. Currently, the materials for sanitary sewer main and services are not listed correctly on the utility plans and on the sanitary sewer schedule. Pipe material for all proposed sanitary sewer main and services are PVC pipe and shall equal or exceed the requirement of ASTM-D-3034 and shall have a minimum standard dimension ratio (SDR) of 35. Revise the labels on the utility plan and the type on the sanitary sewer tables on sheet C2.1.

Sanitary sewer main and laterals are listed as PVC SDR-35.

78. We recommend revising the water and sewer services to lots 25-31 and 32 to 39 to have adequate (10') horizontal separation. This can be achieved by having a water-water-sewer-sewer connection pattern.

Water and sewer services revised for lots 25-39 to have water-water-sewer-sewer connection pattern.

If you have any questions or comments, please do not hesitate to contact Gary Cimaglia at (302) 659-9090.

Respectfully Submitted,



Edward H. Ide, III, P.E.
President
i3a Consulting Engineers . Construction Managers

ISO 9001:2015 CERTIFIED
ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS
600 White Clay Center Drive, Suite 200 • Newark, DE, 19711 • Phone 302.731.9176

June 19, 2025

City of Milford
201 South Walnut Street
Milford, Delaware 19963

Attention: Rob Pierce

Subject: **Truitt Townhomes – Preliminary Site and Record Plan**
KCI Job No. 00006472_00001.014 - Task 71P

Dear Mr. Pierce:

As requested, KCI Technologies reviewed the Preliminary Plans for Truitt Townhomes per the City of Milford's Standard Specifications, codes, and general engineering best practices. These plans were submitted by IDE^3 Associates and are dated May 29, 2025.

We offer the following comments for your consideration. Submit Final Site Plan with your next submission. Provide a point-by-point reply as to how each comment was addressed.

1. Add the following to the Data Column on the cover sheet:
    a. Provide the actual lot coverage. Comment Remains. Lot coverage for townhouses is 60%. In addition, add a note that specific variances to exceed can be found in the variance request notes. Comment Remains – Confirm that the lot coverage for the proposed single-family detached dwelling does not exceed 40%. **Addressed.**
    b. Currently, the proposed use lists 41 townhouses; however, 39 units are listed for the provided parking calculation. Revise the number of required parking so it reflects the correct number of dwelling units. Comment Remains. Provide the variance approvals with the final plan submission. Each parking reduction for each lot would be a separate variance application. **Addressed.**
    c. Currently, the proposed use lists 41 townhouses; however, the estimated number of EDUs takes 39 units into account. Revise the estimated number of EDUs so it reflects the correct number of dwelling units. Comment Remains. Indicate the number of units in the Data Column that 41 EDUs is accounted for. **Addressed.**
    d. Provide a note for the 100-year flood plain based on FEMA Flood Map for the site. **Addressed.**
    e. Existing use for the entire project area is not vacant. update the existing use. **Addressed.**

f. The proposed use appears to be 39 townhouses and one duplex. Update the proposed use. **Addressed.**

g. Update the required amount of recreational open space to reflect the requirements of Chapter 230-19.7(4)(a) (5), which is 275 square feet per dwelling unit. Comment Remains. Per Chapter 230-19.7(A)(5) "all residential developments shall provide recreational areas in a size equal to 275 square feet per dwelling unit or one-half acre of land whichever is greater." The minimum required recreational open space in this instance is 0.5 acres. Revise the data column accordingly. Comment Remains – The applicant must provide 0.5 acres of recreational open space or submit a request for the cash-in-lieu option. See Chapter 230-19.7(E)(2) for cash in lieu option. The city will need an appraisal provided by the applicant indicating the pre-improvement value of the property within six months prior to the date of the request for consideration of cash-in-lieu of recreational area. **Addressed with comment. Per engineer's response, appraisal submitted to the city of Milford on 5/14/2025.**

h. Add the minimum project area requirement of one acre. **Addressed.**

i. Add the proposed maximum lot coverage for the townhouse properties. **Addressed.**

j. Add the requirement of 3 to 8 units per townhouse building per Chapter 230-11(D)(3) h. **Addressed.**

k. Add the architectural requirements per Chapter 230-11(D)(3) j. **Addressed.**

l. Add the maximum allowed density of 12 units per acre and the actual density being sought. Comment Remains. Currently, the proposed duplex is not included in the density calculations. **Addressed.**

m. Incorporate the R-3 requirements for duplexes into the data column similar to what was done for the townhouses. Determine if a lot coverage variance is required for the two duplex lots. Comment Remains – Since there are multiple unit types proposed, the data column needs to be organized in a way that shows what the required and provided area standards are for both townhouses and single-family detached dwellings. This could be accomplished by something similar to the below. Note that example information is from an older version of the zoning code. In addition, lot coverage is not listed in the variances requested under lot 40. **Addressed.**

R-3 ZONING SINGLE FAMILY DETACHED	REQUIRED	PROPOSED
LOT SIZE	7,500 S.F.	7,800 S.F.
LOT WIDTH	60'	60'
FRONT YARD SETBACK	30'	30'
SIDE YARD SETBACK	8'	8'
REAR YARD SETBACK	15'	15'
MAXIMUM LOT COVERAGE	45%	
MAXIMUM HEIGHT	35' OR 3 STORIES	
OPEN SPACE REQUIRED	400 S.F. PER DWELLING UNIT	

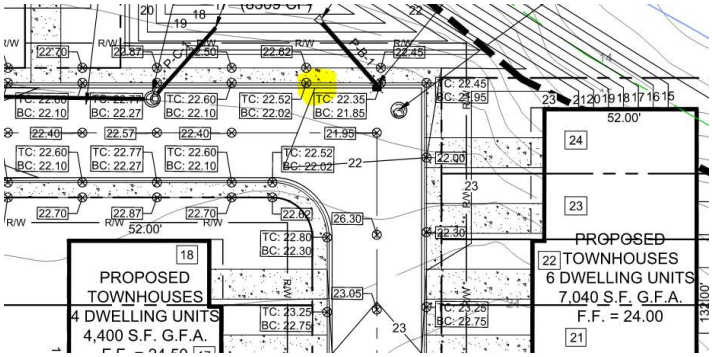
R-3 ZONING REQUIREMENTS TOWNHOUSES	
MINIMUM LOT SIZE ALLOWED	2,000 S.F.
MINIMUM LOT WIDTH	20'
FRONT YARD SETBACK	30'
SIDE YARD SETBACK	8'
REAR YARD SETBACK	15'
MAXIMUM LOT COVERAGE	60%
MAXIMUM HEIGHT	35' OR 3 STORIES
OPEN SPACE REQUIRED	400 S.F. PER DWELLING UNIT
MAXIMUM DENSITY	12 UNITS PER ACRE

2. In the requested waivers note, update waiver requests 1 and 3 to be more specific. Note 3 appears to request 18-foot wide throughout the subdivision. Ensure all waiver and variance requests are listed on the cover sheet. Only items from Chapter 200 can be waived by the Planning Commission and City Council. Any variances from Chapter 230 zoning require variance applications and approval from the board of adjustment. Comment Remains. Move the variance notes from multiple sheets to the cover sheet and remove them from other sheets. Make an application for each variance sought from Chapter 230 Zoning Code for each lot. Comment remains. See below: **Addressed.**
    a. Waiver 4 is not required since the city permits a paved one-way alley width of 18 feet. **Addressed.**
    b. Waiver 3 should be to keep the Truitt Avenue right-of-way width at its current width. **Addressed.**
    c. Waivers 5 through 12 are incorrectly labeled. Section 200-8(E)(8) states "No lots shall be platted on land subject to flooding by the 100-year flood elevation for residential or any other use where danger to life or property or an aggravation of flood hazard may result. Such land should be set aside for uses which would not be endangered by periodic or occasional inundations." This section does not pertain to the 25-foot wetland buffer. **Addressed.**

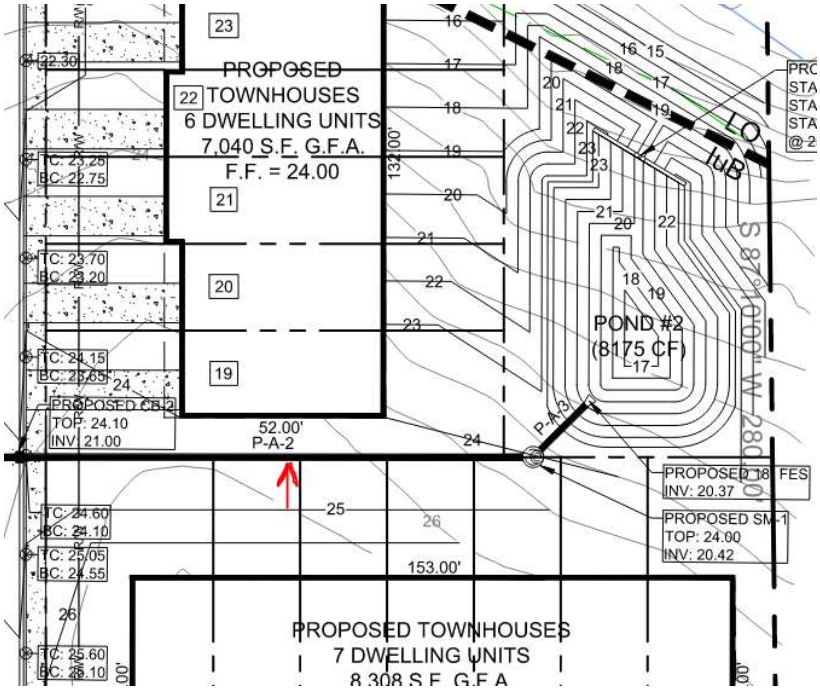
    Be aware that if the Planning Commission and City Council do not grant the right-of-way width reduction waivers, variances from the Board of Adjustment would be required for encroachment into the front yard setback.
3. Change the Title of the plan set on the cover sheet to Preliminary Major Subdivision Plans. **Addressed.**
4. In the sheet index and on the corresponding sheet, change the site plan sheet to phasing plan. **Addressed.**
5. Sheets ES1.0 through ES4.2 are not included in the packet for review. Comment Remains. **Addressed with comment. Per engineer's response, these sheets will be provided under the Sediment and Stormwater Management Plan.**

6. Provide a statement regarding the presence or absence of state or federal wetlands. In addition, provide a wetland certification statement on the cover sheet. **Addressed.**
7. Update the General Site Plan Notes with the attached. Make sure all General Notes are completed. Comment Remains. Updated the General Major Subdivision Notes with the attached and make sure all notes are completed. Move the notes to a separate sheet so that all of the waiver and variance requests can be listed on the cover sheet. Addressed with comment – Some notes are not completed. Complete all the notes and revise the plan accordingly. **Addressed.**
8. Change the title of sheet C1.1 to Phasing Plan. **Addressed.**
9. Include the proposed duplex as part of the phasing plan, utility plan, and record plan and revise the plans accordingly. **Addressed.**
10. Label all curbing, sidewalk, sidewalk width, crosswalk, and handicap ramps locations on the site plan. Comment Remains. Clarify if upright to depressed curb transitions will be provided between each townhouse driveway. The City Code requires a grass buffer between the curb and sidewalk when upright curbing is not provided. **Addressed.**
11. Show the location of the proposed new subdivision sign with dimensions to the front property line. In addition, ensure the sign is setback from the property lines per Chapter 230-24.11. The sign must be placed in an easement dedicated to the HOA for long term maintenance. Comment Remains. Per City of Milford's zoning code Section 230-24.12 B(1)(C), freestanding signs shall have a minimum setback of 10 feet from the front lot line and a minimum setback of 15 feet from adjacent property line. Revise the location of the sign accordingly so it meets this requirement or seek a variance from the zoning code. Comment Remains – The subdivision sign shall meet the requirement of city of Milford zoning section 230-24.23(C)(1). Add the variance (if required) for the placement of the subdivision sign on the cover sheet. **Comment Remains. Provide an easement for the sign.**
12. There are labels pointing to signs and pavement markings on the site plan; however, there is no legend to describe the labels. Provide a legend and revise the plans accordingly. **Addressed.**
13. Label the buildings with letter A, B, C, or lot numbers. **Addressed.**
14. Show the existing flood plain. Per Chapter 200-8(E)(8), no lots shall be created within the floodplain. Remove any flood plain areas from private lots and add this space to the proposed open space. Comment Remains. Show the mapped floodplain limits along with the proposed floodplain map amendment limits on the plan sheets. The applicant has the option to request a waiver from Chapter 200 related to 200-8(E)(8). Waivers should be listed on the cover sheet. Comment Remains – Add waiver request to cover sheets for lots 37, 38, and 39. In addition, on sheet C1.0, the existing 100-year Floodplain (As currently mapped) does not appear to match information provided by FEMA. Also, the existing 100-year Floodplain (Proposed Map Amendment) should continue near the 13 contour through the project area. **Comment Remains. A FEMA LOMC (Letter of Map Change) will be required prior to final major subdivision approval.**

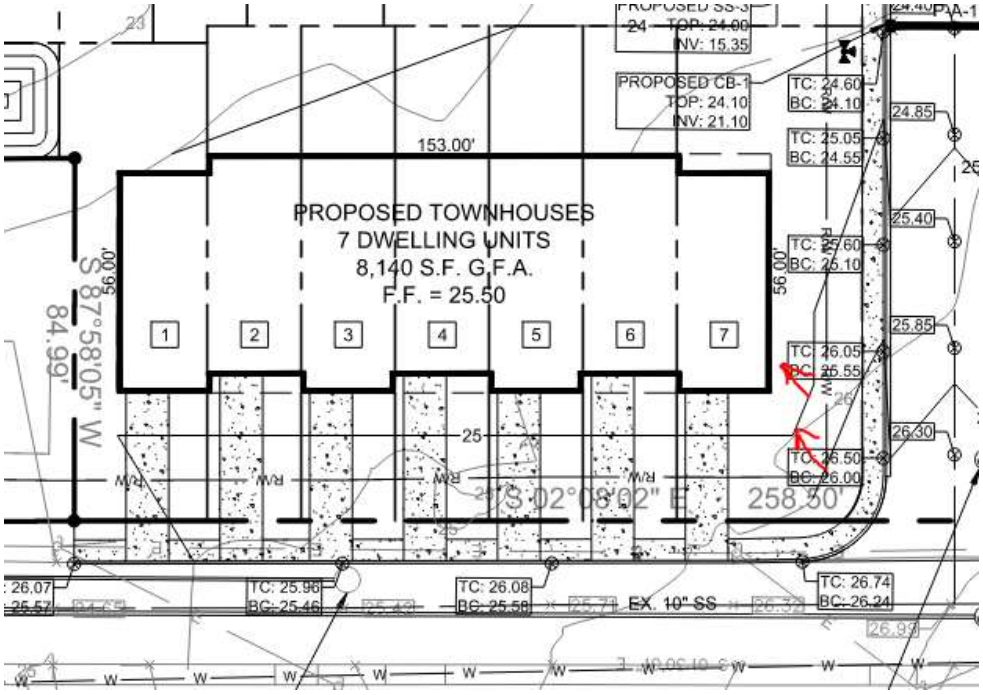
15. Per Chapter 200-8(E)(9), no lots shall be platted within 25 feet of land under the jurisdiction of the U.S. Army Corps of Engineers. Remove the wetland buffers from private lots and place this area in open space. Comment Remains. The requested waivers should include lots 23 and 24 since these 2 lots are within the City of Milford's 25' wetland buffer. **Addressed.**
16. Driveways only fit one car. If a second car is added, the vehicle would block the sidewalk. Each parcel must be able to accommodate at least two vehicles. Will the units have garages? **Addressed.**
17. Label the street types per Chapter 200-8(A)(14)(a). **Addressed.**
18. Per Chapter 200-8(B)(2), reserve grass strips are required between rolled curbing and the sidewalk. Adjust plan accordingly. Comment Remains - Clarify if upright to depressed transitions will be provided between each townhouse driveway. The City code requires a grass buffer between the curb and sidewalk when upright curbing is not provided. **Addressed.**
19. Eliminate the 90-degree curb intersection adjacent to Lot 24 and provide a curved curb radius. **Addressed.**
20. Label the 18' wide road as one-way and indicate the direction. In addition, add appropriate signs. **Addressed.**
21. Provide spot grades and arrows so the drainage can be verified. Comment Remains. Provide spot grades behind building F and show how the proposed contours are tied into the existing contours. In addition, provide spot grades between buildings A, C, and E to verify positive drainage. **Addressed.**
22. Provide grading (contours) for the road in the south of the subdivision. **Addressed.**
23. Show easement areas and add note related to maintenance responsibilities**.** Comment Remains. Easement shall be provided for pipe P-D-1 next to lot 31. **Addressed.**
24. How will the HOA access pond #2 for maintenance? There doesn't appear to be enough room for maintenance. **Addressed.**
25. Storm drain pipe P-D-1 is very close to dwelling unit 31. Revise accordingly to provide at least 10 ft of clearance for maintenance. **Addressed.**
26. How will drainage in the rear yard areas be handled to minimize flooding issues on the residential lots? **Addressed.**
27. Contour 22 (see image below) stops abruptly. Revise the grading so the contours continue or tie-in to existing. **Addressed.**



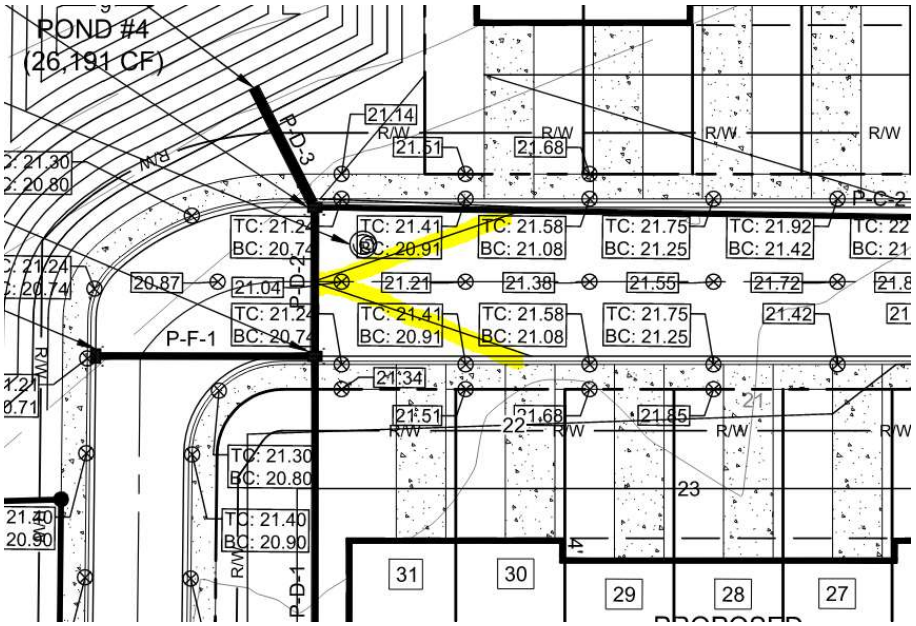
28. The location below is showing the flow toward the building. Revise the grading so the flow is always away from the building. **Addressed.**



29. See the image below, grading is such that the flow is going toward the building. Revise the grading so the flow is away from the building. **Addressed.**



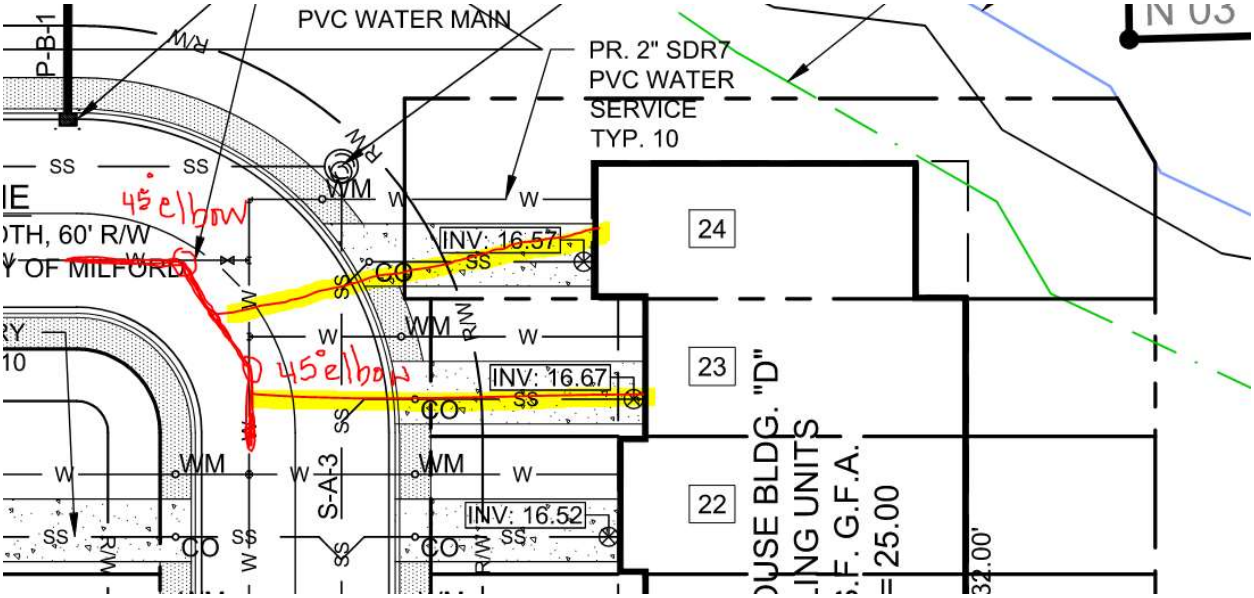
30. Currently, the 21 contour does not continue (see image below). **Addressed.**

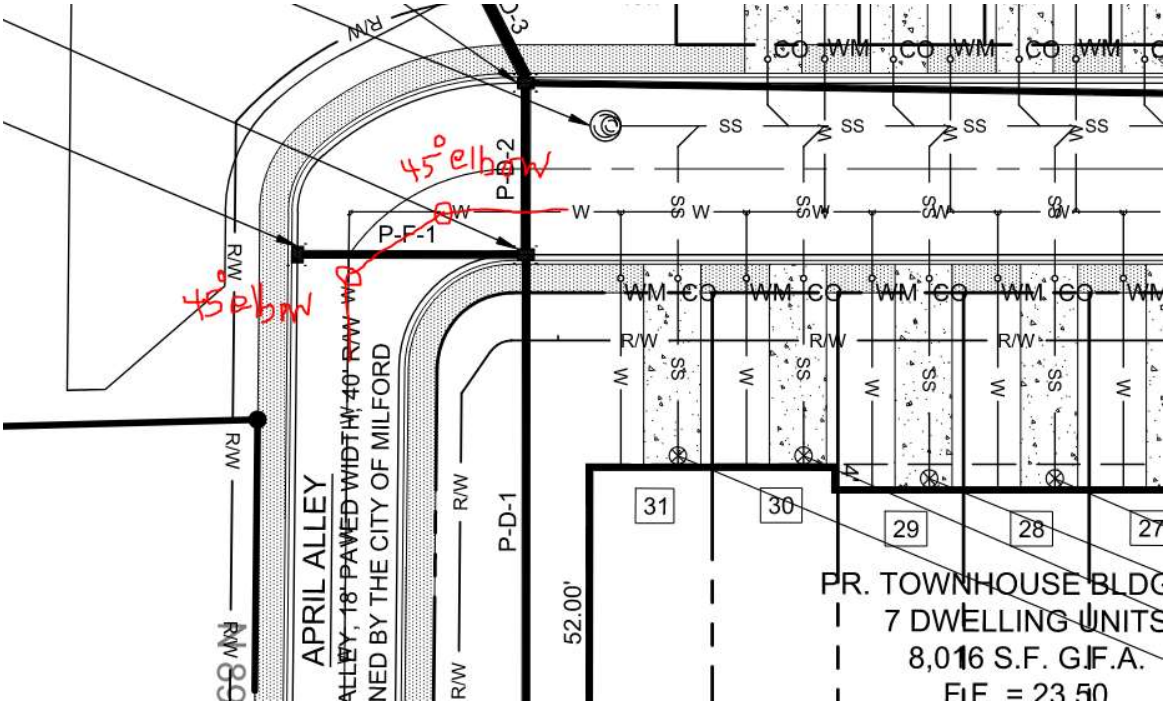


31. Add additional labels to all existing contours so the proposed contour tie-ins can be confirmed. **Addressed.**
32. Provide spot elevation at each corner of the buildings on the grading plan. **Addressed.**

33. Show the proposed water connection on the utility plan and specify the connection type. Comment Remains. The water connection shall be a 12" X 8" tapping sleeve. Revise label accordingly. **Addressed.**
34. Verify if the water line that is shown along the east of Truitt Avenue is existing or proposed. If this is an existing water main, show in gray scale. **Addressed.**
35. Loop the water line down the 18" wide roadway and connect into Truitt Avenue. In addition, install temporary blow-off or a fire hydrant at any location where the water line ends at the end of each phase. **Addressed.**
36. Show the 50' riparian buffer per Chapter 230-44(B)(2). Comment Remains – Add a note to the cover sheet that no buildings, structure, or paved surfaces, except stairs and ramps, fences, open decks, patios or docks shall be permitted to be constructed under naturally occurring riparian buffer conditions nearer than fifty feet to the shoreline as defined by the mean high-water line of any non-tidal freshwater water body, lake, pond, or blue-line stream as depicted on the most recent revisions of the United States Geological Survey Topographic Quadrangle Map. This primarily applies to lot 24. **Addressed.**
37. Per City of Milford's Standard Specifications, sanitary sewer laterals and water services must maintain a minimum of ten feet (10') of separation. Revise the plans accordingly. **Addressed.**
38. Currently, the size of the water main and services are not labeled. Provide the water size and material on the utility plan and revise the plan accordingly. Comment Remains. Per City of Milford's Standard Specifications, the water main shall be PVC C-900. In addition, water service lines shall be polyethylene, 1-inch diameter SDR-9 copper tube size. The service line shall conform to AWWA C901 and ASTM D-2737. Revise accordingly. **Addressed.**
39. Per City of Milford's Standard Specifications, there shall be a sanitary cleanout 5' from each residential lot. Revise the plans accordingly. **Addressed.**
40. Place all proposed water meters and sanitary sewer cleanouts centered in the sidewalk. Water meter pits cannot be located within the driveways. Comment Remains. Sanitary sewer cleanouts shall be in the sidewalk and not in the driveways. **Addressed.**
41. Provide P-G-1 in the storm pipe schedule and revise the plan accordingly. **Addressed.**
42. Currently, the storm drain pipes P-C-1 and P-C-2 are marked to be fill 6" in the Storm Drain Schedule. Clarify why these pipes need to fill 6". Comment Remains. Comment Remains – The outlet pipe for pond #3 shall be attached to a structure with multi-stage flow discharge to regulate the in-flow to pond #4. Half-filling P-C-1 and P-C-2 pipes is not practical and will create more problems like blockage down the road. We will be looking to KCD to comment on the situation as the pipe is part of a SWM facility. In addition, the direction of the arrow for pipe P-C-1 should be reversed to show the correct flow direction. **Comment Remains. Provide KCD approval.**
43. Specify the size and material of the sewer lateral in the plan. **Addressed.**
44. Provide the slope for all sanitary sewer laterals. In addition, provide the inverts for the laterals so the slopes can be verified. Sanitary sewer laterals shall not be less than 2%. **Addressed.**

45. For lots 1-14, water and sewer services shall come straight out into the street and connect to the existing main. A new parallel main or joint service line will not be permitted on private property as shown, revise accordingly. **Addressed.**
46. Loop the water line down the 18’ wide roadway and connect into Truitt Avenue. **Addressed.**
47. Provide a cross-section for the 18’ wide roadway. **Addressed.**
48. Label the duplex residual lot on Truitt Avenue and show the water and sewer services to the property. **Addressed.**
49. Currently, the water main is shown to be very close to sanitary sewer manhole SS-2. Revise the plans so the water main is at least 10’ from the sanitary sewer line. **Addressed.**
50. Provide isolation valves at the Tee at the junction of Truitt Ave. and Lilac Lane. Comment Remains. See the image below for water main layout. **Addressed.**





51. Identify all features with labels or show in the legend in the Fire Marshall Plan. For example, the water main and the storm drain piping are not clearly identified. **Addressed.**
52. Townhomes must be separated by internal two-hour rated assemblies (Class "C" Fire Barrier). Provide sectional detail of fire assembly between dwellings in Fire Marshall Plan. Comment Remains. **Comment Remains. Per engineer's response, they will coordinate with the architect of record to determine the appropriate fire assembly.**
53. Provide tree planting and preservation plan meeting the requirements of Chapter 230-19.8(F). The code requires a rate of 1 tree per 10,000 square feet. Street trees count towards this ratio. Additionally, show all landscape buffers, recreational amenities, etc. Cash in lieu option is also available. Comment Remains. Comment Remains – A Landscape plan is required as part of the preliminary major subdivision review. Chapter 200-8(G)(1)(f) requires shade trees 150 feet on center on each side of the road. Add trees to the Landscaping plan or request a waiver from this requirement. In addition, Chapter 230-19.8(F)(2) requires one tree per 10,000 square feet of lot area for residential development. Provide the required tree planting or request a variance from this requirement. The city code does not provide for a cash-in-lieu option for tree planting. **Comment Remains. A waiver shall be requested if shade trees cannot be located 150 feet on center on both sides of the street.**
54. Per Chapter 200-8(G)(f), show the required street trees or request a waiver. Comment Remains. Comment Remains. Comment Remains – Per engineer's response, the owner will either retain a landscape architect or negotiate a cash-in-lieu option with the city. **Comment Remains. A waiver shall be requested if shade trees cannot be located 150 feet on center on both sides of the street.**

55. Label any proposed curbing on the Record Plan and revise the plan accordingly. **Addressed.**
56. Turn off the utilities layer in the record plan. Only show the proposed utility easements. **Addressed.**
57. Label the width of the proposed sidewalk on the record plan. **Addressed.**
58. Currently, the Record Plan does not show the location of ADA ramps. Revise the plans to show the location of all the ADA ramps. In addition, show detectable warning surfaces for the ADA ramps and revise the plans accordingly. **Addressed.**
59. Provide the metes and bounds for the proposed properties in the record plan. **Addressed.**
60. Provide a unique identifier for each open space parcel and add a list of open space parcels with their areas to the Data Column on the cover sheet. **Addressed.**
61. Adjust the plans or submit individual variance applications for the following lots. All variance and waiver requests need to be added to the cover sheet. The waiver and variance approval dates will need to be added with the final plans if they are approved. Comment Remains. Provide approval from the Board of Adjustment. In addition, the variance note should include the code requirement and the requested reduction or exceedance from the zoning code requirement. Corner lots have two front setbacks, not a front and a side setback. Any corner lot that does not meet the setback requirement will need variance approval from the Board of Adjustment. Some of the variance notes listed are incorrect and refer to a side setback reduction. Comment Remains – There are variances that are not listed in the front page, see comment 1.m and 11. **Addressed.**
    a. Lot 7 – front along Lilac Lane.
    b. Lot 8 – front along Lilac Lane.
    c. Lot 18 – front along Lilac Lane.
    d. Lot 31 – front – along 18-foot-wide Lilac Lane.
    e. Lot 15 – Side – aggregate not 30 feet.
    f. Lot 19 – Side – aggregate not 30 feet.
    g. Lot 24 – Side – aggregate not 30 feet.
    h. Lot 32 – Side – aggregate not 30 feet.
    i. Lot 39 – Side – aggregate not 30 feet.
    j. Lot 32 through 39 – rear (individual applications for each).

62. Show the building restriction line for the proposed two-family dwelling. Comment Remains – The building restriction line is shown incorrectly. The setbacks are 30 feet from the front property line. Corner lots have two front yards. Provide setback dimensions for the duplex lots. **Addressed with comment. Per engineer's response "After deliberation with the owner, a single-family dwelling is more achievable in place of a two-family dwelling."**

63. Label the proposed road types per Chapter 200-8(A)(14)(a) in the record plan. **Addressed.**
64. Will the developer be providing fire lines to each building? If so, show these on the preliminary utility plan. **Acknowledged.**
65. Coordinate electric design with the Electric Department. **Comment noted by the engineer.**
66. Currently the City is reviewing the water and sewer system impacts and may require capacity improvements. **Addressed with comment. The UFC was completed, and a copy was provided to the applicant.**
67. Submit the following for final approval:
    a. Kent Conservation District Approval for the Stormwater and Erosion & Sediment Control Plans. **Comment Remains.**
    b. Fire Marshal Approval. **Comment Remains.**
    c. DHSS Office of Engineering. **Comment Remains.**
68. Lot breakdown table to show the actual lot areas is not shown on the plan. Provide lot breakdown table. **Addressed.**
69. Depressed curb shall be proposed in front of ADA ramps and driveways. Add depressed curb to the legend and labels in the plan that shows the location of depressed curb. Comment Remains – Label a typical depressed curb in the plan view. **Addressed.**
70. Provide storm drain and sanitary sewer profiles with the final submission. **Comment Remains.**
71. Provide flow arrows for the storm drain pipes. **Addressed.**
72. There needs to be a consistent curb line and right-of-way cross section for Truitt Avenue along the entire extents of the project. The curb line appears to follow the current edge of pavement which is inconsistent through this area. **Addressed.**
73. The front setbacks for all lots appear to be dimensioned from the back of sidewalk instead of the edge of the public right-of-way. Update the plan to meet the setback requirements or request variances for each front setback individually. **Addressed.**
74. Chapter 230-43(D) states:

    "No buildings, structures, impervious surface, fill, obstructions to drainage, or land disturbance shall be situated closer than 25 feet to a delineated wetlands area. The placement of fill, regrading, or other obstructions to surface sheet flow, or the clearing or removal of natural vegetation within this setback area, shall be prohibited, unless in conjunction with a permit to fill and/or eliminate the wetland areas under State and/or federal permit, including nationwide permits authorized by the United States Army Corps of Engineers." There is significant grading proposed within the wetland buffer area. Revise the grading plan or submit a variance application to the Board of Adjustment indicating the proposed amount of disturbance. Also, the wetland buffer appears to be extremely close to the proposed townhouses on Lots 24 & 39. During the

construction of these two units, grading activities would likely occur within the required wetland buffer area and a variance should be sought. **Addressed.**

75. How will the interior lots access their rear yards? **Addressed.**
76. A FEMA LOMC (Letter of Map Change) will be required prior to final major subdivision approval. **Comment Remains.**
77. Currently, the materials for sanitary sewer main and services are not listed correctly on the utility plans and on the sanitary sewer schedule. Pipe material for all proposed sanitary sewer main and services are PVC pipe and shall equal or exceed the requirement of ASTM-D-3034 and shall have a minimum standard dimension ratio (SDR) of 35. Revise the labels on the utility plan and the type on the sanitary sewer tables on sheet C2.1. **Addressed.**
78. We recommend revising the water and sewer services to lots 25-31 and 32 to 39 to have adequate (10') horizontal separation. This can be achieved by having a water-water-sewer-sewer connection pattern. **Addressed.**

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

Sincerely,

Ardalan Faghri,
Senior Design Engineer

Thomas K. Fruehstorfer
Senior Project Manager

City of Milford, Delaware
Development Advisory Committee

Comment Sheet

****

DATE OF REVIEW: September 17, 2024

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

INDIVIDUAL REVIEWERS: **William C. Kelly, CFI, Asst. Chief Technical Services**
Jefferson L. Cerri, CFI, Sr. Fire Protection Specialist

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

RE: MJSP 004-2024 / Carlisle Lane, LLC

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

****

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

a. **Fire Protection Water Requirements**:
- Water distribution system capable of delivering at least 1500 gpm for 2-hour duration, at 20-psi residual pressure is required. Fire hydrants with 800 feet spacing on centers. (Mercantile)
- Water distribution system capable of delivering at least 1000 gpm for 1-hour duration, at 20-psi residual pressure is required. Fire hydrants with 800 feet spacing on centers. (Assembly and Townhouses)
- Where a water distribution system is proposed for single-family dwellings it shall be capable of delivering at least 500 gpm for 1-hour duration, at 20-psi residual pressure. Fire hydrants with 1000 feet spacing on centers are required. (One & Two- Family Dwelling)
  - One- and Two-Family dwellings are required by law to offer the homeowner an automatic sprinkler system, therefore infrastructure should accommodate water needs.
- 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

- For townhouse buildings, provide a section / detail and the UL design number of the 2-hour fire rated separation wall on the Site plan.

c. **Accessibility**
- All premises, which the fire department may be called upon to protect in case of fire, and which are not readily accessible from public roads, shall be provided with suitable gates and access roads, and fire lanes so that all buildings on the premises are accessible to fire apparatus. This means that the access road to the subdivision from Truitt Avenue 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)
- Townhouse 2-hr separation wall details shall be shown on site plans
- 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

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

CITY OF MILFORD
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
OCTOBER 2024

APPLICATION: Carlisle Lane, LLC
APPLICATION #: MJSP 004-2024
REVIEWING AGENCY: Kent Conservation District
CONTACT PERSON: Cullen Baker
PHONE: (302) 608 – 5370
EMAIL: stormwater@kentcd.org

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

Source: 2019 Delaware Sediment and Stormwater Regulations

REQUIREMENTS:

1. As the disturbance for this site will exceed 1 acre, a detailed sediment and stormwater management plan must be reviewed and approved by Kent Conservation District prior to any land disturbance (i.e. clearing, grubbing, filling, grading, etc.). A completed application, review fee, stormwater report, site plans, and review checklist are due at the time of submittal to the District's office.
2. A pre-application meeting must occur prior to submitting a sediment and stormwater detailed plan application.
3. The following notes must appear on the record plan:
   - The Kent Conservation District reserves the right to enter private property for purposes of periodic site inspection.
   - The Kent Conservation District reserves the right to add, modify, or delete any erosion or sediment control measure, as it deems necessary.
   - A clear statement of defined maintenance responsibility for stormwater management facilities.

ADVISORY COMMENTS TO THE APPLICANT:

1. The 100-year flood zone is missing from the plans. It appears that the proposed townhomes on the west side of the property, as well as pond 4 are placed within the floodplain. These should be relocated.
2. The 6 unit townhomes to the NW of the property encroach into the wetland setback area. These should be adjusted.
3. There is no maintenance access to pond 2. Please add a permanent 15ft easement behind lots 8-14 to access the stormwater pond.
4. Most current forms, fee schedules, and checklists may be accessed from KCD's website https://www.kentcd.org/services/sediment-stormwater/design-permitting/
5. A letter of no objection to recordation will be provided upon approval of a Sediment and Stormwater Management Plan.

May 5, 2025

To: City of Milford, Delaware

Planning Commission and
City Council

Here on Truitt Ave, some of us recently became aware of a proposal to allow 38 townhomes to be built in a vacant lot in the 300-500 area

I live at 510 Truitt Ave and am disabled. I have tried to walk the neighborhood and knock on doors to get signatures to encourage both the Planning Commission and the City Council to reconsider the scope of this proposed work.

A few items became clear.

1) Most of the people in this neighborhood were unaware of this proposal and the scope of this proposal

2) Upon realizing the extent of the building project, the lack of quest parking, the number of potential cars that would be added to the neighborhood and local traffic many were opposed to this plan as it was proposed

I am sure I did not follow some preset rules about collecting signatures, but I have tried.
I am giving you the one original and a copy of the original.

We generally object to this proposal for the following reasons:

1) Not enough notificaion to the current owners and residents
2) not enough parking and guest parking in the planning. Increase in traffic
3) A vision that will enrich the owner but it is perceived it will not contribute to the local community in a positive manner.
4) The concern that many of these units will end up as rentals and crime will increase.

I encourage the City Council and Planning Commision to review this proposal carefully and to think of the people living in this small neighborhood. Also I think it would be wise to create a package clearly spelling out the scope of work, time frame, numbef of units etc., and send this to all families in this area and allow a vote to be taken.

Sincerely

Moira Cleary
510 Truitt Ave
Milford, DE 19963
661-309-2520
moiracleary@ymail.com

Stop or Amend the Proposed Development of 39 Town homes on Truitt Ave

We live in a quiet neighborhood on Truitt Ave that we love and value. Over the years, it has become a sanctuary for us, an escape from the hustle and bustle of the world. But now, our peace is threatened by a proposal to develop 39 town homes in our street.

This development would not only disrupt our tranquility but would also put an immense strain on our local infrastructure and might even disrupt our local flora and fauna. According to the U.S. Census Bureau, such heavy intensification endeavors can lead to a 30-40% increase in noise pollution (U.S. Census Bureau, 2020). Not to mention the probable traffic problems due to the increase in the number of residents.

We ask the city council and the planning department of the City of Milford to reconsider this decision. Preserve the character of our neighborhood on Truitt Ave and stop or reduce the proposed town home development from 39 units down to a maximum of 20.

Our main concerns are as follows:

a) The town homes not being owner occupied but end up as rental units;

b) Increase in crime;

c) Substantial increase in traffic;

d) Street parking as the current plan has no guest parking and a bare minimum of 2 spaces per unit but the units are to be 3 bedrooms each;

e) Reduction in the value of our single residential homes.

Please, sign the petition and lend your voice to our cause.

NAME	ADDRESS	Milford	SIGNATURE
Violet E Sorden	507 Truitt Ave.	Milford	Violet E Sorden
Hanif Pipli	506 Truitt Ave	Milford	Hanif Pipli

Stop or Amend the Proposed Development of 39 Town homes on Truitt Ave

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b) Increase in crime
c) Substantial increase in traffic
d) Street parking as the current plan has no guest parking and a bare minimum of 2 spaces per unit but the units are to be 3 bedrooms each
e) Reduction in the value of our single residental homes

Please, sign the petition and lend your voice to our cause.

PRINT NAME	ADDRESS	CITY	SIGNATURE
Joseph Reed Jr.	501 Truitt Ave	Milford DE 19963	
Miriam Carrillo	407 Truitt Ave	MILFORD	
Everett Warner	303 Truitt Ave	MILFORD	
Jasmoney	502 West St	MILFORD	Jasmon Gray
		MILFORD	
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		MILFORD	
		MILFORD	
		MILFORD	

Print	Address		Signature
Shelaine Wright	306 Truitt Avenue	Milford	(302) 382-7183
Lorraine Riddick	318 Northwest 5th St.	Milford	302-682-1531
Vanessa Riddick	310 Northwest 5th St.	Milford	302-682-1527
Sandy Saldana	306 West St.	Milford	
Luis A Saldana	306 West St	Milford	Luis Saldana 6
Gina Scott	518 Truitt AVE.	Milford	Gina Scott
Elaine Lofland	512 Truitt AVE	Milford	Elaine Lofland
Eric Smith	517 Truitt AVE	Milford	
Brianna Chorder	517 Truitt AVE	Milford	
		Milford	
		Milford	
		Milford	



THE CITY of Milford DELAWARE

Scale: 0 120 240 Feet

Drawn by: WRP | Date: 09/16/24

Filepath: MajorSub_CarlisleLane.aprx

Title:

Preliminary Major Subdivision

Carlisle Lane, LLC

Location & Zoning Ma

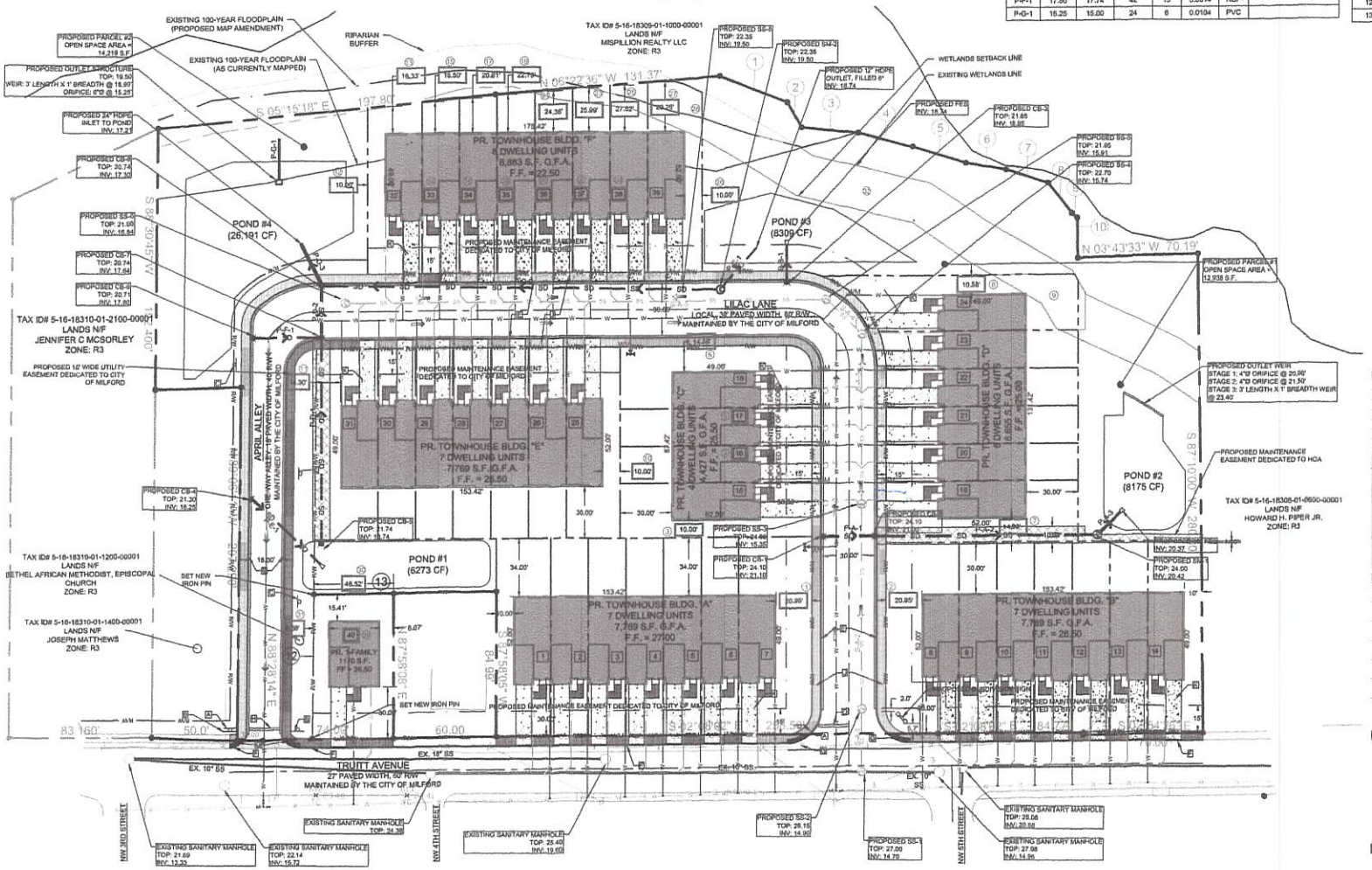
SANITARY SEWER PIPE SCHEDULE							
TAG	INVERT IN	INVERT OUT	LENGTH (LF)	SIZE (IN.)	SLOPE (FT./FT.)	TYPE	REMARKS
S-A-1	14.90	14.80	32	8"	0.003	SCH40 PVC	
S-A-2	15.35	15.00	116	8"	0.003	SCH40 PVC	
S-A-3	15.74	15.45	95	8"	0.003	SCH40 PVC	
S-A-4	15.91	15.84	24	8"	0.003	SCH40 PVC	
S-A-5	16.84	16.01	278	8"	0.003	SCH40 PVC	

SANITARY STRUCTURE SCHEDULE					
TAG	STRUCTURE	TOP	INVERT IN	INVERT OUT	BOX SIZE (I.D.)
SS-1	MANHOLE	27.00	14.80	14.70	48"Ø
SS-2	MANHOLE	26.15	15.00	14.80	48"Ø
SS-3	MANHOLE	24.00	15.45	15.35	48"Ø
SS-4	MANHOLE	22.70	15.84	15.74	48"Ø
SS-5	MANHOLE	21.95	16.01	16.84	48"Ø
SS-6	MANHOLE	21.00	16.94	16.84	48"Ø

STORM STRUCTURE SCHEDULE							
TAG	STRUCTURE	TOP	INVERT IN	INVERT OUT	BOX SIZE (I.D.)	GRATE	TOP UNIT
CB-1	CATCH BASIN	24.10	21.10	21.10	34"X24"	TYPE 1	TYPE C
CB-2	CATCH BASIN	24.10	21.10	21.10	34"X24"	TYPE 1	TYPE C
CB-3	CATCH BASIN	21.85	18.85	18.85	34"X24"	TYPE 1	TYPE C
CB-4	CATCH BASIN	21.30	18.25	18.25	34"X24"	TYPE 1	TYPE C
CB-5	CATCH BASIN	21.74	18.74	18.74	34"X24"	TYPE 1	TYPE C
CB-6	CATCH BASIN	20.71	17.80	17.80	34"X24"	TYPE 1	TYPE C
CB-7	CATCH BASIN	20.74	17.74	17.64	34"X24"	TYPE 1	TYPE C
CB-8	CATCH BASIN	20.74	17.40	17.30	34"X24"	TYPE 1	TYPE C
SM-1	STORM MANHOLE	24.00	20.52	20.42	48"Ø		
SM-2	STORM MANHOLE	22.35	19.80	19.50	48"Ø		

STORM PIPE SCHEDULE							
TAG	INVERT IN	INVERT OUT	LENGTH (LF)	SIZE (IN.)	SLOPE (FT./FT.)	TYPE	REMARKS
P-A-1	21.10	21.00	28	18	0.0036	HDPE	
P-A-2	20.99	20.52	127	18	0.003	HDPE	
P-A-3	20.42	20.37	16	18	0.0031	HDPE	
P-B-1	18.85	18.74	28	15	0.0039	HDPE	
P-C-1	19.87	19.59	30	12	0.020	HDPE	FILL PIPE 6"
P-C-2	19.50	17.40	225	12	0.0093	HDPE	FILL PIPE 6"
P-D-1	18.74	17.74	123	15	0.0081	HDPE	
P-D-2	17.64	17.55	28	18	0.0032	RCP	
P-D-3	17.39	17.21	27	24	0.0033	HDPE	
P-E-1	21.30	18.25	55	15	0.0045	RCP	
P-F-1	17.80	17.74	42	15	0.0014	RCP	
P-G-1	16.25	15.00	24	6	0.0104	PVC	

BOUNDARY SCHEDULE			
LINE	BEARING	DISTANCE (FT)	
1	S 19°20'41" W	42.46	
2	S 58°37'57" W	17.46	
3	S 04°13'02" W	33.02	
4	S 12°52'36" W	33.28	
5	S 16°35'15" W	32.40	
6	S 06°00'44" W	23.92	
7	S 16°35'42" W	25.77	
8	S 50°29'33" W	22.77	
9	S 37°57'07" W	4.08	
10	S 87°07'49" W	22.87	
11	S 87°10'00" W	1.50	
12	N 87°14'02" E	84.41	PROPOSED
13	S 02°47'35" E	48.52	PROPOSED



LEGEND (APPLIES TO PLAN)

- A "STOP" SIGN, POST MOUNTED
- B "DO NOT ENTER" SIGN, POST MOUNTED
- C "ONE WAY" SIGN, POST MOUNTED
- D 16" X 15' PAINTED STOP BAR
- E TYPE 3-6 P.C.C. CURB AND GUTTER
- F TYPE 1-6 P.C.C. CURB
- G TACTILE PAVERS IN ACCESSIBLE SIDEWALK RAMP
- H 16" X 18' PAINTED STOP BAR
- J 5' WIDE CONCRETE SIDEWALK
- K 9' WIDE CONCRETE DRIVEWAY (TYP, ALL PR. DWELLING UNITS)

39.

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

REVISION	DATE
-	

CONSULTING ENGINEERS
CONSTRUCTION MANAGERS
P.O. BOX 488
SMYRNA, DE 19977
Tel: 302 659-0090
Fax: 302 659-0909
Email: ed@i3allc.com

PROJECT#: MATT FEINDT
DRAWN: G.P.C
CHECKED: E.H.I.
SCALE: AS NOTED
SUBMISSION: PRELIMINARY
DATE#: FEBRUARY 6, 2025

PROJECT DATA:

Truitt Townhomes

506 TRUITT AVENUE
MILFORD, DE 19963
CITY OF MILFORD
KENT COUNTY, DELAWARE
TAX ID# 5-16-18306-01-0700-00001

DRAWING TITLE:

SITE PLAN

DRAWING NUMBER: C1.2

IDE³ ASSOCIATES

Consulting Engineers | Construction Management

P.O. Box 498 Smyrna, DE 19977 Ph: 302-659-9090 Fax: 302-659-0909

February 27, 2025

Rob Pierce
Planning Director
City of Milford
180 Vickers Drive
Milford, Delaware 19963

REF: Truitt Townhomes – Variance Application BOA-087-2025

Dear Rob,

We are representing the developer in this application to the Board of Adjustment for the above-mentioned project. We are seeking relief from the zoning code for the following variances and our reasoning, respectively:

Variance #1
Chapter 230-11(D)(3)(e) states the "minimum front yard setback line shall be 30 feet." For Proposed Lot 7, the applicant is seeking a variance to reduce the front yard setback from 30 feet to 20.9 feet along Lilac Lane, resulting in a 9.1-foot reduction in the front yard setback.

1. **The nature of the zone where the property lies.**
   Lot 7 is in the R-3 Garden Apartment and Townhouse zoning district. The proposed townhouse is a permitted used in this zoning district.
2. **The character and use of the immediate vicinity and the contained uses therein.**
   Lot 7 is part of the Truitt Townhouses subdivision under an active land development application with the City of Milford. Along Truitt Avenue, there are existing single-family dwellings that are within 30 feet from the street frontage.
3. **Whether, if the restriction upon the applicant's property were removed, such removal would seriously affect such neighboring properties and uses.**
   In this case, the removal of the restriction would not seriously affect the neighboring properties because the lot is uniform with the rest of the proposed lots regarding bulk coverage, bulk area, and rear and front yard setbacks.
4. **Whether, if the restriction is not removed, the restriction would create unnecessary hardship or exceptional practical difficulty for the owner in relation to his efforts to make normal**

TRUITT TOWNHOMES

PRELIMINARY MAJOR SUBDIVISION PLANS

504 TRUITT AVENUE
MILFORD, DELAWARE, 19963
CITY OF MILFORD
KENT COUNTY, DELAWARE
TAX ID 5-16-18306-01-0700-00001

PRELIMINARY SET
NOVEMBER 13, 2024

VARIANCES REQUESTED

LOT 7
1. VARIANCE FROM 230-11(D)(3)(E) TO PERMIT A 20.0' FRONT YARD SETBACK AT CORNER LOT (30 FEET REQUIRED)

LOT 8
2. VARIANCE FROM 230-11(D)(3)(E) TO PERMIT A 20.0' FRONT YARD SETBACK AT CORNER LOT (30 FEET REQUIRED)

LOT 15
3. VARIANCE FROM 230-11(D)(3)(G) TO PERMIT A 10' AGGREGATE SIDE YARD SETBACK (30 FEET REQUIRED)

LOT 16
4. VARIANCE FROM 230-11(D)(3)(C) TO PERMIT 65% LOT COVERAGE (60% MAXIMUM ALLOWED)

LOT 17
5. VARIANCE FROM 230-11(D)(3)(C) TO PERMIT 65% LOT COVERAGE (60% MAXIMUM ALLOWED)

LOT 18
6. VARIANCE FROM 230-11(D)(3)(E) TO PERMIT A 14.5' FRONT YARD SETBACK AT CORNER LOT (30 FEET REQUIRED)

LOT 19
7. VARIANCE FROM 230-11(D)(3)(G) TO PERMIT A 14.0' AGGREGATE SIDE YARD SETBACK (30 FEET REQUIRED)

LOT 24
8. VARIANCE FROM 230-11(D)(3)(G) TO PERMIT A 10.5' AGGREGATE SIDE YARD SETBACK (30 FEET REQUIRED)
9. VARIANCE FROM 230-43(D) TO PERMIT 945 SQUARE FEET OF LAND DISTURBANCE FOR GRADING ACTIVITIES IN THE WETLAND BUFFER

LOT 25
10. VARIANCE FROM 230-11(D)(3)(G) TO PERMIT A 10.0' AGGREGATE SIDE YARD SETBACK (30 FEET REQUIRED)

LOT 31
11. VARIANCE FROM 230-11(D)(3)(E) TO PERMIT A 14.0' FRONT YARD SETBACK AT CORNER LOT (30 FEET REQUIRED)

LOT 32
12. VARIANCE FROM 230-11(D)(3)(G) TO PERMIT A 10.0' AGGREGATE SIDE YARD SETBACK (30 FEET REQUIRED)
13. VARIANCE FROM 230-11(D)(3)(F) TO PERMIT A 16.30' REAR YARD SETBACK (30 FEET REQUIRED)

LOT 33
14. VARIANCE FROM 230-11(D)(3)(C) TO PERMIT 66% LOT COVERAGE (60% MAXIMUM ALLOWED)
15. VARIANCE FROM 230-11(D)(3)(F) TO PERMIT A 19.4' REAR YARD SETBACK (30 FEET REQUIRED)

LOT 34
16. VARIANCE FROM 230-11(D)(3)(C) TO PERMIT 65% LOT COVERAGE (60% MAXIMUM ALLOWED)
17. VARIANCE FROM 230-11(D)(3)(F) TO PERMIT A 20.5' REAR YARD SETBACK (30 FEET REQUIRED)

LOT 35
18. VARIANCE FROM 230-11(D)(3)(C) TO PERMIT 63% LOT COVERAGE (60% MAXIMUM ALLOWED)
19. VARIANCE FROM 230-11(D)(3)(F) TO PERMIT A 22.7' REAR YARD SETBACK (30 FEET REQUIRED)

LOT 36
20. VARIANCE FROM 230-11(D)(3)(C) TO PERMIT 62% LOT COVERAGE (60% MAXIMUM ALLOWED)
21. VARIANCE FROM 230-11(D)(3)(F) TO PERMIT A 24.3' REAR YARD SETBACK (30 FEET REQUIRED)

LOT 37
22. VARIANCE FROM 230-11(D)(3)(C) TO PERMIT 62% LOT COVERAGE (60% MAXIMUM ALLOWED)
23. VARIANCE FROM 230-11(D)(3)(F) TO PERMIT A 25.8' REAR YARD SETBACK (30 FEET REQUIRED)

LOT 38
24. VARIANCE FROM 230-11(D)(3)(C) TO PERMIT 61% LOT COVERAGE (60% MAXIMUM ALLOWED)
25. VARIANCE FROM 230-11(D)(3)(F) TO PERMIT A 27.6' REAR YARD SETBACK (30 FEET REQUIRED)

LOT 39
26. VARIANCE FROM 230-11(D)(3)(G) TO PERMIT A 10' AGGREGATE SIDE YARD SETBACK (30 FEET REQUIRED)
27. VARIANCE FROM 230-11(D)(3)(F) TO PERMIT A 29.2' REAR YARD SETBACK (30 FEET REQUIRED)
28. VARIANCE FROM 230-43(D) TO PERMIT 815 SQUARE FEET OF LAND DISTURBANCE FOR GRADING ACTIVITIES IN THE WETLAND BUFFER

LOT 40
29. VARIANCE FROM 230-11(D)(1)(A) TO PERMIT A 3986 SQUARE FEET LOT AREA (7500 SQUARE FEET MINIMUM REQUIRED)
30. VARIANCE FROM 230-11(D)(1)(C) TO PERMIT A 46.5' LOT WIDTH (60 FEET MINIMUM REQUIRED)
31. VARIANCE FROM 230-11(D)(1)(D) TO PERMIT A 8.5' FRONT YARD SETBACK AT CORNER LOT (30 FEET REQUIRED)

PARCEL #1
32. VARIANCE FROM 230-43(D) TO PERMIT 8600 SQUARE FEET OF LAND DISTURBANCE FOR GRADING ACTIVITIES IN THE WETLAND BUFFER

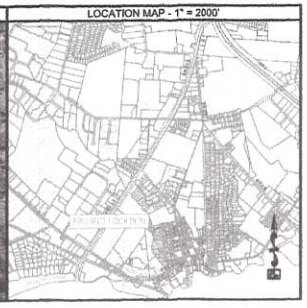
REQUESTED WAIVERS

1. TO PERMIT A 30 FOOT STREET WIDTH AT THE NORTH AND WEST OF THE SUBDIVISION, TO BE KNOWN AS LILAC LANE. (36 FEET STREET WIDTH REQUIRED PER 200-8(A)(14)(a))
2. TO PERMIT A 43.34 FOOT RIGHT-OF-WAY AT THE NORTH AND WEST OF THE SUBDIVISION, TO BE KNOWN AS LILAC LANE. (60 FEET RIGHT-OF-WAY WIDTH REQUIRED PER 200-8(A)(14)(a))
3. TO PERMIT A 38.34 FOOT RIGHT-OF-WAY AT THE EAST OF THE SUBDIVISION, KNOWN AS TRUITT AVENUE. (60 FEET RIGHT-OF-WAY WIDTH REQUIRED PER 200-8(A)(14)(a))
4. TO PERMIT AN 18 FOOT STREET WIDTH AT THE SOUTH OF THE SUBDIVISION, TO BE KNOWN AS APRIL ALLEY (36 FEET STREET WIDTH REQUIRED PER 200-8(A)(14)(a))
5. TO PERMIT LOT 23 TO BE PLATTED WITHIN THE 25 FOOT WETLAND BUFFER (PRIVATE LOTS MAY NOT BE PLATTED WITHIN THE BUFFER PER 200-8(E)(8))
6. TO PERMIT LOT 24 TO BE PLATTED WITHIN THE 25 FOOT WETLAND BUFFER (PRIVATE LOTS MAY NOT BE PLATTED WITHIN THE BUFFER PER 200-8(E)(8))
7. TO PERMIT LOT 32 TO BE PLATTED WITHIN THE 25 FOOT WETLAND BUFFER (PRIVATE LOTS MAY NOT BE PLATTED WITHIN THE BUFFER PER 200-8(E)(8))
8. TO PERMIT LOT 35 TO BE PLATTED WITHIN THE 25 FOOT WETLAND BUFFER (PRIVATE LOTS MAY NOT BE PLATTED WITHIN THE BUFFER PER 200-8(E)(8))
9. TO PERMIT LOT 36 TO BE PLATTED WITHIN THE 25 FOOT WETLAND BUFFER (PRIVATE LOTS MAY NOT BE PLATTED WITHIN THE BUFFER PER 200-8(E)(8))
10. TO PERMIT LOT 37 TO BE PLATTED WITHIN THE 25 FOOT WETLAND BUFFER (PRIVATE LOTS MAY NOT BE PLATTED WITHIN THE BUFFER PER 200-8(E)(8))
11. TO PERMIT LOT 38 TO BE PLATTED WITHIN THE 25 FOOT WETLAND BUFFER (PRIVATE LOTS MAY NOT BE PLATTED WITHIN THE BUFFER PER 200-8(E)(8))
12. TO PERMIT LOT 39 TO BE PLATTED WITHIN THE 25 FOOT WETLAND BUFFER (PRIVATE LOTS MAY NOT BE PLATTED WITHIN THE BUFFER PER 200-8(E)(8))

VICINITY MAP - 1" = 500'



LOCATION MAP - 1" = 2000'



SHEET LIST TABLE

SHEET INDEX	SHEET NUMBER	SHEET TITLE
GENERAL		
1A	G1.0	COVER SHEET / INDEX
1B	G1.1	GENERAL NOTES
SITE CONSTRUCTION		
2	C1.0	EXISTING CONDITIONS PLAN
3	C1.1	PHASING PLAN
4	C1.2	SITE PLAN
5	C1.3	GRADING PLAN
6	C2.0	UTILITY PLAN
7	C2.1	PIPE SCHEDULES & STRUCTURE TABLES
8	C3.0	ENTRANCE PLAN
9	F1.0	FIRE MARSHAL PLAN
10	L1.0	LANDSCAPE PLAN
11	R1.0	RECORD PLAN

DATA COLUMN - SUBDIVISION

TAX PARCEL ID:	5-16-18306-01-0700-00001 5-16-18306-01-0800-00001 5-16-18310-01-0100-00001 5-16-18310-01-1300-00001 5-16-18310-01-1200-00001
PROPERTY OWNER / DEVELOPER:	CARLISLE LANE LLC 4330 BIG STONE BEACH ROAD MILFORD, DELAWARE 19963 (302) 745-0793
EXISTING ZONING:	R3 - GARDEN APARTMENT AND TOWNHOUSE
PROPOSED ZONING:	R3 - GARDEN APARTMENT AND TOWNHOUSE
EXISTING USE:	1 SINGLE FAMILY RESIDENCE AND 1 CHURCH
PROPOSED USE:	RESIDENTIAL SUBDIVISION W/ 39 TOWNHOUSE LOTS AND 1 SINGLE-FAMILY LOT
SITE AREA WITH BOUNDARIES:	4.59 AC [199,905 S.F.]
MINIMUM PROJECT AREA REQUIRED:	1.0 AC
EXISTING WETLAND AREA:	0.18 AC ON MARCH 5, 2024, HILLIS-CARNES ENGINEERING ASSOCIATES, INC. PERFORMED A WETLAND STUDY AND SITE EVALUATION AND DETERMINED WETLANDS EXIST ON THE SITE
WETLAND AREA DISTURBANCE:	0.00 AC
MINIMUM LOT AREAS:	2000 SF
ACTUAL LOT AREAS:	SEE RESIDENTIAL LOT BREAKDOWN TABLE
MINIMUM LOT WIDTHS:	20 FEET
ACTUAL LOT WIDTHS:	22 FEET
REQUIRED BUILDING SETBACKS:	FRONT: 30 FEET SIDE: 10 FEET, 30 FEET AGGREGATE REAR: 30 FEET
MAXIMUM LOT COVERAGE:	60%
ACTUAL LOT COVERAGE:	60% - REFER VARIANCE REQUEST NOTES FOR LOTS THAT EXCEED.
MAXIMUM BUILDING HEIGHT:	35 FEET
PROPOSED BUILDING HEIGHT:	35 FEET
REQUIRED OPEN SPACE:	275 SQUARE FEET PER DWELLING UNIT OR 0.5 AC (WHICHEVER IS GREATER) 40 D.U. X 275 S.F./D.U. = 11,000 S.F. THEREFORE, 0.5 ACRES PREVAILS
PROVIDED OPEN SPACE:	27,167 S.F. CITY TO DETERMINE CASH-IN-LIEU FOR RECREATION AREA PARCEL #1 = 12,938 S.F. PARCEL #2 = 14,219 S.F.
REQUIRED PARKING:	2.5 SPACES PER DWELLING UNIT 40 UNITS x 2.5 SPACES/UNIT = 100 SPACES
PROVIDED PARKING:	2 SPACES PER DWELLING UNIT 40 UNITS x 2 SPACES/UNIT = 80 SPACES (1 DRIVEWAY SPACE, 1 GARAGE SPACE PER UNIT)
UTILITY PROVIDERS:	WATER: CITY OF MILFORD SEWER: CITY OF MILFORD ELECTRIC: CITY OF MILFORD
ESTIMATED NUMBER OF EDUs:	39 TOWNHOUSE UNITS + 1 SINGLE-FAMILY UNIT = 40 EDUs
FLOODPLAIN:	100-YEAR FLOODPLAIN (ZONE AE) EXISTS WITHIN THE PROPOSED SUBDIVISION BOUNDARY PER FEMA FIRM MAP NUMBER 10005C0041K PANEL 41 OF 800, LAST REVISED MARCH 16, 2015.
TOWNHOUSE REQUIREMENTS:	3 TO 8 DWELLING UNITS PER BUILDING
ARCHITECTURAL REQUIREMENTS:	CHAPTER 230-11(D)(3)): THERE SHALL BE WITHIN ANY CONTIGUOUS GROUP OF TOWNHOUSES AT LEAST THREE DIFFERENT ARCHITECTURAL PLANS HAVING SUBSTANTIALLY DIFFERENT DESIGNS AND BUILDING MATERIALS. IN ADDITION, NO MORE THAN THREE CONTINUOUS TOWNHOUSES SHALL HAVE THE SAME FRONT SETBACK, AND THE VARIATIONS IN FRONT SETBACK SHALL BE AT LEAST FOUR FEET.
MAXIMUM DENSITY:	12 UNITS PER ACRE
PROPOSED DENSITY:	40 UNITS / 4.59 AC = 8.7 UNITS PER ACRE

DATA COLUMN - SINGLE-FAMILY DWELLING

TAX PARCEL ID:	5-16-18310-01-1200-00001
EXISTING ZONING:	R3 - GARDEN APARTMENT AND TOWNHOUSE
PROPOSED ZONING:	R3 - GARDEN APARTMENT AND TOWNHOUSE
EXISTING USE:	1 SINGLE-FAMILY DWELLING
PROPOSED USE:	1 NEW SINGLE-FAMILY DWELLING
MINIMUM LOT AREA:	7500 SF
ACTUAL LOT AREAS:	7500 SF - REFER VARIANCE REQUEST NOTES FOR LOTS THAT EXCEED
MINIMUM LOT WIDTHS:	60 FEET
ACTUAL LOT WIDTHS:	60 FEET - REFER VARIANCE REQUEST NOTES FOR LOTS THAT EXCEED
REQUIRED BUILDING SETBACKS:	FRONT: 30 FEET SIDE: 6 FEET, 0 FEET FOR SHARED WALL IN SEMI-DETACHED BUILDINGS REAR: 15 FEET
MAXIMUM LOT COVERAGE:	40%
ACTUAL LOT COVERAGE:	40% - REFER VARIANCE REQUEST NOTES FOR LOTS THAT EXCEED

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 _____

CITY OF MILFORD APPROVAL

MARK WHITFIELD, CITY MANAGER _____ DATE _____

CERTIFICATION OF PLAN ACCURACY

I, EDWARD H. IDE, III, P.E., HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER WITH A BACKGROUND IN CIVIL ENGINEERING IN THE STATE OF DELAWARE AND THAT ALL OF THE INFORMATION ON THIS PLAN IS TRUE AND CORRECT TO THE ACCURACY REQUIRED BY ACCEPTED SURVEYING STANDARDS AND PRACTICES AND BY THE CITY OF MILFORD CODE OF ORDINANCES.

EDWARD H. IDE, III, P.E. LICENSE NO. 9691 DATE _____

CERTIFICATION OF OWNERSHIP

I, CARLISLE LANE LLC, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY WHICH IS THE SUBJECT OF THIS PLAN AND THAT THE LAND USE ACTION PROPOSED BY THIS PLAN IS MADE AT MY DIRECTION AND THAT I AUTHORIZE THIS PLAN TO BE RECORDED IN ACCORDANCE WITH THE CITY OF MILFORD CODE OF ORDINANCES.

CARLISLE LANE LLC DATE _____

CITY PLANNING DEPARTMENT APPROVAL

PLANS HAVE BEEN REVIEWED AND ARE FOUND TO BE IN GENERAL CONFORMANCE WITH THE MOST RECENTLY ADOPTED AND/OR IDENTIFIED 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.

REVISION	DATE

CONSULTING ENGINEERS
CONSTRUCTION MANAGERS
P.O. BOX 498
SMYRNA, DE 19977
Tel: 302 659-9090
Fax: 302 659-0909
Email: ed@i3dc.com

PROJECT#: MATT FEINDT
DRAWN: G.P.C
CHECKED: E.H.I.
SCALE: AS NOTED
SUBMISSION: PRELIMINARY
DATE#: FEBRUARY 6, 2025

PROJECT DATA:

Truitt Townhomes

504 TRUITT AVENUE
MILFORD, DE 19963
CITY OF MILFORD
KENT COUNTY, DELAWARE
TAX ID# 5-16-18306-01-0700-00001

DRAWING TITLE:

COVER SHEET / INDEX

DRAWING NUMBER: G1.0

§ 200-4. Application procedure.

A. Preliminary Major Subdivision Review.

(1) A preliminary plan and documents, as specified by the Planning Department, shall be prepared by the applicant and submitted in accordance with the submission schedule as determined by the Planning Director, along with the appropriate fees, as specified in § 230-57.

(2) The Development Advisory Committee (DAC) shall review the application and plan. Comments from the DAC must be addressed via either submitting revised plans and/or necessary documents or via a narrative submitted to the Planning Director. The application shall be reviewed by the Planning Department and the City Engineer for general compliance with Chapter 230 Zoning, Chapter 200 Subdivision of Land, the Comprehensive Plan, the City Standard Construction Specifications and other City ordinances. Upon confirmation by the Planning Director that all DAC issues and plan review comments have been addressed satisfactorily, the application will then be scheduled to be heard by the Planning Commission. A preliminary application shall be considered withdrawn if plan review comments are not satisfactorily addressed and preliminary approval is not obtained within twelve (12) months of initial preliminary submission.

(3) A public hearing on the preliminary plan shall be conducted by the Planning Commission. The Planning Commission shall review the application and shall recommend to City Council the approval of the application with or without conditions, denial of the application, or table the application. In case of an unfavorable recommendation for denial by the Planning Commission, such application shall not be approved except by a favorable vote of 3/4 of the City Council.

(4) No hearing shall be held by the Commission until notice of time and place thereof has been provided to the applicant, property owners within 200 feet of the subject property, and to such other interested parties as may be determined by the Planning Director at least 10 days before the date of said hearing. Notice shall be provided as follows:

(a) The Planning Department shall notify by mail all property owners within 200 feet of the extreme limits of the subject parcel as their names appear in the City or County tax record at least 10 days prior to the hearing.

(b) The Planning Department shall provide notice to the general public of the public hearing before the Planning Commission by publishing the date, time, place and nature of the hearing at least 10 days before the hearing in a newspaper of general circulation in the City and posting the same information in City Hall and on the City website.

(c) The Planning Department will also post a notice outlining the date, time, place, and nature of the hearing in a conspicuous location on the property. The published and posted notices shall contain reference to the time and place within the City where text, maps and plans for the proposal may be examined.

(5) City Council shall review the application and shall approve the application with or without conditions, deny the application, or table the application.

(6) Preliminary approval from City Council shall be void after 24 months unless final major subdivision approval is obtained or an extension is requested by the owner and approved for good cause by the City Council prior to the expiration.

B. Final Major Subdivision Review.

(1) A final plat and construction documents, as specified by the Planning Department, shall be prepared by the subdivider and submitted in accordance with the submission schedule as determined by Planning Director, along with the appropriate fees, as specified in § 230-57.

(2) The application shall be reviewed by the Planning Department and the City Engineer for compliance with Chapter 230 Zoning, Chapter 200 Subdivision of Land, the Comprehensive Plan, the City Standard Construction Specifications and other City ordinances. At this time, the applicant shall provide a digital copy of the subdivision plan to the City electric division in order for the City to begin designing the electric infrastructure for the subdivision.

(3) Upon confirmation by the City Planner and City Engineer that all agency approvals have been obtained and all plan review comments have been addressed satisfactorily, the application may be administratively approved by the Planning Director.

(4) Within 90 days of final approval from the City, the subdivider shall record the plat at the County Recorder of Deeds office and provide the Planning Director a receipt of the recordation including the deed book and page number. Prior to recording the plat, at least three copies of the record plat and three copies of the final construction plans must be submitted to the Planning Director for stamping and signing. Two sets will be retained by the City. The City Manager, Planning Director and City Engineer shall sign the approved record plats and construction plans.

(5) Failure to record the approved plat within 90 days from the date of City approval shall void the final approval. In order to obtain final approval after it has been voided, the subdivider must make application for preliminary approval again.

C. Construction Procedures.

(1) Prior to commencement of construction, the developer shall request a pre-construction meeting with the City Engineer. Payment of the required development inspection fee, as adopted by City Council and found in the City Fee Schedule, shall be made prior to the scheduling of the pre-construction meeting.

(2) Improvements within the development shall be constructed per the approved construction plans and the City's Standard Construction Specifications. Any deviations from the construction plans must be submitted to the City Engineer in writing for review and approval.

(3) A performance bond in the amount of 125% of the cost of installation shall be required for the construction of recreational and open space amenities, including but not limited to community buildings, playgrounds, walking paths, landscaping and landscape screening. The performance bond shall be posted prior to the issuance of the first building permit.

(4) Conditional Acceptance of Infrastructure by City Engineer.

(a) Prior to the issuance of building permits, the developer shall obtain conditional acceptance from the City Engineer as outlined in the City's Standard Construction Specifications.

(b) A maintenance bond shall be provided by the developer in the amount of 10% of the improvements to be taken over and maintained by the City.

(c) A performance bond shall be provided by the developer in the amount of 125% of the cost of the top coat and any other item that has not been satisfactorily completed as approved by the City Engineer.

(5) Final Acceptance of Infrastructure by City Council.

(a) Final top coat shall be paved after 75% of building permits have been issued for a project or phase of a project and prior to 90% of building permits having been issued for a project or phase of a project.

(b) Final acceptance of utilities shall not occur until after the paving top coat has been completed.

(c) Upon completion of the top coat paving, the City Engineer may release the top coat performance bond. The 10% maintenance bond will remain in place until one-year after acceptance of the final top coat paving.

(d) Upon completion of the required one-year maintenance period, the right-of-way improvements may be accepted by City Council by resolution.

(e) Upon acceptance by City Council, the maintenance bond shall be released by the City Engineer in its entirety.

[Ord. No. 2022-05, § 3, 1-24-2022; Ord. No. 2023-27, § 3, 7-24-2023]

§ 200-8. General requirements and design standards.

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

A. Streets.

(1) The layout, character, extent, width, grade and location of proposed streets shall be established with due regard to:

(a) Public convenience and safety.

(b) Proposed uses of the land to be served by said streets.

(c) Proper relation and connection with and continuation and projection of streets in the adjacent areas, whether these streets are existing or proposed in another subdivision in a neighborhood plan, in the development plan or in the Official Map, as approved or adopted by the Commission.

(d) Topography and other land features.

(2) The layout of proposed streets shall furthermore be arranged in a manner acceptable to the Commission and City Council.

(3) Local streets shall be laid out so as to discourage their use by through traffic.

(4) Where a subdivision abuts or contains an existing or proposed arterial street, limited-access highway or railroad, the City Council may require marginal access or service streets, reverse frontage with screen planting contained in a nonaccess reservation along the rear property line and deep lots with rear service alleys or other treatment, such as parks, which may be necessary for the protection of residential properties and for separation of through and local traffic, with due regard for the requirements of future approach grades and grade separations.

(5) Where a tract of land is subdivided into lots substantially larger than the minimum size required in the zoning district in which a subdivision is located, the Commission may require that streets and lots be laid out so as to permit future resubdivision in accordance with the requirements of this chapter.

(6) Reserve strips controlling access to streets shall be prohibited except where the control and disposal of land comprising such strips has been placed in the governing body under conditions approved by the City Council such as provided in Subsection A(4) above.

(7) Certain proposed streets may be required to be extended to the boundary line of the subdivision to provide access to tracts which may be subdivided in the future. Wherever necessary, when a

street is carried to the boundary line of the subdivision, the City Council may require a temporary turnaround improved to the satisfaction of the City Engineer and of the size specified in Subsection A(16) below at the stub end.

(8) The creation of interconnected streets will be encouraged wherever the City Council finds that such layout will not interfere with traffic convenience and safety. The City Council shall determine the number of connections of streets in the proposed subdivision with existing streets. At least two such connections shall be provided, except where a proposed subdivision only contains one dead-end street.

(9) Street jogs shall be prohibited. Street intersections, where center lines do not meet, shall have center-line offsets of 150 feet or more.

(10) A tangent at least 100 feet long shall be introduced between reverse curves on arterial and collector streets and may be required on all other streets.

(11) Street right-of-way lines deflecting from each other at any point shall be connected with a curve, the radius of which for the inner right-of-way lines shall not be less than 500 feet on arterial streets, 300 feet on collector streets and 100 feet on local streets. The outer right-of-way line shall be parallel to said inner right-of-way line.

(12) Streets shall be laid out so as to intersect as nearly as possible at right angles. The inner right-of-way line of a street intersecting another street at an angle of less than 90° shall be tangent to and follow a curve with a minimum radius of 150 feet centered on the nearest right-of-way line of the intersecting street. The outer right-of-way line shall be parallel to said inner right-of-way line.

(13) Street right-of-way lines at intersections shall be connected with a curve, the radius of which shall be 25 feet.

(14) Street rights-of-way and roadway widths shall be as shown on the official map or development plan and, if not shown thereon, said widths for the various street types, shall not be less than as follows:

(a)

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

Note:

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

(b) Proposed subdivision streets serving lots with a lot width of less than 60 feet shall be required to provide on-street parking as outlined Chapter 200-8(A)(14)(a). On-street parking for each side of the street shall be determined based on the proposed minimum lot width for each side of the street.

(15) Half streets shall be prohibited except where essential to the reasonable development of a subdivision in conformity with the requirements of this chapter and where the Commission finds that it shall be practicable to require the dedication of the other half when the abutting property is subdivided. Wherever an approved half street shall be adjacent to a subdivision, the other half of the street shall be platted within said subdivision.

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

(17) Street names.

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

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

(18) Street grades shall not exceed 5%.

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

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

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

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

B. Sidewalks, curbs and shared-use paths.

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

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

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

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

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

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

C. Easements.

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

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

D. Blocks.

(1) The lengths, widths and shapes of blocks shall be determined with due regard to:

(a) The provision of building sites suitable to the needs of the type of use contemplated.

(b) Zoning requirements as to lot sizes and dimensions.

(c) The control, safety and convenience of pedestrian and vehicular traffic.

(d) The characteristics of topography.

(2) Block length shall not exceed 1,200 feet or be less than 500 feet in length between street lines.

(3) Block widths shall be not less than 275 feet nor more than 450 feet and shall be planned to provide two rows of lots.

(4) Pedestrian walkways other than those adjacent to streets may be required where deemed essential to provide for circulation or access to schools, playgrounds, shopping centers, transportation and other community facilities. Said walkways shall be not less than five feet wide.

E. Lots.

(1) Lot width, depth, shape and orientation and the building setback lines shall be appropriate for the location of the subdivision, for the type of development and for the use contemplated.

(2) Lot sizes shall conform to the requirements of Chapter 230, Zoning.

(3) Depth and width of properties reserved or laid out for commercial and industrial purposes shall be adequate to comply with the off-street parking and loading requirements contained in Chapter 230, Zoning.

(4) Corner lots shall have sufficient width to provide an adequate building site within all the yard requirements. Corner lots shall have two front yard setbacks fronting each street, one side yard setback, and one rear yard setback.

(5) All lots in a subdivision shall have frontage on a public street meeting the minimum lot width requirements of the zoning code.

(6) Double-frontage lots shall be avoided. Reverse-frontage lots shall be provided where necessary for protection of residential properties from through traffic and adverse nonresidential uses, for separation of through and local traffic and to overcome difficulties of topography or other specific conditions. Screen planting and a fence or wall shall be provided along the rear property line within an easement 10 feet or more in width, across which there shall be no right of access.

(7) Side lot lines shall be at right angles or radial to street lines.

(8) No lots shall be platted on land subject to flooding by the 100-year flood elevation for residential or any other use where danger to life or property or an aggravation of flood hazard may result. Such land should be set aside for uses which would not be endangered by periodic or occasional inundations.

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

F. General grading.

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

G. Improvements.

(1) In major subdivisions the following improvements are required:

(a) Paved streets.

(b) Street signs meeting the State of Delaware, Department of Transportation, Manual on Uniform Traffic Control Devices, latest edition.

(c) Curbs and gutters. Curbs shall be required on both sides of proposed streets as per the City Standard Construction Specifications.

(d) Sidewalks or shared use paths located on both sides of the street.

(e) Streetlighting.

(f) Shade trees. Shade trees 150 feet on center each side of the road shall be located so as not to interfere with utilities or sidewalks and shall be of the types recommended by a Registered Landscape Architect.

(g) Topsoil protection. No topsoil shall be removed from the site or used as spoil. Topsoil moved during the course of construction shall be redistributed so as to provide at least six inches of cover to all areas of the subdivision and shall be stabilized by seeding or planting.

(h) Monuments. Permanent monuments shall be placed on each corner of any building lot by the developer and along the project boundary and the right-of-way at all corners and tangent points prior to final settlement for the property.

(i) Water mains, culverts, storm sewers and sanitary sewers.

[1] All water installations shall be looped; all sewer and storm sewer systems shall be extended at minimum slope, maximum depth, and connected with an approved method and shall be adequate to handle all present and probable future development.

[2] Water and sewer services shall be made available to all adjacent properties.

[3] Utility easements shall be required to be granted and recorded by the subdivider to allow extension of utilities to neighboring properties.

[4] No underground utility installation shall be covered until inspected and approved by the City.

(2) The developer shall complete all utilities and street improvements not specifically waived by City Council in accordance with the City Standard Construction Specifications and with any additional

requirements specified by the City Council. (3) The developer shall pay the review and inspection fees as set forth in Chapter 230, Zoning, § 230-57, Planning, Zoning and Engineering Fees. The cost for each segment or phase of the development shall be paid prior to commencement of utility construction.

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

§ 200-9. Variances and waivers.

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

[Ord. No. 2019-13, § 2, 7-22-2019]

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

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

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

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

(1) All permitted uses in an R-2 District

(2) Two-family dwellings.

(3) Townhouses.

(4) Garden Apartments.

C. Conditional uses subject to special regulations. All uses specified as conditional uses in the R-1 District and the following uses may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with the provisions of Article IX of this chapter and are subject to the area regulations for the R-1 zoning district unless otherwise noted below:

(1) Rooming or boarding houses.

(2) Business or Professional offices (nonresident); minimum lot size one acre.

(3) Nursing homes; minimum lot size one acre.

(4) Manufactured home parks.

(5) Tiny Home Village.

D. Area regulations.

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

(a) Minimum lot area shall be 7,500 square feet.

(b) Maximum lot coverage shall be 40%.

(c) Minimum lot width shall be 60 feet.

(d) Minimum front yard setback line shall be 30 feet.

(e) Side yards shall be provided as follows: each lot shall have at least two side yards eight feet in width, except semi-detached structures, which shall have at least one side yard per lot eight feet in width.

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

(2) Single-family semi-detached

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

(b) Maximum lot coverage shall be 40%.

(c) Minimum lot width shall be 40 feet.

(d) Minimum front yard setback line shall be 30 feet.

(e) Side yards shall be provided as follows: each lot shall have at least two side yards eight feet in width, except semi-detached structures, which shall have at least one side yard per lot eight feet in width.

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

(3) Townhouses or row dwellings, subject to the following requirements:

(a) Minimum townhouse project size shall be one acre.

(b) Minimum lot area shall be 2,000 square feet.

(c) Maximum lot coverage shall be 60%.

(d) Minimum lot width shall be 20 feet.

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

(f) Minimum rear yard setback shall be 30 feet.

(g) Minimum side yard setback shall be 10 feet, aggregate 30 feet.

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

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

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

(4) Garden or low-rise apartments, subject to the following requirements:

(a) Minimum apartment project size shall be one acre, with a minimum of 2,500 square feet of lot area for each dwelling unit.

(b) Maximum lot coverage shall be 80%.

(c) Minimum lot width shall be 50 feet.

(d) Minimum front yard setback shall be 30 feet.

(e) Minimum rear yard setback shall be 30 feet.

(f) Minimum side yard setback shall be 20 feet.

(g) The maximum number of dwelling units per building shall be 24.

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

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

(5) Manufactured Home Parks.

(a) The total area to be developed as a mobile home park shall be at least one acre.

(b) The number of dwelling units per acre shall not exceed 8.

(c) Maximum lot coverage shall be 60%.

(d) Minimum lot width shall be 40 feet.

(e) Minimum lot area shall be 4,000 square feet.

(f) Minimum front yard setback shall be 25 feet.

(g) Minimum rear yard setback shall be 15 feet.

(h) Minimum side yard setback shall be 8 feet.

(i) Mobile homes must meet the requirements of the Federal Manufacturer Housing Construction and Safety Standard Act of 1974.

(6) Tiny Home Village.

(a) The total area to be developed as a tiny home village shall be at least one acre.

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

(c) Maximum lot coverage shall be 60%.

(d) Minimum lot width shall be 25 feet.

(e) Minimum lot area shall be 2,000 square feet.

(f) Minimum front yard setback shall be 20 feet.

(g) Minimum rear yard setback shall be 15 feet.

(h) Minimum side yard setback shall be 8 feet.

(i) Tiny homes must meet the requirements of the adopted building code of the City of Milford.

(7) Heights of buildings shall not exceed 35 feet. Accessory buildings shall not exceed 15 feet in height.

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

(9) Signs shall comply with the requirements provided in Article VI of this chapter.

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

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

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

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

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

[Ord. No. 2022-06, 1-24-2022; Ord. No. 2023-28, § 4, 8-14-2023]

§ 230-19.7. Open space, recreation and other public facilities.

The City of Milford shall require the reservation of open space, recreation and other public facilities in accordance with the provisions of this section as a condition of approval for all one-family dwelling, two-family dwelling and multiple-family dwelling residential developments requiring major subdivision or site plan approval from the City Planning Commission or City Council.

A. Recreation areas.

(1) Purpose. The purpose of this section is to ensure that active recreation areas are provided as an integral design element within residential developments and that such facilities are of an adequate scale in relation to the size of the residential development and which provide residents with a variety of active recreational pursuits.

(2) Dedication required. The City shall require the dedication or reservation of recreation areas, and the subsequent construction of recreation facilities of a character, extent and location suitable to the needs created by a development for recreation facilities as defined and in accordance with the design guidelines set forth.

(3) Definition. The following are illustrative of the types of recreation areas and subsequent facilities that shall be deemed to serve active recreational needs and therefore to count toward satisfaction of the recreation area requirements of this section: tennis courts, handball courts, racquetball courts, swimming pools, saunas and exercise rooms, meeting or activity rooms within clubhouses, baseball and soccer fields, basketball courts, volleyball courts, swings, slides and play apparatus, and developed walking, jogging or biking trails.

(4) Design guidelines.

(a) Accessible. Recreation areas shall be accessible within the development and arranged in a manner which affords reasonable access to all residents within the development. When warranted, recreation areas can be dispersed throughout the development, provided that each remote location is accessible.

(b) Pedestrian oriented. Recreation areas shall be pedestrian oriented and designed with linkages to existing and planned public walkways and with other existing or planned recreation areas.

(c) Age oriented. The nature and scope of planned recreation areas shall reflect an awareness of, and sensitivity toward, the anticipated age groups that would reside within the proposed development.

(d) Parking. Designs consider the need for parking facilities associated with recreation areas.

(e) Walking, jogging and biking trails. Recreation trails shall only be counted toward the recreation area requirement when constructed as an accessory to central recreation facilities. The developed trail shall be the only area counted toward the area requirement.

(f) Setbacks. No structure, equipment or game court surface required under this section shall be located nearer than 30 feet to any lot line of a lot to be used for residential purposes, nor nearer than 25 feet from any right-of-way line.

(g) Landscaping. Where warranted, visual screening of parking areas, game courts, playground areas and other features as necessary to preserve and protect the interests of adjoining residential properties may be required.

(h) Area. The minimum area of a remote recreation area shall be 2,000 square feet.

(5) Area required. All residential developments shall provide recreational areas in a size equal to 275 square feet per dwelling unit or one-half acre of land, whichever is greater. In no case shall the City require that more than 10% of the gross area of the development be so dedicated or reserved when the gross area is greater than five acres.

(6) Cash in lieu of recreation area construction.

(a) Determination of suitability for cash donation. If the City determines that the construction of recreation is not practical due to close proximity to existing available recreation facilities or infeasible due to natural characteristics of the land or will not benefit the residents of the development, the City shall require a full or partial cash in lieu of areas of donation to be made by the developer in lieu of a full or partial dedication of land.

(b) Separate recreation account. The cash donation shall be deposited in a separate account to be used for parks, playgrounds or recreational purposes.

(c) Amount of cash donation. The total amount of cash-in-lieu of active recreation open space shall be equivalent to the appraised pre-improvement value of the land area required. The appraised pre-improvement value shall be based upon an appraisal of the subject property completed at the applicant's expense within six months prior to the date of request for consideration of cash in lieu of recreation area. If the City and/or the applicant do not agree on the land value estimate established by the appraisal, a new appraisal shall be performed by an independent third-party professional real estate appraiser at the applicant's expense. This appraisal shall be awarded on a competitive bid basis to a qualified, certified appraiser that submits the lowest bid. The City shall manage the bid process.

(d) Payment of cash donation. One hundred percent cash donation provided under this section shall be collected prior to issuing the first building permit for the development.

B. Passive Open space.

(1) Purpose. The purpose of this [sub]section is to preserve areas of open space within residential developments which are designed to provide buffer spaces between developing areas, to preserve existing natural and historic features and to establish a network of open spaces within the built environment to provide a balance between developed and undeveloped lands, wildlife

habitat conservation, the preservation of scenic view corridors, and to provide residents opportunities to engage in passive recreation activities.

(2) Dedication required. The City shall require the dedication of open space for the purpose of buffering, landscaping and preservation of natural features which add value to the residential development and to the surrounding community.

(3) Definition. Open space shall include land or an area of water, or combination of land and water, within a development site, and designed and available for the use and enjoyment of residents of the development, not including off-street parking, areas set aside for public facilities and rights-of-way, and areas to be preserved as wetlands and floodplains as required. The following are illustrative of the types of open space areas that shall be deemed to serve buffering and preservation of natural features to count toward satisfaction of the open space requirements of this [sub]section: mature forests and groves, hedge rows, water courses, riparian buffers, historic landmarks and resources, landscaped buffers and berming designed to promote privacy, open landscaped areas suitable for being used and enjoyed for purposes of informal and unstructured recreation and relaxation, stormwater detention ponds when suitably designed to emulate natural features by incorporating irregular shapes, gradual slopes (no greater than 1:4) and appropriate landscape plantings, and irreplaceable environmental assets with values that have been adequately documented.

(4) Design guidelines.

(a) Width. Land areas shall be at least 20 feet in width.

(b) Clearing. Selective clearing of natural vegetation may be permitted to form trails and clearings within woodland areas in accordance with the provisions of Chapter 230-19.8 (tree planting and preservation).

(c) Linked. Open spaces shall attempt to be contiguous and designed with linkages to existing and planned public walkways and with other existing or planned recreation areas.

(5) Area required. In no case shall the City require that more than five percent of the gross area of the development be so dedicated or reserved.

C. Public facilities.

(1) Purpose. The purpose of this [sub]section is to afford the City the opportunity to reserve lands within developing areas which represent important and strategic locations for the distribution of essential public goods and services, such as potential educational facilities, emergency services, and recreational facilities. The Parks and Recreation Department shall advise City Council of any proposed subdivision or site plan that includes lands proposed for use as public parks to be operated by the City.

(2) Dedication optional. Where public facilities are shown or proposed in the City comprehensive plan, or in any other plan or study accepted by the City Council or other public body, and are located in whole or in part in a proposed subdivision or site plan, the City may require the dedication or reservation of the area required in lieu of the requirements of [sub]section 19.7(A).

(3) Definition. The following are illustrative of the types of public facilities that may be considered for reservation or dedication by this [sub]section: schools, utility service lines, future road rights-of-way (other than those planned to serve the proposed development), public buildings, parks, public trails, and recreation facilities.

(4) Area required. In no case shall the City require that more than five percent of the gross area of the development be dedicated for the public facility. Area dedications shall only be allowed when the facility is to be dedicated to the City of Milford for facilities to be operated by the City.

(5) Reservation. Any areas required by any other public bodies or any remaining areas beyond the five percent dedicated to the City under this [sub]section may be set aside by the City for a period of one year to allow the proper authority the opportunity to purchase the area. Upon failure of the proper authorities to purchase such site within one year after the date of the final approval of the project, the developer, upon application, shall be relieved of the responsibility of reserving such land for public purposes.

D. Management and maintenance of common open space and recreational areas.

(1) Management and maintenance required. There shall be provisions which ensure that the common open space land and all public facilities not dedicated to the City of Milford shall continue as such and be properly maintained. These provisions shall be in a form acceptable to the City of Milford. The developer shall either (a) retain ownership and responsibility for maintenance of such open land; or (b) provide for and establish one or more organizations for the ownership and maintenance of all common open space. In the case of (b) above, each organization shall be a nonprofit homeowners' corporation, unless the developer demonstrates that a community open space trust is a more appropriate form of organization.

(2) Homeowners' association requirements. If a homeowners' association or open space trust is formed, it shall be governed according to the following:

(a) Membership mandatory. Membership in the organization is mandatory for all purchasers of homes therein and their successors. The members of the organization shall share equitably the costs of maintaining and developing common open space and recreation areas, in accordance with procedures established by them.

(b) Responsibilities. The organization shall be responsible for maintenance, insurance and taxes on common open space, recreation facilities and open public facilities, including but not limited to roads, gutters, sidewalks, curbs, drainage systems, water distribution systems and sewer facilities not dedicated to the City of Milford.

E. Exemption to recreation area and open space dedication.

(1) Exemptions for small developments.

(a) Residential developments with less than five acres of land and less than ten dwelling units. These developments shall be exempt from the land requirements set forth in [sub]sections A and B, but shall require a full cash donation to be made by the developer in lieu of a dedication of land.

(b) Residential developments with less than five acres of land and between 10 and 20 dwelling units. These developments may be exempt from the one-half acre minimum requirement for recreation areas, but may be required to provide a lesser amount as recommended by the City Council. The City shall require a full or partial donation in lieu of a full or partial dedication of land.

(c) Residential phases. Phases or sections within developments that are commonly owned or commonly proposed for development shall not be considered as individual residential developments qualified for exemptions under this [sub]section.

(2) Amount of cash donation. The total amount of cash-in-lieu of active recreation open space shall be equivalent to the appraised pre-improvement value of the land area required. The appraised pre-improvement value shall be based upon an appraisal of the subject property completed at the applicant's expense within six months prior to the date of request for consideration of cash in lieu of recreation area. If the City and/or the applicant do not agree on the land value estimate established by the appraisal, a new appraisal shall be performed by an independent third-party

professional real estate appraiser at the applicant's expense. This appraisal shall be awarded on a competitive bid basis to a qualified, certified appraiser that submits the lowest bid. The City shall manage the bid process.

(3) Separate recreation account. The cash donation shall be deposited in a separate account to be used for parks, playgrounds or recreational purposes.

(4) Payment of cash donation. One hundred percent cash donation provided under this [sub]section shall be collected prior to issuing the first building permit for the development.

F. Construction phasing. The recreation and open space areas shall be completed in a proportion equal to or greater than the proportion of residential dwelling units completed, except that 100% of the recreation and open space areas shall be completed prior to issuing building permits for the final 20% of the dwelling units proposed. Building permits shall not be issued for dwelling units unless the requirements of this section are met.

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

§ 230-19.8. Tree Planting and Preservation.

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

B. Definitions.

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

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

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

DEVELOPMENT AREA — The area containing all new site features (buildings, parking and drive areas, pedestrian walks, stormwater management areas, buffer areas etc. but not underground utilities) proposed by a plan. The development area shall be delineated using property lines and lines run straight across the property from one property line to another without bending or curving.

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

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

TREE PROTECTION AREA — Any portion of a site wherein are located existing trees which are proposed to be retained in order to comply with the requirements of this section. The tree protection area shall include no

less than the total area beneath the tree canopy as defined by the dripline of the tree or group of trees collectively.

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

C. Applicability. The terms and provisions of this section shall apply to any activity on real property which requires conditional use, site plan or subdivision approval of the Planning Commission or City Council as set forth in Chapter 200 and Chapter 230, except the provisions in [sub]section 19.8(D) which shall apply to all real property.

D. Tree preservation.

(1) Trees required by the City to be replaced. Trees required by the City as a part of a conditional use, subdivision, or site plan approval shall not be removed unless they are diseased or infested, or present a danger to life and property. In cases where such trees are removed, they must be replaced with a tree planting in accordance with the table of trees standards kept in the Planning Department.

(2) Trees of special value. Trees having a historic value, as determined by the state historic preservation officer, or that are of an outstanding nature due to type or species, age, or other professional criteria, may be required by the City to be preserved. Such trees may be prohibited from being removed by the Planning Director until such time that the City has granted approval to remove such trees.

(3) Tree preservation in wetlands. No portions of wetland areas shall be developed or cleared of vegetation unless granted permission under state and/or federal permit; and they shall remain as essentially undisturbed areas protected under the provisions set forth in Chapter 230.

(4) Clearing prohibited without approval. Clearing, as defined by this section, for any purpose whatsoever, except the establishment of trails and pathways (not greater than eight feet in width) and open yard areas, shall be prohibited unless approved by the City through the site plan, conditional use, or subdivision review process.

E. Woodland preservation.

(1) Tree preservation and selective clearing plan required. All site development proposals which involve the development of woodland areas and require City approval shall include a tree preservation and selective clearing plan as part of the preliminary submission plan. The tree preservation and selective clearing plan shall be prepared in accordance with the provisions of subsection 19.8(E), subsection 19.8(G) and subsection 19.8(H) of this section.

(2) Limited clearing for site development allowed. Generally, site development plans for the construction of a new building within existing woodland areas shall limit clearing of the land to those areas necessary to provide for the placement of the building or group of buildings, adequate access onto the property and to the proposed building or group of buildings, utility placement, off-street parking and yard areas to allow for daylight infiltration and building maintenance. When woodland areas are proposed to be cleared to allow for new construction, clearing within the area of the proposed construction shall be limited to an area of 30 feet from proposed building foundation, and 15 feet from off-street parking lots, and utility placement.

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

F. Tree preservation and planting in nonwoodlands.

(1) Tree preservation and planting plan required. All developments requiring approval of the City shall be required to submit, with its application and plans, a tree preservation and planting plan as set forth in subsection 19.8(H), and shall conform with the following provisions.

(2) Tree density. For each property required to submit a tree preservation and planting plan, a development area as defined in this section shall be delineated within the nonwoodland area of the property. Within this development area, existing trees may be retained and new trees shall be planted such that the development area shall attain or exceed a tree density of one tree per 10,000 square feet of lot area for residential land development and one tree per 5,000 square feet of nonresidential land development.

(3) Minimum standards for new trees. For new trees to be counted toward the required tree density, they must be of a species and size as set forth in the table of trees approved by the City and kept on file in the office of the Planning Director, or be of an alternate species found acceptable by the City.

(4) Minimum standards for existing trees. For existing trees to be counted toward the required tree density, the tree shall have a minimum caliper dimension of two inches. No trees over eight inches in caliper dimension shall be removed unless within an area of 30 feet from the proposed building foundation, off-street parking lot, and utility placement.

G. Tree protection and planting requirements.

(1) Application. The following guidelines and standards shall apply to activities regulated under Chapter 200 or Chapter 230:

(2) Protection required. To protect the required trees or woodland and their critical root zone, a tree protection area delineated by the dripline of a tree or group of trees to be retained, shall be established. The protection area shall not be disturbed by site utility and grading work, by construction activities such as parking, material storage, concrete washout, sedimentation intrusion or erosion, or other activity. Damage to trees or woodlands and their critical root zones shall require tree plans to be revised to compensate for the loss as determined by the City Arborist or a qualified professional/consultant.

(3) Protection measures. Tree protection areas shall be protected by fencing, staking, or continuous ribbon and, where necessary, silt screens which shall be situated to coincide with the dripline of the tree or group of trees to be preserved. Protection measures shall be erected prior to construction, and must remain until final landscaping is installed.

(4) Planting requirements. New trees proposed to be planted for credit toward the density requirement shall have spacing that is compatible with the spatial site limitations and with responsible consideration toward species size when mature. Species selected for planting must be ecologically compatible with the specifically intended growing site. Trees selected for planting shall be free from injury, pest, disease, and disorders.

H. Tree preservation, planting and selective clearing plans.

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

I. Tree mitigation.

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

(a) If a waiver is sought from the provisions of subsection 19.8(F)(2), new tree plantings are required at a rate of 1:1. All new tree plantings shall meet the minimum size at planting requirements of the City of Milford table of trees.

(b) If a waiver is sought from the provisions of subsection 19.8(E)(2) and/or subsection 19.8(E)(3), then mitigation must be in the form of newly created woodland areas. New woodlands shall be created at a rate of 1.25 times the amount of woodlands to be removed. A woodland mitigation plan shall be prepared by a licensed forester, landscape architect, or certified nursery professional, for the consideration of the City Council or Planning Commission.

(c) All tree mitigation must occur on-site unless an off-site location is specifically approved by the City Council or Planning Commission. When considering off-site locations for tree mitigation, the City Council or Planning Commission shall consider:

[1] A physical hardship related to the land which would otherwise prohibit compliance on the subject site.

[2] Whether the mitigation plan proposed by the applicant is superior in terms of environmental benefits, tree quality, or aesthetic qualities compared to strict compliance with the ordinance on-site.

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

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

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

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

(b) If trees have been removed from woodland areas, then mitigation must be in the form of newly created woodland areas. New woodlands shall be created at a rate of 1.75 times the amount of woodlands that were illegally removed. The woodland unlawfully removed must be replanted to satisfy a portion of this requirement. A woodland mitigation plan shall be prepared by a licensed forester, landscape architect, or certified nursery professional, for review and approval by the Planning Director.

(c) If the applicant wishes to provide replacement plantings on any property other than the one on which illegal clearing occurred, the mitigation plan must be reviewed and approved by the City Council or Planning Commission. When considering off-site locations for tree mitigation, the City Council or Planning Commission shall consider:

[1] A physical hardship related to the land which would otherwise prohibit compliance on the subject site.

[2] Whether the mitigation plan proposed by the applicant is superior in terms of environmental benefits, tree quality, or aesthetic qualities compared to strict compliance with the ordinance on-site.

(3) The City Council or Planning Commission may require tree mitigation areas to be planted in permanent conservation through deed restrictions, conservation easements, or donations to land trusts.

[Ord. No. 2022-06, 1-24-2022; Ord. No. 2023-28, § 4, 8-14-2023]

§ 230-43. Wetland areas.

A. A wetlands investigation shall be performed by a qualified wetlands specialist at the expense of the applicant in preparation for any activity on real property, which requires conditional use, site plan or subdivision plan approval by the Planning Commission and/or City Council as set forth in this chapter and Chapter 200, Subdivision of Land.

B. The limits of all wetlands determined to be present on the subject property shall be flagged by the wetlands specialist and identified on the subject property by customary survey markers and shall be delineated on the plan. Wetlands areas shall be tabulated on the plan in acres.

C. No portions of wetland areas shall be subdivided, filled, developed, or cleared of vegetation unless granted permission to fill and/or eliminate the wetlands area under state and/or federal permit, including nationwide permits authorized by the United States Army Corps of Engineers; they shall remain as essentially undisturbed natural areas.

D. No buildings, structures, impervious surface, fill, obstructions to drainage, or land disturbance shall be situated nearer than 25 feet to a delineated wetlands area. The placement of fill, regrading, or other obstructions to surface sheet flow, or the clearing or removal of natural vegetation within this setback area, shall be prohibited, unless in conjunction with a permit to fill and/or eliminate the wetland areas under State and/or federal permit, including nationwide permits authorized by the United States Army Corps of Engineers. Notwithstanding all of the foregoing, limited cuts into the surface area of this twenty-five-foot setback area in conjunction with the placement of outfall stabilization facilities therein (such as stone rip-rap, turf stabilization, or other geosynthetic materials) may be permitted for the purpose of stabilizing and/or installing stormwater management outfalls, thus providing for a non-erosive flow condition at the outfall, provided that such encroachments into the twenty-five-foot setback area shall be limited to a maximum distance into the wetland buffer of 15 feet measured from the twenty-five-foot wetland buffer line, and shall be limited to a maximum width of 20 feet.

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

§ 230-44. Water bodies, streams and other watercourses; riparian buffers.

A. Lakes, ponds, rivers, and streams shall be left as permanent open space. No filling, piping or diverting of water bodies, lakes, ponds, or streams shall be permitted except for required roads, to be approved by the U.S. Army Corps of Engineers, DelDOT, and/or DNREC as appropriate.

B. No buildings, structures, or paved surfaces, except stairs and ramps, fences, open decks, patios or docks shall be permitted to be constructed under naturally occurring riparian buffer conditions nearer than:

(1) Twenty-five feet to the shoreline, as defined by the mean high-water line, of any tidal water body, tidal stream, or tidal marsh; or

(2) Fifty feet to the shoreline, as defined by the mean high-water line of any non-tidal freshwater water body, lake, pond, or blue-line stream as depicted on the most recent revision of the United States Geological Survey Topographic Quadrangle Maps.

C. No buildings, structures, or paved surfaces, except stairs and ramps, fences, open decks, patios or docks with a combined area of 200 square feet or less, shall be permitted to be constructed under redevelopment conditions in previously disturbed or removed riparian buffers nearer than:

(1) Ten feet to the shoreline, as defined by the mean high-water line, of any tidal water body, tidal stream, or tidal marsh; or

(2) Ten feet to the shoreline, as defined by the mean high-water line of any non-tidal freshwater water body, lake, pond, or blue-line stream as depicted on the most recent revision of the United States Geological Survey Topographic Quadrangle Maps.

D. For projects located within a promulgated total maximum daily load basin, the preservation or reestablishment of riparian buffers facilitating the reduction of nutrients and other pollutants to the level necessary to ensure compliance with promulgated load reductions shall be required. The clearing or removal of natural vegetation within this setback area shall be prohibited. Existing riparian buffers shall either be preserved or planted to the limits as provided above under paragraphs B. or C. respectively.

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

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS
Planning Commission Hearing: Tuesday, August 19, 2025 @ 6:00 p.m.
City Council Hearing: Monday, August 25, 2025 @ 6:00 p.m.

NOTICE IS HEREBY GIVEN that the following proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council with public comments scheduled on the times indicated above.

City Council has the option to approve or deny the application. All ordinances under consideration shall be written in the affirmative whereby the Council votes to approve the measure by voting yes (adopts the Ordinance) or not approve the measure by voting no (denial). This form of writing is not intended to influence any decision of City Council:

ORDINANCE 2025-14
Application MJSP 004-2024 / Carlisle Lane, LLC
Applicant & Owner: Carlisle Lane, LLC
4330 Big Stone Beach Road
Milford, DE 19963
Application Type: Preliminary Major Subdivision
Comprehensive Plan Designation: Moderate Density Residential
Zoning District: R-3 Garden Apartment & Townhouse District
Present Use: Vacant Land & (2) Single Family-Detached Dwellings
Proposed Use: Major Subdivision – 39 Townhouses & 1 Single-family Detached
Area and Location: 4.59 +/- acres of land located along the west side of Truitt Avenue between NW Third Street and NW Sixth Street.
Tax Map & Parcel: 5-16-18306-01-0700 & 0800 5-16-18310-01-0100, 1200 & 1300

WHEREAS, the applicant/owners of the property as above described propose to consolidate five existing parcels and subdivide the land into thirty-nine (39) townhouse lots and one (1) single-family detached dwelling lot as shown on the provided preliminary major subdivision plans; and

WHEREAS, the application is consistent with the requirements of the Code of the City of Milford Zoning and Subdivision Chapters and the Construction Standards and Specifications; and

WHEREAS, the City of Milford Planning Commission has considered the application at a Public Hearing where public comment was permitted on Tuesday, August 19, 2025; and

WHEREAS, Milford City Council held a Public Hearing on Monday, August 25, 2025, allowing for additional review and public comment at which time a final determination was made.

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 finds and determines, as follows:

Section 1. The Application for a Preliminary Major Subdivision is consistent with Chapter 230 Zoning and Chapter 200 Subdivision of Land.
Section 2. The Application is compliant with the City's construction Standards and Specifications; and
Section 3. Agency and Department Comments shall be addressed prior to the approval of the Final Major Subdivision Plan.

Section 4. The Final Major Subdivision Plan will not be detrimental to the public health, safety and general welfare of the community.
Section 5. These changes and additions will not adversely affect the orderly development of adjacent properties and will maintain the preservation of property values.
Section 6. Dates.
City Council Introduction: August 11, 2025
Planning Commission Review & Public Hearing: August 19, 2025
City Council Public Hearing: August 25, 2025
Effective: Ten Days Following Adoption by City Council

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

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